

GRADUATE STUDENT GUIDE

for the

MASTER OF FINE ARTS DEGREE

DEPARTMENT OF ART AND ART HISTORY

COLORADO STATE UNIVERSITY

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DEPARTMENTAL WEBSITES:

<http://art.colostate.edu/>

<http://art.colostate.edu/academics/graduate/>

<http://wold.colostate.edu/>

<https://art.colostate.edu/resources-facilities/digital-fabrication-lab/>

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QUALIFICATIONS FOR ADMISSION TO THE MFA PROGRAM

The applicant must hold a bachelor's degree from an accredited college or university. An undergraduate major in art is preferred, but majors in other fields are not eliminated from consideration, since extensive art experience can be acquired in other ways. In all cases, the applicant must submit the appropriate application forms, transcripts, letters of reference, and a portfolio of images to <http://gradadmissions.colostate.edu/apply>. Detailed information regarding these materials can be found here: <https://art.colostate.edu/master-of-fine-arts/#admission>.

The faculty in charge of the specific area of study (specialization) to which the application is made has the responsibility of reviewing application materials and determining the applicant's degree of eligibility. Further review will be made by the full Graduate Committee.

More specific University requirements and procedures for application can be found in the Graduate and Professional Bulletin (on-line).

ADMISSION TO THE GRADUATE SCHOOL

Students with cumulative grade point averages of 3.0 (A=4.0) or higher, whose academic backgrounds are adequate and current, may be recommended by the department for admission to the Graduate School. Students whose grades average between 2.7 and 3.0, whose

academic backgrounds are deficient or not current, may be required to meet additional requirements which will be listed on the Notice of Graduate Admission (GS 2A).

The Graduate Record Exam (GRE) is not required for admission into the Department of Art and Art History's Master of Fine Arts degree program at Colorado State University.

WGRP PROGRAM ELIGIBILITY

If you reside in the western half of the US, you may qualify for in-state tuition rates through the Western Regional Graduate Program. Please visit the [Western Regional Graduate Program](#) page for more information.

SPECIAL STUDENT STATUS

For special student status, a student may register on a space-available basis as a non-degree student. This allows the student to either make up deficiencies or gain experience that is needed for acceptance into the MFA program. The student has access to instructors and facilities but **has not** been admitted to the graduate program.

CONDITIONAL ADMISSION

Conditional admission is granted when a student is admitted to the MFA program with attached conditions. These conditions are usually specific courses that are considered necessary for appropriate preparation and completion of the graduate degree and that are in addition to the 60 credits required for the MFA.

TRANSFER CREDITS

A limited number of transfer credits may be accepted with the approval of the advisor or the advisor in consultation with the Graduate Committee.

Transfer of Graduate Credit from Other Institutions

University Requirements:

Courses requested for transfer must have been completed at a university that is accredited by one of the major regional accrediting agencies.

Courses requested for transfer must have a grade of B or better.

Courses requested for transfer must have been completed within the last ten years.

Courses requested for transfer must be at the equivalent level of CSU's regular courses at the 500 level or above.

Courses requested for transfer cannot have been used to fulfill requirements for a previously earned degree.

Courses requested for transfer must be equivalent to semester credit hours.

An official transcript showing the courses requested for transfer must be on file at the Graduate School. NOTE: For students who are requesting to transfer courses from a foreign institution, the following information will also need to be submitted: A written analysis from the student's advisor or department head for the basis of the request, which includes:

1. The CSU course equivalency to the transfer course(s) and how the advisor or department head came to that conclusion.
2. An explanation on how the advisor or department head is familiar with the course(s) being requested for transfer.

Additional Notes: These courses will need to be listed on the student's [GS6 Program of Study](#) form in order for them to be reviewed by the Graduate School. If the courses requested for transfer are accepted by the Graduate School, these courses will not be included in the calculation of grade point averages. If the courses requested for transfer are accepted by the Graduate School, these courses will only count towards the total credit requirements for the degree; they will not satisfy the 500-level and above coursework requirements.

The number of credits eligible for transfer depends on the type of degree. Please refer to the [University Credit Requirements page](#) to determine number of credits eligible for transfer.

For further information, see [the Graduate and Professional Bulletin](#). Undergraduate-level courses are not eligible for transfer credit at the graduate level.

CONTINUOUS REGISTRATION AND STUDENT READMISSION

Graduate students at CSU are required to be continuously registered during fall and spring semesters in their degree program. This policy applies from the time of first enrollment through the graduation term. Students not enrolled in any classes should register for continuous registration and pay the continuous registration fee rather than full tuition. Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term they complete their degree requirements. This also applies to the summer term. For more information, see the Graduate and Professional Bulletin (on-line).

Because of the many administrative and studio variables in a quality graduate program, it is not possible to guarantee the right to return to a student who has withdrawn from the program for one semester or more. Students who think they might find it necessary or desirable to withdraw from the program should consult with their advisor. Students must apply for readmission by submitting a Graduate Readmission Application (GS 1B) to the Department of Art and Art History.

GRADUATE TEACHING ASSISTANTSHIPS AND FINANCIAL AID

ASSISTANTSHIPS

Graduate Teaching Assistantships are merit-based awards that are offered within certain areas of the Department of Art and Art History. First-year GTA assignments often take the place of ART684 Supervised College Teaching (“shadow teaching”). These GTAs are viewed as preparation for future GTA appointments as Instructor of Record, and are led by the graduate area coordinator or other graduate faculty member. To be considered for a teaching GTA as Instructor of Record, students must have completed a first-year GTA appointment, OR, have completed at least one semester of ART684 Supervised College Teaching in their area of specialization. To be considered for teaching assignments in Foundations, prospective GTA candidates should have completed 2 semesters of Supervised College Teaching (either as a GTA, or through enrollment in ART684) prior to their teaching assignment. Talk to your advisor for specific area policies.

