

College of Design, Architecture, Art, and Planning  
School of Art

# Master of Fine Arts

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2023-2024 HANDBOOK

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# INTRODUCTION

## UC GRADUATE SCHOOL

This Handbook of the Master of Fine Arts program in the School of Art at the College of Design, Architecture, Art, and Planning (DAAP) contains the specific rules and regulations that apply to students in the MFA program offered by the School. The contents comply with the rules and policies of the Graduate School of the University of Cincinnati. Students should also familiarize themselves with the contents of the [University of Cincinnati Graduate Handbook](#).

## DAAP GOVERNANCE AND ADMINISTRATION

The role of the Office of Graduate Studies and Research in the College of DAAP is to support the School of Art Graduate Programs by assisting the School of Art in carrying out its graduate program mission, updating policies and procedures from the University and the College, ensuring graduate student awards are distributed in a responsible manner, and mediating/resolving conflicts.

## STUDENT RESPONSIBILITIES

- Know your rights and responsibilities regarding Graduate Study at the University of Cincinnati by familiarizing yourself with the contents of this Handbook
- Ensure that you have a curricular plan and understand your choices and responsibilities.
- Ensure that you receive an annual review in writing
- Be aware of all and follow all established deadlines (thesis submittal, graduation registration, etc.)

## SCHOOL OF ART

The Fine Arts Program at the University of Cincinnati offers courses leading to the Master of Fine Arts degree with studio practices in 2D Studio (Drawing, Painting, Printmaking), 3D Studio (Ceramic, Sculpture), and Media Arts (Electronic Media and Photography). The Fine Arts Program, along with the Art Education Program and the Art History Program, comprise the School of Art which is located in the College of Design, Architecture, Art, and Planning. While we support medium specific courses, we do not offer dedicated courses at the graduate level for each area listed. Your primary studio experiences will be Graduate Studio, and Graduate Special Topics Studio. Each student is also responsible for finding and enrolling in a Studio Elective (preferably outside the School of Art).

# APPLICATION AND ADMISSION

## APPLICATION

Requirements to apply for the MFA program can be found here: [MFA Admission Requirements](#)

## ADMISSION

UC Graduate Admissions Policy – see [University of Cincinnati Graduate Handbook](#)

The Fine Arts Graduate Program normally accepts up to twelve students per year and adheres to the University's Notice of Non- Discrimination in its admission decisions: [Notice of Non- Discrimination](#).

## INTERNATIONAL STUDENTS

International Students, General Information - see [University of Cincinnati Graduate Handbook](#) and [UC International](#).

International students can be admitted only with full graduate standing. International students must fulfill U.S. Immigration Service requirements and must register with UC International.

## ENGLISH PROFICIENCY REQUIREMENT

Completion of the Online [Oral English Proficiency Test](#) for Academic Purposes is required, even if language test scores meet the minimum requirement.

## CO-OP

Co-op is not a part of the MFA program.

# DEGREE REQUIREMENTS AND CURRICULUM

## COURSE OF STUDY

Full-time students upon admission will register for a minimum of 15 credits per semester. The MFA program is normally completed in two years or four semesters. Exceptions can be made for part-time study with MFA Director approval. Reduction of credit registration per semester is possible with attendance during additional semesters. Degree must be completed within 5 years of matriculation into the program.

## CREDIT HOUR REQUIREMENTS

Master of Fine Arts Curriculum Guide:

- 30 semester credit hours in studio coursework
- 3 semester credit hours in Translational Tools & Research
- 6 semester credit hours in Graduate Critique Seminar
- 3 semester credit hours in Graduate Critical Theory Seminar
- 3 semester credit hours in Graduate Seminar
- 3 semester credit hours in Thesis Research & Writing
- 3 semester credit hours in Contemporary Art and Professional Practice
- 9 semester credit hours in Academic Electives (any graduate-level course outside of Fine Art)

## PROGRAM REQUIREMENTS

- Successful completion of 60 semester hour credits
- Successful First-Year Review
- Successful completion of Master's Thesis Exhibition and Paper

### First-Year Review

All full-time first-year graduate students participate in the First Year Review conducted by a committee comprised of Fine Art Faculty. This review is normally scheduled in April of the spring semester and is an evaluation of visual

work and general progress. The review is intended to assess the candidate's progress in the program, evaluate relevant research and experimentation, and determine the candidate's preparedness for the MFA Thesis Exhibition and Thesis Paper. The review will provide you with feedback on your practice, and recommendations for your development. The Review committee is comprised of at least six (6) full-time faculty members in Fine Arts in the School of Art, making the review an ideal opportunity to assess a potential Thesis Committee Chair.

