

MASTER OF FINE ARTS

STUDIO ART

Department of

Art and Art History
College of Fine Arts



IMAGE SOURCE: https://agentcarlywatters.files.wordpress.com/2013/10/literate_octopus.jpg

The University of Texas at Austin

2023-2024
Updated December 2023

TABLE OF CONTENTS

CONTACTS & DIRECTORY	3	FINANCIAL RESOURCES.....	13
ACADEMIC PROGRAM		Grad School & Depart'l Fellowships	13
Philosophy.....	3	Department Scholarships	13
Copyright	4	Non-resident tuition waivers	13
Admission	4	Emergency Funds.....	13
COURSE OF STUDY	4	Tuition & Emergency Loans.....	14
Degree Requirements	4	Additional resources	14
Time Limit.....	4	TRAVEL AWARDS	14
Program Plan Example	5	Departmental Travel Award	14
Course Load.....	5	Grad School Travel Award	14
Transfer Credits	5	UT < > RCA Exchange Program	14
Undergraduate Courses.....	5	SPONSORED RESIDENCIES	14
Religious Holy Days	5	Skowhegan.....	14
Course Descriptions	5	Ox-Bow	15
ADVISING & REGISTRATION	6	Vermont	15
Course Schedule & Online Registration	7	Umlauf Prize	15
GRADUATE CREDIT & GRADING.....	7	DEPARTMENTAL POLICIES	15
Grade Point Averages (GPA)	7	TEACHING ASSISTANTSHIPS	15
Credit/No Credit	7	Appointment.....	15
Incomplete Grades	7	Guidelines & Resources.....	15
REVIEWS	8	Qualifications	16
Timeline	8	Continued Eligibility.....	16
Location & Installation	8	Tuition Assistance.....	16
1 st Review	8	Insurance	16
Mid-Program Review	9	In-state Eligibility	16
3 rd Review.....	10	International Students.....	16
Final Review	10	BREAKS IN ATTENDANCE	16
Colloquia.....	11	Leave of Absence	16
COMMITTEES	11	Withdrawal	17
Composition.....	11	WARNING, PROBATION, DISMISSAL	17
5 th Member	11	Grievance Procedures	17
Advising and Evaluation	11	FACILITIES	18
GRADUATION.....	11	Installing on Campus.....	18
Application to graduate	11	Studios	18
Registration	12	Keys	18
MFA Portfolio Report.....	12	Lockers	18
Description and Instructions	12	Photo Equipment.....	18
Portfolio Report Committee	12	FORM LINKS	19
Format Check.....	12	SERVICES & RESOURCES.....	20
Uploading.....	13	UNIVERSITY POLICIES	22
If Not Accepted	13	REFERENCES & SOURCES.....	22
Final Portfolio	13		

CONTACTS & DIRECTORY

Departmental Contacts

Art and Art History Department Chair: [Dr. Susan Rather](#)
Studio Art Graduate Advisor: [Prof. Eric McMaster](#)
Studio Art Faculty: <https://art.utexas.edu/people/faculty/studio-art>
Art and Art History Graduate Coordinator: [Robin Dangel](#)

College of Fine Arts Contacts: <https://finearts.utexas.edu/about/staff-directory>

Dean of the College of Fine Arts: [Ramon Rivera-Servera](#)
Senior Associate Graduate Dean of Fine Arts: [Dr. Raquel Monroe](#)
Fine Arts Career Services: <https://finearts.utexas.edu/careers>

University Contacts

UT Graduate School Dean: <https://gradschool.utexas.edu/>
UT Graduate Admissions: <https://gradschool.utexas.edu/admissions/contact>

Resources

Art and Art History Student website: <https://sites.utexas.edu/artgrads/>
Comprehensive list of UT resources for onboarding, health, housing, finances, transportation: <http://sites.utexas.edu/artgrads/resources/>

This handbook contains some general remarks concerning University, Graduate School, and Department of Art and Art History procedures. For complete information, consult the following:

- The Graduate School Catalog: <https://catalog.utexas.edu/graduate/>
- University of Texas Course Schedule: <http://www.utexas.edu/student/registrar/schedules/>
- General Information Catalog: <http://www.utexas.edu/student/registrar/catalogs/>
- The Graduate School Website: <https://gradschool.utexas.edu/>
- The Graduate School "Key Dates" Calendar: <https://gradschool.utexas.edu/academics/policies/key-dates>

ACADEMIC PROGRAM

Program Philosophy

UT's Studio Art Graduate Program welcomes all lines of inquiry: spatial, lens-based, 2-dimensional, interactive, sound, and the performative. We are a multidisciplinary program using as an organizational structure the expansive territories of Painting and Drawing, Sculpture + Extended Media, Print, Photography + Media, and Transmedia. MFA students work closely with dedicated and professionally active faculty to fine-tune existing skill sets and develop new approaches, both conceptual and technical. We have built a supportive yet stimulating community in which students are immersed in an environment of discovery, challenged to consider the depth of an individual discipline, encouraged to explore new ones, meanwhile finding overlaps in new and familiar ways.

Used to its full advantage, our curriculum is distinctive to each student's interests and particular to the assets and research strengths of the Department as well as to The University of Texas at Austin. The curriculum allows for many course options giving MFA candidates progressively more studio time as their investigations become more demanding and distinct. Students develop their artist's voice, in both the ability to make images and to build intellectually upon the discourse surrounding one another's practices. Students formulate an ongoing and dynamic dialogue with faculty, peers and visiting specialists allowing for a richly informed approach and experience in art making.

