

GRADUATE HANDBOOK

MFA

School of Art

University of Tennessee, Knoxville

College of Arts and Sciences

2025-2026



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Director's Welcome

Welcome to the University of Tennessee School of Art.

Our rigorous, interdisciplinary graduate degree program has been carefully designed to foster the development of your creative practice and provide you with the fundamental skills needed to develop and sustain a professional life. Over the next three years, you will work closely and intensively with our internationally recognized faculty, visiting artists, and each other in small studio classes and participate in regular critiques, studio visits, and school-wide graduate reviews. Your final year will be devoted to creating a thesis project that will serve as a springboard to a wide array of careers in the arts and education, including successful art practices or positions in industry, museums, and galleries.

In addition to our faculty, you will have the opportunity to learn from the School's visiting artists and scholars. The Artist-in-Residence Program and the Visiting Artists and Scholars Program feature prominent individuals who formally and informally mentor our students. Our active exhibition programs at the Ewing Gallery of Art and Architecture and the University of Tennessee Downtown Gallery host art and visits by artists from across the country. The school also maintains a student-run off-campus gallery, Gallery 1010, through which you will have the opportunity to curate and exhibit your work and the work of your peers.

Best wishes to you as you embark on the next stage of your creative journey.

Christopher McNulty
School of Art Director + Professor
University of Tennessee, Knoxville

Introduction

The University of Tennessee, Knoxville's MFA program in art advances students in their experiential and conceptual development by providing a studio-focused program with an emphasis on self-directed exploration. In close consultation with the School of Art Faculty, students are supported in honing and expanding their skills in mediums relevant to their current research while exploring new subjects and mediums. Our program emphasizes graduate student's ability to articulate in both verbal and written form the historical and theoretical underpinnings of the artwork that they produce, and growing students' professional skills to facilitate a successful and sustainable career in the arts and beyond. MFA students are encouraged to take advantage of the resources outside of the School of Art as active members of the University of Tennessee research community.

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 in the School of Art 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, Knoxville, **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 the 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 website**. A statement of graduate student's 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.

The **Student Appeals Procedure** and other resources are available on the Graduate School website.

School of Art Faculty & Staff

Administration

Christopher McNulty, Director

Emily Bivens, Associate Director of Graduate Studies

John Powers, Associate Director of Undergraduate Studies

Sally Brogden, Associate Director of Foundations (2D + 3D)

Janelle VanderKelen, Associate Director of Foundations (Time-Based Arts)

Faculty

Joshua Bienko, Associate Professor	Painting/Drawing
Emily Bivens, Professor	Time-Based Art + Cinema Studies
Sally Brogden, Professor	Foundations + Ceramics
Jason Brown, Professor	Sculpture
Mary Campbell, Associate Professor	Art History
Heather Coker Hawkins, Assistant Professor	Time-Based Art + Cinema Studies
Amanda Evans, Assistant Professor	Ceramics
J. Leigh Garcia, Assistant Professor	Printmaking
Rubens Ghenov, Associate Professor	Painting/Drawing
Paul Harrill, Professor	Time-Based Art + Cinema Studies
Timothy Hiles, Associate Professor	Art History
John C. Kelley, Associate Professor	Time-Based Art + Cinema Studies
Mary Laube, Associate Professor	Painting/Drawing
Bucky Miller, Assistant Professor	Photography
Maurice Moore, Assistant Professor	Painting/Drawing
Althea Murphy-Price, Professor	Printmaking
John D. Powers, Professor	Sculpture + Time-Based Art
Jered Sprecher, Professor	Painting/Drawing
Janelle VanderKelen, Assistant Professor	Foundations + Time-Based Art + Cinema Studies
Zoe Weldon-Yochim, Assistant Professor	Art History
Kelli Wood, Assistant Professor	Art History
Suzanne Wright, Associate Professor	Art History
Koichi Yamamoto, Professor	Printmaking

Lecturers

Bruce Cole	Photography
Olivia Crawford	Art History
Rachel Sevier Dallery	Ceramics
Robert Darby	Art History
Katie Mahalic	Time-Based Art + Cinema Studies
Katy Malone	Art History
Darcey Morris	Cinema Studies
Andy Robert	Artist-in-Residence
Sean Roberts	Art History
Chloe Wack	Time-Based Art

Staff

Carmen Atkins	Grad Coordinator + Financial Manager
Mike Berry	UT Downtown Gallery Manager
Shelley Gentry	Business Manager
Jennifer Kirkpatrick	3D + Foundations Technician
Charlene Lachicotte	Manager of Exhibitions + Collections
Aiden Layer	UG Coordinator + Administrative Specialist
Julie Lohnes	Ewing + Downtown Gallery Director
Elysia Mann	2D Technician
Sarah McFalls	Assistant Director of Galleries + Collections
Elise Stephens	Academic Support Specialist + Media Technician
Emily Ellis	Communications Specialist

Gallery 1010

Kai Mote	Gallery Director
Hannah Jordan	Gallery Associate Director

Duties & Responsibilities

Associate 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 graduate students in the School of Art. The DGS is available to advise and supervise graduate students in matters 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 a 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, fellowships, fellowship nominations, 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, they should petition the Graduate Committee via their area representative. The Committee will then decide the issue by a vote of the full SOA Graduate Committee.

