

GRADUATE HANDBOOK

MFA – ART

SCHOOL OF ART
COLLEGE OF ARTS AND SCIENCES
THE UNIVERSITY OF TENNESSEE

2016 - 2017

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Director's Welcome

We are very proud of our Masters of Fine Arts program in the School of Art, which is nationally recognized and respected. We believe the students that accept our invitation to study with us are well served.

The School of Art upholds the pursuit of excellence in the creation and study of visual art and design. We affirm the value of creative individual expression in the pursuit of knowledge, the capacity of art to express beauty, evoke wonder, confront injustice and test our values. We believe that art can be a catalyst for personal growth as well as social reform. We believe society is best served by individuals who possess a sound foundation in the liberal arts, independence and inquisitiveness of mind, coupled with practical working skills in the making and study of the arts.

The University of Tennessee offers a NASAD accredited 60 credit, three year MFA degree in Studio Art with concentrations in Ceramics, Time-Based Arts, Painting|Drawing, Printmaking and Sculpture. Our program is ranked 45th nationally (15th public) by US News and World Report, and our printmaking concentration is ranked 2nd nationally.

The school takes seriously its role of guiding students toward individual creative and educational fulfillment. Members of our faculty are internationally recognized and conduct a high level of research and creative activity. The Artist-in-Residence Program and the Visiting Artists, Designers and Scholars Program further enhance the teaching environment by featuring prominent individuals who work with students in a variety of venues.

The School of Art has an active exhibition program supported by the Ewing Gallery of Art and Architecture and the University of Tennessee Downtown Gallery, which host major exhibitions of work by national and international artists. The School also maintains Gallery 1010, a student run, non-profit exhibition space.

Introduction

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

The School of Art Graduate Handbook does not deviate from established Graduate School Policies noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

This handbook is designed to serve as a guide to the Master of Fine Arts degree at The University of Tennessee, Knoxville. It is directed specifically toward graduate students newly accepted and already enrolled in the program. It is presented in the belief that a thorough understanding of the responsibilities and options of graduate study in the School of Art will facilitate a smoother and more productive experience. Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.

The University of Tennessee Graduate Catalog represents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. The course offerings and requirements of the institution are continually under examination and revision. However, adequate and reasonable notice will be given to students affected by any change. This catalog is not intended to state contractual terms and should not be regarded as a contract between the student and the institution. The institution reserves the right to change any provision, offering, or requirement to be effective when determined by the institution. These changes will govern current and readmitted students. Enrollment of all students is subject to these conditions. The current catalog should be referred to during each year of study. The university further reserves the right to dismiss a student from the university for cause at any time.

Graduate students must assume full responsibility for knowledge of rules and regulations of the Graduate Council and departmental requirements for the chosen degree program. The Dean of the Graduate School must approve any exceptions to the policies stated in the Graduate Catalog. Individual colleges and departments may have requirements beyond the minimum established by the Graduate Council. A calendar of deadlines and policies and procedures for graduate programs is found on the Graduate School web page (<http://gradschool.utk.edu>). A statement of graduate students' rights and responsibilities is included with the admission notification.

The Hilltopics Student Handbook details the general campus policies and procedures, standards of conduct, academic policies and procedures, and information about student support, services, and organizations. For questions regarding Hilltopics contact the Office of the Dean of Students at (865) 974-3179 <http://dos.utk.edu/hilltopics/>. The Appeals Procedure and the Graduate Assistant Handbook are available on the Graduate School website: <http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>

School of Art

David Wilson ----- Director
Tim Hiles ----- Associate Director
Deborah Shmerler ----- Director of Graduate Studies
Emily Bivens ----- Director of Freshman Studies

