



# *DEPARTMENT OF ART*

Graduate Handbook

*Updated November 2016*

## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>I. GENERAL INFORMATION</b> .....	<b>4</b>
A. DEPARTMENT OF ART MISSION STATEMENT.....	4
B. GRADUATE STUDIES AT THE OHIO STATE UNIVERSITY.....	4
C. GRADUATE STUDIES IN THE DEPARTMENT OF ART.....	4
<b>II. DEPARTMENT COMMITTEES</b> .....	<b>5</b>
A. GRADUATE STUDENT PARTICIPATION.....	5
B. GRADUATE STUDIES COMMITTEE.....	5
<b>III. FACULTY MEMBERS</b> .....	<b>6</b>
<b>IV. FACILITIES</b> .....	<b>7</b>
A. DEPARTMENT OF ART FACILITIES.....	7
B. RELATED OSU FACILITIES .....	9
<b>V. PROGRAM GUIDE</b> .....	<b>9</b>
A. ADVISING.....	10
B. STUDIO SPACE.....	11
C. RESIDENCY REQUIREMENT .....	11
D. OFF-CAMPUS STUDY.....	12
E. SATISFACTORY PROGRESS .....	12
F. TRANSFER OF GRADUATE CREDIT.....	12
G. FUNDING .....	13
<b>VI. PROGRAM OF STUDY</b> .....	<b>13</b>
A. COURSE SELECTION .....	14
B. STUDIO STUDIES .....	15
C. MFA COMMON STUDIES.....	16
D. UNIVERSITY STUDIES.....	17
<b>VII. STUDIO PRACTICE HOURS</b> .....	<b>18</b>
A. GUIDELINES FOR STUDIO PRACTICE HOURS .....	18
<b>VIII. EXHIBITION REQUIREMENTS</b> .....	<b>20</b>
A. FIRST YEAR MFA EXHIBITION REQUIREMENTS .....	20
B. SECOND YEAR MFA EXHIBITION REQUIREMENTS .....	20
C. THIRD YEAR MFA THESIS EXHIBITION REQUIREMENTS .....	21
<b>IX. FORMAL REVIEWS</b> .....	<b>21</b>
A. GENERAL GUIDELINES.....	21
<b>X. REVIEW CALENDAR</b> .....	<b>23</b>
A. SEMESTER ONE.....	24
B. SEMESTER TWO .....	24

C.	SEMESTER THREE .....	25
D.	SEMESTER FOUR .....	26
E.	SEMESTER FIVE .....	27
<b>XI.</b>	<b>REVIEW COMMITTEES .....</b>	<b>28</b>
A.	MFA PROGRESS REVIEW COMMITTEE .....	28
B.	MFA PROGRAM REVIEW COMMITTEE .....	28
C.	MFA THESIS REVIEW COMMITTEE .....	28
<b>XII.</b>	<b>MFA THESIS REVIEW COMMITTEE SELECTION .....</b>	<b>29</b>
A.	SELECTION GUIDELINES .....	29
<b>XIII.</b>	<b>MASTER’S EXAMINATION.....</b>	<b>30</b>
A.	PURPOSE .....	30
B.	FORMAT .....	30
C.	COMPLETION.....	30
<b>XIV.</b>	<b>APPEALS REVIEW COMMITTEE .....</b>	<b>31</b>
A.	STRUCTURE .....	31
B.	PURPOSE .....	31
C.	SCHEDULE OF MEETINGS .....	31
<b>XV.</b>	<b>THESIS GUIDELINES .....</b>	<b>31</b>
A.	THESIS CALENDAR .....	32
B.	THESIS STRUCTURE .....	34
C.	SUBMISSION.....	35
<b>XVI.</b>	<b>GRADUATION REQUIREMENTS (SPRING SEMESTER).....</b>	<b>35</b>
A.	GUIDELINES.....	35
<b>XVII.</b>	<b>GRADUATION REQUIREMENTS (SUMMER TERM).....</b>	<b>36</b>
A.	GUIDELINES.....	36
B.	TIMELINE .....	37
	<b>APPENDICES .....</b>	<b>38</b>
	<b>APPENDIX A.....</b>	<b>39</b>
	<b>APPENDIX B .....</b>	<b>43</b>

# I. General Information

## A. Department of Art Mission Statement

The mission of the Department of Art is to champion the value of the visual arts in the culture and intellectual life of the University and contemporary society. By training the eye, hand, and mind in traditional and new media forms, we nurture creative expression and instill appreciation of the central importance of the arts to dynamic, innovative lives.

## B. Graduate Studies at The Ohio State University

The Graduate School provides strategic leadership for graduate education at The Ohio State University. The Graduate School is comprised of university faculty, a representative advisory body (Graduate Council), and the Vice Provost for Graduate Studies and Dean of the Graduate School and administrative staff. Each graduate student should become familiar with the contents of the Graduate School Handbook, as it contains the rules, policies, and guidelines applicable to the graduate community at Ohio State.

Local Graduate Studies Committees, within each graduate program, are charged with the responsibility for conducting specific graduate programs within the context of the policies and rules established by the Graduate School. Graduate Studies Committees serve as the primary liaison between Graduate Faculty and the Graduate School. The [Graduate School handbook](#) provides a summation of the responsibilities of [Graduate Studies committees](#).

## C. Graduate Studies in the Department of Art

The Department of Art, along with other units in the Arts, is part of the Division of Arts and Humanities within the College of Arts and Sciences. The Department consists of approximately 25 full-time studio faculty members, as well as an additional 15 to 25 lecturers per year. The Department sponsors short-term seminars, visiting artists, and workshops throughout the year.

Each graduate student is responsible for becoming familiar with the rules and policies in this Department of Art Graduate Program Handbook, the [Graduate School Handbook](#), and with the specific requirements and deadlines for their particular program area.

It is the student's responsibility to keep an accurate record of the distribution of their earned credit hours and to make certain these conform to the MFA program requirements. Appendix B of this handbook provides a checklist for record keeping.

## II. Department Committees

### A. Graduate Student Participation

The university and the Department of Art incorporates graduate student representation in most major faculty governing bodies. Early in autumn semester, the Graduate Program Coordinator organizes the election of graduate students to serve in specific capacities.

### B. Graduate Studies Committee

The Graduate Studies Committee (GSC) is responsible for clarifying policies and putting into practice the guidelines of the Graduate School and The Department of Art graduate program. GSC acts as an intermediary body between the Graduate School and the Department of Art.

The GSC (1) makes recommendations for fellowships (2) approves Review/Thesis Committee selections and any subsequent committee changes (3) hears grievances and requests for exceptions to policy, and (4) makes recommendations for the assignment of specific faculty to teach Graduate Seminars one semester to a year in advance.

1. The GSC consists of four graduate faculty members (one of which is a voting Chair) and two graduate students.
2. The graduate faculty elects the GSC faculty members. The Chair of the Department of Art appoints the Graduate Chair, who serves for a maximum term of three years, from the current membership of the GSC.
3. Two graduate student members are elected in the autumn semester by the graduate student body. These student representatives must come from different areas within the Department of Art, one in their second year and the other in their third year. Student representatives may serve one or two year terms, which do not extend through the summer term.