Copyright

Students retain copyright to all two dimensional, three dimensional, time-based or electronic art work Created in the Department of Art and Art History, and they grant a non-exclusive license to exhibit, display, reproduce, perform, or adapt these works at the discretion of the faculty.

APPLICATION AND ADMISSION

Full directions regarding Admissions are always updated on the [program website](#). No late applications will be accepted. Both an [ApplyTexas application](#) and Slideroom application are required. Thoroughly read Application Steps 1 through 5 on the program page for questions related to the application fee, submission process, transcripts, letters of recommendation, and language test scores.

After the application is processed, monitor the application via [Mystatus](#). It is the applicant's responsibility to confirm that all materials have been received. Finalists for admission will be contacted for interviews. After the program has made an admissions decision, please visit the [After The Decision](#) Graduate School page. Admissions decisions are final. Due to the volume of applications, individual applicant feedback cannot be given. If applicants are not admitted, they are free to apply in future admission cycles without prejudice.

Please see the [Frequently Asked Questions](#) page regarding visiting campus and the application process.

COURSE OF STUDY

Degree Requirements

4 hours	1 st Year Seminar (ART 484F)
16 hours	Group Critique (ART 480)
16–19 hours	Committee Study (ART 481, 581, 681, 781)
4 hours	Seminar (ART 482) or seminar substitution approved by Graduate Advisor
4 hours	Professional Practice (ART 498P)
3 hours	Master's Portfolio Report (ART 398R)
4 hours	Master's Exhibition Seminar (ART 498S)
3-6 hours	Elective courses approved by the Graduate Advisor
3 hours	Art History
60 hours	TOTAL

Time Limit

A Master of Fine Arts degree in Studio Art is a 2-year, full-time, 60-semester hour course of study with the degree plan listed above. The expected time frame for completion of the Master of Fine Arts degree is 2 years.

Program Plan Example

Fall Year 1	Spring Year 1
ART 480 Group Critique ART 481 Committee Study ART 484F 1 st Year Seminar FA 38X Fine Arts Elective Total: 15 credits	ART 480 Group Critique ART 481 Committee Study ARH 38X Art History Elective ARI 39X Architectural Interior Design Elective Total: 15 credits
Fall Year 2	Spring Year 2
ART 480 Group Critique ART 481 Committee Study ART 482T Seminar ART 498P Professional Practices Total: 15 credits	ART 481 Committee Study ART 480 Group Critique ART 498S Master's Exhibition Seminar ART 398R Master's Portfolio Report Total: 15 credits

Course Load

The credit load for an MFA student is generally 15 credit hours each semester for 4 long (spring/fall) semesters.

Transfer Credits

No transfer credits are accepted.

Upper-Division Undergraduate Courses

Only graduate level courses may be counted toward the studio requirements as well as the specific course requirements of the degree. No more than two upper division undergraduate courses (320-379) may be counted toward the seminar or elective areas, with approval of the Graduate Advisor. Lower division undergraduate courses (301-319) do not apply toward the MFA degree.

Observance of Religious Holy Days

(From the General Information Catalogue) A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence.

COURSE DESCRIPTIONS

ART 480: Group Critique in Studio Art

Group critiques of student artwork organized under the leadership of the instructor in addition to regular individual studio visits between the instructor and each student. 3 lecture hours a week for 1 semester. Additional laboratory hours are also required. Students must take this course each of the four semesters for a total of 16 semester hours of credit. May be repeated for credit. Prerequisite: Graduate standing in studio art and consent of the Graduate Advisor.

ART 182, 281,381, 481, 581, 681,781, 881: Graduate Committee Study in Studio Art

Studio hours to be arranged. Work to be reviewed at end of semester by graduate committee with grade submitted by the committee member assigned to oversee that semester. May be repeated for credit. Prerequisite: Graduate standing in studio art and consent of instructor and the Graduate Advisor.

ART 482: Seminar in Studio Art

Addresses topics and issues in contemporary art. Uses lectures, readings, guest presentations, discussions, and writings to articulate and discuss the production and reception of culture. 3 lecture hours a week for 1 semester. May be repeated for credit. Prerequisite: Graduate standing in studio art and consent of the Graduate Advisor.

ART 484F: Master of Fine Arts First Year Seminar

Restricted to first-semester graduate students in studio art. Designed as an introduction to the extensive research assets of the university. In addition, the class develops critical assessment skills and develops effective and consistent habits for working in the studio. 4 lecture hours a week for 1 semester. Prerequisite: Graduate standing in studio art and consent of the Graduate Advisor.

ART 498P: Professional Practice for Fine Artists

Restricted to second-year studio art graduate students. Designed to help fine art students through lectures, guest specialists, field trips and readings to understand and prepare effective strategies for entering various aspects of the art world. 4 lecture hours a week for 1 semester. Prerequisite: Graduate standing in studio art, and consent of instructor and the Graduate Advisor.

ART 398R: Master's Portfolio Report

The production of a written interpretation of the artwork created in the graduate program, addressing concepts of and influences on the work, and including a digital portfolio of major works. The equivalent of 3 lecture hours a week for 1 semester. Offered on a credit/no credit basis only. Prerequisite: Graduate standing in studio art, passage of the required 45-hour review, concurrent enrollment in Studio Art 498S, and consent of the Graduate Advisor.

