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**The University of New Mexico**  
DEPARTMENT OF ART AND ART HISTORY

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**MASTER OF FINE ARTS PROGRAM**  
**Student Handbook**  
(August 2017)

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## INTRODUCTION

Welcome to the graduate programs in the Department of Art and Art History at the University of New Mexico. We hope that the years you will spend here will be adventurous, productive, creative, and filled with new ideas, experiences, and friendships. To help guide you through the graduate programs we have designed (and periodically revise) two handbooks: "Master of Fine Arts Program - Student Handbook," and "Graduate Programs in Art History - Student Handbook." These resources and the assistance provided by the Department Graduate Office should make the completion of your degree much easier. Please keep in mind that *it is your responsibility to be aware of all rules, regulations and requirements stated in the University Catalog.* Always feel free to consult with the Graduate Advisor or Director of Graduate Studies. We are located in Room 255 of the Art Building.

*It is essential for your successful progress that you become familiar with the University Catalog.* It contains your degree information and University policy. If you have any questions, need assistance and/or clarification of degree requirements, please rely on the Department Graduate Office for information and the most currently available regulations, fellowship opportunities, etc.

Many of the procedures associated with the degree require that forms be filed and approved within a specified time frame. Please be aware of this *and be sure that you understand the required paperwork, necessary signatures and specific deadlines.* Failure to file the necessary paperwork by a specific date could delay your progress towards the degree.

As you read through these materials be aware of responsibilities to be addressed or requirements/forms to be completed, and become familiar with all aspects of your program. Anticipate your requirements; please *do not wait until the last minute to complete your forms,* and feel free to contact the Graduate Advisor for any help and assistance.

The MFA degree is considered a three-year program. Studio privileges may not be granted after the third year. Below you will find a simple degree plan that outlines course and program requirements and the semester in which they should be taken.

**For specific graduate requirements for each area (Art & Ecology, Ceramics, Electronic Arts, Painting & Drawing, Photography\*, Printmaking\*, and Sculpture), please see the Area Representative for that area to find out if they have a handbook or packet of information specific to the area. Areas marked with an \*asterisk do have area handbooks that students must familiarize themselves with.**

## Suggested MFA Timeline

**First semester:**

Art Studio	502	3 credits	<i>Instructor</i> _____
Art History	_____	3 credits	_____
Art Studio	_____	3 credits	_____
<i>Fall Graduate Review</i>			

**Second semester:**

Art Studio		3 credits	_____
Art Studio	_____	3 credits	_____
**Art History or Elective	_____	3 credits	_____
<i>Spring Graduate Review</i>			

**Third semester:**

*\*Form Committee on Studies (upon completion of 18 credit hours)*

Art Studio		3 credits	_____
**Art History or Elective	_____	3 credits	_____
Elective	_____	3 credits	_____

**Fourth semester:**

*\*Qualifying Exam*

Art Studio		3 credits	_____
Art Studio	_____	3 credits	_____
**Art History or Elective	_____	3 credits	_____
Elective	_____	3 credits	_____

**Fifth semester:**

*\*Advancement (Application for Candidacy)*

Art Studio		3 credits	_____
**Art History or Elective	_____	3 credits	_____
Elective	_____	3 credits	_____

**Sixth semester:**

Dissertation 699		12 credits	_____
<i>*Final Dissertation Exam: Exhibition/Public Talk/Catalog</i>			

Total: 60 hours

\* Indicates that a form must be filed; available in the Department Graduate Office.

\*\* Elective = degree requires 6 hours outside of studio, 6 hours outside of department, and 6 hours free elective

General Information
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**Important phone numbers and e-mail addresses**

Director and Advisor of Graduate Studies in Art & Art History	277-6672
... and their email address	<a href="mailto:art255@unm.edu">art255@unm.edu</a>
Main Office - Art Department	277-5861
Office of Graduate Studies Main number	277-2711
... and their email address	<a href="mailto:grad@unm.edu">grad@unm.edu</a>
OGS Recruitment, Admissions & Financial Support Team	277-6061
OGS Program Advancement & Completion Team (graduation)	277-7398 or 277-1578

## Mailboxes

You have a mailbox assigned to you. The mailboxes are located outside Room 255 of the Art Building, opposite the Graduate Office. Mailboxes are in alphabetical order.

We ask that you check your mailboxes regularly as mail tends to accumulate rapidly. If you do not want a mailbox, notify the Department Graduate Office and we will discontinue this service. *For security reasons, do not use this mailbox for any important personal mail.* No mail will be forwarded.

## Studio Assignments

*All students admitted to the graduate studio program are given studio space on campus.* Studios will be in either the Mattox Sculpture Center, or the Art Annex, at the discretion of the Graduate Office. Studio changes are first-come, first-served; please speak to the Graduate Office promptly if you want a change of studio. Photo students will also be issued a darkroom. The MFA is a three-year program and studio space cannot be guaranteed beyond this three-year period.

## Studio Building Safety

For your safety we ask the Campus Police to make random security visits to the building. You may be asked to show your LOBO Card for identification purposes. You must abide by the policies outlined in the Studio Occupants' Agreement.

**Do not smoke or bring any alcoholic beverages in the studios.  
University Policy prohibits smoking & alcohol in any University building.  
Violators risk having their studio rights suspended.**

## Studio & Office Keys

If you are assigned a studio or darkroom, you must complete an Studio Occupancy Rules & Agreement form. Without a signed form, we cannot issue you the key to your studio. You must check with your area to check out additional equipment for use in your studio. The Department Graduate Office will provide you with these forms. Keep the studio contract in your possession and refer to it for studio policy. *You are legally responsible for following department studio policies.*

Once the *signed* occupant's agreement is submitted to the Department Graduate Office, you will be given a Key Authorization and key cards. The key cards must be taken to the Physical Plant Lock Shop (located west of the parking lot across Lomas, west of the Physics & Astronomy Dept). Present your UNM ID, and you will receive your keys.

**Only you are authorized to use your studio space or any of the facilities in either the Annex or Mattox buildings. If you receive keys to the Mattox shops, only you are authorized to access or use the shops. Any violations may result in the suspension of your studio and/or facilities access privileges.**

All incoming graduate students are required to take Graduate Shop Foundations in their first semester. This is an "off the books" course—that is, it has no credit hours associated with it, and you will not be charged tuition for it. However, the University requires the Department to require this class for all students who are to have access to the Mattox Shops. **Successful completion** of Graduate Shop Foundations ensures that you will receive a key to the shops, thereby granting you 24/7 access to the wood, metal, and ceramics shops in the Mattox building. You must pass this class to receive your shop key.