Faculty

Joshua Bienko, Assistant Professor ----- Painting/Drawing
Emily Bivens, Associate Professor ----- Time-Based Arts
Sally Brogden, Professor ----- Ceramics
Jason Brown, Associate Professor ----- Sculpture
Mary Campbell, Assistant Professor ----- Art History
Rubens Ghenov, Assistant Professor ----- Painting/Drawing
Paul Harrill, Associate Professor ----- Time-Based Arts
Timothy Hiles, Associate Professor ----- Art History
John C. Kelley, Assistant Professor ----- Time-Based Arts
Paul Lee, Professor ----- Photography
Beauvais Lyons, Professor ----- Printmaking
Frank Martin, Associate Professor ----- Ceramics
Althea Murphy-Price, Associate Professor ----- Printmaking
Sara Lowe, Professor ----- Time-Based Arts
Amy Neff, Professor ----- Art History
John D. Powers, Associate Professor ----- Sculpture
Deborah Shmerler, Associate Professor ----- Time-Based Arts
Claire Stigliani, Assistant Professor ----- Painting/Drawing
Jered Sprecher, Professor ----- Painting/Drawing
Cary Staples, Professor ----- Time-Based Arts
David Wilson, Professor ----- Painting/Drawing| Time-Based Arts
Suzanne Wright, Associate Professor ----- Art History
Koichi Yamamoto, Associate Professor ----- Printmaking
Sam Yates, Professor ----- Ewing & Downtown Gallery Director

Staff

Debbie Cooper ----- Administrative Secretary
Shelly Gentry ----- Senior Budget Specialist
Ellen Orner ----- School and Graduate Specialist
Jason Tyler ----- School Media Technician
Heather Eades ----- Media Pool and Web Specialist
Sarah McFalls ----- Ewing Gallery Registrar
Mike Berry ----- UT Downtown Gallery Manager
Erin Tucker ----- 3D Technician
Alysia Mann ----- 1010 Gallery Director
Austin Pratt ----- 1010 Gallery Associate Director

Director of Graduate Studies

The School of Art Director of Graduate Studies (DGS) is a full-time member of the faculty who is a liaison between The Graduate School, the graduate faculty, and the graduate students in the School of Art. The DGS is available to advise and supervise graduate students in matters (other than professional development in the student's concentration) including but not limited to:

- Graduate Catalog rules and regulations
- Graduate School and School of Art regulations
- New Graduate Student Exhibition and Reception
- Graduate Student Steering Committee

Graduate Committee

The Graduate Committee is composed of faculty members and a non-voting graduate student representative from the School of Art. One faculty member serves as chairperson. The DGS serves as non-voting member and advisor. The Committee's duties include advising the faculty on academic program changes, implementing School academic policy, coordinating the graduate application process and awarding of assistantships, and generally overseeing graduate study in the School. The Graduate Committee also reviews student grievances, concerns, and petitions regarding School of Art policy.

If a student has a concern that cannot be resolved in the student's concentration area, or if a student wishes to deviate in any way from established School of Art policy regarding graduate study, he/she should petition the Graduate Committee. The Committee will then decide the issue or recommend a decision for a vote of the full faculty.

Graduate Student Steering Committee

The Committee is composed of at least 5 graduate students and the Director of Graduate Studies, who will be an ex-officio, non-voting member. Members will be appointed by the graduate students and may be appointed to successive terms. Members of the Committee will elect the Chair of the Committee and non-voting representatives to the School of Art standing committees: the Graduate Committee; the Diversity Committee; Visiting Artist, Designer, Scholar Committee and the full faculty who will attend faculty meetings. Committee representatives are appointed at a meeting of all graduate students in the Fall semester.

Admission Requirements

Graduate School

Admission to graduate study requires a bachelor's degree with a satisfactory grade point average from a college or university accredited by the appropriate regional accrediting agency or foreign equivalent. The Graduate Council requires a minimum grade point average of 2.7 out of a possible 4.0, or a 3.0 during the senior year of undergraduate study. Applicants with previous graduate work must have a grade point average of 3.0 on a 4.0 scale or equivalent on all graduate work. Some programs require a higher average. Applicants with work experience or who are entering graduate study after a number of years away from an educational institution, usually five years, will be given consideration with greater flexibility relative to GPA. An international student graduating from a United States institution must meet the same requirements as those for domestic students.

An applicant whose GPA falls between 2.5 and 2.7 may be admitted on probation, upon recommendation of an academic unit. The probationary status will be removed after completion of 9 or more hours of

graduate credit with a minimum GPA of 3.0. Failure to maintain a 3.0 while in this status will result in dismissal. An international student may not be admitted on probation. The stated criteria are the minimums. The actual averages required for admission may be higher, depending on the number and the qualifications of applicants.

