

Illinois State University

School of Art

MFA Graduate Student Handbook

2019-2020

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Please refer to the current ISU Graduate Catalog for complete and up to date information regarding the graduate program.

The Master of Fine Arts in Art is a 60-hour program that emphasizes both theory and practice in the production, history, and teaching of the visual arts. Candidates will be expected to demonstrate artistic proficiency in at least one of the following disciplines: ceramics, glass, metalwork and jewelry design, painting/drawing, photography, printmaking, sculpture, or video. Candidates will also be expected to demonstrate effective writing and verbal communication skills.

DEGREE REQUIREMENTS

Credit Requirements

A typical program for the Master of Fine Arts degree will include at least 60 semester hours of graduate work beyond the bachelor's degree. These 60 hours may be programmed as follows:

1. At least 36 semester hours must be taken in the School of Art; of these at least 24 must be at the 400 level.
2. At least 24 semester hours must be in the student's major studio area; of these at least 18 must be at the 400 level.
3. At least 3 semester hours must be taken in the MFA seminar. It is recommended that the MFA Seminar be taken during the spring semester of the first year.
4. At least 12 semester hours must be taken in art history, or nine hours may be taken in art history with three hours in related areas, such as aesthetics, philosophy, anthropology, or MFA Seminar (if taken for a second time).
5. At least 6 hours must be taken in 496 (MFA Exhibition and Supportive Statement). This will involve a comprehensive exhibition of studio work, a supportive statement, and a comprehensive oral examination.
6. Candidacy review must take place before a student can enroll in Art 496 or schedule the MFA Thesis Exhibition and must include approval of proposal for the Supportive Statement.

It should be understood that the accumulation of 60 semester credit hours is not the primary criterion in evaluating a student's final achievement. The main criteria are the intellectual and creative maturity of the candidate as evidenced by the MFA Thesis Exhibition and Supportive Statement and evaluated by the Thesis Committee through a final oral examination.

Independent Study

1. A student normally enrolls in 6 to 9 credit hours of independent study each semester. The course numbers for independent study are 444 (in the student's major studio area) and/or 451 (special projects with faculty outside the student's major studio area). Art 444 may be used when a student pursues independent study studio work with a studio faculty member outside of the student's major studio area, only with written approval by a Studio Faculty member in the student's major studio area. Students are expected to work with more than one faculty member for independent study each semester in order to expand their critical and conceptual framework and vocabulary and to broaden the possibilities for dialogue.
2. The independent study form, complete with faculty signatures and a typed description of the course of study, must be turned into the Graduate Coordinator before the student may register.
3. Before the student submits the independent study form to the Graduate Coordinator, the student and the faculty member discuss and agree upon the student's project and establish a schedule of meetings for reviewing the student's progress. A typical meeting schedule is once every two or three weeks. The student is responsible for scheduling the meetings with the faculty.

End of Semester MFA Graduate Reviews

The graduate reviews with the School of Art faculty take place approximately 2-3 weeks before the end of semester. Students are requested to distribute written statements to faculty mailboxes one week prior to graduate reviews (see *MFA Process: Policies and Procedures* and *MFA Chart* below).

Probation

A student will be placed on probation by the Graduate School if his/her GPA is lower than 3.0 and may not receive a graduate assistantship. The School of Art may also place a student on probation if his/her work is deemed unsatisfactory with regard to review stages outlined in the *MFA Process: Policies and Procedures* (below).

Thesis Committee

1. The Thesis Committee is responsible for directing the student's thesis project. The committee members recommend the student for admission to candidacy (see below) for the MFA degree and conduct the final examination.
2. The Thesis Committee is comprised of a committee chair and two additional faculty members. The committee chair must be a faculty member in the student's major area of study and have full Graduate Faculty Status. At this point the Committee Chair is the student's advisor (before the committee is formed the graduate coordinator is the student's advisor). In some cases, a 4th member may be added to the committee. This member may be from an area outside the School of Art.
3. The Thesis Committee must be formed by the end of the 3rd semester. A completed committee form, signed by the committee chair and all other faculty members on the Thesis Committee, must be turned in to the art office before the last day of the student's 3rd semester.

Candidacy

After admission to the MFA program, a student becomes an "MFA candidate" only when the student receives approval at the Candidacy Advancement Review in the 5th semester. Approval is determined by the Thesis Committee; input from the general studio faculty is an integral part of the approval process. Candidacy must be approved before the student may enroll in Art 496 (MFA Exhibition and Supportive Statement) or schedule his/her MFA exhibition. The student must have GPA of 3.0 or better.

