2021 - 2022
GUIDE TO GRADUATE STUDIES
LSU School of Art
Master's Programs

LSU School of Art
220 Design Building
Louisiana State University
Baton Rouge Louisiana
70803

art.lsu.edu
225-578-5411

MFA Graduate Coordinator
Denyce Celentano
dcelen1@lsu.edu
artmfa@lsu.edu

MA Graduate Coordinator
Ludovico Geymonat
geymonat1@lsu.edu
artma@lsu.edu

LSU
School of Art

Revised 8/11/21

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 and the MA program in Art History. 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 or as a scholar.

Table of Contents

Administration, Faculty, & Area Coordinator Contacts 4

MFA Curriculum Requirements & Form 5-7

MA Curriculum Requirements 8-10

Graduate School Calendar 11

Program Information 12-16

- Course Registration
- Studio
- MFA Grad Reviews
- Assistantships
- Timesheets
- Campus Resources

Studio Space Requests 17

Thesis Information 18-30

- Procedures
- Responsibilities
- Steps to Fulfill Degree Requirements and Graduation
- Masters Examination
- Thesis Document Requirements
- Required MFA Thesis Portfolio Guidelines
- Thesis Final Checklist

LSU SCHOOL OF ART CONTACTS

GRADUATE ADVISORS

Studio Art: Denyce Celentano
dcelen1@lsu.edu | 225-578-5821

Art History: Ludovico Geymonat
geymonat1@lsu.edu | 225-578-1447

AREA COORDINATORS

Art History: Darius Spieth
dspieth@lsu.edu | 225-578-4947

Foundations: Scott Andresen
sandresen@lsu.edu | 225-578-5574

Digital Art: Derick Ostrenko
dostrenko@lsu.edu | 225-578-5411

Graphic Design: Gerald Bower
gbower@lsu.edu | 225-578-8749

Ceramics: Michaelene Walsh
mwalsh@lsu.edu | 225-578-5411

Sculpture: Malcolm McClay
mmcclay@lsu.edu | 225-578-6831

Painting & Drawing: Ed Smith
esmit23@lsu.edu | 225-578-5904

Photography: Johanna Warwick
jwarwick@lsu.edu | 225-578-8448

Printmaking: Leslie Koptcho
lkoptcho@lsu.edu | 225-578-5396

ADMINISTRATION

Location: 220 Design Bldg.
Phone: 225-578-5411

Director:
Rod Parker
sadir@lsu.edu

Associate Head, Art Operations, & Programs:
Kitty Pheney
kphene@lsu.edu

Associate Director:
Michaelene (Mikey) Walsh
mwalsh@lsu.edu

Administrative Program Specialist:
Chenta Franklin
faadm1@lsu.edu

Administrative Cordinator 4:
Frances Norwood
fnorwood@lsu.edu

MFA CURRICULUM REQUIREMENTS

MASTER OF FINE ART (MFA) IN STUDIO ART

Areas of focus 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, oral defense and digital submission of images of the work (pages 29-30 for instructions on how to submit).

Students admitted into the MFA program must complete a minimum of 60 hours of graduate level credit over the course of three years. A student may petition their graduate review committee and the Graduate Coordinator for approval to complete the program early, as long as the 60 credit hours are completed.

MFA IN STUDIO ART	Total: 60 Hours
ART 7000 – First Year Seminar	6 hours (required)
ART 7010 – Group Critique	6 - 15 hours
ART 7020 – Special Topics Seminar	6 - 12 hours (3 required)
ART 7030 – Independent Study Graduate Studio	0 - 9 hours
ART 7040 – Professional Practices/Teaching Seminar	3 hours (required)
Studio Art/General Electives (4000 or 7000 level)	12 hours (required)
Art History (4000 level or above)	12 hours (required)

60-HOUR CURRICULUM GUIDE

21 hours 7000 level studio/seminar courses
6 hours 1st year seminar, cohort with critique, university resources, and artistic/regional excursions
3 hours Professional Practices/Teaching Seminar
12 hours Studio Art /General Electives (4000 or 7000 level)
12 hours Art History (4000 level or above)
6 hours Thesis Research (ART 8000 taken in last year)
**Students may substitute one Art History requirement with an approved General Elective.*

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.”

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 equirements 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.
Note: the calendar is subject to changes and the online version is the authoritative one.

SUGGESTED PATH

School of Art MFA 60 Hours Degree Curriculum Sample Track

1ST YEAR

FALL — 12 CREDIT SEMESTER	SPRING — 9 CREDIT SEMESTER
• **ART 7000** – First Year Seminar (6 credits)	• **ART 7010** – Group Critique (3 credits)
• **ART 7010** – Group Critique (3 credits) **or** • **ART 7020** – Special Topics Seminar (3 credits)	• **ART 7040** – Professional Practices/Teaching Seminar (3 credits)
• **Studio Art/General Electives** (4000 or 7000 level) (3 credits)	• **Art History #1 (4000 level or above)** (3 credits) ** Recommended that this is Contemporary*