First year GTAs receive full tuition coverage, including out-of-state tuition. Second year GTAs receive ONLY in-state tuition coverage. *It is highly beneficial to obtain Colorado residency during the first year.* If residency is not established, the difference between in-state and out-of-state tuition must be paid by the student with a GTA. The difference is currently over \$15,000 per year. Therefore, it is imperative that students take steps to establish residency immediately upon arrival. (See Graduate Bulletin for details)

A limited number of teaching assistantships are available for graduate students in the MFA program. Terms and provisions of the teaching assistantships include:

Stipends:	Determined by the College of Liberal Arts.
Tuition:	In-state tuition paid by the University on behalf of the student is considered taxable income. Note, however, that graduate assistants are responsible for payment of student fees and any special course or lab fees.
Health Insurance:	The Graduate School provides a health insurance contribution exclusively to help offset the cost of health insurance through CSU’s Student Health Insurance Plan (SHIP).

Inquiries regarding availability, eligibility, and duties of Teaching Assistantships should be made to the area coordinator of the concentration to which students are applying for admission. Duties vary, depending on the area. For other financial aid information, the applicant should

contact the [Office of Student Financial Services](https://financialaid.colostate.edu/) at CSU, Centennial Hall, (970) 491-6321 or <https://financialaid.colostate.edu/>.

FELLOWSHIPS/SCHOLARSHIPS

There are a limited number of fellowships/scholarships available through the Department of Art, the College of Liberal Arts and the Graduate School. Award amounts are subject to change, and in certain cases, there are area-specific awards available. This is a current list of funding opportunities open to ALL graduate students within the Department of Art and Art History (see your area advisor for eligibility criteria):

[Kennedy Center Art Scholarship](#)

[Robert Forsyth Graduate Scholarship](#)

[Charlie and Gwen Hatchette Creativity Scholarship](#)

[College Recruitment Funds Support for New Graduate Students](#)

[Graduate Student Showcase \(GradShow\)](#)

The following websites provide information on other possible CSU graduate funding opportunities:

<https://art.colostate.edu/academics/scholarships/>

<http://graduateschool.colostate.edu/financial/financial-aid-opportunities/>

<https://financialaid.colostate.edu/csu-scholarship-application-csusa/>

CHARACTERISTICS OF THE MFA PROGRAM AT CSU

A distinctive characteristic of this MFA program is the balance between guidance and freedom. We support an interdisciplinary approach to the creative process and encourage the development of mastery within established forms and techniques, coupled with risk-taking, experimentation and innovation. This program also aims to blend the academic structure appropriate to a terminal degree (the MFA) with opportunities for students to clarify and pursue individual creative and scholarly directions. The program provides substantial work in

the student's area of specialization, totaling approximately one-half of the minimum 60 credits required for graduation. This involvement is enhanced by study in one or more studio areas in support of the student's creative practice, based on the belief that technical and humanistic understandings significantly contribute to the development and scope of the artist's growth.

The MFA program in studio art is designed to promote artistic achievement, creative research, and professional practices. The required coursework is structured so students can benefit from the department's wide range of faculty expertise. In consultation with their advisors, students plan a sequence of elective courses that complement involvement with their primary media. The program also fosters student engagement with faculty and peers through coursework in contemporary art theory, art criticism, and art history.

CREDIT REQUIREMENTS

Graduate students are required to earn a minimum of 60 semester credits in the MFA program. Courses taken as prerequisites for advanced courses are not counted as part of the 60 required credits but are listed on the Program of Study (GS Form 6).

The Department of Art and Art History is not able to guarantee that graduate-level courses will be offered in any particular area during summer session. Graduate students interested in attending summer session should plan to take academic or art electives at that time.

UNIVERSITY REQUIREMENTS

A minimum of 24 credits must be earned at Colorado State University, 21 of which must be earned after admission to the Graduate School. Credits earned in pursuit of one master's degree may not be used for a second master's degree, except in cases where an MA degree is applied to the MFA.

A minimum number of 16 credits earned at CSU must be in 500- or higher-level courses. Of these 16 credits, at least 12 credits must be in regular courses. *Regular courses* are numbered 581 and lower or 681 and lower; *non-regular courses* are numbered 582–599 or 682–699. Non-regular course numbers designate independent or group studies, seminars, thesis/dissertation credits, supervised college teaching, internships, unique title courses offered through the Division of Continuing Education, and any courses graded pass/fall.

DEGREE REQUIREMENTS

A. Concentration (Specialization) Requirements

Total of 30

credits

___ART 575 A-G Studio Problems (first & second semesters) **9**
credits

Credit varies; may be repeated (e.g., 4 credits fall, 5 credits spring)

___ART 675 A-G Studio Problems (third & fourth semesters) **9**
credits

Credit varies; may be repeated (e.g., 4 credits fall, 5 credits spring)

___ART 695 A-J Independent Study (complete during first four semesters) **3**
credits

Research in concentration topic; students consult with advisors in writing papers, developing lectures, or pursuing specialized media research. These 3 credits may be taken over two semesters (e.g. 1 credit fall, 2 credits spring).

___ Graduate School form GS6 Program of Study

Submitted before registration for the fourth semester. This form includes names of faculty who will serve on students' thesis committees.

During the fourth semester, students present their work in formal Qualifying Reviews, in which thesis-committee members and other interested faculty assess student readiness to pursue thesis credits.

___ART 699 A-G Thesis (fifth & sixth semesters) **Total of 9 credits**

Credit varies; may be repeated (e.g., 5 credits fall, 4 credits spring)

B. Studio Seminar Requirements

Total of 6 credits

___ART 696 I Group Study—Studio Art Graduate Seminar

Students take this course twice: once during Fall semester of the first year & once during Fall semester of the second year (3 credits each)

C. Requirements in Art History
credits

Total of 12

___ART 592 Art History Seminar

3 credits

Offered in alternating years; enroll during first or second year.

___ART 510 Q Advanced Study in Art History—Contemporary Art and Art Critics

Students enroll in this class during the first or second year.

3 credits

___ Elective Courses in Art History

Total of 6 credits

Courses are offered on rotating schedules.

___ART 510 A-P Advanced Studies in Art History

3 credits each

- | | |
|----------------------|------------------------------|
| A) American Art | I) Baroque and Rococo Art |
| B) African Art | J) 19th Century European Art |
| C) Pre-Columbian Art | K) 20th Century European Art |
| E) US Art Since 1945 | L) Native American Art |
| F) Greek Art | M) Roman Art |
| G) Medieval Art | N) Graphic Design |
| H) Renaissance Art | O) Women in Art |
| | P) Pacific Art |

___ART 695H Independent Study in Art History

Credit varies

Requires approval of instructor

Students may provide their advisors with justification for an alternative course to substitute for one three-credit art history elective. Students may request advisor approval for an alternative course that would be chosen from among suitable University course offerings.