Graduate Student Steering Committee

The Graduate Student Steering Committee (GSSC) is composed of at least 5 graduate students and the ADGS, who will be an ex-officio, non-voting member. All graduate students in the School of Art are welcome to become members. The GSSC will elect officers for the committee in the fall semester at the all-graduate student meeting. Officers are eligible for successive terms. Members of the GSSC can elect non-voting representatives to the School of Art faculty standing committees: the Graduate Committee, the Access and Engagement Committee, Programing Committee, and a representative who can attend faculty meetings. The GSSC representative at the faculty standing committees acts as a voice for the graduate students. As a student, the GSSC representative may not be privy to all the content at faculty standing committee meetings and may be asked to leave during executive sessions.

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. US 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 equivalents to a 'B' average. An international student graduating from a United States institution must meet the same requirements as those for domestic students. A foreign degree must be equivalent to a US Bachelor's degree and must be accredited by its regional or national accreditation agency. If you have completed previous graduate coursework, you must have a grade point average of 3.0 on a 4-point scale or equivalent. 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 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.

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.

According to the Graduate School's 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 the 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 the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) if native language is not English (refer to the section on English Language Certification).
- Additional departmental/program requirements may include departmental application. Contact the program office for forms. *Admission to the program is through the Office of Graduate Admissions. To register for the IELTS, please **contact IELTS**.

To register for the GRE, GMAT, and TOEFL please contact the **Educational Testing Service**. 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.

English Language Certification

An applicant requesting admission to the Graduate School may be required to submit results of the TOEFL (Test of English as a Foreign Language) or the International English Language Testing System (IELTS). Minimum score requirements for admission to the Graduate School are:

- A total score of 80 on the internet-based TOEFL (iBT),
- A 6.5 overall band score on the IELTS.

The scores will be considered valid if submitted with the application within two (2) years of the test date. An applicant may be exempted from the English Certification requirement if:

- English is an official language in the applicant's country of citizenship, according to standards published by the Graduate School. *Applicant is exempted when indicating citizenship is in a country in which English is an official language.*
Or
- English is the primary language of instruction at the institution in which the applicant received an undergraduate, graduate, or professional degree. *Applicant submits evidence of qualifying for exemption by uploading a transcript in the online application with conferred equivalent to U.S. bachelor's, master's, doctorate, or professional degree from an accredited college or university where English is the language of instruction in higher education.*

After taking your exam, have your scores sent to the University of Tennessee, Knoxville. If you have taken the TOEFL, please use the institution code of 1843. For the IELTS, you will need to provide the mailing address for the Office of Graduate Admissions.

Find out how to register for the TOEFL or the IELTS.

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 for a degree program, the School of Art must recommend the applicant to be admitted by the Graduate School. The deadline for GTA and fellowship consideration is on or around January 15 annually.

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 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.).
- Three letters of recommendation

Application Questions: Carmen Atkins, (865) 974-3194 / MFAsudioart@utk.edu

Evaluation and Acceptance

The faculty of the applicant's designated concentration area evaluates the application materials listed above. Acceptance to the School of Art is based on the quality of the applicant's portfolio, academic success, resume, online interview with the area faculty, and letters of recommendation. 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 to which the student has applied.

Assistantships, Financial Assistance, Awards, and 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**. Students are encouraged to apply for all available funding.

Graduate Assistantships in the School of Art

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 that are awarded by the area faculty. Area faculty and the Associate Co-Directors of Foundations will determine and coordinate assistantship responsibilities.

Assistantships are generally awarded for a nine-month academic year, but GTA and academic performance are 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 50% FTE (Full Time Equivalency) appointments and require 20 hours of activity per week during the academic year. A tuition waiver is granted with an assistantship. Program services and technology fees were waived by the UTK Provost for the 2022-2023 academic year. Students are responsible for studio lab fees.

Assistantships involve a full nine-month period of responsibility between the dates of August 1st to May 31st. The Director of Graduate Studies and Graduate Program Coordinator determine the allocation of assistantship hours, and the specifics of the assignments and schedule are determined by the area, the Associate Co-Directors of Foundations, and/or the lab supervisors. Pay is amortized over the twelve-month calendar year. If a graduate student cannot fulfil their assigned hours, they should make a plan with their supervisor for completing their hours or agree on an alternative task. To ensure equity across the department and to adhere to University standards, all planned absences resulting in hours missed must be made up, regardless of the reason for absence, including attending a conference or other research-related obligation. In the case of extenuating circumstances, including illness and personal tragedy, graduate students are encouraged to contact the Dean of Students so that they may advocate for excused absences on the student's behalf. Accumulated unfulfilled hours can be used during end of semester clean-up or studio re-set.

The School of Art awards two types of assistantships: a Graduate Teaching Assistant and a Graduate Teaching Associate. The two types of assistantships are colloquially referred to as "GTA's". 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 Teaching Assistant may be assigned duties that do not involve teaching such as shop maintenance or lab supervision. The Graduate Teaching Associate has met the Southern Association of Colleges and Schools (SACS) requirement of at least 18 graduate semester credit hours in their teaching discipline (or comparable experience according to university regulations) and can be assigned primary responsibility for teaching an undergraduate course at the 100 or 200 level. A graduate student with an assistantship will likely have duties in more than one of these categories. Graduate Teaching Assistants and Associates are assigned responsibilities before 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 might be teaching in the future. Only after teaching competency or comparable experience

has been established and 18 hours of graduate credits have been taken will Graduate Teaching Assistants be assigned their own section and assume primary responsibility and be awarded a Graduate Teaching Associate. This assignment is usually an introductory class in foundations and, when possible, a lower-level class in the Graduate Teaching Associate's area of concentration. Being assigned as primary instructors in any courses is contingent on current enrollment and is not guaranteed for any Graduate Teaching Associate. If a tenure-track faculty member's class is canceled for low enrollment, the tenure-track faculty member will be assigned as the primary instructor of the class initially assigned to a graduate student, removing the previously assigned graduate student as the instructor. Graduate students are not permitted to teach upper-level classes, which are 300 or above.