ART 498S: Master's Exhibition Seminar

The class is a vehicle for the presentation of a professional exhibition in which significant work from each of the students is displayed. The instructor organizes the exhibition with all students collaborating in its execution. The students' final review takes place during the exhibition and is individually conducted by faculty committee. At a later date during the exhibition, students may publicly discuss and present their work open to the public. The equivalent of 4 lecture hours a week for 1 semester. Offered on a credit/no credit basis only. Prerequisite: Graduate standing in studio art, passage of the 30-hour MFA oral examination, concurrent enrollment in Studio Art 398R, and consent of the Graduate Advisor.

ADVISING & REGISTRATION

Advising

Each semester, the [Course Schedule](#) lists all courses offered and is published online, usually the week prior to advising. All graduate students must meet with the Graduate Advisor prior to registering for courses. The advising bar (account hold) will not be cleared until the student has met with the Graduate Adviser in person. Academic advising for the Fall semester takes place in April for continuing students and late August for incoming students; academic advising for the Spring semester takes place in October.

The Graduate Coordinator will set up advising appointments via Google Sheets with the dates and blocks of times the Graduate Adviser is available for academic advising. Prior to advising, review the degree requirements and program progress. Students may register for an Art History seminar or outside elective only if approval is received during an academic advising meeting with the Graduate Advisor. The student is ultimately responsible for tracking and completing the requirements in their Program of Work.

Course Schedule and Online Registration

The Course Schedule and Add/Drop procedures are published online each semester before advising and registration at www.utexas.edu/student/registrar/schedules. Students register for each semester online using [UT Direct](#). Students must be advised by the Graduate Advisor and clear all financial bars before registering. In order to expedite TA assignments, please register during your initial registration.

Coursework outside of Studio Art is suggested [here](#). If any course listed in the Course Schedule does not show as "open," it has been restricted by that department. Most departments restrict their graduate courses and you will likely need the consent of the instructor to register. The [Graduate Coordinator](#) in that department may register you for the course if permission of the instructor has been received. If you have consent and are requesting registration from a Graduate Coordinator by email, always include: Full name, UT EID, the number and title of the course, the unique number for the course (5 digits). If you previously received consent from the instructor by email, paste the consent information into the email.

GRADUATE CREDIT & GRADING

Grade Point Average

To receive a degree, the student must have an overall graduate grade point average of at least a B average/3.0. Only upper-division undergraduate and graduate-level courses at The University of Texas at Austin (except report and exhibition courses) are counted in the grade point average. Courses receiving letter grades of C- through F do not fulfill degree requirements. See the Graduate School's complete policy on graduate credit: <https://gradschool.utexas.edu/academics/policies/grades-and-credit>.

Credit/No Credit

Master's Portfolio Report (ART 398R) and Master's Exhibition (ART 498S) are only offered on a Credit/No Credit Basis. A student may take no more than two additional courses not specifically required for the MFA degree on a credit/no credit basis. A student may elect this option, with the approval of the Graduate Advisor, within the first 8 weeks of the long semester or the first 3 weeks of the summer session. See the Graduate Coordinator for the form. Credit/No Credit grades are not computed in the grade point average. Performance level of "C" or above constitutes a grade of Credit (Cr).

Incomplete Grades

[Grades](#) must be given for every course. Incompletes are not for student convenience (i.e. lack of work or unfinished work); they may be issued only in case of approved, compelling, non-academic circumstances beyond the student's control. If an "incomplete" is warranted, the instructor reports the symbol "X" to the Registrar in place of a grade. The student must complete the course requirements and the instructor must report a final grade by the end of the grade-reporting period in the student's next long-session semester of enrollment. If this deadline is not met, the "X" is converted to an "I" (Permanent

Incomplete) and can never be converted to a grade. A student cannot be assigned a TA position if they have an Incomplete. A student cannot graduate with an "X" or "I" in their Program of Work.

Review Timeline

Faculty committee formally evaluates students at the end of every semester.

	When	Where	To prepare	Introduction	Attendance
1st Review	Finals week of 1 st semester	Studio or alternate site in ART building	1-2 page double spaced artist statement emailed to committee + Grad Advisor 1 week in advance	10-15 minute introduction	Committee
Mid-Program Review	Finals week of 2 nd semester	Studio or alternate site in ART building	1-2 page double spaced artist statement emailed to committee + Grad Advisor 1 week in advance	10-15 minute introduction	Committee, Studio grad students, interested GSC faculty
3rd Review	Finals week of 3 rd semester	Studio or alternate site in ART building	Outline of Portfolio Report emailed to committee chair + Grad Advisor 1 week in advance	10-15 minute introduction	Committee
Final Review	During final exhibition	Visual Art Center	Most recent draft of Report emailed to committee + Grad Advisor 1 week in advance	10-15 minute introduction	Committee

Location and Installation

Students are responsible for reserving a room [if not using their own studio] in which to hold their reviews and are responsible for informing the Graduate Advisor and Coordinator of the location in advance. Work must be completely installed by 8:30 a.m. on the morning of the review and remain installed until 5:30 p.m. that evening. All reviews are to be held within the Art Building except for unusual circumstances, such as large installations, that may require alternate sites. Special sites require approval from the Graduate Advisor.

1ST REVIEW

WRITING 1st REVIEW: One week prior to the 1st review, the student emails a 1-2 page double spaced artist statement to all committee members and the Graduate Advisor.

ATTENDEES: The committee and the student. The Graduate advisor may silently monitor any Review when not a committee member.

THE REVIEW: The Committee Chair manages the schedule, discussion and voting process of the Review. At the end of the Review, the Committee Chair creates a short synopsis of the discussion including suggestions and records them on the Committee Review Report Form. Those comments are shared with student and the form is returned to the Graduate Advisor.

EVALUATION PROCESS: The vote is Pass/Fail by majority.

