



MASTER OF FINE ARTS STUDIO ART

Department of Art and Art History
College of Fine Arts
The University of Texas at Austin

Approved by the Graduate Studies Committee, December 3, 2015

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ACADEMIC PROGRAM

Program Philosophy

UT's Studio Art Graduate Program welcomes all lines of inquiry: spatial, lens-based, 2-dimensional, interactive, sound, and the performative. We are a multidisciplinary program using as an organizational structure the expansive territories of Painting and Drawing, Sculpture + Extended Media, Print, Photography and Transmedia. MFA students work closely with dedicated and professionally active faculty to fine-tune existing skill sets and develop new approaches, both conceptual and technical. We have built a supportive yet stimulating community in which students are immersed in an environment of discovery, challenged to consider the depth of an individual discipline, encouraged to explore new ones, meanwhile finding overlaps in new and familiar ways.

Used to its full advantage, our curriculum is distinctive to each student's interests and particular to the assets and research strengths of the Department as well as to The University of Texas at Austin. The curriculum allows for many course options giving MFA candidates progressively more studio time as their investigations become more demanding and distinct. Students develop their artist's voice, in both the ability to make images and to build intellectually upon the discourse surrounding one another's practices. Students formulate an ongoing and dynamic dialogue with faculty, peers and visiting specialists allowing for a richly informed approach and experience in art making.

Copyright

Students retain copyright to all two dimensional, three dimensional, time-based or electronic art work created in the Department of Art and Art History, and they grant a non-exclusive license to exhibit, display, reproduce, perform, or adapt these works at the discretion of the faculty.

Course of Study

Degree Requirements

Master of Fine Arts in Studio Art	
16 hours	Group Critique (ART 480)
16-19 hrs	Committee Study (ART 481, 581, 681, 781)
3 hours	Art History
4 hours	1-Year Seminar (ART 484F)
4 hours	Seminar (ART 482 or seminar substitution approved by Graduate Advisor)
4 hours	Professional Practice (ART 480)
3 hours	Master's Portfolio Report (ART 398R)
4 hours	Master's Exhibition Seminar (ART 498S)
3-6 hours	Elective courses approved by the Graduate Advisor
60 hours	TOTAL

Time Limit

A Master of Fine Arts degree in Studio Art is a two-year, full-time, 60-semester hour course of study with the degree plan listed above. The expected time frame for completion of the Master of Fine Arts degree is two years.

Course Load

The credit load for an MFA student is 15 credit hours each semester for 4 long semesters.

Transfer Credits

No transfer credits are accepted.

Upper-Division Undergraduate Courses

Only graduate level courses may be counted toward the studio requirements as well as the specific course requirements of the degree. No more than two upper division undergraduate courses (320-379) may be counted toward the seminar or elective areas, with approval of the Graduate Advisor. Lower division undergraduate courses (301-319) do not apply toward the MFA degree.

Services For Students With Disabilities

Any student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities at 471-6259 (voice) or 1-866-329-3986 (Video Phone) as soon as possible to request an official letter outlining authorized accommodations.

Additional information here: <http://diversity.utexas.edu/disability/>

Observance Of Religious Holy Days

(From the General Information Catalogue) A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence.

Course Descriptions**ART 480. Group Critique in Studio Art**

Group critiques of student artwork organized under the leadership of the instructor in addition to regular individual studio visits between the instructor and each student. Three lecture hours a week for one semester. Additional laboratory hours are also required. Students must take this course each of the four semesters for a total of sixteen semester hours of credit. May be repeated for credit. Prerequisite: Graduate standing in studio art and consent of the graduate adviser.

ART 182, 281, 381, 481, 581, 681, 781. 881. Graduate Committee Study in Studio Art

Studio hours to be arranged. Work to be reviewed at end of semester by graduate committee with grade submitted by the committee member assigned to oversee that semester. May be repeated for credit. Prerequisite: Graduate standing in studio art and consent of instructor and the graduate adviser.

ART 482. Seminar in Studio Art

Addresses topics and issues in contemporary art. Uses lectures, readings, guest presentations, discussions, and writings to articulate and discuss the production and reception of culture. Three lecture hours a week for one semester. May be repeated for credit. Prerequisite: Graduate standing in studio art and consent of the graduate adviser.