A faculty member from each area is responsible for supervising the graduate assistants in their area. The Associate Co-Directors of Foundations supervise teaching in foundations. Each August, the Graduate School facilitates 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 course. Taught by the Associate Co-Directors of Foundations, the course covers the goals and objectives of foundation-level studio courses and provides GTAs with concepts, techniques, and resources for teaching.

Graduate students may not work more than 20 hours per week for the University. Working over 20 hours per week must be first approved by the Director of the School of Art and then forwarded to the Graduate School for approval. International students may not work more than 20 hours per week for the University during fall and spring semesters, no exceptions. International students on assistantships are allowed to work more than 20 hours a week during the summer (not in their first semester) and during official university breaks. This does require additional approval from the Graduate School and ISSS, International Student and Scholar Services. This process is completed by submitting the [Additional Pay Request for Graduate Students on Assistantships](#). We encourage international students to seek advisement from International Student and Scholar Services should these additional work opportunities become available to you.

Both Graduate Assistants and Associates 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, Co-Directors of Foundations, or the area faculty supervisor, fail to demonstrate competency in a teaching role will be assigned to other duties. GTAs are also revoked if the student's academic or studio performance falls below the expected levels. Any graduate student who falls below a "B" average can, at the discretion of the Graduate Committee, be removed from their 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.

Important Information About Fellowships and Financial Aid

Should you receive any fellowships/scholarships during your tenure at UT, we want you to be aware that Federal regulations governing how fellowships must be administered require that fellowships be processed through UT's Office of Financial Aid and Scholarships. Therefore, you will receive fellowships as financial aid. Fellowships may be combined with other financial aid up to UT's full estimated cost of attendance, which includes standard amounts for tuition, fees, and averages for housing, food, books, and personal costs related to attending college. If the combined financial aid, including your fellowship(s), exceeds UT's estimated costs, the amount of your other financial aid

may be reduced because of your fellowship(s). Additionally, if you have any unpaid charges at the time of disbursement, the fellowship(s) will be applied toward those outstanding charges. If any excess funds are generated from this award, those monies will be made available to you approximately one week after the funds are disbursed.

Tuition Waivers and Termination/Withdrawal from the University

In the unlikely event that you are terminated because of unsatisfactory work performance, lack of progress toward the degree, or for violation of the Standards of Conduct, graduate students may be liable for tuition and fee payments; the amount is determined by the date during the semester the student is terminated or drops courses or withdraws from the University. Termination/Withdrawal from the University may also impact repayment of some forms of financial aid. Please consult with a One Stop Student Services advisor regarding impact on financial aid. Graduate students who need to drop all of their courses may totally withdraw by the deadline posted to the One Stop Student Services website under "Dates and Deadlines" (registrar.utk.edu/calendar). Information about how to totally withdraw is also available at One Stop Student Services website under "Registration and Degree Planning" (onestop.utk.edu/withdraw). The word "withdrawn" will be posted on the transcript for the semester.

Consult the Graduate Catalog ([Policy for the Administration of Graduate Assistantships](#)) for detailed information on university and SACS regulations and guidelines.

School of Art Graduate Scholarships + Awards

The School of Art annually presents a broad range of scholarships and awards to current graduate students in addition to tuition waivers, GTA stipends, and fellowships. School of Art Scholarships are awarded through a faculty jury of student applications and portfolios. **[Visit the School of Art graduate scholarships page](#)** for more information and to apply.

Prospective graduate students and incoming graduates are not eligible for the following awards. Application materials for incoming fellowships and fellowship nominations are reviewed by the School of Art Graduate Committee during the admittance process.

SOA Study Abroad Scholarships

All students currently enrolled in and pursuing an undergraduate or graduate degree (first and second-year only) in the School of Art are eligible. Applicants must demonstrate successful academic performance and financial need and be registered in the School of Art in the semester following their travel.

Note: Applicants seeking funding to support travel for research or creative activity should complete the SOA Travel Award application, and those seeking funding for or related to a residency should complete the SOA Residency and Internship Award application.

SOA Travel Award

All students currently enrolled in and pursuing an undergraduate or graduate degree (first and second year only) in the School of Art are eligible. The School of Art Scholarship Committee awards travel support to proposals for artistic and research projects, or scholarly activity. Recipients of the grant will be expected to have their project completed by the end of the following fall semester. Upon completion of the project, a public presentation — either a public lecture, an exhibition, or another appropriate publication venue — is required.

Note: Applicants seeking funding for residencies should complete the SOA Residency and Internship Award application. Applicants seeking travel funding to support study abroad should complete the SOA Study Abroad Scholarship application.