### III. Faculty Members

<b>Studio Area</b>	<b>Core Faculty</b>	<b>Email</b>
Art & Technology	Ken Rinaldo - Professor	<a href="mailto:rinaldo.2@osu.edu">rinaldo.2@osu.edu</a>
	Amy Youngs - Associate Professor	<a href="mailto:youngs.6@osu.edu">youngs.6@osu.edu</a>
Ceramics	Rebecca Harvey – Professor	<a href="mailto:harvey.113@osu.edu">harvey.113@osu.edu</a>
	Steven Thurston – Associate Professor	<a href="mailto:thurston.14@osu.edu">thurston.14@osu.edu</a>
Glass	Richard Harned – Professor	<a href="mailto:harned.1@osu.edu">harned.1@osu.edu</a>
Painting & Drawing	Dani Levanthal- Assistant Professor	<a href="mailto:leventhal.7@osu.edu">leventhal.7@osu.edu</a>
	Laura Lisbon – Professor	<a href="mailto:lisbon.1@osu.edu">lisbon.1@osu.edu</a>
	George Rush – Associate Professor	<a href="mailto:rush.172@osu.edu">rush.172@osu.edu</a>
	Suzanne Silver – Associate Professor	<a href="mailto:silver.22@osu.edu">silver.22@osu.edu</a>
Photography	Jared Thorne – Assistant Professor	<a href="mailto:thorne.82@osu.edu">thorne.82@osu.edu</a>
Printmaking	Sergio Soave – Professor	<a href="mailto:soave.1@osu.edu">soave.1@osu.edu</a>
Sculpture	Carmel Buckley – Professor	<a href="mailto:buckley.7@osu.edu">buckley.7@osu.edu</a>
	Alison Crocetta – Associate Professor	<a href="mailto:crocetta.1@osu.edu">crocetta.1@osu.edu</a>
	Todd Slaughter – Professor	<a href="mailto:slaughter.1@osu.edu">slaughter.1@osu.edu</a>
Affiliated Faculty	Roger Beebe – Associate Professor	<a href="mailto:beebe.77@osu.edu">beebe.77@osu.edu</a>
	Amanda Gluibizzi – Associate Professor	<a href="mailto:gluibizzi.2@osu.edu">gluibizzi.2@osu.edu</a>
	Ann Hamilton – Professor	<a href="mailto:hamilton.471@osu.edu">hamilton.471@osu.edu</a>
	Scot Kaplan – Associate Professor	<a href="mailto:kaplan.96@osu.edu">kaplan.96@osu.edu</a>
	Michael Mercil – Professor	<a href="mailto:mercil.1@osu.edu">mercil.1@osu.edu</a>
	Kate Shannon – Assistant Professor	<a href="mailto:shannon.112@osu.edu">shannon.112@osu.edu</a>
	John Thrasher – Professor	<a href="mailto:thrasher.1@osu.edu">thrasher.1@osu.edu</a>
	Ed Valentine – Professor	<a href="mailto:valentine.19@osu.edu">valentine.19@osu.edu</a>

## IV. Facilities

### A. Department of Art Facilities

Studio facilities, exhibition spaces and lending programs are housed in two buildings which are easily accessed on foot or by the campus bus system.

<b>Hopkins Hall (HC) Columbus Campus</b>		
Houses five of seven Department of Art studio disciplines as well as its administrative offices, graduate studios, faculty offices, and studio classrooms supporting the education of a large population of undergraduate students.		
<b>Location</b>	<b>What is it?</b>	<b>Equipment available/Uses</b>
Ground floor	Ceramics	Glaze laboratory, clay working machinery, a plaster shop, electric and gas firing kilns and other advanced support technologies.  A. E. Baggs Memorial Library and collection of historical works.
1st floor	Experimental use space	1500 sq. feet for events and exhibitions
1st floor	A&D Projects Facility	Woodshop and fabrication
1 <sup>st</sup> floor	Art & Technology	Computer mediated arts including interactive installation; robotic and kinetic sculpture; digital video; 3D modeling; animation and digital imaging; holography; web-based work, and sound.
2 <sup>nd</sup> floor	Art administration offices	Chair, department manager, graduate program coordinator, undergraduate

		program coordinator, undergraduate advisor
2 <sup>nd</sup> floor	Printmaking	Computer imaging, intaglio, lithography, relief, and screen- printing.
3 <sup>rd</sup> floor	Photography	Large digital printing and color gang-labs, enlargers/view cameras through 8 X 10 and a generously equipped lighting studio
HC 346	Open technology lab	Computers, scanning, and video editing
4 <sup>th</sup> floor	Painting and Drawing	Studio spaces

<b>Hoyt L. Sherman Studio Art Center (SSAC) West Campus</b>		
Houses studios and facilities for Glass and Sculpture areas.		
<b>Location</b>	<b>What is it?</b>	<b>Equipment available/Uses</b>
SSAC	Glass	Cold finishing glass shop, a warming glass studio and shop for working molten glass.
SSAC	Sculpture	Metal working shop with welding equipment, a metals foundry and a well-equipped woodworking lab
SSAC	Experimental use space	1500 sq. feet for exhibitions

Hayes Hall (HA) Columbus Campus contains foundations studio classrooms on the third floor. Faculty and GTA's may borrow audio/visual equipment and materials for teaching from Classroom Services 025 Central Classrooms, 2009 Millikin Road <https://odee.osu.edu/equipment-loan>.



## B. Related OSU Facilities

Advanced Computing Center for the Arts and Design (ACCAD) Columbus campus is an extensively equipped computer facility offering graduate level courses in computer technology.

Fine Arts Library (Wexner Center basement) houses over 40,000 volumes plus an art related journals collection.

Visual Resource Library (VRL) Columbus Campus, maintains a collection of online digital media resources representing world art, archaeology, and architecture from prehistoric periods to the present.

Hopkins Hall Gallery functions as a flexible exhibition, curatorial and innovative learning space for professors, students and visiting artists.

Urban Arts Space (Downtown Columbus) Located in the heart of downtown Columbus, the OSU Urban Arts Space functions as an arts laboratory for Ohio State faculty and community artists and serves as a professional launching pad for Ohio State students.

Wexner Center for the Arts (Columbus campus) This internationally renowned contemporary arts center is a research laboratory for all the arts that emphasizes commissions for new work and artist residencies. Its multidisciplinary programs encompass performing arts, exhibitions, and media arts (film/video) that focus on cutting-edge culture from around the globe.

## V. Program Guide

### Master of Fine Arts Degree

The MFA degree in the Department of Art is currently offered through seven, studio-based areas:

Art and Technology  
Ceramics  
Glass  
Painting and Drawing  
Photography  
Printmaking  
Sculpture

The MFA degree is a three-year program, or a minimum of six semesters, designed to support a concentrated effort in a student's field of specialization. The degree is widely recognized as a terminal degree for college teaching. The MFA permits a wide range of educational options, and every effort is made to arrange the program and courses to fit the individual's interests and needs.

The Department of Art supports cultural and geographic diversity in the graduate studies program. Guiding each MFA student through their studies will be a major adviser. The major requirements in the MFA process include the satisfactory completion of five formal reviews plus a final master's examination/oral exam; participation in an MFA group exhibition; and completion of a written thesis.

#### A. Advising

Each graduate student is responsible for becoming familiar with the rules and policies in the Department of Art Graduate Program Handbook, the Graduate School Handbook, and with the specific requirements and deadlines for their particular program area.

It is the student's responsibility to keep an accurate record of the distribution of their earned credit hours and to make certain these conform to the MFA program requirements. Appendix B in this handbook provides a checklist for recording keeping.

##### 1. First-year Adviser

Before arriving, each graduate student is assigned a first-year adviser by their major area of study. The adviser orients the new student to their major studio program and plans a course schedule for the first and second semesters of study.