You will be charged a fee of \$100 per semester for your studio and darkroom if applicable. A one time damage deposit fee of \$250 will be charged during your first semester. The deposit is refundable at the end of your occupation of the studio (i.e. Final Exam and Exhibition) and after positive inspection by the Department Graduate Office. ***You will continue to be charged the fees associated with your studio until you turn in the keys to the Lock Shop and submit the return receipt to the Department Graduate Office.***

In your final semester, when you are preparing to leave your studio, you can take items that you no longer want, and make them available to other students. You can put them in a common area, clearly labeled with a sign that says "Free" *and the dates during which the items will be available (not to exceed two weeks)*. At the end of that time, YOU are responsible for getting the remaining items out of the studio building and off campus. DO NOT leave items in the halls or other common areas after you graduate! If you do so, you will forfeit your deposit.

The final studio check-out will include a check through the building for any other items you have left in common areas, which you will have to remove before leaving campus.

If you have been awarded a graduate/teaching/research assistantship (GA/TA/ RA), you will also be assigned an office. As you have done to receive your studio keys, you must obtain a Key Authorization and key cards from the Department Graduate Office. Again, you must present your key cards to the UNM Lock Shop, with your UNM ID, to receive your office key.

### **Key Policy**

Students must return keys to the Lock Shop when:

- a) Keys are no longer needed;
- b) The student is reassigned;
- c) A supervisor requests the keys be returned; or
- d) The keys are unusable due to re-keying or remodeling.

Students must return all assigned keys to the Lock Shop upon withdrawal, transfer, graduation, or request of the department. *Students who do not return keys will not be allowed to register for classes or receive transcripts and/or diplomas as financial hold will be placed on their account.*

**Note:** Lost keys cost \$10.00 per key. You are required to report lost keys to the Department Graduate Office.

### **Computer access and accounts**

You are required to activate your UNM net ID and password in order to register for classes. Free UNM email accounts can be activated at the same time from the IT page within <http://it.unm.edu/>. This service also allows access from off campus. You can then check your UNM account via <http://my.unm.edu>, or <http://lobomail.unm.edu>. If you prefer to use an email address other than your UNM address, you must set your UNM account to forward to your real email. Otherwise, you will miss vital information from the Department and other University organizations.

**Note:** Every graduate student is required to submit his/her e-mail address to the Department Graduate Office.

You can check email via several of the computer pods around campus, including the Fine Arts Library. ITS (277-8140) will be able to give you more pod locations, or you can obtain the info from the following website:  
<http://it.unm.edu/pods/>

### **Registration, Call Numbers and Graduate Credit Courses**

Registration is handled through LoboWeb. Go to <http://my.unm.edu>, and click on LoboWeb under the Student Life tab. Log in using your UNM netID and password, select the semester you wish to register for, and then choose your courses. Departmental course listings are always available on the Department webpage, as well as in the main office.

Please contact individual professors to obtain the necessary five-digit call number for Graduate Tutorial and Dissertation courses. Consult your University Catalog to establish if a course is offered for graduate credit. Only courses offered for graduate credit and *taken* for graduate credit are accepted toward the MFA degree requirements. Department courses offered for graduate credit will be numbered 500-600 or will have an *asterisk* in front of the course number.

Faculty and Their Specializations		
<b>Art &amp; Ecology</b>	<b>Office</b>	<b>E-Mail Address</b>
Subhanker Banerjee	Art 304D	subhankar@unm.edu

Catherine Harris	Perl 233	<a href="mailto:cphunm@unm.edu">cphunm@unm.edu</a>
Jenn Hart-Mann	Hartung 226	<a href="mailto:hartmann@unm.edu">hartmann@unm.edu</a>
Ryan Henel	Hartung 226	<a href="mailto:rkhenel@unm.edu">rkhenel@unm.edu</a>
Andrea Polli	CA2014	<a href="mailto:apolli@unm.edu">apolli@unm.edu</a>
Szu-Han Ho	CA 3014	<a href="mailto:szho@unm.edu">szho@unm.edu</a>

***Art Education***

Laurel Lampela	Masley 205	277-5519, <a href="mailto:lampela@unm.edu">lampela@unm.edu</a>
Nancy Pauly	Masley 112	266-5226, <a href="mailto:npauly@unm.edu">npauly@unm.edu</a>

***Art History***

Justine Andrews	CA2011	<a href="mailto:jandrews@unm.edu">jandrews@unm.edu</a>
Susanne Anderson-Riedel	318	<a href="mailto:ariedel@unm.edu">ariedel@unm.edu</a>
Kirsten Buick	322	<a href="mailto:kbuick@unm.edu">kbuick@unm.edu</a>
Kency Cornejo	319	<a href="mailto:kcornejo@unm.edu">kcornejo@unm.edu</a>
Aaron Fry	CA2012	<a href="mailto:tsalagi1313@unm.edu">tsalagi1313@unm.edu</a>
Ray Hernandez-Duran	321	<a href="mailto:rhernand@unm.edu">rhernand@unm.edu</a>
Margaret Jackson	320	<a href="mailto:mars@unm.edu">mars@unm.edu</a>
Libby Lumpkin	245C	<a href="mailto:rocket@unm.edu">rocket@unm.edu</a>
Kevin Mulhearn	317	<a href="mailto:kmulhearn@unm.edu">kmulhearn@unm.edu</a>

***Ceramics***

Gina Bobrowski	CA2012	<a href="mailto:bobrowski@unm.edu">bobrowski@unm.edu</a>
Kathy Cyman	Art 150A	<a href="mailto:aritaunm@unm.edu">aritaunm@unm.edu</a>
Clarence Cruz	Art 150A	<a href="mailto:c108@unm.edu">c108@unm.edu</a>

***Experimental Art & Technology***

Mary Tsiongas	2014 CA	<a href="mailto:tsiongas@unm.edu">tsiongas@unm.edu</a>
Claudia Valdes	248	<a href="mailto:cxvaldez@unm.edu">cxvaldez@unm.edu</a>
Lee Montgomery	CA 3016	<a href="mailto:mrlee@unm.edu">mrlee@unm.edu</a>

***Painting/Drawing***

Michael Cook	347	<a href="mailto:mcook@unm.edu">mcook@unm.edu</a>
Kathleen Jesse	346	<a href="mailto:kmjesse@unm.edu">kmjesse@unm.edu</a>
Baochi Zhang	244	<a href="mailto:baochi@unm.edu">baochi@unm.edu</a>
Scott Anderson	345	<a href="mailto:sander73@unm.edu">sander73@unm.edu</a>
Bart Exposito	221	<a href="mailto:bexposito@unm.edu">bexposito@unm.edu</a>
Raychael Stine	246	<a href="mailto:rstine@unm.edu">rstine@unm.edu</a>

***Photography***

Patrick Manning	220	<a href="mailto:pcm@unm.edu">pcm@unm.edu</a>
Adrienne Salinger	218	<a href="mailto:asalinge@unm.edu">asalinge@unm.edu</a>
Jim Stone	219	<a href="mailto:jimstone@unm.edu">jimstone@unm.edu</a>
Meggan Gould	222	<a href="mailto:meggould@unm.edu">meggould@unm.edu</a>

