

**B Y U D E
P A R T M
E N T O F
A R T**

**MASTER OF FINE ARTS
PROCEDURES MANUAL
A.K.A. "THE HANDBOOK"**

Department of Visual Arts
College of Fine Arts & Communications
Brigham Young University

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WELCOME

August 30, 2016

Dear MFA Student:

Welcome to the Master of Fine Arts program in studio art at Brigham Young University. The Department of Art is a vibrant community of artists and scholars focused on nurturing students working in a wide range of disciplines. Students develop fluency in the traditions of art and teaching while being pushed to experiment and develop strong conceptually-grounded artistic voices.

The department has an open structure allowing students to move freely between disciplines while developing as artists, scholars, and teachers. Students can focus on one area of exploration or can work out an interdisciplinary program of study. Students have beautiful classrooms, labs, and studio spaces, enjoy access to our museum of art and work closely with faculty in small classes and a highly personalized and mentored environment.

Our faculty will provide critical dialogue, exposure to challenging ideas, and guidance through the world of contemporary art practice. However, your success as a graduate student at BYU relies on collaborating with faculty and students to build a network and resources that will nurture your growth as an artist and citizen of the world.

Please refer to this “handbook” often to guide your planning while at BYU. Within these pages you will find information on degree requirements, studio space, steps to graduation, and financial assistance among other helpful topics.

We are very pleased to have you here and want you to be successful. Do not hesitate to reach out to me or Christopher Lynn, the MFA coordinator, to make your time here enriching and fruitful.

Sincerely,

Gary Barton
Department Chair

MFA STUDIO ART FACULTY

Gary Barton, Professor, Department Chair

MFA, the Ohio State University, 1994, Printmaking

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MFA, Ohio State University, 2014, Printmaking

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| jenandwatson@gmail.com

MFA STUDIO ART STAFF & SUPPORT

Sharon Heelis, Chair/Graduate Secretary

Office: E509C HFAC

Office Phone: 422-4429

sharon_heelis@byu.edu

Sharon is the individual who handles many of the logistics involved in the MFA program. If you're unsure if a class is required, or will count toward your electives, talk to Sharon. You should shower Sharon with kindness.

Claire DeWitt, Graduate Studies Academic Advisement

Office: 105 FPH

Office Phone: 422-4541

claire_dewitt@byu.edu

Claire is the go-to person for all things related to BYU graduate studies. She clears all students' Program of Study Forms, graduation applications, etc.

Jason Lanegan, Gallery Director

Office: Pardoe Lobby, 3rd floor,
HFAC

Office Phone: 422-2882

jason_lanegan@byu.edu

Jason schedules all of the exhibition spaces in the HFAC. If you want to display your work in the Harris Fine Arts Center (HFAC), you will need to speak with him.

MFA OVERVIEW

I. OVERVIEW OF ADMISSIONS

Admission to the MFA Program is gained through the University's Office of Graduate Studies and the Department of Art. Applications are accepted year round, however portfolios are reviewed for acceptance into the MFA program in February prior to the Fall Semester the applicant wants to begin. Admission can be made by applying online at the [Graduate Studies website](#). Information regarding submission of the portfolio is available in the Department of Art office, E509 HFAC, 801-422-4429.

Applicants should meet the following qualifications to be considered for admission:

- completed an undergraduate degree in art, or its equivalent, with a minimum of 20 hours in upper division studio course work and 12 hours of Art History
- achieved a 3.0 GPA during the last two years of undergraduate study
- completed application form online
- submit all admission materials listed below before February 1. Send to:
 - Department of Art
E509 HFAC
Provo, UT 84602-6414

APPLICATION MATERIALS

- Two official transcripts of all college work
- Three letters of recommendation
- Non-refundable application fee of \$50
- Portfolio: 15 to 20 images of personal work on a CD.

A personal interview may be requested by the faculty.

PROVISIONAL ACCEPTANCE

A prospective student with a GPA below 3.0 can only be accepted on a provisional basis. A GPA lower than 2.5 is below the University's acceptance standard. For applicants who display exceptional skill, but who do not meet minimum university academic expectation, the Department of Art may request provisional status by a petition to the Graduate Studies Office. If provisions are granted, they will be delineated, in writing to the applicant. Should the provisions not be satisfied, the student will be dismissed.

TRANSFER CREDIT

Up to fifteen hours of graduate credit taken at other accredited universities may, with departmental approval, be accepted toward the MFA requirements. These credits may be earned, either prior to or after acceptance into Brigham Young University's Graduate Program.