Each student determines their first semester course schedule in consultation with their first-year adviser and then completes the registration process through their [Buckeye Link](https://buckeyelink.osu.edu/) <https://buckeyelink.osu.edu/>

Before completing the registration process each subsequent semester, all students are expected to review their current course load with their major adviser.

##### 2. Major Adviser

The major adviser plays a vital role in guiding the graduate student through completion of the MFA process. This guidance may be in the form

of taking studio hours, suggesting course work, informing the student of the process and requirements for each review, and overseeing development of the written thesis.

The major adviser is most often selected from within the student's program area. Area non-affiliated faculty may be selected as a major adviser providing one member of thesis review committee is from the area. With the approval of faculty from the area and the Graduate Studies Committee (GSC), a student may be allowed to have a thesis review committee with no faculty from their area.

Any student wishing to change their major adviser must write a petition stating the reasons for their request to the GSC. If the request is approved, the GSC Chair notifies the Graduate School of the change.

## B. Studio space

Private or semi-private studio space is provided for each Department of Art student accepted into graduate studies.

1. MFA students and/or candidates may hold a studio space for no more than six semesters (summer terms not included).
2. May 31st of each year is the deadline for the changeover of studio spaces, unless otherwise approved by the Chair of the Department of Art and the student's major area coordinator.

Allocated graduate studio spaces are managed by the Graduate Program Coordinator for the exclusive use of the graduate students. Any exception must be approved by Chair of the Department of Art

## C. Residency requirement

It is expected that graduate faculty and graduate students will have a continuous and substantive dialogue about creative professional and academic issues. In order to ensure that this dialogue occurs, all graduate students are required to enroll at least two consecutive semesters (autumn and spring) each year as full-time students in residence. Each student's final two semesters must be completed in close consultation with their MFA thesis committee. Exceptions to this standard must have prior approval from the Graduate Studies Committee.

D. Off-Campus study

The university sponsors an active and growing international studies program along with membership in the [Big Ten Academic Alliance](#). Under certain circumstances, a graduate student, in consultation with their major area adviser and review/thesis committee, may initiate an individual off-campus study program.

E. Satisfactory Progress

All graduate students are expected to maintain an average of "B" (3.0) or better in all graduate credit courses, with no more than one-third of the credit hours with grades of "C" or lower.

If the record falls below the above requirements at any time after a student receives 12 hours of graduate credit, the Dean of the Graduate School will designate the student as "probationary" and so notify the student, the adviser, and the Chair of the GSC.

A student who is on probation and does not raise their graduate GPA to 3.0 or better at the end of the next semester of enrollment in the Graduate School may be dismissed from the university at the discretion of the Dean of the Graduate School and the GSC Chair.

F. Transfer of Graduate Credit

The student must initiate all requests for transfer credit. The student's Review/Thesis committee will review, with the student, all requests for transfer credit and majority vote of the Committee will prevail. All transfer credit must be a "B" or better.

Review/Thesis committee submits the request to the GSC. Upon recommendation by GSC, the request is initiated in Gradforms by the student for approval by the Graduate School.

All requests for transfer credit will be made at the time of the second semester review and submitted online via [Gradforms.osu.edu](http://Gradforms.osu.edu) by the student, graduate studies chair and student adviser.

## G. Funding

### 1. Graduate Associateships

The Chair of the Department of Art awards Graduate Teaching Associate (GTA) appointments on a competitive basis to support the needs of the department.

Assignments involve assisting professors in regularly scheduled classes, teaching within the Department of Art programs, and may also include assisting technicians.

The Associate Dean, Arts and Humanities, and Director of Urban Arts Space awards Graduate Administrative Associate (GAA) appointments on a competitive basis to support the needs of the Urban Arts Space and Hopkins Hall Gallery. Assignments will vary based upon the needs of Urban Arts Space.

### 2. Graduate Fellowships

A Graduate School fellowship is a financial award made by the university directly to a graduate student to provide support during a portion of the graduate degree program. Fellows are selected on the basis of academic merit through university-wide competitions without respect to financial need. Graduate fellows cannot be required to perform a service in return for receiving a stipend.

Graduate School fellowship offers apply exclusively to graduate study in the program **entry into a combined program or transfer to another program, must be approved by the Graduate School and appropriate graduate program(s) prior to that change**, and could result in the loss of the fellowship and/or full fee authorization support.

For greater detail on Graduate Associate appointments and Graduate Fellowships please review the Department of Art Graduate Associate and Fellows Handbook.

## VI. Program of Study

Students are admitted to the Master of Fine Arts degree program within a specific studio area:

Art and Technology

Ceramics

Glass

Painting and Drawing

Photography

Printmaking  
Sculpture

### **Credit Hour requirement**

A total minimum of 72 credit hours of graduate level course work is required for the MFA degree, which must include at least 23 credit hours in major area studio hours, 12 credit hours in elective studio hours and 5 credit hours of area group critiques. Students make take additional courses within Art or external to the department to meet program requirements. Faculty and students should utilize the MFA checklist as both a planning document and record of completed coursework. This form is available in the Appendix B of this handbook, as well as on the department website.

## **A. Course selection**

### **General guidelines**

Requests for any exceptions to the following course requirements for the MFA program must be made in writing and approved by the GSC.

Graduate students with Graduate Associate appointments in the Department of Art must register for a minimum of 12 credit hours each semester (autumn and spring). 4 credit hours summer term enrollment is optional.

Graduate Fellows must be registered for a minimum of 12 credit hours each semester and for 6 credit hours during the summer term of their fellowship year.

Undergraduate courses will not count towards degree requirements or cumulative average and are not recommended unless the course is a prerequisite to a graduate level course. **Courses at the 4000 level OUTSIDE of the Department of Art with a G designation**, may be taken for graduate credit and used to fulfill University Studies requirements.

All **studio art courses** taken must result in a letter grade for establishing the student's cumulative point hour average.

All courses taken in the Department of Art must be 5000 level or higher.

**B. Studio studies**

(40 – 52 credit hours)

**1. Major Area Studio Hours (minimum of 23 credit hours)**

ART 669X/779X/889X\*

Hours taken with faculty in a student's major area (directed study) or selected courses taught by department of Art faculty.

- a) Credit hour requirements are fulfilled when a graduate student takes studio practice hours with graduate faculty to get feedback on independent
- b) May also include a maximum of two area required courses.
- c) Required area coursework may be structured as a requirement for all students within a studio discipline, or (per adviser) customized as an individual student requirement
- d) All area required coursework (excluding area critiques and thesis coursework) will be completed by the end of the student's third semester.
- e) No area shall require more than one area course per semester per student.

\*X=area designation

1= Art and Technology

2= Ceramics

3= Glass

4= Drawing & Painting

5= Photography

6= Printmaking

7= Sculpture

**2. Elective Studio Hours (minimum of 12 credit hours, maximum of 21 credit hours)**

ART 669X/779X/889X, ART 6008, or studio courses outside a student's major studio area, but within the Department of Art or another studio-based program (such as dance, theater, music, architecture) or with affiliated faculty and others approved by your adviser. ASC 6750 is included in this section.

ART 5193/6193/7193/8193 Individualized Studies is only used for courses taken OUTSIDE The Department of Art. Students taking hours under this series receive an "S" (Satisfactory) or "U" (Unsatisfactory) NOT A LETTER GRADE.

- With prior approval from their major area adviser, a student may apply up to three credit hours of such coursework as “Other Electives” within university studies and towards the 72 credit hours required for the Art MFA.

