

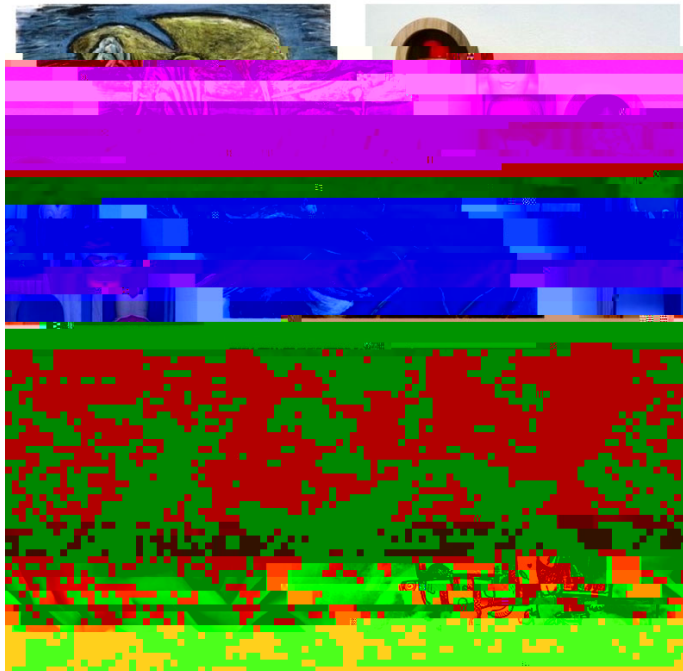


IUP Graduate Handbook

M.F.A. – in Studio Art

M.A. / Studio Track

M.A. / Art Education Track



Department of Art and Design

Handbook Updated August 2020

M.F.A. in Studio Art
M.A. / Studio Track
M.A. / Art Education Track

Department of Art and Design
Sprowls Hall Room 115
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(724) 357 - 2530

Program Website: www.iup.edu/art

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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 program 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.

Affirmative Action

www.iup.edu/gradcatalog

Title IX Reporting Requirement

www.iup.edu/gradcatalog

Many studios require consumable supply fees. These fees are specific to each course and faculty member, and can range from \$20-100. The faculty will specify the particular supplies that these fees cover, such as metal, clay, canvas, etc. You are responsible for these fees and are not covered by your assistantship tuition waiver.

Second and Third Year Assistantship Application

Steady acceptable progress in your coursework toward your exhibition must be demonstrated to retain studio privileges. If your MFA show extends beyond the third year, or your MA show is delayed to a second year, a studio space cannot be guaranteed and will be assigned based upon availability. The intended purpose of the studio is to be an active workspace. If the studio is used solely as storage, or other purposes not directly related to your coursework or exhibition, studio privileges may be revoked.

All electronic devices and valuables are to be secured by the student, at their own risk. It is always preferable to store these items off-premises. In addition, please do not store food in the studios as it attracts unwelcome visitors. Overnight sleeping in studios is also strictly prohibited.

Studio Etiquette

a key to particular studio classrooms, such as timber and wood. You must return keys as soon as you move out of your studio at the completion of your thesis exhibition

Mailbox

All graduate students are assigned a mailbox in the Art Department copy room, 1st Floor of Sprowls Hall. Phone messages, mail, etc. are placed in the mailboxes so check often.

Building Access

Graduate students will have 24-hour access to the building. After an established time, undergraduates must exit the building. It is important that you respect these restricted hours for undergraduates, which have been established for safety purposes. Please do not leave doors propped open after hours as this may result in a loss of open access for the entire program.

Gray Space, Robertshaw

The gray space is intended as an important presentation space for ceramic and sculpture courses. Graduate students wishing to reserve the gallery for installations, exhibitions, and documentation purposes must seek permission from area heads in ceramics and sculpture. It is the student's responsibility to patch, paint, and sweep the gallery after their use of the space.