The MFA Thesis Exhibition

The Thesis Exhibition and Supportive Statement are the final steps necessary for the MFA degree. Each candidate is required to mount a one-person exhibition of his/her work. This exhibition takes place during the student's last semester and is usually installed in Transpace. The exact content and organization of the student's MFA Thesis Exhibition are determined in close consultation with members of the Thesis Committee. With approval of the student's committee, the exhibition may be held in an alternative venue. Students are responsible for printing and distributing exhibition announcements. The announcement must contain the phrase, "In partial fulfillment of requirements for the MFA degree".

The MFA Supportive Statement

1. A Proposal Approval Form must be submitted after committee approval of proposal. This is usually completed at time of Candidacy Review. This form includes a Copyright Checklist and Approval to be completed with Copyright Officer. <http://grad.illinoisstate.edu/downloads/ProposalApproval.pdf>
2. The MFA Supportive Statement is a critical essay that focuses on the student's work, its development, and its cultural and historical references. The candidate writes the final Supportive Statement in consultation with the Thesis Committee and distributes it to committee members 2 weeks in advance of the Thesis Exhibition opening.
3. The Supportive Statement is usually 20-30 pages in length. It includes a title page, a table of contents, a bibliography, and typically includes illustrations of works from the Thesis Exhibition. A format check of the Supportive Statement may be scheduled with the Graduate School and otherwise adhere to deadlines and guidelines of the Graduate School. <http://grad.illinoisstate.edu/academics/thesis-dissertation/writing.shtml>
4. To ensure that supportive statements are formatted correctly, the School of Art recommends that students sign up for a format check before they submit their final draft. Note that the Graduate School does not address content, only format. To have a format check done, students must first submit an electronic draft of the supportive statement to the Graduate School's electronic submission website at ProQuest<<http://www.etsadmin.com/ilstu>>. After that, the student must call the Graduate School at (309) 438-2583 to schedule the format check.
5. Upon approval of the Thesis Committee, the Thesis Exhibition is installed for public view. The Supportive Statement is intended, in part, to serve as the exhibition catalog. If either the exhibition or the statement is incomplete or insufficient, the Thesis Committee may disapprove installation of the Thesis Exhibition and establish remediation requirements and deadlines.
6. The final draft of Supportive Statement, including images of Exhibition, must be uploaded and submitted onto ProQuest. After final approval from Graduate School, please email a pdf file of the final, approved Supportive Statement to Deb Shambrook, dkshuck@ilstu.edu. Then set up appointment with Deb, 438-5361 to drop off CD of digital images of Exhibition and School Thesis Approval Invoice, Milner Library, Room 163 on the first floor, if images of Thesis Exhibition are not included in Supportive Statement. One bound copy will be returned to the School of Art as part of the School collection.

Graduation

The completed Degree Audit should be submitted as an email attachment to the Graduate Coordinator; who will then submit approved Degree Audit to Graduate School via email. The application for Completion of Degree should be submitted to the Graduate School early in the semester of anticipated graduation. Students anticipating graduation in May should submit their Degree Audits in December and Completion of Degree applications in early January.

FINANCIAL ASSISTANCE & OPPORTUNITIES

Grad assistantship (hours, paycheck, etc.)

Graduate assistantships are provided as financial support for selected graduate students. A graduate assistant must maintain a 3.0 cumulative average in order to keep his/her assistantship.

Scholarships & grants

- In addition to University financial aid, School of Art grants and scholarships are available on a limited basis. Selection of a recipient for the Marshall Dulaney Pitcher Scholarship (monetary award and solo exhibition) and other scholarships take place during the spring semester.
- The Graduate School offers various means of financial assistance including Diversity Tuition Waivers and University Research Symposium support.

Internship

Students may also participate in an internship or apprenticeship. This may take the form of a guided teaching experience or a work activity in a professional area related to the student's area of interest. Examples include experiences involving a local industry, school, etc. The precise nature of an internship or apprenticeship is to be developed through guidance by the student's major advisor and tailored to best suit the student's individual needs. Any internship or apprenticeship is subject to the approval of the student's graduate committee.