Students may be asked to re-review with their thesis committee and Graduate Director in the Fall semester if their work/process does not satisfy the review criteria sufficiently. Please note that this does not compromise your progress in the program. However, if a student fails three consecutive reviews they will be dismissed from the program.

See [Appendix A](#) for full procedures and details.

## THESIS COMMITTEE, EXHIBITION, AND PAPER

The MFA Director meets with students at the start of the Fall Semester of their 2<sup>nd</sup> Year to explain the thesis process and discuss the schedule for the thesis shows. Guidelines and schedule for thesis preparation are listed below. Failure to comply with these guidelines and schedule may result in a postponement of the student's thesis project and subsequent graduation.

### Thesis Committee makeup:

The thesis committee must be comprised of three full-time faculty members, with some exceptions, noted below. Students may pick their chair and external committee member. The third member will be assigned by the faculty (with the guidance of the MFA Director). Within one week of the first-year review students will submit their requests for a Thesis Chair (3 choices in ranked order) to the Graduate Director. The Graduate Director will present requests to the faculty and confirm availability and willingness to serve as Chair.

Please consider the breadth of the University Faculty when selecting your external faculty member. This can be a faculty from any program at the University and is not limited to faculty in DAAP. Your academic electives are an excellent opportunity to develop relationships with external faculty as well as provide diverse perspectives on your studio practice and research.

- There must be at least one full-time Fine Art faculty member from any studio area.
- There must be one faculty member from outside Fine Art (Art History, English, Philosophy, etc.). This committee member can also be from the larger community if they have a master's degree and are approved by the MFA Director
- Students may request Annualized Adjunct Faculty as a Thesis Chair with the Graduate Director's approval. Any changes to the makeup of the committee must be reported to the MFA Director.

### Notes:

Full-time Fine Arts Faculty may serve on a maximum of three thesis committees.

External faculty may serve on a maximum of two thesis committees.

Once the Thesis Committee is established, the student must also return signed copies all the thesis committee forms, one for each member, to the MFA Director and the SOA Office.

## Thesis Timeline:

1. Formalize thesis committee and hold the first thesis committee meeting by September 15<sup>th</sup>.  
Prepare one page artist statement contextualizing your practice and trajectory.
2. Second thesis committee meeting by Fall Break.  
Submit one page thesis proposal / outline one week before second meeting.
3. Submit Full Draft of Thesis to your committee and Graduate Director by the end of Fall Term.  
Faculty will return thesis edits by the end of January.  
Schedule third thesis meeting for February.
4. Submit Second Draft of Thesis by February 15<sup>th</sup>.
5. Hold Third Thesis Meeting by March 1<sup>st</sup>  
Schedule Thesis Defense.
5. Thesis defense (see below)  
Submit Final Thesis a minimum of one week prior to your Thesis defense.

Any student who does not submit a thesis one week in advance of their defense is not eligible to pass during their in-person defense.

## Thesis Defense:

Students schedule and confirm a time during the duration of the MFA Thesis Exhibition (preferably at the beginning of the week) for an oral examination with their committee at the site of the thesis exhibition. The thesis committee chair presides over the oral defense. After all questions are raised and answered, the chair asks the student to leave the room so that the committee can discuss the outcome of the examination. The student is then informed about the outcome. The thesis chair is responsible for having all necessary paperwork.

The student can pass provisionally: the committee can ask that the written thesis paper be changed, the exhibition changed, or make other requests. If the student does not pass their thesis, the exhibition will stand, but they are required to mount another exhibition the following year during the thesis "season" (spring semester). In this case, the chair will record the decision of the committee in lieu of signing the thesis forms. Students will retain their committee until their thesis is passed; if a faculty member is unable to continue on the committee, students must replace that member by the following fall semester and inform the MFA Director of the change.

