OVERVIEW

The Graduate College sets the guidelines for all graduate programs at the University of Arizona. Each graduate program sets additional program specific guidelines. It is the student’s responsibility to understand both the University-wide Graduate College and MFA in Studio Art program guidelines.

Graduate College: grad.arizona.edu
General Catalog: http://catalog.arizona.edu/
Responsible Conduct of Research: https://rgw.arizona.edu/compliance/home
Academic Integrity: http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity
Please take time to familiarize yourself to the various resources available for parents, for professional development, for health and wellness, etc.: https://grad.arizona.edu/new-and-current-students

COURSE WORK REQUIREMENTS

All students are required to complete 60 units of graduate level coursework. Graduate level courses are numbered 500 or higher.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>COURSES</th>
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<tbody>
<tr>
<td>3</td>
<td>ART 696A, Contemporary Art: Concepts and Issues (taken in the 1st semester)</td>
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<td>3</td>
<td>ART 596A, Graduate Professional Practice (taken in the 5th semester)</td>
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<tr>
<td>39</td>
<td>Studio Art units (as approved by the student’s faculty advisor) including the required course ART 642, Graduate Critique (taken 2x during the 1st 4 semesters)</td>
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<tr>
<td>6</td>
<td>Unrestricted elective units, (as approved by the student’s faculty advisor)</td>
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<tr>
<td>9</td>
<td>Art History units (selected by the student) including the required course ART 531, Studio Introduction to Contemporary Art (taken in the 2nd semester.)</td>
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</tbody>
</table>
Of the 60 units required, 30 must be taken for a regular grade of A or B; no more than 30 units may be Superior/Pass (S/P) courses. Independent studies will only be granted to first year graduate students in exceptional cases. Only courses designated repeatable in the Course Catalog may be repeated. Check your Course Catalog for all course restrictions.

**THESIS-RELATED COURSE CREDITS**

An original body of work must be presented to the public in the form of a final Thesis Exhibition. Students must be registered for ART 698 (Graduate Thesis Exhibition w/ documentation A, B, C up to 30 units) or ART 910 (Written Thesis s/p/f 1-6 units) when working on the Thesis Exhibition. An additional Written Thesis document is optional. If a student opts to complete a Written Thesis, they can choose to register for ART 910 the semester they are writing their thesis. If they are registered for ART 910 units, they are required to archive their Written Thesis with the Graduate College through ProQuest. If you decide to archive your thesis with the Graduate College, it must include a written summary of your Thesis Exhibition project and the processes undertaken to create it. The Archived Written Thesis typically describes the author’s goals, objectives, motivations, investigative procedures, and the results of the project in a manner that clarifies how the creative work represents a synthesis of knowledge. The written thesis should be approximately 20 pages long and requires your advisor's signature upon completion. Please see the Graduate College website for formatting instructions: [https://grad.arizona.edu/gsas/dissertations-theses](https://grad.arizona.edu/gsas/dissertations-theses)

**TRANSFER CREDITS**

A total of 12 units of graduate credits earned from other accredited institutions or as a non-degree seeking student at the University of Arizona may be applied for credit toward a Master of Fine Arts degree. Transferred credit must meet the following requirements:

- no more than 20% of the total required units
- original transcripts must be on file
- graduate credit
- a grade of A or B
- units at an accredited institution
- Grades C, D, E, and Audit may not be used for credit towards the degree

All requirements for completion of a degree must be completed within a six-year period, including transfer course work from other institutions. Any students wishing to transfer credits from another institution should do so within the first year of their program via the transfer evaluation form in GradPath forms. All students should meet with their faculty advisor each semester for academic advising. A Course Work Checklist will help assist in determining what requirements are needed.
FIRST YEAR REVIEW

The First Year Review is a review during the last month of the student’s first two semesters in the program conducted by a one-time Review Committee, appointed by the School of Art, consisting of one faculty member from the student’s program of study (who will serve as chair) and three other School of Art faculty. Review Committees for students in the Interdisciplinary Practice track (IP) will be chaired by a member of the MFA Program Committee. Students will receive ample notice about the exact review dates and the names of members of the Review Committee from the Graduate Coordinator. Students must provide each Review Committee member with a brief written statement one week prior to the review.