FACILITIES & PROGRAMS

Graduate Studios

1. The Grad House, located at 212 Douglas St. in Bloomington, houses individual studios, a woodshop, a welding facility and two critique/installation spaces. Assignments of studios and facilities are made by Laura Primozic, Visual Arts Instructional Technician, and are based on availability.
2. All graduate students are required to attend meetings and general graduate studio cleanups scheduled by the Visual Arts Instructional Technician. Each student is responsible for the maintenance and cleanup of his/her own space, as well as the general use area.
3. Students may not alter the existing architectural elements in the Grad House studios or facilities. Students must observe all safety standards in the use of tools and equipment.
4. Non-ISU activities are not allowed on the property. Alcoholic beverages are not allowed in the Grad House. Smoking is prohibited in all state buildings.

General Facilities

The School of Art provides extensive facilities including Macintosh and PC computer labs, ceramic studios, glass studios, intaglio and lithography studios, B&W and digital photography labs, video and photography shooting studios, metal/jewelry studio, sculpture studios with foundry, kinetics lab and outdoor work area, sound editing studios, and video editing rooms. Some facilities require orientation and/or permission from the area faculty for general use. Graduate students are required to observe safe studio practices as outlined in each studio area.

Visiting Artist Program

Each semester, the Visiting Artist Program brings prominent artists from around the country and the world to campus. This includes both long-term (2-6 weeks) and short-term (1-2 day) visits. Visiting artists present a public lecture and also meet with graduate and undergraduate students for individual critiques.

OTHER INFORMATION

Potential harm/liability issue for work that involves human interaction.

Art works that may pose any potential harm for the viewer and cause liability for the artist and the School must be approved by the University Research Committee prior to public presentation and its possible dangers clearly stated for the audience. Please consult the Director of the School of Art about any questions regarding interactive art works.

ISU graduate forms on line

The following forms are available on line at <http://www.grad.ilstu.edu>

- Graduate Tuition Waiver Application
- Application for Graduate Degree or Certificate
- Request to participate "Early" in Commencement Ceremony
- Request for Transfer of Credit
- Request to Extend Time to Complete Degree
- Graduate Assistant Application

Chicago Art Information

<http://www.chireader.com/listings/static/art.html> - gallery and museum listings

<http://chicagoart.net> - e-mail announcements for art openings and events

<http://badatsports.com> - art blog

<http://www.chicagoartistsresource.org> - Chicago Artist Resources (exhibition, job, housing, etc.)

<http://www.artic.edu/aic/> - The Art Institute of Chicago

<http://www.mcachicago.org/> - Museum of Contemporary Art

<http://www.renaissancesociety.org> - The Renaissance Society

<http://mocp.org/> - The Museum of Contemporary Photography

MFA PROCESS: POLICIES AND PROCEDURES

Voting Eligibility:

- *SOA Graduate Faculty*: School of Art Graduate Faculty status is prerequisite; attendance during the Graduate Review / Committee Advancement Review / Candidacy Advancement Review is strongly encouraged to make informed evaluations for any vote cast.
- *Discipline / Area Graduate Faculty*: Graduate Faculty who teach the majority of courses in the same studio discipline to which the student is attached (e.g., sculpture, printmaking, photography). In those studio disciplines with fewer than 3 full-time faculty, it is recommended that an appropriate sub-group of at least 3 faculty be identified from within the larger Studio Area (i.e., 2-D Area or 3-D Area).
- *Committee Members*: Graduate Faculty officially registered as members of a student's Thesis Committee.

Graduate Reviews:

- Graduate Reviews take place during Semesters 1 and 2.
- Student presents current studio work, as typical of current Graduate Reviews.
- Student writes *Current Studio Investigations Statement*, addressing standard questions from Graduate Review Writing Guideline.
- Statement should be 1 page and distributed to faculty 1 week in advance of the Graduate Reviews.
- Discipline or Area Graduate Faculty evaluate students in their respective studio area, voting for and communicating to the student either Satisfactory Progress or Unsatisfactory Progress regarding their current status in the MFA Program.
- If Unsatisfactory Progress is the majority vote, then specific shortcomings should be identified and specific expectations and deadlines should be communicated to the student. In extreme cases, dismissal from the MFA Program is an option at these stages.

Committee Advancement Review:

- Committee Advancement Review occurs in Semester 3.
- Student presents current studio work, as typical of Graduate Reviews.
- Student writes *Thesis Proposal Statement*, addressing standard questions from Graduate Review Writing Guideline. The statement should be 3-5 pages and distributed to faculty 1 week in advance of the Graduate Reviews.
- SOA Graduate Faculty vote to approve the student's readiness to form the Thesis Committee. Vote is confidential (only the resulting approval or disapproval vote is reported to the student). Committee Advancement requires 2/3 approval of total votes cast. SOA Faculty may also offer written evaluative feedback to the student.
- If Advancement is not approved, the student may reapply during Semester 4. If advancement is disapproved a second time, the student is dismissed from the MFA Program.

