

FLORIDA INTERNATIONAL UNIVERSITY
GRADUATE STUDENT HANDBOOK
Department of Art and Art History
Miami, Florida 33199
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<http://saah.fiu.edu/>

This manual is intended to help graduate students understand the requirements and expectations during the Master of Fine Arts program. enrollment. All administrative procedures and time deadlines must be met, whether or not they are specifically mentioned in this document. Students must conform to the rules and guidelines of the Florida International University's *Graduate Policy and Procedures Manual* and the *Graduate Catalog*. It is the responsibility of the graduate student to obtain copies of these publications from the Graduate Studies Office and be familiar with their contents.

PROGRAM DESCRIPTION

The M.F.A. is the terminal degree in studio art. We offer concentrations in drawing, electronic art, painting, photography, sculpture, time-based media, and in combined areas by arrangement. Sixty graduate credit hours are required.

While most applicants are likely to have the Bachelor of Fine Arts degree, we will also consider applicants whose undergraduate degree is not in a visual arts discipline.

Assessment of one's portfolio, letters of recommendation, and grade point average will be the principal method used to determine the applicant's qualifications. Final selections will be made by the Graduate Selection Committee.

At the conclusion of the program each graduate student presents an exhibition of in the Frost Art Museum or an appropriate alternative space. This exhibition will be curated by the M.F.A. candidate, the M.F.A director, and the members of the graduate committee.

A high quality and carefully written assessment of one's experience and the work produced during the program is also required with specific issues outlined by faculty early in the program.

A final oral critique of the candidate's work will take place during candidate's graduate exhibition. This critique is to demonstrate the candidate's understanding of the work and the candidate's ability to critically respond to issues raised by work exhibited. The committee will evaluate the candidate's statements and responses to committee questions, and the candidate will need to obtain the committee's consensus in order to fulfill this portion of the degree requirements.

Students wishing to be admitted into the program must meet the University graduate admissions as specified in the *Graduate Policies and Procedures Manual*. Additionally, they must submit an application to the department's Graduate Selection committee, consisting of the Visual Arts faculty associated with the program. The committee will select new MFA candidates based on the following admission requirements:

ADMISSION REQUIREMENTS:

Bachelor of Fine Arts, Bachelor of Arts, or an equivalent degree with a grade point average of 3.0 or higher.

Statement of Intent (*should include whether you are seeking financial assistance from the Department in the form of an Assistantship.*)

20 color photographs of studio work in digital or slide form

Three letters of recommendation from persons who are in a position to evaluate the applicant's previous professional, academic and personal performance, and potential for success in the graduate program.

A score of at least 550 on the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English and a minimum score of 50 on the Test of Spoken English (TSE).

ADMISSION REQUIREMENTS:

To The University Admission Office:

---FIU Graduate Application Form, to be completed online.

<http://www.fiu.edu/gradadm/cousmfa.html>

---Certified transcripts of all college level work.

---TOEFL and TSE scores for international students whose native language is not English.

Applications must be submitted and supporting documents received by *February 1st* for consideration for admission in the following Fall semester. Please submit your application, transcripts & test scores to the Office of Admissions promptly so there is sufficient processing time. All other requirements should be sent directly to the Graduate Secretary in the Visual Arts Department. Applications that are not complete by the February 1st deadline date will not be forwarded to the Selection Committee for review. Also, so your application materials will fit into a file folder, do not send bulky materials such as notebooks or slide trays.

Send all admissions materials to:
The Office of Admissions
Florida International University
University Park Campus
Miami, FL 33199
Tel: 305/348-2363
Fax: 305/348-3648

To the Department of Art and Art History:

---A statement of intent, include if you are seeking financial assistance.

---20 color photographs of recent work. in digital or slide form, properly identified with the artist's name, title, medium, size, date, and checklist for the above.

---Three letters of recommendation from persons who are able to evaluate the applicant's previous professional, academic and personal performance, and potential for success in the graduate program.