Review Protocol

During the First Year Reviews, students present and defend their work in their studios to the Review Committee as follows.

1. Students should begin the discussion by briefly introducing themselves and their work, summarizing the underlying themes and concerns as detailed in their artist statement (see below).
2. Faculty will then critique and discuss the artwork and statement and ask the student questions about their work.
3. The conversation might also examine:
   a. Historical and theoretical precedents and issues that have been researched for the work.
   b. Conceptual development and future plans for the work.
   c. Technical challenges and accomplishments.
   d. Any other relevant lines of inquiry.

The Review Committee will assess the progress of the student and fill out forms that include any relevant recommendations. The forms are made available to the student after the reviews and become part of the student’s permanent file. Students may make audio-recordings in all of the meetings and reviews as long as the faculty are notified beforehand.

Presentation of Work

Students can present work produced independently or within their courses. Sharing work produced prior to entering the program with the committee is permitted for introductory context, but does not fulfill the requirements of the review.

Unless other arrangements have been made, reviews take place in each student’s studio. Studios should be clean and presentable with work displayed in a professional manner. Students are not expected to remove furniture or make their studio space look like a gallery, but may want to remove any work they do not wish to address. The Grad Gallery, Gray Door Gallery, and Rombach Gallery are not allowable for First Year Graduate Reviews. Whenever physically possible, the actual artwork should be available for review. In situations where that is not feasible (site specific work, performance art, etc.), good documentation is essential.
Artist Statement
Students must provide each committee member with a brief written statement about the work being critiqued *one week prior to the review*. The statement should address the work’s conceptual underpinnings as well as the physical and material processes used to create the work. It might also address relevant historical and theoretical context, or any sources or influences that inform the work.

**CANDIDACY REVIEW**
The Candidacy Review takes place after students complete 18 to 30 units in the graduate program (including units they are currently enrolled in.) This most commonly occurs during the third semester in the graduate program. Students will receive ample notice about the exact review dates and must provide each committee member with a written statement *one week prior to the review*.

The Candidacy Review is conducted by the current tenured, tenure-eligible and designated Graduate Faculty in the student’s program with the following exceptions bulleted below. In all cases—including the exceptions listed below—the faculty member that will eventually serve as the student’s Thesis Committee Chair must have attended the student’s Candidacy Review (except when that faculty member is on sabbatical leave, research leave, or Family Medical Leave).

- Current tenured, tenure-eligible and designated Graduate Faculty in First Year Experience (FYE) faculty that are associated faculty of the student’s program of study will also participate in the Candidacy Review.
- For IP students, the Candidacy Review is conducted by a committee of tenured, tenure-eligible and designated Graduate Faculty appointed by the MFA Program Committee. The IP student may suggest up to two current tenured, tenure-eligible and designated Graduate Faculty from the School of Art—the MFA Program Committee will then assemble a Candidacy Review committee. In addition to the two suggested faculty, the committee must also include at least one faculty member from the MFA Program Committee and—if the IP student has a home program—two members of the IP student’s home program. A single faculty member can potentially fulfill more than one of the roles detailed above. Keeping in mind that the eventual Thesis Committee Chair must attend the Candidacy Review—the student should take this into consideration when choosing their two suggested faculty.

**Review Protocol**
In the Candidacy Review the student must:
1. Present completed bodies of work created while in the graduate program and address issues of interest and concern, including historical and theoretical precedents and conceptual and technical challenges and accomplishments
2. Provide a current artist statement.
3. Be prepared to discuss future directions and plans for work not yet begun which would lead to a cohesive body of work for the Thesis Exhibition.
The faculty will be looking for evidence that the student has demonstrated:
1. The ability to create a cohesive body of work.
2. The willingness to learn and evolve.
3. The ability to write about relevant concepts, processes and methods.
4. The capacity to understand the work within the context of contemporary practices.

Faculty will then ask the student to leave the room while they discuss the student’s development in the program and likelihood for a successful completion of the program requirements and progression to the final Thesis Exhibition. When the discussion is finished the student will be invited back into the room to hear the outcome of the review.