At the end of the academic year students will email the following to the MFA Director:

- written thesis paper, in .pdf form
- at least 10 jpeg images of their work, each no more than 5 mb in size (work can include installation shots)
- links to videos (if they are included in the thesis exhibition)

## General Expectations for Written Thesis Paper

While the thesis exhibition is the main embodiment of the thesis project, the written thesis paper is a vital complementary component. The written thesis paper is built around a research subject that is related, directly or by association, to the graduate student's studio interests. This written thesis paper provides the opportunity to critically investigate the interests and motivations that inform the student's studio work. The written thesis paper enables the graduate student to define their own critical studio practice more effectively in relation to broader research into contemporary art, writing, and visual and audio culture, as appropriate. The paper should extend and substantiate the student's engagement with visual art making, its research archives, and literature.

As the writing proceeds, it is expected to extend the student's knowledge of the context for discussing and reflecting on their studio work. In this way the written thesis paper will assist the thesis committee's ability to understand and advise the development of that work. The written thesis paper may include discussion of the student's studio work, although this is not required to be explicitly addressed. The development of the written thesis paper should be reviewed with the thesis committee throughout the writing process.

The main body of the written thesis paper must be between 5,000-6,000 words in length. Students will typically adopt the following approaches:

- critically and imaginatively evaluate the significance of contemporary writing, art, and visual and audio culture as relevant to the student's research field
- engage in an inventive and insightful inquiry into the student's own studio work
- demonstrate singular approaches to research that relates to their studio work
- explore alternative paradigms for analyzing and presenting the results of their research
- through an organized and conceptually lucid written thesis paper, effectively set out the results of their research in connection with their studio practice



(TITLE PAGE FOR MASTER THESIS)

DANCING IN THE DARK (CAPS)

(Thesis paper must have title) A thesis submitted to the  
University of Cincinnati  
in partial fulfillment of the requirements for the degree of

MASTER OF FINE ARTS (CAPS)

in the School of Art  
of the College of Design, Architecture, Art, and Planning  
2017

by Art Field  
BFA, Mills College, 1985

## GRADUATION

Graduation: See [University of Cincinnati Graduate Handbook](#) for policy information. See the [Graduate Website](#) for information on deadlines for grade changes and applications. All changes of grade must be completed by the deadline specified for that year. If not, the student will not be certified for graduation.

The University requires that all fines (library, parking fines, etc.) be paid before the student can receive a diploma. Your studio must have all belongings removed and damage repaired.

MFA students are considered non-thesis students by the Graduate School; however, students must turn in the thesis paper and exhibition images/video to the MFA Director and to the SOA office.

## COURSE REGISTRATION

### REGISTRATION

Students should meet with the MFA Director before registering to discuss the program of study. Registration is conducted online through [Catalyst](#) or One Stop. Register as early as possible each semester to ensure access to the maximum choice of course offerings. Graduate courses are at 6000 level and above.

To be considered a full-time graduate student at UC, you must register for at least 10 graduate credits per semester. Full-time MFA students are expected to register for 15 graduate credits per semester to complete the program in 4 semesters. If you are receiving a university-sponsored assistantship, you must register for a minimum of 12 graduate credit hours each semester.

Students who hold a baccalaureate degree and who have substantial experience in making art are eligible for admission into post-baccalaureate courses in Fine Arts when available. Admission is with instructor permission only. These courses are designed for students who are not enrolled in the degree program but wish to advance their skills and knowledge of art. Students obtain graduate level credit for this work to a limit of 2 credits; however, this credit may not be applicable towards the master's degree in Fine Arts at the University of Cincinnati.

### Registration Changes

Changes to your schedule can be done online following registration. Some changes will require an Add/Drop form which can be obtained on the [Registrar's site](#).

Check with the [registrar's website](#) for updated deadlines for adding and dropping classes, refunds for classes dropped, etc..

### Audit

Students may use the audit option for cases in which course work is desired or needed to satisfy remedial/deficiency instruction in major elective areas of study. The student should discuss the audit option with the MFA Director, and then see the instructor for their permission to audit the course. Audited courses do not count towards satisfaction of degree requirements, but the student may request to audit any course.

Pass/Fail

Not applicable.

## ELECTIVES, COURSE PERMISSIONS, ETC.

Academic electives must be at graduate level (6000 or higher) to count towards your degree. You are required to take 9 credit hours outside of Fine Arts. In the fall semester of the first year of the MFA the Teaching Workshop can be substituted for one of these academic electives. Successful completion of the Teaching Workshop qualifies an MFA student to teach classes on the BFA program.