NON-DEGREE CREDIT

Up to ten hours of 3.0 or better graduate credit from BYU, obtained during non-degree status, may be accepted at the discretion of the department toward the MFA requirements.

FINANCIAL ASSISTANCE

The Department of Art offers assistantships, and supplemental awards during the approved two-year residency. Supplemental awards are tuition scholarships and can only be used to pay the cost of tuition. To be eligible for financial assistance, students must be degree-seeking graduate students in good standing who are registered for at least 6.0 credit hours in the semester.

REGISTRATION ACRONYMS

Upon receipt of an official letter of acceptance from the Office of Graduate Studies, potential students are eligible to register. Graduate courses are 500 level and above, while undergraduate upper division classes are 300 through 400. For your convenience in registering, the acronyms are listed below.

ARTH C Art History and Curatorial Studies, graduate and undergraduate classes

ART Art, graduate and undergraduate classes

II. EXPECTATIONS OF STUDENTS

The Graduate Studies Office of Brigham Young University has the objective to produce graduates who meet the highest standards of scholarly and professional performance. To support that goal, we require continuous registration to be maintained in a degree seeking program. Once enrollment in the MFA Program begins, it is assumed that completion of the degree will occur within two years. The University does allow for a five (5) year period of time in which to complete the degree, however, approval for enrollment beyond two years must be requested in writing, and approved by the Department.

An average GPA of 3.0 or better is required each semester, students falling below this standard will be placed on academic probation. If they fall below this average in any semester following, they will be terminated from the program. No classes where the student is awarded a letter grade below a "B," will be credited to the MFA degree.

To maintain active status and to qualify for subsequent registration, graduate students must register for at least 6.0 credit hours each school year until graduation occurs. Students who do not fulfill this yearly requirement are dropped from their graduate program, lose graduate status and must apply for readmission. Exceptions will be considered in a written request addressed to the Graduate Coordinator.

It is assumed that if students have completed their course work and are working on their thesis and final project, they are meeting with their graduate faculty on a regular basis; therefore, they need to be registered for at least 2.0 credit hours each semester, but still maintain 6 credit hours annually.

Former graduate students who wish to resume their graduate studies must submit an [Application to Resume Study \(Form 6 and 6a\)](#), pay a \$600 non-refundable processing fee, and submit a Reapplication Honor Code Commitment form.

III. STUDIO SPACE

MFA students are assigned an on-campus studio space and are expected to maintain an active campus presence.

Studio space and privileges are dependent upon: 1) the Full-Faculty Reviews and their indication as to the student's progress and development (see Full-Faculty Review in this document), and 2) the student's utilization of the allotted space.

Upon completion of the degree requirements, each student is required to restore their studio to its original condition.

The department does not assume the need to provide studio space and studio privileges after two years of residency. Studio privileges may be granted beyond the first two years of study based on availability and a Full-Faculty Review, and are provided on a provisional basis.

IV. DEGREE REQUIREMENTS

The MFA degree will be awarded after you have completed the following requirements:

- complete at least 60 credit hours of approved courses
- pass all Full-Faculty Reviews (may fail only one)
- participate in at least two Travel-Based Activities (see below)
- a final project proposal accepted by your Graduate Committee
- plan and stage a successful Final Project Exhibition
- successfully defend your Final Project Exhibition and the MFA Project Report
- submit the MFA Project Report as an ETD (Electronic Theses & Dissertation) and two bound hard copies (1 for the department, 1 for the Graduate Committee Chair) of the selected Project Report

TRAVEL-BASED ACTIVITIES

Graduate students are required to participate in at least two of the following Travel-Based activities as part of their Program of Study during their BYU residency:

- studio-sponsored study abroad program
- studio-sponsored field studies
- studio-sponsored out-of-state field trip
- studio-approved internship
- other activities as approved by the Graduate Coordinator and the student's Graduate Committee Chair

GRADUATE COMMITTEE

Students will meet with the graduate coordinator in an orientation within the first week. Then they will schedule a brief office visit to make sure that they are comfortable and informed. In their first semester, before their Graduate Committee is selected and approved, students will be available to consult with and receive direction from the MFA Coordinator or their area heads in selecting course work.

By Thanksgiving of their first semester, each student will select a Graduate Committee. The Graduate Committee will oversee the student's progress and the Final Project Exhibition. It is possible to make personnel changes in the committee by utilizing a [Request for Program of Study Change, Form 3b](#).

