

The University of Arizona
School of Art
MFA Studio Art
Graduate Handbook
2026/2027

-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://research.arizona.edu/research-compliance/rcr?check_logged_in=1

Academic Integrity: <https://deanofstudents.arizona.edu/student-rights-responsibilities/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>

Discrimination Reporting: <https://equity.arizona.edu/reporting>

24/7 Anonymous Hotline: <https://compliance.arizona.edu/hotline>

-COURSE WORK REQUIREMENTS-

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

COURSE TYPE	UNITS	COURSES	REQUIRED TIMING & NOTES
STUDIO ART	3	ART 696A <i>Contemporary Art: Concepts and Issues</i>	1 st semester
	6	ART 642 <i>Graduate Critique</i>	Twice within the first four semesters
	3	ART 596A <i>Graduate Professional Practice</i>	5 th semester
	33	Studio Art units	As approved by student's faculty advisor Please also see the section, Thesis-Related Course Credits. below.
ART HISTORY	3	ARH 531 <i>Studio Introduction to Contemporary Art</i>	2 nd semester
	6	Art History units	Selected by the student
ELECTIVES	6	Unrestricted elective units	As approved by student's faculty advisor

Of the 60 units required, 30 must be taken for a regular grade of A or B; no more than 30 units can 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 can 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>

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 can 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.

SATISFACTORY ACADEMIC PROGRESS

In addition to maintaining a minimum 3.00 grade-point average, students enrolled in a graduate degree program at the University of Arizona are required to demonstrate satisfactory academic progress toward

degree completion. These are *minimum* requirements for completing the degree based on full-time status; actual progress may be accelerated.

First semester:

- Complete ART 696A
- Successfully complete the First Year Review

Second semester:

- Complete ARH 531
- Successfully complete the First Year Review

Third semester:

- Have completed ART 642 at least once in the first three semesters of the program
- Complete a minimum of 27 hours of graduate coursework
- Pass Candidacy Review
- Select a Thesis Committee Chair and a Thesis Committee
- Submit Plan of Study, in consultation with Thesis Committee Chair

Fourth semester:

- Have completed ART 642 twice in the first four semesters of the program
- Successfully meet with your Thesis Committee twice over the course of the semester

Fifth semester:

- Complete ART 596A
- Successfully meet with your Thesis Committee twice over the course of the semester

Sixth semester:

- Complete ART 698 or ART 910
- Complete a minimum of 60 hours of graduate coursework
- Complete 3 graduate level Art History courses over the course of the last 6 semesters
- Submit thesis exhibition proposal
- Successfully meet with your thesis committee twice over the course of the semester
- Successfully install thesis exhibition
- Pass final oral thesis defense
- Archive images with the Visual Recourse Center

Failure to meet satisfactory academic progress requirements is grounds for disqualification from the program.

-REVIEWS-

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 area of interest (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 VARS Project Space, 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.

If you have questions about the expectations or process of the First Year Review, please check in with the chair of your area of interest.

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 area of interest 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 area of interest 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 area of interest—two members of the IP student's home area of interest. 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.

Additionally, see the "Structure of Reviews" policy on page 9.

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 VARS Project Space, 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.

If you have questions about the expectations or process of Candidacy Review, please check in with the chair of your area of interest.

-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 area of interest with the following exceptions permitted:
 - Students in the IP track can select a Committee Chair from any area of interest 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 area of interest 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 the School of Art. 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 through 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.

STRUCTURE OF REVIEWS: CANDIDACY, THESIS MEETINGS, ORALS THESIS DEFENSE

Meetings are to be conducted in-person and are scheduled by the graduate coordinator. If an issue with the date, timeslot, or availability of a member arises, the member with the conflict will bring it to the committee chair. The committee chair will discuss various options with the full committee for meeting on an alternative date, or confirm if a member may attend via Zoom. All members of the committee, including the student, should come to a consensus. The committee chair will then update the graduate coordinator of any changes for individual meetings.

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 ORALS 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.

At the time of the Orals Thesis Defense, the committee will be sent the Completion of Degree Requirements form. 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.

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](#).

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.