***Printmaking***

Matthew Rangel	144E	<a href="mailto:matthewr@unm.edu">matthewr@unm.edu</a>
Yoshiko Shimano	251	<a href="mailto:yshimano@unm.edu">yshimano@unm.edu</a>

***Sculpture***

Constance DeJong	344	<a href="mailto:dejong@unm.edu">dejong@unm.edu</a>
Ellen Babcock	310	<a href="mailto:ebabcock@sonic.net">ebabcock@sonic.net</a>
Randall Wilson	319	<a href="mailto:rgwilson@unm.edu">rgwilson@unm.edu</a>



### *Teaching/Graduate/Research Assistantships*

Graduate/Teaching and Research Assistantships (GA/TA/RA) can be offered to incoming students, after their first semester, or after completing their first year in the graduate program. Application deadlines are posted each semester, and usually fall in September for Spring, and March for Fall.

Applications are available in the Department Graduate Office and *are due by the deadline*.

A Graduate Assistant is a student who *assists* the instructor of record. A Teaching Assistant has full responsibility for the class, is the instructor of record and may or may not be assigned a Graduate Assistant. Research Assistants assist in a particular area or are assigned to a specific professor.

The appointment of Graduate, Teaching, and Research Assistantships is based on the following criteria:

- Academic performance
- Adequate progress toward degree
- Faculty evaluations of past teaching
- Knowledge of subject area
- Area need

You will be evaluated at the end of your assistantship contract. This evaluation is part of the criteria for future selection of teaching and graduate assistants. **The department limits graduate students to five assistantships (exclusive of summer) during their degree program.**

Assistantships are awarded on a semester-by-semester basis. Assistantship stipends are paid over *five* months on the last working day of each month (i.e., January-May, or August-December). You may arrange to have payments directly deposited into your bank account. The forms for direct deposit are available in the Payroll Office or the Office of Graduate Studies. Along with the monthly stipend, you will receive a tuition waiver for 6 hours if you are at .25FTE (this means you are working 10 hours a week.) *You must be enrolled for at least 6 **graduate** hours by the start of the semester during your assignment or your contract is terminated.*

### *Institutional and Federal Financial Aid*

Contact the Financial Aid Officer at the Office of Graduate Studies (OGS) for more information about fellowships, scholarships and awards. Although most of these awards are very competitive, the OGS has many opportunities for support. The following websites also provide information about financial aid:

<http://grad.unm.edu/funding/>

<http://finearts.unm.edu/index.php/advisement/cfa-scholarships>

To apply for federal financial aid (loans and work study), you must complete the Free Application for Federal Student Aid (FAFSA). This form is available in the Student Financial Aid Office or you may complete it on-line. Information is available in the Graduate Office or on the following website: <http://financialaid.unm.edu/>

Graduate Art Association
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As the representative organization of both the Art Studio and Art History graduate students, the Graduate Art Association (GAA) is a University organization chartered by the Graduate and Professional Student Association (GPSA). They support and encourage the study and research of both the Art History and Studio students. They receive modest funding from GPSA, which allows GAA to sponsor and support specific events which benefit the graduate students and the Department.

Officers are elected annually and meetings are held regularly during the academic year. GAA represents the needs and concerns of the graduate students. As such, one of their responsibilities is to recommend to the Department Chairperson student representatives to serve on various Departmental and University committees.

The Department encourages your involvement with GAA and supports their activities.

Grievance Procedure
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Any grievance or conflict between students, faculty, staff or administrators regarding graduate student matters shall be taken to the following, in this order, in an attempt to resolve the issue:

- 1) Faculty, student or staff member with whom you have a grievance
- 2) Chairperson of the student’s Committee on Studies
- 3) Department Graduate Advisor and Director
- 4) Chairperson of the Department
- 5) Associate Dean of College, for Student Affairs
- 6) College Grievance Committee (if appropriate)
- 7) Dean of the Office of Graduate Studies
- 8) Office of the Provost

Additional information can be found in the “Pathfinder,” the UNM Student Handbook, which can be found online at <http://pathfinder.unm.edu>.

Program of Studies
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The MFA degree requires a total of 60 credit hours: 48 hours of course work and 12 hours of dissertation. *(Please refer to the MFA Timeline on page 2 or sample MFA Degree Progress Report on page 17)*

***M.F.A. Degree Requirements***

	<i>Credit Hours</i>
Art Studio 502, Interdisciplinary Seminar (offered in the <b>Fall only</b> )	3
Art Studio credits (in addition to 502)	21
Art History credits	6
Electives	
Outside of Art Studio	6
Outside of the Department	6
Any area (free electives)	6
699 Dissertation (normally taken with the chair of the committee)	12
<b>Total</b>	60 hours

***Graduate Minor in Museum Studies***

The Graduate Minor in Museum Studies is intended to be an interdisciplinary program that emphasizes mentoring and collaborative opportunities through a combination of structured work experiences, academic instruction, supervised internships and short-term professional workshops and training courses. Additional emphasis will be placed on collection care, management and preservation.

The Graduate Minor in Museum Studies will require 9 hours of course work and 6 hours of internship for a total of 15 hours. Internship opportunities will be created at a number of museums on the University of New Mexico campus and around the state. Each internship will have a specific relation to the needs of the institution and its collections. Students will be able to apply for internships at specific museums. The application process will be competitive and based on selection criteria established by the specific internship’s requirements.

The minor is available to any student enrolled in any graduate degree program. Once completed, the minor will appear on a student’s transcript.

The minor is distributed as follows:

6 hours of required Core Courses

Museum Studies 507, Museum Practices (3)

Museum Studies 585, Seminar in Museum Methods (3)

3 Hours of Museum Studies Topics Courses

Museum Studies 529, Topics in Museum Methods (3)

6 Hours if Internship

Museum Studies 586, Practicum: Museum Methods (3)

### *Graduate Minor in Arts Management (15 credit hours)*

**Each of the following core required courses:**

FA\*450 Seminar in Professional Arts Mgmt 3 Cr.

FA\*365 Social Media Arts Marketing (online) 3 Cr.

FA\*370 T: Fundraising for Arts Organizations 3 Cr.

FA\*495 Arts Management Internship 3 Cr.