The chair of the Graduate Committee must be from the student's major department. Students who desire an interdisciplinary experience should refer to the Graduate Studies policies manual section on [Interdisciplinary Graduate Study, page 32B](#).

Master's degree committees must consist of at least three members. If a student declares a minor, one member of the committee must be from the minor department. The committee is formed and entered in AIM at the same time the student's Program of Study (see below) is

created. Departments may have additional members; nevertheless, they are intended to be permanent members of the student's committee.

All committee members share in the responsibility for conscientiously advising and directing the student concerning course work, degree requirements, research (thesis and dissertation), and creative work. For example, all will participate in such events as prospectus meetings, comprehensive exams, and dissertation, or thesis defenses and will be responsible for evaluating the student's performance. The individual contribution of committee members may vary in effort, and intensity, but all members must be available for frequent scholarly interaction with the students they advise. Effective committee members return thesis drafts and other materials promptly so that students do not experience unnecessary delays in completing their programs.

Two of these committee members must have graduate faculty status and one may be petitioned (to the Dean of Graduate Studies) if needed. Administrative staff members and adjunct faculty cannot serve on a graduate student's committee but they could serve as an informal reader as long as it's approved by the graduate committee.

PROGRAM OF STUDY FORM

By the end of the first semester of study, each student must complete a [Program of Study for Graduate Students, Form 3](#), listing the courses which will satisfy the program requirements, and charting a distinct course to graduation. It is necessary to customize course work which will best serve the unique needs of each student. The Program of Study should be sanctioned by the selected Graduate Committee. The approved Program of Study becomes the authorized curriculum for each student.

Changes to the student's curriculum may be made on the [Request for Program of Study Change, Form 3b](#). The approved Program of Study should be reconsidered each semester, making sure that it continues to meet the needs of the developing student.

SAMPLE PROGRAM OF STUDY FORM

Below is a sample form to help indicate how the form can be filled out.



GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: <http://graduatestudies.byu.edu>
Email: gradstudies@byu.edu

Program of Study ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information				
Polly Quaddlebaum <small>Name</small> pdq123 <small>BYU ID</small> 518 Crestview Drive <small>Current Mailing Address</small> Beverly Hills CA <small>City State or Province</small> 90077 <small>Postal Code</small> USA <small>Country</small> 801.867.5309 <small>Telephone Number</small> pllywntscrckr@aol.com <small>E-mail Address</small>			Art <small>Department</small> Art <small>Graduate Program</small> MFA <small>Graduate Degree</small> Thesis <small>Program Type (Dissertation, Thesis, Project, Non-thesis)</small>	
Semester/Term and Year Admitted: <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer 2016 <small>Year</small>			<small>Master's credit hours to apply toward doctorate:</small> 0	
Course Work Information				
Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title
ART 626	Major	Senior	3	Current Art Practice
ART 695R	Major		6	Theory-Based Directed Studies
ART 619R	Major		4	Studio Methodologies Seminar
ART 640	Major		2	Business Practices
ART 680R	Major		27	Studio Methodologies
ART 694R	Major		3	Special Problems
ART 699R	Major		6	Master's Thesis
ART 320	Elective		3	20th Century Art & Theory
FREN 321	Elective		3	Advanced French Part 1
FREN 322	Elective		3	Advanced French Part 2
<small>*See page 2 for Program Type, Requirement Type, and Requirement Satisfied By descriptions.</small>			60 <small>Total Hours</small>	<small>Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)</small>
<small>Doctoral Skill Requirements (See item 4 on page 2.)</small>				
Graduate Committee Approval				
<small>Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.</small>				
Printed Name of Graduate Committee Chair		Original Signature of Graduate Committee Chair		Date
Printed Name of Graduate Committee Member		Original Signature of Graduate Committee Member		Date
Printed Name of Graduate Committee Member		Original Signature of Graduate Committee Member		Date
Printed Name of Graduate Committee Member		Original Signature of Graduate Committee Member		Date
Printed Name of Graduate Committee Member		Original Signature of Graduate Committee Member		Date
Printed Name of Graduate Coordinator or Department Chair		Original Signature of Graduate Coordinator or Department Chair		Date

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FULL-FACULTY REVIEW

Near the end of each Fall and Winter semester during a student's enrollment, the full faculty will conduct studio reviews of the student's progress without the student present. Until a student's Final Project Proposal is approved by their Graduate Committee, Full-Faculty Reviews are held to determine whether candidates are progressing satisfactorily in the program, and if the student is making full use of their studio space. It is recommended that a week or two prior to the Full-Faculty Review, students meet with their Graduate Committee Chair who will act as their advocate in the Full-Faculty Review. By failing to keep the Chair updated about the student's progress, the Chair will be unable to be an effective advocate on the student's part.

