

The University of Texas at Tyler
College of Arts and Sciences
Department of Art and Art History
<http://www.uttyler.edu/Arts/studioarts/graduate.html>

Master of Fine Arts
Degree Program Guidelines, Policies and Procedures

Rev. 3.5.09

Mission Statement

The Master of Fine Arts degree program provides the means for candidates to develop as contemporary visual artists. Through a conservatory approach, candidates acquire the skills necessary to create sophisticated aesthetic statements, master technical and formal interests, practice professional behaviors, and mature their understanding of the synchronicity between form and content. Explorations in critical analysis, research methods, and contemporary theory are linked by extensive considerations of innovative problem solving. The MFA program aspires to provide the context in which students join together the aforementioned elements into a holistic philosophical, aesthetic and practical knowledge of the discipline.

ADMISSION

Applicants must initially complete the general requirements for admission for graduate study at the University of Texas at Tyler (see requirements at <http://www.uttyler.edu/graduate/index.html>).

Additionally, the Department of Art & Art History require the following for admission into the MFA Program.

- 1) A baccalaureate degree from an accredited college or university.
- 2) A grade-point average of 3.0 on a 4.0-point scale on all prior advanced-level (junior, senior, and graduate) work.
- 3) The completion of the appropriate applications for graduate admission to the University, and acceptance to the university graduate college.
- 4) The completion of a minimum of 70 undergraduate hours of preparation in art. Course prerequisites for admission are commensurate with requirements of most B.F.A. studio emphasis degree programs. (Fulfillment of prerequisites is subject to approval by the Graduate Review Committee. The Committee may require leveling work if the student is deemed lacking in specific studio courses at the undergraduate level).

B.F.A., Studio Art emphasis:

a. Upper division studio.....	42 hrs
b. Upper division art history.....	9 hrs
c. Additional art electives.....	18 hrs
d. Thesis exhibition.....	<u>4hrs</u>
TOTAL	73 hrs

The Portfolio submission should consist of twenty (20) individual images in CD format. Three-dimensional works may include multiple views/details. Images should be 300 ppi, 4 x 6 inches (1200 x 1800) pixels, JPEG format. Each image should be labeled with artist's name, title, dimensions, media, and date of completion. Labeling may be included on CD or provided in supplemental printed form.

1. A list of the images should accompany the slide set.
2. An academic paper demonstrating competence in using the English language and the capacity to conduct research. This requirement may be met with a new or previous work.
3. An artist's statement describing the applicant's aesthetic pursuit, interests and direction.
4. A one-page statement of intent, regarding the purpose and rationale for graduate study.
5. Curriculum Vitae or Resume
6. Three letters of recommendation, from outside UT Tyler art faculty.
7. Transcripts from all colleges/universities attended.
8. The prospective student may be required to schedule an interview with the Art Faculty Review Committee through the Graduate Coordinator. The prospective student must demonstrate maturity and direction in their work to begin the degree program.

Admission

- I. **Application to the University Graduate Studies Program**
<http://www.uttyler.edu/graduate/index.html>.

Graduate Admissions
The University of Texas at Tyler
3900 University Blvd.
Tyler, TX 75799

Applicants for admission to a master's degree or graduate certificate program at UT Tyler must hold a baccalaureate degree from an accredited institution, complete an on-line application for graduate studies, and submit official transcripts of all post-secondary (community college and university) work.

There is no paper application. Applicants must apply only through the ApplyTexas website, which requires that you have an e-mail address.

apply online

The ApplyTexas receipt you receive upon completion of your online application is the confirmation that your application has been sent to UT Tyler. You do not need to call or email UT Tyler to confirm receipt of your ApplyTexas application.

Confirmation of Receipt of Application

After you have applied online and paid your (\$25 domestic/\$50 international) application fee, your ApplyTexas application will be downloaded within 3 business days. Once the Office of Graduate Admissions has downloaded your application, they will send you an application confirmation letter, along with a checklist of the other application materials required to process your application. (NOTE: Application processing does not begin until your fee is paid.)

Application Deadline

Applications must be completed using ApplyTexas no later than six weeks prior to the semester in which the student wishes to enroll. Please note that some programs have earlier deadlines. Failure to meet this deadline will result in a delay of acceptance and enrollment by one semester.