Unless other arrangements have been made, reviews take place in the graduate studios. Studios should be clean and presentable with work displayed in a professional manner. Students are not expected to remove furniture or make their studio space look like a gallery, but may want to remove any work they do not wish to address. The Grad Gallery, Gray Door Gallery, and Rombach Gallery are not allowable for Candidacy Reviews. Whenever physically possible, the actual artwork should be available for review. In situations where that is not feasible (site specific work, performance art, etc.), good documentation is essential.

If the Candidacy Review Committee denies the student candidacy, ample explanation will be provided in writing to the student and to the Graduate Program Coordinator. A second Candidacy Review will be scheduled for the following semester with specific expectations clearly articulated to the student. The committee members at the second review should be the same as those present at the first. If substitutions are made in committee composition, a written explanation should accompany the second Completion of Degree Requirements form. The results of the second Candidacy Review are final.

After passing the Candidacy Review the student selects their Thesis Committee Chair and Committee Members.

**MFA THESIS POLICIES & PROCEDURES**

**COMPOSITION AND SELECTION OF THE THESIS COMMITTEE**
The Thesis Committee must consist of a minimum of three and a maximum of five members, one of which will serve as the Committee Chair. The composition of the Thesis Committee must adhere to the following protocol:
• **The Committee Chair**
  - The Committee Chair must be a current tenured, tenure-eligible or designated Graduate Faculty in the School of Art from the student’s program of study with the following exceptions permitted:
    - Students in the IP track can select a Committee Chair from any program of study in the School of Art, but that faculty member should be a current tenured, tenure-eligible or designated Graduate Faculty, and that faculty member must have attended the student’s Candidacy Review (unless that faculty member was on sabbatical leave, research leave, or Family Medical Leave during the Candidacy Review). The student is encouraged to invite said faculty member to their Candidacy Review to ensure their attendance.
    - Current tenured, tenure-eligible and designated Graduate Faculty from the FYE program that are associated faculty of the student’s program of study are also eligible to serve as a Thesis Committee Chair, but that faculty member must have attended the student’s Candidacy Review (unless that faculty member was on sabbatical leave, research leave, or Family Medical Leave during the Candidacy Review). The student is encouraged to invite said faculty member to their Candidacy Review to ensure their attendance.

• **The Thesis Committee**
  - A minimum of three Committee Members should be current tenured, tenure-eligible or designated Graduate Faculty from any School of Art program. When it is beneficial to the student’s research to add a Committee Member who does not fit those criteria—but that individual has been identified as a professional in a field relevant to the student’s pursuits—exceptions can be requested for the fourth or fifth Committee Member (see “Requesting a Special Member” below).
  - While there are regulations regarding who can serve as the student’s Committee Chair (detailed above), the student can invite any current tenured, tenure-eligible or designated Graduate Faculty in the School of Art to serve as a Committee Member—as long as the student selects them before the first formal meeting of the Thesis Committee. Students may seek consultation or suggestions from faculty, but only the student has the autonomy and protected right to determine the final composition of their committee.
  - After the first formal meeting of the Thesis Committee, changes to the composition of the Thesis Committee (adding or subtracting Committee Members or changing your Committee Chair) can be made, but only with approval by the committee (see “Changes to the Composition of the Thesis Committee” below). It is feasible that the addition of a fourth or fifth Committee Member will occur later in the timeline.

• **Selecting the Thesis Committee / Thesis Committee Agreement Form**
After a student decides which School of Art Committee Members they would like to invite to serve on their Committee, they inquire about their willingness to do so. Each member of the MFA Thesis Committee must sign the “Thesis Committee Agreement Form.”

A minimum of three Committee Members (including the Committee Chair) must be selected by the end of the semester in which the Candidacy Review is completed. If the student desires a fourth or fifth Committee Member they can also be added at this time.

