GUIDE TO GRADUATE STUDIES
School of Art
Master’s Programs

School of Art
123 Art Building
Louisiana State University
Baton Rouge Louisiana
70803

design.lsu.edu/art
225-578-5411

MFA Graduate Coordinator
Paul Dean
artmfa@lsu.edu

MA Graduate Coordinator
Matt Savage
artma@lsu.edu

August 2015
WELCOME

seeing a bigger picture

Welcome to the community of artists at LSU. This guide is intended to help make your adaptation to the complex and sometimes bewildering process of being a graduate student a little bit easier by outlining the requirements and procedures for pursuing the MFA program in studio art. Individually and collectively you are integral stakeholders in this community; for, along with faculty and staff, you will assume many important and meaningful responsibilities not just in the day-to-day functioning of the school but also in the development and expression of a personal and collective vision of what mastery means in this context.

While the purpose of this guide is to provide a basis for what you can expect and what is expected of you, you will also receive guidance from the faculty in your chosen concentration, your graduate review committee, your thesis committee and of course, your graduate peers; each of whom is dedicated to the mission of raising their work to the highest professional levels and continually expanding their individual practice as a creative professional.
MASTER OF FINE ART (MFA) IN STUDIO ART

Areas of specialization include ceramics, graphic design, painting and drawing, photography, printmaking, sculpture, and digital art. Degree regulations include full-time residency, maximum of five years to complete, minimum of 9 credit hours per semester, exhibition of specific thesis project, written thesis report, and oral defense of the work.

Students admitted into the MFA program with an undergraduate studio art degree (BFA) must complete a minimum of 60 hours of graduate level credit over the course of three years. Although this is a rare occurrence, a student may petition their graduate review committee and the Graduate Coordinator for approval to complete the program one semester early, or in two and one half years, as long as the 60 credit hours are completed.

MFA IN STUDIO ART – 60 CREDIT HOURS

- Minimum credit hours of Graduate Studio* 27 hrs
  minimum credit hours of Art 7XXX Graduate Studio or Art 4XXX
  6 of these credits are required to be Graduate Seminar
- Studio Art Electives* 12 hrs
  which may be taken in any specialization including your area of focus
- Art History* 12 hrs
  students may petition to substitute 3 hrs for an approved academic elective
- Teaching Seminar 3 hrs
- Art 8000 (thesis research – 2 semesters, minimum 3 credit hrs each) 6 hrs
- Total Hours 60 hrs
  *no more than 24 credit hours in studio art and art history may be taken at the 4000 level

Up to 12 hours of graduate credit may be transferred from NASAD-accredited institutions within the United States. For restrictions, please see the Graduate School Bulletin under “transfer of credit.”

MASTER OF ARTS (MA) IN ART HISTORY

Students seeking admission into the graduate art history program must meet with the coordinator of that area. For the MA degree in art history, students must complete a minimum of 30 semester hours of graduate-level credit (including 6 hours of thesis credit). Other requirements include: maximum of five years to complete, thesis, reading knowledge of French or German, and comprehensive exam in field of specialization. The major professor oversees all degree work. Information on the “non-thesis” option may be obtained from the art history area coordinator.

Please note—Graduate students must assume full responsibility for the knowledge of rules and regulations of the Graduate School and the School of Art. Deadlines and due dates for various requirements can be found in the General Catalog and the Graduate School Bulletin which are available on-line. The Graduate School Calendar listing important deadlines and due dates is included in this handbook and is also available online.
COURSE REGISTRATION

Specific registration dates are announced in the Graduate Calendar for each semester. Registration is completed on-line via the myLSU system.

Students should access the Registration Booklet/Schedule of Classes through the Office of the University Registrar website—

- http://appl003.lsu.edu/slas/registrar.nsf/index

1. A full time graduate student is in at least 9 hours of coursework
2. 50% of any load of coursework must be at the graduate level

ACADEMIC REQUIREMENTS

The graduate grading system, course loads, academic standing, transfer credit policies, etc., are explained in the General Catalog and the Graduate Bulletin (both available online).