Apply EARLY: Financial assistance is awarded on a "first-come, first-serve" basis; therefore, we encourage you to begin the application process early. Early applications with all documentation and forms will be evaluated sooner than incomplete applications, and you must be accepted to the university and a program before applying for financial assistance.

Incomplete applications will not be acted on. Typical items omitted that result in no action include: no e-mail address, failure to list all post-secondary schools attended, failure to report a self-reported GPA, failure to indicate the graduate program or certificate applying for. Applicants must clearly indicate the graduate program or graduate certificate desired on the application form.

Admission to a master's or graduate certificate program at UT Tyler requires the student to:

1. Request from each institution at which you have taken any post-secondary (community college or university) work to submit your official transcripts directly to the Office of Graduate Admissions. UT Tyler transcripts are available to the Registrar's Office and need not be forwarded by the applicant. The transcript print date must be within 90 days of application.
2. Most graduate programs require the Graduate Record Examination (GRE); however, the MBA program requires the Graduate Management Admission Test (GMAT). For more information, check with your specific department. Use Institutional Code 6850 to

request the score report to be sent to UT Tyler. Do not send copies of scores; only official scores from the testing agencies are accepted.

3. Submit additional information (e.g., letters of recommendation) as required by individual departments.

Consideration for admission is also given to one or more of the following: the applicant's demonstrated commitment to his or her chosen field of study, socioeconomic background, multilingual proficiency, geographic region of residence, first generation of family to graduate from an undergraduate program, and involvement and level of responsibility in other matters including extracurricular activities, employment, community service, or family responsibility of raising children.

Because some programs accept only a limited number of students, or do not have the faculty or facilities to accommodate a student's particular area of study, some applicants who exceed minimum requirements may not be accepted.

Notice of Admissions

Admission recommendations are made at the program level and forwarded to the Office of Graduate Admissions. Official notice of admission to a program comes from the Office of Graduate Admissions, signed by the Dean of Graduate Studies. Any letters of acceptance from the program itself are not considered official; however, they may contain important advising information.

Transfer Credit

Up to 9 semester hours of graduate course work transferred from a regionally accredited institution or completed at UT Tyler before formal admission to a master's program may be applied to the degree with the written approval of the graduate advisor. All transfer credit must have been completed with a grade of "B" or better and approved by the degree-granting program. Some programs accept fewer transfer hours. Applicants should refer to the catalog for the requirements of the proposed degree.

Tuition and Fees

Fall 2008 (taking 9 semester credit hours)
Master's Level Tuition and fees (excluding course fees)
In State
\$2175
Out of State
\$4704

Please check the current schedule for more information on tuition and fees.

Financial Assistance

For information on graduate student financial assistance options, including tuition waivers and fellowships, please visit the Graduate Student Financial Aid website.

For information regarding the status of your application (domestic) contact Pam Suell at psuell@mail.uttyl.edu

International students should contact Anita Crockett at acrockett@mail.uttyl.edu

II. APPLICATION TO THE DEPARTMENT OF ART AND ART HISTORY

Send the following to: Department of Art and Art History
Graduate Coordinator/MFA
The University of Texas at Tyler
3900 University Blvd.
Tyler, TX 75799

1. Twenty- (20) image portfolio on CD labeled as indicated.
2. Curriculum Vitae or Resume
3. Three letters of recommendation
4. One page statement of intent regarding the purpose and rationale for graduate study.
5. An artist's statement describing the applicant's aesthetic pursuit, aesthetic interests and direction.
6. An academic paper which shows competence in using the English language and a capacity to conduct research.
7. Official transcripts of all college work.
8. At the discretion of the Art Faculty Graduate Review Committee a meeting may be required with the applicant.

* See MFA Department Description sheet for specific requirements for admission.

IMPORTANT! Review of application will not begin until all required application materials have been received by the MFA Graduate Coordinator. It is the responsibility of the applicant to confirm the receipt of all application materials with the MFA Graduate Coordinator.

Provisional Admission: Students accepted into the MFA Program with provisional status must pass a review by the graduate art faculty after completion of nine (9) hours of studio work. This review must be successfully completed before enrolling in additional hours.