GRADING: The committee agrees on the student's semester grade for Committee Study. The assigned course supervisor will enter the grade.

FAILING: If a student fails Review 1, they are put on departmental probation and must pass Mid-Program Review or their program will be terminated.

1ST REVIEW SCHEDULE:

10-15m	Introduction by artist
30m	Q+A with faculty committee
	<i>Student exits</i>
5m	Committee vote
	<i>Student returns</i>
10m	Committee discussion with student

MID - PROGRAM REVIEW

WRITING: One week prior to the review, the student emails a 1-2 page double spaced artist statement to all committee members and the Graduate Advisor. The Graduate Advisor, in turn, emails a copy of the statement to all faculty and grads.

ATTENDEES: Students are required to attend all Mid-Program Reviews. Faculty are invited to attend. The Graduate advisor may monitor all Reviews when not a committee member.

THE REVIEW: The Committee Chair manages the schedule, discussion and voting process of the Review. At the end of the Review, the Committee Chair creates a short synopsis of the discussion including suggestions and records them on the Committee Review Report Form. Those comments are shared with student and the form is returned to the Graduate Advisor.

EVALUATION PROCESS: The committee evaluates the student and work on a scale of 1-10. The evaluations are averaged and the student **MUST** pass with an average score of at least 6. The student must pass the Mid-Program Reviews in order to advance in the program.

GRADING: The committee agrees on the student's semester grade for Committee Study. The assigned course supervisor will enter the grade.

FAILING: If a student fails the Mid-Program Review, the Graduate Advisor appoints an ad-hoc subcommittee within 48 hours to determine, with the student's committee, whether the student remounts the Review during the first week of the third semester or is asked to leave the program. Students already on departmental probation from the 1st Review must pass the Mid-Program Review or be automatically terminated.

MID-PROGRAM REVIEW SCHEDULE

	STUDENT ATTENDANCE REQUIRED <i>Interested faculty invited to attend</i>
10m	Faculty and public review of artwork
10-15m	Introduction by artist
40m	Q+A with faculty committee
10m	Q+A with audience

	<i>All except committee exit</i>
5m	Committee vote
	<i>Student returns</i>
10m	Committee discussion with student

3RD REVIEW

See schedule for 1st Review.

WRITING 3rd REVIEW: One week prior to the review, the student emails the outline of their PORTFOLIO REPORT to all committee members and the Graduate Advisor.

FAILING: If a student fails Review 3, they must remount and pass the Review in the first week of the next semester or their program will be terminated.

FINAL REVIEW

WRITING: One week prior to the review, the student emails the most current draft of their REPORT to all committee members and the Graduate Advisor

ATTENDEES: The committee and the student. The Graduate Advisor may silently monitor any Review when not a committee member.

THE REVIEW: The Committee Chair manages the schedule, discussion and voting process of the Review. At the end of the Review, the Committee Chair creates a short synopsis of the discussion including suggestions and records them on the Committee Review Report Form. Those comments are shared with student and the form is returned to the Graduate Advisor.

EVALUATION PROCESS: The vote is Pass/Fail by majority. If the committee vote is split 50/50, the Graduate Advisor's vote decides the outcome. The student must pass the Final Review to graduate.

GRADING: The committee agrees on the student's semester grade for Committee Study. The assigned course supervisor will enter the grade.

FAILING: If a student fails the Mid-Program Review, the Graduate Advisor appoints an ad-hoc subcommittee within 48 hours to determine, with the student's committee, whether the student is terminated from the program.

FINAL REVIEW SCHEDULE:

10-15m	Introduction by artist
30m	Q+A with faculty committee
	<i>Student exits</i>
5m	Committee vote
	<i>Student returns</i>
10m	Committee discussion with student

COMMITTEES

Composition of Review Committee

Each student will have a Review Committee of 4 faculty who will mentor them throughout the MFA program, at least 3 of whom will be from the Studio Art Graduate Studies Committee. During the first semester, each student will select the faculty members for their Critique Committee. Other committee members may include faculty from Art History, Design, or other departments on campus who are GSC members in their departments or UT-affiliated arts professionals. (The Graduate Advisor must approve the addition of a committee member who is a UT-affiliated arts professional). The student will select one of the Studio Art faculty committee members to serve as committee chair. Note: Full committee participation is expected, but if absolutely necessary, a committee can convene with a quorum of three members.

5th Committee Member

Students have the option of adding a fifth committee member by the end of the fourth week of their second semester. The fifth committee member can come from within or outside the Studio Art Graduate Studies Faculty but must be a GSC member in their home department. Alternately, the additional member can be a UT-affiliated arts professional. The Graduate Advisor must approve the addition of a committee member who is a UT-affiliated arts professional.

Committee Advising + Changes to the Committee

Students meet with the Graduate Advisor to discuss selecting possible Review Committee members and Chair. Students submit a Review Committee Members Form to the Graduate Advisor by the first week of November. (Links to all forms are at the end of this document.) A student may change one committee member until 3 weeks prior to the Mid-Program Review takes place but not after, except for the replacement of faculty members retiring or on leave who will not be returning to attend the Review. The Graduate Advisor may serve as a committee member, but not as a Committee Chair.

Criteria for Evaluation

- Quality and ambition of work
- Effective use of materials and processes
- Presentation of work
- Caliber of physical, verbal and written articulation
- Ability to contextualize work

SEMESTER OF GRADUATION

Application to Graduate

At the beginning of the semester, apply to graduate by completing the online MA Graduation Application form: <https://gradschool.utexas.edu/academics/graduation>. The [Graduate School's Deadlines & Submission Instructions page](#) has links at the top of the page for students, with a link to this form, with deadlines, submission information, and a checklist for the process.