SOA Materials Grants

All students currently enrolled in and pursuing an undergraduate or graduate degree (first and second year only) in the School of Art are eligible. The School of Art Scholarship Committee awards funding for materials to support graduate students' studio work. This grant is intended to be used in the exploration or creation of the student's artistic practice rather than used for unrelated commissions. Upon completion of the project, a public presentation — either a public lecture, an exhibition, or another appropriate publication venue — is required.

SOA Residency and Internship Awards

All students currently enrolled in and pursuing an undergraduate or graduate degree (first and second year only) in the School of Art are eligible. The School of Art Scholarship Committee is accepting applications for the support of residency and internship opportunities. Recipients of the grant will be expected to have their project completed by the end of the following fall semester. Upon completion of the project, a public presentation — either a public lecture, an exhibition, or another appropriate publication venue — is required.

Note: Applicants seeking travel funding to support study abroad should complete the SOA Study Abroad Scholarship application.

First / Second Year Graduate Merit Scholarships

All first and second-year MFA students pursuing graduate degrees in the School of Art are eligible to apply. Applicants must demonstrate successful academic performance, present a compelling portfolio, and show strong evidence of professional promise. Scholarships are awarded by the full faculty and selected after a review of the application materials on Graduate Scholarship Day.

SOA MFA Project Grant

The SOA MFA Project Grant is designed to support MFA graduate students in the research and creation of their 3rd-year final MFA project. All rising third-year MFA students are eligible to apply. Applications are submitted to the School of Art Graduate Committee.

Graduate Student Senate Travel Awards

Graduate students planning to travel to a professional meeting should consider applying for a Graduate Student Senate (GSS) Travel Award. These awards, distributed three times per year, are made based on both need and merit, and allow for partial reimbursement of transportation, lodging,

and conference expenses. Application, deadlines, travel dates, and application workshops are available on the Graduate Student Senate website.

Note: Students may receive a GSS Travel Award only once per academic year

Registration and Advising

New Student Course 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, and advises on art history/non-studio requirements. The course timetable and registration are online at [MyUTK](#). Once new students receive their university ID number (9 digits) and Net ID they can register on MyUTK.

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 Registration

Each student must consult with their concentration area faculty advisor prior to registering for classes. The concentration area faculty reviews each student's progress in their course work and advises them accordingly as to specific courses and course load. Students are urged to register as soon as class schedules are available so that teaching assignments can be confirmed. The Associate Director of Graduate Studies and Graduate Program Coordinator facilitate the coordination of GTA assignments in consultation with the area faculty, Associate Co-Directors of Foundations, and other School of Art staff.

MFA Degree Requirements

Master of Fine Arts Requirements

A minimum of 60 hours to include the following.

- A minimum of 16 credit hours of studio courses in a concentration
- A minimum of 9 credit hours of graduate-level academic (non-studio) courses of which at least 6 credit hours are to be in art history.
- 1 credit hour of First-Semester Graduate Seminar.
- Students with a GTA are required to successfully complete 3 credit hours of Art 503, Theory and Practice of Art Fundamentals.
- All grads in their 4th semester must take the 3 credit hours of ART 557 MFA Professional Practice Seminar.
- A minimum of 8 credit hours of electives consisting of any combination of courses offered by the university for graduate credit.
- 20 credit hours of Art 599, Project in Lieu of Thesis. Students must have completed all required coursework prior to the commencement of Art 599.

Four semesters (normally the first 40 hours) beyond the bachelor's degree are required in residence. 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. A concentration area may have course requirements that reduce the number of elective hours.

Course Load

A graduate teaching assistant or associate should not register for more than 13 credit hours during any semester. The maximum load for a graduate student is 15 credit hours per semester, and 9 to 12 credit hours are considered full-time. A 50% FTE (Full Time Equivalency) graduate assistant/associate usually should take 9 to 13 credit hours to graduate in three years with 60 credits. Exceptions must have prior approval from the Associate Director of Graduate Studies in consultation with the Graduate Committee. Registration for more than 15 credit hours during any semester is not permitted without prior approval of The Graduate School. Course work should be completed in the first four semesters of the program, leaving the final year for Project in Lieu of Thesis hours. Graduate Students pursuing a minor or a certificate may take one class in their 5th semester to complete the extra credit requirements.

First-Semester Graduate Seminar

In the first semester, graduate students take the ART 504 Graduate Seminar course for one credit. The purpose of this class is to introduce incoming School of Art graduate students to the work and philosophy of the faculty. This fosters interdisciplinary study and allows students to identify faculty who can guide existing and new research interests. This class also includes area-specific introductions, tutorials, or workshops for photo, painting, ceramics, sculpture, printmaking, letterpress, 3D print lab, and laser cutter which will serve to acquaint first-year MFA students with the resources and facilities of the School of Art building.

Alternative Courses

Study abroad, Off-Campus Study, and Independent Study are available for students wishing to complete alternative coursework particular to the student's interest or creative research. 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 (PILOT)

Project in Lieu of Thesis, Art 599, requires 20 hours of concentrated, semi-independent study culminating in the MFA exhibition/presentation. Students must have completed all required coursework prior to the commencement of Art 599, except for fulfilling requirements for a certificate or minor as described in the Course Load section. The candidate registers for Project in Lieu of Thesis credit with their thesis committee chairperson (if the chairperson is unavailable due to academic leave, another committee member may be substituted). During this period, the candidate and their 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 they 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 audit of academic coursework. **Consult with the School of Art Steps to Graduation for forms and deadlines.**

Project in Lieu of Thesis (PILOT) Committee

Prior to registration for Project in Lieu of Thesis, each graduate student selects a PILOT committee chair and, in consultation with the PILOT committee chair, the graduate student selects a committee. The student **completes the PILOT Committee form** and delivers it to the mailbox of the DGS. 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 MFA degree.