ART 484F. Master of Fine Arts First Year Seminar

Restricted to first-semester graduate students in studio art. Designed as an introduction to the extensive research assets of the university. In addition, the class develops critical assessment skills and develops effective and consistent habits for working in the studio. Four lecture hours a week for one semester. Prerequisite: Graduate standing in studio art and consent of the graduate adviser.

ART 498P. Professional Practice for Fine Artists

Restricted to second-year studio art graduate students. Designed to help fine art students through lectures, guest specialists, field trips and readings to understand and prepare effective strategies for entering various aspects of the art world. Four lecture hours a week for one semester. Prerequisite: Graduate standing in studio art, and consent of instructor and the graduate adviser.

ART 398R. Master's Portfolio Report

The production of a written interpretation of the artwork created in the graduate program, addressing concepts of and influences on the work, and including a digital portfolio of major works. The equivalent of three lecture hours a week for one semester. Offered on a credit/no credit basis only. Prerequisite: Graduate standing in studio art, passage of the required forty five-hour review, concurrent enrollment in Studio Art 498S, and consent of the graduate adviser.

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ART 498S. Master's Exhibition Seminar

The class is a vehicle for the presentation of a professional exhibition in which significant work from each of the students is displayed. The instructor organizes the exhibition with all students collaborating in its execution. The students' final review takes place during the exhibition and is individually conducted by faculty committee. At a later date during the exhibition, students publicly discuss and present their work in a colloquium open to the public. . The equivalent of four lecture hours a week for one semester. Offered on a credit/no credit basis only. Prerequisite: Graduate standing in studio art, passage of the thirty-hour MFA oral examination, concurrent enrollment in Studio Art 398R, and consent of the graduate advise

REVIEWS**Review Timeline**

Faculty committee formally evaluates students at the end of every semester.

	When	Where	To prepare	To prepare	Who attends
1st Review	Finals week of 1 st semester	Studio or alternate site in ART building	1-2 page double spaced artist statement emailed to committee + Grad Advisor 1 week in advance	10-15 minute introduction	Committee
Mid-Program Review	Finals week of 2 nd semester	Studio or alternate site in ART building	1-2 page double spaced artist statement emailed to committee + Grad Advisor 1 week in advance	10-15 minute introduction	Committee, Studio grad students, interested GSC faculty
3rd Review	Finals week of 3 rd semester	Studio or alternate site in ART building	Outline of Portfolio Report emailed to committee chair + Grad Advisor 1 week in advance	10-15 minute introduction	Committee
Final Review	During thesis exhibition	Visual Art Center	Most recent draft of Report emailed to committee + Grad Advisor 1 week in advance	10-15 minute introduction	Committee
Colloquium	During thesis exhibition and after Final Review	Visual Art Center	10-15 minute gallery talk		Public

Location and Installation

Students are responsible for reserving a site [if not using their own studio] to hold their reviews and are responsible for informing the Graduate Advisor and Coordinator of the location in advance of the review. Work must be completely installed by 8:30 a.m. on the morning of the review and remain installed until 5:30 p.m. that evening. All reviews are to be held within the Art Building except for unusual circumstances, such as large installations, that may require alternate sites. Special sites require approval from the Graduate Advisor.

1st Review

WRITING 1st REVIEW: One week prior to the 1st review, the student emails a 1-2 page double spaced artist statement to all committee members and the Graduate Advisor.

ATTENDEES: The committee and the student. The Graduate advisor may silently monitor any Review when not a committee member.

THE REVIEW: The Committee Chair manages the schedule, discussion and voting process of the Review. At the end of the Review, the Committee Chair creates a short synopsis of the discussion including suggestions and records them on the Committee Review Report Form. Those comments are shared with student and the form is returned to the Graduate Advisor.

EVALUATION PROCESS: The vote is Pass/Fail by majority.

GRADING: The committee agrees on the student's semester grade for Committee Study. The assigned course supervisor will enter the grade.

FAILING: If a student fails Review 1, they are put on departmental probation and must pass Mid-Program Review or their program will be terminated.

1ST REVIEW SCHEDULE:

10-15m	Introduction by artist
30m	Q+A with faculty committee
	<i>Student exits</i>
5m	Committee vote
	<i>Student returns</i>
10m	Committee discussion with student

Mid-Program Review

WRITING: One week prior to the review, the student emails a 1-2 page double spaced artist statement to all committee members and the Graduate Advisor. The Graduate Advisor, in turn, emails a copy of the statement to all faculty and grads.