Full Admission: All students accepted into the MFA Program must pass a review by the graduate art faculty after completion of fifteen (15) hours of studio work. This review must be successfully completed before enrolling in additional hours.

*Acceptance of transfer graduate hours from other institutions, or graduate hours completed before admittance to the MFA program will only be accepted towards the MFA degree with the written approval of the Chairman of the Department of Art and Art History.

Notice of Admission: Upon completion of review by the Department of Art & Art History Graduate Faculty, the MFA Graduate Coordinator will inform the applicant in writing of admission status. This letter is considered official only if the applicant has been accepted to the university graduate program, and that all other departmental, college, and university requirements have been completed.

Confirmation of Acceptance: Applicants are required to respond in writing within 30 days of notification as to whether they will be attending the university the semester following acceptance. Applicants may request a deferment of that date, with reason, in writing to the MFA Graduate Coordinator.

Deferment of Enrollment: Applicants may apply for deferment of up to one semester from the date of acceptance. Request should be in writing and presented to the MFA Graduate Coordinator.

Master of Fine Arts, Course of Study

The Master of Fine Arts degree in Studio Art is a 60-hour degree terminating in a graduate thesis exhibition. All graduate students are required to undergo a portfolio review after 15 hours of graduate course work in visual art.

Distribution of Coursework Hours

39 semester hours of studio work under the supervision of graduate studio faculty.

12 semester hours of graduate art history

9 semester hours of thesis/exhibition

Residency requirement: two long term semesters of 9 hours each.

REQUIRED COURSES

ART 5349: Graduate Studies in Twentieth-Century Art	3 SCH
ART 5394: Contemporary Issues	3 SCH
ART 5390: Selected Topics: Art History*	6 SCH

ART 5390: Selected Topics* Studio	39 SCH
ART 5395: Thesis	3 SCH
ART 5396: Thesis	3 SCH
ART 5397: Graduate Thesis Exhibition	3 SCH

Total: 60 SCH

Students may choose ART 5668 (Field Experience in Art) in lieu of 6 hrs. in studio art or art history. *Courses may be repeated as content varies.

GRADUATE POLICIES

Enrollment

Candidates are required to secure signature approval from the Graduate Coordinator prior to enrolling in graduate courses.

Candidates will be encouraged to limit semester credit hours to a maximum of 9 hours per semester, except in extraordinary circumstances.

Candidates are expected to enroll in hours with each of their committee members each semester. There are options to enroll with other professors, but the Committee and the MFA Graduate Coordinator must approve these exceptions.

Transfer Credit

A student may transfer a maximum of six- (6) semester credit hours of graduate work from accredited institutions with a grade of "B" or higher, pending evaluation by the UT Tyler Admissions Office, and the approval of the MFA Graduate Coordinator. No articulation agreements have been completed or are planned with other institutions

Application of Hours

Graduate hours completed at UT Tyler prior to the official acceptance into the MFA program will be accepted only by approval from the MFA Graduate Coordinator in consultation with the art faculty. If approved, a maximum of nine (9) hours will be accepted.

Time Limitation

Degree requirements for graduate programs at UT Tyler must be completed within a six (6) year period. Graduate credit transferred from another institution must meet the limitations imposed by each degree program. The academic advisor, MFA Graduate Coordinator for the college granting the degree, and the Dean of Graduate Studies must approve exceptions to the six-year time limitation. Continuous work in residence is expected.

Dismissal

Candidates may be dismissed by the Visual Arts Faculty for including, but not limited to the following reasons:

1. Insufficient Progress
2. Insufficient Potential for Improvement
3. Violation of Degree, Department, College or University Policies
4. Lack of communication with Faculty Committee
5. Low Grade Point Average.

Recommendations will be at the discretion of the Department of Art and Art History faculty. The student must maintain a grade point average of 3.0 or higher (on a 4.0 scale) on all graduate work at UT Tyler. Students may be dismissed if their grade point average drops below 3.0. Any grade below a "C" will not count toward the completion of the MFA degree.

Probation

Candidates may be placed on *probation* for a semester under any of the reasons listed under "dismissal". The candidate may continue to enroll in coursework, but must resolve the issues cited by the graduate committee. If upon completion of the probationary semester, the candidate does not resolve the issues to the satisfaction of the committee, the candidate may be dismissed from the program.

