MFA
Master of Fine Arts
Program Guide for Students

Indiana State University
Department of Art and Design
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PREFACE

This booklet is designed to serve as a guide to help you fulfill the requirements necessary to complete your Master of Fine Arts Degree Program. It is your responsibility, as a Graduate Student, to read and follow all the M.F.A. procedures described in the following material. To a great extent, to be an effective graduate student means that you must assume a proactive and self-directive stance to your education. Any questions or concerns you may have about any aspect of the program should be directed to your Area Advisor and/or to the Graduate Coordinator. They, as well as other members of the Graduate Faculty, are interested in your welfare and success.
THE PLAYERS

THE STUDENT: You were selected to be part of the ISU Department of Art and Design's M.F.A. program because of the quality of your creative work and the belief that you have the potential to make a valuable contribution to the field of art. However, you are responsible for the successful completion of all the requirements of the graduate program and, therefore, must carefully follow them as set forth in this booklet. You should consult regularly with your Area Advisor. One of the first things you will need to do is to establish your M.F.A. Advisory Committee, which should be formed in consultation with your Area Advisor. Remember that what you are able to gain from your graduate education at ISU is directly dependent upon the responsibility you assume for yourself and your work.

THE AREA ADVISOR: Your Area Advisor will be the primary faculty member with whom you will work throughout your graduate studies at ISU. He or she will assist you in planning and maintaining your program of studies and will advise you on the direction of your creative work. Your Area Advisor will also serve as the Chair of your M.F.A. Advisory Committee. In consultation with your Area Advisor, you will continually update your “Contract of Study”. Any questions that you may have about any aspect of the M.F.A. Degree Program should be directed first to your Area Advisor. You should consult with your Area Advisor concerning registration, tentative degree program forms, arranging time for studio reviews, and procedures that meet M.F.A. curriculum and exhibition requirements.

THE GRADUATE COORDINATOR: The Graduate Coordinator works closely with your Area Advisor and maintains complete files on your progress towards the completion of degree requirements. The Graduate Coordinator will keep track of your ongoing progress and advise you of what you need to do to successfully complete the M.F.A. degree requirements.

THE GRADUATE ADVISORY COMMITTEE: The Advisory Committee, which is a major part of the evaluation process, is composed of a minimum of three and a maximum of four departmental faculty with Graduate Faculty status. It is involved in all reviews concerning your studio production and M.F.A. Thesis Exhibition. You will meet with the Advisory Committee at least four times throughout your course of study. The advisory committee may initiate additional meetings for updates on your progress. For a full description of the duties and responsibilities of the Graduate Advisory Committee, see the separate section devoted to it in this booklet.

THE GRADUATE COMMITTEE: The Graduate Committee is composed of three members of the Department of Art and Design who have Graduate Faculty status. In consultation with the Graduate Coordinator and all departmental members with Graduate Faculty Status, the Graduate Committee decides on all issues concerning policies and procedures relating to the graduate program.

THE CHAIRPERSON OF THE DEPARTMENT OF ART AND DESIGN: The Chairperson of the Department of Art and Design is also an integral part of your degree program and is equally concerned with your success. The Chairperson works in close conjunction with the Graduate Coordinator and the Graduate Committee to assist and advise graduate students in all matters pertaining to the M.F.A. program as well as to the University as a whole. Any problems you might have with your Area Advisor or the Graduate Coordinator should be brought to the attention of the Chairperson.
GRADUATE ASSISTANTSHIPS

Graduate Teaching Assistants are selected on the assumption that they possess special qualities of leadership as well as artistic originality. Teaching Assistants are expected to set an example and to adhere to the guidelines for faculty comportment as set forth in the University Handbook. Because Graduate Teaching Assistants usually teach the youngest and most impressionable members of the student body, they need to be very responsible about their instructional duties. Non-teaching Graduate Assistantships are also assigned within the Department in such areas as the University Art Gallery and the Slide Library.

I. The guidelines for appointment for an academic year assistantship are:

A. An overall undergraduate grade point average of 3.0 or higher on a 4.00 scale from a nationally accredited institution; or a graduate grade point average of 3.60 or higher on a 4.0 scale after completion of at least 12 hours of graduate work from a regionally accredited institution.

B. A graduate grade point average of 3.00 or higher on a 4.00 scale must be maintained. A minimum of nine hours of graduate course work must be taken each semester or two hours each five-week summer term of appointment.

C. The schedule of advisory committee meetings must have been completed as outlined in Program Requirements section IV with appropriate, signed forms on file in the Department of Art and Design office.

II. The maximum amount of time a graduate student customarily will be awarded an assistantship in the Department of Art and Design is four semesters for M.F.A. students. However, circumstances may prompt consideration for an additional semester, up to 60 hours.

III. For additional information on Graduate Assistantship Appointments and Graduate School Assistantship guidelines, consult the Graduate Catalogue section on Financial Information Graduate Assistant/Fellow Appointments.