- **Requesting a Special Member**
  - Professionals in a field of research relevant to the student’s thesis pursuits—that are not a current tenured, tenure-eligible or designated Graduate Faculty in the School of Art—may receive special consideration to serve as a Committee Member. A request for a “Special Member” must be submitted to the Graduate College. This can include School of Art faculty and staff who are not current tenured, tenure-eligible or designated Graduate Faculty, faculty from other areas of study at the University of Arizona, faculty from other Universities, or someone with the appropriate experience from outside of the University. To complete this the student must first obtain a current electronic copy of your Special Member’s CV or Resume and complete the Special Member form available on the School of Art website under Students > Advising > Graduate Advising and submit the Special Member form and CV to their Thesis Committee Chair. The Chair will poll the existing School of Art Thesis Committee members, and with a majority vote in favor, the Committee Chair will approve the member. The student will submit this form to the Graduate Program Coordinator for final approval and submission to the Graduate College.

- **Changes to the Composition of the Thesis Committee**
  - After the first formal meeting of the committee, any changes to that initial composition of the committee must be approved by a majority of the members of the initial committee who are current tenured, tenure-eligible or designated Graduate Faculty in the School of Art.

- **Non-Voting Members**
  - While the Graduate College permits the inclusion of Non-Voting Members on the Thesis Committee, the School of Art does not allow the addition of Non-Voting Members.

**OFFICIALLY DECLARING YOUR COMMITTEE**

Students must submit the Master’s Committee Appointment Form at the beginning of their last semester. The Master’s Committee Appointment Form is available in UAccess Student Center though GradPath Forms.

To officially declare your Committee Members, first search for your faculty advisor. After you’ve found and selected your faculty advisor, select their committee role (far right column) as “chair.” Then click the “+” sign on the far right to add another line. This will allow you to add another
member to your committee. You’ll need to add a new line for every member of your committee. All other Committee Member roles should be “member.”

REQUIRED THESIS COMMITTEE MEETINGS
In the semesters between passing Candidacy Review and the Thesis Exhibition, students must have a minimum of two meetings per semester with all members of their Thesis Committee in attendance. These mandatory meetings are scheduled by the Graduate Program Coordinator on specific dates during the semester.
FINAL THESIS EXHIBITION
All MFA Candidates are required to present a final Thesis Exhibition during their last semester in the program. The nature, size, and scope of this exhibition is determined by the candidate and their MFA Thesis Committee. The thesis work must be of high quality, reflecting a well-defined direction of cohesive study completed in the program. The exhibition is normally scheduled in April and installed in two campus venues: The University of Arizona Museum of Art (UAMA) and the Joseph Gross Gallery. Those students completing their thesis requirements during the fall semester will need to make arrangements for their exhibition in consultation with their Thesis Committee.

Students are responsible for executing a successful Thesis Exhibition. In cooperation with all members of the graduating cohort and the Museum and Gallery curator and/or preparator, each student will install and de-install their own thesis work following all Museum and/or Gallery guidelines.

FINAL ORAL THESIS DEFENSE
The Final Orals Thesis Defense will be scheduled by the Graduate Program Coordinator to take place during the time of the exhibition. Students MUST be registered for 698 Graduate Studio or 910 Thesis during the semester in which the Final Orals Thesis Defense is administered.

Final Documentation Requirements
Students are required to submit a minimum of three and a maximum of 10 images of their thesis exhibition, and a minimum of 10 and a maximum of 20 images of your professional artist portfolio, an image list and an artist statement to the Visual Resource Center (VRC). The Graduate Program Coordinator will verify that all images and paperwork have been received by the VRC before any graduation paperwork will be processed. The documentation requirements are available here.

At the time of the Orals Thesis Defense, students must also present a Completion of Degree Requirements form to their committee available here. All members of the committee must sign the Completion of Degree Requirements form. If the student has a three-member committee, the decision to pass must be unanimous. If there are more than three members there may only be one dissenting vote for the student to pass. The student must turn in the Completion of Degree Requirements form to the Graduate Program Coordinator.