Bachelor's degree from a college or university accredited by the appropriate regional accrediting agency. A foreign degree must be equivalent to a U.S. Bachelor's degree and must be accredited by its regional or national accreditation agency.

U.S. Degree holders must have earned a 2.7 out of a possible 4.0 GPA or a minimum of 3.0 during the senior year of undergraduate study. Foreign degree holders must have earned a minimum of 3.0 on a 4.0 scale or other equivalent to a 'B' average. If you have completed previous graduate course work, you must have a grade point average of 3.0 on a 4-point scale or equivalent.

When a student is admitted to graduate study prior to having received the baccalaureate degree, that degree must be awarded before the date of first registration in graduate courses.

The Office of Graduate and International Admissions must be notified of any change in the entering date after admission has been granted. Individual departments and colleges may have further restrictions on admission dates. For this information, students should contact the department they wish to enter. If a student does not enroll within one year after the requested admission, the application process must be repeated.

Enrollment in graduate programs is a privilege, which may be withdrawn by the university, or any area of graduate study, if it is deemed necessary by the Dean of the Graduate School to safeguard the university's standards.

Graduate School Application Procedures

Anyone with a bachelor's degree from a regionally accredited institution or foreign equivalent who wishes to take courses for graduate credit, whether or not the person desires to become a candidate for a degree, must submit a formal application for admission to graduate study or apply for transient status. No action is taken until a file is complete. The applicant will be notified by email of the action taken.

To apply for admission, the following materials must be sent to Graduate and International Admissions.

- The completed Graduate Application for Admission (<http://admissions.utk.edu/graduate>).
- A \$60 non-refundable application fee.
- One official transcript from all colleges and universities attended.
- Scores from Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) if native language is not English (refer to section on English Certification).
- Additional departmental/program requirements may include Departmental application. Contact the program office for forms.

To register for the IELTS, please contact IELTS at <http://www.ielts.org>.

To register for the GRE, GMAT and TOEFL please contact

Educational Testing Service

<http://www.ets.org>

The UT code is 1843. Test results reach the university in approximately three weeks.

All documents submitted become the property of the university and will not be returned. For international graduate student application procedures, see Admission of International Students.

School of Art Application Procedures

It is very important to complete the Graduate School application process either before or as close as possible to the School of Art application deadline. **Both** the Graduate School (through Graduate and International Admissions) **and** the School of Art have specific requirements and application procedures that must be satisfied by the applicant. In order to become a candidate in a degree program, the School of Art must recommend the applicant to be admitted by the Graduate School. **January 15** is the deadline for G.T.A. and fellowship consideration.

School of Art Admission Requirements:

In addition to the requirements of the Graduate School, the School of Art requires an undergraduate major in art or equivalent proficiency as demonstrated in the portfolio and other application materials.

School of Art Application Requirements

Portfolio - 20 images and/or other media (video, sound, etc.)

Resume

Artist/Designer statement – discuss the content of your work.

Statement of Purpose - What you hope to accomplish in graduate school and what you want the committee to recognize and consider when making a decision (education, life experience, etc.).

Application Questions

Ellen Orner

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Evaluation and Acceptance

The faculty of the applicant's designated concentration area evaluates the application materials listed above. The greatest emphasis is placed on the quality of the applicant's portfolio, although academic success and letters of recommendation are very important to the overall assessment of potential. Notification of School of Art action will be sent as soon after this evaluation as possible.

Transfers

The Department will consider transfer graduate students with the same procedures as outlined above. Specific regulations of the Graduate School limit the number of credits that will be accepted. The School of Art will not necessarily, and seldom does, accept this maximum. Actual credit hours to be applied to the degree will be determined by the Graduate Committee and area faculty in which the student has applied.

Assistantships, Financial Assistance, Awards, Scholarships

There are several forms of assistantships, financial aid, loans, and fellowships available through the School of Art, the Graduate School, and the Financial Aid Office. Information is available online at the links below. Students are encouraged to apply for all scholarship/fellowships available.

<http://gradschool.utk.edu/gradfund.shtml>

<http://onestop.utk.edu/your-money/>

Graduate Assistantships

The University has assigned the School of Art a set number of Graduate Assistantships to be awarded to students. Each graduate teaching area is allotted a specific number of assistantships to be awarded by the area faculty. The primary criterion is the overall quality of the student's artwork. The school also has additional assistantships that are awarded on a competitive basis primarily to incoming students and typically assigned to assist the foundations program.