After a student's Final Project Proposal is approved by their Graduate Committee and cleared by a Full-Faculty Review, Full-Faculty Reviews will only assess the use of the student's studio space.

The evaluation process is facilitated by addressing the following four categories:

- **Work Ethic**—given the student's work methods and time in the program, is the volume and depth of work suitable? Is the amount of research and execution evident in the work provided?
- **Content and Concept**—are content and conceptual concerns present and appropriate? Is the student focusing only on one to the detriment of the other? Is it clear why the artist is working in the manner they are and addressing their selected content?
- **Form and Technique**—do the formal and technical qualities of the work exhibit suitable proficiency? Has the student developed skills appropriate to their concepts?
- **Studio Space**—is there suitable evidence that the student is fully utilizing their studio space? Has the studio gone unused for long periods of time?

The categories are evaluated on a pass/fail basis. In order to receive a satisfactory review, the student must pass all three of the first three categories on a majority of faculty members' reviews. An overall satisfactory evaluation must be acquired in order to receive financial assistance and teaching assistantships. For more details, see the Full-Faculty Review form under the Forms header in this document.

Following the Full-Faculty Review, each student is sent a letter notifying them of their pass/fail status. The completed Full-Faculty Review forms are not shared directly with students, but the Chair of the student's Graduate Committee will share a summary of responses with the student. It is incumbent upon the student to quickly act upon the feedback from the Full-Faculty Reviews and make adjustments to their studio work as appropriate.

Upon receipt of an unsatisfactory/failing Full-Faculty Review, the student should immediately schedule a meeting with their Graduate Committee to discuss what needs to be done to correct their course. It is recommended that the student stay in close and regular contact with their committee as they move forward to make sure that they are on the right path.

Upon receipt of a satisfactory/passing Full-Faculty Review, the student should schedule a meeting with their Graduate Committee Chair to discuss the faculty's feedback and how to further improve.

If a student receives two unsatisfactory/failing Full-Faculty Reviews during their enrollment, the candidate will be released from the program and would need to re-apply at some later date for re-admission if the student so desires.

If a student receives two failing grades in the category of Studio Space, then the student will lose the use of their space and must vacate it at the end of the semester the Full-Faculty Review took place.

FINAL PROJECT PROPOSAL

A brief, 1–2-page, written Final Project Proposal will be submitted to the candidate's Graduate Committee. The Project Proposal needs to be approved by the candidate's Graduate Committee and reviewed by the full-faculty before the Authorization to Begin Final Project form (found in the Forms section of this document) is completed and signed. In order to expedite approval, the Final Project Proposal should be submitted and approved by the Graduate Committee prior to the 1st week of April or December for the full-faculty to review. The Proposal should outline the parameters of the Final Project stating clearly the proposition and thesis that the Final Project will address, and showing the student's clear thinking regarding pertinent issues of the concept, execution and display.

If a student will conduct their Final Project Exhibition in the HFAC, an [Exhibition Proposal](#) must be filed with the Gallery when the Project Proposal has been approved by the Graduate Committee and full-faculty.

FINAL PROJECT EXHIBITION

The Final Project Exhibition can be exhibited any time. From the inception until its installation, each candidate must work closely with the Gallery Director (if exhibiting at the HFAC) and his/her Graduate Committee. Failure to involve the committee is unwise and can jeopardize the success of the work. It is the candidate's responsibility to initiate this interaction. The work should be completed in ample time for installation and the subsequent Oral Defense (see below).

Proposals for HFAC exhibitions are generally reviewed at the following times:

- 3rd week of October for exhibitions occurring winter semester
- 3rd week of February for exhibitions occurring spring/summer semesters
- 3rd week of June for exhibitions occurring in fall semester

It is recommended to contact the Gallery Director well in advance of these deadlines to discuss possibilities. Any proposals received after these dates would lose priority status and be considered equally with all other incoming proposals.

All publicity and opening costs are the responsibility of the candidate.

