The University of Texas at Tyler
College of Arts and Sciences
Department of Art and Art History
Master of Fine Arts Degree Program
Guidelines, Policies and Procedures

Rev. 5.30.12

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 form and content. Explorations in critical analysis, research methods, and contemporary theory are linked by extensive considerations of innovative problem solving. The M.F.A. program provides the context in which students join elements into a holistic philosophical, aesthetic and practical knowledge of the discipline.

APPLICATION PROCESS

The application process consists of two parts. Students must apply to the University through the Office of Graduate Studies and through the Department of Art and Art History. The requirements for each are detailed below.

I. APPLICATION TO THE UNIVERSITY OF GRADUATE STUDIES PROGRAM

Applicants must initially complete the general requirements for admission for graduate study at the University of Texas at Tyler. The online application can be found at the Office of Graduate studies website: http://www.uttyler.edu/graduate/index.html

Graduate Admissions ADM 345 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.
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 Verica Elliott at velliott@uttyler.edu. International students should contact Kenza El Amrani at kalamrani@uttyler.edu

II. APPLICATION TO THE DEPARTMENT OF ART AND ART HISTORY

Requirements for Consideration

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

1) A baccalaureate degree (preferably a BFA in studio art) 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 art faculty, who may require leveling work if the student lacks specific studio courses at the undergraduate level).

5) Completion of the Graduate Record Exam (GRE). Most successful applicants have cumulative scores greater that 1100.
Application Material

Send the following to:

Department of Art and Art History
Graduate Coordinator
The University of Texas at Tyler
3900 University Blvd.
Tyler, TX 75799

1. Twenty image portfolio on CD labeled as indicated:

   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.

2. Curriculum Vitae

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. At the discretion of the Art Faculty Graduate Review Committee a meeting may be required with the applicant.

8. Completion of the Graduate Record Exam (GRE). Most successful applicants have cumulative scores greater than 1100.

9. Transcripts from all colleges and universities attended.
Application Deadline

Complete application materials are due in the Department of Art and Art History

**Fall admission: March 15**

**Spring admission: October 15th.**

Please be aware that this departmental deadline may not coincide with Graduate Office deadlines.

**IMPORTANT!** **ONLY COMPLETE APPLICATIONS WILL BE REVIEWED.**

All required application materials must have been received by the M.F.A. Graduate Coordinator and by the Office of Graduate Studies by the posted deadlines. It is the responsibility of the applicant to confirm the receipt of all application materials with the M.F.A. Graduate Coordinator.

Notice of Admission

Upon completion of review by the Department of Art & Art History Graduate Faculty, the M.F.A. Graduate Coordinator will inform the applicant in writing of admission status. The type of admission will be stipulated as one of the following:

1. **Conditional Admission:** Students may be accepted into the M.F.A. program with conditional status if the faculty feels that a student’s work shows promise, but requires confirmation of improvement, or that the student’s background in art is not sufficient. The Conditionally accepted student will be required to pass a review after completion of nine (9) hours of studio work and another review after fifteen (15) hours. The first review must be successfully completed before enrolling in additional hours.

2. **Unconditional Admission:** All students accepted into the M.F.A. 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.

Confirmation of Acceptance: Applicants are required to respond in writing (by email) within 30 days of notification as to whether they will be attending the university the semester following acceptance.

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 M.F.A. 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.

Residency Requirements

New students are expected to obtain residency by completing two long semesters of nine (9) hours each.