(prerequisites: FA450)

**and ONE of the following electives:**

FA\*370 Arts Management Problems 3 Cr.  
(changing problems rotate by semester)

**OR**

FA\*470 Advanced Arts Management Topics 3 Cr.  
(changing topics rotate by semester)

### *Course Work*

In your first semester of graduate school, you are required to enroll in Art Studio 502 - Interdisciplinary Seminar. Nine credit hours is considered full-time. Normally, students will also enroll in 3 hours of art history and 3 hours of studio, either the area's graduate level course (graduate printmaking, graduate photo) or a graduate tutorial with a specific instructor. If you have entered this program with any **deficiencies** in credit hours, you must complete them within the **first** year of enrollment. Your academic work after the first semester will be graduate credit courses, topic courses, and one-on-one tutorial instruction. Bear in mind that you cannot take more than 12 hours of Art Studio 529: Topics for credit. You will not receive credit for any hours of ARTS: 529 beyond the first 12.

Your elective course work will be determined with the advice of your Committee on Studies or the Director of Graduate Studies. **Substitution of required coursework requires the support of your Committee Chairperson and must be approved by the Director of Graduate Studies before you register for the substitute course.** Forms for substitutions are available in the Graduate Office. No more than 24 hours (8 classes), exclusive of dissertation, may be taken with a single professor.

### *Transfer Credits*

A maximum of 12 hours of graduate work at another institution or from non-degree status at the University of New Mexico is transferable to the MFA program. Courses taken as extension credit at other universities are not accepted for graduate credit at the University of New Mexico.

Transfer of credits is not automatic with admission. The student's Committee on Studies will determine the number, if any, allowable for transfer. Transfer credit is limited to 12 hours. Aside from this limitation, all other conditions of transfer noted in the doctoral description in the UNM catalog apply equally to the MFA. The UNM Catalog is available at: <http://catalog.unm.edu>

**If you wish to transfer credits, consult with your Committee Chair** and if approved, this coursework can be added to your course listing on your *Application for Candidacy* form. **This process should be completed early in your program of studies** so as to allow adequate planning. When submitting the Application for Candidacy form, you should verify with OGS that the official transcript from the institution from which you are requesting transfer credit is on file. Transfer credit is considered in determining the time limit for completion of all requirements.

### *Residency Requirement*

The MFA degree shall require at least 36 hours of course work completed at the University of New Mexico, of which at least 18 hours must be taken after admission to the MFA program (exclusive of dissertation hours).

### *Graduate Reviews*

In each of your first two semesters, you will participate in a review of your current and ongoing studio work. All the studio reviews will last one hour and are all scheduled on one day, approximately the 12<sup>th</sup> week of the semester. They are conducted by a four-member committee, and intended to create a critical dialogue about your work while introducing you to different points of view. They are open to the public. The Department Graduate Office will distribute a schedule and assign the faculty committee.

**One week prior to the review you will be required to submit a one-page statement about your work and distribute copies to your committee and the Department Graduate Office.** Your committee will be concerned with the clarity of your ideas, both written and verbal, and the body of work you have produced. Each committee will have a faculty member designated as the chairperson and he/she will oversee the review process.

The first review cannot be failed, however, the possible overall outcome of the second review is: Fine, Marginal (encouraged to repeat), and Unacceptable (must repeat). In the event of an unacceptable second review, the student must complete a third review the following semester (as a regular participant in the semester reviews). Each student must pass two out of three reviews. Failure to pass two out of three reviews will result in removal from the program.

In the event of a failing review, the graduate advisor will add the student to the following semester's review schedule, and their committee will be two faculty from the department that they select, and two faculty from the department whom the graduate advisor and graduate director select. The committee will include no fewer than two faculty from the student's studio area.

### *Formation of Committee on Studies*

The Department Graduate Office will assist you in planning your program of studies until you form your Committee on Studies. **You form your Committee on Studies during the semester in which you complete 18 hours of course work (normally the end of the 2<sup>nd</sup> semester). Committees MUST be formed no later than the last day of the 3<sup>rd</sup> semester.**

The formation of the Committee on Studies is done in consultation with the Department Graduate Office and the approval of the Department Chairperson. The process begins with the student finding a qualified faculty member (all full-time, regular faculty are qualified), usually in the student's area of focus, who is willing to serve as Committee Chairperson. Together they select three additional willing members, one of whom must be from outside the studio area. This faculty member may be from Art History or another department. A "Committee on Studies Approval Form" is submitted to the Graduate Director and the Department Chairperson for approval.

In most cases, the Committee on Studies will remain as the Dissertation Committee. You will need to file the Appointment of Dissertation Committee form at the time of your advancement. If you wish to change the membership of your Committee on Studies before the advancement, you must re-file the Committee on Studies

Approval form. If you wish to change the membership of your Committee on Studies after you've advanced, you must re-file the Committee form and submit a written explanation for the change to both the Department Graduate Office and the Office of Graduate Studies. This written explanation needs to include concrete reasons **why** you wish to change the committee membership, not just a statement that you're changing it. Explain why the change will benefit your project, and how you arrived at this decision.

Before submitting the form, you need to speak with any faculty members whom you wish to add to your committee, and make sure that the change is acceptable to them. Have them sign off on your letter of explanation. You must also notify the faculty member(s) whom you are removing from the committee. You will need to confirm the changes with your committee chair, and receive their approval and signature on the letter before you submit the new form. It is the student's responsibility to notify any affected faculty members of the change.

In the event of real discord or disagreement, the chair of the student's committee should work with the student, the Director of Graduate Studies, and if necessary the Department Chair to come to an equitable resolution of the situation.

The MFA Dissertation Committee will consist of at least four members, all of whom are approved by the Dean of Graduate Studies.

1. A minimum of three committee members must hold tenure or tenure-track positions and must have regular graduate faculty approval.
2. At least two members must hold tenure or tenure-track faculty appointments at the University of New Mexico and have regular graduate faculty approval.
3. At least one of the members must be from the student's department and must hold a tenure or tenure-track faculty appointment with regular graduate faculty approval at UNM.
4. The dissertation director (committee chair) must be a tenured or tenure-track member of UNM faculty and have regular graduate faculty approval.
5. A required external member must hold a tenure or tenure-track appointment outside the student's unit/department. This member may be from the UNM (must have regular graduate faculty approval) or from another accredited institution (must be approved by the Dean of Graduate Studies.)
6. One of the committee members may be a non-faculty expert in the student's major research area.

**NOTE:** If the graduate unit approves, Emerita/Emeritus faculty are allowed to continue to chair existing dissertation committees for up to one calendar year from the date of their retirement. They may not be appointed chair of any new dissertation committees once retired. If the student has not completed his/her dissertation within one year of the chair's retirement, the retired faculty member may continue to serve on the dissertation committee as co-chair or member of the committee.

Graduate students may supplement the minimum committee membership described above. All supplemental appointments must be identified on the Committee form, and must be approved by the Dean of Graduate Studies.