Assistantships are generally awarded for a nine-month academic year, but GTA and academic performance is evaluated every semester. Appointment to a second or third-year assistantship is not automatic. Once an assistantship has been awarded, the area faculty in the student's concentration will be responsible for deciding whether the student will continue the assistantship for a second or third year.

Graduate assistantships in the School of Art are ¼ time appointments and require 10 hours of activity per week. A tuition waiver, excluding the program services and technology fees, is granted with an assistantship. Assistantships involve a full nine-month period of responsibility. Pay is amortized over the twelve-month calendar year.

The School of Art awards two types of assistantships: a Graduate Teaching Associate and a Graduate Teaching Assistant. The Graduate Teaching Associate has met the Southern Association of Colleges and Schools (SACS) requirement of at least 18 graduate semester hours in his/her teaching discipline (or comparable experience according to University regulations) and can be assigned primary responsibility for teaching an undergraduate course. The Graduate Teaching Assistant works directly under the supervision of a regular faculty member in the preparation and/or teaching of a class. The Graduate Assistant is assigned duties that do not involve teaching, such as shop maintenance or lab supervision. It is likely a graduate student with an assistantship will have duties in more than one of these categories, in which case the higher title designation is used.

Graduate Teaching Assistants and Associates are assigned responsibilities prior to the beginning of the semester. Usually for the first year (University and SACS regulations apply), Graduate Teaching Assistants are assigned to assist a faculty member and are usually assigned to assist in a course that is the same as or similar to one that they will be teaching in the future. Only after teaching competency or comparable experience has been established will Graduate Teaching Assistants be assigned their own section and assume primary responsibility. This assignment is usually an introductory class in the Graduate Teaching Associate's area of concentration or in foundations.

A faculty member from each area is responsible for supervising the graduate assistants in that area. The Director of Freshman Studies supervises teaching in foundations. Each August, the Graduate School Studies facilitate an orientation for all new GTAs. The School of Art requires all new GTAs to take the Theory and Practice of Art Fundamentals, ART 503. Taught by the Director of Freshman Studies, the course covers the

goals and objectives of foundation-level studio courses and provides GTAs with concepts, techniques and resources for teaching.

Graduate Assistants may be assigned to duties or tasks that do not involve teaching. Examples include shop or area maintenance, monitoring of facilities, assisting in departmental business, and exhibition preparation in the Ewing Gallery.

Graduate Teaching Associates and Assistants who, in the opinion of the Director of Graduate Studies, Director of Freshman Studies or the area faculty supervisor, fail to demonstrate competency in a teaching role will be assigned to other duties. Assistantships are generally revoked only if the student's own work or studio performance falls below expected levels. Any graduate student who falls below a "B" average can, at the discretion of the Graduate Committee, be removed from his/her assistantship. One may re-apply upon re-establishment of a "B" average. Assistants or associates unable to fulfill their duties for an entire semester will be paid only for the actual time they work.

Consult the Graduate Catalog (Policy for the Administration of Graduate Assistantships) for detailed information on University and SACS regulations and guidelines.

School of Art Scholarships

The Ewing and the Burnett Scholarships are awarded every year to graduate students in the School of Art. The Ewing Scholarship is given for outstanding achievement and the Burnett Scholarship for outstanding achievement with a consideration also given to the student's financial need. Applications are submitted to the Director of Graduate Studies during the spring semester and include an application form, a statement, and a portfolio of current artwork. Evaluation is by the entire faculty. Questions regarding application procedures should be directed to the DGS.

Other scholarships/awards available to graduate students in the Spring scholarship review are the Dorothy Dille Materials Grant, Terry Burnett Memorial Residency/Internship Award, Orin B. & Emma G. Graf Study Abroad Scholarship and the Graduate Travel Award. See the link below for more information.

<http://art.utk.edu/scholarship/index.html>

Summer session teaching opportunities in the School of Art are occasionally available to graduate students. Generally, students who demonstrate outstanding ability and have the confidence of the faculty are selected to fill these positions. Interested students should contact the DGS and the DFS the fall semester. Other teaching or workshop opportunities might be available at the Knoxville Museum of Art, Arrowmont, or local arts/craft organizations.