Computers

Computers are provided for the use of grads in a location nearby or in your studios. Report issues with studio computers to your faculty member who will submit a work order. University lab information can be found at online at the student help desk at www.iup.edu/finearts/technology/default.aspx

Visual Resource Center

You can check out a digital camera and/or video equipment through the Visual Resource Center located in Sprowls Hall. Several computers are also available for your use in the Visual Resource Center in Sprowls Hall. Here you will find internet access, the Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Flash), Premier, Final Cut Express, Microsoft Office, and a flatbed scanner. Additional equipment is available through Stapleton Library, Technology Services located next to the reference desk at 102D. Available items on a three- or four-day loan include: 35mm camera; camcorders; voice recorders; tripods, photo flood light kits; USB microphone; 250 gig firewire hard drives; LCD projector; and projector screen.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/social-equity/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/

	Graduate Level Studio	3 cr.
	Controlled Elective (one of 5 choices)	3 cr.
Spring Semester		
	Controlled Elective (one of 5 choices)	3 cr.
	Free Elective	3 cr.
	Graduate Level Studio	6 cr.
	Mid-Year Review and M.A. Exhibition Proposal (March)	
YEAR TWO: Summer		
ART 610/611	Creative Inquiry (3 weeks in July)	3 cr.

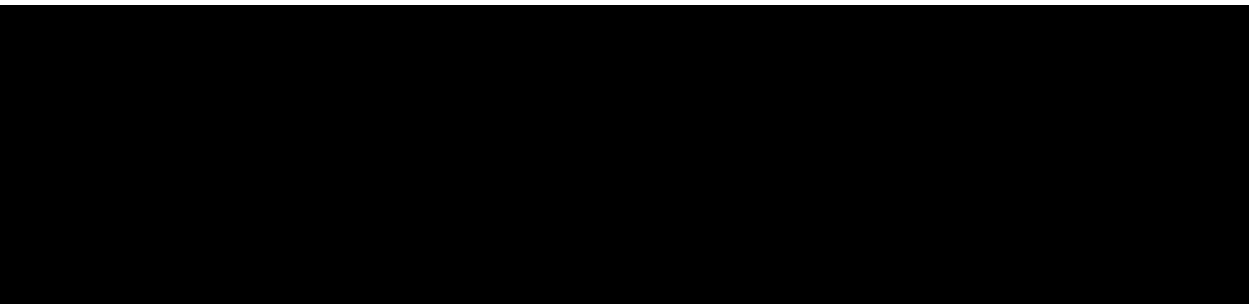
EDSP 576	Foundations of Behavior Analysis	3 credits
EDSP 577	Assessment of Student Learning	3 credits
IV.	Graduate Level Elective (3 credits)	
V.	Synthesis (3 credits)	
ART 699	Independent Study	3 credits
	Total 30 credits	
	¹ Student will submit a proposal for their Synthesis Independent Research Project and undergo a candidacy review upon the completion of 12-15 credits	

Progression through the M.A./Art Education Track Program

Starting in Odd-numbered Year

YEAR ONE			
Summer 1 Session	Summer 2 Session	Fall	Spring
ART 615 Art Seminar (online)	ARED 523 Community-Based and Museum Art Ed	ART 730 Teaching Studio Art (online)	ART 525 Critical Practice (online)
YEAR TWO			
ART 640 Curriculum Theory and Practice (online)	ARED 524 Special Populations (online)	ART 620 Art and Visual Culture (online)	ART 699 Independent Research Project
Pedagogy Elective (online)	Free elective (online or campus)		
Candidacy Review			

Starting in



Master of Fine Arts in Studio Art

The 60-credit M.F.A. signals the highest level of professional competence in the Fine Arts. It requires the development of a verbally and visually articulated argument in a chosen medium, such as Painting, Drawing, Sculpture, Metals, Woodworking, Ceramics, and trans-media collaborations. The art student's research and development culminate in a written th