**NOTE:** All expenses incurred on a Dissertation Committee are the responsibility of the student.

Once the Committee on Studies has been established, it assumes the role of guiding you in academic and procedural matters. **Ultimately, it is YOUR responsibility for complying with all regulations of the Department, College and the University as stated in the University Catalog.**

#### *Duties of Your Committee on Studies*

- 1) Your Committee on Studies will advise and assist you in planning your program through the completion of degree requirements, while abiding by the current catalog for your program. This advisement includes the recommendation of elective courses specific to your interests and ability within the program.
- 2) Your Committee on Studies will conduct your Qualifying Review. The Committee Chair will be responsible for filling out the qualifying review form, attaching the final draft of your essay and filing it with the Department Graduate Office.

- 3) Your Committee on Studies will determine the acceptability of any transfer credit (with approval from the Graduate Director and final approval from the Dean of Graduate Studies) and following University policy regarding transfer credit application.
- 4) Your Committee on Studies will conduct the Advancement for your program and approve your Application for Candidacy by the appropriate University catalog for your program.
- 5) Your Committee on Studies will evaluate your catalog, public talk & exhibition, and submit the MFA Final Examination Report and Confidential Evaluation Sheets to the Department Graduate Office, who will forward them to the Office of Graduate Studies.

Although these are the duties of your Committee on Studies, be sure that the Department Graduate Office is consulted on a regular basis.

### *Qualifying Examination/Review*

Your Qualifying Exam should take place during your third or fourth semester, after you have had two graduate reviews and formed your committee. The timing of the Qualifying Exam is determined by the student in consultation with the committee. It must take place *no later* than the last day of the fourth semester.

Your four-member Committee on Studies will also serve as your Qualifying Examination Committee. It is *your* responsibility to initiate this exam and its paperwork, available at the Department Graduate Office.

The examination will consist of three parts:

- a) a review of a comprehensive selection of your work.
- b) your presentation of a formal typed essay of 7-12 pages (2400-4200 words) on the work to be reviewed.
- c) your oral defense of the work by you, the candidate.

You must distribute the final version of your typed essay to each committee member at least **one week** prior to the qualifying review. **It is your responsibility to provide your chair with the final corrected version of your qualifying review paper, which must be submitted with your qualifying exam paperwork to the Department Graduate Office. No documentation regarding passing this exam will be processed and recorded in your file without the approved paper.**

At the conclusion of the exam, you will be informed of the results. Results will be one of the following:

- a) Pass
- b) Fail with no retest. You will be dropped from the program for unsatisfactory progress toward the degree.
- c) Fail, with an option granted by the exam committee for a single retake. The second exam will be given following the completion of at least a three-credit tutorial with the Chair of your Committee on Studies. **Note:** A second failure will result in your being dropped from the program for unsatisfactory progress toward the degree.

**Between your Qualifying Review and Advancement to Candidacy, you must meet at least once a semester with your Committee on Studies to plan and monitor your program of studies and to review your creative work. These meetings are your responsibility to schedule and office hours for each faculty can be found in the Main Art Office or Department Graduate Office.**

### *Advancement: MFA Comprehensive Exam and Advancement to Candidacy*

Admission to graduate study and a successful Qualifying Review does not imply advancement to candidacy for a degree. You must formally apply for and be advanced to candidacy for the degree. The Application for Candidacy is the vehicle that formally establishes the student's program of studies.

In order to be advanced to candidacy, you must file the Application for Candidacy form and have a formal Advancement to Candidacy/ Comprehensive Examination meeting. **It is strongly recommended that you complete your Advancement no later than November 15<sup>th</sup> of your fifth semester. The Application for Candidacy form should be filed at this time.** This form asks you to list all coursework that you have taken and will take, up to graduation. This form must be filed **no later** than the semester in which you begin to take dissertation hours. Per OGS policy, dissertation hours taken before the Application for Candidacy is approved by OGS will **not** count towards your degree.

The Application for Candidacy form, and complete directions on how to fill it out, can be obtained from the Department Graduate Office. You should view your unofficial transcript on LoboWeb, to help you in filling out the Application for Candidacy form.

The purpose of the Comprehensive Examination meeting is for your Committee on Studies to establish that your creative work is of sufficient maturity; that you can begin work on your exhibition; and that your general knowledge of critical and historical issues in art is at the level expected of a M.F.A. candidate.

This examination, which may be written, oral, or both, is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. If problems arise with any of the above, your Committee on Studies may choose to meet again after you have had sufficient time to remedy any shortcomings. In this case, a written summary of what is expected in the way of additional course work or preparation needed for advancement must be furnished to the student (with a copy to the Graduate Director).

**You must file the Announcement of the Comprehensive Examination form with the Department Graduate Office two weeks prior to the exam (meeting) date.** At the Comprehensive Examination meeting that follows, you should obtain signatures from your committee for the **Report of Examination (reverse side of "Announcement of Examination" form), the Application for Candidacy, and the Appointment of Dissertation Committee.** Submit these three documents to the Department Graduate Office for final departmental approval. **The Examination must be held no later than the semester in which you register for dissertation hours or credit for those hours will not be applied toward your degree.**

Approval for advancement to candidacy will be granted by the Dean of Graduate Studies only after the residency requirement is met and the program of studies has been approved by the Committee on Studies, the Graduate Director, and the Department Chairperson, providing you have passed the comprehensive exam. **Approval of Candidacy in no way guarantees successful completion of the MFA degree.**

### *Dissertation Hours*

After their Advancement, students will normally enroll in dissertation hours with the chair of their Committee on Studies. University regulations will not allow credit for any dissertation hours taken before the Advancement. **Once you have registered for dissertation (699) credits, you must maintain continuous enrollment (exclusive of summer session) until you complete all degree requirements. If you graduate in the summer semester, you also must register for dissertation hours for the summer.**

### *Time Limit to Complete Requirements*

Each student is allowed **five years** to complete all degree requirements. The time limit starts when the Advancement is passed and the Application for Candidacy is formally approved by OGS. For example, if you complete your Comprehensive Exam/Candidacy in the fall semester of year 2010, you will be at your 5-year-time-limit in the fall semester of year 2015. However, the degree as a whole is normally completed in 3 years, and neither studio space nor funding are assured beyond 3 years.

Under *extenuating circumstances*, you may request an extension of this time limit in writing but it must be done prior to the end of the time limit. The request must be supported by your Committee on Studies, the Graduate Director, the Department Chairperson, and approved by the Dean of Graduate Studies.

### *The Final Examination*

Your M.F.A. final oral examination will be conducted by your Committee on Studies in conjunction with your exhibition of creative work. The Office of Graduate Studies will publish a calendar of final examinations; outside faculty, students and staff may attend.

**Please Note: You must notify the Department Graduate Office at least *two* weeks before the date of the examination so the Graduate Office can complete an “Announcement of Final Examination” form for OGS.**

The final examination will consist of:

- 1) a solo exhibition of studio work that you have organized and installed;
- 2) an exhibition catalog you have assembled and produced that includes a written essay related to the issues represented in the work;
- 3) a set of 6 images (as jpgs), that represents the creative work in the exhibition;
- 4) a public presentation, talk or event that informs the audience about the nature of the creative process involved in the creation of the work.