ASSISTANTSHIPS

Each studio area has different requirements for the employment of assistants (15-hour or 20-hour assistantships). The duties and responsibilities of each assistant are established by the area coordinators. Duties may include studio, classroom, and shop monitoring, shop work, classroom assistance, and teaching. University policies describing workloads, preparation, record keeping, employment, and faculty evaluation of assistantships are included in PS-21 and PS-8S.

Teaching Assistants (Instructors of Record) have special instructional responsibilities: see PS-30 on Student Privacy Rights and PS-44 on Grades; PS-22 on Student Absences; PS-50 on Responsibilities; PS-29 on Eating, Drinking, and Smoking in Classrooms; PS-76 on Policy on Smoking; and PS-74 on Sexual Harassment. (LSU Policy Statements may be found by entering the PS number in the LSU Home Page search box).

MFA GRADUATE REVIEWS

All MFA students will participate in a graduate review each semester through the first and second year. Students passed on to thesis are exempt from graduate reviews which are normally held in the latter part of each semester. Approximately one month prior to the reviews, the Graduate Coordinator will provide the students and faculty with a review schedule and committee assignments. The reviews are conducted by five-member committees from the graduate faculty, at least two of whom will represent disciplines outside a student’s area of concentration. In addition to assigning faculty to serve on various committees, the Graduate Coordinator will appoint a representative from the respective concentration to serve as chair.

Students are responsible for selecting a suitable campus location for their review subject to the approval of their chair. Committee members must be notified in writing at least one week prior to the event. Students should discuss the proposed format of their presentation with the committee chair and must seek approval from the chair before inviting other LSU graduate faculty as guests to their review. The use of sound, film, or video recording devices is not permitted; however, a fellow graduate student may take notes. The note taker must refrain from commenting or otherwise disrupting the discussion.

Prior to the graduate review, all students are required to submit an artist statement, not to exceed one page in length, to the members of their review committee. The artist statement should first be revised in consultation with and approved by the student’s review chair before the final draft is submitted to committee members. A hard copy of the statement should be placed in the mailboxes of the committee, no later than 9am on the day prior to the review.
The artist statement is a written document that communicates to the committee the ideas embodied in the works to be reviewed, and how the ideas further relate to the visual or material forms that the student has chosen to work with. The goal of the artist statement is to prepare the student for the review, serving as a starting point for the presentation and discussion that takes place during the review.

**GRADUATE REVIEW FORMAT**

Students are expected to begin their review with a presentation to the committee. This normally includes a verbal presentation with pertinent examples of current work. One may also include examples of past work; outline conceptual concerns, and current objectives. The first semester review should also reference the student’s educational background. At the conclusion of the presentation, committee members will question the student, point out relevant strengths or concerns in respect of the work, and offer helpful suggestions. A maximum of one and one-half hours are allowed for each review. The chair will then close the discussion and excuse the student. The committee will then discuss the merits of the art work presented. Each committee member will submit written observations to the chair. At the conclusion of the meeting, the chair will discuss a summary of the review deliberations with the student.

The committee will also recommend one of the following options for the Graduate Review Report:

- **Satisfactory Work**—The student is making satisfactory progress in the program.

- **Passed on to Thesis**—Customarily, a student is eligible to form a thesis committee after the fourth semester review. With consent of the chair, however, students who intend to petition their committee for early completion may do so during the third semester review.

- **Unsatisfactory Work**—A student who is not making satisfactory progress in the program is placed on School of Art probation and will be dropped from the program unless satisfactory progress is shown at the next semester’s review. In addition, the committee may recommend a plan that reduces or eliminates assistantship duties, requires remedial work, and/or credit hour limitations.

The chairs will forward committee recommendations and observations to the Graduate Coordinator within two days of the review. Final assessment and official determination by the graduate faculty will take two weeks to complete. The coordinator will give copies of committee observations and recommendations to each student. These materials will also be included in the student’s file. In the event the graduate faculty disapproves of a committee’s recommendation, the coordinator will schedule a supplementary review to be conducted by the entire graduate faculty. Students are entitled to submit letters of dissent and to appeal the recommendation of the graduate faculty formally through the Graduate Coordinator (see PS-48).