SELECTED PROJECT REPORT

The Final Project is referenced in the Graduate Studies Office as the “Selected Project.” Although the visual and conceptual aspects of a Project must justify its existence, “artists’ statements” have had significant place in modern and contemporary art. Such statements have often clarified and even enhanced visual images and concepts.

Candidates will submit a written Selected Project Report (formatted for submission as an ETD) that places the Project in a contextual setting and defines, defends and helps justify its existence. The Report should clarify how the Project verifies the original proposal. It could also entertain notions concerning the nature of art and the art making processes, and how they were implemented in the project. It is recommended that images of the work and installation views are included in the Selected Project Report.

ORAL DEFENSE AND EXHIBITION OF FINAL PROJECT

After installation of the Final Project Exhibition and completion of the Selected Project Report (formatted for submission as an ETD), the candidate must engage his/her committee for the Oral Defense. Scheduling of the Defense must comply with published deadlines. No later than two weeks prior to the defense, the candidate will confirm with the Graduate Secretary completion of all Department and University requirements in order to post oral defense dates ([Form 8c](#)). In order to schedule the Defense, students must have applied and been approved for graduation and have an approved Program of Study and Graduate Committee.

Unbound copies of the Selected Project Report should be delivered to each member of the committee two weeks before the Defense. [Form 8c](#) can be obtained from the Graduate Secretary or online at <http://graduatestudies.byu.edu/content/all-forms>. The Defense must be completed in time to meet College and [University graduation deadlines](#).

The Oral Defense and Examination is a time of thoroughly questioning and analyzing the Project and the Selected Project Report. The student will be examined verbally to ascertain his/her conceptual maturity, technical skill and understanding in the area of emphasis, and overall understanding of Art History. All members of the graduate committee are required to be in attendance for the Oral Defense to be valid.

Following the Defense of the Project, and the Selected Project Report, the committee may vote in one of four ways:

- Pass: the committee votes to pass the candidate.
- Pass with qualifications: the committee can require minor revisions of the Project, the Selected Project Report, or retooling in Art History or Art Theory.
- Recess: if two or more examiners vote to recess, the examination is recessed for at least one month. The second final examination must be convened with the original committee.
- Fail: if two or more examiners vote to fail, the graduate degree program of the candidate is terminated.

MFA EXIT PORTFOLIO

After installation of the Final Project Exhibition, completion of the Selected Project Report (formatted for submission as an ETD) and the Oral Defense, but prior to graduation, the student must submit the following materials digitally to the graduate secretary and MFA Coordinator:

1. off-campus learning report for one off-campus learning experience (approximately 500 words)
2. ethical response paper from ART 640
3. art historical context paper from ART 626
4. a folder of digital images of the Final Project Exhibition—individual shots and installation views

V. GRADUATION

Students apply for graduation online by going to the Graduate Studies website: <http://graduatestudies.byu.edu/content/applying-graduation>. Applying for graduation is completed the first month of the semester the candidate plans to graduate. Once the application is submitted, the graduate secretary will determine if the candidate has completed all course work and has an approved Program of Study and Graduate Committee. The application for graduation is then approved and the Defense can be scheduled.

It is the student's responsibility to stay apprised of graduation deadlines and planning—for example, the Final Project must be completed within an appropriate timeframe in preparation for the student's projected graduation date. Students should work with their Graduate Committee to make sure that all tasks are completed on time and in a suitable format. Missing deadlines may incur financial penalties and/or delayed graduation.

Fines, holds, incomplete Final Project Exhibition, incomplete Final Project Report (ETD), or incomplete MFA Exit Portfolio, or any other disciplinary action, independent of departmental requirements, must be dealt with by the candidate. Attendance at graduation commencement and convocation activities are not required, but encouraged. Rental of cap and gown is the responsibility of the candidate.

VI. MFA REQUIREMENT TRACKING SHEET

The following is a checklist to aid students in preparing their Program of Study and tracking their classes to the completion of the MFA degree. It is recommended that new students share their proposed first semester schedule with the graduate secretary to make sure their load is not too heavy and that all necessary courses will be taken.