Distribution of Coursework Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
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<tbody>
<tr>
<td>ART 5349: Graduate Studies in Twentieth-Century</td>
<td>3</td>
</tr>
<tr>
<td>ART 5394: Contemporary Issues</td>
<td>3</td>
</tr>
<tr>
<td>ART 5390: Selected Topics: Art History</td>
<td>6</td>
</tr>
<tr>
<td>ART 5390 Selected Topics: Professional Practices <em>(if student has not had at the undergraduate level)</em></td>
<td>3 *</td>
</tr>
<tr>
<td>ART 5370: Selected Topics: Studio</td>
<td>39</td>
</tr>
<tr>
<td>ART 5395: Thesis</td>
<td>3</td>
</tr>
<tr>
<td>ART 5396: Thesis</td>
<td>3</td>
</tr>
<tr>
<td>ART 5397: Graduate Thesis Exhibition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

The office of graduate studies has determined that nine (9) semester credits is a full load for an M.F.A. student. Therefore, six (6) hours of summer coursework will be necessary to complete the degree in three years.

Advising

Students are required to consult with the Graduate Coordinator before registering for courses every term in order to ensure appropriate progress through the program. Students will be assigned enrollment codes after this consultation.

Time Limitation

Degree requirements for graduate programs at the University of Texas at 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, 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.

**Hiatus (Required/Requested)**

Candidates may be required to take a hiatus from course work for one semester or up to two consecutive long semesters for reasons of mentioned under “dismissal.” The candidate must provide significant proof (in writing to the Graduate Coordinator, and approved by the graduate committee) that the issues leading to the hiatus have been resolved.

If a graduate student finds it necessary to request a hiatus from the M.F.A. program, he or she may do so by providing the Graduate Coordinator with a written rationale. The Art Faculty must approve request for hiatus.

A graduate student 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 M.F.A. due to a lack of continuity in the student’s aesthetic development.

**Probation**

Candidates may be placed on probation for a semester for 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 the candidate does not resolve the issues to the satisfaction of the committee upon completion of the probationary semester, the candidate may be dismissed from the program.

**Dismissal**

Candidates may be dismissed by the Art Faculty for (but not limited to):

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 the University of Texas at Tyler. Students may be dismissed if their grade point average drops below 3.0. Any grade below a “B” will not count toward the completion of the M.F.A. degree.

COMMITTEE SELECTION, REVIEWS AND CRITIQUES

Committee Selection Requirements

During the first semester in the MFA program students should arrange critiques/discussions will every faculty member. It is important that students become familiar with each faculty member in order to make a more informed decision regarding their committee selection. Students have the right to invite whom they wish to become a committee member.

By the end of the first semester of residence, candidates must:

1. Designate a major professor (with the professor’s consent). This professor will have the primary responsibility for the guidance of each student through the degree program.

2. Invite at least two additional art faculty members to serve on the student’s committee. The committee can have as many faculty members as the student wishes.

3. Verify in writing the committee invitations (or any changes to the committee) with the Graduate Coordinator.

Committee Changes

Students may make changes to their committee during the first three semesters of residency in consultation with the Graduate Coordinator and existing or potential committee members. Students are expected to maintain their committee after the third semester to ensure an appropriate amount of continuity through the M.F.A. program.

Reviews and Critiques

1. Graduate Committee Critiques and Updates

Graduate students are required to schedule regular critiques/updates with 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 Graduate Coordinator at the end of each semester. *(see attached form)*

**Final Review**

At the end of each year graduate student will participate in a final review at which time the entire M.F.A. Graduate Committee, all faculty members of the Department of Art and Art History, and all graduate students will review the work and interview the student. This review is open to the undergraduate cohort as well. Every graduate student is required to participate by showing and discussing current work at the date and time scheduled. Semester grades will be determined by the student’s committee.

**GRADUATE ASSISTANTSHIPS**

The Department of Art & Art History offers several Graduate Assistantship each academic year, 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 M.F.A. candidate is both student and employee.

The Department of Art and Art History offers up to three types of Graduate Assistantships depending on the needs of the department, the availability of funds, and the qualifications of the individual graduate student. Students are selected through a competitive application process.

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

**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 graduate credit).

**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.

**Administrative Graduate Assistantship (G.A.)** - A G.A. works with the administrative assistant of the Department, primarily in gathering and organizing information.
THESIS AND THESIS EXHIBITION

Expectations and Responsibilities

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.