D. Electives
credits

Total of 12

9 of the 12 required Elective credits MUST be studio electives. These credits support individual studio practice and creative research. Students and advisors determine appropriate courses from (but not limited to) the lists below. Students consult with faculty to assess readiness for upper-level courses, to confirm access to advanced courses, and to request overrides.

Graduate students may register for 300- or 400-level courses at a graduate (500) level, after consulting with the instructor to ascertain the additional requirements expected for 500-level work. These classes may have prerequisite conditions.

Studio-Elective Options

4 credits each

ART 435 Advanced Drawing I

ART 436 Advanced Drawing II

ART 455 Adv. Typography & Design

ART 456 Adv. Illustration

ART 440 Pottery IV

ART 441 Pottery V

ART 460 Advanced Painting I

ART 461 Advanced Painting II

ART 445 Metalsmithing & Jewelry IV

ART 446 Metalsmithing & Jewelry V

ART 465 Printmaking IV

ART 466 Printmaking V

ART 450 Fibers IV

ART 451 Fibers V

ART 470 Sculpture IV

ART 471 Sculpture

Other Elective Options in the Department of Art & Art History

ART 495 A-L Studio Independent Studies; credit varies

ART 496 A-L Group Study; credit varies

ART 510 A-P Advanced Study in Art History; 3 credits each

ART 684 Supervised College Teaching; credit varies

ART 695 A-J Studio or Art History Independent Study; credit varies

ART 696 I Group Study—Studio Art Graduate Seminar (taken in the third year); 3 credits

____ Elective Options outside the Department of Art & Art History

3

credits

Students and advisors determine relevant elective courses that may be taken outside the Department of Art and Art History. Students are responsible for contacting professors and making necessary arrangements to enroll in courses offered outside the Department of Art and Art History.

GRAND TOTAL 60

AN EXAMPLE OF A TYPICAL PROGRAM OF STUDY

First Semester

ART 575 Studio Problems	4
ART 696 I Group Study— Studio Art Graduate Seminar	3
ART 510 Art History (or other) elective	3
Total	10

Second Semester

ART 575 Studio Problems	5
ART 510 Q Contemporary Art and Art Critics (or ART 592 Art History Seminar)	3
ART 695 Independent Study; research in concentration topic	3
Total	11

Third Semester

ART 675 Studio Problems	5
ART 696 I Group Study— Studio Art Graduate Seminar	3
Elective course	3
Total	11

Fourth Semester

ART 675 Studio Problems	4
ART 592 Art History Seminar (or ART 510 Q Contemporary Art and Art Critics)	3
Elective course	3
Total	10

Fifth Semester

ART 699 Thesis	3
Elective course	3
ART 510 Art History (or other) Elective	3
Total	9

Sixth Semester

Elective course	3
ART 699 Thesis	6
Total	9

GRAND TOTAL 60

WOODSHOP/FAB LAB ACCESS

An orientation to the Woodshop is mandatory for all incoming Graduate Students. It will be held at the start of every Fall semester. Students must pass a skills test before they are allowed to have access to the woodshop. The test consists of making an object out of wood by demonstrating proficiency on the tools that were covered in the orientation. There are also elective workshops available for our 3D printers, laser cutter, vacuum former, and 3D scanner. Please see Cecelia Kreider for availability.

GRADUATE STUDENT REPRESENTATIVES

Two Graduate Student Representatives are elected to sit on the departmental Graduate Committee. These representatives offer student input on departmental issues that affect graduate students. Student Representatives often serve as liaisons within the department, university, and community. Student Representatives serve on the Graduate Student Council, which is a university organization that represents each graduate department within the Graduate School.

Elections

- Elections for Graduate Student Representatives are to be held every April
- Appointments begin at the start of the following fall semester
- Second semester graduate students are eligible for election

Terms

- Graduate Student Representatives serve three continuous semesters (Fall-Spring-Fall)
- Graduate Student Representatives are elected at the end of their first year (2nd semester) to serve in their second year (3rd and 4th semesters)
- Train and mentor the incoming representative in their 5th semester

Duties

- Attendance at most Graduate Committee meetings (graduate representatives are not present at meetings to award graduate scholarships or at meetings where confidentiality of information about other students is required)
- Attendance at Graduate Student Council meetings
- Meet with graduate students to communicate information and solicit feedback about Graduate Committee discussion topics
- Organize annual Graduate Studio Walks

- When appropriate, coordinate activities with Student Organization for the Visual Arts
- Serve as ambassadors of the department with ad hoc outreach activities and events

STUDENT CALENDAR OF RESPONSIBILITIES

The following is a rough schedule of administrative deadlines that students must adhere to in pursuing their degrees. The responsibility for meeting these deadlines lies with the student and not with the student's advisor or department administration. **Students should consult the Graduate School website or Graduate Program Assistant for exact dates.**

Upon acceptance/as early as possible:

Non-resident students should immediately begin the yearlong process of reclassification of their residency status for tuition purposes. Guidelines and statutes are available in the Art office. The Tuition Classification Office offers orientations about reclassification. Call 970-491-6321.

At the end of the first semester:

The student may be asked to submit the first semester review form to the department's Graduate Committee at the end of the first semester. Consult with advisor to determine how individual areas utilize this form.

During the third semester:

The student should submit the Graduate School Program of Study (GS 6) form to the Graduate School **by the end of the third semester** (see Graduate Bulletin). The student must form a graduate committee prior to completing this form (see section titled MFA Procedures During Third Semester, p. 15). Meet with your advisor for suggestions. Without completion of the GS6 students will not be able to register for the following semester. After review by the advisor, the form is filled out online and then printed for the appropriate signatures.

To determine readiness to pursue thesis work, students may call a meeting of their committees prior to submitting the GS 6.