### **3. Area Group Critiques (5 credit hours)**

ART 689X in student’s major studio area  
Required semesters 1-5.

## **C. MFA Common Studies**

(15 – 18 credit hours)

### **1. Department of Art Seminars (12 credit hours)**

ART 6018: First Year Interdisciplinary Seminar - 3 credit hours,  
Autumn, Year 1

ART 6108: Teaching in the Studio Classroom - 3 credit hours, Spring,  
Year 1

ART 7208: Writing for Artists - 3 credit hours, Autumn, Year 3

ART 7108: Department of Art Seminar – 3 credit hours (seminars include elective coursework that may be repeated for up to 9 credit hours and may apply toward elective studio requirements as determined by the student’s major area adviser.

### **2. Thesis credit hours (3 credit hours minimum, 8 credit hours maximum)**

Art 7999 thesis hours are taken with the student’s major adviser or another thesis review committee member for 1 credit hour and is usually scheduled within the fifth and sixth semesters.

Art 7999.01 Thesis Advising - 1 credit hour, Autumn, Year 3

Art 7999.02 Thesis Exhibition - 1 credit hour, Spring, Year 3

Art 7999.03 Thesis Writing – 1 credit hour, Spring, Year 3

Thesis hours may be taken with any graduate faculty member on the thesis review committee. Students are expected to work closely with their major adviser on the final written thesis except by pre-arrangement.



Each graduate student is responsible for seeking the guidance of their major adviser and for keeping them informed of developments in their research and thesis work.

**D. University Studies**

(12 – 24 credit hours, maximum 6 credit hours per semester)

University Studies course, including History of Art, should be selected in consultation with the major adviser. Graduate students are also encouraged to consult with other faculty and second year graduate students regarding course suggestions.

**1. History of Art (3 credit hours minimum)**

Courses must be numbered 4000 level or above with G designation

\*Note: Courses related to art history but offered within the Department of Art are not substitutes for the History of Art coursework requirement. However, in consultation with the major adviser such courses may be counted as major area studio credit or Department of Art seminar credit hours.

**2. Arts and Humanities (3 credit hours minimum)**

Elective courses within the Arts and Humanities. This includes academic courses or specialized study numbered 4000 level and above within the division of the Arts and Humanities with a G designation, excluding Art department coursework.

**3. Outside Visual and Performing Arts (3 credit hours minimum)**

Electives outside the Arts. This includes academic courses or specialized study numbered 4000 level and above with a G designation in departments outside of the division of the Arts and Humanities.

**4. Other Electives (3 credit hours minimum)**

Additional academic coursework credit hours numbered 4000 level or above with a G designation, outside the Department of Art, but otherwise, within or outside the Division of the Arts and Humanities.

Requests for any exceptions to the course requirements for the MFA program must be made in writing and approved by the GSC.

## VII. Studio Practice Hours

The Department of Art defines "taking hours" as independent studio practice at the graduate level with a graduate faculty member to get feedback on independent studio work. Up to 55 of the 72 credit hours needed to earn the MFA degree may be taken as studio practice. Distributed over six semesters, a graduate student can expect to take an average of 9 hours per semester.

Number of credit hours taken with a faculty member	Number of required meetings (14 week semester)
1	2-3
2	4-5
3	6+

### A. Guidelines for Studio Practice Hours

ART 669X, 779X, 889X or ART 6008

#### 1. Graduate students may register for studio practice hours with:

- a) Any regular, tenured and tenure track graduate faculty members within the Department of Art. This includes faculty within a student's major area and external to the area.
- b) Auxiliary Art department faculty with adjunct or visiting titles such as professor, associate professor, assistant professor, or senior lecturer.
- c) More than one faculty member per semester.
- d) Graduate students needing credit hours in their major studio area and wishing to take those with faculty not assigned to that area must get approval from their major area coordinator. (e.g. a Printmaking area student needs major studio hours and wants to take them with a Photo area faculty member. The student must obtain permission from the Printmaking area coordinator.) The applicable area course fee will be charged.

e) Graduate students wishing coursework instruction in a medium outside their major area must receive permission to attend class from the faculty member in charge of the course and take area studio practice hours with them. Students will be charged the applicable area course fee.

f) Graduate students may not register for studio practice hours with lecturers.

**2. Studio practice hours with major area faculty are numbered as follows:**

**ART 669X, first and second semesters (autumn and spring)**

**ART 779X, third and fourth semesters (autumn and spring)**

**ART 889X, fifth and sixth semesters (autumn and spring)**

a) Students enrolling for studio practice hours must follow the course numbers for ART 669X, ART 779X and ART 889X, with the applicable program area number below:

- 1 Art and Technology
- 2 Ceramics
- 3 Glass
- 4 Drawing & Painting
- 5 Photography
- 6 Printmaking
- 7 Sculpture

For example, studio practice hours taken with ceramics faculty members are numbered ART 6692, ART 7792, or ART 8892.

b) ART 669X, ART 779X and ART 889X, each course is repeatable to a maximum of 12 credit hours. 3 credit hours per faculty member per semester is maximum number of area studio practice hours allowed.

For example, 6 hours of ART 669X in the first semester and 6 hours of ART 669X in the second semester would be the limit for that course.

c) **Supplement Course Fees**

Course fees are applied when a student enrolls in studio practice hours within their major area, the current area fee applies.

3. **Studio practice with non-major area faculty (ART 6008)**

Students taking studio practice hours to get feedback on independent coursework from graduate faculty outside of their major area will register under an area independent number ART 6008 for which there are no course fees.

Note: Use of facilities and equipment in all areas requires a graduate student to be taking studio practice hours with one of the faculty in the desired area. Individual area numbers and fees will apply (e.g. a graduate student wanting to use the glass facility may do so only when registered for studio practice hours with a faculty member from glass).

4. **Area Group Critique (1 credit hour) (ART 689X)**

Graded S/U is required semesters 1 – 5.

## VIII. Exhibition Requirements

A. **First Year MFA Exhibition Requirements**

The first year MFA Exhibition is a student-generated exhibition held in January. The exhibition is led and organized by two student representatives who are elected by Department of Art graduate students in the fall. The exhibition is intended to allow for experimentation, collaboration and/or offer a space to showcase work from the first semester.

B. **Second Year MFA Exhibition Requirements**

The second year MFA Exhibition is a student-generated exhibition in late August - September. It is led and organized by two student representatives who are elected by Department of Art graduate students in spring. The exhibition is intended to allow for experimentation, to showcase new work from the summer, and to aid in the Review and Thesis Committee selection process which concludes at the end of September.

### C. Third Year MFA Thesis Exhibition Requirements

The third year MFA thesis exhibition is a public presentation of works demonstrating the achievements in the student's area of specialization and must be arranged as part of the annual, spring semester MFA Group Exhibition. The candidate, in consultation with their major adviser is responsible for selecting the content of the exhibition. The Graduate Studies Chair or other Department of Art representative, will lay out the exhibition in consultation with Urban Arts Space staff. Two student representatives, elected by Department of Art graduate students in the fall, will assist the Graduate Studies Chair in the programming and communications related to the exhibition. Publicity for this event is provided by the Department of Art and gallery administrators

## IX. Formal Reviews

### A. General guidelines

The major requirements of the MFA process include:

1. Satisfactory completion of five formal reviews
2. Final Master's examination/oral examination
3. Participation in a MFA group exhibition
4. Completion of a written thesis

At each review, students show examples of studio research in progress or completed since their enrollment in the Department of Art MFA program. Students must also provide evidence of their progress toward meeting the academic requirements of the program including a current advisory report.