2ND YEAR

FALL — 12 CREDIT SEMESTER	SPRING — 9 CREDIT SEMESTER
• **ART 7020** – Special Topics Seminar (3 credits) **or** • **7000 Level Course** (3 credits)	• **ART 7010** – Group Critique (3 credits) **or** • **ART 7020** – Special Topics Seminar (3 credits)
• **ART 7010** – Group Critique (3 credits)	• **ART 7010** – Group Critique (3 credits) **or** • **ART 7020** – Special Topics Seminar (3 credits) **or** • **7000 Level Course** (3 credits)
• **Studio Art/General Electives** (4000 or 7000 level) (3 credits)	• **Art History #3 (4000 level or above)** (3 credits)
• **Art History #2** – (4000 level or above) **(**3 credits)	

3RD YEAR

FALL — 9 CREDIT SEMESTER	SPRING — 9 CREDIT SEMESTER
• **ART 8000** – Thesis (3 credits)	• **ART 8000** – Thesis (3 credits)
• **Studio Art/General Electives** (4000 or 7000 level) (3 credits)	• **Studio Art/General Electives** (4000 or 7000 level) (3 credits)
• **Art History #4 (4000 level or above) (**3 credits) **or** approved substitute	• **ART 7010** – Group Critique (3 credits) **or** • **ART 7020** – Special Topics Seminar (3 credits)

Taking a summer course is recommended to reduce overall academic load.

School of Art MFA – 60 Hours CURRICULUM GUIDE

Name: _____

Studio Area: _____

Entry Semester / Year: _____

21 Hours 7000 level studio/seminar courses

Course	Credit Hours	Semester / Year	Grade

6 hours 1st year seminar, cohort with critique, university resources, and artistic/regional excursions

Course	Credit Hours	Semester / Year	Grade

3 hours Professional Practices/Teaching Seminar

Course	Credit Hours	Semester / Year	Grade

12 Hours Studio Art /General Electives (4000 or 7000 level)

Course	Credit Hours	Semester / Year	Grade

12 hours Art History (4000 level or above)

Course	Credit Hours	Semester / Year	Grade

6 hours Thesis Research (ART 8000 taken in last year)

Course	Credit Hours	Semester / Year	Grade

MA CURRICULUM REQUIREMENTS

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 overseees 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 variousr equirements can be found in the General Catalog and the Graduate School Bulletin qhich 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 WORK

Over the course of their enrolment in the program (usually 4 semesters), graduate students will take a total of 8 courses (24 credits) plus ARTH 8000 twice (6 thesis-hour credits) for a total of 30-credit hours. All courses must be at the graduate level (4000-level and above) and at least 3 courses (9 credits) at the 7000 level. Graduate research seminars (7441 and 7442) are offered frequently and, occasionally, ARTH 7400 (Art Theory and Criticism). Students may also take one semester of ARTH 7490 (Independent Study in Art History). Consider every paper you write in graduate school the initial draft for a potential MA thesis. The more developed the draft, the further along your thesis will be.

DISTRIBUTION REQUIREMENTS

An appropriate course of study should be developed in consultation with the Art History Graduate Coordinator during the first semester. Students are expected to take at least one course in three of the following four areas: (1) Ancient and Medieval art; (2) Renaissance through 18th-century art; (3) 19th through 21st-century art; and (4) Non-western art. During their first year, students should also take ART 7410 (Colloquium in Art Historical Methods), a one-credit course that meets once a week for an hour throughout the Fall semester. The Art History Area Coordinator, as well as the Graduate Coordinator, are available to answer questions as to whether a course fulfills a given distribution area.

FOREIGN LANGUAGE EXAM

All students must satisfy the program’s language requirements by passing a reading proficiency exam in French or German as soon as possible after enrolling and no later than their third semester. Other relevant language exams are arranged through the department in cases where a student’s thesis topic requires expertise in a language other than French or German.

MAJOR FIELD OF STUDY AND THESIS TOPIC

Students will choose a major field of study within art history by the end of their second semester. They should consult as early as possible with the professor associated with their desired field of study, who will then become their primary advisor. Students should plan to take a minimum of three courses in their major field of study and, by their third semester at the latest, choose the topic of their MA thesis.

COMPREHENSIVE EXAM

Students are required to pass a comprehensive exam in their major field of study. Comprehensive exams are usually taken in the third or fourth semester. Students should schedule the exam in consultation with their advisor. The comprehensive examination is designed to test the student's ability to integrate general and area knowledge, as well as to cover material relevant to her/his thesis topic (which must be chosen in advance of the comprehensive exam). The advisor determines the nature and scope of the comprehensive exam, which is pass/fail. Students may pass one section of the exam and fail another. In this case, they are required to retake only the portion of the exam that they failed.

THESIS COMMITTEE

In consultation with her/his advisor, the student chooses a thesis committee of three members: the primary advisor, who chairs the committee, and a minimum of two more LSU faculty; one of them may be from a field outside of Art History.

THESIS TOPIC

Students settle on a topic for their thesis in consultation with their advisor and then write a prospectus, i.e. a preliminary description of the topic and plan of work accompanied by a brief bibliography. The sooner this is done the better: students who settle on a topic at the end of their first year can use the summer to write their prospectus and the following academic year to complete their thesis. Normally, students require the better part of two semesters to write a thesis (and they can take two 8000-level thesis credit seminars while writing). Keep in mind that final theses are due to the Graduate School a few weeks before the end of the semester in order to graduate. Time is also necessary for committee members to read and respond to the final draft of the thesis.