**Please Note:** Creative work submitted for the examination must be new work executed specifically for the final exhibition. The exhibition should in no way be a retrospective of work done in class or tutorial instruction.

At the conclusion of the examination, the members of your Committee on Studies will meet to make their recommendations. The Committee may (1) recommend that the final project be approved without change, (2) recommend that the final project be approved subject to minor corrections, or (3) require the final project be revised. Such a revision requires the full Committee to meet again to determine that their recommendations have been fulfilled.

The Committee reports the results of your examination on the “Report of Examination” form. The Committee Chair will turn this document, along with the “Evaluation of the MFA” (green sheets) from each member, into the Department Graduate Office.

In order to graduate in a given semester, your examination must be held before the OGS graduation deadline (see *Graduation*).

You must turn in two original copies of your MFA catalog, a set of 6 images (as jpgs), to the Department Graduate Office. The Department Graduate Office also requires submission of a web page permission sheet. This sheet will allow the Department to display student artwork on our Department web page. Catalogs are permanently archived in the Center for Southwest Research at Zimmerman Library.

### *Graduation*

The semester before you intend to graduate, you must inform the Department Graduate Office and, through it, the Office of Graduate Studies, of the intention to complete all degree requirements during the following semester. Degrees are awarded three times during the year; commencement exercises are held in May and December.

When you are ready to graduate, you must inform the Department Graduate Office of your intention by contacting the Graduate Advisor. Graduation is dependent upon the **completion of all degree requirements**. *Deadlines* for submitting this information are as follows:

November 15 for fall graduation  
April 15 for spring graduation  
July 15 for summer graduation



## Appendix I: Qualifying Paper & Exam Guidelines

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### QUALIFYING PAPER

The qualifying paper is a formal document of your accomplishments toward your MFA degree. It most likely will be one of the only records of your artistic efforts filed here at UNM. The paper becomes a point of reference, and a document for future researchers, and it will remain at UNM as an archive of your creative research. Therefore it is a significant part of your early professional experience.

Here are some guidelines to consider:

- 1) The paper represents an opportunity for you to introduce, discuss, analyze and frame your studio practice within a broader theoretical and historical context. A thorough analysis and understanding of your studio work must be presented in the paper. It should situate your work within contemporary arts practice and theory, present relevant artists and movements that have come before and analyze the relationship of your work to those artists/movements.
- 2) The paper must reflect clarity of thought, and an ability to verbally articulate visual, conceptual and formal objectives. It is not only written for your committee, but you should assume a professional audience, therefore be clear, coherent and convincing. You may want to include images of your work or other artists' work (this is optional).
- 3) Your paper must be free of grammatical and syntactical mistakes, and written in clear prose.
- 4) Elucidate how the formal and material choices for the work are thought out, intentional and justifiable. You may also include technical discoveries that were made in the development of your studio work.
- 5) Make sure you include future ideas, projects, or proposals that have materialized as a result of your creative research, both in the studio and in written form.

Ultimately, your committee will guide you in finalizing the paper. Present a draft to your committee (or the person(s) you are working closely with) in advance so revisions can be made before it is sent to all other committee members. This should be done several weeks before your qualifying exam. Your paper must be complete and finalized by your qualifying exam. A final copy must accompany the forms submitted to the graduate office for your qualifying exam.

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Some extra notes:

Writing about your work may be frustrating for some of you. For others it may come easy. Often artwork is nonverbal, intuitive, and experiential and for some this can be difficult to articulate.

Here are some suggestions that may help:

- Choose what is important about your work: Medium, technique, concepts, formal properties, subject matter, autobiographical background, or something else that may be at the core of your focus.
- Be clear: remember you are writing for others; therefore include the title of your works, size, and medium when relevant. You may want to include images.
- Figure out your style of writing. Are you committed to an academic formal style that will include footnotes and a bibliography? Or will you write less formally and more loosely regarding the reader in a more casual way.
- Organization is important; list what you want to discuss in the paper and then outline it in a structure that makes sense to you (one possibility is always the chronological order but I encourage you to depart into more innovative territory in terms of structure).

- Write candidly. Is what you are saying focused? Are you contradicting yourself? Are you convincing?

## THE QUALIFYING EXAM

**Note: You should have chosen your committee by the end of this semester.**

- 1) YOU MUST FORM YOUR COMMITTEE ON STUDIES BEFORE QUALIFYING. The committee will guide you through the process of the qualifying exam.
- 2) Qualifying by the third or early in the fourth semester is important to proceed through the program in three years.
- 3) Your four-member Committee on Studies will also serve as your Qualifying Examination Committee. It is *your* responsibility to initiate this exam and its paperwork, available at the Department Graduate Office.

The examination will consist of three parts:

- a) a review of a comprehensive selection of your work.

Present new completed and in-progress work at your exam. Be selective, choose work that is significant and best demonstrates concepts you have articulated and examined in your paper. You may present work from your first year in the program (this may be in the form of documentation of previous work, or the actual work presented for viewing) if it is relevant to the direction you have taken and the work you are presenting at the qualifying. You may choose your studio or one of the common spaces to set up work. Make sure you let the grad office know in advance.

- b) your presentation of a formal typed essay of 7-12 pages (2400-4200 words) on the work to be reviewed. (SEE ATTACHED GUIDELINES FOR PAPER)

- c) your oral defense of the work by you, the candidate.

The qualifying exam takes approximately an hour. During this time, you will introduce your work, the committee will discuss and critique what you have presented and you will engage in an oral defense of the work. It may not be a bad idea to practice talking about your work with a few fellow students in preparation.

You must distribute the final version of your typed essay to each committee member at least **one week** prior to the qualifying review. **It is your responsibility to provide your chair with the final corrected version of your qualifying review paper, which must be submitted with your qualifying exam paperwork to the Department Graduate Office. No documentation regarding passing this exam will be processed and recorded in your file without the approved paper.**

At the conclusion of the exam, you will be informed of the results. Results will be one of the following:

- a) Pass
- b) Fail with no retest. You will be dropped from the program for unsatisfactory progress toward the degree.
- c) Fail, with an option granted by the exam committee for a single retake. The second exam will be given following the completion of at least a three-credit tutorial with the Chair of your Committee on Studies. **Note:** A second failure will result in your being dropped from the program for unsatisfactory progress toward the degree.