**THESIS PROCEDURES**

Students who are passed on to thesis may select a major professor from the studio art graduate faculty with the approval of the Graduate Coordinator. The major professor, customarily from the student’s area of concentration, then becomes the chair of the student’s thesis committee. The committee is composed of a minimum of five members selected primarily from the above group. Students then solicit other faculty to complete the committee subject to the approval of the chair. Two members must be from outside the student’s area of concentration. At least one member must possess “full member” status within the graduate faculty. It is recommended that an art historian be included on the committee. A committee may include a member of the LSU graduate faculty from outside of the School of Art if approved by the student’s chair.
Students in first semester of Thesis Research (ART 8000) must submit a one page typed thesis proposal to their major professor no later than the tenth day of the semester. This concise proposal must include a title and should touch on the following questions: What will be the focus of the studio work, why will this new work be significant to the student’s development, and how will the work be carried out? The proposal must be reviewed by the major professor before it is distributed to the committee. A thesis proposal meeting is to be held no later than the fifteenth day of the semester. After the proposal is thoroughly discussed and approved, the student may begin work on a thesis project to include the approved studio work and written thesis report. Two copies of the approved proposal and a list of thesis committee members must be submitted to the Graduate Coordinator. The thesis project is to be completed over a minimum of two semesters.

Notes on the thesis report—The report may summarize or recount aspects of the creation of the studio work. A paper length of ten to twenty-five pages is normal. A typed draft must be given to the committee chair for review and correction at least four weeks prior to the scheduled oral examination. The final draft of the report must be submitted to the committee members at least one week prior to the examination. Students must use the Graduate School’s Guidelines for the Preparation of Theses and Dissertations. Helpful links can be found at the Graduate School website—

- [http://appl003.lsu.edu/grad/gradschool.nsf/index](http://appl003.lsu.edu/grad/gradschool.nsf/index)

TIPS FOR THESIS REPORT PREPARATION

- Prepare six to eight medium resolution electronic (jpeg) images.

- Endnotes are really the same as footnotes, except they are located at the end of the paper rather than at the bottom of the page. These are optional.

- The bibliography is a list of books, articles, or other published sources used for ideas, paraphrases, or direct quotations. If included, it must be prepared according to accepted scholarly standards.

- Follow the Graduate School guidelines for the preparation and electronic submission of the thesis at the following link—


- The “Major Field” is Studio Art.

MASTER’S EXAMINATION

The student prepares and submits an Application for Master’s Degree to the Graduate School (check critical dates). Two copies of this form are due to the Graduate Coordinator two weeks prior to the Graduate School deadline.

The Master’s Examination Form (with the list of the thesis committee members) is submitted to the Graduate School at least two weeks prior to the oral examination deadline or by the deadline for degree candidates, whichever comes earlier. Note: one must pay close attention to these dates. The Graduate Coordinator will send out reminders via email.

An MFA candidate must schedule an exhibition or presentation of the completed thesis project. Previous studio work may not be included, nor any work completed outside of the approved thesis proposal. The School of Art Gallery in Foster Hall and the Alfred C. Glassell Jr. Gallery at the Shaw Center are customary venues for the exhibition and the oral examination. Other exhibition and exam sites must be approved by the thesis committee. Early in the term prior to the one in which one expects to graduate, the Gallery Director and the Graduate Coordinator will schedule a critical meeting at which all thesis exhibitions will be scheduled for the above galleries.
After the oral examination, the student may need to revise and correct the thesis report, incorporating recommendations made by the committee. This report is then resubmitted to the major professor for final approval. The completed Master’s Examination Form with faculty signatures is then submitted to the Graduate School. One copy of the completed thesis report is submitted to the Graduate School editors (with whom one must schedule an appointment; see Graduate School Guidelines) in a PDF format for review. The final version will be submitted electronically. One printed copy of the thesis report should be submitted to the Art Office. Examples of earlier submitted thesis reports can be found by going to the EDT link on the Graduate School web site. Check Graduate School deadlines and required procedures for preparing the thesis report with visual materials.