Hiatus (Required/Requested)

Candidates may be required to take a hiatus from course work for one semester up to two consecutive long semesters for reasons of mentioned above under "dismissal". The Candidate must at the completion of the hiatus, provide in writing, to the Graduate Committee, significant proof that the issues leading to the hiatus have been resolved.

If MFA candidates find it necessary to request a hiatus from the MFA program, they may do so by providing the MFA Graduate Coordinator with a written rationale. *The Graduate Art Faculty must approve request for hiatus.*

An MFA candidate not enrolled for more than one year or two long semesters will be excused from the program without prejudice. The student may re-apply to the program for the following term, although re-application does not guarantee re-admittance. Graduate hours completed before the APPROVED hiatus may apply as long as they are within the six (6)-year requirement set by the University. However, after non-participation of one year or two long semesters, the Graduate Art Faculty may deny the application of those hours toward the MFA due to a lack of continuity in the student's aesthetic development.

MFA COMMITTEE SELECTION, REVIEWS AND CRITIQUES

GRADUATE COMMITTEE SELECTION REQUIREMENTS

By the end of the first month of residence, candidates must

- (a) Designate a major professor (with the professor's consent). It is expected that the professor have the primary responsibility for the guidance of each candidate through the degree program.
- (b) Select (with the major professor's consent) two additional art faculty members to serve on the graduate candidate's committee.
- (c) Provide written confirmation of the committee composition to the MFA Graduate Coordinator.

1. GRADUATE COMMITTEE CRITIQUES/UPDATES

Graduate students are required to schedule regular critiques/updates by members of their graduate committee at least ***once every month during each semester*** in which the candidate is registered for credit (it is important to realize that these critiques/updates may be with individual committee members, and need not be formal critiques. The critique/update is intended to maintain an appropriate level of communication between student and committee members). It is the candidate's responsibility to schedule these critiques/updates and to maintain a *critique confirmation form* signed by the professor who conducts the critique/update. This form must be turned in to the MFA Graduate Coordinator at the end of each semester. (*see attached form*)

2. SEMESTER FINAL REVIEWS

Each semester the graduate student will schedule a final review at which time the entire MFA Graduate Committee will review the work and interview the student, this review is open to the entire faculty and student cohort. It is required that every MFA candidate will participate by the showing of current work at the date and time scheduled.

*Although the primary responsibility rests with the professor of record, all graduate committee members may make recommendations as to the grades assigned.

Graduate Assistantships

The primary goal of an assistantship is to provide work experience in the profession under the supervision of a faculty mentor. As a graduate assistant, the MFA candidate is both student and employee.

The Department of Art & Art History offers three types of Graduate Assistantships each year depending on the needs of the department, the availability of funds, and the qualifications of the individual graduate student. There is a competitive application process through which only the finest students will be selected.

The duties of a particular assistantship can be and most often are a combination of the types of duties listed below.

1. **Teaching Assistantship (T.A.)** - A T.A. works with students in a specific course to provide support for the faculty member in charge, and, in some cases, to teach the course as the primary instructor. (T.A.s must have 18 hrs of college credit).
2. **Studio/Gallery Assistantship (S/G.A.)** - An S/G.A. works as a studio technician or gallery assistant. The studio assistant will be assigned a range of duties, such as maintenance of the studios, oversight of equipment maintenance, and after-hours tool check out. The gallery assistant will work closely with the gallery director in exhibition installation, preparation, maintenance, and cataloging.
3. **Administrative Graduate Assistantship (G.A.)** - A G.A. works with the administrative assistant of the Department, primarily in gathering and organizing information.

MFA GRADUATION REQUIREMENTS

Upon Completion of all required courses, university, college, departmental requirements, the candidate will enroll in:

THESIS HOURS (9)

MFA candidates must complete 9 hours of thesis work, 3 of which culminate in the MFA Thesis Exhibition. Before the opening of the exhibition the candidate is required to satisfactorily complete an oral defense of the exhibition with the MFA Graduate Committee. The location of the exhibition requires prior approval from the Graduate Committee.