Applications for graduation are generally due by mid-April (Spring) and mid-November (Fall), and these are hard deadlines. More information may be found at through the Graduate School's website, which lists the report upload procedures and required pages (committee approval form, statement on research with human subjects, any requests to delay publication. Students should consult the Graduate School's ["Key Dates" calendar](#) regarding all relevant milestones for applying for graduation and submitting final written report (not thesis) materials.

The only graduation ceremony for graduate students (Convocation) is held at the end of the Spring semester. If students are unable to complete and upload the report and submit the signature sheet and other required paperwork, they cannot walk at this graduation ceremony. Read about graduation and the Convocation ceremony [here](#). Academic regalia is required to walk at graduation and may be ordered from the University Co-op.

Registration for Final Semester

Students must register for both ART 398R - Master's Portfolio Report and ART 498S - MFA Exhibition during the last semester of coursework, normally spring semester. Candidates for a graduate degree must be registered both courses during the semester in which they expect to receive their degrees.

MFA PORTFOLIO REPORT

Description and Instructions for MFA Portfolio Report

The MFA Portfolio Report is a self-created catalog of your work with integrated images and text that is 2,500-5,000 words in length. The text must meet the Graduate School's formatting requirements. The Graduate School required formats are here:

<https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions#ThesisorReport>. Pay close attention to the requirements including, margins, how to number pages, acceptable fonts, etc. The Graduate School may reject a Report if the formatting criteria are not met.

The Portfolio Report Committee

The student will select two members of their Review Committee to serve as first and second readers of their Portfolio Report. The student cannot select a faculty member on leave during the student's last semester. The 1st reader of the Report must be a member of the Review Committee and member of the Studio Art GSC, but not necessarily the Review Committee Chair. An outline of the Report is due to the committee at the 3rd Review.

At the beginning of the fourth semester, the student works with the 1st Reader to develop a calendar of deadlines. The student exchanges several drafts with the 1st Reader and then sends a draft to the 2nd reader for comment. At the Final Review, the student presents the most current draft of the Portfolio Report to their Review Committee. Students must bring the Portfolio Report Signature Page to their Final Review for provisional signatures. The 1st reader will keep this signature page. Both readers must read and approve the use of their signature on the Report by the last class day of the semester. The Signature Page is then released to the student for submission.

Format Check

All MFA Portfolio Reports require a format check in the Graduate School. To perform a format check, go to <http://www.utexas.edu/ogs/pdn/>, click on the "Master's Graduation Deadlines and Guidelines" for the current semester, and scroll to the bottom of the page to determine who to contact for your format check. Your Report need not be complete to perform a format check. Format check by April 1.

Final Portfolio

Students must submit 10 high-resolution images or MPV's of their work to the Graduate Advisor via Box by the [last class day](#). The Graduate Advisor will share the URL with students in Masters Exhibition Seminar. These images are to be submitted with a Final Portfolio Slide List and a Consent Form. Students must also [acquire the signatures](#) of readers for the Draft Receipt Form by April 15 and send in

the form. They should also submit this signed Draft Receipt Form to your Graduate Advisor by April 15. It is recommended that students create a copy for themselves.

One week prior to Final Review, submit the most recent draft of the Portfolio Report to all members of the Critique Committee and Graduate Advisor. Create the official Signature Page for the Portfolio Report and bring it to the Final Review. At the Final Review, the Portfolio Report reviewers should tentatively sign the Report's official Signature Page. Students must give this signed page to the Report Supervisor, who will keep it until the final draft of the report is completed and approved by both readers. After final signoff from both readers, collect the official Signature Page from your Portfolio Report Supervisor and submit it with Statement of Research in Restricted Regions and Statement on Research with Human Participants. These forms will likely be blank, and must be turned in to the Grad School by 3pm on the last day of the semester.

Uploading Portfolio Report

Students must upload their materials and deliver a title page, signature page, abstract and a Statement on Research with Human Participants by the 3pm on the last day of classes. Current requirements can be found here: <http://www.utexas.edu/ogs/pdn/>. The Graduate School must approve the Report.

If a Report is Not Accepted

If either the Report Committee or the Graduate School does not accept a Report, the student must register for ART 398R during the following semester(s) until both the Report Committee and the Graduate School have accepted the Report. The Graduate Advisor, the student, and the Report Committee may meet in order to advise the student on revisions.

FINANCIAL RESOURCES

Graduate School and College of Fine Arts Fellowships

The Graduate School and College offer a couple of sizable fellowships to continuing students. The award is made by nomination only. Studio Art nominates 1-2 students per year for awards that are competitive across the University and College. For more information:

<http://www.utexas.edu/ogs/funding/fellowships/continuing/>.

Department Scholarships

The Department of Art and Art History awards scholarship funding based on holistic application review and performance. All students are automatically considered for these awards.

Non-Resident Tuition Waivers

A limited number of non-resident tuition waivers are available for students from outside of Texas. Non-resident tuition waivers are awarded on a semester-by-semester basis. The students who receive these waivers pay resident tuition as opposed to non-resident tuition. All out-of-state-students are automatically considered for these awards.

Emergency Funds

The office of [Student Emergency Services](#) exists to help students and their families during difficult or emergency situations. The [Student Emergency Fund](#) provides limited emergency financial support to currently enrolled students who are unable to meet essential expenses due to a Awards are not

considered loans and **do not** require repayment. Some funds may be considered income and are therefore subject to federal taxes.