The candidate's committee will consist of a minimum of three members and a maximum of five 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. The inclusion of an art history faculty member and a faculty member from outside the concentration area 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. The student must satisfactorily complete an MFA exhibition, the written project defense, MFA exhibition statement, an oral examination, and the MFA PILOT documentation.

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 their project committee, to schedule this exhibition/presentation. Depending on the number of students graduating, Ewing and the UT Downtown Galleries offer exhibition space. It is required that an exhibition/presentation off-campus be at a location and time readily available to all faculty members.

The Written Component of your Project in Lieu of Thesis

The following requirements were developed by the graduate committee to guide graduate students in completing their written project defense. It is important to work with the chair of your committee and to note that the written form can take a creative format including but not limited to poetry, prose, and graphic design.

The written component of your Project in Lieu of Thesis is a comprehensive essay that expands on the conceptual framework of your project, explains the formal decision-making used in creating your work, places your work in a historical and contemporary context, and discusses the influences and sources used to develop your work. You must include a bibliography.

The written component of your Project in Lieu of Thesis must be between 2500-5000 words, not including a bibliography. Make your bibliography a minimum of one page. Use the Chicago Style for your citations. **For help with citation style consult the library site.**

By the end of your fifth semester, submit a rough draft of your written project defense to your MFA PILOT Committee. Submit your final draft two weeks before your exhibition opening.

MFA Exhibition Statement

A project statement is a short statement, a paragraph to a page, that accompanies the exhibition and should be placed on the wall or additional provided materials. Past examples include books, vinyl wall lettering, letterpress cards, etc. The MFA exhibition statement is included in the MFA exhibition catalog alongside your images.

It is important to work with the chair of your committee and to note that the MFA exhibition statement can take a creative format including but not limited to poetry, prose, and graphic design.

Send your MFA exhibition statement to your MFA PILOT committee two weeks before the exhibition.

Oral Examination

The MFA oral examination is the final review that a graduating student must complete satisfactorily. At the discretion of the committee chair, the candidate receives all, part, or none of the preparatory questions from the committee prior to the oral examination. The oral examination takes place at the MFA 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 PILOT Committee, 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 their candidacy is discussed. The decision to pass or fail rests solely with the committee.

MFA PILOT 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 required materials to the chair of their PILOT 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. All materials must be sent as an attachment in the required format and must **not** be sent as a Google link. After approving the PILOT documentation, the committee chair turns the materials into the end-of-year reporting faculty Microsoft Teams Drive. The link is sent to the faculty by the Director of Graduate Studies before the end of the semester.

Consult the [Steps to Graduation and Documentation Guidelines](#) for specific requirements.

Academic Standards, Evaluations, and Appeals

Graduate Students must use their official UTK email for communication related to all University business.

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.

School-wide Reviews

Once a semester, first and second-year MFA students participate in school-wide reviews. Teams of three to four faculty members meet with students individually in their studios in the Spring and in small exhibition groups outside graduate students' studios in the Fall semester. Graduate students will distribute the Digital Documentation and Supplementary Information to the assigned faculty team in advance of graduate students' review. This includes a statement about their recent work addressing main themes, concepts, and influences 250-300 words, a list of current art influences, a list of current non-art influences, a paragraph outlining the next steps in their studio practice/research, an explanation of what is needed to facilitate those steps, a list of five questions the student has about their work, images of each work presented for review with object information including title, date, media and dimensions and duration for time-based work, and annotation for each work presented. This is designed to give students feedback outside their areas, foster interdisciplinarity, hone their presentation skills, and refine graduate students' ability to talk and write about their work.

Scholarship Day

All faculty review student work at School-wide annual scholarship reviews during the spring semester. Students present their work as images or videos to mirror grant, residency, film festival, and exhibition application processes. The graduate students all watch each other's presentations to ensure that they are aware of the creative research happening in the whole graduate program. The students exit the room, and the faculty deliberate on five to six scholarship awards.

Student Exhibitions

Exhibitions are held at the Downtown Gallery for first-year graduate students and at Gallery 1010 for second-year graduate students in the Fall semester. This ensures that students are honing their ability to exhibit their work in public group exhibitions and allows the faculty to evaluate their progress in the second year. Students are encouraged to hold additional exhibitions at Gallery 1010.

End of Semester Area Reviews

Faculty in each program area (3D, Painting and Drawing, Time-Based Art, and Print) review graduate students' work in area reviews at the end of each semester. All area faculty conduct 50-minute critiques with all of the graduate students in their area.