IV. Each Graduate Assistant shall be assigned a Faculty Mentor who will be charged with supervising his or her respective Graduate Assistant performance. The Faculty Mentor shall:

A. Meet with the Graduate Assistant on a regular basis to discuss their responsibilities and how the Graduate Assistant has chosen to fulfill them.

B. Evaluate the Graduate Assistant's performance throughout the semester on an ongoing basis, with in-class observations occurring no less than once a month.

C. Submit to the Chairperson, a mid-semester written evaluation of the Graduate Assistant's performance.

D. Forward to the Graduate Committee a recommendation on the Graduate Assistant's ability for continued assignment.

E. Submit to the Chairperson of the Department of Art and Design an end-of-the semester written evaluation on the Graduate Assistant's work throughout that semester.
PROGRAM REQUIREMENTS

I. Course Requirements

A. Sixty credit hours minimum are required, including:

1. Studio Requirements:
   a. 36 credit hours of directed electives in one or several areas of studio art;
   b. each credit hour requires at least 3 hours of studio work per week;
   c. arranged studio classes:
      1) no more than 1/3 of the total studio hours for the M.F.A. degree may be taken as arranged classes;
      2) such arranged classes must be determined in consultation with the student’s major professor.

2. Research requirements: 3 credit hours of ARTP 609, Research for the Visual Artist, which the student is recommended to have completed or be enrolled in at the time of the 30-hour Mid-Point Review.

3. Other Requirements:
   a. 3 credit hours of ARTP 696, Final Visual Exhibition;
   b. 6 credit hours of graduate-level Art History;
   c. 12 credit hours of electives within/outside the Department in an area relating to the student’s creative work, in consultation with the student’s Area Advisor.

B. The M.F.A. degree candidate must maintain a minimum 3.0 cumulative grade point average throughout the program of study. A candidate who drops below 3.0 will be put on probation as per graduate school requirements.

C. A minimum of 33 semester hours of the M.F.A. degree program must be completed in courses carrying on-campus credit.

D. Students who have completed a Master of Arts degree in studio or graphic design from an accredited institution may have up to 27 credit hours of that degree counted towards the M.F.A. upon review by the Art and Design Graduate Committee. In the event more than 20 credit hours are credited to the M.F.A., the student must complete his/her Initial and Mid-Point Review [together] within the first semester enrolled in the M.F.A. degree program.

E. Transfer Credits
   1. Incoming students wishing to transfer graduate credits for coursework completed at another accredited institution must submit such a request to the Graduate Committee upon matriculation. It is incumbent upon the student to provide proof of completion, a copy of the course syllabus, and a statement explaining the relevance of the course(s) in question to their program of study at ISU.
   2. Students wishing to receive graduate credit for a course to be taken at another accredited institution during their program of studies at ISU must receive approval first from the Graduate Committee and their Area Advisor in order to insure the credits will transfer.

II. Additional Requirements

A. Fulfill all Advisory Committee in-progress review requirements (see Advisory Committee section), including:
   1. Initial Committee Review;
   2. M.F.A. Mid-Point Review;
   3. Three-Quarter Review.
B. Successful fulfillment of the M.F.A. Thesis Exhibition Requirement (see requirements under The M.F.A. Thesis Exhibition section), including the M.F.A. Final Review;

C. Degree is to be completed within seven years of first enrollment date.

III. Conditional Acceptance

Students admitted to the M.F.A. Graduate Program are presumed to have an undergraduate preparation matching the standards of this institution. Certain deficiencies will necessitate remedial work as stated in the Graduate Catalogue, and any courses for which the deficiency is a prerequisite must be postponed until such work is completed. Remedial work does not carry graduate credit. Students can also be admitted to the M.F.A. program with conditional status. Any student so classified may enroll in courses at the graduate level, but must earn the grade of B or higher in his or her first semester of work in order to qualify for regular status.

A graduate student will be allowed to satisfy deficiencies by auditing the necessary classes. However, in order to be able to determine that the student has gained the necessary knowledge from the course, the student must regularly attend class and have satisfactorily completed the course(s) according to requirements for undergraduate students, which the instructor of record determines the student must meet.

IV. Degree Documentation

A. Degree Documentation consists of two parts, a Creative Research Paper and visual documentation of the Thesis Exhibition.

1. The Creative Research Paper:
   a. will be approximately ten pages in length and should address topics appropriate to the artistic development of the student as realized in the M.F.A. Thesis Exhibition. Topics may include (but are not limited to):
      1) general premises and intentions;
      2) formal concerns;
      3) content;
      4) methodologies;
      5) media;
      6) historical precedent(s);
      7) relationships to current art;
      8) theoretical concerns;
      9) social, political, and/or psychological concerns;
      10) other issues that may be appropriate;
   b. the cover page must include: title, in partial fulfillment of the M.F.A. degree requirements, date, major advisor (name), and committee members (names);
   c. refined draft must be submitted to the student’s Advisory Committee prior to the M.F.A. Thesis Exhibition;
   d. Advisory Committee members are to communicate any recommended revisions to the student prior to the M.F.A. Thesis Exhibition;
   e. final copy must be approved by the Advisory Committee by finals week of that semester;
   f. all members of the Advisory Committee must be provided with a copy of the final Creative Research Paper.