SPECIAL MFA PROCEDURES DURING THE THIRD AND SIXTH SEMESTERS

During the 3rd semester:

1. The area coordinator may continue as the student's scheduling advisor. At the request of the student, a new advisor from within the concentration may be chosen at this time.
2. Students select their graduate committee members. For this terminal degree the department requires four committee members, with three members from the Department of Art and Art History faculty. The following people make up this committee:
 - a. The student's advisor from the student's area of specialization.
 - b. Two other members from the Department of Art and Art History. In concentrations with more than one faculty, one of these members in addition to the student's advisor will be from the student's area of specialization.
 - c. One member from another department in the University.

With recommendations from the advisor and the student, the membership of the committee is approved by the Department of Art and Art History chair and appointed by the dean of the Graduate School.

The advisor and each committee member play a significant role in the graduate career of each graduate student. A professional relationship defined by mutual understanding and respect is therefore of the utmost importance. Faculty will make every effort to attend meetings of the student's committee.

This permanent committee represents a commitment made by student and faculty and may be changed only under exceptional circumstances. When a change in committee member occurs due to a routine leave-of-absence or sabbatical leave, this change is to be submitted in writing to the student's advisor and to the department chair. Such changes must be approved by the advisor and department chair and are reported to the Graduate School on GS Form 9A. Before finalizing any other change due to exceptional circumstances, the student and committee member are required to discuss possible ways of honoring the original commitment. If a committee member finds that circumstances warrant withdrawal from a student's committee, justifications are to be submitted in writing to the student, student's advisor and the Department of Art and Art History Graduate Committee. If the student desires to replace a committee member, reasons are to be submitted in writing to that committee member, the advisor, and the Department Graduate Committee. The Department Graduate Committee will act as an

advisory board in situations where agreement cannot be reached and will determine the recommendations to be forwarded to the advisor and department chair for their approval prior to submitting the GS 9A to the Graduate School.

3. After approval by the student's graduate committee, the student's Program of Study (GS 6) is submitted to Graduate School office (form is available on RamWeb). The student's advisor should be consulted on the program. This program form should be reviewed and approved by the student's advisor before submitting through RamWeb. Note that any graduate transfer credits to be granted should be listed on this form.
4. Future changes to the GS6 must be made on the Application for Graduation GS25 during the graduation semester.
6. A review by the student's graduate committee (now appointed) of the student's achievement will be held prior to registration for ART699 to determine if the student is ready to begin thesis work. **A student may not register for thesis credits until this review is completed.**

During the 6th (final) semester:

The student must submit the Application for Graduation (GS 25) prior to the end of the seventh week of the graduation term (or prior to the end of the first week of the eight-week summer term). See Graduate Bulletin and check the Graduate School website for exact dates.

In order to meet graduation requirements, students must call a meeting of their committee for the purpose of reviewing thesis work and conducting the final oral examination. All other Graduate School deadlines and requirements must be met by this time. **The Report of Final Examination Results (GS 24) must be submitted to the Graduate School by the 12th week of the final semester (and within two working days after the exam is taken).**

REMINDER: All written documents required of the student must be approved and filed in the student's record in the Department of Art and Art History office by the last week of classes unless otherwise exempted by the student's advisor and/or the Department Graduate Committee. Such documents include the required art history paper, documentation of area-research independent study, any written final examination, one copy of the thesis document, and any other document or research paper required by the student's advisor or committee.

FORMAL REVIEWS OF MFA STUDENT PROGRESS

It is the policy of the Department of Art and Art History that progress toward the degree is formally evaluated at designated points during the student's studies to assure fair treatment for the student and to maintain the quality of the degree program. As stated in the Graduate and Professional Bulletin policy on scholastic standards, good academic standing requires satisfactory progress in the overall graduate program. Students' individual graduate advisory committees may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily course work alone. A positive judgment is required. This review may be delayed or repeated at the discretion of the specialization area faculty.

A grade of (3.0) or higher is required in all course work within a concentration. Students receiving a 2.67 in concentration course work will be placed on departmental academic probation for one semester, during which an "A" or "B" in at least three concentration credits must be earned to regain good standing. The advisor and other concentration faculty will state in writing what is specifically required of a student during the probationary semester's course work. Failure to raise the grade level to at least a "B" in concentration course work will result in a student's dismissal. For more information, see the Graduate and Professional Bulletin.

MFA FORMAL REVIEW SCHEDULE

Semester One (FALL): Closed-door review with advisor, + 2 invited departmental faculty (1 hour)

- Graduate Advisor works with student on selecting outside faculty
- Scheduled during last three weeks of the semester (including finals week)
- Reflective statement will be written by the graduate student on the work presented, and will be given to the faculty who attended the review (200 words)
- Advisor communicates review results with the rest of the faculty within the area
- 1st/2nd Semester Review Form will be used by faculty present to evaluate student's progress and to give written commentary on review

Semester Two (SPRING): Open formal review with advisor, + 2 different invited departmental faculty (1 hour)

- Advisor works with student on selecting new departmental faculty members (different from faculty present at first review)
- Review is OPEN TO THE PUBLIC; undergrads and graduate students are especially encouraged to attend
- Scheduled during last three weeks of the semester (including finals week)
- Reflective statement will be written by the graduate student on the work presented, and will be given to the faculty who attended the review (200 words)
- Advisor communicates review results with the rest of the faculty within the area

- 1st/2nd Semester Review Form will be used by faculty present to evaluate student's progress and to give written commentary on review

Semester Three (FALL): Thesis committee formed; First full thesis committee review—closed review (1 hour)

- All committee members present for review. A 200-word reflective statement will be written by the graduate student on the work presented, and provided to their thesis committee members
- Advisor communicates review results with the rest of the faculty within the area
- 3rd Semester Review Form will be used by faculty present to evaluate student's progress and to give written commentary on review

Semester Four (SPRING):

MFA Qualifying Review; open review (1 hour total)

- All tenured and tenure-track faculty present
- Scheduled in late February-early March via Zoom
- Qualifying Review Form used by advisor to evaluate student's progress and to provide feedback to student
- FORMAT:
 - Student provides 500-word statement *succinctly* incorporating content/formal decision-making/influences/theory, etc. (*available to all faculty a week before the review*)
 - Student gives a 10 minute Power Point of their work in the program up to this point
 - 30-40 minute discussion/critique of the work on display/presented to faculty
 - Faculty join a breakout room for private group discussion about student's standing and advancement to thesis
 - Following review, advisor reviews results with student in a separate meeting. (If probationary measures are needed, they will be discussed at this point)

Thesis Committee meeting at end of the 4th semester (1 hour)

- Full Thesis Committee is present
- Written thesis abstract (200 word maximum)
- There are no forms at this point, just committee recommendations, unless probation has been put in place. In this case, the student would need to fulfill the requirements of the probation by this point. If not, they would be dismissed.