Committee Review:

- Committee Review occurs in Semester 4.
- Student presents current studio work, as typical of Graduate Reviews.
- Student continues to revise and expand the *Thesis Proposal Statement* (3-5 pages) and distributes it to Thesis Committee members and faculty 1 week in advance of the Committee Review. Committee members evaluate and communicate to the student Satisfactory or Unsatisfactory Progress towards the Candidacy Advancement Review. Thesis Committee oversees any evaluation, recommendation, or remediation of student.

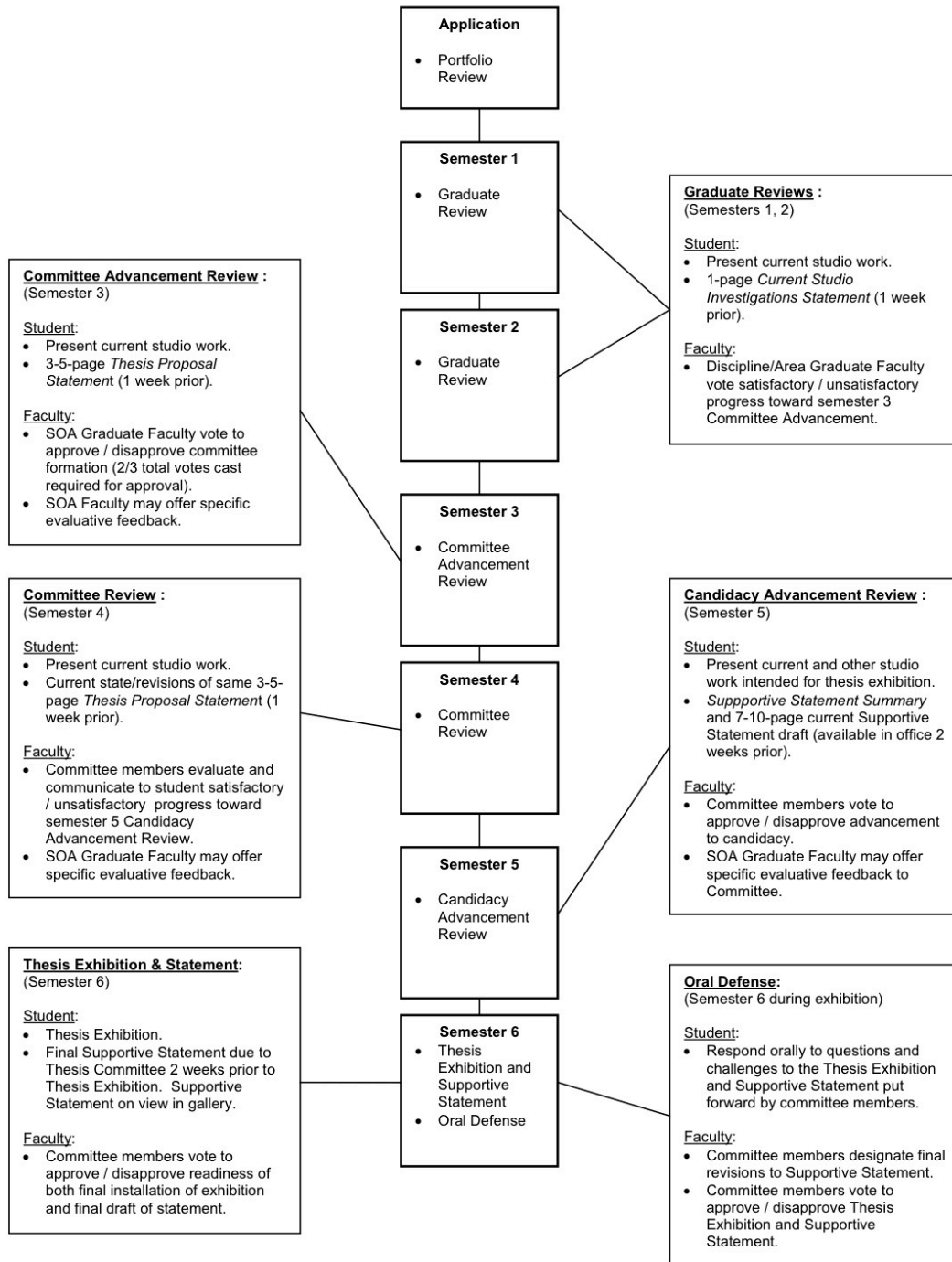
Candidacy Advancement Review:

- Candidacy Advancement occurs in Semester 5.
- Student presents current and relevant previous studio work that best indicates the content of the planned Thesis Exhibition.
- Student writes *Supportive Statement Summary* (7-10 pages) and student writes a substantial draft of the Supportive Statement (including Table of Contents, at least 50% of the actual content, and Bibliography). The *Supportive Statement Summary* is distributed to SOA faculty and the draft Supportive Statement is made available in the School office at least 2 weeks in advance of the Candidacy Advancement Review. Additionally the student submits a 1-2 page summary of the Supportive Statement to SOA faculty one-week prior.
- Thesis Committee members vote to approve the student's readiness to go forward with the Thesis Exhibition and Supportive Statement. SOA Faculty may also offer written evaluative feedback to the committee.
- If Advancement is not approved, a plan for immediate remediation must be established with the Thesis Committee.

Thesis Exhibition, Supportive Statement, and Oral Defense:

- Student selects and prepares studio work for the Thesis Exhibition in consultation with the Thesis Committee.
- Student writes the final Supportive Statement in consultation with the Thesis Committee and distributes it to committee members 2 weeks in advance of the Thesis Exhibition opening.
- Upon approval of the Thesis Committee, the exhibition and the statement are installed for public view. The Supportive Statement serves as the exhibition catalog, available in the gallery for the duration of the exhibition. If either the exhibition or the statement is incomplete or insufficient, the Thesis Committee may disapprove installation of the Thesis Exhibition and establish remediation requirements and deadlines.
- Before the close of the Thesis Exhibition, the candidate will respond to questions and challenges by Thesis Committee members during the Oral Defense. Successful defense and final revisions to the Supportive Statement as required by the Thesis Committee will serve as the final School of Art approval for the candidate's M.F.A. degree.

- If the candidate's defense is unsuccessful, a plan for immediate remediation must be established with the Thesis Committee.



Date: _____

To: _____

As part of our reporting process, this document serves as a brief assessment of your Spring 2020 MFA Graduate Review. Faculty members in your Major Studio Area agree that you are making the following progress towards MFA candidacy:

_____ Satisfactory Progress.

_____ Unsatisfactory Progress. You are requested to address the following problems before the next Graduate Review:

MFA Candidacy Review Form

The Studio Work and Supportive Statement draft of

_____ was examined on
_____, 20____, for the purpose of seeking Admission to Candidacy
in the MFA Program in the School of Art at Illinois State University.

On the basis of the applicant’s artwork and other evidence, each member of
the review committee is to indicate whether or not the applicant should be
recommended for MFA candidacy by placing their initials in either the “pass” or
“fail” column below and signing.

Pass	Fail	Review Committee Member	Date
_____	_____	_____ (Chairperson)	_____
_____	_____	_____ (Second Member)	_____
_____	_____	_____ (Third Member)	_____
_____	_____	_____ (Fourth Member, optional)	_____

(An applicant will be recommended for candidacy only if all members have indicated “pass”.)

Graduate Coordinator Date

ISU School of Art Grad House General Policies

The Grad House at 212 Douglas St, Bloomington, IL is used for housing and facilitating the activities of Graduate Students of the School of Art, Illinois State University.