ATTENDEES: Students are required to attend all Mid-Program Reviews. Faculty are invited to attend. The Graduate advisor may monitor all Reviews when not a committee member.

THE REVIEW: The Committee Chair manages the schedule, discussion and voting process of the Review. At the end of the Review, the Committee Chair creates a short synopsis of the discussion including suggestions and records them on the Committee Review Report Form. Those comments are shared with student and the form is returned to the Graduate Advisor.

EVALUATION PROCESS: The committee evaluates the student and work on a scale of 1-10. The evaluations are averaged and the student **MUST** pass with an average score of at least 6. The student must pass the Mid-Program Reviews in order to advance in the program.

GRADING: The committee agrees on the student’s semester grade for Committee Study. The assigned course supervisor will enter the grade.

FAILING: If a student fails the Mid-Program Review, the Graduate Advisor appoints an ad-hoc subcommittee within 48 hours to determine, with the student’s committee, whether the student remounts the Review during the first week of the third semester or is asked to leave the program. Students already on departmental probation from the 1st Review must pass the Mid-Program Review or be automatically terminated.

MID-PROGRAM REVIEW SCHEDULE

	STUDENT ATTENDANCE REQUIRED <i>Interested faculty invited to attend</i>
10m	Faculty and public review of artwork
10-15m	Introduction by artist
40m	Q+A with faculty committee
10m	Q+A with audience
	<i>All except committee exit</i>
5m	Committee vote
	<i>Student returns</i>
10m	Committee discussion with student

3rd Review

See information for 1st Review.

WRITING 3rd REVIEW: One week prior to the review, the student emails the outline of their PORTFOLIO REPORT to all committee members and the Graduate Advisor.

FAILING: If a student fails Review 3, they must remount and pass the Review in the first week of the next semester or their program will be terminated.

Final Review

WRITING: One week prior to the review, the student emails the most current draft of their REPORT to all committee members and the Graduate Advisor.

ATTENDEES: The committee and the student. The Graduate advisor may silently monitor any Review when not a committee member.

THE REVIEW: The Committee Chair manages the schedule, discussion and voting process of the Review. At the end of the Review, the Committee Chair creates a short synopsis of the discussion including suggestions and records them on the Committee Review Report Form. Those comments are shared with student and the form is returned to the Graduate Advisor.

EVALUATION PROCESS: The vote is Pass/Fail by majority. If the committee vote is split 50/50, the Graduate Advisor’s vote decides the outcome. The student must pass the Final Review to graduate.

GRADING: The committee agrees on the student’s semester grade for Committee Study. The assigned course supervisor will enter the grade.

FAILING: If a student fails the Final Review, the Graduate Advisor appoints an ad-hoc subcommittee within 48 hours to determine, with the student’s committee, whether the student is terminated from the program.

FINAL REVIEW SCHEDULE:

10-15m	Introduction by artist
30m	Q+A with faculty committee
	<i>Student exits</i>
5m	Committee vote
	<i>Student returns</i>
10m	Committee discussion with student

Colloquia

The artists will each deliver gallery talks about their work at the Visual Arts Center as part of the thesis exhibition colloquia. The talks will be organized through the Thesis Exhibition Seminar. Each artist will speak about their work for 10 -15 minutes. This is an advertised event and the public is invited to attend.

Schedules of Reviews and colloquia are organized by the Graduate Advisor’s office.

Committees

Composition of Review Committee

Each student will have a Review Committee of four faculty who will mentor him/her throughout the MFA program, at least three of whom will be from the Studio Art Graduate Studies Committee. During the first semester, each student will select the faculty members for his/her Critique Committee. Other committee members may include faculty from Art History, Design, or other departments on campus who are GSC members in their departments or UT-affiliated arts professionals. (The Graduate Advisor must approve the addition of a committee member who is a UT-affiliated arts professional). The student will select one of the Studio Art faculty committee members to serve as committee chair. Note: Full committee participation is expected, but if absolutely necessary, a committee can convene with a quorum of three members.

5th Committee Member

Students have the option of adding a fifth committee member by the end of the fourth week of their second semester. The fifth committee member can come from within or outside the Studio Art Graduate Studies Faculty but must be a GSC member in their home department. Alternately, the additional member can be a UT-affiliated arts professional. The Graduate Advisor must approve the addition of a committee member who is a UT-affiliated arts professional.