The major adviser officially begins each review and immediately after meets privately with the other committee members to discuss the student's progress and obtain signatures on the required review checklists. It is the duty of the major adviser to keep the student informed of their progress in conjunction with each completed review.

During the review, individual committee members make specific evaluations and recommendations regarding both strengths and weaknesses of the student's presentation of their studio and academic research.

Students will meet with their adviser to discuss the comments and recommendations of their review committee no later than the end of the second week of the following regular term (i.e. autumn or spring semester). At this meeting students may choose to amend the

committee's report (excepting final decisions of an Appeals Review Committee) with a written response of their own.

Copies of all written evaluations and recommendations are forwarded for review by the Graduate Studies Chair and then filed as part of the student's departmental records. These remain available upon request to both students and members of their committee as reference material for all subsequent reviews.

## X. Review Calendar

<b>MFA Review Calendar</b>					
Year	When	Review	Who	Purpose	Rubric
One 1 <sup>st</sup> semester	December	Progress Review	1 <sup>st</sup> year adviser, two other faculty members	Review studio and academic progress	- Satisfactory - Satisfactory with conditions - Unsatisfactory
One 2 <sup>nd</sup> semester	April	Program Review	Progress review committee members, plus two additional faculty members	Evaluate current studio and academic research	- Approved - Disapproved
Two 3 <sup>rd</sup> semester	November	Thesis Review	Major adviser plus two additional faculty members*	Review studio and academic progress; presentation and discussion of written thesis proposal	- Satisfactory - Satisfactory with conditions - Unsatisfactory
Two 4 <sup>th</sup> semester	April	Thesis Review	Major adviser plus two additional faculty members**	Discuss initial ideas and plans for 3 <sup>rd</sup> year thesis exhibition	- Approved - Disapproved
Three 5 <sup>th</sup> semester	October	Thesis Review	Major adviser plus two additional faculty members	Discuss artwork and/or final plans for MFA exhibition	- Satisfactory - Satisfactory with conditions - Unsatisfactory
Three 6 <sup>th</sup> semester	March	Master's examination	Major adviser plus two additional faculty members	Review, discuss, approve work presented; provide recommendations for final written thesis	
<p>*Students may petition the GSC to add a fourth, non-voting member to their Thesis Review committee after the November meeting.  **Following this review, students may petition, in writing to GSC to change a committee member</p>					

A. Semester One

**MFA Progress Review Committee:**

Each incoming MFA student is assigned a MFA Progress Review Committee consisting of a first-year area adviser plus two regular tenure or tenure-track Department of Art faculty. The Graduate Studies Committee together with Area Coordinators and the Chair of the Department of Art will designate committee assignments.

In December, the three-member MFA Progress Review Committee meets with new students to review their studio and academic progress to date and prepare them for the April MFA Program Review.

At least one week prior to this review, the student must deliver a one-page, typewritten artist's statement to each committee member.

The decision at the conclusion of the review will be one of the following:

Satisfactory

Satisfactory with conditions

The student must demonstrate reasonable progress toward satisfying all specified conditions prior to second semester review.

Unsatisfactory

The committee requests removal of the student from the program by the Graduate School pending approval from the Graduate Studies Chair and the Chair of the Department of Art.

B. Semester Two

**MFA Program Review Committee:**

This committee is comprised of the members of the Progress Review Committee plus two additional Department of Art faculty members.

The Graduate Studies Committee will coordinate with the Chair of the Department of Art to assign the two additional faculty members to constitute the full committee. At least two of the five committee members will be from outside the student's studio area of concentration. A student may request to select one of the two additional members by submitting a written request to the GSC and receiving final approval from the GSC.

In April, the full MFA Program Review Committee meets with each first year student to evaluate current studio and academic research as evidence of the student's potential to successfully complete the Department of Art MFA Degree Program.



At least one week prior to this review, the student must deliver a typewritten, revised and expanded artist's statement to each committee member

During this review, committee members discuss with each student their recommendation of whether or not the student should continue in the Department of Art MFA program.

The first-year adviser submits copies of the committee's recommendation to the Graduate Studies Committee for final approval.

Each student will receive a copy of their committee's evaluations and recommendation before the first day of the following term.

The decision at the conclusion of the review will be one of the following:

Approved

Disapproved

If disapproved, the student may petition in writing to the GSC for an Appeals Committee Review to take place in the May session. The decision of this committee is considered final with no further departmental appeal or review.

### C. Semester Three

#### **MFA Thesis Review Committee**

This committee is comprised of the major adviser and at least two other regular graduate faculty members.

In November, MFA candidates meet with their MFA Thesis Review Committee. Aside from a review of the student's studio and academic progress, this meeting includes presentation and discussion of a preliminary written thesis proposal.

One week prior to the review the student delivers a revised and expanded artist's statement to all committee members.

At this time a student may also request to add a fourth, non-voting, committee member from inside or outside the Department of Art.

The decision at the conclusion of the review will be one of the following:

Satisfactory

Satisfactory with conditions

The student must demonstrate reasonable progress toward satisfying all specified conditions prior to fourth semester review.

Unsatisfactory

The committee requests removal of the student from the program by the Graduate School pending approval from the Graduate Studies Chair and the Chair of the Department of Art.

D. Semester Four

**MFA Thesis Review Committee**

This committee is comprised of the major adviser and at least two other regular graduate faculty members.

In April, students meet with their MFA Thesis review committee for their second MFA Thesis Review. This meeting includes discussion of the student's initial ideas and plans for their third year thesis exhibition.

One week prior to the review the student delivers a revised and expanded artist's statement to all committee members.

The decision at the conclusion of the review will be one of the following:

Approved

Disapproved

If disapproved, the student may petition in writing to the GSC for an Appeals Committee Review to take place in the May session. The decision of this committee is considered final with no further departmental appeal or review.

The major adviser submits a signed copy of the committee report and recommendations to the Graduate Studies Committee for review and approval in May.

Before the first day of the following regular term, each student receives a copy of their committee's evaluations and recommendation.

Following this review, students may petition in writing to GSC to change a committee member.

## E. Semester Five

### **MFA Thesis Review Committee**

This committee is comprised of the major adviser and at least two other regular graduate faculty members.

In late November, students meet with their MFA Thesis review committee for a third MFA Thesis Review to present and discuss artwork and/or final plans for the February MFA Exhibition.

Not less than one week before this meeting, all committee members will receive a more robust sample of writing that will contribute to the direction and form of the student's final written thesis. In addition, the student will provide a draft of the MFA exhibition proposal.

This expanded writing will be focused on completed work and address the anticipated trajectory of the work as the student prepares for the thesis exhibition. This writing sample may address how the work ties to cultural, historical, and theoretical underpinnings and ideas. It may include a proposed abstract and/or possible chapter headings with a brief rationale for each topic to be explored in the thesis. This writing will serve the student and committee as they discuss the plans for the upcoming exhibition and the possible form and content of the written thesis. The student should work closely with their major adviser to discuss expectations and possibilities for this writing.

The decision at the conclusion of the review will be one of the following:

Satisfactory

Satisfactory with conditions

The student must demonstrate reasonable progress towards satisfying all specified conditions prior to the scheduled Thesis Exhibition and Master's Examination.

Unsatisfactory

The committee requests removal of the student from the program by the Graduate School pending approval from the Graduate Studies Chair and the Chair of the Department of Art.