Arrowmont

Arrowmont, located in Gatlinburg, is an arts and crafts school affiliated with the University and the School of Art. Summer assistantships are sometimes available. Contact Arrowmont for more information.

<http://www.arrowmont.org/>

Registration and Advising

New Student Class Registration

New graduate students first need to consult the designated faculty advisor in their area of concentration before registering for the first semester of coursework. The faculty member explains and clarifies the curriculum, helps plan a schedule, advises on art history/non-studio requirements. The course timetable and registration is on the MYUTK at <http://myutk.utk.edu/>. Once new students receive their University ID number (9 digits) and Net ID they can register on MTUTK.

New students are assigned a studio space and new Graduate Teaching Assistants are informed of their assignment and directed to their graduate teaching supervisor(s).

Advising and Class Pre-Registration

Each student must consult with his/her concentration area faculty advisor prior to registering for classes the concentration area faculty reviews each student's progress in his/her course work and advises him/her accordingly as to specific courses and course load. Students are urged to pre-register so that class offerings and teaching schedules can be adjusted to suit actual needs. The DGS and DFS facilitate the coordination of GTA assignments in consultation with Area Representatives

Each fall semester there is an Academic Job Hunting Workshop for all 3rd year graduate students. The workshop is non-credit, and is managed in 2 three-hour sessions. A memo is sent to all 3rd year graduate students regarding the time/place of the workshop.

MFA Degree Requirements

Master of Fine Arts Requirements

A minimum of 60 hours to include the following.

- A minimum of 16 hours of studio courses in a concentration area.
- A minimum of 9 hours of graduate-level academic (non-studio) courses of which at least 6 hours are to be in art history.
- 1 hour of First-Semester Graduate Seminar.
- A minimum of 14 hours of electives consisting of any combination of courses offered by the University for graduate credit.
- Students with a GTA are required to successfully complete 3 hours of Art 503, Theory and Practice of Art Fundamentals. These hours are considered to be elective.
- A concentration area may have course requirements that reduce the number of elective hours.
- 20 hours of Art 599, Project in Lieu of Thesis. A third year of semi-independent study. Student must have completed all required coursework prior to commencement of Art 599.

Four semesters (normally the first 40 hours) beyond the bachelor's degree are required in residence. An exception is made for working professional designers who may complete their first 20 hours, with the permission of the faculty, on a part-time basis. Residence is defined by the School of Art as a minimum

enrollment of 6 hours per semester and use of School of Art facilities so that students are available for discussion and criticism. The candidate's committee will consist of a minimum of three members and a maximum of six members and will be appointed prior to registration for Art 599. The committee must consist of one faculty member from the candidate's concentration area (designated as chairperson) and a faculty member from outside the concentration area. The inclusion of an art history faculty member on each committee is encouraged. With the completion of all requirements for the MFA, the student must produce an exhibition and, in the presence of that work, must satisfactorily complete an oral examination.

Course Load

A graduate teaching assistant or associate cannot register for more than 13 credit hours during any semester without prior approval of the Director of the School of Art. The maximum load for a graduate student is 15 credit hours per semester, and 9 to 12 credit hours are considered full-time. A ¼ time graduate assistant/associate normally should take 9 to 13 credit hours. Exceptions must have prior approval of the Director. Registration for more than 15 credit hours during any semester is not permissible without prior approval of The Graduate School.

Variable Credit Courses

Graduate students have the option of enrolling for variable credit in courses, which may be, selected in accordance with the student's commitment to a particular area of course involvement. If the student wishes only a limited investigation of an area, 2 hours credit might be appropriate; 4 hours credit is normal for studio courses; and 6 hours would constitute an exceptionally intense investigation into a particular area. It is the student's responsibility to inform the instructor of the number of credit hours in which he/she is enrolled for the course.