- 1 Each Graduate Student in Studio Arts will be assigned a studio cubical within the building proper after a \$50 deposit has been received. The assignments are made by the Visual Arts Instructional Technician, and are based on availability. Students must not alter the existing architectural elements. These activities are prohibited:
 - Removing or modifying structural walls.
 - Removing or modifying support beams (this includes hanging objects from the overhead structure without consent).
 - Removing, adding to, or modifying the existing electrical outlets, fixtures, and conduits.
 - Removing or modifying existing doors, both interior and exterior, including both window and door glass.
 - Removing or modifying existing plumbing.
 - Removing or altering the Fire Retardant curtains or installing additional curtains.
 - Covering or obstructing existing light fixtures, heating elements, or permanent fixtures within the building.
- 2 Each student is responsible for the maintenance and cleanup of their own space, as well as the general use spaces (these would include the woodshop, welding area, critique rooms, hallways, industrial sinks, and critique spaces).
- 3 Each student is expected to control the scale and scope of the storage of materials needed in the production of their work. On completion of their degree, or in the event of an extended absence, individual students are to remove all stored materials from the building, along with the return of their space to its original condition.
- 4 Students are expected to maintain a healthy and safe studio environment. This includes only using approved art materials in building and making every effort to reduce the level of fumes while working. Spray paint is prohibited in the building. This also includes making use of proper storage containers and employing safe art making methods. In addition, students must ensure that paintings/sculptures or other materials do not block hallways, exits, or fire extinguishers. Hallways must be kept clear of any objects. Hazardous materials must be contained within the hazardous materials cabinets provided on site. For questions, please see Visual Arts Instructional Technician.
- 5 When possible, a student will be assigned as general shop foreman/representative to the Visual Arts Instructional Technician for the purpose of guiding students in the proper use of equipment and determining equipment and building needs, then reporting to the Instructional Technician on a regular basis.
- 6 Non-ISU activities will not be allowed on the property. Alcoholic beverages are not allowed. Smoking is prohibited in all state buildings. Students who are not enrolled in the ISU graduate program are not allowed to work in the space, even with permission from other graduates.
- 7 Students are responsible for securing all outside access doors against unwanted solicitation and visits; this includes solicitation for phone usage by unauthorized individuals. Lending of building keys is prohibited.
- 8 All Graduate Students are required to attend meetings or general cleanups scheduled by the Graduate Coordinator or Visual Arts Instructional Technician.
- 9 Students are responsible for the removal of installations before beginning of the summer break. Leaving the work in place during break (for documentation purposes, critiques, exhibitions, etc.) must be approved by the Graduate Coordinator or Visual Arts Instructional Technician and the Director of the School of Art.
- 10 Students must vacate their studio no later than one month after end of their graduation semester. If, after the one-month deadline, materials have not been removed from the MFA studio and the Grad House and the key returned, materials will be discarded and the deposit will be withheld. As these studios and workshops are reserved for those enrolled in the MFA program, any graduate of the program who retained a key and is found using the space will be reported to campus police.

M.F.A. Studio Space Contract

The following set of conditions outline the responsibilities an M.F.A. student must meet in order to occupy and use a studio space located at 212 Douglas St., Bloomington, Illinois (herein referred to as the Grad House). If a student violates any of these stated conditions, the Director reserves the right to remove the student from their studio. A deposit fee of \$50 will be required to have studio space and studio key request processed. The deposit must be paid at Student Accounts and receipt brought to the Instructional Technician. It will be refunded only if the studio is left in good condition and key returned.

1. Moving into and out of a studio space:

Once a M.F.A. student has been given a studio, the student must first do a “walk-through” of their studio with the Instructional Technician to ensure that the studio is in good condition. The M.F.A. student is then responsible for the maintenance and care of the studio space during their occupancy. After moving out, students are responsible for returning the studio to its original condition. This includes painting the free-standing walls, cleaning the floors and repairing any damage that may have occurred during their occupancy. Students are required to see the Instructional Technician to discuss any necessary repairs before they are made. Students may not alter the existing architectural elements in the Grad House studios or facilities. A final walk-through will take place to ensure that the studio has been returned to a good condition. If the space is left in poor condition, the deposit will be withheld.

2. Ongoing maintenance:

Students are expected to maintain their studios at a reasonable level of cleanliness and order. **Common areas (non-studio) should be kept uncluttered, safe and clean.** Excessive paint on the walls, graffiti, and damage to school property will result in students being removed from their space. The Fire Retardant curtains should not be removed or modified, and no additional curtains may be installed. All graduate students are required to attend meetings and general graduate studio cleanups scheduled by the Visual Arts Instructional Technician. Each student is responsible for the maintenance and cleanup of his/her own space as well as the general use area.

3. Conduct:

Students who are not enrolled in the ISU graduate program are not allowed to work in the space, even with permission from other graduates. Non-ISU activities are not allowed on the property. Alcoholic beverages are not allowed in the Grad House. Smoking is prohibited in all state buildings.

4. Animals:

It is Illinois State University policy that animals are not allowed in University buildings. Please refer to Policy 5.1.9 on the ISU website for exceptions to this policy.

5. Health and safety:

Students are expected to maintain a healthy and safe studio environment. This includes only using approved art materials in building and making every effort to reduce the level of fumes while working. **Spray paint is prohibited in the building. No spraying under welding hood!** This also includes making use of proper storage containers and employing safe art making methods. In addition, students must ensure that paintings/sculptures or other materials do not block hallways, exits, or fire extinguishers. Hallways must be kept clear of any objects. Hazardous materials must be contained within the hazardous materials cabinets provided on site. Students must provide a list of materials they use at the beginning of every school year to the Instructional Technician in order to update the MSDS binder.

