

Table of Contents

Introduction	Page 2
Program Requirements	Page 3
The Advisory Committee	Page 5
In-Progress Reviews	Page 8
The MFA Final Exhibition	Page 12
Graduate Assistantships	Page 16
Recommended Program Guide	Page 17
Forms	Page 18

Introduction

You were selected to be part of the ISU Department of Art and Design's MFA 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.

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 MFA 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 MFA Program should be directed first to your Area Advisor. You should consult with your Area Advisor concerning registration and MFA curriculum, arranging time for review meetings, degree program forms, and exhibition requirements.

The **MFA Advisory Committee** should be formed in consultation with your Area Advisor and constitutes a major part of the evaluation process. It is composed of a minimum of three, and a maximum of four, faculty with Graduate Faculty status. It is involved in all reviews concerning your studio production and MFA 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 MFA Advisory Committee, see page 5.

The **Graduate Program Director** works closely with your Area Advisor and maintains complete files on your progress towards the completion of degree requirements. The Graduate Program Director will keep track of your ongoing progress and is available to answer questions regarding the successful completion of MFA requirements.

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 Program Director and all department members with Graduate Faculty Status, the Graduate Committee decides on all issues concerning policies and procedures relating to the graduate program. The Committee Also reviews application materials and makes recommendations about graduate assistantships.

The **Chairperson of the Department of Art and Design** is also an integral part of your program and is equally concerned with your success. The Chairperson works in close conjunction with the Graduate Program Director and the Graduate Committee to assist and advise graduate students in all matters pertaining to the MFA program as well as to the University as a whole. Any problems you might have with your Area Advisor or the Graduate Program Director should be brought to the attention of the Chairperson who will consult with the Advisory Committee.

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 or design;
 - b. each credit hour requires at least 3 hours of studio work per week;
 - 2. Research requirements: 3 credit hours of ARTP 609, Research for the Visual Artist

Other Requirements:

- a. 6 credit hours of ARTP 696, Final Visual Exhibition;
 - b. 6 credit hours of graduate-level Art History;
 - c. 9 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. 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 College of Graduate and Professional Studies 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 an MA in studio or graphic design from an accredited institution may have up to 27 credit hours from that degree counted towards the MFA upon review by the Graduate Committee. In the event more than 20 credit hours are credited to the MFA the student must complete his/her Initial and Mid-Point Review [together] within the first semester enrolled in the MFA 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. The request must include 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 prior approval from both the Graduate Committee and their Area Advisor in order to insure the credits will transfer.
 - 3. Students who have earned an MA in art or design from ISU can have all of their credits applied to an MFA program.

II. Additional Requirements

- A. Fulfill all Advisory Committee in-progress review requirements (see Advisory Committee section), including:
 - 1. Initial Committee Review;
 - 2. Mid-Point Review;
 - 3. Three-Quarter Review.
- B. Successful fulfillment of the MFA Exhibition Requirement (see requirements under The MFA Exhibition section), including the MFA Final Review;
- C. Degree completion within seven years of the first enrollment date (as per University regulations).

III. Conditional Acceptance

Students admitted to the MFA Program are presumed to have an undergraduate preparation matching the standards of this institution. Certain deficiencies will necessitate remedial work as determined by the Department, 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.

A graduate student will be allowed to satisfy deficiencies by auditing 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, as set forth by the instructor of record.

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 MFA must form their committee prior to the conclusion of the first semester.
 - 2. Using the MFA 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 signatures on the form;
 - d. obtains the Department Chairperson's signature;
 - e. in the event the Chairperson is unable to sign the MFA Advisory Committee Membership Form, the Graduate Committee is empowered to authorize the final committee structure;
 - f. and, gives a copy of the final membership form to the Art and Design Department to place in the student's file.
- 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 become familiar with the student's work and general intent at the Initial Review;
 - 2. to evaluate the student's progress at the Mid-Point Review and to complete the evaluation forms for this purpose;
 - 3. to evaluate the student's progress at the Three-Quarter Review and determine the student's readiness for the final visual exhibition;
 - 4. to evaluate the student's fulfillment of all requirements at the Final Review, to be completed at the time of the thesis exhibition;
 - 5. to individually meet and discuss progress with the student at additional times, if needed, and as requested by the student, the area advisor, or members of the advisory committee;
 - 6. and, 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, including:

- A. Area Advisor;
- B. Two to three additional members from the Department of Art and Design;

- C. One faculty member from outside the department may be included if the student and the Area Advisor, in consultation, deem this appropriate; this faculty member will serve as a non-voting member of the advisory committee.

III. Change in Membership

- 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 MFA 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. 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 MFA Program Guide, as well as being available on the Department's website.