Alternative Courses

There are several courses available to students who wish to pursue individual study on their own or away from campus. Study abroad, in large metropolitan areas, or in programs suited to the particular student's interest are encouraged. Interested students should consult with their faculty advisor to formulate a proposal, which then may be implemented by enrolling in the following courses:

- Art 591 - Foreign Study
- Art 592 - Off-Campus Study
- Art 593 - Independent Study

Project in Lieu of Thesis

Project in Lieu of Thesis, Art 599, requires 20 hours of concentrated, semi-independent study culminating in the M.F.A. exhibition/presentation. Students must have completed all required coursework prior to commencement of Art 599. The candidate registers for Project in Lieu of Thesis credit with his/her thesis committee chairperson (if the chairperson is unavailable due to academic leave, another committee member may be substituted). During this period, the candidate and his/her committee chair maintain close consultation. The other committee members are also available for periodic consultation. At the end of the first semester of Project in Lieu of Thesis credit, the committee reviews the candidate's progress. At this time it is decided whether the candidate's progress is satisfactory and if he/she should proceed with candidacy. If progress is not deemed satisfactory, a no-credit grade can be given at this time, and the candidate will have to repeat the credit hours.

In the semester prior to the semester of graduation the candidate must apply for Admission to Candidacy with The Graduate School. The Admission to Candidacy acts as a notification of intent and an academic check. Check the Graduate School website for the proper forms and deadlines. This is very important.

A project statement must be completed during the first semester of Project in Lieu of Thesis credit and presented to the respective project committee. This statement is subject to revision before final submission at the time of the M.F.A. exhibition. The student in consultation with and approval by his/her committee decides the content and dimensions of the statement. During the exhibition, a copy of the final statement must be available to the full faculty.

Project in Lieu of Thesis Committee

Prior to registration for Project in Lieu of Thesis, each graduate student selects a Project committee and informs the Director of Graduate Studies of the Project committee members. The committee's purpose is to assess the graduate student's performance and work completed during the Project in Lieu of Thesis period as criteria for awarding an M.F.A. degree.

The candidate's committee will consist of a minimum of three members and a maximum of six members and will be appointed prior to registration for Art 599. The committee must consist of one faculty member from the candidate's concentration area (designated as chairperson) and a faculty member from outside the concentration area. The inclusion of an art history faculty member on each committee is encouraged. The committee chairperson must be consulted regarding the composition of the committee. The committee chairperson assigns periodic reviews of the student's progress. With the completion of all requirements for the MFA, the student must produce an exhibition and, in the presence of that work, must satisfactorily complete an oral examination.

Master of Fine Arts Exhibition

All graduate students are required to present an exhibition or other public presentation of their work during the semester of graduation. It is the responsibility of the student, in consultation with his/her project committee, to schedule this exhibition/presentation. Depending on the number of students graduating, the Ewing and the UT Downtown Galleries offer exhibition space for limited periods of time. Students are encouraged to schedule their exhibition/presentation at an off-campus location or facility (gallery 1010, etc.). It is required that an exhibition/presentation off campus be at a location and time readily available to all faculty members.

Oral Examination

The M.F.A. oral examination is the final review that a graduating student must complete satisfactorily. The candidate's project committee conducts a pre-oral without the candidate after the M.F.A. exhibition has been installed and the final statement presented. The pre-oral stands for a coordination of questions and agenda by the committee. At the discretion of the committee chair the candidate receives all, part, or none of these questions prior to the oral examination. The oral examination takes place at the M.F.A. exhibition with the candidate and all project committee members present. The Graduate School must approve exceptions. It is the responsibility of the candidate to schedule the oral exam at a time that ensures all committee members can be present. The oral examination must be coordinated and scheduled through the GPD, the Ewing Gallery or other exhibition/presentation venue, and the School of Art at least one month in advance. The committee chair presides over the oral exam. Participation in the oral exam is open to any University faculty member. At the conclusion of the exam the candidate is excused from the room while his/her candidacy is discussed. The decision to pass or fail rests solely with the committee.

MFA Project Documentation

Following successful completion of the Project in Lieu of Thesis exhibition oral examination, all students completing the MFA degree in Studio Art must submit the following materials to the Chair of their MFA Project Committee by the last day of classes of the semester of graduation. Failure to submit these materials by the due date will result in an incomplete grade for the semester and possible postponement of awarding of the degree. After approving the MFA Project documentation the Committee Chair turns the materials in to the Graduate Program Director.

1. A cover page with candidate's name, concentration, MFA Project exhibition title, exhibition date, and MFA Project committee members should appear centered on the upper half of the page.