Committee Advising + Changes To The Committee

Students meet with the Graduate Advisor to discuss selecting possible Review Committee members and Chair. Students submit a Review Committee Members Form to the Graduate Advisor by the first week of November. (Links to all forms are at the end of this document.) A student may change one committee member until 3 weeks prior to the Mid-Program Review takes place but not after, except for the replacement of faculty members retiring or on leave who will not be returning to attend the Review. The Graduate Advisor may serve as a committee member, but not as a Committee Chair.

Criteria for Evaluation

- Quality and ambition of work
- Effective use of materials and processes
- Presentation of work
- Caliber of physical, verbal and written articulation
- Ability to contextualize work

REGISTRATION

Course Schedule and Online Registration

The Course Schedule and Add/Drop procedures are published online each semester before advising and registration at www.utexas.edu/student/registrar/schedules. Students register for each semester online using *UT Direct*. Students must be advised by the Graduate Advisor and clear all financial bars before registering. In order to expedite TA assignments, please register during your initial registration

Grading Policies

Grade Point Average

To receive a degree, the student must have an overall graduate grade point average of at least B/3.00. Only upper-division undergraduate and graduate-level courses at The University of Texas at Austin (except report and exhibition courses) are counted in the grade point average. Courses receiving letter grades of C- through F do not fulfill degree requirements.

Credit/No Credit

Master's Portfolio Report (ART 398R) and Master's Exhibition (ART 498S) are only offered on a Credit/No Credit Basis. A student may take no more than two additional courses not specifically required for the MFA degree on a credit/no credit basis. A student may elect this option, with the approval of the Graduate Advisor, within the first eight weeks of the long semester or the first three weeks of the summer session. See the Graduate Coordinator for the form. Credit/No Credit grades are not computed in the grade point average. Performance level of "C" or above constitutes a grade of Credit (Cr).

Incomplete Grades

Incompletes are not for student convenience (i.e. lack of work or unfinished work); they may be issued only in case of approved, compelling, non-academic circumstances beyond the student's control. If an "incomplete" is warranted, the instructor reports the symbol "X" to the Registrar in place of a grade. The student must complete the course requirements and the instructor must report a final grade by the end of the grade-reporting period in the student's next long-session semester of enrollment. If this deadline is not met, the "X" is converted to an "I" (Permanent Incomplete) and can never be converted to a grade. A student cannot be assigned a TA position if he/she has an Incomplete. A student cannot graduate with an "X" or "I" in their Program of Work.

SEMESTER OF GRADUATION

Application to Graduate

Go to <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions> for deadlines and graduation information. Follow all directions listed. There are no exceptions for missed deadlines.

Registration for Final Semester

Students must register for both ART 398R - Master's Portfolio Report and ART 498S - MFA Exhibition during the last semester of coursework, normally spring semester. Candidates for a graduate degree must be registered both courses during the semester in which they expect to receive their degrees.

MFA PORTFOLIO REPORT

The Graduate School required formats are here: <https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement>. Pay close attention to the requirements including, margins, how to number pages, fonts, etc. The Graduate School may reject a Report if the formatting criteria are not met.

Description and Instructions for MFA Portfolio Report

The MFA Portfolio Report is a self-created catalog of your work with integrated images and text that is 2,500-5,000 words in length. The text must meet the Graduate School's formatting requirements.

The Portfolio Report Committee

The student will select two members of their Review Committee to serve as first and second readers of their Portfolio Report. The student cannot select a faculty member on leave during the student's last semester. The 1st reader of the Report must be a member of the Review Committee and member of the Studio Art GSC, but not necessarily the Review Committee Chair. An outline of the Report is due to the committee at the 3rd Review. At the beginning of the fourth semester, the student works with the 1st Reader to develop a calendar of deadlines. The student exchanges several drafts with the 1st Reader and then sends a draft to the 2nd reader for comment. At the Final Review, the student presents the most current draft of the Portfolio Report to his or her Review Committee. Students must bring the Portfolio Report Signature Page to his or her Final Review for provisional signatures. The 1st reader will keep this signature page. Both readers must read and approve the use of their signature on the Report by the last class day of the semester. The Signature Page is then released to the student for submission.

Format Check

All MFA Portfolio Reports require a format check in the Graduate School. Check the above format page for updated information on scheduling a format check. Your Report need not be complete to perform a format check. Format check by April 1.