6. Vacating space after M.F.A. exhibition:

Students must vacate their studio no later than one month after end of their graduation semester. If, after the one-month deadline, materials have not been removed from the M.F.A. studio and the Grad House and the key returned, materials will be discarded and the deposit will be withheld. As these studios and workshops are reserved for those enrolled in the MFA program, any graduate of the program who retained a key and is found using the space will be reported to campus police.

7. End/beginning of semester clean up:

At the end and/or beginning of each semester, all students using the studios must meet for a communal cleaning of the M.F.A. space. This includes the individual studios, common spaces, critique rooms, and the wood shop.

8. Leave of absence:

If a student leaves for a semester his/her studio may be given to another M.F.A. student for that semester. Once a student returns, every effort will be made to give that student a space. Cases will be dealt with on an individual basis at the discretion of the Director.

9. Procedures for conflict:

If a student does not meet any of these stated conditions, disciplinary action will be taken. The conflict will initially be taken to the offending student's M.F.A. advisor and the M.F.A. coordinator. If the conflict is not resolved, the Director will then be informed. The Director reserves the right to remove a student from his/her studio space at any time for failure to meet these conditions or for any misconduct in the studio space which the Director deems inappropriate.

*Note: M.F.A. students must go to Student Accounts to pay \$50 deposit and bring the receipt the Instructional Technician.

Receipt for \$50 deposit paid to Student Accounts received by the Instructional Technician.

Condition of studio:

Walls:	Great	Good	Fair	Poor	_____
Floors:	Great	Good	Fair	Poor	_____
Ceilings:	Great	Good	Fair	Poor	_____
Furniture:	Great	Good	Fair	Poor	_____
Other:	_____				

I _____ understand and will adhere to the above mentioned
print name

conditions as an occupant of studio space _____ in the Grad House.
studio #

Student Signature _____ *Date* _____

Visual Arts Instructional Technician Signature _____ *Date* _____

Condition of studio:

Walls:	Great	Good	Fair	Poor	_____
Floors:	Great	Good	Fair	Poor	_____
Ceilings:	Great	Good	Fair	Poor	_____
Furniture:	Great	Good	Fair	Poor	_____
Other:	_____				

Keys Returned

Final Walk-through: _____ has fulfilled all
print name
requirements for moving out of their studio space.

Visual Arts Instructional Technician Signature _____ *Date* _____

Student Signature _____ *Date* _____

MFA Graduate Review Writing Guideline

In anticipation of the upcoming Grad Reviews, please place a typed and clearly written one-page statement about your work in studio, art history faculty, and the director's mailboxes one week before the review dates.

Discuss the ideas you are investigating in your studio work, and the formal and conceptual strategies, decisions, and characteristics that embody those ideas in the work.

Questions to consider:

- What is your current body of work?
- What ideas motivate your work?
- How does your use of materials/media and methods support the ideas and concepts in your work?
- What are your influences?
- What is your connection to your work?

**Illinois State University
School of Art
Graduate Student Pre-Registration Form**

This form must be filed in the School of Art Office before **Advance Registration**. After clearance is given, **students must register** for courses via my.IllinoisState.edu portal. Full-time students must be registered for a minimum of 9 hours and a maximum of 12 hours.

Name: _____ UID: _____

Session: _____ Year: _____ Area of Study: _____

Scheduled Courses:

	Course Name	Course Number	Sect	Hours	Instructor Name	Reference Number
1						
2						
3						

Independent Studies: (See Back for Guidelines.)

ART 400: Independent Study (to be used for non studio-based advanced course work of a special nature)

ART 444: Problems in Studio Work (to be used for ongoing studio-based course work)

ART 451: Special Projects in Art (to be used for art history, art education and studio-based course work of a special nature)

Reminder:

The request for each course must be accompanied by a description, which includes 1) nature of the project; 2) schedule of meetings with the instructor; 3) expected outcomes; and 4) how work will be evaluated.

	Course Number	Sect	Hours	Instructor Name	Instructor Signature	
4						
5						
6						

Do you plan to graduate at the end of this term? Yes No

Signatures:

Graduate Student DATE

Graduate Coordinator DATE

Director, School of Art DATE

School Office Action:

_____ Date received _____ Date cleared to register

SCHOOL OF ART GUIDELINES FOR ADVANCED COURSE WORK
(MFA Students)

Advanced course work in the School of Art is intended for intensive study in specialized areas under a qualified member of the School of Art faculty.