Theory & History Course Requirements		Credits	Sem/Term	Date	Grade	Signature
Theory 12 credits required from this group	ART 626: Current Art Practice	3				N/A
	ART 695R: Theory-Based Directed Studies	6				N/A
	Elective: take 3 credit hours from an approved 300–400 level Art History, Philosophy or Theory-related course on campus.*	3				N/A
Studio Course Requirements						
4 credits required plus enrollment each semester in residence	ART 619R: Studio Methodologies Seminar	1				N/A
		1				N/A
		1				N/A
		1				N/A
2 credits	ART 640: Business Practices	2				N/A
30 credits required from this group	ART 680R: Studio Methodologies*	1–3				N/A
	ART 694R: Special Problems**	1–3				N/A
						N/A
						N/A
						N/A
						N/A
						N/A
						N/A
						N/A
						N/A
Electives 6 credits (general electives)	BYU course 300 or above†	3				N/A
	BYU course 300 or above†	3				N/A
Thesis 6 credits	Expected enrollment of at least 1 hour each semester once Authorization to Begin MFA Project has been granted and until completion of final project report is accomplished. <i>Note: Final MFA Oral Exam must be scheduled with the Graduate Secretary 2 weeks in advance of the exam date.</i>	6				N/A
Minimum TOTAL		60				

* ART 680R is a group course where each student works on an individual project. This should be where the bulk of your credit hours in this category are spent.

** ART 694R is meant only for special cases when a student cannot enroll in ART 680R.

† Non-graduate-level courses cannot be registered for online. They require add codes from the instructor(s). Religion courses will not count toward a graduate degree.

Schedule of Duties		Credits	Sem/Term	Date	Grade	Signature
1st semester	Full-Faculty Review Required at the end of 1 st full semester	N/A			Pass	
					Fail	
	Select Graduate Committee Required by Thanksgiving of 1 st full semester	N/A			N/A	
	Program of Study Required by the end of 1 st full semester	N/A			N/A	
2nd semester	Full-Faculty Review Required at the end of 2 nd full semester	N/A			Pass	
					Fail	
3rd semester	Full-Faculty Review Required at the end in 3 rd full semester	N/A			Pass	
					Fail	
4th semester	Full-Faculty Review Required at the end of 4 th full semester if not graduating. These reviews will continue until a student's Final Project Proposal is approved by their Graduate Committee.	N/A			Pass	
					Fail	
Any time prior to graduation	Studio Approved Travel Activity 1st of 2 required	N/A			N/A	
	Studio Approved Travel Activity 2nd of 2 required	N/A			Report	
	Off-campus Public Exhibition Minimum of 1 required per year – proposed, invitational, or competitive	N/A			N/A	
Final Project	MFA Final Project Proposal Required before starting final project)	N/A			Report	
	MFA Final Project Report	N/A			N/A	
Thesis (Final Project Report as ETD)	Unbound copies of the Selected Project Report should be delivered to each member of the committee two weeks before the Defense.	N/A			N/A	
	Check with Graduate Secretary No later than two weeks prior to the defense, the candidate will confirm the completion of all Department and University requirements.	N/A			N/A	
	Oral Defense Scheduling of the Defense must be completed at least 8 working days before University graduation deadlines .	N/A			N/A	
MFA Exit Portfolio	Digital copies of the MFA exit portfolio should be submitted to the graduate secretary and MFA Coordinator prior to graduation.	N/A			N/A	
Graduation	Applying for graduation is completed the first month of the semester the candidate plans to graduate.	N/A			N/A	

VII. FORMS

GENERAL GRADUATE STUDIES FORMS

The forms listed below can be obtained online by going to <https://graduatestudies.byu.edu/content/all-forms>.

- Application for Graduate Study Checklist (GS Form 2)
- Petition for Exception (OGS Form 2)
- Petition for Graduate Full-time Status (ADV Form 2a)
- Program of Study for Graduate Students (ADV Form 3)
 - We have a partially filled out form [here](#) that only requires the student to complete their elective and variable hour courses.
- Request for Program of Study Change (ADV Form 3b)
- Graduate Degree Seeking Course Challenge Examination (ADV Form 3d)
- Leave of Absence (ADV Form 5)
- Application to Resume Graduate Study (GS Forms 6)
- Department Scheduling of Final Oral Examination (ADV Form 8c)
- Copyright Information Pertaining to Dissertations, Theses, and Selected Projects (ADV Form 8f)
- Checklist for Preparing ETD (PDF) for Submission (ADV Form 11)
- Template Pages for Theses or Selected Projects (ADV Forms 11, 11b)
- Requirements for Graduate Application (ADV Form 8a)
- Authorization to Begin MFA Final Project (This form is available at the end of this handbook. Once signatures have been obtained, the form should be brought to the Graduate Secretary.)