Final Orals Thesis Defense Protocol

Each graduating MFA student will have a one-hour timeslot scheduled with their entire thesis committee scheduled in their exhibition space, where they will verbally defend their thesis exhibition. While the exact format of the conversation is relatively fluid, customized to each student and their exhibition, the typical format is generally as follows:

1. The Final Orals Thesis Defense begins with the student providing an overview of their thesis project, articulating the conceptual and material underpinnings of the work.
2. The Thesis Committee members ask the MFA student a series of questions pertaining to the work.
3. As a follow-up to these questions, a broader conversation is typically directed to include the outcomes, additional research avenues, as well as summary feedback from the thesis committee.
4. Near the 50-minute mark of the session, the MFA student is excused from the meeting to allow the thesis committee members to further discuss and assess the strength of the thesis project, which will culminate in a yes or no vote from each committee member.
5. The Chair of the thesis committee will then exit the space and invite the student back in for a short discussion of the results of the thesis defense, and share some of the overall feedback from the committee.

6. Afterwards, the Thesis Committee then electronically catalogs the results of the Final Orals Thesis Defense by completing the MFA Master's Completion of Degree Requirements Form. Each Committee Member is asked to rank the MFA student in the areas listed below:
- Does the student demonstrate a thorough understanding contemporary art, critical theory, and art historical contexts?
 - Does the student demonstrate skills in concept development and the language and clarity to effectively communicate those in a professional art and/or design context?
 - Does the student demonstrate the technical studio skills and strategies needed to produce successful realization of their ideas?
 - Has the student developed an understanding of the brand range of options and opportunities for a successful career in the arts and/or design?
 - Has the student demonstrated excellence in writing grants, exhibition proposals, dossiers, preparing portfolios, and familiarity with the channels of communications and networking necessary to sustain a successful creative practice?

Additionally, see the "Structure of Reviews" policy on page 9.

GRADING POLICY, INDEPENDENT STUDIES & INTERNSHIPS-

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 can 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-

STUDIOS

The School of Art has studio spaces for assignment to MFA students. 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.

Book Art and Letterpress Lab

All students registered for a class held in the Book Art and Letterpress Lab use the facility during lab hours and have priority. Students may work only on equipment they have been specifically trained to use.

Access for other students during lab hours is granted on a semester-by-semester basis and requires one of the following:

1. Completion of ART 462/562E (Letterpress and the Multiple), ART 467/567B (Visual Narratives and Artist Book), or ART 504 (Book/Letterpress focus) in the Book Art and Letterpress Lab.
2. An individual meeting with Karen Zimmermann to demonstrate prior experience and proficiency and review the facility's equipment and policies.

To continue access and work independently in the Book Art and Letterpress Lab, SoA graduate students must complete ART 562E, ART 567B, or ART 504 (Book/Letterpress focus), sign the policy agreement, pay a \$40 semester fee, and meet with Karen Zimmermann to demonstrate proficiency, review the facility's equipment and policies each semester. They will then be approved to receive their access code. Failure to pay any fees or comply with policy rules will result in the revocation of their access code.

Digital Print Studio DPS

All students can 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.

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 Graduates with a Printmaking emphasis, 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.

-GRADUATE ASSISTANTSHIPS-

The School of Art offers GAO (Graduate Assistant Other), GRA (Graduate Research Assistant), and GTA (Graduate Teaching Assistantships) to MFA students. Each Graduate Assistant needs to complete a hiring contract before the beginning of each semester. 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

In most cases 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:
<https://cfa.arizona.edu/giving/opportunities/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 STUDENT COUNCIL-

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

Representatives are invited to attend one program meeting yearly, preferably in the beginning of the academic year. At program meetings when the Graduate Student Council representative is in attendance, faculty will not discuss matters regarding fellow students. If attending a program meeting is not possible, the Graduate Student 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 Student Council representative and Program Chair.

When the Graduate Student 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 Student 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 area of interest to serve on the upcoming year's Graduate Student Council. The Graduate Program Coordinator will compile the results. If the student nominated does not wish to serve on the Graduate Student Council, the next person will be asked, and so on.

The Graduate Program Coordinator will schedule the Graduate Student 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>

All members of the university community are encouraged to take action to support the creation and maintenance of a nondiscriminatory working and learning environment. Anyone who experiences, or is aware of, incidents of discrimination or discriminatory harassment is encouraged to report the concern. There are a number of ways to report concerns and get information, support and resources.

<https://equity.arizona.edu/reporting>

Anyone can also make an anonymous report: <https://equity.arizona.edu/reporting/confidential>

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.