- Advanced course work should be requested only by students who have completed the sequence of courses in an area, who meet the required major and accumulative grade point average and who have demonstrated potential to benefit from the study requested.
- A request for advanced course work must be prepared by the student, approved by the faculty member(s) and the Graduate Coordinator, and filed in the School of Art office before the last day to withdraw from a full semester class without a withdrawal grade assigned (date can be found in the class registration directory) at the beginning of the semester the work is to begin.
- Advanced course work is not intended for non-academic activities.
- Students may not request advanced course study when the proposal duplicates work being offered in a regularly scheduled class without the approval of the School Director and the Graduate Coordinator.
- Advanced course work should be completed in the semester for which it is requested. Incomplete grades may be given to a student who is doing passing work but finds it impossible, because of reasons beyond his/her control, to complete the required work by the end of the term. The student must have been doing the work, according to the approved contract, to within three weeks of the close of the semester or to within one week of the close of the summer session. If a student is to receive an incomplete, the faculty member may specify the date by which the required work must be completed. The determined date may be no later than the final class day of the corresponding term of the following academic year. (Consult the graduate catalog for detailed description of assigning incomplete grades.)

Independent Study 400: Intensive work in a specialized area. A maximum of six hours may be applied toward a master's degree.

- Art 400 fulfills hours in the “Other Coursework” requirements of the MFA degree.

Problems in Studio Work 444: Individual creative work in a particular studio discipline. May only be requested by graduate students. These courses may be repeated.

- Art 444 fulfills hours in the “Major Studio Area” requirements of the MFA degree.
- Art 444 should be used when a student pursues independent study studio work with a Studio faculty member in the student’s Major Studio Area.
- Art 444 may be used when a student pursues independent study studio work with a Studio faculty member outside of the Student’s Major Studio Area only with written approval (a short email or letter to the MFA Graduate Coordinator will suffice) by a Studio faculty member in the student’s Major Studio Area (after formation of the MFA Committee, the approval should come from the committee Chair).

Special Projects in Art 451: Special projects in art chosen by the student for advanced investigation. May only be requested by graduate students. These courses may be repeated.

- Art 451 fulfills hours in the “Other Coursework” requirements of the MFA degree.
- Art 451 will carry a decimal number designating the study as Studio or Art History, indicating the academic discipline of the faculty member sponsoring the independent study work.
- Art 451 with Studio designation should be used when a student pursues independent study studio work with a Studio faculty member outside of the student’s Major Studio Area.
- Art 451 with Art History designation should be used when a studio student pursues independent study work with a faculty member from Art History.
- Art 451 with Art History designation may not fulfill hours in the “Art History” requirement of the MFA degree without written approval of an Art History faculty member and a plan of study that clearly shows research-based, art historical coursework. Art 451 with Art History designation may not fulfill hours in the “Major Studio Area” requirement of the MFA degree.

*Consult the graduate catalog for complete descriptions of **Independent study 400 level coursework**.

It is the student’s responsibility to process this form correctly. If you have any questions contact the Graduate Coordinator.

MFA Degree Requirements* Checklist

Name _____ UID _____

	Major Studio Area 24 hours total (At least 18 hours at 400 level)		Art History 12 hours total (12 hours Art History <u>or</u> 9 hours Art History plus 3 hours in a related non-Studio area, with prior approval**)				MFA Seminar 494 3 hours	MFA Exhibit & Supportive Statement 496 6 hours	Other Coursework 15 hours total (Additional Studio Art, Art History, or other approved electives)		
Semester	Course #	Hours	Dept #	Course #	Hours	Approved Related Course*	Hours	Hours	Dept #	Course #	Hours
First Semester											
Second Semester							Recommended***				
Third Semester Thesis Committee											
Fourth Semester											
Fifth Semester Candidacy Review; Proposal											
Sixth Semester Apply for Completion of Degree; Degree Audit; Oral Defense								Required***			
Totals											

Minimum 60 Hours Total with the following requirements: (1) At least 36 of the 60 hours must be taken in the School of Art; (2) 24 hours in the Major Studio Area, and of these at least 18 hours at 400-level; (3) 12 hours in Art History or 9 hours in Art History + 3 hours in a related non-Studio area (with prior approval); (4) 3 hours of Art 494 (the same class may not fulfill this requirement and the Art History “related academic area” option; to fulfill both with 494,

the course must be repeated with a different seminar topic); (5) 6 hours of Art 496 (to be taken in the 6th or final semester); (6) additional 15 hours in Studio Art, Art History, or other approved electives.

*See Graduate Catalog for Requirements / **If using the "related course" option, retain copies of documents approving the specific course. / ***
Recommended or required semester