Semester Five (FALL):

- Meetings with Lynn Boland for Gregory Allicar Museum thesis exhibition
- Committee meetings as needed

Semester Six (SPRING): Thesis Paper and Oral Defense (1 ½ hours)

Thesis Paper (*See Thesis Paper requirements*)

- Draft to Advisor by the beginning of February
- Thesis paper in relative completion to committee for further edits/revisions by beginning of March
- Final draft to committee 2 weeks prior to defense

Oral Defense

- In-person Defense scheduled in advance with FULL thesis committee in March
 - Defense is open to public, and scheduled on CSU's University Calendar
 - Graduating candidates are encouraged to invite peers, undergraduates and mentors to their oral defense. Family and friends are also welcome.
- Candidate consults with Advisor and Thesis Committee prior to defense about the details of the meeting
- Format *may* include:
 - 15-minute PowerPoint synopsis of content of thesis paper—especially in regards to research, influences, and conceptual content of work
 - 40-50 minute open discussion of the relationship of ideas in the paper with the work presented in the space
 - Audience and student are excused while faculty discuss whether the student passes or fails oral defense
 - Student is brought back into the room and relayed the results of the oral defense in person
- All grads should be encouraged to attend graduate Oral Defenses
- The advisor and committee members will report the results on Graduate School form GS24 (to be furnished by the student, available on RamWeb). The student is responsible for returning the completed form to the Graduate School **within two working days after the exam**. The evaluation of the MFA thesis work is considered to be the completion of the final review process. See the Graduate School Deadline Dates for more information.

Written Thesis

- Students submit this form after your final thesis has been reviewed and approved by your committee.
- The completed and signed GS30 form must be submitted to the Graduate School by the published deadline date of your graduating term and before the electronic submission of the thesis or dissertation.

MFA Speaks

- Participation by ALL grads in Gregory Allicar Museum's MFA Speaks program; details determined by the Director of the Gregory Allicar Museum.

REQUIREMENTS FOR THE ART HISTORY RESEARCH PAPER

Since ART 592 Art History Seminar is offered only in the spring semesters, it is required that students take it during their first year or second year.

The MFA Art History requirements include a research paper to be completed within the course ART 592, Art History Seminar. This paper provides the opportunity to research a specific art history topic related to the student's aesthetic interests, under the supervision of art history

faculty. Seminar topics vary from year to year, depending on faculty research specialties, department exhibitions, visiting speakers, and student areas of emphasis.

The writing of the research paper is supervised by the faculty directing the seminar and conforms to professional standards of style, including format guidelines in the Graduate School Thesis Manual. When completed and accepted, one copy of the papers is given to the instructor and a second copy is filed in the department office. The second copy is later transferred, with the thesis, to the Wold Resource Center.

REQUIREMENTS FOR AREA SPECIALIZATION RESEARCH

The MFA program requires each candidate to enroll in ART 695 Independent Study, for three semester credits, using the alphabetical suffix appropriate for the particular studio area of specialization. Specialization research may take a variety of forms and is supervised by the advisor. The specialization project supports studio research. The work of these three credits articulates the student's central aesthetic questions and results in deeper understanding of individual studio practice within the larger field of study. Students may investigate the historical context, technical methods, or philosophical dimensions of their own studio research. Students should consult with advisor to determine the most beneficial format for documenting the findings of the research.

GENERAL NATURE OF THE THESIS

The MFA thesis results from ongoing in-depth research of the student's visual interests within the specialization, with possible relationships to other media. Although the primary focus of the thesis is visual art, advisors and graduate committees also review and evaluate a written abstract of the thesis project. Students will consult with advisors and committees to develop appropriate formats and content of thesis abstracts.

When completed, thesis work should show evidence of mastery in the student's field of study, with professional levels of conceptual, formal, and technical achievement in a substantial body of related works.

Exhibition of selected thesis work is planned and developed under the guidance and with the approval of the student's advisor and committee. According to departmental procedures and with the advice of the Director of the University Center of the Arts, the student will participate in an exhibition of thesis work, scheduled during spring semesters.

THESIS PROCEDURES

After the equivalent of two semesters of work in the area of specialization and at least 20 credits earned at CSU, and after a review by the student's graduate committee that testifies to the student's readiness for thesis work, the student may register for credit in thesis research for the purpose of initial planning and exploration (in order to identify a thesis topic or direction). A formal proposal is not necessary at this stage unless required by the advisor. After this initial investigation, the student may, by means of a formal, written proposal accompanied by studio research, seek the approval of the advisor and graduate committee for the projected MFA thesis work. During the initial stages of thesis work there may be some overlap with required course work in the area of specialization.

FINAL EXAMINATION PROCEDURES

The student is responsible for scheduling the final examination and should consult with the advisor for an appropriate date and time to coordinate with Graduate School deadlines (see website). A two-hour period should be scheduled for the final examination to allow for discussion by the committee following the oral exam. At the discretion of the committee, the final examination may be both oral and written. In the semester prior to the examination, the student should consult with the advisor about the nature of the examination. Passing of the final examination requires a majority vote of the graduate committee, with the advisor serving as chair. A candidate who fails the final examination may be reexamined once, and typically is required to carry out further work prior to reexamination. University regulations require that both the student and the student's graduate committee be informed about the nature of the examination at least one week prior to the examining date; more advanced notice is recommended. It is the student's responsibility to initiate and return the GS24 (available on RamWeb) to the Graduate School **within two working** days after the necessary signatures have been obtained.

SUBMISSION OF THESIS

Submission of Thesis Checklist:

___ Abstract, Thesis, and images submitted to Graduate School according to their document formatting guidelines.

___ Physical Binder (with abstract, written thesis and captioned images, area research, art history seminar paper), to be submitted to the Wold Resource Center and Library. For guidance, please contact your faculty advisor or Wold Resource Center and Library.