End of Year Reporting MFA Student Evaluation Sheet

(rev. 4/18/2024.SACS)

Student: _____

DATE: _____

Evaluator:
 Faculty
 Graduate Student
 Undergraduate

Event:
 Mid-Semester Review
 4th Semester Presentation
 End of Semester Area Review
 PILOT: Exhibition/ Oral Defense/ Written

Component

Student Learner Outcome #1 Produce artworks that demonstrate advanced engagement with skills, technologies, and research. (Circle a number below that best describes the student's proficiency.)									
Below Expectations			Satisfactory				Excellent		
1	2	3	4	5	6	7	8	9	10
Artworks produced do not demonstrate active engagement with skills, technology, or research.			Artworks produced may demonstrate a robust engagement in one category, but not all and/or artworks produced demonstrate ongoing engagement with all three categories: skills, technologies, and research.				Artworks produced clearly demonstrate a robust engagement with all three categories: skills, technologies, and research		
comments									

Student Learner Outcome #2

Produce writing that demonstrates a robust understanding of the historical, theoretical, and conceptual ideas that underpin their practice. (Circle a number below that best describes the student's proficiency.)									
Below Expectations			Satisfactory				Excellent		
1	2	3	4	5	6	7	8	9	10
Writing produced does not make connections to historical, theoretical, and conceptual ideas that underpin their practice and/or writing produced does not reflect in-depth research into the historical, theoretical, and conceptual ideas that underpin their practice.			Writing produced may reference historical, theoretical, and conceptual ideas, however without making connection to the work and/or writing produced only minimally references historical, theoretical, and conceptual ideas relevant to the work and/or writing produced doesn't reflect robust research into the historical, theoretical, and conceptual ideas that underpin their practice.				Writing produced demonstrates a robust understanding of the historical, theoretical, and conceptual ideas that underpin their practice.		
comments									

Student Learner Outcome #3 Verbally demonstrate a robust understanding of the historical, theoretical, and conceptual ideas that underpin their artistic practice. (Circle a number below that best describes the student's proficiency.)									
Below Expectations			Satisfactory				Excellent		
1	2	3	4	5	6	7	8	9	10
The historical, theoretical, and conceptual ideas that underpin their artistic practice are not used in presentations and discussions to support their intentions and/or discussions only minimally reference historical, theoretical, and conceptual ideas relevant to the work.			The historical, theoretical, and conceptual ideas that underpin their artistic practice may be used in presentations and discussions to support their intentions, and/or discussions only minimally reference historical, theoretical, and conceptual ideas relevant to the work and/or discussions do not make meaningful connections with the historical, theoretical, and conceptual ideas that underpin their practice.				The historical, theoretical, and conceptual ideas that underpin their artistic practice are convincingly integrated in presentations and discussions to support their intentions.		
comments									

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Student Learner Outcome #4 Demonstrate professional practice standards related to advancement in the field. (Circle a number below that best describes the student's proficiency.)											
Below Expectations				Satisfactory				Excellent			
N/A	1	2	3	4	5	6	7	8	9	10	
Professional practice standards related to advancement in the field may be poorly demonstrated and/or professional documents presented at reviews may not meet a professional standard, and/or there may be little to no record of professional activity: such as exhibitions, performances, screenings, conferences, presentations, writing, etc.				Professional practice standards related to advancement in the field may be demonstrated and/or professional documents presented at reviews may meet a professional standard, and/or there may be a growing record of professional activity: such as exhibitions, performances, screenings, conferences, presentations, writing, etc.				Professional practice standards related to advancement in the field are clearly demonstrated and professional documents are presented at reviews that meet professional standards, and demonstrate a clear record of professional activity: such as exhibitions, performances, screenings, conferences, presentations, writing, etc.			
comments											

End-of-Year Review Evaluation Forms

Progress Towards Degree (circle one): Good Standing Academic Probation

Professional Activities Report Submitted (circle one): yes no

Assessment of Written Communication (circle one):
 exceeds expectation meets expectation needs improvement

If improvement is needed please explain: _____

Assessment of Oral Communication (circle one):

exceeds expectation meets expectation needs improvement

If improvement is needed please explain: _____

Assessment of Studio Practice for the current/ present / Academic Year: *This portion of the evaluation notes milestones and accomplishments (exhibitions, presentations, workshops, publications, etc.) along with how well the student performed during the year. If applicable, aspects of the student's process that needs improvement should be documented. If a student is performing below expectations, that should be noted with supporting data.*

Recommendations for the Next Academic Year: *This section is intended to provide students with a clear statement of what is expected in the coming year regarding program milestones, coursework, or other professional development tasks.*

Assessment of Teaching Responsibilities (if applicable): *If a student is teaching or assisting in the area, feedback on teaching performance is provided below by the supervising faculty member(s).*

Courses Taught: _____

Courses Assisted: _____

Other Duties: _____

Assessment: _____

Name of Faculty Representative: _____

Signature of Faculty Representative: _____

Signature of Student: _____

All graduate students turn in a Graduate Accomplishment Form at the end of each year detailing exhibitions, awards, residencies, papers delivered, and other notable accomplishments. These are then kept in the SOA Graduate Committee Google Drive.

Name of Student, Year / Area

1. SOLO EXHIBITIONS
2. GROUP EXHIBITIONS
3. PUBLICATIONS:
4. CONFERENCE PRESENTATIONS:
5. LECTURES
6. AWARDS
7. RESIDENCIES
8. TEACHING
9. WORKSHOP ASSISTING
10. OTHER PROFESSIONAL INVOLVEMENT

At the end of students' first and second years of study, the graduate areas in the School of Art (Sculpture, Ceramics, Printmaking, Time Based Arts, and Painting & Drawing) conduct reviews with all first and second-year students of the MFA program. The Graduate Committee provides a standard format for the "Graduate Student Evaluation Form" as well as guidelines for the faculty's written evaluation. This ensures that graduate students receive comprehensive feedback on their progress in graduate study; identifying strengths, weaknesses, and places for improvement. All

faculty in an area is required to provide input for the written form, which is signed by the area advisor/s and the student, and maintained in department files in the School of Art office. The evaluation provides a 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 when needed or requested. 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, understand the feedback they have received, and have been allowed to ask questions.

