

# **IUP Graduate Handbook**

**M.F.A. – in Studio Art**

**M.A. / Studio Track**

**M.A. / Art Education Track**

Department of Art and Design



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## Introduction

Welcome to the graduate program in Art and Design at Indiana University of Pennsylvania (IUP). The graduate handbook for the Department of Art and Design answers many important questions to help make your graduate experience a positive one. The graduate coordinator and your primary advisor will work closely with you over the course of your education to create a productive and creative experience.

You will be working within a collaborative environment to expand your approach to art and art education to realize your individual vision, challenge your innovation, develop your technical and aesthetic skills, or deepen your pedagogical research and teaching practice. Whether your goal is to teach art at the university level, fulfill your certification requirements as an art teacher, or create a body of work ready for exhibition at professional galleries, the graduate art programs at IUP have the facilities, faculty and culture to help take your art to its highest level. Congratulations on your acceptance to IUP!

### Indiana University of Pennsylvania

IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college. Almost 10,000 undergraduate and

## Student Conduct and Student Rights

<https://www.iup.edu/studentsupportandstandards/policies/>

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Department of Art and Design

IUP is a NASAD-accredited school. NASAD (National Association of Schools of Art and Design) is recognized by the US Department of Education as the national accrediting agency for art and design programs of colleges and universities in the U.S.

## Mission Statement and Program Objectives

The Department of Art and Design places a primary emphasis upon that goal of the University aimed toward the development of distinctive graduate programs reflecting high academic and creative standards, and innovative methodologies.

Through its mission, the Department of Art and Design is committed to providing high quality master's level programs that assure both a professional and comprehensive education. Comprehensive inquiry in the studio, art education and art historical domains is a defining characteristic of the department's three graduate degree programs: M.A./Studio Track, M.A./Art Education Track and M.F.A. These degree offerings directly relate to the department's ongoing mission of a quest toward excellence in specifically defined competencies related to major and minor areas of studio inquiry.

And, a mission objective that assumes overriding importance within this department is the expectation that both faculty and students maintain an active and ongoing commitment to artistic production and exhibition, scholarly and creative research, and adhere to those professional standards that are enunciated and recognized by the appropriate governing bodies and organizations representing the visual arts.

## Faculty and Staff

Dr. Curtis Scheib, Dean, College of Arts and Humanities	<a href="mailto:cscheib@iup.edu">cscheib@iup.edu</a>	724-357-2397
Dr. Hilliary Creely, Dean, Graduate School	<a href="mailto:hcreely@iup.edu">hcreely@iup.edu</a>	724-357-1409
Dr. Sharon Proctor, A. Dean's Associate, Graduate School	<a href="mailto:sprocter@iup.edu">sprocter@iup.edu</a>	724-357-4507
Dr. David Ferguson, A. Dean, College of Arts and Humanities	<a href="mailto:dfergusn@iup.edu">dfergusn@iup.edu</a>	724-357-2397
Melanie Muscatello, Assistantships, Graduate School	<a href="mailto:melanie@iup.edu">melanie@iup.edu</a>	724-357-4511
Cindy Smeltzer, Thesis, Graduate School	<a href="mailto:cindys@iup.edu">cindys@iup.edu</a>	724-357-4511
Prof. Nathan Heuer, Grad Coordinator, Art and Design	<a href="mailto:nheuer@iup.edu">nheuer@iup.edu</a>	724-357-2530

## Admission

*Note: Admissions into the Graduate Programs in the Department of Art and Design are indefinitely closed.*

Individuals seeking admission to graduate study within the-1. -2.2 (y)27 BDC .8 (a)--6.6 (rd)2.2 (in( gr)(h)-53.2 (t)-6 (e)4.9 (

Applicants to the **Master of Arts in Art/Studio Track** and the **Master of Arts in Art/Art Education Track** must be a graduate of an accredited B.F.A., B.A., or B.S.Ed. in Art Education, or be judged to possess the necessary proficiencies. Applicants to the **Master of Fine Arts in Studio** must be a graduate of an accredited B.F.A. or B.A. program or be judged to possess the necessary proficiencies. Admission into the M.A. and M.F.A. programs of the Department of Art and Design is based on the nature, extent, and quality of the preparation in studio, art teaching, contemporary art theory, and other academic subjects as appropriate to the degree/track. If an applicant is deemed to be deficient in any of these particular areas, the graduate committee may require satisfactory completion of certain undergraduate courses.