Graduate School

Refer to the Graduate School website and familiarize yourself with the required submission process and exact formatting of the abstract, thesis, and accompanying images. Note that you are required to adhere to Colorado State University's Graduate School formatting and submission guidelines for this component of the submission.

Documentation of the thesis exhibition should be suitable to the nature of the project, the purpose being to form an appropriate record, in manageable form, of the work created. In most cases, this would consist of the thesis, images of the work and corresponding caption information (see below for capstone guidance), accompanied by a written abstract as required by the student's advisor and graduate committee.

The responsibility for creating this document rests with the student in consultation with the student's advisor. The finished document must be approved by the student's advisor and committee as well as the Graduate School. If documentation of the thesis exhibition is deemed unacceptable by any of the above, the document is returned to the student for corrections that must be completed and reviewed again for acceptance prior to graduation. **Your thesis (including abstract and images) must be submitted electronically and approved by the published [deadline date](#) of your graduating term in order to graduate in a given semester.**

Caption information should be reviewed with the area advisor, to ensure complete descriptive information is written in styles consistent with professional journals or other appropriate formats. Generally, each image needs to be accompanied with the following information:

Creator's Name, Title of Work [in italics], Year the piece was created, Medium, Dimensions

For instance, Sophie Taeber-Arp, *Vertical, horizontal, carré, rectangulaire*, Gouache, metallic paint, and pencil on paper, 8 3/4 × 6 1/4" (22.2 × 15.9 cm)

Departmental Thesis Binder

In addition to submitting your thesis through the graduate school portal, you need to submit a physical binder to the Department of Art and Art History. **This binder will include title page, abstract, written thesis, and thesis images (with appropriate captions as outlined above), area specialization research, and your art history seminar paper.**

Formatting requirement:

- Black 3-ring binder with label slot on slide. Label should include: name, area, term and year of graduation.
- Images printed in color (all images need to be printed--no supplemental storage devices will be accepted).
- All pages in archival plastic protectors and numbered.

DOCUMENTATION OF THE THESIS

Refer to the Graduate School website for the exact format.

Documentation of the thesis should be suitable to the nature of the project, the purpose being to compile an appropriate record, in manageable form, of the work created. In most cases, this would consist of a color photographic record, of the artwork and a catalog listing that fully identifies the pieces that constitute the thesis project, accompanied by a written abstract as required by the student's advisor and graduate committee.

The responsibility for creating this document rests with the student in consultation with the student's advisor. Financing of the document is the responsibility of the student unless area funds are approved by the area coordinator. The finished document must be approved by the student's advisor and committee as well as the Graduate School. If the documentation of the thesis work and/or the written thesis is deemed unacceptable by any of the above, the document is returned to the student for corrections that must be completed and reviewed again for acceptance prior to graduation.

Your written thesis must be submitted and approved by the published [deadline date](#) of your graduating term in order to graduate in a given semester. Your thesis is to be submitted electronically. Please consult the Graduate School website for specifications on the correct procedure. When the thesis contains tangible objects (paintings, prints, etc.), the document must include at least one high-resolution image of each work in the exhibition, with representative details. Image formats should be reviewed with the student's advisor. Caption information and image lists should be reviewed with the area advisor, to ensure complete

descriptive information written in styles consistent with professional journals or other appropriate formats:

1. Title of work
2. Year
3. Dimensions
4. Media, materials, and techniques

A copy of the thesis abstract must be included with the document. Any additional material required by the student's graduate committee or advisor must be included in the document.

One copy of a thesis notebook is required for the Department of Art and Art History and must include all of the above plus at least one image of every piece in the exhibition. This copy must be enclosed in a hardback binder and should include the area research project and art history research.

BINDER REQUIREMENTS

1. Black
2. ½" to 1" thick 3-ring binder
3. Label slot on spine
4. Pages in archival plastic protectors

Unless otherwise determined by the advisor, **one complete set of images and a copy of the written thesis abstract are also required by the area of specialization.**

Thesis Checklist:

_____ One copy to be submitted to the Graduate School electronically.

_____ One copy, with additional captioned images, for the Department of Art.

_____ One copy, with additional captioned images for the area of concentration, submitted to the advisor.

REQUIREMENTS FOR GRADUATION

All of the following documents should be in the student's file in the Art Department office before the final semester.

1. Equivalency Checksheet (when appropriate)
2. Graduate Petitions for 300-level Studio Courses (when appropriate)
3. Qualifying Review results
4. GS Form 6 (Program of Study)

The Graduate School list of [deadlines and requirements](#) is provided at the start of the semester and distributed to students nearing graduation. The following are required for graduation:

By the end of the 6th week of the final semester:

1. GS 25 - Application for Graduation
2. GS 9 - Change of Committee Form, if applicable

By the 11th week of the final semester:

1. GS 24 - Report of Final Examination Results
2. Grade changes for any remaining Incompletes.

By the last day of classes during the final semester:

1. Art history paper (one copy to advisor, one to the department office)
2. Area Specialization research (one copy to advisor, one to the department office)
3. Thesis (**one copy with images in binder for the Department of Art and one copy with images for area of specialization**)

Students failing to complete all requirements for graduation by the deadline for the graduation term will be required to submit a new GS 25A by the application deadline for the new graduation term. (Re-apply online)

THE CULMINATION

Two copies of thesis and graduate documents organized in black hardback binder, to be filed in the Department of Art office and within the area of concentration. Must include:

1. Written abstract
 2. Any other written exhibition documentation
 3. Professional quality printed images of thesis work (if requested by advisor)
 4. List of pieces and sizes of work in show
 5. Compiled and captioned images of thesis work
 6. Art history research paper
 7. Area Specialization research
-

VACATING GRADUATE STUDIOS, CLEANUP, AND KEY RETURN

Graduate studios are to be vacated, repaired, and cleaned by June 1st of the year in which a student graduates.

A signed copy of the Graduate Studio Contract will be kept in your file in the main office.

All art, personal furniture, and other materials are to be removed. CSU will not accept responsibility for items left by graduating students.