Tuition Loans and Emergency Loans

Tuition loans are available during registration and will be applied to a student's fee bill. Full-time students who are US citizens can get a Tuition Loan for their entire tuition bill. International students can get a Tuition Loan for half their tuition bill. Interest is charged at a rate of 4% per year. Emergency loans of up to \$300 are given in cash. Contact [Student Financial Services](#) for more information, 512-475-6282.

Additional Resources

- Office of Graduate Studies External Funding (fellowships, financial aid, employment, and other awards): <https://gradschool.utexas.edu/finances>
- University of Texas Financial Aid: <https://finaid.utexas.edu/>
- Texas Global (Formerly International Student Services)
- Grant database at the Regional Foundation Library: <https://library.austintexas.gov/virtual/>

TRAVEL AWARDS

Department Awards

The Department has limited funds to support travel to present work in a professional setting. The awards cover the cost of travel not to exceed a total of \$400 and are based on availability of funds. Proposal for travel may be submitted to the Graduate Advisor. Please complete the form and cc the Graduate Coordinator: <https://sites.utexas.edu/artgrads/studio/travel-awards/>.

Graduate School Professional Development Awards

Graduate School Professional Development Awards may be used to cover the cost of students formally invited to present their work or speak on a panel. Awards are between \$250-\$500, based on availability of funds: <http://www.utexas.edu/ogs/funding/travel.html>.

UT < > RCA: Royal College of Art London Reciprocal Exchange Program (Program currently on hiatus due to travel restrictions)

Each fall, RCA sends one graduate student to study at UT Austin, and UT sends one graduate student in their third semester to study in London, each for 1 semester. Interested students write an essay of interest during their second semester. A committee of 4 Graduate Studio Art faculty selects the outgoing student based on this essay and portfolio materials. Travel funding and partial attendance and living costs are provided by the College of Fine Arts. An info session is held early Spring semester to disseminate details on the program and application process.

SPONSORED RESIDENCIES AND AWARDS

Skowhegan School of Painting and Sculpture

The Studio Art Division co-sponsors a scholarship with the Skowhegan that provides tuition for the 9-week summer program in Maine. The Department of Art and Art History pays approximately half of the tuition and Skowhegan pays the other half. Interested students submit applications directly to Skowhegan where the final decision is made: <http://www.skowheganart.org/apply>

School of the Art Institute of Chicago's Ox-Bow Program

Fellowships to attend the Ox-Bow Program in Saugatuck, Michigan are for an 8-week residency. Fellows work 20-hours a week for Ox-Bow and receive a studio, room and board. The Graduate Advisor will send an announcement for proposals in early Spring. A faculty committee reviews proposals, finalists are interviewed and a single student is selected.

Vermont Studio Center

Fellowship to Vermont Studio Center in Johnson, Vermont for a 4-week residency where artists receive a studio, room and board. The Graduate Advisor will send an announcement for proposals in early Spring. A faculty committee reviews proposals and a single student is selected.

DEPARTMENTAL POLICIES

TEACHING ASSISTANTSHIPS

Appointment of TAs

All Teaching Assistant (TA) appointments are made on a semester-by-semester basis, follow strict departmental criteria, and are subject to availability of funds. Departmental criteria for appointment of TAs have this order of priority: safety concerns, technical laboratory considerations, specific academic program needs, faculty requests, and student requests. All teaching assistantship awards are performance-based and subject to availability. Students can be employed for no more than 4 long semesters as Teaching Assistants within Studio Art.

Guidelines and Resources for TAs

TAs are held to the same ethical standards as faculty. For comprehensive information on duties, benefits, teaching tips, academic integrity, Center for Teaching Effectiveness, Graduate Student Instructor Program and the ASPECTS workshop series, consult both <http://www.utexas.edu/ogs/employment/> and <http://ctl.utexas.edu/>.

As an employee of the university, if you witness or receive information about sexual harassment, sexual assault, dating violence or stalking that involves a current student or employee, you must promptly report the incident to the University's Title IX Coordinator or a Deputy Title IX Coordinator.

Additionally, the university is a public employer and is subject to the Texas Public Information Act. As such, records created by and about you may be subject to an open records request and disclosure. Your name, work location and other employment related information, including salary, may be visible on publicly accessible websites or in other publicly available records.

TA Qualifications

- Admitted to the Graduate School without conditions
- Grade point average of 3.0 or better
- Registered full-time
- May not have any Incompletes (Xs)

Continued eligibility for a TA position will be significantly affected by:

- Availability of funds
- Performance of Teaching Assistant duties
- Overall professionalism
- Progress in both quantity and quality of studio work
- Review of faculty and student evaluations (See evaluation forms in the Appendix.)
- Graduate Studies Committee evaluations of overall performance

Tuition Assistance

The University provides Tuition Assistance to all TAs hired for half and full appointments in the Fall and Spring and those hired for full appointments in the Summer. If you hold a TA appointment, you should receive a [Tuition Reduction Benefit](#).

Insurance

Teaching Assistants appointed as full-time TAs (20 hours/week) for 4.5 months or more (one long semester) are eligible for graduate student health insurance for academic employees: <https://hr.utexas.edu/student/student-employee-insurance-benefits>. Please see this page for questions related to benefits and summer insurance coverage.

In-State Tuition Eligibility

Non-resident and international students who hold full TA appointments will pay tuition and fees at the rate charged to in-state residents. If there are questions regarding residency status, please see UT's [Residency Entitlement site](#). TAs should always receive in-state tuition, but are required to request this benefit each semester: https://utdirect.utexas.edu/acct/fb/waivers/rte_request.WBX.