## ADVANCED STANDING AND COURSE WAIVER

If a student has taken a course as part of their undergraduate curriculum that is substantially the same as a required graduate-level course, the student may apply for a waiver of the required course. The student must petition the MFA Director in writing, and provide proof of the claim, such as the syllabus, samples of assignments and tests, a letter from the instructor, etc. The relevant SOA Faculty will advise as to whether the proof is sufficient. If granted, the required course is waived, but the student receives no credit hours and still must meet the 60-credit hour requirement.

Relevant graduate level courses completed at the University of Cincinnati, or another accredited college or university may be applied toward a degree in Fine Arts. These are normally applied to the elective portion of the curriculum. In no case may the number of advanced standing hours be more than one-half of the total number of credits required for the degree. The determination of advanced standing will be made by the MFA Director who will then petition the Dean of the Graduate School for advanced standing credits for the student involved.

See [University of Cincinnati Graduate Handbook](#) for policy on Advanced Standing and Course Waiver.

## INDEPENDENT STUDY

Faculty-directed independent study is only approved in place of Studio Electives and should be seen as a last resort. To do an independent study a student and the faculty member directing the project complete a [Graduate Independent Study form](#), which must then be approved by the MFA Director. For independent study to be approved the student needs to outline their justification of a serious studio research project and to select a faculty member interested in working with them to achieve their goals. Once approved, the student can register for the class on Catalyst. All forms for Independent Study should be submitted a minimum of 30 days before the beginning of the term.

## GRADUATE CREDITS AND GRADES

Graduate Credit – see [University of Cincinnati Graduate Handbook](#)

## GRADING

See [UC Office of the Registrar's Graduate Grading Scale and Description](#)

# ACADEMIC PROGRESS AND STANDARDS

## MINIMUM STANDARDS

MFA policy on minimum standards is as follows:

- Maintain a minimum GPA (grade point average) of 3.0.
- Successful First-Year review.
- Successfully complete a written thesis paper and exhibition.

## PROBATION/DISMISSAL

The MFA Program abides by the Graduate School standards.

A student who falls below the overall average of a 3.0 GPA will be placed on probation. The MFA Director will issue a letter of probation, warning of this status. Probation will cease once the student has increased their GPA to a 3.0 or above. A student who has a Graduate Assistantship and is placed on probation may lose their assigned work position. If the student's cumulative average does not improve for another semester, the student will be dismissed.

Other instances, such as academic misconduct or inappropriate behavior may also lead to probation or dismissal. Please see the [Student Code of Conduct](#).

## GRADUATE STUDENT ANNUAL REVIEW

In the MFA program, the First-Year Review serves as the mandatory annual review.

## TIME LIMITATIONS

To maintain graduate status at the University of Cincinnati, students must register for at least one graduate credit in Fine Arts per academic year. International students should refer to the [University of Cincinnati Graduate Handbook](#), section "Reduced Course Load (International Students)".

A master's student must complete all requirements for the degree no later than five years from the date of matriculation into the program. Under extenuating circumstances, a program may petition the Director of the Graduate School, on behalf of the student, for extension of the time limit for attaining his or her degree. Prior to the program petitioning the Graduate School for an extension, the student must communicate with their program advisor and/or director to review their degree completion to date and form a plan for degree completion. All this information should be included in a petition submitted to the Director of the Graduate School who will review this petition and make a final decision.

Students who have not completed degree requirements by their time-to-degree limit are on inactive status regardless of course registration in each academic year. Such students are required to apply for an extension of their time-to-degree and for reinstatement if they wish to continue in their program.

## LEAVE OF ABSENCE, WITHDRAWAL FROM PROGRAM, CHANGING DEGREE PROGRAMS

See [University of Cincinnati Graduate Handbook](#).

## TUITION AND FINANCIAL SUPPORT

### TUITION

See [UC Costs](#).

MFA graduate students may obtain financial support from several sources. The University of Cincinnati provides merit-based graduate awards in the form of tuition scholarships, graduate assistantships (including teaching and research assistantships), and program-specific scholarships and fellowships. Scholarship and fellowship support is also available from a diverse collection of external sponsors at the local, state, national, and international levels. Need-based support may be obtained from federal and state sources.

Awards can only be guaranteed for a maximum period of one academic year, and renewal of a university graduate award is not automatic. The School of Art is not obligated to renew awards for prior awardees, even if previously awarded students meet all minimum guidelines.