2. Visual Documentation:
   a. at least fifteen to twenty slides, or images on CD/DVD;
b. should be a visual record of the art work included in the M.F.A. Thesis Exhibition;
c. must be labeled in an appropriately professional manner;
d. must be of professional quality;

B. The Creative Research Paper and visual documentation will be filed by the student with the Art and Design Office.

C. Copies of the Creative Research Paper will be given by the student to each member of his/her Advisory Committee.

D. With the completion of the M.F.A. Final Documentation form, all requirements for the M.F.A. degree will have been achieved.

E. Failure to comply with the Degree Documentation Requirement could prevent the student from receiving his or her degree.

THE ADVISORY COMMITTEE

I. Formation, Purpose and Responsibilities of the Committee

A. Selection of the Advisory Committee
   1. The Advisory Committee is selected immediately after the completion of 12 credit hours, and before completion of 18 credit hours of ISU course work applicable to the degree.
      a. Students who have transferred more than 12 hours to the M.F.A. must form their committee prior to the conclusion of the first semester.
   2. Using the M.F.A. Advisory Committee Membership Form, the student:
      a. meets with an Area Advisor to discuss the structure of the Advisory Committee:
      b. requests the participation of the remaining members following the required membership structure outlined below;
      c. obtains the required signature on the form;
      d. obtains the Department Chairperson’s signature;
      e. in the event the Chairperson is unable to sign the M.F.A. Advisory Committee Membership Form, the Graduate Committee is empowered to authorize the final committee structure;
      f. gives a copy of the final membership form to the Art and Design Department to place in the student’s file.
   3. The committee should be formed by the student in consultation with his/her Area Advisor by the completion of 12-18 credit hours.

B. The committee will meet with the student a minimum of 4 times during the progress of their degree to advise and make recommendations on the student’s development:
   1. to review the student’s progress and level of research at the Initial Committee meeting to be held within four weeks of the formation of the Committee;
   2. to evaluate the student’s progress at the M.F.A. Mid-Point Exam to be taken after the completion of 24 credit hours and no later than the completion of 34 credit hours applicable to the degree, and to complete the evaluation forms for this purpose;
   3. to evaluate the student’s progress at the Three-Quarter Review to be taken after the completion of 44 credit hours and no later than the completion of 50 credit hours applicable toward the degree.
4. to evaluate the student's progress toward and readiness for the M.F.A. Thesis Exhibition requirements at the end of the program;
5. to individually meet and discuss progress with the student at additional times, if needed.
6. To determine final approval for the M.F.A. Thesis Exhibition;
7. To address the fundamental aspects of the student's intellectual and creative development as a mature and productive artist in all evaluations, including, but not limited to:
   a. premises
   b. content
   c. methodologies
   d. media
   e. formal concerns
   f. historical precedent(s)
   g. relationships to current art
   h. theoretical concerns
   i. social, political and/or psychological concerns
   j. other issues deemed appropriate by the student and/or the Advisory Committee
8. To establish additional requirements if the committee deems it necessary for the student's intellectual and/or creative growth and development.

II. **Structure:** Three or four voting members, all of whom must have graduate faculty status (temporary graduate status is acceptable as long as it is maintained) including:

A. Area Advisor;

B. One studio faculty member;

C. One: Historian or Theorist or specialist in a related cognitive discipline who shall be a voting member as long as three members of the Advisory Committee are members of the Department;

D. One additional faculty member from within or outside the department may be included if the student and the Area Advisor, in consultation, deem this appropriate (if the additional faculty member is from outside the department, he/she is a non-voting member; but if the additional graduate faculty member is from within the department, he/she is a full voting member).

III. **Change in Membership or Purpose**

A. Continuity in developing critical dialogue should be maintained throughout the student’s program of study. However:
1. any change to a student’s Advisory committee must be made in consultation with a student’s Area Advisor;
2. the Graduate Committee must be notified of any and all changes to a student’s Advisory Committee; and
3. all persons (i.e., the person being replaced and the new member of the committee) involved must be notified of the change.

B. To allow for appropriate input from faculty members who are new or whom the student did not know when initiating the Committee, or to account for a change in the student’s direction:
1. with the exception of the Area Advisor, any one member of the committee can be changed by the student prior to the Mid-Point Review;
2. to make any changes after the Mid-Point Review, students must petition the Graduate Committee for approval;
3. any changes to the constitution of the Advisory Committee are accomplished by reprocessing the M.F.A. Advisory Committee Membership Form;
4. additional changes or temporary substitutions pertaining to membership are possible for reasons beyond the student’s control, such as:
   a. unexpected retirement, sabbatical leave, resignation, loss of graduate faculty status, extended illness, or other causes resulting in vacancies on the committee;
   b. in such an event, the student is to either temporarily substitute a member or reconstitute the Committee (see section II above).