4th Semester Lectures

Graduate students deliver public artist talks in their 4th semester. Faculty, staff, and students fill out a Universal Rubric with feedback. The School of Art collects this information in aggregate to assess how we are meeting our learning objectives, specifically for SACS and NASAD accreditation - Review form above.

Appeals

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. A grade of "D" or "F" cannot be used to satisfy degree requirements.

If in an end-of-the-semester area 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 a student is placed on probation, they must be notified in writing. This notice must contain clear expectations and a timeline for returning to good standing. A copy of the notice must be sent to the student, the SOA DGS, and a copy must be placed in the student's file in the SOA.

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 of Art 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 regarding 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 Division of Access and Engagement. See Appendices for contact information.

University appeals procedure, located on the Graduate School website: tiny.utk.edu/rights-obligations.

After Graduation/University Exit Process

Graduate students who are leaving the University are required to complete the Knoxville Area Exit Process to authorize the release of final paycheck. This should be initiated and completed on or before the employee's last physical day of work. The exit process involves several departments for completion and ensures the employee has:

- Moved out of their studios by June 1st following their thesis.
- Completed all tasks listed on the UTK SOA Studio Move-out Checklist and it must be signed by area faculty after inspection.
- Returned assigned university property, this includes but is not limited to, keys, the ID card for faculty & staff (Dept. to collect ID and return to Volcard Office), parking tag (employee is responsible for ensuring tag is returned to UT Parking Services), equipment, uniforms, etc.;
- Satisfied debts owed to the University; and
- Arranged for the release of the final paycheck via direct deposit.

Please note this process does not terminate employment.

Graduate Students should visit Personal Details in [DASH](#) to verify and update your personal information, including the home or forwarding address, and telephone number.

Exiting employees will also receive a link to complete an optional exit interview survey. Should you have any questions about this process contact checkout@utk.edu or Human Resources at 865-974-6642.

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, Ewing Gallery, and the Vol Shop. 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.

The SOA Graduate Committee assigns studios for the following academic year in May.

2025-2026 UTK Grad Studio Rules

- Alcohol and Drugs are not permitted on campus. Do not consume or store alcohol, drugs, or drug paraphernalia on campus, including in your studio. Studios belong to UTK and are not private residences.
- UTK is a smoke-free campus.
- Your individual studios are not ventilated for materials that are dangerous to breathe. Use the spray booths in the metal yard behind the Art + Architecture Building or the spray booth in the A+A Woodshop for all noxious materials.

- Follow proper OSHA guidelines and utilize appropriate personal protective equipment. If you need guidance, please consult one of our studio techs and your area faculty.
- Students must properly dispose of all chemical waste, batteries, broken equipment, etc. Consult your area about where to dispose of waste. Do not leave it as a donation or discard it in the dumpster. UTK has a recycling program.
- Your safety is paramount. Never leave the door of the studio space propped open. Shut the door firmly behind you. Never let anyone in the studio whom you do not know. If they should have access, they will have a key.
- If you use communal areas to build, you must use the shop vac to clean up after each use and discard in a dumpster all scrap waste.
- You may only use the studio that was assigned to you. If additional space is available and needed, submit a formal request to the SOA Graduate Committee. A contract of temporary use will be drafted for additional space.
- All halls and communal areas must remain clear of storage. Do not move cabinets or shelves into halls.
- There are group storage areas. All items in this storage must relate to your studio practice. All items must be labeled with your name and be organized in order to make the most efficient use of the group storage. Your storage should be in the area designated for your studios. If you move your studio, move your storage. When you graduate, you must remove all of your storage.
- Headphones should be used to listen to music unless everyone present agrees to music selection and volume.
- Cultivate and maintain an atmosphere of mutual respect amongst your peers.
- Issues with facilities should be first reported to ONE CALL: 865-946-7777. If the issue is not resolved quickly, contact the area faculty, DGS, and Carmen Atkins.
- Report all accidents, incidents, and studio issues to area faculty and the DGS as soon as they occur.
- Students will be responsible for the repair or replacement of equipment damaged due to misuse.
- Please review the **university's policy on pets**.
- Access to a private studio is a privilege and failure to adhere to the above policies may result in the loss of studio privileges.

Studio spaces must be completely cleared of all materials and painted to the white paint provided by the studio by June 1st of the year you graduate. If returning students are moving to a vacated studio, move out of your studio and into your new one by July 1. **All students must sign and adhere to the studio contract.**

Within the school, there are facilities and equipment available for graduate student use with the 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), the School of Art smART Lab (rm 455), and Documentation Room (rm 435A). Check with the faculty or staff in charge of these areas for approval and operating procedures. The Media Pool (rm 343) has a wide array of audio/visual equipment available for checkout. The Studio in Hodges Library also has A/V equipment checkout.