Second Orals Thesis Defense
Should an MFA Candidate fail the Final Orals Thesis Defense, a Completion of Degree Requirements form noting the failure is submitted by the Thesis Committee to the Graduate Program Coordinator, along with written feedback from the committee. When the time has been set for a second examination (within six months of the original exam), a second Completion of Degree Requirements form is prepared by the Graduate Program Coordinator. It must include examination time, date, place, and the names of the committee members. The committee members at the second examination should be the same as those present at the first. If substitutions are made in committee composition, a written explanation should accompany the second Completion of Degree Requirements form. The results of the second Orals Thesis Defense are final.
GRADING POLICY

All students must receive a B or better in graduate courses in order for these courses to count toward their degree. A grade of C or below will affect your overall GPA, but not advance progress toward the MFA degree. Incompletes will only be granted under the most extenuating circumstances. The student and instructor should complete an Incomplete Grade Report. Failure to make up incompletes by the end of the following semester will lead to a negative evaluation of the student. Failure to make up an incomplete by the end of a calendar year will result in a failing grade (E) for the course. In a significant extenuating circumstance, the student has the option to request an extension before the incomplete becomes an E. Final thesis exhibition examinations may not be taken until all incomplete coursework has been completed.

INDEPENDENT STUDY

Independent Studies are for students working on a project on an individual basis with a faculty member. Students participating in independent studies must complete a Graduate Independent Coursework Form, available on the School of Art website. The student and faculty member directing the Independent Study must sign this form. The student must have a specific purpose for the project, as well as a specific outline of work to be completed. Independent studies will only be granted to first year graduate students in exceptional cases. Grading for Independent Study is Superior/Pass (S/P).

INTERNSHIPS

Internships are for students working in outside agencies (i.e., Center for Creative Photography, The University of Arizona Museum of Art). Students participating in an Internship must complete a Graduate Internship Contract, available on the School of Art website. This packet must be signed by the student, the School of Art faculty member, and by the Internship Supervisor. The student must have a specific purpose for the internship, as well as a specific outline of activities and responsibilities. Grading for Internships is Superior/Pass (S/P).

GRADUATE STUDIOS & FACILITIES

GRADUATE STUDIOS

The School of Art has graduate studio spaces for assignment to MFA students. Graduate studio space is provided for the express purpose of the production of art objects and scholarly work. It is expected that the student will use the space for this purpose only, and lack of proper use will terminate studio privileges. Studio space is assigned to a specific person and is not to be used or shared by any other person without approval of the School of Art Director. The person to whom the space is assigned is responsible for the care and condition of the studio space. Any violation of this
agreement will result in the studio privilege being revoked. MFA students retain a space in the studios for no longer than three years. If a student takes more than three years to complete their degree, the studio space will be relinquished at the end of year three. Please see the Graduate Program Coordinator for all general studio information. Students must complete and turn in the studio contract forms to the Graduate Program Coordinator before receiving cabinet locker keys and access codes and must pay the $200.00 studio deposit fee to the Business Office, upon moving into the studio.

ACCESS TO SCHOOL OF ART FACILITIES
Access to all School of Art Facilities are only open to currently enrolled graduate students in good standing who have proven they can follow all safety and lab/shop procedures.

Letterpress Lab
Graduate students must first take a course in the lab studio (ART 562E or 567B) or enroll in an independent study with Prof. Zimmermann. After successfully completing a class, graduate students may work in the Book Arts & Letterpress Lab independently on a semester-by-semester basis. Graduate students with extensive prior experience may meet individually with Prof. Zimmermann to review the facility equipment and policies and show proficiency in production processes during monitored hours. Pay a $40* materials fee each semester of use to cover solvents, paper, equipment, etc. Keep Lab Tech informed of materials you will be using so they may order accordingly.

For continued Lab Access: After a student has successfully completed Art 562E or 567B, and signs a room use agreement, they will be assigned their own code for room access. If the student fails to pay fee or does not follow print lab maintenance rules their code will be revoked. *If you are only using the Book Art Lab space for binding and not using any supplies please discuss for waiver.

Digital Print Studio DPS
All students may use the facility during normal business hours, posted here: https://digitalprintstudio.cfa.arizona.edu/

Grad Studios Digital Printer
Graduate students must complete a training with Digital Print Studio Technician, David Huber (only offered at the beginning of the school year).