2. An MFA Project statement with the candidate's name, concentration, and MFA Project title at the top of the page in bold, flush left. The statement should be printed in a 12-point font, double-spaced with a half-inch indentation tab for each new paragraph. Notes and any bibliographic references should be included at the end of the document. The length of this statement may vary depending upon the thesis project and the requirements agreed upon by MFA Project committee. The statement should be printed on white, acid free, 11 x 8.5 inch paper with a 1-inch margin on the top and bottom and 1.25-inch margin on the sides of each page (standard for Word).

3. An image/time-arts list on paper of representative works from the MFA Project. The image list should include the candidate's name, concentration and exhibition date(s) on the top of the page in bold, flush left and should include a numbered list corresponding with the CD/DVD (#4) submitted. The list should include the following information for each work: artist name(s), title, medium, size (height x width x depth in inches) and date of completion. Installation views are encouraged if appropriate to the MFA Project. All images should be of professional quality.

4. A jump drive with four folders:

- An "MFA Project Statement" folder should include Microsoft Word and PDF file versions of the cover page and MFA Project statement.
- An "Image Files" folder should include at least 10 jpeg or tiff image files documenting the MFA Project. The files should be 300 dpi, 1200 pixels on the longest side, and have a file size between 500kb and 3mb. The files should be named with the candidate's name and a number that corresponds to the image list (example: Mary_Jones_1.jpeg) This folder should also include Microsoft Word and PDF file versions of the image list (#3) cited above.

Time-arts works (video, etc.) should be in DVD (NTSC) format with the candidate's name, title, and time of work on each disk. Each time-arts work should also have 2 – 3 representative jpeg or tiff images at the size of the production format (example: HD = 1920x1080 pixels) and named as the "Image Files" in the paragraph above.

- A third folder titled "Slide Show" should include a PDF or PowerPoint file with the works that are represented in "Image Files" folder.
- A fourth folder titled "Vitae/Resume" should include a word doc and pdf of your current resume.

Academic Standards, Evaluations, and Appeals

A student's progress in the graduate program is subject to several kinds of continuing evaluation: grades given in individual courses by the instructor; periodic reviews by the faculty; and informal evaluations through dialogue between student and instructor and an annual written evaluation. All these evaluations determine a student's success and continuation in the program.

The annual written evaluation is conducted during the final Spring reviews for each concentration area. All faculty in an area are required to provide input for the written form, which is signed by the areas advisor/s and the student, and maintained in department files in the School of Art office. The evaluation provides direct assessment of a student's knowledge of theoretical, historical and practical issues in relation to their studio practice. GTA's will also receive feedback regarding their teaching responsibilities and performance. This written evaluation is discussed in a face-to-face meeting between graduate students and their advisor/s. By signing the letter, the student does not indicate agreement with each point of feedback. Instead the student signature indicates that they have read the evaluation understands the feedback they have received and has been given an opportunity to ask questions.

The Graduate School requires that a student maintain a "B" grade point average. Failure to do so will result in being placed on academic probation by The Graduate School or dismissal from the program at the discretion of the faculty. If a student on probation is allowed to proceed academically, it is critical that progress is made each successive semester to achieve at least a "B" average or the student will be dismissed from The Graduate School.

At the end of the first two semesters in residence, the student must present a portfolio for evaluation by the area faculty and receive permission to continue in the program. With the completion of all coursework, including satisfying all incompletes (which must be completed within one calendar year) and conditional grades, at the end of the second year the student must present a portfolio for evaluation by the area faculty and receive permission to register for Art 599, Project in Lieu of Thesis.

If, in a review by the student's (concentration) area faculty, the student's progress is deemed insufficient, the faculty may terminate the student's program, place the student on probation with stipulations for continuation in the program, or effect a pause in continuation during which work is continued without advancement in credits accumulated. These steps may also be applied if a student fails the Final Examination (Orals) during their project exhibition/presentation. The School of Art will notify the student in writing if any of these conditions arise.

If any action is taken against a student by the School of Art (as listed above) that the student feels is unfair, the student has the right to appeal the decision first to the area of concentration or the committee chairperson, then to the School Director, Dean of the College of Arts and Sciences, the Graduate Council Appeals Committee through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School.