THESIS

MA theses vary considerably in length and in nature and scope. Students may think of them as twice the size and effort of a research paper written for a graduate seminar. Most MA theses in art history at LSU average between 40 and 60 pages. Students are asked to demonstrate their ability to deal thoroughly with a topic, to think critically about the issues involved, to read and evaluate the relevant literature, and to write eloquently about it. A thesis is not just a report: it does not only gather information and sources on a topic, but it organizes the presentation around a primary idea – "the thesis", which is developed and supported in full. An MA thesis should strive to make a new point and not just rehearse those already made in the literature on the subject. It is often convenient to start from a question about a topic and seek to answer it in the course of the research. This may lead to discoveries that require an adjustment of the original question. The final thesis may well take the form of a fully-developed and persuasive answer to a specific question.

Careful planning helps with writing. Students should regularly check in with their advisor and schedule discussion sessions. Arriving at a research question and a thesis statement are key stages in the progress towards the completion of an MA thesis.

ELECTRONIC FORMAT

Theses are submitted to the LSU Graduate School in electronic format. A how-to guide plus links to LSU theses available in the library can be accessed by logging onto the Electronic Thesis and Dissertation Home Page at http://etd.lsu.edu/.

ORAL DEFENSE

Once the final draft of the thesis is complete, students must give a copy to each of their committee members several weeks prior to the date they intend to have their oral defense. Two weeks is the minimum necessary for members of the committee to be able to read and respond with comments. In consultation with the committee and the Graduate School, students

schedule a date and time for the oral defense and arrange a location for it (rooms are reserved in the Dean's Office). At the defense, students make a brief presentation about their thesis and then field questions from the committee. They should be prepared to defend their choice of topic and the development of their thesis. After the defense, students might be asked to revise the text for minor mistakes or, in fewer cases, to rewrite sections of the thesis.

TIMELINE (can be modified in consultation with the Graduate Coordinator for individual cases)

Summer before 1st semester
Students consider enrolling in a language reading course like FREN 1020 or GERM 4005 (or an equivalent class elsewhere).

First semester
Enroll in three 3-credit courses, including at least one at the 7000 level, as well as in ARTH 7410 (1-credit course offered only in the Fall semester). Consider enrolling in a language course if you have not already done so.

Second semester
Enroll in three 3-credit courses, including at least one at the 7000 level. Schedule and take language exam. Choose major field of study and primary advisor. Settle on a thesis topic.

Summer following 2nd semester
Prepare thesis prospectus. Complete language studies if not already done. Consider participating in a study-abroad program (not mandatory).

Third semester
Enroll in one course at the 7000 level plus one 8000-level thesis research seminar. Begin thesis and write as much as possible. Schedule and take Comprehensive Exam. Read over Graduate School Guidelines and discuss deadlines with advisor. Make sure ARTH 7410 requirement is fulfilled.

Fourth semester
Enroll in one course plus one 8000-level thesis research seminar. Choose the thesis committee and schedule the oral defense. Distribute final draft of thesis to committee members. Make final corrections, if needed, and schedule review by Graduate School editor. Submit thesis and accompanying paperwork.

DEGREE-ONLY REGISTRATION

If any of the deadlines are not met within the fourth semester, students may receive their degrees at the end of the following (usually summer) semester by registering for "degree only" and paying a small graduation fee. In this case, the thesis must be submitted to and approved by the Graduate School before the last day to add courses in the semester of graduation; all other degree requirements, including oral defense, must be completed in the previous semester.

GRADUATE SCHOOL CALENDAR

Fall Calendar 2021

1. The Bursar must receive your payments by August 5th, or you will lose your scheduled courses. Pay fees through your MyLSU account or at the Office of the Bursar.
2. Candidates for degree should access the Application for Degree form before the deadline at lsu.edu/graduateschool/forms.

Month	Date	Event
August	TBD	International Student Orientation
	18	New Graduate Student Orientation
	23	Classes begin, 7:30 a.m.
	31	Final date for dropping courses without receiving a grade of "W," 4:30 p.m. deadline
September	1	Final date for adding courses for credit (including 8000 & 9000) & making section changes, 4:30 p.m. deadline. Final date for submitting change to pass/fail grading or audit.
DEGREE ONLY	→ 1	**Final date for Degree Only* resolution of editors' requested corrections to theses & dissertations & registration, 4:30 pm.** All degree requirements must be met: final defense reports, document approval forms requested by the document editor, Survey of Earned Doctorates completion certificates, & Declaration of Co-Authors (if applicable) **Also, departments must submit final defense reports** for nonthesis students by 4:30 pm ***Note:*** *It is suggested that documents be uploaded at least two (2) weeks prior to this date to ensure approval by the September 1 deadline.*
	→ 2	Final date for submitting to the Graduate School **Application for Degree** to be awarded at fall commencement, 4:30 p.m. deadline
APPLICATION FOR DEGREE & REQUEST FOR FINAL EXAM	→ 2	Final date for submitting to the Graduate School **Request for Final Defense** (comprehensive exam, thesis/dissertation defense) for degrees to be awarded at fall commencement, 4:30 pm deadline. **Note**: All **final defense requests** must be submitted **3 weeks prior** to the date of the defense, but no later than September 2nd.
	6	Labor Day holiday begins, 7:30 a.m.
	7	Classes resume, 7:30 a.m.
October	21	Fall Holiday begins, 7:30 a.m.
	24	Course scheduling for spring semester, spring intersession, & summer term begins, 5:00 p.m.
	25	Classes resume, 7:30 a.m.
November	→ 4	**Thesis & Dissertation Uploading deadline.** All theses & dissertations of the current semester's graduates must be **committee approved & uploaded** to the Graduate School's Digital Commons site by 4:30 pm In addition, all degree requirements must be met: final defense reports, document approval forms, Survey of Earned Doctorates completion certificates, & Declaration of Co-Authors (if applicable) forms must be received by the Graduate School on or before this date. **Dissertation Title Deadline**: Any changes to dissertation titles turned in after this date will not be reflected in the commencement guide at graduation.
CHAIR SUBMITS THESIS EXAMINATION REPORTS & STUDENT DEADLINE FOR SUBMITTING THESIS	5	Final date for dropping courses, 4:30 p.m., deadline
	5	Final date for resigning from the University, 4:30 p.m., deadline
	18	**Final Resolution of Editors' Requested Corrections to Theses & Dissertations.** All final revisions requested by the editor must be uploaded to Digital Commons by 4:30 pm **Also, departments must submit final defense reports** for non-thesis students by 4:30 pm
	24	Thanksgiving Holiday begins, 12:30 p.m.
	29	Classes resume, 7:30 a.m.
December	4	Classes end, 10:00 p.m.
	6-11	Final examinations
	14	Final grades due (degree candidate), 9:00 a.m., deadline
	15	Final grades due (non-degree candidate), 9:00 a.m., deadline
	17	Commencement