Darkroom
Graduate students must meet individually with Photography Facilities Coordinator, John Nofs, to review the facility equipment and darkroom policies, and show proficiency in darkroom processes.
**Ceramics Studio**
Graduate students must meet individually with the chair of 3DXM to discuss access. Based on the student’s individual experience, access may be granted, or the student may be required to take a graduate level ceramics course or an Independent Study before being granted access.

**Wood/metal shop**
All graduate students are required to complete a woodshop training with the 3DXM Studio Technician, Eric Norman, at the beginning of their first semester. After completing this training, graduate students are allowed to use the wood shop in the main Art building during open hours. Undergraduate students are given priority in the main shop for space and usage. The Graduate Studios wood and metal shops are available to graduate students after completing additional training with the Studio Technician. Students must use their own discretion if they feel they need refresher training. There is a separate training that everyone must take before they are given the code to the table saw. Metal shop training and access is granted on a need-based request, as well as access to any other specialty tools.

**Printmaking Facilities**
Non-printmaking graduate students seeking access to the printmaking facilities in Art rooms 301, 305 and 307 are granted on a semester-by-semester basis, and must meet the following requirements:

- Have taken one semester of Art 556, Graduate Printmaking with a professor who specializes in print media/s they plan to work in.
- Pay an $80 materials fee each semester of use to cover solvents, equipment, etc.
- Keep print professors informed of group materials you will be using so they may order accordingly.
- Room 303 is reserved for Graduate Printmaking and Faculty use only.

For continued Lab Access: After a student has successfully completed Art 556, and signs a room use agreement, they will be assigned their own print codes for room access. If the student fails to pay fee, or does not follow print lab maintenance rules their code will be revoked.

**FabLab**
Graduate students must first take a course in 3D Modeling, Digital Fabrication, or be granted permission by Prof. Farbrook. Graduate students may work in the FabLab independently only with equipment they have been specifically trained to use.

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**GRADUATE ASSISTANTSHIPS**

The School of Art offers a limited number of GAO (Graduate Assistant Other), GRA (Graduate Research Assistant), Graderships and GTA (Graduate Teaching Assistantships) to qualified MFA students. Assistantships are awarded upon faculty recommendation and/or application submission. On rare occasions,
GTAs may be awarded to an incoming graduate student. These assignments are made on an academic semester basis and may be renewed. Each Graduate Teaching Assistant needs to complete a hiring contract before the beginning of each semester they teach. A student must be registered for a minimum of six units of graduate credit during a teaching semester.

TEACHER ASSISTANT/ASSOCIATE TRAINING ONLINE (TATO)
Each Student is required to complete a series of online trainings to be eligible to teach https://grad.arizona.edu/funding/ga/mandatory-online-training. International students who wish to teach must have a TOEFL IBT Speaking Section score of 24, or an IELTS total minimum score of 7.5 or above, with no score lower than 7 on any section of the test. If an International GTA has not taken any of the approved tests (listed above) or does not meet the minimum passing score(s), the hiring department must perform an English-Speaking Proficiency Evaluation (ESPE). More information about this test can be found on the Graduate College website.

PRACTICUM
Students should complete a practicum before they are eligible to be Graduate Teaching Assistants. A practicum allows students the opportunity to shadow a professor and assist in teaching a class in order to better understand how to structure and manage a class of their own. To register for a practicum, students must complete a Graduate Independent Coursework Form available on the School of Art website.

FUNDING ASSISTANCE FOR RESEARCH
Beyond Graduate Tuition Waivers and Graduate College Fellowships, other sources of funding are available in the School of Art, College of Fine Arts, and the Graduate College. Most require a project proposal, budget, or portfolio of images to complete- all opportunities listed below are competitive based on strength of proposal or studio work.

- SCHOOL OF ART ENDOWED SCHOLARSHIPS
  Spring deadline for fall awards 100,000 + awarded yearly. The University of Arizona utilizes Scholarship Universe to list various types of scholarships available. Check out their portal to learn more about the criteria for applying and awarding. Visit the Office of Student Financial Aid’s Scholarship Information page.