The submission to the school, through the committee chair, of digital images of the individual works from the thesis exhibition at the time of the defense is a requirement for the degree.

Scheduling problems with the gallery, the examination, or the completion of the report within official Graduate School deadlines can lead to a postponement in conferring the MFA degree. The student may need to register for a “Degree Only” semester should this occur. This normally happens in the summer, and the degree is conferred at the end of that term. The student does not need to take classes for “Degree Only”.

In order to be eligible for “Degree Only” registration, the following requirements must be met:

- All degree requirements, including final examinations, must have been completed in a previous semester.
- The thesis must have been submitted to and approved by the Graduate School before the last day to add courses in the current semester.

If eligible for “Degree Only” registration, the student must complete the following procedures before the last day to add courses:

- Submit or update the application for degree to ensure inclusion on the commencement list.
- Submit the thesis for approval by the Graduate School.
- Submit completed final Exam Result forms for approval by the Graduate School.
- Verify with the Graduate School that the Degree Only registration has been cleared.
- Complete walk-through registration (including the payment of graduation fees) either through myLSU or in 114 Thomas Boyd Hall.

**COMMENCEMENT**

Your participation in commencement is highly encouraged. Please remember to order a cap, gown, and specified hood from the Student Union Bookstore.

**Summer**—School Graduate students who have been on assistantship during the previous fall and spring semesters are eligible for tuition exemption, however, students who do not have an assistantship are not eligible. A limited number of assistantships may be available for the summer term, which must be applied for in the School of Art Office during the spring semester.
STUDIOS

Graduate students may be assigned private or semi-private studio spaces by their area. These studios must be properly maintained according to School and University regulations. Smoking, alcohol, pets, and drug use are strictly prohibited (see PS-67). Graduate studios may be inspected by the faculty, Campus Safety, or Campus Police.

SCHOOL OF ART GALLERIES

The School maintains two exhibition spaces: the School of Art Gallery in Foster Hall and the Alfred C. Glassell Jr. School of Art Exhibition Gallery in the Shaw Center. These facilities have exhibitions scheduled throughout the year. The School of Art Galleries are the primary location for all graduate thesis exhibitions. The Glassell Gallery exhibits work by Louisiana State University students and faculty, as well as work by local, national, and international artists unaffiliated with LSU. The Gallery Coordinator is in charge of these spaces and should be contacted for all installation policies. Students wishing to schedule an exhibition other than their thesis show must submit their request to the Gallery Coordinator. Receptions held at either gallery must conform to University guidelines regarding food service (PS-60) and alcohol usage (PS-78).

GRADUATE STUDENT TRAVEL FUNDS

Check the Graduate School Financial Assistance link online for guidelines and application.

SAFETY

The personal safety and health of students, staff, faculty, and the visiting public are primary concerns of the School of Art. Studio, classroom, and shop monitors must adhere to safety guidelines of both the University (see PS-19) and the School. Statements and special guidelines on safe studio practices are set by the area coordinators and the Director of the School of Art.

SERVICES

The School of Art and the College of Art and Design operate several computer labs. A myLSU login and password is required to use these resources. All labs require the purchase of print cards for paper output. Contact the Graduate Student Lab Manager for a description of available hardware and software, and for the schedule of open hours.

CxC LAB

LSU Communication across the Curriculum (CxC) is a university-wide academic excellence program that works to improve the written, spoken, visual, and technological communication skills of undergraduates while deepening students’ understanding of discipline-specific course content.

225-578-1197
Coordinator: Vincent Cellucci

The Centers for Excellence in Learning & Teaching (CELT) provide AV Services (578-1165), Film and Video Library (578-1168), Photographic Services (578-2226), and other Educational Resources (578-6243).