**Between your Qualifying Review and Advancement to Candidacy, you must meet at least once a semester with your Committee on Studies to plan and monitor your program of studies and to review your creative work. These meetings are your responsibility to schedule and office hours for each faculty can be found in the Main Art Office or Department Graduate Office.**

Some information taken from online references for thesis papers:

[http://ad.sjsu.edu/adgrad/programs/download/mfa\\_thesis\\_guidelines.pdf](http://ad.sjsu.edu/adgrad/programs/download/mfa_thesis_guidelines.pdf)  
<http://www.boisestate.edu/art/grprograms/graddocs/GuidelinesThesis.pdf>

## ADVANCEMENT:

Between your Qualifying Review and Advancement to Candidacy, you must meet at least once a semester with your Committee on Studies to plan and monitor your program of studies and to review your creative work. These meetings are your responsibility to schedule, and office hours for each faculty can be found in the Main Art Office or Department Graduate Office.

## MFA COMPREHENSIVE EXAM AND ADVANCEMENT TO CANDIDACY

After a successful Qualifying Review the next step for a masters in fine arts degree is the advancement to candidacy. This is an important step toward the completion of your degree. You must formally apply for and be advanced to candidacy for the MFA degree. The Application for Candidacy is the component that formally establishes the student's program of studies.

## FORMS:

To advance to candidacy, you must file the APPLICATION FOR CANDIDACY form and have a formal Advancement to Candidacy Comprehensive Examination meeting with your committee. **It is strongly recommended that you complete your Advancement no later than the fifth semester of your studies. The Application for Candidacy form should be filled out at this time.**

This form asks you to list all coursework that you have taken and will take, up to graduation. This form must be filled NO LATER than the semester in you begin to take dissertation hours. PLEASE NOTE: OGS policy states that dissertation hours taken before the Application for Candidacy is approved by OGS, will NOT count towards your degree.

The Application for Candidacy form and complete directions on how to fill it out may be obtained from the Department Graduate Office. It is suggested you view your unofficial transcript on LoboWeb to help you fill out the Application for Candidacy form.

## COMPREHENSIVE EXAM / ADVANCEMENT MEETING:

Please schedule the Comprehensive Exam meeting with your Committee on Studies chair and members in your fifth semester of studies. The purpose of the Comprehensive Exam is for your Committee on Studies to establish that your creative work is of sufficient maturity for advancement, that you are ready to begin work on your exhibition, and that your general knowledge of critical and historical issues in art is at the level expected of an MFA candidate.

The examination may be written, oral, or both and is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. If problems arise with any of the above, your Committee on Studies may choose to meet again after you have had sufficient time to remedy any shortcomings. In this case, a written summary of what is expected in the way of additional course work or preparation needed for advancement must be furnished to the student (with a copy given to the Graduate Director). Prior to the Advancement meeting, it is usually a good idea to have secured your venue and the dates for your show, and to have a clear idea of the form your catalog will take (some students present catalog drafts at the Advancement), and a proposed body of work for the exhibition.

**PLEASE NOTE: YOU MUST FILE THE ANNOUNCEMENT OF EXAM FORM ELECTRONICALLY TWO OR MORE WEEKS PRIOR TO THE MEETING DATE. Failure to do this will mean you are required to**

reschedule.

At the Advancement meeting, your committee must electronically sign the Report of Examination, as well as signing the the Application for Candidacy.

### **PASSING THE EXAMINATION:**

Approval for advancement to candidacy will be granted by the Dean of Graduate Studies only after the residency requirement is met an the program of studies has been approved by the Committee on Studies, the Graduate Director, and the Department Chairperson, providing you have passed the comprehensive exam.

APPROVAL OF CANDIDACY IN NO WAY GUARANTEES SUCCESSFUL COMPLETION OF THE MFA DEGREE.

### **DISSERTATION HOURS**

After your Advancement, you will enroll in dissertation hours with the chair of their Committee on Studies. University regulations do not allow credit for any dissertation hours taken before the Advancement. Once you have registered for dissertation (699) credits, you must maintain continuous enrollment (exclusive of summer session) until you complete all degree requirements. If you graduate in the summer semester, you also must register for dissertation hours for the summer.

## **Appendix III: Thesis Guidelines & Resources**

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### **MFA THESIS GUIDELINES**

The MFA Thesis consists of a public exhibition (or an equivalent), a public lecture, and a catalog of your work. These three components are required for your MFA degree. All elements for the degree requirement should be presented as professionally as possible. You will be evaluated on quality of work, display, layout and content of the exhibition and catalog, as well as quality, content and style of your public lecture.

Here are guidelines to consider:

#### **PUBLIC EXHIBITION**

- 1) A public exhibition of your work is a requirement for the MFA Thesis. This is a major component of the requirement and must be executed in the most professional manner possible. This can take the form of a traditional exhibition in a gallery space on- or off-campus, in a non-traditional space, a performance at an accessible location, or a film/video screening at an accessible location. All committee members must be present to see the exhibition / performance / screening in person.
- 2) You will be evaluated on the concept, execution, content and professional presentation of the exhibition/ performance/ screening. All work should be presented in the most considered & intentional manner possible.
- 3) An invitation to the exhibition/performance/screening must be created before the exhibition to formally invite the public. Online and email promotional material is also recommended.

#### **CATALOG**

- 1) A catalog of your work is required for the MFA Thesis. The catalog can take many forms, but please note that it cannot be just a work of art – it must represent your exhibition, and it may also include the work you have done during the program. It may be published online through a print-on-demand publisher, published at a local printer (see resources list), hand printed, handmade, etc. It cannot be digital-only, there must be a physical artifact. For predominantly electronic/web-based work, you should include a website or an online supplement.
- 2) The catalog must be completed and submitted to your committee **at the time** you give your thesis talk.
- 3) Catalog must include a short written essay on your work.
- 4) Catalog must include your name, title of your exhibition/performance/screening, committee members' names, MFA Thesis Catalog, UNM Department of Art (or University of New Mexico, Department of Art). For Example, your name, "Master of Fine Arts thesis catalog, University of New Mexico, Department of Art," and the year.
- 5) You must submit one copy of the catalog to each of your committee members, and two to the Graduate Office – one for the departmental archive, and the other will be sent to the University permanent archives in the Center for SW Research.
- 6) You are welcome to review past catalogs in the Graduate Office, which maintains the departmental archive.

## **PUBLIC LECTURE**

- 1) A public lecture of your work is also a requirement for the MFA Thesis. This can be scheduled in the exhibition space or an available room at UNM. Your MFA committee must be present for the public lecture. The lecture should be publicized so that the public can attend.
- 2) The lecture should be approximately 20 minutes long. This is a formal lecture, not an informal artists' talk. The lecture can be performative, but is not a performance. The lecture must be organized in a manner that presents your work in a professional manner and is accessible to a wide audience. Don't assume people already know your work. Please use digital images that are clear, strong and as professionally documented as possible. You may include a wide range of work, or focus solely on your thesis exhibition. You may include influences, and other relevant research in the lecture.
- 3) Please note that after a Q&A with the public you will be meeting with your committee for a discussion and evaluation of your exhibition/performance/screening, catalog and lecture. You should leave enough time after the Q&A for this important component with your committee. If this is not possible, make sure you schedule a time to meet with your committee soon after the lecture and before paperwork is due for graduation timeline.
- 4) It is advisable that you practice your lecture several times, so it is as refined as possible, does not exceed the time limit, and you feel comfortable presenting the material.