Each student will receive a copy of their committee's evaluations and recommendation before the first day of the following term.

## XI. Review Committees

### A. MFA Progress Review Committee

In May, of the spring prior to arriving, each incoming student is assigned an MFA Progress Review Committee. The Graduate Studies Committee together with Area Coordinators and the Chair of the Department of Art will designate committee assignments.

This committee consists of a first-year area adviser plus two regular tenure or tenure-track Department of Art faculty.

In December, of the first semester, the MFA Progress Review Committee meets with new students to review their studio and academic progress to date. The purpose of this review is to prepare individual students for their second semester MFA Program Review.

### B. MFA Program Review Committee

This committee includes the three faculty members of the first-year student's Progress Review Committee plus two additional regular Department of Art Faculty.

The Graduate Studies Committee will coordinate with the Chair of the Department of Art to assign two additional faculty members to constitute a full committee. A student may request in writing to select one of the two additional committee members with final approval from GSC. At least two of the five-committee members will be from outside the student's area of studio concentration.

In April, of the second semester, the Program Review Committee meets with the student to review and evaluate current studio and academic research as evidence of the student's potential to successfully complete the Department of Art MFA program.

### C. MFA Thesis Review Committee

The MFA Thesis Review Committee includes a major adviser and at least two other regular graduate faculty members.

During the second year of the program, the MFA Thesis Review Committee meets to review the student's progress with their studio work, academic coursework and written thesis requirements. These meetings occur in November and April. Following the November meeting, a student

may petition the GSC to add a fourth, non-voting member to their Thesis Review Committee.

Students in their third year meet with their MFA Thesis Review Committee in October and again in March. The Master's examination and oral defense are scheduled for the March meeting.

## XII. MFA Thesis Review Committee Selection

### A. Selection Guidelines

In September, of the third semester, with help from their first-year adviser, each graduate student must select a Thesis Review Committee, which consists of a major adviser and at least two regular, tenured or tenure-track graduate faculty members.

The major adviser is most often selected from within the student's program area. Area non-affiliated faculty may be selected as a major adviser providing one member of thesis review committee is from the area. With the approval of faculty from the area and the Graduate Studies Committee, a student may be allowed to have a Thesis Review Committee with no faculty from their area.

Any student wishing to change their major adviser must write a petition stating the reasons for their request to the GSC. If the request is approved, the GSC Chair notifies the Graduate School of the change.

The student selects a second Thesis Review Committee member from either within or outside their major area. If the major adviser is area non-affiliated, then the second member must be from the area (except in instances when permission is granted to have no faculty from the area on the student's committee). In all cases, at least one member of the committee must be from outside the student's major area.

Graduate faculty from other university departments may serve as a committee member from outside the graduate student's major area.

Only regular, tenure-track graduate faculty members may serve as voting members of Thesis Review Committee. Non tenure-track faculty members with visiting titles as professor, associate professor, assistant, or senior lecturer may function as invited, non-voting members on Thesis Review Committees only with approval of the GSC.

No later than the final Friday in September of the third semester of study, the graduate student delivers to the Graduate Program Coordinator a brief

written rationale for selecting their proposed committee members together with the required forms and signatures.

Following review and approval by the Graduate Studies Committee, the GSC Chair notifies the student of the appointment of members to the Thesis Review Committee.

After receiving approval of the Thesis Review Committee by the GSC Chair, students may schedule their third semester review, to be held in November.

### XIII. Master's Examination

#### A. Purpose

The examination is focused on review, discussion and approval of work presented in the exhibition as well as on recommendations for final development of and revisions to the required written thesis.

#### B. Format

The Master's examination/oral exam consists of an oral presentation by the MFA candidate and discussion as directed by the review committee during and at the site of the thesis exhibition.

Should the Master's examination/oral exam be held at any other time, the candidate must supply the review committee with full visual documentation (i.e. digital images, photographs, drawings and/or diagrams of the work presented for exhibition).

#### C. Completion

##### 1. Satisfactory result

The student successfully completes the Master's examination/oral exam when the decision of the review committee—made after a discussion immediately following the event and without the graduate student present—is unanimously affirmative.

##### 2. Unsatisfactory result

If the Master's examination/orals exam is judged unsatisfactory, then the review committee decides whether the student is permitted a second Master's examination/oral examination and records their decision on the Master's Examination Report in Gradforms.

- a) If a second Master's examination/oral exam is scheduled, the review committee membership remains as originally organized unless the Dean of the Graduate School approves a substitution.
- b) A student who records two unsatisfactory Master's examination/oral exam events will not be granted an MFA Degree from the Department of Art.
- c) A candidate who fails the Master's examination/oral exam must register in the Graduate School for an additional semester for at least three credit hours before receiving an opportunity for a second examination. No student is permitted a third examination.

3. Report on Final Examination

Upon completion of the exam, the major adviser and all committee members sign the "Report on Final Examination" through [gradforms.osu.edu](http://gradforms.osu.edu).

## XIV. Appeals Review Committee

### A. Structure

The three members of the Appeals Review Committee are the student's adviser, the GSC Chair, and the Chair of the Department of Art.

### B. Purpose

This committee meets when a student fails to pass the second semester Program Review or the fourth semester Thesis Review files, and files a written request that is approved by the Graduate Studies Committee.

### C. Schedule of Meetings

The Appeals Review Committee meets with the student during the summer term. The decisions of this committee are final with no further Art Department appeal or review.

## XV. Thesis Guidelines

The graduate program in the Department of Art requires each student to complete a written thesis. The writing is expected to express a clearly focused understanding of the student's current artwork as well as its relation to both its

historical and contemporary context. This thesis should also respond to and support the artwork presented for the MFA thesis exhibition.

The purpose of the thesis is for students to articulate the primary influences, developments, themes and/or arguments that form the basis of their artistic practices and goals. Writing in this way is conceived as a verbal extension of rather than as a replacement for the artwork presented in the graduate thesis exhibition.

The paper may take any written form (for example: prose description, theoretical argument, or narrative essay) that reinforces the creative core of the student's body of work. For guidance and inspiration, students are encouraged to review examples of previous thesis papers written for the Department of Art and available online through the library.

The Graduate Council sets the general requirements for graduate degree documents at Ohio State. Graduate students should confer with their advisers and committee members to learn about program and discipline-specific requirements for their dissertations or theses. The Graduate School guidelines, however, have precedent over any program guidelines.

#### A. Thesis Calendar

The thesis should include at least eight typed written pages plus images directly referencing the work exhibited, and a bibliography. It is developed according to the following timetable established by the Graduate Studies Committee.



Thesis Calendar			
Year	When	What's due	Who needs it
One 1 <sup>st</sup> semester	December, one week prior to progress review	One page, typewritten artist statement, which describes what you have been making and why.	1 <sup>st</sup> year adviser, two other faculty members
One 2 <sup>nd</sup> semester	April, one week prior to program review	Revised and expanded typewritten artist statement	Program review committee members
Two 3 <sup>rd</sup> semester	November, one week prior to thesis review	Revised and expanded typewritten artist statement	Thesis review committee members
Two 4 <sup>th</sup> semester	April, one week prior to thesis review	Revised and expanded typewritten artist statement	Thesis review committee members
Three 5 <sup>th</sup> semester	October, one week prior to thesis review	Robust sample of writing which contributes to the direction and form of the student's final written thesis  MFA exhibition proposal	Thesis review committee members
Three 6 <sup>th</sup> semester	March, one week prior to Master's examination	Fully developed thesis draft	Thesis review committee members

The written work required during year three (semesters five and six) requires a more detailed explanation. See the notes below.