University Policies, Permanent Memoranda, Bylaws, and Regulations are available online through the University’s Home Page—

• http://www.lsu.edu.
OTHER OFFICES

Alfred C. Glassell Jr. Gallery at the Shaw Center: 389-7180
Campus Federal Credit Union: 578-8841
Campus Fire and Occupational Safety: 578-5640
Campus Police: 578-3231
Career Services Center (job placement): 578-2162
College of Art and Design Dean’s Office, 102 Design: 578-5400
College of Art and Design (use of atrium walls for exhibits): 578-5400
Emergency: 911
Graduate School Office, 114 David Boyd Hall: 578-2311
Graduate Student Association: 578-2449
Office of Parking: 578-5000
School of Art Gallery, Murphy J. Foster Hall: 578-5402
Student Health Center: 578-6271
Student Recreational Sports Complex: 578-8601
307 Gallery (for exhibits), Design Building: 578-1434 (Landscape Architecture)

SCHOOL OF ART

Location Room 123 Art Building
Phone 225-578-5411
Fax 225-578-5424
Director Rod Parker—sadir@lsu.edu
Associate Director Denyce Celentano—dcelen1@lsu.edu
Administrative Program Specialist Chanta Franklin—faadm1@lsu.edu
Administrative Coordinator Catherine Wells—cwells@lsu.edu
Graduate Coordinator Paul Dean—artmfa@lsu.edu
Art History Matt Savage—artma@lsu.edu
Director of New Initiatives Kitty Pheney—kphene2@lsu.edu
GRADUATE SCHOOL CALENDAR—Fall 2015
ENROLLED STUDENTS

1. Continuing students must schedule fall semester courses by 7:00 p.m. on July 15, 2015. Payments must be received by August 6, 2015 or you will lose your scheduled courses. Fee bills will no longer be mailed to students. You must pay fees through your MyLSU account or at the Office of the Bursar.
2. Continuing students who schedule after July 15, 2015 will be assessed the $75 late registration service charge.
3. CANDIDATES FOR DEGREE should pick up Application for Degree materials in Room 114 David Boyd Hall prior to the Application for Degree deadline below or access forms on the web at: www.gradschool.lsu.edu.

August
13-14 International Student Orientation
17 Final date for submitting (or updating) to The Graduate School “Applications for Degree” to be awarded at fall commencement, 4:30 p.m., deadline.
19 New Graduate Student Orientation
24 Classes begin, 7:30 a.m.
26 Final date for “Degree Only” registration (all degree requirements, including document submission and approval by The Graduate School must be met), 4:30 p.m. deadline.

September
1 Final date for dropping courses without receiving a grade of “W,” 4:30 p.m., deadline.
2 Final date for adding courses for credit and making section changes, 4:30 p.m., deadline.
4 Final date for submitting to The Graduate School “Requests for Final Exams” (comprehensive exam, thesis/dissertation defense) for degrees to be awarded at fall commencement, 4:30 p.m., deadline.
7 Labor Day holiday begins, 7:30 a.m.
8 Classes resume, 7:30 a.m.

October
25 Course scheduling for spring semester, spring intersession, and summer term begins, 5:00 p.m.
29 Fall holiday begins, 7:30 a.m.

November
2 Classes resume, 7:30 a.m.
6 Final date for dropping courses, 4:30 p.m., deadline.
Final date for resigning from the University, 4:30 p.m., deadline.
16 Final date for submitting to The Graduate School committee examination reports and committee approved theses and dissertations, 4:30 p.m., deadline.
25 Thanksgiving holiday begins, 12:30 p.m. 30 Classes resume, 7:30 a.m.

December
5 Classes end, 10:00 p.m.
18 Commencement

*Final exams must have been taken in a previous semester. See “degree-only” registration in the Graduate Section of the General Catalog. **Applications for Degree submitted in a previous semester must be updated in writing.
School of Art Louisiana State University—60-HOUR CURRICULUM GUIDE

Name: 
Studio Concentration: 
Entry Semester/Year: / 

27 hours in Concentration (minimum)

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12 hours in Studio Art Electives

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12 hours in Art History (above 4000)

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3 hours in Graduate Seminar (Art 7042)

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6 hours in Thesis Research (Art 8000-hours divided over two semesters)

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