Uploading Portfolio Report

Students must upload their materials and deliver a title page, signature page, abstract and a Statement on Research with Human Participants by the 3pm on the last day of classes. Current requirements can be found here at the above link. The Graduate School must approve the Report.

If a Report is Not Accepted

If either the Report Committee or the Graduate School does not accept a Report, the student must register for ART 398R during the following semester(s) until both the Report Committee and the Graduate School have accepted the Report. The Graduate Advisor, the student, and the Report Committee may meet in order to advise the student on revisions.

Final Portfolio

Students must submit 10 high-resolution images or MPV's of their work to the Graduate Advisor via Box by the last class day. The Graduate Advisor will share the URL with students in Masters Exhibition Seminar. These images are to be submitted with a Final Portfolio Slide List and a Consent Form.

FINANCIAL RESOURCES

Graduate School and College of Fine Arts Fellowships

The Graduate School and College offer a couple of sizable fellowships to continuing students. The award is made by nomination only. Studio Art nominates 1-2 students per year for awards that are competitive across the University and College. For more information:

<https://gradschool.utexas.edu/finances/fellowships/graduate-school/continuing-fellowships>

Department Scholarships

The Department of Art and Art History awards scholarship funding based on student performance. All students are automatically considered for these awards.

Non-Resident Tuition Waivers

A limited number of non-resident tuition waivers are available for students from outside of Texas. Non-resident tuition waivers are awarded on a semester-by-semester basis. The students who receive these waivers pay resident tuition as opposed to non-resident tuition. All out of state students are automatically considered for these awards.

Tuition Loans and Emergency Loans

Tuition loans are available during registration and will be applied to a student's fee bill. Full-time students who are US citizens can get a Tuition Loan for their entire tuition bill. International students can get a Tuition Loan for half their tuition bill. Interest is charged at a rate of 4% per year. Emergency loans of up to \$300 are given in cash. Contact Student Financial Services for more information, 512-475-6282.

Additional Sources of Fellowship Information

- <https://gradschool.utexas.edu/finances/fellowships/externally-funded>
- <http://finaid.utexas.edu/>
- Grant database at the Regional Foundation Library: <http://diversity.utexas.edu/foundationlibrary/>

Travel Awards

Department Awards

The Department has limited funds to support travel to present work in a professional setting. The awards cover the cost of travel not to exceed a total of \$400 and are based on availability of funds. Proposal for travel may be submitted to the Graduate Advisor.

https://utexas.qualtrics.com/jfe/form/SV_3W3niGmjRz553jD

Graduate School Professional Development Awards

Graduate School Professional Development Awards may be used to cover the cost of students formally invited to present their work or speak on a panel. Awards are between \$250-\$500, based on availability of funds. <https://gradschool.utexas.edu/finances/travel-awards/professional-development-awards>

UT > RCA: Royal College of Art London Reciprocal Exchange Program

Each fall, RCA sends one graduate student to study at UT Austin, and UT sends one graduate student in their third semester to study in London, each for 1 semester. Interested students write an essay of interest during their second semester. A committee of four Graduate Studio Art faculty selects the outgoing student based on this essay and portfolio materials. Travel funding and partial attendance and living costs are provided by the College of Fine Arts. An info session is held early Spring semester to disseminate details on the program and application process.

Sponsored Residencies and Awards

Skowhegan School of Painting and Sculpture

The Studio Art Division co-sponsors a scholarship with the Skowhegan that provides tuition for the 9-week summer program in Maine. The Department of Art and Art History pays approximately half of the tuition and Skowhegan pays the other half. Interested students submit applications directly to Skowhegan where the final decision is made which, if any, UT Austin student receives the scholarship. <http://www.skowheganart.org/applicantinfo>

School of the Art Institute of Chicago's Ox-Bow Program

Fellowships to attend the Ox-Bow Program in Saugatuck, Michigan are for an 8-week residency. Fellows work 20-hours a week for Ox-Bow and receive a studio, room and board. The Graduate Advisor will send an announcement for proposals in early Spring. A faculty committee reviews proposals, finalists are interviewed and a single student is selected. <http://www.ox-bow.org/residency-overview/>