IV. Frequency of Meetings

A. The following meetings between the student and the Committee are required to occur:
   1. Initial Review: within four weeks following the formation of the Committee, after the completion of 12 hours and before the completion of 18 hours. Students transferring more than 12 hours to the M.F.A. must have initial meeting within four weeks of formation of Committee;
   2. Mid-Point Review: to occur between the completion of 24 hours and no later than the completion of 33 hours.
   3. Three-Quarter Review: after completion of 44 credit hours and no later than completion of 50 credit hours applicable towards the degree;
   4. Final Review: during the Thesis Exhibition at the end of the program;
   5. additional meetings may be requested by the Advisory Committee and/or the graduate student.

B. In addition to the above Advisory Committee meetings, the student may meet with the individual members of the Committee as needed.

C. Failure on the part of the student to comply with this schedule of meetings within the time constraints set forth above could result in the student being placed on probationary status or in the summary dismissal of the student from the M.F.A. Graduate Program.

V. Scheduling Meetings, Reviews, and Completion of Forms

A. The student and Area Advisor shall, in consultation and with the consent of the members of the Advisory Committee, jointly determine dates, times, and locations for the Advisory Committee meetings and reviews.

B. It is the responsibility of the student to bring the required forms for each review to the review. These forms are included in the back of the M.F.A. Program Guide for Students.

C. The student will complete the top portion of the forms, and deliver the appropriate ones to the Advisory Committee members at each review:
   1. one copy of the appropriate M.F.A. Advisory Committee Review Form is needed for each of the three required in-progress reviews;
   2. one copy of the M.F.A. Mid-Point Review Vote Form is needed for the M.F.A. Mid-Point Review;
   3. one copy of the M.F.A. Final Review Form is needed for the Final Review.
IN-PROGRESS REVIEWS

I. Contents of In-Progress Reviews, Preliminary and Final Reviews, and Requirements for Student Response

A. The issues to be addressed in the meetings and reviews are broadly based in order to encompass all possible concerns in the student's individual art form(s).

B. The specific significance and characteristics of each area of evaluation will vary from student to student in accordance with individual variations in creative goals.

C. The areas to be addressed both by the student and the Advisory Committee are outlined in the following sections on the Initial Review and Thesis Exhibition.

D. The same broad areas of content are to be addressed at the other Advisory Committee meetings as well, and are considered on-going aspects of the critical thinking and developing work of each student.

E. The student is required to read, reflect upon, and pursue recommendations and any additional requirements made by Advisory Committee members for the evaluations.

F. The student should maintain a current file of his/her progress, including copies of all signed forms and correspondence.

II. Initial Review

A. The Initial Review takes place within four weeks of the formation of the Advisory committee. Students who have transferred more than 12 hours to the M.F.A. must form their committee prior to the conclusion of the first semester.

B. The Initial Review is conceived as an informal event in which the student and the Advisory Committee familiarize themselves with the student's interests, creative work and direction.

C. The review shall:
   1. Be evaluated by the student's Area Advisor and Advisory committee;
   2. Be oral in form;
   3. Occur in a context in which representative works by the student are presented;
   4. Occur at a time determined by the Student and Area Advisor in consultation with the Advisory Committee when all members of the Advisory Committee can be present;
   5. Address the student's basic creative development and adjustment to Graduate Studies.

III. The Mid-Point Review

A. The M.F.A. Mid-Point Review will take place:
   1. After the completion of 24 credit hours and no later than the completion of 34 credit hours;
   2. It is recommended that the student has completed or is enrolled in the Research for the Studio Artist course (ARTP 609) at the time of the review;
3. It is suggested that by this time the candidate will have completed three of the six credit hours in Art History.
4. It is strongly recommended that the student present a first draft of his/her Creative Research Paper.

B. The Review Shall:
1. Be evaluated by the student’s Area Advisor and Advisory Committee;
2. Be in oral form;
3. Occur in a context in which representative works by the student are presented;
4. Occur at a time determined by the Student and Area Advisor in consultation with the Advisory Committee when all members of the Advisory Committee can be present;
5. Begin with an artist’s statement made by the student which addresses appropriate concerns including, but not limited to, the following:
   a. general premises
   b. content
   c. methodologies
   d. media
   e. formal concerns
   f. historical precedent(s)
   g. relationships to current art
   h. theoretical concerns
   i. social, political, and/or psychological concerns
   j. other issues deemed appropriate by the Advisory Committee.
6. Involve responses to questions from the Advisory Committee concerning the above and other issues.

C. The Advisory Committee’s review recommendation shall:
1. Be formulated at the conclusion of the Review, but not in the presence of the student.
2. Be conveyed orally to the student following the deliberation of the committee.
3. Be formalized on the M.F.A. Mid-Point Review Vote Form, including:
   a. an indication of pass, pass conditional, or no pass status based upon a majority vote;
   b. signatures of all the committee members;
   c. any additional requirements recommended by the committee.
4. A copy of the Advisory Committee’s written comments may be given to the student by the area advisor.