Revised 6/18/2021

** Final exams must have been taken in a previous semester.
See "Degree-only" registration in the graduate seccion of the graduate catalog.

MFA PROGRAM INFORMATION

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).

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—**https://www.lsu.edu/registrar/academics/schedule-booklet.php**

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

STUDIOS

Graduate students may be assigned private, semi-private, or shared 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 (PS-67). Graduate studios may be inspected by the faculty, Campus Safety, or Campus Police. **No student may change the location of their studio or occupy additional spaces without final approval from the Associate Director through the submission of the SoA Space Request Form (page 29)**

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. The Graduate Coordinator establishes the review schedule and review committees, and approximately one month prior to the reviews, will provide the students and faculty with a review schedule and committee assignments. The Graduate Coordinator will appoint a representative from their respective area to serve as a chair for each committee. 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 focus. Modifications to the review schedule will only be made in extreme circumstances.

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 digital copy of the artist statements must be sent out to each member of the committee in addition to a hard copy placed in their mailbox, no later than 9 am 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 the 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 and must include examples of past work. 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.

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 request a meeting with the student's area coordinator. The committee may recommend a plan that reduces or eliminates assistantship duties, requires remedial work, and/or credit hour limitations only with the approval of the faculty within the student's area of focus. If the student receives a second unsatisfactory at any point during the first four semesters, the student will be dropped from the program. A student receiving an unsatisfactory is responsible for scheduling a meeting with their chair to clarify the nature of the unsatisfactory rating. The chair will also clarify the steps to be taken by the student to improve their performance to the satisfactory level.

- **Deferred**—A student's review is deferred only under extraordinary circumstances where special scheduling is approved by the area and the director

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 disagrees with 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).

ASSISTANTSHIPS

Each studio area has different requirements for the employment of assistants (20 hour assistantships). The duties and responsibilities of each assistant are established by the School of Art through the area coordinators. Duties may include studio, classroom, and shop monitoring, shop work, classroom assistance, teaching, and externally funded assignments. 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-5O 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).

The Graduate School has informative workshops. Check the website for current opportunities.

TIMESHEETS

Every graduate assistant is required to turn in monthly timesheets. See example below. Ask the front desk for hard copies or they will be happy to email the form to you

It must be signed by the student and their area coordinator or primary supervisor.

MONTHLY TIME RECORD
LSU SCHOOL OF ART GRADUATE PROGRAM

Student Name _____

Student LSU ID _____

Student Email _____

Supervisor (s) _____

For the month of: _____

Please see instructions on back.

Insert Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Wk 1 _____							
Wk 2 _____							
Wk 3 _____							
Wk 4 _____							
Wk 5 _____							

Monthly total must not exceed:
20 days = 80 hours
21 days = 84 hours
22 days = 88 hours
23 days = 92 hours

Total Monthly Hours: _____

I certify by my signature that I was present and worked during the hours indicated above.

Employee Signature _____ Date: _____

I certify by my signature that this student has performed satisfactory work for the hours represented on this timesheet.

Area Coordinator Signature _____Date: _____

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.

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).

COMPUTER LABS

The School of Art and the College of Art and Design operate several computer labs (Rooms 108 and 113 in the Art Building; and the VizLab on the second floor of the Design Building). A myLSU login and password is required to use these resources. All labs require tiger-cash for paper output. For the School of Art print-lab, an appointment must be made in advance with Luisa Restrepo at lrestr1@lsu.edu

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: Josef Horáček, PhD

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**

PROMOTE YOURSELF!

We want to promote the exciting activities of our graduate students. If you have an exhibit, receive an award, residency, travel grant, etc. we would like to know about it. Please send all relevant information and images to the Director of Communications for the College, Elizabeth Mariotti (ematte6@lsu.edu) and copy the Director, Rod Parker (sadir@lsu.edu).

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.