## **DEADLINES:**

**APRIL 15:** You will graduate in the spring if your exhibition/performance/screening, thesis requirements (including the catalog and the talk) and paperwork are completed before this date.

**JULY 15:** You will graduate in the summer if your exhibition/performance/screening, thesis requirements (including the catalog and the talk) and paperwork are completed before this date.

**NOVEMBER 15:** You will graduate in the fall if your exhibition/performance/screening, thesis requirements (including the catalog and the talk) and paperwork are completed before this date.

If everything has been turned in, then at the conclusion of MFA Thesis talk, you will be informed of the results. Results will be one of the following:

- a) Pass
- b) Conditional Pass
- c) Fail

In the event of a Conditional Pass, you will have to complete the condition listed by the committee before you will have finished the degree or receive a grade of Pass.

We no longer assign distinction in the MFA Studio Degree.

### **Resources**

**Please note these are just suggestions. Depending on your needs for your MFA thesis requirements, you can be as creative as you'd like to find venues, printers, etc.**

#### Online Event Information Resources

CFA events calendar  
dept media coordinator  
GAA website

#### Local Printers

Starline  
Cottonwood Printing  
Takach Press

#### Online Printers

blurb.com  
artifactuprising.com  
pinholepress.com

#### Show Announcement Card

Modern postcards  
Next day flyers

#### Galleries

John Sommers Gallery (on campus)  
Masley Gallery (on campus)  
CFA Downtown Studio  
5G and 5G North  
516 Arts  
Tortuga  
Sanitary Tortilla Factory  
Graft and Small Engine Galleries  
Exhibit 208  
South Broadway Cultural Center  
National Hispanic Cultural Center  
Indian Pueblo Cultural Center  
Albuquerque Open Space Visitor Center

MFA Check-List for Graduation

The M.F.A. Final Oral Examination will be given in conjunction with the exhibition of creative work. The Committee on Studies will conduct the examination. The examination will cover the exhibition (the studio work and its installation), the exhibition catalog and the public presentation. In order for the student to graduate in a given semester, the examination must be held no later than the published dates in November, April, and July.

The student must notify the office of Graduate Studies at least two weeks before the date of the examination on the forms available. Results of the examination are recorded on the reverse side of the final examination announcement form. The **student is responsible** for initiating the procedure with the Department Graduate Office.

At the conclusion of the examination, the voting members shall confer in private and vote their recommendations. The Committee may (1) recommend that the dissertation, exhibition, catalog, public talk be approved without change, (2) recommend that the dissertation, exhibition, catalog, public talk be approved subject only to minor corrections, editorial or otherwise, or (3) require the dissertation be revised before approval. In the case of (1) or (2), no further meeting of the Committee will be required. The Chair of the Committee will be responsible for seeing that the corrections are made. In the case of (3), the full Committee must determine if their recommendations have been fulfilled. **The chair of the committee is responsible for submitting the results of the final examination, along with the signed confidential evaluation sheets to the Department Graduate Office.**

Two original copies of the catalog and one set of digital images of the visual work, shall be submitted to the Department Graduate Office.

**Studio Occupancy:**

Once you have completed your dissertation, you are no longer eligible to retain your studio space. You must complete a final check-out with the Graduate Advisor, and upon successful check-out, you will be refunded your original studio deposit. If you leave without checking out, you will not receive your deposit back.

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**Must already have on file:**

\_\_\_\_\_ *Advancement to Candidacy* form, signed by the Director of Graduate Studies, must be on file the semester **before** graduation.

\_\_\_\_\_ *Notification of intent to graduate*: You must notify the Graduate Advisor of your intent to graduate no later than one semester before you plan to graduate.

**Final Project Requirements:**

\_\_\_\_\_ *Announcement of Final Examination* (Exhibition/Public Talk date) must be submitted to the Office of Graduate Studies *two weeks before exam*. This form must be submitted first to the Art Dept. Graduate Office. Student is responsible for picking up approved examination form (and evaluation sheets) for distribution to committee before the designated meeting (normally the date of exhibition open/public talk).

**The following items must be submitted to the Art Graduate Office.** The items will then be forwarded to the Office of Graduate Studies by the established deadline. **The current deadlines are:** November 15, April 15 and July 15. There are **NO** exceptions made by OGS on these deadlines. If deadlines are not met, the student will be placed on next semester's graduation list. **IN ANY CASE: All items** must be submitted within 90 days of the scheduled final exam. Failure to submit all required items may mean re-taking the final examination.

Student will submit: \_\_\_\_\_ Two copies of the Exhibition Catalog for the Library & Graduate Office  
\_\_\_\_\_ 6 digital images representative of your MFA work, or from your MFA show  
\_\_\_\_\_ Department Web Page Permission Sheet

Committee Chair will submit: \_\_\_\_\_ Evaluation Sheets (normally green in color) signed by each committee member

M.F.A. Advisement Worksheet						
60 Hours total, 48 of Coursework & 12 of Dissertation						
Name:					Catalog Year:	
Banner ID:					Advancement to Candidacy:	
Start Date:					Limit to Complete Degree:	
<b>DEGREE REQUIREMENTS</b>					<b>Total Hours Left for Graduation</b>	<b>60</b>
Deficiencies:						
Fall Graduate Review:						
Spring Graduate Review:						
Form Committee on Studies (by 18 hours):					Chair:	
Members:						
Qualifying Examination:						
Candidacy/Comprehensive Exam:						
Final Exam/Public Talk Date:						
Catalog:		Slide Sheets/Slides:			Official Graduation Date:	
<b>COURSES</b>	<i>Course</i>	<i># of Cr</i>	<i>Semester</i>	<i>Grade</i>	<i>Course Title</i>	
<u>Required Course</u>						
	Art St 502				Interdisciplinary Seminar	
<u>Art Studio Coursework</u> (21 hours required, in addition to 502)						
	<b>Total Left</b>	<b>21</b>				
<u>Art History Coursework</u> (6 hours required)						
	<b>Total Left</b>	<b>6</b>				
<u>Electives outside Studio</u> (6 hours required) – can be Art History, or another Department, such as Art Ed or Cinematic Arts						
	<b>Total Left</b>	<b>6</b>				
<u>Electives outside department</u> (6 hours required), cannot be either Art Studio or Art History; must be another Department, such as Art Ed or Cinematic Arts						
	<b>Total Left</b>	<b>6</b>				
<u>Free Elective</u> (6 hours required, any area)						
	<b>Total Left</b>	<b>6</b>				
<u>Dissertation Hours</u> (12 hours required)						