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.

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 Thesis Exhibition.

The Graduate Committee Members

Committee Members provide advice and counsel regarding the production of works included in the exhibition and the writing of thesis document, and will meet individually with the student as required.

Thesis Hours

Upon Completion of all required courses, university, college, departmental requirements, the candidate will enroll in nine (9) hours of thesis work, three of which culminate in the M.F.A. Thesis Exhibition.

The M.F.A. Thesis Exhibition

The culmination of the M.F.A. program is the Thesis Exhibition, which occurs during the last semester of the candidate’s matriculation. It is crucial that graduate students are aware of the expectations of this final semester, and that the student is prepared to present a cohesive Thesis Exhibition.

Approval from the candidate’s committee must be given before the semester in which the student enrolls in the Thesis Exhibition hours. The location of the exhibition requires prior approval from the Graduate Committee, as well.

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.
Exhibition Proposal

Prior to enrolling in thesis credits, 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.

Exhibition Proposal Preparation

The candidate should be aware that the work itself must be judged by the faculty to be original, conceptually mature, technically proficient, and formally sound. The exhibition proposal should address the following topics,

1. Cover Sheet The proposed exhibition should include a cover sheet that includes the proposed Title for the exhibition, name, date, etc.

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 described 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.

Defense and Documentation

During the period of the graduate exhibition candidates will be expected to present an oral defense of the thesis exhibition. During this defense, candidates must present their graduate committee with the following:


2. Photographic documentation of the MFA thesis exhibition (installed & individual images of each work) in digital format.

3. A curriculum vitae

4. An artist's statement

5. An artist's biography

6. Statement of influences

7. A list of works included in the exhibition.
This information should be presented in a bound folder. M.F.A. 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 Graduate Coordinator.

The quality of this exhibition will be the primary determinate as to whether the candidate will be granted the Master of Fine Arts degree.

Written Thesis

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 that leads to an understanding of the intent of the work.

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

The Final Thesis document

The document must be submitted to 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.

Title Page—conventional page showing essential bibliographical information

Signature page—serves as a formal record of approval

Text—the main body of the thesis

Curriculum Vitae

CD containing images of the installed thesis exhibition, and individual images of each work. The images must be of the highest quality of the Thesis Exhibition.

Public Lecture- candidates are required to present a public lecture concerning their thesis work. The lecture will be scheduled by the Graduate Coordinator and the Gallery Director.

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.

MFA DEGREE PLAN

(5.20.12)

Student__________________________________________________________

ID#____________________ Email ______________

Address________________________________________________________

Phone___________________________ _____________________________

ADMITTANCE DATE:__________ TRACK: 2-D____ 3-D____ Mixed Media____

ADMITTANCE STATUS: CONDITIONAL _____ UNCONDITIONAL _______
Committee Members

1. __________________________(Primary Advisor)

2. __________________________

3. __________________________

4. __________________________

5. __________________________

9 or 15 hr. Review Date:

Outcome: PASS/FAIL

COURSES

ART 5349: Graduate Studies in Twentieth-Century 3 SCH
ART 5394: Contemporary Issues 3 SCH
ART 5390: Selected Topics: Art History 6 SCH
ART 5390 Selected Topics: Professional Practices 3 SCH *
*(if student has not had at the undergraduate level)
ART 5370: 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
## M.F.A. Critique/Update Confirmation Form

Candidates are expected to maintain this form throughout each semester, and submit to the M.F.A. Graduate Coordinator at the end of each semester.

### Graduate Committee Critique/Updates:

(Attach comment sheets as necessary)

**DATE PROFESSOR COMMENTS**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Semester</th>
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<tbody>
<tr>
<td></td>
<td>Fall</td>
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<tr>
<td></td>
<td>Spring</td>
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<tr>
<td></td>
<td>Summer</td>
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</tbody>
</table>

Semester (circle one) Fall Spring Summer
Year __________

DATE

COMMITTEE MEMBER