- 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 MFA Advisory Committee Review form is needed for each of the three required in-progress reviews;
 - 2. one copy of the Mid-Point Review Vote form and one copy of the Intent to Exhibit form is needed for the Mid-Point Review;
 - 3. one copy of the Final Permission to Exhibit form is needed for the Three-Quarter Review;
 - 4. and, one copy of the MFA Final Review form is needed for the Final Review.

- D. 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 MFA Program.

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

C. 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 as soon as possible after the formation of the Advisory committee. Students who have transferred more than 12 hours to the MFA 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.

III. The Mid-Point Review

A. Guidelines

1. The Review will take place after the completion of 24 credit hours and no later than the completion of 34 credit hours
2. It is recommended that the student will have completed or is currently enrolled in ARTP 609 (Research for the Studio Artist) at the time of the review
3. It is suggested that by this time the candidate will have completed at least three of the six credit hours in Art History

B. The Review will:

1. be oral in form;
2. occur in a context in which representative works by the student are presented;
3. 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;

4. begin with an artist's statement made by the student which addresses appropriate concerns which may include, but is not limited to, the following:
 - a. content
 - b. methodologies
 - c. formal concerns
 - d. historical precedent(s) and relationships to current art
 - e. theoretical concerns , e.g. social, political, and/or psychological concerns
 - f. other issues deemed appropriate by the Advisory Committee
 5. and, will require students to respond to questions and observations from the committee regarding the student's work.
- C. The Advisory Committee's review recommendation will:
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. and, be formally notated on the Mid-Point Review Vote Form, including:
 - a. an indication of *pass*, *conditional*, or *no pass* status based upon a majority vote;
 - b. signatures of all the committee members;
 - c. and, any additional requirements recommended by the committee.
- D. Pass
- The Area Advisor will:
1. complete the Mid-Point Review form after the Committee's vote at the conclusion of the review;
 2. and, meet with the student and discuss the results of the exam.
- E. Conditional
1. The advisory committee may set conditions for completion of the midpoint review.
 2. A timeline for the fulfillment of conditions will be communicated to the student by the area advisor and will be noted on the midpoint review form.
 3. Should the student not satisfactorily complete any additional requirements within the stipulated length of time, the student fails the Mid-Point Review.
- F. No Pass
1. Should the candidate fail the Mid-Point Review, the student will have his/her status in the MFA Program re-evaluated by the Advisory Committee.
 2. The Advisory Committee will determine if the candidate:
 - a. should be allowed to continue in the MFA program;
 - b. or, should be dropped from the MFA program.
 3. If the candidate is permitted to continue in the MFA 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 has only two opportunities to pass the Mid-Point Review and may not have a Final Review or receive the MFA degree until all 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 Final Exhibition, to determine if there are any substantive reasons to postpone it, and to evaluate the student's ongoing creative development. It is the student's responsibility to schedule the Three-Quarter Review prior to the gallery deadline as stated on the Intent to Exhibit form.
- C. At the Three-Quarter Review, the student is expected to discuss the content of the Creative Research paper.
- D. The review will:
 1. be evaluated by the student's Area Advisor and Advisory Committee;
 2. be oral in form;
 3. require that a student present significant progress in his/her work toward the Final Exhibition, and must demonstrate a body of work that is appropriate for exhibition and which is determined to be of sufficient quality and quantity for a candidate for the MFA degree;
 4. and, 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 will:
 1. complete the Three-Quarter Review form and, if approved, the Final Permission to Exhibit form after the Committee's vote at the conclusion of the Three-Quarter Review;
 2. and, instruct the student to submit the Three-Quarter Review form to the Art and Design Office and copies of the Final Permission to Exhibit form to the office and to the Gallery Director.

V. The Final MFA Review

- A. The review must occur during the scheduled time period during which the exhibition is on display.
- B. During the Final MFA Review, the student must satisfactorily respond to questions posed by committee members regarding work in the exhibition and provide a summative reflection of their experience in the graduate program along with professional goals.

C. Approval of the Advisory Committee

1. As a prerequisite to graduation and the awarding of the MFA degree, the student must satisfactorily complete all four components of the final culminating educational experience:
 - a. The Creative Research paper
 - b. The MFA Final Exhibition
 - c. The Final MFA Review
 - d. The Degree Documentation [see section VIII, under MFA Final Exhibition (page 14)].
2. 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.
3. If the candidate does not pass, he or she will have to fulfill requirements 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.

D. Pass With Distinction

1. A candidate for the MFA degree may receive a Pass with Distinction if:
 - a. he or she has a minimum cumulative grade point average of 3.8;
 - b. and, 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 MFA review, is unanimously recommended by his or her Advisory Committee.
2. If a candidate for the MFA degree receives a Pass with Distinction, this honor is indicated on the MFA Final Visual Examination form.
3. If a candidate 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.
4. A Pass with Distinction is a Departmental honor and will not appear on the candidate's transcript or diploma.
5. A Pass with Distinction must be initiated by the committee and should not be requested by the student.