D. Pass and/or Pass Conditional
1. The Area Advisor shall:
   a. complete the M.F.A. Mid-Point Review Vote Form after the Committee’s vote at the conclusion of the Mid-Point Review;
   b. meet with the student and discuss the results of the exam, and give all copies of the evaluation form to the student including:
      1) recommended readings;
      2) other requirements:
         a) all additional requirements are to be completed no later than the end of the following semester unless stipulated otherwise by Advisory Committee;
         b) should the student not satisfactorily complete the additional requirements within the stipulated length of time, the student fails the M.F.A. Mid-Point Review.
         c) be responsible for the distribution of all forms as described below:
            1) one set to the Art Office with the M.F.A. Mid-Point Review Vote Form attached for the student’s file.

E. No Pass - Should the candidate not pass the M.F.A. Mid-Point Review, the student will:
1. Have his/her status in the M.F.A. Program re-evaluated by the Advisory Committee;
2. The Advisory Committee will determine if the candidate:
   a. should be allowed to continue in the M.F.A. program;
   b. should be dropped from the M.F.A. program, but allowed to pursue the M.A. degree;
   c. be dropped from graduate studies in studio art altogether.
3. If the candidate is permitted to continue in the M.F.A. Program, a re-examination will be scheduled before the end of the semester following the one in which the student has not passed;
4. The candidate may not have more than two opportunities to pass the M.F.A. Mid-Point Review and may not have a Final Review or receive the M.F.A. degree until all M.F.A. Mid-Point Review requirements are satisfied.

IV. The Three-Quarter Review

A. The Three-Quarter Review takes place after the completion of 44 credit hours and no later than the completion of 50 credit hours applicable toward the degree.

B. The Three-Quarter Review is conceived as a final evaluation of the student’s preparedness for the Thesis Exhibition, to determine if there are any substantive reasons to postpone it, and to evaluate the student’s ongoing creative development.

C. At the Three-Quarter Review, the student is expected to present a comprehensive draft of the Creative Research Paper and the Exhibition Statement.

D. The review shall:
   1. Be evaluated by the student’s Area Advisor and Advisory Committee;
   2. Be oral in form;
   3. Occur in a context in which representative works by the student are presented;
   4. Occur at a time determined by the Student and Area Advisor in consultation with the Advisory Committee when all members of the Advisory Committee can be present.

E. The Area Advisor shall:
   1. Complete the Three-Quarter Review Form after the Committee’s vote at the conclusion of the Three-Quarter Review;
   2. Submit the Three-Quarter Review form to the Art and Design Office.

V. The Creative Research Paper

Refer to PROGRAM REQUIREMENTS, section IV (Degree Documentation), A, B, C, D.
THE M.F.A. THESIS EXHIBITION

I. Nature and Description of the Thesis Exhibition

A. The exhibition is the culminating integrative experience of the M.F.A. degree program.

B. The exhibition constitutes the results of an extensive body of creative research.

C. This is to be regarded as a professional exhibition presented in a manner consistent with contemporary aesthetics.

D. The exhibition will be a presentation to the University Community and the general public.

E. The student is responsible for designing the installation and hanging all art work in the exhibition.

F. Whenever possible, the University Art Gallery will be made available for this exhibition:
   1. the University Curator is responsible for scheduling all exhibitions in the gallery;
   2. after consultation with the student and based on the information in the Intent to Exhibit Form, the University Curator will schedule a time for the final exhibition;
   3. every effort will be made to schedule the exhibition for a period of time not less than one week in duration;
   4. student exhibitors will meet to determine how space and gallery furniture will be shared; the University Curator will be present at the meeting for consultation;
   5. the student must consult with the University Curator regarding any unusual installation requirements;
   6. the University Curator has the authority to prohibit any unsafe or illegal use of the gallery;
   7. the gallery staff may be available to assist with the installation.

G. An alternative professional exhibition space can be considered after consultation with and approval by the student’s Advisory Committee, if:
   1. the nature of the exhibition does not lend itself to the University Art Gallery;
   2. the University Art Gallery schedule precluded proper presentation;
   3. the University Art Gallery is not desirable.

II. The Selection of Works

A. The student is to select all work included in the exhibition in consultation with his or her Area Advisor.

B. The exhibited work must represent an extensive and cohesive body of creative research.

C. The art work exhibited must be original works created by the student while enrolled in the M.F.A. graduate program.

D. Recent art work should be stressed.

E. The student is responsible for completing the Insurance/Loan Agreement Form for each work in the exhibition, whenever relevant;
   1. this form must be completed two weeks prior to the beginning of the exhibition;
2. this form must be submitted to the Art and Design Office.

F. The student is responsible for providing information for art work labels.

III. The Exhibition Statement

A. A one page exhibition statement must be included as an integral part of the exhibition.

B. The statement must be visibly accessible in the gallery to serve as an introduction to the exhibition for the general public.

C. The statement must clearly explain the essential issues embodied in the exhibition.

IV. The Exhibition Announcement

A. The student is responsible for preparing an exhibition announcement consistent with a professional exhibition.

B. The announcement must be made available to the University Community and to the general public.

C. The Department will reimburse the student up to fifty dollars ($50.00) for the cost of producing the exhibition announcement.