Upon approval from the candidate's graduate committee, students will participate in a graduate thesis exhibition. This approval must be given before the semester in which the student enrolls in the thesis exhibition hours. The quality of this exhibition will be the primary determinate as to whether the candidate will be granted the Master of Fine Arts degree.

During the period of the graduate exhibition, the faculty who will determine the artistic merit of the exhibition will interview candidates. During this time, candidates will be expected to present an oral defense of the thesis exhibition. During this interview, candidates must present their graduate committee with the following:

1. A written thesis document (*see Preparing the Thesis Document*)
2. A photographic documentation of the MFA thesis exhibition (installed & individual images of each work) in digital format.
3. A curriculum vitae or resume
4. A list of works included in the exhibition.

This information should be presented in a bound folder. MFA candidates will not have completed the graduation requirements unless all of this information is approved by the graduate committee and is on file with the Department of Art MFA Graduate Coordinator.

The MFA Thesis Exhibition

The culmination of the MFA program is the Thesis Exhibition, which occurs during the last semester of the candidate's matriculation. It is crucial that the MFA candidate be aware of the expectations of this final semester; it is particularly important that the candidate is prepared to present a cohesive Thesis Exhibition.

To assist in this endeavor, the following information defines and describes the various responsibilities, expectations and requirements of the candidate as well as the graduate committee.

1. The Graduate Committee

As stated in the MFA program description, under the heading "MFA Committee Selection, Reviews, and Critiques", the candidate is expected to maintain close and consistent contact and conversation with his/her Graduate Committee. During the final semester, it is imperative that the candidate work closely with his/her committee in all phases of the project to ensure a valuable learning experience and a quality result.

2. The Graduate Committee Chair

The Committee Chair is responsible for mentoring the candidate through the documentation of and the exhibition of the candidate's work. It is the Committee Chair's responsibility to ensure that the candidate documents and exhibits his/her work with a clear purpose and intent. It is important that the Committee Chair be familiar with all requirements, policies, procedures, and schedules. The Committee Chair is the primary mentor for the candidate, and is responsible for the overall conduct of the Graduate Committee. The Chair will be the primary reader and editor of the thesis document. The Committee Chair is responsible for conducting a fair, thorough, and equitable exhibition defense. The Committee Chair is also responsible for (in consultation with the committee as a whole) the final grade for the exhibition.

3. The Graduate Committee Members

Exhibition Committee Members are responsible for knowing all of the requirements, procedures, schedules, and deadlines that have been agreed upon with the Department Chair and the Director of Exhibitions. Committee Members provide advice and counsel regarding the production of works included in the exhibition and the writing of thesis document. Committee Members must be available for regular committee meetings and should consult individually with the student as required.

4. Exhibition Proposal

As soon as possible and with the advice and approval of the Committee Chair, the candidate must define the broad parameters of the exhibition. An exhibition proposal is then prepared and submitted to the graduate Committee Members for their approval and signatures.

5. Preparation of the Thesis Documentation

The documentation of the candidate's thesis must provide the information necessary for a visually and verbally literate person to grasp the intent of the work. In short, the candidate should provide information which leads to an understanding of what the work is intended to do or mean.

The thesis document must demonstrate a thorough awareness of the source, inspiration, and tradition relevant to the work, as well as the particular methods employed in the use of materials and principles that determined the form of the completed work.

The candidate, in preparing the required thesis document, should take care to provide information which can be related directly to the art works, because inconsistency between the candidate's thesis document and the work may be grounds for rejection of the exhibition. Though it is common and quite acceptable for an artist's purpose to deviate in the course of the creative process, the exhibition of the work establishes the artist's purpose. Thus, the work as presented and the thesis document will be the basis upon which the graduate Committee Members will make their decision to confirm the candidate's ability to produce viable art works and to understand and articulate the intellectual, technical, and creative processes involved.

Questions to test the effectiveness of the MFA thesis document include:

1. Does the text address the following?
 - a. What principles govern the form of the work?
 - b. What methods were employed in the use of materials?
2. Does the text provide sufficient information to lead a knowledgeable viewer to an understanding of what the work is intended to do or mean?
3. Does the thesis document demonstrate a thorough awareness of the source, inspiration, and tradition relevant to the work?
4. Can the substance of the text be directly correlated to the artwork? Is what is written consistent with what can be observed in the work?
5. Is the text well written? Is the text grammatically correct?