THE MFA FINAL EXHIBITION

I. Nature and Description of the Exhibition

- A. The exhibition is the culminating integrative experience of the MFA program.
- B. The exhibition constitutes the results of an extensive body of creative research.
- C. The exhibition 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 artwork in the exhibition.
- F. Whenever possible, the University Art Gallery will be made available for this exhibition:
 - 1. the Gallery Director is responsible for scheduling all exhibitions in the gallery;
 - 2. student exhibitors will meet to determine how space and gallery furniture will be shared; the Gallery Director will be present at the meeting for consultation;
 - 3. the student must consult with the Gallery Director regarding any unusual installation requirements;
 - 4. the Gallery Director has the authority to prohibit any unsafe or illegal use of the gallery;
 - 5. the gallery staff may be available to assist with the installation, but primary responsibility rests with the student.
- G. An alternative professional exhibition space can be considered, after consultation with and approval by the student's Advisory Committee, if the nature of the exhibition does not lend itself to the University Art Gallery.

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 artwork exhibited must be original works created by the student while enrolled in the MFA program.
- D. Recent artwork 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 copied and submitted to the Gallery Director.
- F. The student is responsible for providing information for artwork labels.

III. The Exhibition Statement

- A. A one-page exhibition statement must be approved by the area advisor and 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 coordinating with the gallery director to prepare an exhibition announcement.
- B. The announcement must be made available to the University community and to the general public.

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 Gallery Director.
- 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 dates indicated on the form.
- B. The Intent to Exhibit form should not be filed until the student has successfully completed his or her MFA 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. The completed Intent to Exhibit Form must be filed with the Art & Design office and the Gallery Director and is valid only for the semester indicated on the form.

VII. Final Approval for the Thesis Exhibition

- A. The Final Permission to Exhibit form must be completed with the appropriate signatures at the Three Quarter Review.
- B. If the Final Permission to Exhibit form is not supported by the Advisory Committee, the student cannot exhibit as scheduled but may submit a revised Intent to Exhibit form with the Advisory committee's approval.
- C. The completed Final Permission to Exhibit form must be filed in the Art and Design office and a copy must be given to the Gallery Director.

VIII. Final Documentation

- A. Degree Documentation consists of two parts, a Creative Research paper and Visual Documentation of the Final Exhibition.
 - 1. The Creative Research Paper:
 - a. will be 8-10 pages in length and should address topics appropriate to the professional artistic development of the student;
 - b. will be completed the semester prior to the Final Exhibition;
 - c. and, will include a cover page that must include: title, "In Partial Fulfillment of the MFA Requirements", date, major advisor (name), and committee members (names).
 - 2. Visual Documentation:
 - a. should be a visual record of the art work included in the MFA Final Exhibition;
 - b. and, must be of professional quality.
- B. The Creative Research Paper and Visual Documentation will be submitted to the Art and Design Office.

- C. A copy of the Creative Research Paper will be given to each member of the Advisory Committee by the student.
- D. Failure to comply with the Degree Documentation Requirement will prevent the student from receiving his or her degree.

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 often 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 in specialized studio areas.

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 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 MFA students. However, circumstances may prompt consideration for an additional semester.

III. For additional information on Graduate Assistantship Appointments and College of Graduate and Professional Studies 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. forward to the Graduate Committee a recommendation on the Graduate Assistant's ability for continued assignment;
- C. and, 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.

Recommended Program Guide

Semester Sequence	Coursework	Committee
Fall semester 1	Major studio: 3-6 cr. Art History #1: 3 cr. Elective: 0-3 cr. Total 9-12 cr.	
Spring Semester 1	Major studio: 3-6 cr. Art Hist. #2 or studio: 3 cr. Elective: 0-3 cr. Total 18-24 cr.	Committee Membership form
		Initial Review form
Fall semester 2	Major studio: 6 cr. Art Hist. #2 or studio: 3 cr. Elective: 0-3 cr. Total 27-36 cr.	
Spring Semester 2	Major studio: 6 cr. ARTP 609: 3 cr. Total 36-45 cr.	Mid-point Review form Intent to Exhibit form
Fall semester 3	Major studio 6 cr. ARTP 696 3 cr. (Creative Research Paper) Total 45-51 cr.	Three-Quarter Review form Final Permission to Exhibit form
Spring Semester 3	Major studio 6 cr. ARTP 696 3 cr. (Final Exhibition) Total 60 cr.	Final Review form Final Documentation form