Appeals may involve the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the *Graduate Council Appeal Procedure*.

Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in *Hilltopics* under "Disciplinary Regulations and Procedures." Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the Office of Equity and Diversity. See Appendices for contact information.

Buildings, Facilities, and Studios

The Art and Architecture Building is a multi-use facility that houses the School of Art, the College of Architecture & Design, the Ewing Gallery, and the University Art Supply Store. Most of the School of Art activities take place within the building. All students have twenty-four hour access. There are other School of Art facilities throughout the campus that house personal studio space for faculty and students.

If possible personal studio space is assigned to each graduate student. Each area assigns studios according to its own criteria. University regulations apply to space use. The assignment of a studio space is a privilege that can be revoked or denied by the faculty. There can be no permanent alterations, no unsafe or hazardous practices, and spaces may not be used as living quarters. Negligence may result in the loss of studio space and revoking of key access. Students are responsible for fixing any damages and making repairs as needed. Area faculty set specific dates for vacating studio space and turning in keys. Negligence may result in the loss of space.

Within the School, there are facilities and equipment available for graduate student use with approval of the area responsible. These include: Computer Lab (rm 345), Print Shop (rm 241), the Photo Lab (rm 239), Metal Shop (rm 131), Wood Shop (rm 121), Media Pool and Documentation Room (rm 435a). Check with the Faculty or Staff in charge of these areas for approval and operating procedures. The Imaging Center (rm 309) offers large scale image copying and other services. The Media Pool (rm 343) has a wide array of a/v equipment available for check out. The *Studio* in Hodges Library also has a/v equipment checkout.

Appendices

Pertinent Graduate Student Web Pages:

- College of Arts & Sciences:
<http://artsci.utk.edu>
- Graduate School:
<http://gradschool.utk.edu>
- Application for Admission:
<http://gradschool.utk.edu/admissions/applying-to-graduate-school/>
- Graduate Catalog:
<http://catalog.utk.edu/index.php?catoid=21>
- Academic Policies and Requirements for Graduate Students:
<http://catalog.utk.edu/content.php?catoid=17&navoid=1763>

- Policies governing student conduct and academic integrity in *Hilltopics Student Handbook*:
<http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf>
- Graduate Student Appeals Procedure:
<http://gradschool.utk.edu/faculty-staff/graduate-council/>
<http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>
- Graduate Student Senate:
<http://gss.utk.edu>
- Funding, Fellowships, Assistantships for Graduate Students:
<http://gradschool.utk.edu/graduate-student-life/costs-funding/>
- Graduate and International Admissions:
<http://graduateadmissions.utk.edu/>
- International House:
<http://ihouse.utk.edu>
- Student Conduct & Community Standards:
<http://web.utk.edu/~osja/>
- Office of Equity and Diversity:
<http://oed.utk.edu>
- Best Practices in Teaching:
<http://gradschool.utk.edu/graduate-student-life/>
- Center for International Education:
<http://international.utk.edu/>
- Counseling Center:
<http://counselingcenter.utk.edu/>
- Office of Minority Student Affairs/Black Cultural Center:
<http://multicultural.utk.edu/>
- Research Compliance/Research with Human Subjects:
<http://research.utk.edu/compliance/>
- SPEAK Testing Program:
<http://gradschool.utk.edu/speaktest.shtml>
- Library Website for Graduate Students:
<http://www.lib.utk.edu/info/grad/>
- OIT:
<https://oit.utk.edu/Pages/default.aspx>
- Housing:
<http://housing.utk.edu>

Forms and Additional Resources

- Graduate Student Deadline Dates:
<http://gradschool.utk.edu/graduation/graduation-deadlines/>
- Admission to Candidacy Application – Master’s Degree:
<http://gradschool.utk.edu/forms-central/>
- Graduate Student Travel Award Forms:
<http://gss.utk.edu/travel-awards/>

Equal Opportunity Statement

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

The University of Tennessee, Knoxville, in its efforts to ensure a welcoming environment for all persons, does not discriminate on the basis of sexual orientation in its campus-based programs, services, and activities. Inquiries and complaints should be directed to the Office of Equity and Diversity.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. If you have any questions concerning ADA accommodation(s), please contact the Office of Equity and Diversity (OED).