International Students as TAs

International Students must demonstrate English language proficiency before being assigned as a TA: <https://global.utexas.edu/english-language-center/resources/international-teaching-assistants>. This requires registering for an Oral English Proficiency Assessment. Please see the Texas Global website for Frequently Asked Questions, including exemptions and scoring.

BREAKS IN ATTENDANCE

Leave of Absence and readmission

Graduate students, prior to the last semester may apply to the Graduate Advisor for a [leave of absence](#) of no more than two semesters. Per the policy, a student must have a very strong reason for requesting a leave of absence (i.e. personal or family illness, etc.). The Graduate School does not accept "insufficient funds" as an acceptable reason for granting a leave of absence. A leave of absence does not affect the time limit for completion of the degree. While on a leave of absence, a student may not receive advice or assistance from faculty members and may not use services or facilities of the University. The student on an approved leave of absence must apply for readmission in order to return to the University; but

readmission during the approved period is automatic and the application fee is waived if a copy of the approved Leave of Absence application is submitted. Students applying for readmission must do so by December 1 for the spring semester, July 1 for the fall semester.

Withdrawal

A student may withdraw (i.e. drop all of their courses) from the University through the last day of classes. In order to withdraw for a semester or summer session, a student must file a Withdrawal Petition and Refund Request form with the Dean of Graduate Studies. This fillable form is available [here](#). Students may also reach out to the Graduate Coordinator for a copy. Please be in communication with your program if you intend to withdraw.

WARNING, PROBATION, DISMISSAL

Warning

If a student's cumulative graduate grade point average falls below a B average/3.0, the Dean of Graduate Studies will warn the student that their [good standing](#) is in jeopardy. During the next semester or summer session in which the student is registered, they must maintain a B average or be subject to dismissal. This warning can affect whether or not a student is eligible for TA-ships in the subsequent semester. *Note:* A student in a warning status may drop or withdraw only with special permission of the Graduate Advisor and the Dean of Graduate Studies. A petition must be presented to the Dean of Graduate Studies from the Graduate Advisor. Withdrawals for [medical reasons](#) are handled through the Student Health Center. Please be in touch with the department if you intend to withdraw.

Departmental Probation

Failing Review 1 or 3 places a student on departmental probation and, depending on the specific circumstances, could affect TA eligibility and other levels of graduate support.

Dismissal

See evaluation criteria for Reviews for information on program termination. Students may also be dismissed by the Graduate School for failing to make [Satisfactory Academic Progress](#).

Grievance Procedures

Every effort should be made to resolve [academic, nonacademic, and employment grievances](#) informally between the student and the faculty member most directly involved or, such efforts failing, by the Graduate Advisor, and/or the Chair of the Department. Students may seek assistance from the Ombudsperson who will serve as a neutral third party: www.utexas.edu/student/ombuds. When serious issues cannot be resolved informally, the graduate student may have recourse to the formal grievance procedure that can be found in the [General Information Catalogue](#) (academic, non-academic, employment, and other disputes). It should be noted that the precise procedure to be followed in adjudicating given grievance will depend upon the particular circumstances surrounding the case. Refer to the Handbook of Operating Procedures, policy 1.C.2 at www.utexas.edu/policies/hoppm/.

FACILITIES

Installing Projects on Campus

Art projects may be installed in designated exhibition areas within the ART Building but require prior approval of the supervising professor. Artworks to be installed in non-traditional spaces within the ART or DOTY buildings, or on the grounds of the Fine Arts area require approval by faculty and the Chair's office. Faculty, in consultation with the Student Exhibition Committee, coordinates group class displays. Works improperly displayed may be removed. Find the installation form [here](#).

Studios

Students are able to work in studios in the Art building throughout the academic year. They must move out of studios by Graduation day. Students must return their studio as a clean white space. Paint and spackle will be provided. The faculty member in charge of each set of grad studios will provide additional expectations for facilities move-out. Students must have that faculty member sign a checkout form and submit the form to the Graduate Coordinator along with all building keys. If studios are left damaged or dirty, the department can assess a fine that will result in a transcript bar until the fines are paid.

Keys

Keys issued to graduate students for their studios or for areas to which they are appointed for work as Teaching Assistants, are for the use of that student only. Keys may not be lent to any other student for any reason. Keys must be returned to the Graduate Coordinator at the end of the semester a student graduates along with the checkout form signed by the Area Head. If the keys are not returned, a bar may be placed on the student's records and the diploma may be withheld until the keys have been returned.

Lockers

Contact: [Vikki Penix, Course Scheduler](#)

Step 1: Pick an empty locker

Step 2: Put a lock on it

Step 3: Visit <https://art.utexas.edu/resources/current-students> and click on "Locker Agreement Form" under Forms & Policies to complete the locker agreement form (or scan the QR code below).

All lockers are used at the discretion of the Department of Art and Art History. Every occupied locker must have a completed Locker Agreement Form on file with the Department. Locks and contents may be removed from lockers without forms on file at the discretion of the Department. No firearms, explosives or any other illegal item or substance may be stored in locker at any time. Lockers may be kept from Fall to Spring semesters in the same academic year but all contents and locks must be removed by the posted deadline at the end of the Spring semester.