Applicants must submit items required by graduate admissions including two letters of recommendation, official transcripts, resume and professional goal statement. M.F.A and M.A./Studio Track applicants are also required to submit a digital portfolio of 20 images of current artwork.

All of the application materials must be received by Graduate Admissions before a review of materials can take place. Application deadlines for the M.F.A and M.A./Studio Track are February 15 and May 1. Students seeking assistantships must apply by the February 15 deadline for priority consideration.

- Summer-only admission to M.A./Studio Track program
- Fall-only admission to M.F.A. program
- Rolling admission to M.A./Art Education Track

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

## Financial Assistance

If you have been awarded an assistantship, your assignment is an opportunity to work closely with and learn from a faculty member and to engage in a meaningful exchange with other students. The pool of applicants applying for assistantships is very competitive and is granted based on available funds, timely submission of application for priority consideration, as well as the quality of application materials and artistic merit.

### Letter of Agreements

Once you have been offered an assistantship, an official University Letter of Agreement is prepared by the School of Graduate Studies and Research (SGSR) for your signature and is kept on record with the SGSR. The Letter of Agreement is prepared and sent via email to your IUP email address. This Letter of Agreement outlines your responsibilities for fulfilling your assistantship. Please sign this document immediately and return it as directed to the SGSR to ensure the award. Failure to sign and return your agreement by the deadline stated in your letter will result in your GA being rescinded. More details can be found at <http://www.iup.edu/graduatestudies/resources-for-current-students/assistantships/>

### Background Checks and Payroll

If you have been awarded a graduate assistantship, then you will need to complete a criminal background check. All required background checks must be processed before you can proceed to payroll and begin to work. Information regarding your payroll process will be provided along with your Letter of Agreement. Paperwork must be submitted to Payroll Services in Sutton Hall. Note: Some assistantship awards are

processed semester to semester. If your award continues into the next semester, but were provided a one-term contract, you will need to revisit the payroll office again for the following semester.

### **Assignments and Duties**

The Graduate Coordinator will inform you of your specific assistantship assignments no later than the first week of each term. Every effort is made to place you in an appropriate setting according your skills and discipline. A second agreement is drafted between you and your faculty supervisor that outlines specific duties of your assistantship. This agreement is kept on record with the Graduate Coordinator. It is your responsibility to see that the agreement is drafted, signed, and submitted at the beginning of each term.

Second year students are given preference to assignments that will provide interested students an opportunity in assisting faculty members in the classroom. The Collective Bargaining Agreement (CBA) for faculty does not allow for Master level graduate students to be listed as the faculty of record for a course. However, many faculty members utilize the services of graduate stu (u).3 (b)2.2ntof g seos tmeno in thye(v)-5.57.9 (v)- .













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	Select one course from the following:	3 credits
ACE 600	Introduction to Instructional Technology Design	3 credits
ACE 640	Community Based Education	3 credits
EDEX 569	Education of Personals with Emotional, Behavioral Disorders, Learning Disabilities or Brain Injury	3 credits
EDEX 578	Education of Persons with Mental Retardation, Developmental Disabilities and Physical/Multiple Disabilities	3 credits
EDSP 748	Fundamental of Behavior Change	3 credits
EDSP 576		3 credits
EDSP 577		



Year Three: Fall		Spring	
Thesis	3	Continuing Thesis	1
Submit Thesis Draft – Nov 1		Exhibition and Defense - March	
		Submit Final Thesis –April 1	
		Graduate – May	

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### Reexamination Policy

No student is permitted a “third” examination without a recommendation to that effect from the degree program’s sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

### Evaluation Outcome

#### Candidacy Qualifier

Students must pass this review to continue in the program. Possible outcomes for this review include pass, pass with revisions, resubmit, or fail. If students are asked to resubmit, new work must be presented to the committee no later than the following term. The student must pass this second defense to graduate. There are two possible outcomes to this second defense: pass or fail. There is no third defense.