### **Semester five thesis guidelines**

Not less than one week before this meeting, all committee members will receive a more robust sample of writing that will contribute to the direction and form of the student's final written thesis. In addition, the student will provide a draft of the MFA exhibition proposal (Appendix B).

This expanded writing will be focused on completed work and address the anticipated trajectory of the work as the student prepares for his/her thesis exhibition. This writing sample may address how the work ties to cultural, historical, and theoretical underpinnings and ideas. It may include a proposed abstract and/or possible chapter headings with a brief rationale for each topic to be explored in the thesis. This writing will serve the student and committee as they discuss the plans for the upcoming exhibition and the possible form and content of the written thesis. The student should work closely with their Major adviser to discuss expectations and possibilities for this writing.

### **Semester six thesis guidelines**

At least one week prior to a scheduled Master's examination the student presents a fully developed draft thesis to all MFA thesis review committee members for final discussion and review.

## **B. Thesis Structure**

Students will work closely with their major adviser and other committee members to develop both the form and content of their thesis. All theses are required to adhere to the following general thesis format:

1. Title Page
2. Copyright
3. Abstract
4. Vita
5. Dedication (if any)
6. Table of contents (if any)
7. List of Illustrations
8. Introduction (if any)
9. Thesis Statement (i.e., body of text)
10. Conclusion (if any)
11. Appendix (if any)
12. Bibliography

The Graduate School guidelines for formatting the written thesis must be followed. The Graduate School provides a [template](#) for use when formatting thesis documents. The template contains guidelines detailing the required physical and bibliographic formatting of the thesis paper.

It is strongly recommended that a paper copy of the written thesis be taken to the Graduate School (247 University Hall) for format checking before the semester due date to allow time for any corrections stipulated by the Graduate to be made. Written theses are submitted electronically.

Further details regarding the correct formatting for visual and written references are available in: *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian.

Other useful writing guides:

Barrett, Terry, *Criticizing Art: Understanding the Contemporary* (see Chapter 6: "Writing and Talking about Art") 2nd edition, Mayfield Publishing, 2000.

Behrens, Laurence, and Leonard J. Rosen, *Writing and Reading across the Curriculum*, 8th edition Longam, 2003

Lunsford, Andrea and Robert Connors, *The New St. Martin's Handbook*, St. Martin's Press, 2001.

Strunk Jr., William, "The Elements of Style", with revisions, an introduction, and a chapter on writing by E. B. White. Boston : Allyn and Bacon, 2000.

### C. Submission

Students must submit one copy of the final draft of their written thesis as approved and signed by their major thesis adviser to the Graduate School by published deadline listed on the Graduate School graduation calendar.

A candidate for the MFA degree at the end of a given semester must submit to their review committee the completed draft of his/her thesis no later than four weeks prior to commencement. Once the thesis is approved, the major adviser and all committee members sign the "Report on Final Document" through [gradforms.osu.edu](http://gradforms.osu.edu) by the posted semester deadline.

## XVI. Graduation requirements (Spring semester)

### A. Guidelines

The MFA Thesis Review Committee shall determine the semester during which the student files for graduation. Students must complete the following items by their respective due dates to graduate Spring semester:

1. Public exhibition of visual work
2. Written thesis
3. Master's examination/oral exam
4. Application to Graduate

a) Students must submit an application to graduate through [gradforms.osu.edu](http://gradforms.osu.edu) to the Graduate School no later than the third Friday of the semester in which graduation is expected. The application is valid for that semester only. The major adviser and Graduate Studies Chair will sign off on this form after the student has initiated the form.

b) If it becomes evident that a student will not graduate during the designated semester, the student's must cancel the application to graduate by calling Graduation Services, (614) 292-6031, or sending an email, from their OSU email account (be sure to include your name, student ID number, and degree) to [grad-schoolgraduationservices@osu.edu](mailto:grad-schoolgraduationservices@osu.edu).

c) Canceling removes the student name from the current commencement list, but the application (and Master Examination Report form) is good through the last business day before the start of next semester's classes (the End-of-Semester deadline).

## XVII. Graduation requirements (Summer Term)

### A. Guidelines

1. Fulfillment of written thesis requirements in the summer term may only occur with agreement between the student, the major adviser, and the other MFA thesis review committee members. This requires that the major adviser is available for final thesis approval during the summer. All other requirements remain as previously stated.

2. Major adviser availability

Major advisers who are not available for written thesis approval during the summer term must be replaced through petition to the GSC during spring semester or before the "review prior to the anticipated semester of candidacy".

## B. Timeline

### Spring Semester

#### 1. Review of candidacy

The “review prior to the anticipated quarter of candidacy” must be held during the spring semester. This review will include the major adviser, members of the original review committee and any newly appointed faculty members.

#### 2. Application to Graduate

The “Application to Graduate” form is available through [gradforms.osu.edu](http://gradforms.osu.edu). Candidates fill out this form to generate all other relevant graduation forms. A list of deadlines and a checklist concerning the formatting requirements for the written thesis is available on the Graduate School website (<http://gradsch.osu.edu/index.html>).

a) The candidate must file the “Application to Graduate” with the Graduate School, by the third Friday of the summer semester.

b) The Major adviser and Graduate Studies Chair must approve the “Application to Graduate” through [gradforms.osu.edu](http://gradforms.osu.edu) after the candidate has initiated the form.

#### 3. Exams and Thesis

During the summer term the candidate and their review committee will follow regular procedures regarding requirements for performance of the thesis and Master's examination/oral examination. The candidate will be responsible for arranging the space, date and presentation of visual material for the exam. Following their exam, all committee members complete the “Report on Final Examination” through [gradforms.osu.edu](http://gradforms.osu.edu).

#### 4. Thesis approval

The candidate’s final approved thesis must be formatted in conformance to Graduate School guidelines. In compliance with the dates established by the Graduate School for summer graduation, the candidate must electronically submit the adviser-approved final thesis to the Graduate School. The major adviser and committee members must sign off on the “Report on Final Document” through [gradforms.osu.edu](http://gradforms.osu.edu) for departmental approval, following the Graduate School deadlines.

# Appendices

Appendix A – Registration

Appendix B – MFA Checklist

## Appendix A

### Course Registration

#### Ohio State guidelines

##### Activate OSU email account

Prior to registration the student must activate their OSU email account at: <https://my.osu.edu/>. BuckeyeMail is the Ohio State's student-only email services and uses Microsoft Outlook live.

- Enrollment appointment

A student's enrollment appointment is the date and time at which he or she may begin enrolling in classes for the following semester or summer session.

Appointments are assigned via a priority system based upon student status (please visit the registrar's page for greater detail). Your enrollment appointment will show on your SIS Student Center main page, on the far right side, once it has been assigned by the Graduate School. Click the "details" link and choose the session or semester for which you wish to enroll and you will be shown the exact time and day you may begin enrolling.

If your appointment automatically populates, be sure you are looking at the correct term. If the semester is not correct you, will need to change the term.

If you have a Hold of any kind on your account, you will be unable to register for classes. Hold information may be found on your Student Center main page on the far right, above the enrollment appointment information.

If you have a note indicating, you have a HOLD, you may click the "details" link for additional information. Clicking the hyperlinks will tell you the reason for the hold and which office you must contact in order to resolve the issue.