GRADUATE STUDENT TRAVEL FUNDS

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

OTHER CAMPUS RESOURCES

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

Student Health Center: 578-6271

Student Recreational Sports Complex: 578-8601

307 Gallery (for exhibits): Design Building, 578-1434 (Landscape Architecture)

STUDIO SPACE REQUESTS

For any studio space requests, complete a request form (see sample below) and email to Michaelene (Mikey) Walsh (mwalsh@lsu.edu).

No requests will be considered without the submission of a completed form.

For information or requests related to area galleries, contact the appropriate Area Coordinator (list and contact information can be found on page 4).

School of Art Space Request Form

Must be submitted to Mikey Walsh — mwalsh@lsu.edu

Name:_____ E-mail:_____

LSU ID#: _____ Phone Number: _____

Date of request: _____ Area of Study: _____

Check all that apply:

_____ I request a change of space

(Current Space Occupied: **Building:** _____ **Room:** _____)

_____ I request an extended period in my space

(Current Space Occupied: **Building:** _____ **Room:** _____)

_____ I request a new space

(Requested Space: **Building:** _____ **Room:** _____)

_____ I am a School of Art Undergraduate

Brief description of need and justification for request:

Who is your Area Coordinator? _____

Approved: **Date:**

MFA THESIS INFORMATION

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 three members (maximum of five) 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 Graduate Coordinator. Emeritus School of Art Faculty may be selected to serve as voting or advisory members of thesis committees.

Students in first semester of Thesis Research (ART 8000) must submit a one page typed thesis proposal to their committee chair 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? In addition to the title, the student should also include materials/media, themes, and a well thought out concept. The proposal must be reviewed by the committee chair before it is distributed to the committee. A thesis proposal meeting will be scheduled during the first three weeks of class. The meeting will include all members of the student's committee. 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 that includes images of the thesis exhibition work 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://sites01.lsu.edu/wp/graduateschool/**

DEGREE ONLY REGISTRATION

What is "Degree Only"? Students, who have completed all degree requirements, including final examinations taken in a previous semester, may register for "degree only" and graduate in the following semester. A student may not be registered for courses while registered for "Degree Only" and will pay only the graduation fee. **Master's degree fee**: $35; processing fee, $20 **Doctoral degree fee**: $55; processing fee, $35

Requirements (Eligibility): The following must have been completed in a previous semester (semesters end on commencement day):

- All coursework for the degree
- The final exam (project or thesis/dissertation defense)
- Submit or update the Application for Degree by the "Degree Only" deadline (see GS calendar)
- **Meet all other Graduate School deadlines for timely paperwork submission.**

DOCTORAL & MASTER THESIS CANDIDATE'S:

1. The ECE Graduate Program Office submits your final/oral exam results to the Graduate School the prior semester.
2. At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only" by completing or updating an Application for Degree.
3. Your thesis or dissertation must be submitted to and approved by the Graduate School by the "Degree Only" deadline in the **semester** in which you plan to graduate*. (See the current semester academic calendar).
4. MS Thesis or Doctoral Dissertation Approval Sheets must also be received and approved by the "Degree Only" deadline in the **semester** in which you plan to graduate. (See the current semester academic calendar).
5. An MS Thesis/Doctoral **student WILL NOT be added to the Degree Only list** until the Graduate School has received the Application for Degree, the final edited Thesis/Dissertation and the Approval Sheets by the deadline.

*Process for Thesis/Dissertation Submission:

- Turn in a paper PDF copy of your thesis or dissertation at 114 David Boyd. This begins the turn-in process.
- When the Graduate School editor has reviewed your document, she will call/email you to give any corrections.
- You will receive a special log on ID and password; use this to upload your corrected files on the ETD site.
- At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only."
- Do not upload your document until the editor has instructed you to do so.

MASTER NON-THESIS CANDIDATE'S:

1. The ECE Graduate Program Office submits your final/oral exam results to the Graduate School the prior semester.
2. At this time you should notify the Graduate Records Office (114 David Boyd/578-3181) of your intent to register "Degree Only" by completing or updating an Application for Degree.

Registration Overview:

1. Once the above steps have been completed, confirm via MYLSU that you are scheduled "Degree Only" or check with the Graduate School for confirmation.
2. Pay your graduation fees to complete your registration at either the Bursar's Office, 125 Thomas Boyd, or on MYLSU. Students will not be registered "Degree Only" **until graduation fees have been paid**.
3. If you have entered a schedule or have completed registration for thesis/dissertation hours or a course, you must drop your schedule, before the Graduate Records Office can enter your degree only registration. Hence, you will not be considered an enrolled student once your degree only registration is completed.

4. Once the GS registers the student as Degree Only, he or she will receive an email requesting payment of the required diploma and commencement fees, completion of registration through his or her MYLSU account.

****Deadlines**:**

- **Degree Only candidate deadlines** are always before the degree candidate deadlines.
- **Degree Only theses/dissertations deadline** is always on or before the last day to add courses for credit.
- **Degree Only registration deadline** is always on or before the close of business on the last date to add classes for the semester of graduation.
- The deadlines for Degree Only are listed on the Graduate School Semester Calendar.