Walls, floors, etc., are to be cleaned, holes patched, and/or repainted; all personal property must be removed so that the studio is ready for the next student, or a damage fee will be charged. In addition, you are responsible for the cost of materials to return the studio to its original condition as well as any additional labor costs if required.

Area coordinators or Building Proctors will survey the studio to see that this cleaning has occurred by June 1st. Time extensions must be by permission of the area coordinator.

Key return is the responsibility of the graduate student and should be coordinated through the department office. Return your keys to the Art & Art History office.

GRADUATE STUDENT HANDBOOK

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GRADUATE ADVISOR ROLES AND RESPONSIBILITIES

Coursework and Other Academic Progress

- Provide guidance regarding course selection
- Support completion of Graduate School forms, such as the GS-6 and GS-25 forms
- Discuss and assist with selection of thesis committee members
- Reinforce expectations of rigorous and disciplined studio practice and academic integrity
- Be knowledgeable about the Graduate Student Handbook and policies
- Conduct end-of-semester reviews of the student's progress
- Provide guidance in preparation for Qualifying Reviews and Thesis Defense/Oral Exams
- Recommend academic support services when appropriate

Research and Scholarship

- Schedule regular (weekly or bi-weekly) meetings with the student. Weekly meetings are required in advisor-led Graduate-level *Studio Problems* courses.
- Support creative development through one-on-one and group critiques and/or discussions
- Maintain high standards for excellence within the discipline and as an engaged member of the college and university community
- Maintain and model standards of excellence regarding studio safety
- Ensure student is aware of ethical standards and best practices in pursuing discipline research/scholarship activities
- Discuss balance of work expectations regarding research and studio work, as well as GTA roles
- Provide timely feedback on student work
- Respond in a timely manner to questions
- Serve as thesis committee member/advisor
- In the case of co-advisors, clarify the responsibilities of each

Professional Development and Resources

- Clarify financial responsibilities (e.g., what does an assistantship cover) in tandem with the department's Financial Officer, Maggie Seymour
- Introduce issues of participation in professional activities
- Provide information on career choices and sources for more information
- Offer guidance regarding teaching, internships, residencies, post-degree activities, etc.
- Provide honest assessment in letters of recommendation
- Assist with resolving conflicts or other problematic situations; make referrals for additional support as needed
- Ensure students are aware of relevant campus resources
- Encourage development of professional skill building (e.g., writing, oral presentations) that will assist with attainment of future career goals

MFA DEGREE CHECKSHEET

Name: _____ I.D. #: _____ Concentration: _____

AREA CONCENTRATION REQUIREMENTS

Total minimum credits: 30

STUDIO PROBLEMS	TERM	CREDITS (18 minimum)
ART575		
ART575		
ART675		
ART675		

INDEPENDENT STUDY	TERM	CREDITS (3 minimum)
ART695		

THESIS	TERM	CREDITS (9 minimum)
ART699		
ART699		

A. STUDIO SEMINAR REQUIREMENTS

Total minimum credits: 6

GRADUATE SEMINAR	TERM	CREDITS (6 minimum)
ART696I		3
ART696I		3

B. ART HISTORY REQUIREMENTS

Total minimum credits: 12

ART HISTORY SEMINARS	TERM	CREDITS (6 minimum)
ART510Q		3
ART592		3

ART HISTORY ELECTIVES	TERM	CREDITS (6 minimum)
ART510		
ART510		

C. ELECTIVES

Total minimum credits: 12

STUDIO ELECTIVES	TERM	CREDITS (9 minimum)

OUTSIDE DEPT ELECTIVES	TERM	CREDITS (3 minimum)

TOTAL CREDITS REQUIRED for GRADUATION: 60

3rd YEAR MFA FORMS AND PROCEDURES

This is a GENERAL GUIDELINE of deadlines--CHECK THE GRADUATE SCHOOL WEBSITE FOR SPECIFIC DATES!

Graduate School Deadlines:

GS25 - Application for Graduation (Due Mid-February)

GS24 - Report of Final Examination (Oral defense) (Due early April)

GS30 - Thesis submission form (Due early April)

GS25B - Departmental Requirements Clearance Form (Due by mid-May)

GS52 - Graduation Clearance Response (Due mid-May---IF APPLICABLE)

Keep an eye on this website!!!

<https://graduateschool.colostate.edu/thesis-dissertation/>

Completing Your Program:

<https://graduateschool.colostate.edu/current-students/steps-to-your-masters-degree/>

Commencement information:

<https://graduateschool.colostate.edu/commencement/>

GREGORY ALLICAR MUSEUM

MFA THESIS EXHIBITION POLICY AND GUIDELINES

1. The Gregory Allicar Museum of Art will organize and install one MFA Exhibition per academic year, to be held in the spring semester.
2. The MFA Exhibition will include work from graduate students, completing their degree in December or May of that academic year, who choose to participate. In accordance with the Graduate Handbook, students may also elect to exhibit at another venue if approved by their committee.
3. The MFA Exhibition will be scheduled in an appropriate gallery based upon number of students exhibiting and nature of work.
4. Participating students will be supplied with an exhibition timeline and will be expected to adhere to all due dates on the timeline. A sample timeline is attached to the end of this policy. These due dates will include the following:
 - a. Each participant will deliver, for publicity and the invitation, one image of a work that will be exhibited, in the required photographic or digital format.
 - b. Each participant will prepare an Artist's Statement, of approximately 100-150 words to be edited by the museum staff for space and coherence. Students will have the opportunity to approve edited copy by a specific deadline. If students do not meet this deadline, edited versions will be used.
 - c. Each participant will sign up for a studio review of potential work for the exhibition with the Museum staff on the sign-up sheets posted in the Department of Art and Art History. Students are strongly advised to review this work with their advisor/committee prior to this meeting. The advisor may attend the meeting. Work should be presented in as complete a fashion as possible.
 - d. Each participant will complete Gregory Allicar Museum of Art incoming loan forms for all works included in the exhibition.
 - e. Each participant will deliver works of art to the Museum and assist with installation as necessary.
5. The Museum will make efforts to accommodate and store works of art from December graduates before the exhibition if necessary.
6. The Museum will provide the following for each exhibition, contingent on budget:
 - a. Printed Announcement (the Museum will not mail this announcement, but will provide copies to participants for dispersal)
 - b. E-invite Announcement
 - c. Reception
 - d. Inclusion in calendars and publicity