### GRADUATE SCHOLARSHIP AWARD – College of DAAP

The Graduate Scholarship Award in the College of DAAP is merit-based and highly competitive. Graduate Scholarship Awards are offered for full or partial tuition. University fees are not included in this award. To remain eligible for the Graduate Scholarship Award, a student must be enrolled full time (minimum of 12 credit hours) and achieve a satisfactory level of academic performance (3.0 GPA or better).

### GRADUATE ASSISTANTSHIPS – College of DAAP

The Graduate Assistantship is merit-based and highly competitive. The assistantship is a financial stipend for services rendered. To remain eligible for the Graduate Assistantship Award, a student must be enrolled full time (minimum of 12 credit hours) and achieve a satisfactory level of academic performance (3.0 GPA or better). Graduate Assistants are also entitled to a discount at the University Bookstore and may be eligible for one of the two [Graduate Assistant Health Insurance Awards](#).

Each Graduate Assistant will be assigned a faculty supervisor. It is jointly the student's and supervisor's responsibility to ensure that all [forms](#) are completed by the beginning of term. Additionally, evaluations will be collected at midterm and at the completion of the assignment.

### OTHER AWARDS

The Financial Aid Office at the University administers a variety of state and federal grants and loans, based on each student's demonstrated financial need. For further information contact the [Financial Aid Office](#).

[DAAP specific scholarships](#) are available to students enrolled in the college's programs. Please check the [School of Art Scholarship page](#) for school-specific scholarships.

## POLICIES AND PROCEDURES

### PROGRAM STANDARDS

The [University of Cincinnati Graduate Handbook](#) clarifies minimum university-level requirements and policies that apply to all graduate students throughout the University of Cincinnati. Beyond these, each MFA student is also expected to adhere to requirements, policies, and procedures specific to the School of Art found in this Handbook.

### RECORDS PRIVACY, FERPA, RIGHT TO REVIEW RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is the federal law that governs the release of, and access to, student education records. FERPA affords students certain rights with respect to their education records. For the complete FERPA information, consult the [FERPA and Records Privacy page](#) of the Registrar's Office website. Once you have been enrolled, you have the right to review your educational records, except for those excluded by law (physician, psychiatrist, or parent's financial statement). If you need to review such records, you should prepare an appropriate explanation or interpretation, and see MFA Director.

### NOTICE OF NON-DISCRIMINATION

The Fine Arts Program of the University of Cincinnati reaffirms its policy that discrimination based on race, gender, color, religion, national origin, sexual orientation, handicap or age will not be practiced in any of its activities. The full policy can be read here: [Notice of Non-Discrimination](#).

### STUDENT CODE OF CONDUCT

It is expected that students will conduct their relationships with faculty and others in a professional manner. The [Student Code of Conduct](#) in the UC Graduate Handbook defines the behavior expected of all University of Cincinnati students. In this document, behavior considered misconduct is defined and the possible sanctions or penalties are outlined to which the students are subject to as the consequences of misconduct.

Students have the responsibility for being honest in carrying out any written, oral, or studio assignment.

A student who has been dishonest in coursework will receive a grade of "F" for that course. Typical actions which are considered dishonest include: plagiarism—defined herein as using the conceptual framework and/or words of others without proper referencing; deception of effort; unauthorized assistance; and cheating on exams—defined as both "copying" and "using unauthorized notes." In such cases, the MFA Director will issue a letter of warning to the student with a copy placed in the student's departmental record. A second infraction will result in immediate dismissal. Any student who willingly aids another in academic dishonesty will receive the identical penalty.

### RESPONSIBLE CONDUCT OF RESEARCH

See [University of Cincinnati Graduate Handbook](#) and the [IRB protocols](#).

## GRADUATE STUDENT GRIEVANCE PROCEDURES

Grievance procedures have been established to provide graduate students with a formal opportunity to address grievances arising out of their academic relationships with their department, college, and University of Cincinnati. See the [University of Cincinnati Graduate Handbook](#) for Grievance Procedures.

## TITLE IX

The University of Cincinnati does not tolerate discrimination, sexual harassment, or retaliation and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities. To find more information or to report an issue please visit the [Title IX webpage](#).

## COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

[Counseling & Psychological Services \(CAPS\)](#) provides counseling, outreach programs, and related services for UC students and those concerned about their welfare. For information call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

## EQUITY & INCLUSION

The University of Cincinnati embraces equity and inclusion as core values that empower individuals to transform their lives and achieve their highest potential. UC's bedrock values—affirmed in our mission statement and fundamental to our very purpose as a university—commit us to excellence and diversity, to providing an inclusive environment for our undergraduate, graduate, and professional students, as well as our faculty and staff. To learn more, visit the [Office of Equity & Inclusion webpage](#).