---A self-addressed, stamped envelope for return of your file. Materials sent without return postage cannot be returned and will be discarded after the admissions review.

Send all supporting materials to:
Graduate Secretary
Visual Arts Department
Florida International University
University Park Campus- VH 216
Miami, FI 33199
Tel: 305/348-2897
e-mail: burkew@fiu.edu

ALL APPLICATION MATERIALS MUST BE RECEIVED BY FEBRUARY 1st FOR CONSIDERATION FOR ADMISSION FOR THE FOLLOWING FALL SEMESTER

DEGREE REQUIREMENTS:

Consistent with the College Art Association standards for the M.F.A. degree in Visual Arts, the F.I.U program requires 60 semester credits of course work at the graduate level to be distributed as follows:

Tutorial Instruction in Studio Area(s) of Concentration: Minimum of 18 credit hours in Area of Concentration	32 credits
Art History	9 credits
ARH 5796 Critical Studies in the Visual Arts	3 credits
ART 5939 Studio Art Seminar	6 credits
ART 5938 Studio Art Pedagogy	1 credit
ART 6971 Graduate Prospectus and Exhibition Preparation	3 credits
Art 5907 Directed study	3 credits
Electives	3 credits
Total	60 credits

In their first semester, each new MFA candidate will form a committee of faculty members who will begin to supervise, on a regular basis, the work, written accounts, conceptual issues, and progress of the MFA candidate. This committee will consist of the major professor in the relevant medium, an additional faculty member, and an art history faculty member.

At a point between twenty and thirty credits, an MFA candidate will have a review of progress up to then. The review will focus on issues such as the development of the work and ideas, the consistency of production and conceptual growth, and the ability shown to fulfill the expectations of the graduate degree. Successful completion of this examination is required to continue as a candidate for the degree.

As mentioned above, in one's final semester the work is exhibited in the Frost Museum or an appropriate alternative space. The works in this exhibition will be selected and arranged by the candidate and the faculty committee. Also, faculty will conduct an oral examination of the candidate at the exhibition space. This exhibition and oral exam must be completed highly successfully for the candidate to be awarded the MFA degree.

Suggested Course of Study

	Required	Required	Optional	Optional	Optional
Year one, fall sem.	Studio concentration (3 credits)	ART 5938 Studio Art Pedagogy	** Art History	Elective	Studio Elective
Year one, spring sem.	Studio concentration (3 credits)		** Art History	Elective	Studio Elective
Year two, fall sem.	Studio concentration (3 credits)	*ART 5939 studio art seminar—6 credits over 2 semesters	** Art History	Elective	Studio Elective
Year two, spring sem.	Studio concentration (3 credits)		** Art History	Elective	Studio Elective
Year three, fall sem.	Studio concentration (3 credits)	ART 6971 Graduate Prospectus Exhibition	** Art History	Elective	Studio Elective
Year three, spring sem.	Studio concentration (3 credits)	ART 5907 Directed Study 3 credits	** Art History	Elective	Studio Elective
Total per semester	18cr during 6 semesters	13cr during 6 semesters	12cr during 6 semesters	3cr during 6 semesters	14cr during 6 semesters
Total 60 Credits					

*ART 5939 Studio Art Seminar is a mandatory course within the three-year cycle.

** ARH 5796 Critical Studies in the Visual Arts is a mandatory course taken within the three-year cycle.

STUDENT ADVISEMENT

The M.F.A Graduate Director will advise all M.F.A. students.

TRANSFER CREDITS

All graduate work taken elsewhere must be approved by the student's advisor. Normally, no more than *6 credit hours* of course work will be accepted toward the completion of the relevant M.F.A. degree requirements. Supporting documentation is required, and only course work completed within the last six years can be transferred. The minimum grade for transfer credit is a "B" or better. Graduate credit will not be awarded for life experiences. Undergraduate course work required to make up prerequisites cannot be applied to a graduate degree.