OTHER FORMS

- [Exhibition Proposal form](#) (for HFAC exhibitions)

FULL-FACULTY REVIEW

Student Name: _____

Review Date: _____

Committee Chair: _____

Studio Area: _____

Please provide notes for each of your decisions. These forms will not be shared directly with the students, but will go to their committee chair to aggregate and then share overall ideas and sentiments with the student. The Full-Faculty Review will be directed around four categories outlined below on a Pass/Fail basis. The student must pass two out of the first three categories overall. A passing grade is required to receive financial assistance and teaching assistantships. One pass is required before installing a preliminary exhibition.

Areas of Consideration

Pass

Fail

1. Work Ethic

Given the student's work methods and time in the program, is the volume and depth of work suitable? Is the amount of research and execution evident in the work provided?

Notes:

2. Content and Concept

Are content and conceptual concerns present and appropriate? Is the student focusing only on one to the detriment of the other? Is it clear why the artist is working in the manner they are and addressing their selected content?

Notes:

3. Form and Technique

Do the formal and technical qualities of the work exhibit suitable proficiency? Has the student developed skills appropriate to their concepts?

Notes:

4. Studio Space

Is there suitable evidence that the student is fully utilizing their studio space? Has the studio gone unused for long periods of time?

Notes:

Review Faculty Name _____ Signature _____

AUTHORIZATION TO BEGIN MFA FINAL PROJECT

Student Candidate _____

The Student Candidate named above has submitted their final project proposal and it has been accepted and approved by the Candidate's Graduate Committee. The full-faculty have been informed of this decision and are in agreement.

_____ Graduate Committee Chair Name	_____ Signature	_____ Date
_____ Graduate Committee Member Name	_____ Signature	_____ Date
_____ Graduate Committee Member Name	_____ Signature	_____ Date

Please print 2 copies of this form to be signed. Each signed copy should be attached to the approved Final Project Proposal. Save one copy for your records and submit the other to the graduate secretary for the department's records.

FAQS/TIPS

I. JARGON AND LINGO

As much as we might like to think that we speak plainly, there are acronyms, jargon and BYU-speak that creeps into our conversations and correspondence. Hopefully the following glossary will help.

B-66: Building B-66 is situated in the southeast corner of campus. Built in 1976 as the Design and Technology building, it originally housed one of the most sophisticated technology programs in the country, with its advanced computer-aided design and manufacturing program, the first of its kind in the nation. With the later addition to campus of the Crabtree Technology Building, the building was renamed B-66 and now houses working areas for the Art Department, kilns for ceramics, classrooms, and wood shops. The Ceramics and Sculpture programs for the Department of Art are located here. Ceramics studio phone: 422-0693; sculpture studio phone: 422-7913

B-67: Built in 1985, and located in a north corner of campus, B-67 is utilized by the Department of Art. In the area are steel/metal presses used in the Graphics program. In addition, the west and south ends of the building house seven or eight printing presses, including inks, lead letters/fonts and other old style lettering and printing tools.

B.F. Larsen: This is an art display space in the center of the HFAC. It consists of the atrium space as well as the 4th and 5th floor hallways adjacent to the atrium. Link: <http://dvagalleries.byu.edu/>

Gallery 303: This is the secure gallery space in the HFAC located on the 3rd floor in the southwest section of the atrium. There are four discrete spaces within 303, the entry, the main gallery space and two small rooms for installation work. Link: <http://dvagalleries.byu.edu/>

HFAC: Harris Fine Arts Center. It was established in 1965 and houses the School of Music, the Department of Theatre and Media Arts, the Department of Art, the Dean's office, Arts Production, as well as the CFAC Advisement Center. The HFAC has five theatres/performance spaces: de Jong Concert Hall, Madsen Recital Hall, Pardoe Drama Theatre, Margetts Theatre and the Nelke Theatre, two arts galleries: B. F. Larsen Gallery and B. F. Larsen Secured Gallery (F303), nine pipe organs and 281 spaces for offices classrooms, labs, and other facilities. More than three hundred annual performances and exhibits draw patrons to the center. Hours: Monday–Saturday: 6 a.m.–11 p.m., closed Sunday after meetings and for major holidays. The art office is found on the fifth floor at the south end of the building in E509.