- MEDICI SCHOLARSHIPS, COLLEGE OF FINE ARTS
  April deadline for written proposals for domestic and international summer research support and/or travel: fa.arizona.edu/support/invest/medici-circle/medici-scholars/

- GRADUATE AND PROFESSIONAL STUDENT TRAVEL OR RESEARCH GRANT FUND
  quarterly Sept. / Dec. / March / June through the Graduate and Professional Student Council: https://gpsc.arizona.edu/travel-grants
THE COLLEGE OF FINE ARTS SMALL GRANTS PROGRAM
Click the ‘Console’ button at the bottom of the School of Art website to apply- rolling application deadline dates throughout the year: September / November / February / April / June: https://console.cfa.arizona.edu/smallgrants/

GRADUATE COUNCIL

The School of Art Graduate Council is charged with providing input and serving as liaison between the School of Art administration, faculty, and fellow graduate students. Here are some examples of potential topics that Graduate Council could address: graduate curriculum, graduate facilities and equipment, visiting artists, graduate student policies, research opportunities and activities, as well as the School of Art’s vision and direction. The graduate council can coordinate and provide input in various efforts among graduate students and the community — for example, open studio days and graduate gallery programming.

Graduate students in each program (Masters/PhD for Art History & AVCE, 2D, 3DXM, PVI, IDA) will nominate one representative. These six representatives will make up the Graduate Council. The Graduate Council will nominate one chair who will attend one School Executive Committee (SEC) meeting each semester and coordinate the Council meetings. The Graduate Council will also nominate representatives to be a full non-voting member of the School of Art Curriculum, Facilities, VASE and College of Fine Arts Student Advisory Committees.

Program representatives are invited to attend one Program Meeting yearly, preferably in the beginning of the academic year. At program meetings when the Graduate Council representative is in attendance, faculty will not discuss matters regarding fellow students. If attending a program meeting is not possible, the Graduate Council representative could also meet with the program chair. If additional attendance or meetings with the program are desired, that will be determined by the Graduate Council representative and Program Chair.

When the Graduate Council would like to bring forward a request that is a significant change to a process, use of materials, structure, or language, please send a request in writing to the Graduate Program Coordinator. Please include dates, costs and any other details that you think might be helpful to communicate. If you are not sure if a change would be considered "significant", please ask the Graduate Program Coordinator. Give the Admin two weeks to respond, ask questions, or clarify and an approval before you proceed.

Graduate Council can request a maximum of $150 per event for up to two Grad Council events each academic year. Unused funds from one year cannot be carried over for future years.

Election Process: Each spring, all graduate students will be asked to email the Graduate Program Coordinator to nominate a representative from his/her program to serve on the upcoming year’s Graduate Council. The
Graduate Program Coordinator will compile the results. If the student nominated does not wish to serve on the Graduate Council, the next person will be asked, and so on.

The Graduate Program Coordinator will schedule the Graduate Council’s first meeting of the year.

**GRIEVANCES, PETITIONS & APPEALS**

**GRIEVANCES**
Graduate students who feel they have been treated unfairly should follow the steps below to resolve the issue. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action. If the problem cannot be resolved informally with the person responsible, then the student should bring the issue to the Graduate Program Coordinator, who will help the student identify the appropriate next step. If the problem cannot be resolved informally, the student may file a formal grievance. Please see the complete grievance policy and other resources on the Grad College website: [https://grad.arizona.edu/policies/academic-policies/grievance-policy](https://grad.arizona.edu/policies/academic-policies/grievance-policy)

**PETITIONS**
Students can formally petition for an exception to be made to the policies established by the School of Art in the handbook by submitting a SOA Petition, available on the School of Art website. Students can formally petition policies established by the Graduate College by completing a Graduate Petition.

**APPEALS**
If a student disagrees with a decision made by the program or school, they may appeal the decision using the SOA Appeal form, available on the School of Art website.

**EMAIL**
A university email account is required for all students. Email is the official form of communication of the University of Arizona and will be the primary form of communication from the School of Art. Students must also have a university email account to be included on the listserv for all School of Art and University correspondence.