To access resources in areas outside of your concentration:

- Graduate students are welcome to enroll in ceramics classes for graduate credit. Students buying their own clay and requiring firing only should consult area faculty about the ceramics firing schedule and/or the 3D tech about the FNDS firing schedule.
- Graduate Students are welcome to take painting and drawing classes for graduate credit. Additionally, rooms 425 (painting) & 441 (drawing) can be used as temporary work areas outside of regular class use. Please discuss this with the Painting & Drawing Area Faculty Representative to make sure that your project will not affect the use of the facilities by other classes and students.
- Sculpture area facilities include the metal shop (A+A 131), the sculpture classroom (A+A 129), an outdoor work area, plaster room (A+A127A), and the foundry. Graduate students from all concentration areas are welcome and encouraged to make use of these resources and may register for 400 and 500-level courses in the area. Graduate students not currently enrolled in sculpture courses may still utilize the sculpture area facilities during monitored open shop hours after submitting a project proposal form outlining the intended use of the space, completing a safety orientation with the 3D technician, and completing any additional training deemed necessary by faculty or 3D Technician. Students in these cases must provide their own materials and may be asked to replace consumables used in the studios. Use of the foundry or the CNC router requires direct supervision by the sculpture faculty or the 3D technician and must be scheduled after consultation with the sculpture faculty.
- Printshop: Graduate student access to use the printshop includes two categories; Door Code or Assisted.

Door Code Access

- For students with prior printmaking experience who are able to work independently OR those with minimal experience who are curious about learning new techniques.
- Graduate students who contribute to printmaking lab fees through course enrollment receive the door code to access the facilities independently for a semester. They must be enrolled in a printmaking course that includes a lab fee, such as Graduate Seminar (ART 561/562) or Independent Study (ART 593). The lab fee entitles enrolled students to use essential materials including inks, emulsion, chemicals, rags, newsprint, toner, and many other shared supplies. It also includes personal flat file storage within the lab.

Assisted Access

- For those who are looking to complete specific, short-term projects that would benefit from the use of the print lab.
- Graduate students outside of the Printmaking Area may wish to take advantage of the facilities for specific projects, like embossing paper or burning a screen. Supervised assistance is required for any student who is not currently enrolled in a printmaking course.
- No experience is required, but assistance may be limited. Not all projects can be accommodated within the requested time frame.
- Short-term print lab access must be arranged in advance with the 2-D technician who will coordinate the necessary assistance and ensure that the project does not interfere with

courses in session. Assistance may be provided by the 2-D technician, print faculty, or graduate students from the Printmaking Area and is dependent on their availability. It is recommended that the graduate student contact the 2-D technician at least one week in advance with a detailed description of the project, timeline, and specific equipment needed, if known.

- Graduate students who are not currently enrolled in a printmaking course may not have the same access to inks, newsprint, or other supplies reserved through course fees.
- Details on lab smArt lab access can be found here:
<https://art.utk.edu/about/facilities/smart-lab>
- Details on Woodshop access can be found here: <https://archdesign.utk.edu/aa-woodshop/>
- Details on School of Art Media Pool policies can be found here:
<https://art.utk.edu/about/facilities/media-pool>

Appendices

Resources referred to in this document can be found on the UTK MFA Steps to Graduation website:
<https://art.utk.edu/graduate/steps-to-graduation/>

Pertinent Graduate Student Web Pages:

- College of Arts & Sciences: <http://artsci.utk.edu>
- Graduate School: <http://gradschool.utk.edu>
- Graduate Catalog and Academic Policies and Requirements for Graduate Students: <https://gradschool.utk.edu/academics/graduate-catalog/>
- Policies governing student conduct and academic integrity in Hilltopics Student Handbook: <http://hilltopics.utk.edu/student-code-of-conduct/>
- 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: <https://studentlife.utk.edu/studentconduct/>
- Division of Access and Engagement: <http://dae.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/>
- International Testing Agency (ITA) Program for non-native English-speakers:: <http://gradschool.utk.edu/graduate-student-life/ita-testing-program/>
- Library Website for Graduate Students: <http://www.lib.utk.edu/info/grad/>
- Office of Information Technology (OIT): <https://oit.utk.edu/Pages/default.aspx>
- Housing: <http://housing.utk.edu>
- Office of Graduate Training and Mentoring: <https://gradschool.utk.edu/about-graduate-school/training/>
- UT Libraries Information for Graduate Students: <http://libguides.utk.edu/graduate>
- Center for Career Development: <http://career.utk.edu>
- Tennessee Teaching and Learning Innovation: <https://teaching.utk.edu/>
- UT Center for the Integration of Research, Teaching, and Learning (CIRTL) Network: <https://teaching.utk.edu/utcirtl/>
- Experience Learning: <http://experiencelearning.utk.edu>
- Costs and Funding opportunities: <http://tiny.utk.edu/grad-funding>

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 <https://gss.utk.edu/travel-awards/information/>
- Graduate School Forms: <http://gradschool.utk.edu/forms-central>
- Student Obligations and Appeals Process: <http://tiny.utk.edu/rights-obligations>
- Sexual Misconduct, Relationship Violence, and Stalking: <http://sexualassault.utk.edu>
- Office of Multicultural Student Life: <http://multicultural.utk.edu>
- Office of Research Integrity: <http://research.utk.edu/compliance>
- Thesis/Dissertation Consultant:
<https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>
- Office of Information Technology: <http://oit.utk.edu>

Equal Opportunity Statement

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with 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 of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Division of Access and Engagement, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Division of Access and Engagement.