Public Exhibition

Arrangement for the exhibition of the approved work must be made with the Graduate Committee, the Director of Exhibitions, and the Chair of the Department of Art & Art History.

Public Lecture

As a component of the Thesis Exhibition, candidates are required to present a public lecture concerning their thesis work. The lecture should occur during the opening reception of the thesis exhibition.

Preparing the Thesis Document

Exhibition Proposal Preparation

The candidate should be aware that the work itself must be judged by the faculty to be original, as well as technically expressive and formally significant. The exhibition proposal should address the following topics,

1. Title

The exhibition should be identified as follows:

_____ (Title) _____, by ___(candidate's name)___, _ (date) _.

2. Description of the Proposed Work

The candidate should provide a brief description of the work.

The media, content, and formal characteristics of the proposed work should be projected as completely and succinctly as possible.

3. Background

In this section of the proposal, the candidate should provide a brief description of the source, inspiration, or basis for the work proposed.

The Thesis document

(The document must be submitted to MFA Graduate Coordinator following the exhibition defense and must incorporate changes and corrections required by the Graduate Committee and must bear the signatures of all three members of the committee).

1. Title Page - conventional page showing essential bibliographical information
2. Signature page - serves as a formal record of approval
3. Text - the main body of the thesis
4. Vitae - a brief autobiographical sketch emphasizing the student's educational and professional experience.
5. CD containing images of the installed thesis exhibition, and individual images of each work. The images must be of the highest quality.

Possession of Work

The Department of Art and Art History is entitled to retain as many as two works by each graduate student. The intention is to honor the successful candidate and to provide evidence

of his/her success in lieu of the usual formal thesis. These works will become the property of the Permanent Collection of the Department of Art and Art History at The University of Texas at Tyler.

*For purposes of acknowledgement, examples of form and content were based on, or derived from, several sources, including graduate program descriptions from Texas Christian University, Stephen F. Austin State University, University of North Texas, The University of Texas at Arlington, The University of Texas at Austin, and the University of Oklahoma.

MFA
DEGREE PLAN rev.3.5.09

STUDENT _____
Student ID # _____
ADDRESS _____
PHONE _____ CELL _____
EMAIL _____

ADMITTANCE DATE: _____

ADMITTANCE STATUS: PROVISIONAL _____ FULL _____

REVIEWS: _____ **9 HR.** _____ **15HR.** _____

REQUIRED COURSES

ART 5349: Graduate Studies in Twentieth-Century Art	3 SCH
ART 5394: Contemporary Issues*	3 SCH
ART 5390: Selected Topics: Art History	6 SCH
ART 5390: Selected Topics: Studio Art	39SCH
ART 5395: Thesis	3 SCH
ART 5396: Thesis	3 SCH
ART 5397: Graduate Thesis Exhibition	3 SCH

Total: 60SCH

Recommended 60 hour MFA Curriculum

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
ART 5394 CONTEMPORARY ISSUES	3	ART 5536 GRADUATE AESTHETICS	3
ART 5390 SELECTED TOPICS	3	ART 5390 SELECTED TOPICS	3
ART 5390 SELECTED TOPICS	3	ART 5390 SELECTED TOPICS	3
Total Semester Hours	9	Total Semester Hours	9

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
ART5390 SELECTED TOPICS	3	ART 5390 SELECTED TOPICS	3
ART5390 SELECTED TOPICS	3	ART 5390 SELECTED TOPICS	3
ART 5390 SELECTED TOPICS	3	ART 53XX GRADUATE ART HISTORY	3
ART 5349: TWENTIETH CENT.ART HISTORY	3	ART 5390 SELECTED TOPICS	3
Total Semester Hours	12	Total Semester Hours	12

THIRD YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
ART5390 SELECTED TOPICS	3	ART 5395 GRADUATE THESIS	3
ART5390 SELECTED TOPICS	3	ART 5396 GRADUATE THESIS	3
ART5390 SELECTED TOPICS	3	ART 5397 GRADUATE EXHIBITION	3
Total Semester Hours	9	Total Semester Hours	9