Vermont Studio Center

Fellowship to Vermont Studio Center in Johnson, Vermont for a 4-week residency where artists receive a studio, room and board. The Graduate Advisor will send an announcement for proposals in early Spring. A faculty committee reviews proposals and a single student is selected. <http://vermontstudiocenter.org/>

SOMA Summer

Each summer we send one student on full scholarship to Mexico City to an eight-week program for international artists, curators, critics, and art historians, conducted in English in Mexico City. The program introduces participants to the dynamic art scene of Mexico City through visits to museums, openings, and artists' studios. Designed to promote intense creative work and open dialogue, the program is built around a series of seminars and workshops led by renowned Mexican and international artists and curators. <http://somamexico.org/es/soma-summer/about-soma-summer>

Umlauf Prize at Umlauf Sculpture Garden

The Umlauf Prize is a solo exhibition awarded annually to a currently enrolled graduate student in Studio Art at the University of Texas at Austin. A distinguished juror does studio visits in Spring semester to select a winner. The selected student is awarded a cash prize and a solo exhibition at the Umlauf Sculpture Garden & Museum for September of that year. <http://www.umlaufulsculpture.org/UMLAUFPrize>

TEACHING ASSISTANTSHIPS

Appointment of TAs

All Teaching Assistant (TA) appointments are made on a semester-by-semester basis, follow strict departmental criteria, and are subject to availability of funds. Departmental criteria for appointment of TAs have this order of priority: safety concerns, technical laboratory considerations, specific academic program needs, faculty requests, and student requests. All teaching assistantship awards are performance-based and subject to availability.

Guidelines and Resources for TAs

TAs are held to the same ethical standards as faculty. For comprehensive information on duties, benefits, teaching tips, academic integrity, Center for Teaching Effectiveness, Graduate Student Instructor Program and the ASPECTS workshop series, consult both <https://gradschool.utexas.edu/academic-employment> and <http://ctl.utexas.edu/>.

TA Qualifications

- Admitted to the Graduate School without conditions
- Grade point average of 3.0 or better
- Registered full-time
- May not have any Incompletes (Xs)

Continued eligibility for a TA position will be significantly effected by:

- Performance of Teaching Assistant duties
- Overall professionalism
- Progress in both quantity and quality of studio work
- Review of faculty and student evaluations (See evaluation forms in the Appendix.)
- Graduate Studies Committee evaluations of overall performance

Number of TA Appointments

Students can be employed for no more than four long semesters as Teaching Assistants within Studio Art.

Tuition Assistance for TAs

The University provides Tuition Assistance to all TAs hired for half and full appointments in the Fall and Spring and those hired for full appointments in the Summer.

Insurance for TAs

Teaching Assistants appointed as full TAs for four and one-half months or more (one long semester) are eligible for health insurance as offered by the University to its employees. <http://www.utexas.edu/hr/irg/>

In-State Tuition Eligibility for TAs

Non-resident and international students who hold full TA appointments will pay tuition and fees at the rate charged to in-state residents. See Graduate Coordinator for details on claiming this waiver.

International Students as TAs

International Students must demonstrate English language proficiency before being assigned as a TA. <https://world.utexas.edu/esl/ita>

BREAKS IN ATTENDANCE

Leave of Absence

Graduate students, prior to the last semester may apply to the Graduate Advisor for a leave of absence of no more than two semesters. A student must have a very strong reason for requesting a leave of absence (i.e. personal or family illness, etc.). The Graduate School does not accept "insufficient funds" as an acceptable reason for granting a leave of absence. A leave of absence does not effect the time limit for completion of the degree. While on a leave of absence, a student may not receive advice or assistance from faculty members and may not use services or facilities of the University. The student on an approved leave of absence must apply for readmission in order to return to the University; but readmission during the approved period is automatic and the application fee is waived if a copy of the approved Leave of Absence application is submitted. Students applying for readmission must do so by December 1 for the spring semester, July 1 for the fall semester.

Withdrawal

A student may withdraw (i.e. drop all of his or her courses) from the University through the last day of classes. In order to withdraw for a semester or summer session, a student must file a Withdrawal Petition and Refund Request form with the Dean of Graduate Studies. This form is available in the Office of Graduate Studies, Main 101.