#### Culminating Oral Examination

Students must pass this defense to graduate. Possible outcomes for this defense include pass, pass with revisions, resubmit, or fail. If students are asked to resubmit, revisions to your project /exhibition/ thesis must be presented to the committee no later than the following term or as determined by the student’s advisory committee. M.A. students who are asked to resubmit, will receive an Incomplete grade for the ART 740 or ART 699. The student must pass this second defense to graduate. There are two possible outcomes to this second defense: pass or fail. There is no third defense.

#### M.F.A Thesis

M.F.A. students must successfully complete both the exhibition and written manuscript, as well as pass the oral examination to graduate. Possible results for the oral defense include pass, pass with revisions, or fail. If a re-review is required, the student will have until the end of the next term, or a timeframe determined by the student’s thesis committee. This second review is pass or fail. There is no third review. The thesis manuscript must be approved by the graduate school to graduate.

#### Effective fall 2017 for students admitted and students admitted after

Thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student’s CGPA.

#### Ongoing Dissertation and Thesis students admitted “prior” to fall 2017



competitive, and determined by demonstrated ability in the discipline as well as availability of studio space. Consult your major professor and the graduate coordinator prior to making application.

### **Models in the Classroom Policy**

Although most graduate level courses do not often use the services of a live model, it is important that you are aware of our departmental policy regarding student conduct and the model. The model can be one of the most important cornerstones of a course, and he or she should be respected during posing sessions. Having a nude model posing for you is an enormous privilege and he or she deserves to be treated with highest regard. All students are expected to maintain appropriate and professional behavior with the models at all times both in and out of class. Interactions with the models include all forms of communication, including verbal, written, email, phone or other forms of social or mass media.

When the model is posing in class the following conduct must be followed:

1. Maintain a distance of at least 3 feet at all times.
2. Video and photographs are ABSOLUTELY not permitted. Cell phones will remain out of sight for the entirety of the session (unsolicited images posted to any network can be severely punishable by law). Any cell phone left out during class will be confiscated by the professor and returned to the owner at the end of class.
3. No off-color jokes or inappropriate behavior will be tolerated.

Interactions deemed inappropriate by the professor will result in the student's immediate removal or withdrawal from the class, and he or she may be referred to the Office of Student Conduct under the

## Evaluation Outcome for Dissertation and/or Thesis

*Thesis/Dissertation Defense Department Process or Protocol about how the dissertation and/or thesis are evaluated and possible results and what they mean for the student. For example, pass, pas with revisions, revise and resubmit, fail.*

**For students admitted after Fall 2017** – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

**For students admitted prior to Fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## University Policies and Procedures

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Nathan Heuer or the School of Graduate Studies and Research.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

The following University and SGSR policies can be found at [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Academic Good Standing

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

### Academic Integrity

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

*The Source: A Student Policy Guide:* <https://www.iup.edu/studentaffairs/student-policy-index-a-z/index.html>

### Bereavement-Related Class Absences

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

### Continuous Graduate Registration for Dissertation and Thesis

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

### Grade Appeal Policy

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

### Graduate Fresh Start Policy

<https://>

**Leave of Absence Policy**

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

**Time Limitations**

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

**Time-to-Degree Masters/Doctoral Dismissal Appeal Policy**

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

**Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation**

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

**Transfer of Credits** <https://catalog.iup.edu/content.php?catoid=7&navoid=950>



- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must ap( )10.6s

### **Program Level Exams Appeal Policy**

*Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.*

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.*

*Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.***

*If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.*

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*(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)*

**Time Limitations**

*No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).*

#### **Title IX Reporting Requirement**

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: <https://catalog.iup.edu/content.php?catoid=7&navoid=950>

#### **Transfer of Credits (Effective fall 2017) Policy**

*A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or*

*w t*

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*:  
<http://www.iup.edu/graduatestudies/>