Transfer of Credit Earned as a Non-degree-seeking Student

Students seeking admission to the program may enroll as a non-degree seeking student prior to admission. To do so does not guarantee subsequent admission to the MFA program. A maximum of 12 graduate level credits earned at FIU as a non-degree-seeking student may be counted towards a graduate degree provided these were earned within the six years preceding admission to the degree program.

Courses at other Institutions

During the MA program, students may take a maximum of 6 credit hours at other institutions. Courses taken within the State University System of Florida or affiliated programs may exceed this limit, provided the student has the prior approval of the program director and the academic dean.

FINANCIAL AID

The Department is able to provide financial assistance for a limited number of students accepted into the graduate program. Assistantships and tuition waivers are made available on a semester by semester basis, and are supported by University funds or grants. Openings will be made known each semester, and students are encouraged to apply. The purpose of financial aid is to allow students to dedicate a larger portion of their time to studies. Students on assistantships are therefore not allowed to hold other forms of employment.

Graduate Teaching Assistantships

Teaching Assistant. A Graduate Assistant must be fully admitted to a graduate program and be registered full-time. A Graduate Assistant works under the supervision of a faculty member as a teaching assistant for a course.

Graduate Teaching Assistant. A Graduate Teaching Assistant must have earned a minimum of 30 graduate credit hours and be registered full-time. A Graduate Teaching Assistant performs teaching duties for studio courses under faculty supervision.

All students intending to apply for an assistantship or for tuition waivers and stipends must complete and keep on file a Financial Aid Form (FAF) available from the Financial Aid Office. This form must *be* updated every year that the student seeks financial aid and must be filed by March 5th each year. Students should notify the Department if they are interested in financial aid each year.

MAINTAINING GRADUATE STUDENT STATUS

Grade Point Average

To remain in good standing, a GPA of 3.0 must be maintained. Only courses taken as part of the graduate program will be counted in the GPA. Undergraduate prerequisites taken after the bachelor's degree will not count toward the graduate GPA. Core courses with a grade of B- or lower will not count toward fulfillment of the core course requirement.

Repeat Courses and Forgiveness Policy

A forgiveness policy is a way in which a student may repeat a limited number of courses to improve the grade point average by having the grade received on repeat course used in the GPA calculation. Graduate students must follow procedures described in the University catalog to utilize the forgiveness policy.

Graduate students may repeat only two different courses on a letter grade basis. Only the grade and credit received on the second attempt shall be used in computing the graduate GPA. The original grade will remain posted on the student's permanent record.

Incomplete Grades

An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. The student *must not* register again for the course. An incomplete must be made up within two semesters under the course instructor.

Full-time Status

The University defines full-time enrollment as nine (9) graduate credits for each Fall and Spring semester. However, in the fall semester of the first year, the graduate student must take ten (10) credits. Special permission from the department chairperson and the academic dean is required to take more than twelve credits in one semester. Recipients of stipends from the University must be full-time students.

Active Status

Active status entitles students to utilize the University's resources. Masters programs require a minimum of one (1) credit hour per semester to maintain active status in the program. Lapses in enrollment for three or more consecutive semesters require that the student re-apply for admission, subject to the admission procedures, criteria, and policies in effect at the time the reapplication for admission is made.

Leave of Absence

A student who finds it necessary to be excused from active status in the graduate program for three or more consecutive semesters must formally request a leave of absence from the graduate program. Leave time must be approved by the program director and the academic dean. Leave will be granted only under exceptional circumstances. When a student returns from a leave of absence, decisions concerning the previous or current program of studies will be mutually agreed upon by the student, the advisor and/or research committee. Applications for a Leave of Absence are available in the Office of Graduate Studies.

Academic Warning, Probation, Dismissal

Conditions for incurring academic warning, probation, or dismissal for failure to maintain an acceptable GPA (3.0 or better) are specified in the University catalog as are procedures for appealing dismissal.