Please check your Student Center to ensure you do not have a HOLD prior to your enrollment appointment.

#### Preparing for Registration

Registration begins the ninth week of the term. Students are assigned an enrollment appointment, which is the date and time they may begin to enroll in classes. Most registrations are completed online via [Buckeye Link](#), there are some instances when classes cannot be added online. Please communicate with the Graduate Program Coordinator for assistance.

Available classes are listed online, usually by the fourth week of each term. Review available classes to prepare for registration.

## **Ohio State guidelines**

### **Online registration (Buckeye Link)**

Students register for classes using their Student Center via Buckeye Link and enter the class numbers of the courses in which they would like to enroll. If a course is open and the student meets all the requisites and has no time conflicts, the student is enrolled in the course. If the course is full, students may put their name on an automated wait-list or select another course. Detailed registration information is available on the [Registrar's website](#).

Full semester classes (14 weeks) may be added via Buckeye Link from the beginning of enrollment appointment through the first Friday of classes.

Session classes (typically 7 week classes) may be added via Buckeye Link through the first Friday of classes.

### **Course enrollment permission required**

Beginning the First Saturday of classes, instructor permission is required to add a class. Students must use [gradforms.osu.edu](http://gradforms.osu.edu) to request a class addition.

### **Dropping classes (Buckeye Link)**

Full semester classes may be dropped via Buckeye Link from the beginning of enrollment appointment through fourth Friday of classes.

Session classes (typically 7 week classes) may be dropped via Buckeye Link from the beginning of enrollment appointment through second Friday of classes

### **Changes to approved schedules**

After the first Friday of the semester, additions to approved schedules require the permission of the instructor and approval of the student's adviser and may be submitted on the Course Enrollment Permission form to the Graduate Program Coordinator.

After the second Friday of the semester, any addition to approved schedules is by petition to the Graduate School via [gradforms.osu.edu](http://gradforms.osu.edu) Note: Late registration fees will



apply. Petitions must be approved by the instructor, adviser, and department chair. Petitions are reviewed in the Graduate School and are not always approved.

### **Department of Art guidelines**

Before completing the registration process each semester, all students are expected to review their current course load with their area faculty adviser.

Graduate students with Graduate Associate appointments in the Department of Art must register for a minimum of 12 credit hours each semester (4 credit hours minimum summer term, optional).

Fellowship recipients must be registered for 12 hours each semester, and for 6 hours during the summer term of their fellowship year.

Graduate students may not enroll for more than 16 credit hours per semester (Autumn and Spring), or 12 credit hours in summer term, including audited courses, without approval from the major adviser and the Graduate School.

#### **Sample first semester schedule**

The following is a sample first semester schedule for a Painting area major who is also a Graduate Teaching Associate. Graduate students should check with faculty who are teaching those courses for current scheduling.

#### **Painting Major Schedule Sample**

ART 6694 Studio Practice, 3 hours, Painting faculty A (signature required).

ART 6694 Studio Practice, 3 hours, Painting faculty B (signature required).

ART 6008 Studio Practice, 2 hours, area independent faculty (signature required).

ART 6018 Interdisciplinary Seminar 3 hours, (autumn semester requirement)

ART 6894 Area Group Critique 1 credit

### **Instructor permission required classes**

To register for studio practice hours or any class requiring instructor permission, the student must seek permission from the graduate faculty member then notify the Graduate Program Coordinator of their approval.

Students must follow this process to be enrolled in a desired class:

- Send an email to the OSU faculty member, from your official OSU email account, requesting enrollment in the class with the course number, class number and number of credit hours. (e.g. Art 2100 (course number), 18039

(class number), I would like permission to enroll in this course with XX faculty member for X credit hours).

- Faculty members will then reply to the email from their OSU email account granting or denying permission to enroll. Please verify the email has been sent from an OSU email. Consent to take any classes will only be approved when official OSU email accounts are used for correspondence.
- Forward email chain, including all information from steps 1 and 2, to the Graduate Program Coordinator who will process the requests in order in which they are received.

# Appendix B

## [MFA Checklist](#)

**THE OHIO STATE UNIVERSITY DEPARTMENT OF ART --- 3 YEAR M.F.A.**

**GRADUATE CREDIT CHECKLIST** **72 CREDITS HOURS REQUIRED**

STUDENT NAME: \_\_\_\_\_

MAJOR AREA: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_

OTHER COMMITTEE MEMBERS: \_\_\_\_\_

<b>Studio Studies (40-52 CREDITS)</b>	<b>MAJOR AREA STUDIO HOURS</b>	<b>23 CREDITS MINIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>	
		up to 6 CREDITS of Area Courses or Directed Study							
		ART 669X/779X/889X in major studio area							
		1 Art and Tech							
		2 Ceramics							
		3 Glass							
		4 Painting & Drawing							
		5 Photography							
		6 Printmaking							
	7 Sculpture								
	Note: X = Area Designation								
	<b>ELECTIVE STUDIO HOURS</b>	<b>12 CREDITS MINIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>	
		<b>21 CREDITS MAXIMUM</b>							
		ART 669X/779X/889X or studio courses, <u>outside</u> of your major area in Art or other studio-based environments or with Affiliated Faculty and others approved by your advisor. ASC 6750 is included in this section. 6008 Area Independent							

<b>UNIVERSITY STUDIES</b> <b>(12-24 CREDITS; MAXIMUM OF 6 CREDITS/SEMESTER)</b>	<b>MFA COMMON STUDIES</b> <b>(15-18 CREDITS)</b>	<b>AREA GROUP CRITIQUES</b>	<b>5 CREDITS</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>
			1 per semester required except 6th semester; ART 689X in your major studio area	ART 689X		1		AU	1
				ART 689X		1		SP	1
				ART 689X		1		AU	2
				ART 689X		1		SP	2
				ART 689X		1		AU	3
		<b>DEPARTMENT OF ART SEMINARS</b>	<b>12 CREDITS MINIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>
			Includes Interdisciplinary, Teaching, Writing, and Topic Based Seminars	ART 6018	Interdisciplinary	3		AU	1
				ART 6108	Teaching	3		SP	1
				ART 7208	Writing	3		SP	2
				ART 7108		3		AU	
				ART 7108					
				ART 7108					
				ART 7108					
		ART 7108							
		<b>THESIS HOURS</b>	<b>3 CREDITS MINIMUM</b> <b>8 CREDITS MAXIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>
			2-5 per semester recommended in 3rd Year	ART 7999.01	Thesis Advising	1		AU	3
				ART 7999.02	Thesis Exhibition	1		SP	3
				ART 7999.03	Thesis Writing	1		SP	3
<b>HISTORY OF ART</b>	<b>3 CREDITS MINIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>		
	HISTORY OF ART 4000 and above with G designation	HIST OF ART							
<b>ARTS AND HUMANITIES</b>	<b>3 CREDITS MINIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>		
	Academic courses or specialized study numbered 4000 and above <u>within</u> the Arts and Humanities (excluding Art Department Courses)								

		<b>Visual OUTSIDE THE &amp; Performing Arts</b>	<b>3 CREDITS MINIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>	
			Academic courses or specialized study numbered 4000 and above with G designation in departments <u>outside</u> the division of the arts.							
		<b>OTHER ELECTIVES</b>	<b>3 CREDITS MINIMUM</b>	<b>Course #</b>	<b>Description</b>	<b>Cr.</b>	<b>Grade</b>	<b>Sem</b>	<b>Year</b>	
			Academic coursework in any one of the above three categories							