D. The announcement must contain:
   1. the student’s name;
   2. M.F.A. Final Exhibition;
   3. Indiana State University;
   4. The Department of Art;
   5. the dates and time of the exhibition and the opening;
   6. the location of the exhibition;
   7. other information the student and/or University Curator deems relevant and necessary.

V. The Opening and Reception

A. The exhibition must have an opening consistent with a professional exhibition, and if using the University Art Gallery, coordinated with the University Curator.

B. An opening reception with refreshments is optional but, if the student chooses:
   1. he or she is responsible for providing whatever refreshments he/she wishes to offer;
   2. he or she is responsible for setting-up and cleaning up after the reception.

VI. The Intent to Exhibit Form

A. The Intent to Exhibit Form signifies the student’s expectation to complete all degree requirements during the semester that the exhibition is planned and should be submitted no later than the end of the previous semester.

B. The Intent to Exhibit Form should not be filed until the student has successfully completed his or her M.F.A. Mid-Point Review.
C. The form must be signed by all members of the student’s Advisory Committee who thereby indicate their endorsement of the student’s probable readiness for the exhibition.

D. If all Advisory Committee members will not agree to sign the form, the student must immediately schedule a meeting with his/her Committee.

E. The completed Intent to Exhibit Form must be filed with the Graduate Coordinator, with a copy submitted to the Student’s Area Advisor, and, if the University Art Gallery is to be used, to the University Curator.

VII. Final Approval for the Thesis Exhibition

A. The Final Approval for Thesis Exhibition Form must be completed with the appropriate signatures at least three weeks prior to the opening of the final exhibition.

B. If all of the members of the student’s Advisory Committee will not sign this form, the student must immediately schedule to meet with his or her committee.

C. If the Final Approval for Thesis Exhibition Form is not supported by the Advisory Committee, the student cannot exhibit that semester but may reapply the following semester.

D. The completed Final Approval for Thesis Exhibition Form must be filed in the art and design office.

THE FINAL M.F.A. REVIEW

I. Nature and Structure of the Final M.F.A. Review

A. The oral defense must occur during the scheduled time period during which the exhibition is on display.

B. In consultation with his or her Area Advisor, the student shall schedule an oral defense of his or her creative research.

C. The student must consult with the members of his or her Advisory Committee to find a date and time that is appropriate and convenient for all members of the committee.

D. During the actual Final M.F.A. Review, the student must satisfactorily respond to questions regarding, but not limited to, the following:
   1. general premises and intentions
   2. content
   3. methodologies
   4. media
   5. formal concerns
   6. historical precedent(s)
   7. relationships to current art
   8. theoretical concerns
   9. social, political and/or psychological concerns
   10. other issues that may be appropriate.
II. Approval of the Advisory Committee

A. As a prerequisite to graduation and the awarding of the M.F.A degree, the student must satisfactorily complete all three components of the final culminating educational experience:
   1. The Final M.F.A. Thesis Exhibition
   2. The Final M.F.A. Review
   3. The Degree Documentation [see section IV, under Program Requirements (page 4)].

B. The student will have satisfied these requirements if he or she receives a pass from two of the three, or three of the four members, of the Advisory Committee.

C. If the candidate does not pass, he or she will have to fulfill requirements to be established by the Advisory Committee before he or she will be recommended by the Department of Art and Design to receive the Master of Fine Art Degree.

III. Pass With Distinction

A. A candidate for the M.F.A. Degree may receive a Pass with Distinction if:
   1. he or she has a minimum cumulative grade point average of 3.8;
   2. he or she, on the basis of the exceptional quality of the work presented at the Final Exhibition and on the candidate’s responses during the Final M.F.A. review, is unanimously recommended by his or her Advisory Committee.

B. If a candidate for the M.F.A. Degree receives a Pass with Distinction, this honor is indicated on the M.F.A. Final Visual Examination form.

C. If a candidate for the M.F.A. Degree receives a Pass with Distinction, he or she will be furnished with a letter acknowledging this honor signed by the Chairperson of the Department of Art and Design and the members of the student’s Advisory Committee.

D. A Pass with Distinction is a Departmental honor and will not appear on the candidate’s transcript or diploma.

revised August 2011
Structure of the MFA Program

12-18 hours

- Advisory Committee Selection

24-34 hours

- Initial Review within 4 weeks of first formal encounter
- Mid-Point Review (candidate must have completed 3 hours Art History and/or be enrolled in ARTP 609, (Research for the Studio Artist)
- Preliminary preparation of creative research paper

44-50 hours

- Three-Quarter Review Advisory Committee meeting with the candidate-final preparation of creative research paper

60 hours

- MFA Thesis Exhibition and Final MFA Review

FORMS

- MFA Advisory Committee Membership Form (Pink)
- Initial Review Form (Green)
- Mid-point Review Voting Form (Blue)
- Intent to Exhibit Form
- Three-Quarter Review Evaluation Form
- Permission to Exhibit Form
- Insurance/Loan Agreement Form (Yellow)
- MFA Final Review Form
- MFA Final Documentation Form (Ivory)