7. The contents of the exhibition will be determined by the participating student, the student's advisor, and the Museum staff. Selections will either consist of the body of work/thesis, or a selection from the body of work/thesis that best represents the artist's intentions, contingent on available space. Due to space restrictions, final selections of work for installation will be determined by the Museum staff. Visitor safety, the safety of works of art, and accessibility will also be determinants. The Museum has final authority on all placements and selections.
8. The Museum staff will coordinate installation of all works with the assistance of exhibiting artists. Works consisting of installations will be erected by the artist with assistance provided as necessary. The Museum will supply basic installation tools, hardware, and gallery wall paint. Use of other supplies is the responsibility of the artist.
9. All works of art included in the exhibition must be delivered to the Museum completed, dry, and ready to install. Major fabrication tools (sanders, saws, etc.) and drywall fabrication are not permitted in the Museum. No silicone, glue, or any kind of adhesive may be used on the Museum floors. The Museum staff must be informed, in advance, of any unusual media and has the right to deny exhibition if the works potentially endanger other works in the gallery or the safety and health of gallery visitors. The use of any "nontraditional" art materials such as organic or toxic materials, human subjects, animals (dead or alive), will require notice and prior approval. The Museum does not permit works that include large accumulations of water, chemical substances, open flames or items that emit vapors.
10. The Gregory Allicar Museum of Art will abide by all CSU, State, and Federal laws regarding non-discrimination policies for exhibition content. The Museum will also follow the guidelines of the American Association of Museums regarding legal and ethical collection and exhibition stewardship practices, including compliance with NAGPRA laws, endangered species laws, and unlawful appropriation of objects.
11. Any works of art which require activation must be accompanied by step-by-step written instructions and an artist contact number in the event of problems. Participants are responsible for any additional costs associated with these works such as replacement projector bulbs, batteries, audio/visual cables, etc.
12. The Museum cannot make transactions of student artwork. If you would like to sell your work please provide contact information so that potential buyers can contact you directly. Works of art that are sold cannot be removed from the exhibition before the closing date.
13. The Museum is not actively collecting works of art from MFA students. The Department of Art and Art History will determine if the Department or individual areas will collect graduate student work. These collections will not be stored at the Museum.

Sample Timeline

October 1: Commitment forms signed by student and advisor/committee chairperson

Early November: December graduates arrange studio visits with Museum staff

January: Participants considering unusual media or installation-based format must inform Museum staff

Early February: Studio visits

Mid-February: Digital image for publicity due (image must be 300 dpi, 4 x 5 inch minimum)

February 1: 100-150-word artist statement due (electronic document sent to Museum Director)

March 1: Loan forms due to Museum Collections Manager

One week before installation: Works delivered to Museum

Late March – mid April: Installation, Opening of Exhibition, MFA Speaks program participation

August: Exhibition closes and work returned to Dept. of Art and Art History

Colorado State University Department of Art and Art History

GRADUATE STUDIO CONTRACT

I, _____, on this date, _____, do hereby agree to the following conditions on the use of a graduate studio in the Visual Art Building during the course of my Master of Fine Arts graduate degree program.

Visual Arts Room # _____ Studio Space _____

STATEMENT OF UNDERSTANDING:

I understand that while studios are private and independent, we, the students, collectively create a community of like practitioners dependent on tolerance for divergent opinions, belief structures and aesthetic production; personal safety and well-being; and the respect required of a commonly shared culture composed of a multitude of backgrounds, a plurality of voices and an affinity of aspirations.

UPON ARRIVAL/MOVE-IN:

- Inspect studio/workspace and report any problems or issues to your graduate advisor or the graduate program assistant
- Graduate studios are exclusively for professional art making activities. University regulations forbid the use of studios as living space, even for a temporary or short amount of time
- The Department has the right to reassign and/or consolidate summer studios and/or work spaces
- While a reasonable amount of privacy can be expected, CSU Facilities workers, the Building Proctor, or area advisors may need to enter graduate studio spaces without prior notice; however, notice will be given to students whenever possible

UPON DEPARTURE/MOVE-OUT:

- The graduate studio must be left in the same condition that it was when first occupied on the date above. **Damage fees to cover the cost of repairs and/or cleaning will be applied if this condition is not satisfactorily met.** Area coordinators and Building Proctors will survey the studio to see that all cleaning and repairs have occurred by June 1st. Time extensions are by permission of the area coordinator in consultation with the Building Proctor.
- All surfaces are to be properly cleaned, holes patched, and walls repainted
- You are responsible for the cost of materials to return the studio to its original condition as well as any additional labor costs if required
- All personal property must be removed from the Visual Arts building
- ALL CSU keys must be turned in at the end of your tenure as an MFA student

GENERAL STUDIO USE AND SAFETY GUIDELINES:

Do not paint, tape, mark, or glue any permanent substance on the windows.

Do not paint the floors--use drop cloths or other coverings to protect the floors as necessary.

Do not prop open exterior doors—make sure all doors remain locked, especially after hours.

Follow all University, Departmental, and area-specific safety protocols.

Artmaking can be noisy! A noise- or disruption-free work environment is neither promised nor guaranteed. Be considerate—try not to disturb others excessively while working. If your work is unavoidably noisy, communicate with those around you to find a time to work that will result in the least amount of disruption.

Alterations of studios are not permitted unless approved by the Department.

Properly store and dispose of all food items and packaging. Open food packages and other food waste attracts rodents.

Shared/common spaces, including refrigerators, must be cleaned regularly and all items stored must include a date and name.

No smoking, vaping, or tobacco products are allowed on CSU property, to comply with the state of Colorado executive order, and to reduce exposure to secondhand smoke and vaping aerosol.

Because marijuana is considered an illicit drug, any use (even medical) is [prohibited on campus](#). Violation of this policy can result in legal action by university police and may result in suspension from the university.

No pets in the building.

No alcohol in the building, unless it is a university-sanctioned event.

The University and the Department of Art and Art History are not responsible for the loss or theft of personal belongings.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

CSU ART & ART HISTORY DEPARTMENT

GRADUATE STUDIO MAP