RESPONSIBILITIES

Student Responsibility:

It is the responsibility of each student submitting a thesis or dissertation:

- To be aware of and to adhere to all applicable US copyright laws
- To meet all published deadlines (as shown in Graduate School and University official calendars) for submission of theses and dissertations
    - To ensure that all required documents for graduation have reached The Graduate School in a timely way:
        - Application for degree
        - Final exam approvals
    - Provide review copies to committee members well in advance of committee meetings
- To ensure that the final document includes:
    - All committee revisions required as a result of the final defense
    - Committee chair approval after final revisions
    - All formatting required by The Graduate School
- To adhere to:
    - The LSU Code of Student Conduct
    - LSU Policies and Procedures
    - LSU rules for Accountability and Academic Integrity
    - IRB policies regarding research conduct
    - All Federal policies relating to research conduct

Committee Responsibility:

It is the responsibility of the student's major professor and advisory committee to ensure:

- That a thesis, dissertation, or monograph represents an original, identifiable, and sufficient individual effort of the candidate
- That the student receives timely and constructive feedback on documents submitted for review
- That the final document represents LSU standards with regard to the conduct of research and scholarly pursuits
- The School of Art digital image thesis requirement is submitted by the student by commencement day

LSU | Graduate School

Steps to Fulfill Master's Degree Requirements and Graduation

Step	What To Do	When	Approved by
1	Meet with departmental graduate advisor to plan course of study for first semester.	Before first semester of registration.	Graduate Advisor
2	Establish an advisory committee.	Following the deadline imposed by your department and approved no later than 3 weeks prior to the request of final oral thesis defense; see The Graduate School calendar.	Advisory Committee, Department Chair or Grad Advisor and The Graduate School
3	Ensure that you are enrolled in at least one (1) hour of thesis credit during each semester of thesis writing	During thesis writing and defense.	Advisory Committee and Department Chair or Grad Advisor and The Graduate School
4	If thesis is required, ensure that at least the minimum number of thesis credit hours has been met, along with all other degree requirements.	Required before thesis defense.	Advisory Committee and Department Chair or Grad Advisor
5	Check to make sure advisory committee is up-to-date and course work is current (within the five-year time limit) and completed, or a minimum number of hours remaining.	Before submitting request to schedule Final Defense. (See *Graduate catalog* for information on course time limit).	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
6	Submit Request for Final Defense and Degree Audit to The Graduate School. Note: It is advisable that you defend early enough in the semester in order to meet the posted semester's submission deadline. Enroll in Thesis hours or non-thesis courses	Must be received by The Graduate School at least 3 weeks before defense date, but no later than the posted deadline for the degree to be awarded for the current semester. (See The Graduate School calendar for deadlines.)	*First* approved by Advisory Committee, Department Chair or Grad Advisor *before* submission to The Graduate School
7	Submit changes to Degree Audit if courses have been added or removed following initial submission.	Before successful completion of final defense.	Advisory Committee, Department Chair or Grad Advisor, and The Graduate School
8	For Degree Candidates: Complete Application for Degree Complete Final Defense and Degree Audit (If not already taken)	See The Graduate School calendar for deadlines.	Graduate Advisor and The Graduate School
9	Successfully complete Final Defense.	See The Graduate School calendar for deadlines.	Report of the Final Defense should be submitted to The Graduate School. (See The Graduate School calendar for deadlines.)
10	Thesis students: After incorporating committee changes, upload approved PDF file to Digital Commons. Ensure department has submitted signed approval page to The Graduate School.	See The Graduate School calendar for deadlines.	Advisory committee, Department Chair or Grad Advisor, and The Graduate School
11	Arrange for cap and gown.		Barnes & Noble at LSU Bookstore (Customer Service Area)
12	Degree Candidate Check-out done by Academic Officers	After final grades for degree candidates' deadline at 9:00 am. See The Graduate School calendar for deadlines.	Academic Officers

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 request for Master's Examination and Degree Audit 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. The revised report is then resubmitted by the student to the committee chair for final approval. The completed Master's Examination Form with faculty signatures is then submitted by the committee chair 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 by the student. One printed copy of the thesis report should be submitted by the student 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. (MFA thesis portfolio guidelines are attached on pages 29-30)

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". Degree only its quite common for our graduate students because of the early date for paperwork and the scheduling of thesis exhibitions.

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.

LSU | Graduate School

MASTER'S APPLICATION FOR DEGREE

LSU ID#:

Graduation Date:

Defense Date:

Degree Only Registration? (write y/n):

LSU Online Students **Only**:
Anticipated Last Module of Enrollment:

Diploma Information: (Type or print the name you want to appear on your diploma.)

First Name:

Middle Name:

Last Name:

Hometown:

Home State:

Parish/County:

Country:

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.

Signed: _____

Date:

Phone:

E-mail:

Degree Information:

Check one: ☐ Thesis ☐ Non-Thesis

Degree Title:

Major:

Minor:

College: GRADUATE SCHOOL

Major Prof:

Co-chair(If applicable):

Thesis Title:
_____
_____
_____
_____
_____
_____
_____
_____

Diploma Distribution Ceremony: (If you are **not** walking, check the box that applies.)

☐ I will attend

☐ I will receive diploma from 112 Thomas Boyd

☐ I would like my diploma mailed to:

_____
_____
_____

Updated: 12/14/15

NOTE: LSU will **NOT** deliver to local addresses.

LSU | Graduate School

REQUEST FOR MASTER'S EXAMINATION & DEGREE AUDIT

Name:

LSU ID#:

Major:

Minor:

Degree Sought: Master of _____
(science, arts, etc.)