JKB: Jesse Knight Building. The Jesse Knight Building is located on the west side of Brigham Young University's campus. It is named after Jesse Knight, who served as a member of the board of Brigham Young Academy from 1901 until his death in 1921. Here you will find the Art Education offices and the BFA and MFA 2D studios. Hours: Monday–Saturday: 6 a.m.–11 p.m., closed Sunday after meetings and during major holidays. MFA studio phone: 422-3312

Learning Suite: BYU Learning Suite is a BYU-developed Learning Management System. The Learning Suite gives faculty the ability to communicate with students, share files, design courses,

give online quizzes and exam, provide student feedback, submit grades and more. Link: <https://learningsuite.byu.edu>

MOA: The BYU Museum of Art is located on the north side of campus. It is a four-story, modern facility of more than 102,000 square feet in size. The museum houses ten exhibition galleries, an auditorium, classrooms, a small theater, a print study room, security and administrative offices, as well as a gift store. Hours: Monday–Tuesday: 10:00 a.m.–6:00 p.m; Wednesday–Friday: 10:00 a.m.–9:00 p.m.; Saturday: 10:00 a.m.–6:00 p.m.; Closed Sundays and major holidays. Link: <http://moa.byu.edu/>

SMartspace: The SMartspace gallery system is a group of professional galleries that are gradually being installed throughout Utah. These spaces exist to pose a challenge to artists in their unique size and shape. Each space is only approximately 30” x 22” x 18”, and thus requires installations made specifically for the space and provides an opportunity to work under unique conditions. By virtue of the spaces’ compact design, they are able to exist in particularly public places. Instead of viewers needing to physically enter a gallery to view art, these galleries physically enter the pathway of the viewer. Link: <http://smartspace.byu.edu/>

Stockroom: In B451 HFAC (between the intaglio and lithography studios), there is housed a stockroom that serves the printmaking and bookbinding courses. It stocks art papers, bookbinding board, thread, and other materials pertinent to 2D art making. Purchases can be made using a signature card. Phone: 422-7993; link: <http://byustockroom.weebly.com/>

Woodshop: In B315 HFAC (the south end of the 3rd floor near the elevator), there is a woodshop maintained by the gallery staff. Its primary use is as a space to support gallery functions, but students may use the space during open hours after learning to use the equipment and paying a shop fee. The woodshop can be a helpful resource when preparing for a show. This provides a “cleaner” alternative to using tools in B-66. Students may speak with Jason Lanegan (see directory above) if they want to gain access to the woodshop.

HELPFUL LINKS

GRADUATE LINKS

Graduate Studies: <http://gradstudies.byu.edu/>
Graduate Studies Forms: <https://graduatestudies.byu.edu/content/all-forms>
Graduate Studies Policies: <https://graduatestudies.byu.edu/content/policies-and-procedures>
Graduation Application: <http://graduatestudies.byu.edu/content/applying-graduation>
University Graduation Deadlines: <https://registrar.byu.edu/graduation-dates-and-deadlines>
Submitting your thesis as an ETD: <http://etd.lib.byu.edu/>

COLLEGE & DEPARTMENT LINKS

CFAC Website: <http://cfac.byu.edu>
CFAC Student Scholarships and Grants: <https://cfac.byu.edu/college/student-resources/student-scholarships-and-grants/>
Department of Art website: <http://art.byu.edu>

GENERAL BYU RESOURCE LINKS

My BYU portal: <https://my.byu.edu>
Course Catalog: <http://catalog.byu.edu/>
Academic Calendar: <https://registrar.byu.edu/academic-calendar>
Registrar's Office: <https://registrar.byu.edu/>
Learning Suite: <https://learningsuite.byu.edu>
Harold B. Lee Library (HBLL): <http://lib.byu.edu/>

MAPS

Campus Map (PDF): <https://cfac.byu.edu/wp-content/uploads/2013/11/map-hfac.pdf>
Campus Map (Google hybrid): <http://map.byu.edu/> (this is horrible on a mobile phone)

UTAH VALLEY AND PROVO

City of Provo: <http://www.provo.org/>
Provo City Library: <http://www.provolibrary.com/>
Utah.com: <https://utah.com/provo>
Utah County: <http://www.co.utah.ut.us/>

SIGNATURE PAGE

I have received the Master of Fine Arts Procedure Manual and agree to the policies contained herein. If this document is not signed and returned within 7 days of receipt, it will be assumed that the student agrees to all policies contained herein.

Name (printed)

Signature

Date

Please sign and return to Sharon Heelis in HFAC E509.