WARNING, PROBATION, DISMISSAL

Warning

If in any semester a student's cumulative graduate grade point average falls below a B/3.0, the Dean of Graduate Studies will warn the student that his or her good standing is in jeopardy. During the next semester or summer session in which the student is registered, he or she must maintain a B average or be subject to dismissal. This warning can affect whether or not a student is eligible for TA-ships in the subsequent semester. *Note:* A student in a warning status may drop or withdraw only with special permission of the Graduate Advisor and the Dean of Graduate Studies. A petition must be presented to the Dean of Graduate Studies from the Graduate Advisor. Withdrawals for medical reasons are handled through the Student Health Center.

Departmental Probation

Failing Review 1 or 3 places a student on departmental probation and, depending on the specific circumstances, could affect TA eligibility, and other levels of graduate support.

Dismissal

See evaluation criteria for Reviews for information on program termination.

Grievance Procedures

Every effort should be made to resolve grievances informally between the student and the faculty member most directly involved or, such efforts failing, by the Graduate Advisor, and/or the Chair of the Department. Students may seek assistance from the Ombudsperson who will serve as a neutral third party: <https://ombuds.utexas.edu/student>. When serious issues cannot be resolved informally, the graduate student may have recourse to the formal grievance procedure that can be found in the General Information Catalogue. It should be noted that the precise procedure to be followed in adjudicating

given grievance will depend upon the particular circumstances surrounding the case. Refer to the Handbook of Operating Procedures, policy 1.C.2 at www.utexas.edu/policies/hopppm/.

FACILITIES + RESOURCES

Installing Projects On Campus

Art projects may be installed in designated exhibition areas within the ART Building but require prior approval of the supervising professor. Artworks to be installed in non-traditional spaces within the ART or DOTY buildings, or on the grounds of the Fine Arts area require approval by faculty and the Chair's office. Faculty, in consultation with the Student Exhibition Committee, coordinates group class displays. Works improperly displayed may be removed. Installation form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/aah-installation-approval.pdf>

Studios

Students must move out of studios by Graduation day. Students must return their studio as a clean white space. Paint and spackle will be provided. The faculty member in charge of each set of grad studios will provide additional expectations for facilities move-out. Students must have that faculty member sign a checkout form and submit the form to the Graduate Coordinator along with all building keys. If studios are left damaged or dirty, the department can assess a fine that will result in a transcript bar until the fines are paid.

Keys

Keys issued to graduate students for their studios or for areas to which they are appointed for work as Teaching Assistants, are for the use of that student only. Keys may not be lent to any other student for any reason. Keys must be returned to the Graduate Coordinator at the end of the semester a student graduates along with the checkout form signed by the Area Head. If the keys are not returned, a bar may be placed on the student's records and the diploma may be withheld until the keys have been returned.

HANDBOOK REFERENCE SOURCES

This handbook contains some general remarks concerning University, Graduate School, and Department of Art and Art History procedures. For complete information, consult the following publications:

- *The Graduate School Catalog*: <http://www.utexas.edu/student/registrar/catalogs/>
- *University of Texas Course Schedule*: <http://www.utexas.edu/student/registrar/schedules/>
- *General Information Catalog*: <http://www.utexas.edu/student/registrar/catalogs/>
- *TA Information*: <https://gradschool.utexas.edu/academic-employment>
- *Application for Graduation Forms*: <https://gradschool.utexas.edu/academics/graduation>

COURSE OF STUDY

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/course-of-study.pdf>

COMMITTEE FORMS

Review Committee Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/review-committee.pdf>

Optional 5th Member Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/optional-fifth.pdf>

REVIEW FORMS

1st Review Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/first-review.pdf>

Mid-Program Review from Faculty Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/mid-review-from-faculty.pdf>

Mid-Program Review to Grad Advisor Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/mid-review-to-advisor.pdf>

3rd Review Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/third-review.pdf>

Final Review from Faculty Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/final-review-from-faculty.pdf>

Final Review to Grad Advisor Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/final-review-to-advisor.pdf>

PORTFOLIO REPORT FORM

Portfolio Report Draft Receipt Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/port-report-draft-receipt.pdf>

TA PERFORMANCE FORMS

TA Job Performance Form: Student:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/ta-performance-student.pdf>

TA Job Performance Form: Supervising Faculty:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/ta-performance-faculty.pdf>

MISCELLANEOUS FORMS

Travel Grant Application:

https://utexas.qualtrics.com/jfe/form/SV_3W3niGmjRz553jD

Installation Form:

<http://www.utexas.edu/finearts/aah/sites/files/aah/files/aah-installation-approval.pdf>