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Signature of Major Prof: _____

Signature of Grad. Advisor or Dept. Chair: _____

List all LSU graduate courses and hours required towards this degree (Example: CHEM 7090 (3), etc.)

1. Coursework earned in Major Field:

2. Coursework earned in Minor Field IF you have declared a formal minor:

3. Transferred or Petitioned Credits (and institution):

4. Courses remaining:

Total Hours Completed: ____

Master's Examination Information

Exam Date/Time:

Place/Room:

Check: Thesis ☐ Non-Thesis ☐

If "thesis," state title:

FOR OFFICE USE ONLY

GPA:

MINOR:

TIME:

REG:

COM:

CW:

DEAN SIG:

Updated: 12/14/15

LSU | Graduate School

DEGREE CANDIDATE INFORMATION UPDATE FORM

NAME:

Student ID #:

Major Department:

Degree Sought

Change Requested

Title Deletion Address Commencement Attendance

Explanation (Describe the action you are requesting)

Student Signature _____

Date

Revised 8//201 4

Top Left Form: Master's Application for Degree

Top Right Form: Request for Master's Examination & Degree Audit

Bottom Form: Degree Candidate Information Update Form

THESIS DOCUMENT REQUIREMENTS

Overall Formatting

Your computer software should be flexible enough to meet the requirements in this guide. *The inability to adjust your program does not relieve you from meeting format requirements*. Many students in science, engineering, and mathematics use LaTeX software. For information on LaTeX, see the Graduate School website, where you will find a link to a template partially adapted to comply with these guidelines. The template does not cover all the requirements described below, so you should adjust your LaTeX settings to be compatible with these guidelines.

Margins

- Margins of your document must be the same throughout, with no exceptions for wide tables and figures. In this situation, you may use landscape format on that page to address the problem. Suggested margins are one-half inch to one inch. Select one and use it for your top, bottom, left, and right margins on every page of your document.
- Margins may be either left justified or full justified (both left and right alignment). Using full justification often introduces large, unsightly spaces between words in its attempt to justify the left and right margins of a short line. Left justification usually permits you more flexibility.

Pagination

- The title page is the only unnumbered page in your document, even though it is (silently) page number i.
- All page numbers must be centered at the bottom of the page, at least one-half inch from the bottom of the page and a double space below the final line of text.
- All page numbers must be in the same font and point size as your text. Do not use boldface or italics.
- Number all front-matter pages in lowercase roman numerals, beginning with number ii on the page following your title page. Following your abstract,(the final page of front matter), begin numbering in arabic numbers, with page 1. Page 1 is usually the first page of your first chapter, introduction, or literature review. Arabic page numbers continue sequentially to the end of the document.
- On pages containing landscaped figures and tables, page numbers should also be part of the landscape format, centered below the table or figure.

Font, Boldface, Italics

- Use the same font throughout your document with the exception of words within figures, which you may have copied from a separate source.
- Widely known fonts such as Arial and Times New Roman are easier to read.
- Boldface is permitted only for main headings and subheadings
- Italics are permitted only in specific cases:
    - titles of journals and books

- titles of musical or artistic works
- scientific terms in nonscientific contexts
- foreign words
- sparingly, for one- or two-word emphasis

Point Size

Use either 10- or 12-point type size throughout your document. Specific exceptions are:

- Your document title (on the title page) and the main headings (those that appear at the top of the first page of a main section of your document). These important headings may be increased up to 14 point font, but no larger.
- Text and data that appear in figures copied from other sources

Note: The LaTeX program sometimes produces documents with point sizes that do not conform to the standard. Please adjust settings to correct to the above requirements.

Spacing

Your document may be either single spaced or double spaced. Use the same spacing throughout.

- Always single space the following, even in a double-spaced document:
  - In the Table of Contents, single space every line *except* for the double space above all main headings (Abstract, Chapter 1, Bibliography, Vita)
  - In the text, single space long chapter titles, subheadings, figure captions, table titles, footnotes and endnotes, bibliography and reference entries longer than one line, and block quotations (remember to remove any quotation marks).
- Always double space the following, even in a single-spaced document:
  - Above each main heading listed in the Table of Contents
  - Above each table and figure title in the List of Tables and List of Figures
  - Between each entry in your bibliography, references, endnotes—not between footnotes.
  - Above and below each table or figure
  - Above and below each main heading and subheading

Problems with Spacing

- Do not use 1.5” spacing in place of a single space, or a triple space in place of a double space. These problems are common in LaTeX.
- Tables and figures, which must be woven into text, occasionally do not fill out a page. Simply use the next occurring text to fill in the resulting white space above or below the table of figure. That is, keep your text running above and below tables and figures, even if the text moves into a new section. Your only obligation is to place tables and figures soon after their first mention in text, but without halting the running text.

Problems at the Tops and Bottoms of Pages

- The material on every page of your document must begin at the top margin.
- Avoid beginning and ending your pages awkwardly.
    - Begin and end each page with at least two lines of a paragraph. Use your program's setting to prevent the occurrence of an "orphan" or a "widow" (a paragraph-ending word or line of text that occurs at the top of a new page).
    - Avoid ending a page with a subheading. Simply move the subheading to the following page. If you have a subheading near the bottom of a page, follow it by at least two lines of text, or else move it to the next page.
- Never separate figures or tables from their captions or titles, except as noted below.
    - If a table carries over to a second page, leave enough room at the bottom of the first page to place the parenthetical note (Table cont'd.). On the second page, repeat the table's column headings and continue the tabular material. If the table extends over several pages, repeat the parenthetical note and the column headings on each subsequent page.
    - If a figure carries over to a second page, place the figure caption below the portion of the figure that appears *on the first page* and leave room below the caption for the parenthetical note (Fig. cont'd.). Then continue the remainder of the figure on the second page.