At each of the stages and in required courses cited in the above diagram, the graduate student is asked to respond in depth to issues of art theory and art criticism in relation to the cognitive areas listed. These cognitive areas will also be addressed on a regular basis in informative meetings between the graduate student and members of the Advisory Committee. Among, although not limited to, the various issues to be considered are the following:

Cognitive areas:
1. general premises
2. content
3. methodologies
4. media
5. formal concerns
6. historical precedents
7. contemporary art theories & developments
   a. social/political/environmental
   b. psychological
   c. philosophical
   d. spiritual
   e. the avant-garde
   f. art and popular culture
   g. art in a post-capitalist mass consumer society
   h. art and the sign
   i. the issue of the Other

Revised August 2011
Master of Fine Arts Degree Program  
Contract of Studies  
(Minimum of 60 total degree credit hours)

Name________________________ Entry Date________________________

Student ID #__________________ Telephone #______________________

Local Address
  street______________________ city________________ state_________ zip____

Home Address
  street______________________ city________________ state_________ zip____

Requirements of Conditional Acceptance

<table>
<thead>
<tr>
<th>General Degree Requirements Other Than Area Emphasis (24 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #s and Maximum # Hours Possible</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>609 Research Methods (3 hours-required)</td>
</tr>
<tr>
<td>Art History (6 hours - required)</td>
</tr>
<tr>
<td>696 Final Visual Exhibition (3 hours - required)</td>
</tr>
<tr>
<td>Electives (within or outside of department)</td>
</tr>
<tr>
<td>(12 hours - required - can include Teaching seminar practicum seminar)</td>
</tr>
</tbody>
</table>

For Directed Area Emphasis Classes, see back of form

Student Advisory Graduate Committee Formed________________________ Date________________________

Member 1________________________ Member 2________________________
Member 3________________________ Member 4________________________
18 hour meeting completed_______ Mid-point review completed ______
Three quarter review completed_______ Final review completed ______ (Final Exhibition)

Exhibition Documentation (Creative Research Paper & Slide Documentation – 2 sets)

Deposited in Department of Art________________________ Deposited with Advisor________________________
INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN

MFA Advisory Committee Membership Form

Candidate’s Name

Address

Phone #

I. Proposed MFA Advisory Committee
   (three to four voting members, all of whom must have graduate faculty status)

A. ____________________________________________
   Name (print)                                    Faculty Approval Signature  Date

B. ____________________________________________
   Name (print)                                    Faculty Approval Signature  Date

C. ____________________________________________
   Name (optional voting member) (print)           Faculty Approval Signature  Date

D. ____________________________________________
   Name (Advisor) (print)                          Faculty Approval Signature  Date

E. Chairperson’s Approval ___________________________________________________________________
   Date

NOTE TO STUDENT:
   Obtain Major Advisor’s signature next to last and the Department Chairperson’s signature last. Return
   to main departmental office.

MFA review forms approved 2011
MFA Initial Review Form
(Advisor completes this form)

Candidate's Name

Address

Phone #

I. Confirmation of completion of Initial Review

A. Approval Signature of Advisory Committee Member

Date

B. Approval Signature of Advisory Committee Member

Date

C. Approval Signature of Advisory Committee Member

Date

D. Approval Signature of Advisor

Date

COMMENTS:

NOTE TO STUDENT:
Return to main departmental office.

MFA review forms approved 2311
MFA Mid-Point Review Vote Form
(Advisor completes this form)

Candidate’s Name

Address

Phone #

NOTE TO ADVISOR: A vote is to be taken immediately following the mid-point examination and the results recorded below, along with signatures of all committee members. Attach additional written comments to this form if needed.

Advisory Committee Vote: Pass________, Pass Conditional*________, No Pass________

A._________________________________________
   Signature of Advisory Committee Member
   __________________________   Date

B._________________________________________
   Signature of Advisory Committee Member
   __________________________   Date

C._________________________________________
   Signature of Advisory Committee Member
   __________________________   Date

D._________________________________________
   Signature of Advisor
   __________________________   Date

*Requirements if Pass Conditional:
   ________________________________________
   ________________________________________
   ________________________________________

MFA review forms approved 2011
Intent to Exhibit Form (MFA Thesis Exhibition)
(To be completed at the Mid-Point Review)

Candidate’s Name_________________________________________ Date______________________________

Emphasis Area_________________________________________ Type of Work________________________

Proposed Semester of Exhibition____________________________________________________________

Location of Proposed Exhibition____________________________________________________________

Purpose is to indicate Advisory Committee’s judgement regarding probable readiness to present the MFA Thesis Exhibition.

_________________________________________ Approve ( ) Disapprove ( )
Signature of Advisory Committee Member Date

_________________________________________ Approve ( ) Disapprove ( )
Signature of Advisory Committee Member Date

_________________________________________ Approve ( ) Disapprove ( )
Signature of Advisory Committee Member Date

_________________________________________ Approve ( ) Disapprove ( )
Signature of Advisor Date

NOTE TO STUDENT:
For a Spring semester exhibit this form must be completed and handed in to all required individuals and locations no later than October 15 of the immediately preceding Fall semester. For a summer exhibition this form must be completed and handed in by December 15 of the preceding year. For a Fall semester exhibition this form must be completed and handed in no later than April 15 of the immediately preceding Spring semester. Give original to the Art and Design Office and give a copy to the University Curator.