Photo Lab Use (MFA students outside of photography)

Contact: [Amber Shields Johson, Lab Manager](#)

I. First Stage -Short-term Use (several sessions, during a week or two) with photo graduate student (unpaid), photo technician, or photo faculty assistance only. Studio Art MFA students (outside of Photography) may use the lab during normal hours of operation, as long as they:

- (1) Pay for materials in advance.
- (2) Do not interfere with organized classes or other graduate work. MFA students in photography have priority for using the facilities.
- (3) Do not co-opt or monopolize the time of a grad TA on duty, whose assignment is helping undergrads and/or participating in an undergrad class.
- (4) Do not displace other students (graduate or undergraduate) using equipment
- (5) Sign up in advance to work in the facility.
- (6) They may not use the lab when closed, unless a graduate student in Photography with afterhours access permission is willing to help, though a graduate student must not feel obligated to provide this assistance. Security access, alarm code or name on door will not be granted.
- (7) Clean-up any areas of the lab facility used.
- (8) Checking-out photo equipment is okay for use in the Art Building ONLY -equipment must not leave the Art Building.
- (9) Access privileges will be revoked if lab policies are abused.
- (10) Request to and approval from the area head in writing (e-mail).

II. Second Stage -Multiple-time Use (numerous sessions during a semester or break) with grad assistance (unpaid):

A Studio Art MFA student, after being granted access for short-term use, who demonstrates independence with the use of equipment and an understanding of the restrictions, may request in writing from the area head further extended use of the facility, after outlining the parameters and timeline for completing their project. The rules for Short-term Use above still apply.

III. After Hours access is limited to:

- (a) Authorized graduate students (first priority)
- (b) photo faculty and their official research proxy assistants (second priority).

GRADUATE STUDENTS OUTSIDE OF THE STUDIO ART MFA PROGRAM ARE NOT ALLOWED ACCESS TO PHOTO LAB.

F O R M S

Program Forms

[Course of Study Form](#)

[Review Committee Form](#)

[Optional 5th Member Form](#)

Review Forms

[First Review Form](#)

[Mid-Program Review Form](#)

[Third Review Form](#)

[MFA Final Review to Advisor](#)

[MFA Final Review from Faculty to Student](#)

Portfolio Forms

[Portfolio Report Draft Receipt Form](#)

TA Performance Forms

[TA Job Performance Form- Student](#)

[TA Job Performance Form- Supervising Faculty](#)

Miscellaneous Forms

[Travel Grant Application](#)

[Installation Approval Form](#)

SERVICES AND RESOURCES

Below is a list of useful links and resources for prospective and current students. Please note that this is not an exhaustive list. See also: [the complete list of University offices A-Z](#)

[Accounting and Cashier Services \(Bursar\)](#)

[Blanton Museum of Art](#)

[Career Services in Fine Arts](#)

[Center for Community Engagement](#)

[Counseling & Mental Health Center](#)

[Disability and Access](#)

Any student with a documented disability who requires academic accommodations should contact Disability and Access at 471-6259 (voice) or 1-866-329-3986 (Video Phone) as soon as possible to request an official letter outlining authorized accommodations. Additional information here: `

<https://community.utexas.edu/disability/>.

[Financial Aid](#)

[General Libraries Information](#) (also see: [UT Fine Arts Library](#))

[Graduate Catalog and Policy Library](#)

[Graduate and International Admissions Center](#)

[Graduate Student Services and Resources](#) (General: Career, Events, Housing, Graduate Students Families, Climate Surveys, Campus Services, Student Employment)

[Graduate Housing](#)

[Graduate Professional Development & Events](#)

[The Graduate School](#)

[Graduate Student Writing Support Services](#)

[Legal Services for Students](#)

[Institute for Restorative Justice](#)

[Office of the Registrar](#): semester schedules (including deadlines), calendars, and catalogs:
<https://registrar.utexas.edu/calendars>

[Ombuds](#)

[Parking & Transportation](#)

[Police Department \(UTPD\)](#)

[Recreational Sports Information](#)

[Resource Guide to Mental Health Services for Graduate Students and Programs](#)

[Disability and Access](#)

Any student with a documented disability who requires academic accommodations should contact Disability and Access at 471-6259 (voice) or 1-866-329-3986 (Video Phone) as soon as possible to request an official letter outlining authorized accommodations. Additional information here: <https://community.utexas.edu/disability/>

[Texas Union Information Desk](#)

[Undocumented Students](#)

[University Health Services](#)

[UT Global \(Formerly International Student Services\)](#)

[Veteran Student Resources](#)

[Visual Arts Center \(Art Building\)](#)

UNIVERSITY POLICIES

Students are responsible for familiarizing themselves with all University of Texas policies governing academic and non-academic conduct. The complete policy library may be found: <https://www.utsystem.edu/sites/policy-library>.

In order to address frequently asked questions, a few select policies are outlined and linked below.

Academic Policies

- Full-time student status
- Grades & Credit
- Leaves of Absence
- Transfer Credit
- Key Dates
- Grievances

Registration Policies

- Adding & Dropping Courses
- Registration Procedures
- Late Registration
- Withdrawals
- International Independent Study & Research
- International Travel Policies

Title IX Policies: Sexual Harassment, Misconduct, Discrimination, and Consensual Relationships

Academic Integrity

HANDBOOK REFERENCE SOURCES

This handbook contains some general remarks concerning University, Graduate School, and Department of Art and Art History procedures. For complete information, consult the following publications:

- The Graduate School Catalog: <http://www.utexas.edu/student/registrar/catalogs/>
- University of Texas Course Schedule: <http://www.utexas.edu/student/registrar/schedules/>
- General Information Catalog: <http://www.utexas.edu/student/registrar/catalogs/>
- TA Information: <http://www.utexas.edu/ogs/Employment.html>
- Application for Graduation Forms: <http://www.utexas.edu/ogs/pdn/>