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— **https://sites01.lsu.edu/wp/graduateschool/files/2014/02/Thesis-and-Dissertation-Guidelines.pdf**

The "Major Field" is Studio Art.

It is the student's responsibility to follow the graduate school dates and deadlines as they are different from the School of Art deadlines with respect to the thesis process.

Order of the Main Sections

Front Matter

Title Page	Required; unnumbered page i
Copyright page	Optional; no heading; page number ii (small roman numeral) if included.
Dedication	Optional; no heading; unlisted in the Table of Contents
Epigraph	Optional; no heading; unlisted in the Table of Contents
Preface	Optional
Acknowledgments	Optional
Table of Contents	Required.
List of Tables	Optional
List of Figures	Optional
Abstract	Required, 350-word limit

Body of Text

Introduction, Chapter 1, Literature Review	Page number 1 (arabic numeral)

Back Matter

Notes	Required depending on your field and topic
Bibliography or References	Required in documents that include citations
Appendices	Optional with the following exceptions: ▪ IRB approval form ▪ Permissions for previously published material.
Vita	Required; final page of the document

Most Frequent Errors

- Incorrect entry of document title on the Digital Commons submission site. Mixed-case, headline-style title is required.
- Incorrect entry of committee names on the Digital Commons submission site: Last name, first name is the form to use.
- Abstract longer than 350 words
- Incorrect title page format: Reproduce wording of each line, the exact spacing, and capital and lowercased words.
- Listings in the table of contents do not match what is actually in text.
- Listings in the list of tables and lists of figures do not match what is in text.
- Incorrect spacing: Only single and double spacing are permitted throughout--*not* triple spacing or 1.5 spacing.
- Inconsistent capitalization: Use either lowercase style or headline style consistently in main headings, subheadings, table titles, and figure captions.
- Incorrect formatting of bibliographical references: Single space each entry in a list of references, but double space between them; alphabetize entries; do not use an ampersand (&) in multiple-author references. .
- Incorrectly formatted Vita. It is not a curriculum vitae. The vita must be in third person. Do not list your full birthdate. Avoid stating that you will graduate with a master's degree or Ph.D. from LSU, which is made clear on the title page.

Required MFA Thesis portfolio guidelines

You will need to photographically document your thesis exhibition or hire someone who can document it for you. Portfolios should contain 7–12 images that represent the individual pieces within your thesis exhibition and installation views of the gallery during the run of your show.

How to save your image files

Each image should be saved in two file formats:

1. Please save a larger version of each image file as TIF in RGB format at 300dpi with minimum dimension of 2400 pixels on the longest side.

2. Then save a second version of each image for website use as a JPEG file in RGB format at 300 dpi with minimum dimension of 1500 pixels on the longest side.

Please save each file in the following format:
Lastname_Firstname__yearofgraduation_01

Once you have all of your files, please organize the files into two folders—one for the TIFs and one of the JPGs.
Wilson_Daniel_2016_JPGS
Wilson_Daniel_2016_TIFS

Please make sure that the information on the corresponding image description sheet (example below) is accuarate for the way the files are numbered. Save this description sheet as a Microsoft Word document.

The image file folders plus the Microsoft Word document should be submitted together to the chair of your committee at your defense, or the close of your exhibition.

[Graduate Student Name]
[Area of concentration]
[Year of graduation]
[Title of thesis exhibition]
[Chair of thesis committee]
[student's email address]

Brief Description of your project (ie: abstract of your thesis paper) here.

Image Captions

File Name	Student Name	Expected Degree/Year	Description or Title, Medium, and dimensions
Wilson_Daniel_2016_01	Daniel Willson	Graphic Design MFA 2016	Installation view of thesis exhibition in Glassell Gallery
Wilson_Daniel_2016_02	Daniel Wilson	Graphic Design MFA 2016	"This is It", archival inkjet print, 13"x19"

Thesis
Final Checklist

Complete the checklist below before uploading your thesis to LSU Digital Commons.

_____ Have you submitted your Application for Degree to the Graduate School?

_____ Has your department submitted your Master's Examination and Thesis Report (commonly called "approval sheets") to the Graduate School?

_____ Have you thoroughly proofread the manuscript?

_____ Are your name and thesis title identical on the title page, LSU Digital Commons submission page, and approval sheets?

_____ Have you checked main headings, subheadings, and page numbers against the Table of Contents?

_____ Have all table, figure, and page number changes been made in the lists of tables and illustrations?

_____ Do the table of contents, list of tables, and list(s) of illustrations reproduce, word-for-word, the headings, titles, and captions as expressed in the text?

_____ Does your thesis meet margin, font, and point-size requirements?

_____ If your thesis contains a substantial amount of material that you have previously published, does the publisher's permission to reprint appear in an appendix; and have you inserted acknowledgment of the permission on the first page of the relevant chapter(s)?

_____ Have you notified the Graduate School whether or not you will be attending commencement?

_____ **Have you submitted your required thesis portfolio and image description sheet to your committe chair?**