Major Graduate Studio	3	Major Graduate Studio	6	Art Seminar*		3
Graduate Studio Elective	3	Graduate Studio Elective	3			
Arts and Visual Culture	3	Graduate Critique	3			
Graduate Critique	3	<i>First Year Review-April</i>				
<i>Year Two: Fall</i>		<i>Spring</i>		<i>Summer</i>		
Major Graduate Studio	6	Major Graduate Studio	6	Art History, Theory, Crit.	*	3
Free Elective	3	Free Elective	3	Creative Inquiry Elective		3
Teaching Studio Art	3	Graduate Studio Critique	3			
		Submit RTAF - May				
<i>Year Three: Fall</i>		<i>Spring</i>				
Thesis	3	Continuing Thesis	1			
Submit Thesis Draft – Nov 1		Exhibition and Defense - March				
		Submit Final Thesis –April 1				
		Graduate – May				
<i>*courses offered every other summer</i>						

Course Descriptions

Please see the Graduate Catalog for individual course descriptions www.iup.edu/gradcatalog

Degree Requirements

M.A. Exhibition (Studio Track)

In addition to completing course requirements, a culminating exhibition is required by the student enrolled in the Studio Track. An M.A. Project will be developed in consultation with the student's M.A. Project Advisor, and submitted by the student at the time of the student's mid-year review. The project will involve the creation of works of art that may include one or more studio areas and address a chosen theme within the context of contemporary practice, theory and criticism. The student will choose a M.A. Project committee and select graduate level studios as part of the M.A. concentration requirements and where appropriate Graduate Electives to develop the project.

The project will culminate in a group exhibition. Students will be required to successfully defend his or her M.A. exhibition in an oral examination before a graduate committee prior to the show opening. Students are responsible for installation of the show, and will work with their exhibition committee in preparing for the oral defense examination. Students must successfully install their exhibition and pass the oral examination to graduate. The oral exam will consist of questions regarding the content and influencing artists of work presented in the show.

M.A. Research Project (Art Education Track)

In addition to completing course requirements, a culminating research project is required by the student enrolled in the Art Education Track. An M.A. Research Project will be developed in consultation with the student's M.A. Project Advisor, and submitted by the student at the time of the student's mid-year

review. The project will involve pedagogical research that may incorporate aspects of the student's classroom teaching. The research should integrate the relationship between curricular theory, studio practice, and visual culture within the context of contemporary practice, theory and criticism. The student will choose a M.A. Project committee which will advise the student in developing the project.

The project will culminate in the course ART 699 Independent Research Project. At the completion of the course, students will be required to successfully defend his or her M.A. research project in an oral examination before the student's advisory committee. Students must successfully pass the oral examination to graduate. The oral exam will consist of questions regarding the content and methods of research presented.

M.F.A. Thesis Manuscript and Exhibition

As a terminal degree, M.F.A. Degree candidates are required as part of their degree program to install an exhibition in the University galleries at the conclusion of their program, and orally defend this exhibition to their thesis committee members. In conjunction with this exhibition students are to write a Thesis regarding the student's research associated with the his or her exhibition. A research proposal (RTAF) for the exhibition and thesis is formally submitted to the School of Graduate Studies and Research (SGRS) in May of the student's second year. Once the research topic is approved, the student may begin work on the exhibition, and writing the thesis. First draft of the written thesis is due November 1 of the student's third year. Installation of the show begins the following March, with final defense and approval of both the show and manuscript taking place prior to the exhibition opening. Final submission of the manuscript is due to the grad

submitted for the ART 795 Thesis course. University policy requires your degree program must be completed within five consecutive years from first enrollment. (See University Policy: Time Limitations, pages 22, 32.)

Research Topic Approval

The M.A. Project (both Studio Track and Art Ed Track) begins with the development of a proposal crafted in conjunction with your chosen committee of two art faculty members before your mid-year review. Students write a 1-2 page narrative proposal in research topic, including a comprehensive bibliography of the research. The proposal is referred to the Graduate Committee at the Mid-year Review, which must approve the project prior to turning the art-work for the exhibition or launching your pedagogical research.