## GENERAL INFORMATION

### ACADEMIC AND STUDENT RESOURCES

The University of Cincinnati is a comprehensive, urban university and a member of the State system. Located on five campuses, the University has seventeen component colleges and divisions that provide a wide range of undergraduate, graduate, and professional programs. About 44,000 students are enrolled at the University. The main campus is in the hilltop section called Clifton, readily accessible to a variety of housing, a few blocks from three interstate highways, yet only minutes away from the downtown center and other cultural resources. Two hundred acres and an adjoining park give the University one of the more spacious urban campuses. A municipal university until 1974, the University of Cincinnati and its programs continue to enjoy close relations with the city's agencies, institutions, and businesses, many of which provide resources for the Fine Arts Program and the School of Art.

The City of Cincinnati is an attractive city on the picturesque Ohio River. The tri-state metropolitan area has a population of 1.5 million people. Cincinnati boasts an accessible and pleasant downtown area, a fine resident symphony orchestra and ballet company, accomplished amateur and professional theater groups, and a summer opera series. An outstanding system of city and county parks makes outdoor recreation both inexpensive and convenient. The Art Museum is one of the earliest collections in the United States and is still considered one of the finest. The Contemporary Arts Center brings a cutting-edge and experimental dimension to the art life of the city, while the famous Taft Museum is among the best private collections open to the public. A range of commercial

and artist-run galleries hold continuous exhibitions that offer the graduate student additional opportunities for viewing contemporary art.

The College maintains The Philip M. Meyers, Jr. Memorial Gallery in the Steger Student Life Center on the Clifton Campus, and the Dorothy W. and C. Lawson Reed, Jr. Gallery in the DAAP building which hold a broad range of exhibitions of the work of students, faculty, and invited artists.

The University Library System has a collection of over 1.7 million bound volumes and includes (but is not limited to) the Langsam (Central) Library with its general research collection emphasizing the humanities and social sciences, the Robert A. Deshon and Karl J. Schlachter Library for Design, Architecture, Art, and Planning with its strong collection of Art and Art History related volumes, the CCM library which houses materials on the performing arts, and the Classics Library, with its excellent collection of books on ancient Greek and Roman art and ancient and medieval art and architecture. The University's holdings are complemented by the fine Public Library of Cincinnati and Hamilton County and by the Library of the Cincinnati Art Museum, as well as the Lloyd library, and the Taft Museum library. Our graduate program is the Fine Arts Chapter of the [Graduate Student Governance Association](#).

The School of Art office is housed in the College of Design, Architecture, Art, and Planning. The graduate studio facilities support most needs of graduate student research.

## HEALTH INSURANCE

MFA graduate students are required to have [health insurance](#).

## USE OF STUDIO SPACE

Full-time MFA graduate students are required to work in studios provided unless petition is made to, and found acceptable by, the MFA Director and the Fine Arts Graduate Committee. Graduating students must move out of their studios no later than three weeks after the conclusion of the semester during which the student graduates unless otherwise approved by the MFA Director.

## FACULTY AND STAFF

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## OFFICE INFORMATION

School of Art

College of Design, Architecture, Art, and Planning

University of Cincinnati

PO Box 210016

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## LINKS AND FORMS

[DAAP Directory](#)

[DAAP Graduate Faculty Directory](#)

[Graduate Advising Forms](#)

[MFA First Year Review Form](#)

[Graduate Assistant Work Plan](#)

- [Graduate Assistant Midterm Evaluation](#)
- [Graduate Assistant Final Evaluation](#)
- [Graduate Assistant Self Evaluation](#)

## APPENDIX A - FIRST YEAR REVIEW PROCESS

The review will last for 35 minutes. The student must have their review space set up and ready by the time the review is set to begin. If the student has time-based media that the faculty committee should see prior to the review, the student should deliver links to the media to all committee members via email one week before. The student should spend the first 15-20 minutes giving a verbal narrative of their progress. The student should follow the outline below:

### Demonstration of Productivity and Progress:

Please address:

- questions that you asked of the work through changes in process and experimentation
- research that you conducted
- any progression or breakthrough shown in your newest work.
- related contemporary artists

### Demonstration of Sophistication/Quality of work

Please address:

- the primary ideas, concepts, and research driving your work influences, in relation to historical and contemporary art
- how your choices of media and approaches to craft and technique contribute to the exploration and expression of your ideas.
- related articles, theories, or books

Clarity of verbal presentation - Organize your presentation well ahead of time so that you are confident of giving a good account of your achievements. As some faculty may be unfamiliar with your work be clear in explaining what you have been doing, the ideas you are working with, and how you have used materials in unusual or new ways.