MFA review forms approved 2011
MFA Three-Quarter Review Evaluation Form
(Advisor completes this form)

Candidate’s Name__________________________________________

Address____________________________________________________

Phone #____________________________________________________

I. The concerns recorded at the Mid-point Review were satisfactorily addressed by the candidate.

A.__________________________________________________________
   Approval Signature of Advisory Committee Member
   Date

B.__________________________________________________________
   Approval Signature of Advisory Committee Member
   Date

C.__________________________________________________________
   Approval Signature of Advisory Committee Member
   Date

D.__________________________________________________________
   Approval Signature of Advisor
   Date

COMMENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

MFA review forms approved 2011
MFA Final Permission to Exhibit Form
(To be completed at the Three-Quarter Review)

Candidate’s Name

Dates of Exhibition

Location of Proposed Exhibition

______________________________________________  ____________________
Signature of Advisory Committee Member   Date

______________________________________________  ____________________
Signature of Advisory Committee Member   Date

______________________________________________  ____________________
Signature of Advisory Committee Member   Date

______________________________________________  ____________________
Signature of Advisor   Date

NOTE TO STUDENT:
Give a copy of this form to the University Curator and original to the Art and Design Department. Keep a copy for your records.

MFA review forms approved 2911
University Art Gallery, Indiana State University
Terre Haute, IN 47809

LOAN AGREEMENT

Exhibition Title

Dates

Lender

Address

1. Artist ___________________ Title ___________________

   Medium ___________________ Date ___________________

   Dimensions ___________________

   Insured Evaluation $ ________________ Sale Price $ ________________

   Physical Condition ___________________

2. Artist ___________________ Title ___________________

   Medium ___________________ Date ___________________

   Dimensions ___________________

   Insured Evaluation $ ________________ Sale Price $ ________________

   Physical Condition ___________________

3. Artist ___________________ Title ___________________

   Medium ___________________ Date ___________________

   Dimensions ___________________

   Insured Evaluation $ ________________ Sale Price $ ________________

   Physical Condition ___________________

4. Artist ___________________ Title ___________________

   Medium ___________________ Date ___________________

   Dimensions ___________________

   Insured Evaluation $ ________________ Sale Price $ ________________

   Physical Condition ___________________ see conditions on back
CONDITIONS

1. Objects loaned to the University Gallery-Indiana State University for exhibition purposes shall remain in the possession and on the premises of the University Gallery throughout the Exhibition and for a reasonable period immediately prior to and immediately following the exhibit.

2. While in the Gallery, all loaned objects will receive the same care as that given to the University’s Permanent Collection Art Works. Unless the lender specifically elects to maintain his own insurance coverage, all objects on loan will be insured against all ordinary risks, under the Insurance Policy held by the University. The policy in effect, of course, contains the usual Exclusion of Loss or Damage due to war, invasion, revolution, rebellion, insurrection, or other hostilities or warlike operations.

3. Unless the University Gallery-Indiana State University is notified in writing to the contrary, it is understood that all loans may be photographed and reproduced in Gallery Publications and for general purpose related to the Exhibition.
MFA Final Review Form
(Advisor completes this form)

Candidate’s Name

Address

Phone #

I. MFA Advisory Committee:

__________________________________________ Date
Signature of Advisory Committee Member

__________________________________________ Date
Signature of Advisory Committee Member

__________________________________________ Date
Signature of Advisory Committee Member

__________________________________________ Date
Signature of Advisor

II. Pass upon fulfillment of the following conditions:

____________________________________________________________________

III. Pass ( ) No Pass ( ) (If three members on committee, two must vote “pass”, if four members, three must vote “pass”.)

IV. Pass with Distinction ( ) (Unanimous vote of committee)

initial initial initial initial

ADVISOR: Please remind candidate that the signed Final Review form will not be sent to the College of Graduate and Professional Studies until he/she has submitted to the Art and Design Department office the required degree documentation.

MFA review forms approved 2/11
INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN

MFA Final Documentation Form
(Advisor completes this form)

Candidate’s Name__________________________________________________________

Address___________________________________________________________________

Phone # __________________________________________________________________

The MFA Advisory Committee confirms that the candidate has successfully completed and
submitted all required degree documentation.

___________________________________________  Date
Signature of Advisory Committee Member

___________________________________________  Date
Signature of Advisory Committee Member

___________________________________________  Date
Signature of Advisory Committee Member

___________________________________________  Date
Signature of Advisor

Indicate upon completion:

☐ visual documentation
☐ final exhibition
☐ creative research paper
☐ final visual examination
☐ completion of any conditions
   set by the Advisory
   Committee at the final visual
   examination

This form must accompany the Final Review form. Both will be sent to the College of Graduate and Professional
Studies when the candidate has submitted to the advisor, or Graduate Coordinator, the required degree docu-
mentation.

MFA review forms approved 2011