The proposal for the Studio Track must include a statement of purpose that describes the theme of the exhibition, the concepts involved with the work, the technical methodology that goes into the production of the art, and influencing artists and scholars. The Education Track proposal must describe the research problem, methodology and how it integrates curricular theory, art theory and criticism, and contemporary pedagogical practices. If subjects are to be used in your research you must first receive approval with IRB.

M.F.A. Thesis Exhibition and Manuscript process begins with the formal submission of the Research Topic Approval Form (RTAF) in the student's fourth semester, typically spring term of the student's second year. Working with your selected committee chairperson, write your thesis proposal. Download the Research Topic Approval Form (RTAF) at <http://www.iup.edu/graduatestudies/resources/current-students/research/thesis-dissertation-information/all-forms/>

The RTAF formalizes your Thesis Committee selection of three faculty members and MUST be approved by the SGSR no later than May 15 of your second year of study. *Failure to submit your RTAF within this timeframe may delay your exhibition and graduation by one year.* Your Thesis Committee must first approve your topic before it is forwarded to the Graduate Coordinator, who in turn, approves your proposal, then forwards it for signatures of the College Dean and the Assistant Dean for Research in the SGSR. Should changes occur, either in committee membership or topic, a new RTAF must be completed and approved. *Note: No RTAF's will be processed by the Art Department during the summer months. Submission deadline is May 15.*

A brief 1-2 page summary of the research topic proposal should be attached to the RTAF. Consult with your Thesis Committee when developing this proposal. The proposal must include a statement of purpose that describes the theme of the exhibition, the concepts involved with the work, the technical methodology that goes into the production of the art, and influencing artists and scholars. In addition, a list of references and probable timeframe for completion should be included. See the Graduate Thesis/Dissertation Manual found on the SGSR website for submission deadlines.

<http://www.iup.edu/graduatestudies/resources/current-students/research/thesis-dissertation-information/>

M.A. students should carry a course load as set by their degree. (See progression through the M.A. programs, page 16-18.)

Special Topic Courses and Independent Studies

Special Topics Courses and Independent Study: The SGSR limits the number of credits designated as Special Topics Courses (ART/ARHI 581 or 681)

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/

The following University and SGSR policies can be found at www.iup.edu/gradcatalog

Academic Good Standing

www.iup.edu/gradcatalog

Academic Integrity

www.iup.edu/gradcatalog

The Source: A Student Policy Guide: www.iup.edu/studentconduct/thefsource/

Bereavement-Related Class Absences

www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis

www.iup.edu/gradcatalog

Grade Appeal Policy

www.iup.edu/gradcatalog

Graduate Fresh Start Policy

www.iup.edu/gradcatalog

Graduate Residency Requirement

www.iup.edu/gradcatalog

Leave of Absence Policy

www.iup.edu/gradcatalog

Time Limitations

www.iup.edu/gradcatalog

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

www.iup.edu/gradcatalog

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

www.iup.edu/gradcatalog

Transfer of Credits Policy

www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis

*Note: Admission effective fall 2017 and after MA thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis.

Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) all doctoral and masters thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.

Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfers must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exception to degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

For master's students, at least 2/3 of the credit-bearing program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that are allowed to transfer into a graduate program.-

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

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.

Reexamination Policy: Candidacy/Comprehensive Examination

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 cannot be made only with the approval of the School of Graduate Studies and Research.

Registration

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition, please contact the Office of the Bursar: www.iup.edu/bursar/

Social Equity

The Office of Social Equity www.iup.edu/socialequity/

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

Student Conduct

Policies from the Office of Student Conduct www.iup.edu/studentconduct/policies/

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

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and 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: www.iup.edu/gradcatalog

Transfer of Credits (Effective fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third (

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog www.iup.edu/gradcatalog
Access forms processed through the School of Graduate Studies and Research *Current Students*:
<http://www.iup.edu/graduatestudies/>

Research

Internal Grant Funding sources: <http://www.iup.edu/research/resources/>

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog:
www.iup.edu/gradcatalog