The remainder of the review time will be used for questions from the faculty committee. The review will be conducted as a series of questions directed to the student, not as a critique. Be prepared to answer questions about your work and creative process.

Following the review, the MFA Director will notify the student in writing regarding the faculty's decision concerning successful progression in the program. This will be followed by a detailed written evaluation of the review comprising comments from the faculty.

## APPENDIX B - DAAP ANNEX - STUDIO AGREEMENT

DAAP Annex – [Studio Agreement](#)

Studio space: \_\_\_\_\_

Please carefully read and agree to the below. If a student is in violation of the studio agreement it will result in the forfeiture of their studio space.

- No permanent alteration to the space is permitted.
- The Annex is a working studio and should be occupied consistently. Studio spaces cannot be used for long-term storage of materials or artwork. If a studio is not in use, it will be reassigned. If you no longer need your studio space, please info your Graduate Director.
- Malicious damage to, vandalism of or destruction to any part of the studio area will not be tolerated and the cost of damages will be added to your student bill.
- Keep the entire studio area clean and safe.
- Keep the door to the Annex closed and locked before you leave the area. The Annex is a university building and should be treated as such. No outside guests are permitted unless invited for a studio visit, or other activity related to your studio practice.
- All non-liquid debris (including plaster, paint, etc.) should be properly disposed of in the waste bin.
- Common Spaces should be respected and shared. Please clean up after yourself, and respect other students' food, supplies, etc.
- Students must abide by the [Student Code of Conduct](#) which outlines the behavior expected of all University of Cincinnati students. It is each student's responsibility to know and comply with the university's Student Code of Conduct, and sanctions or penalties are outlined.

By signing below, you acknowledge that you have read and agree with these rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ M#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

This [agreement will be signed electronically](#) and kept in the student file.

## APPENDIX C - ADVISING WORKSHEET

Student Name: \_\_\_\_\_ M \_\_\_\_\_

Email: \_\_\_\_\_ Entry Term: \_\_\_\_\_ Phone: \_\_\_\_\_

	Fall term	Spring Term	Credits
Studios (30 credits)			
Graduate Studio			3
Graduate Studio			6
Graduate Studio			3
Graduate Studio			6
Special Topics Studio			3
Special Topics Studio			3
Studio Elective:			3
Studio Elective:			3
Translational Tools & Research Methods (FAA6099)			3
Graduate Critique Seminar (FAA8001)			3
Graduate Critique Seminar (FAA8001)			3
Graduate Critical Theory Seminar (FAA8080)			3
Contemporary Art and Professional Practice (FAA8089)			3
Thesis Writing (FAAXXX)			3
Graduate Seminar:			3
Graduate Teaching Workshop (FAA8095) or Academic Elective:			
Academic Electives (6 credits): <i>Any grad level course outside Fine Arts (FAA)</i>			
Academic Elective:			
Academic Elective:			

**TOTAL: 60 credits**

### Suggested two-year plan

Year 1, FALL – 15 credits	Year 1, SPRING – 15 credits
<b>3</b> Graduate Studio <b>3</b> Translational Tools & Research Methods <b>3</b> Graduate Critique Seminar <b>3</b> Graduate Seminar <b>3</b> Graduate Teaching Workshop or Academic Elective	<b>6</b> Graduate Studio <b>3</b> Special Topics Studio <b>3</b> Studio Elective <b>3</b> Graduate Critical Theory Seminar
Year 2, FALL – 15 credits	Year 2, SPRING – 15 credits
<b>3</b> Graduate Studio <b>3</b> Graduate Critique Seminar <b>3</b> Academic Elective <b>3</b> Studio Elective <b>3</b> Thesis Writing	<b>6</b> Graduate Studio <b>3</b> Special Topics Studio <b>3</b> Academic Elective <b>3</b> Contemporary Art & Professional Practices

Notes: