

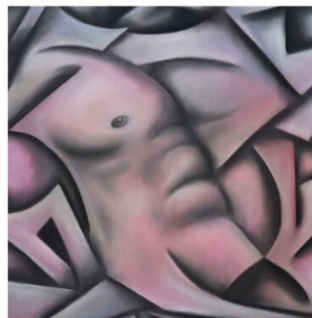
IUP Indiana University of Pennsylvania

IUP Graduate Handbook

M.F.A. – in Studio Art

M.A. / Studio Track

M.A. / Art Education Track



Department of Art and Design
Handbook Updated August 2021

M.F.A. in Studio Art
M.A. / Studio Track
M.A. / Art Education Track

Department of Art and Design
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(724) 357 - 2530

Program Website: www.iup.edu/art

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Introduction

Welcome to the graduate program in Art and Design at Indiana University of Pennsylvania (IUP). The graduate handbook for the Department of Art and Design answers many important questions to help make your graduate experience a positive one. The graduate coordinator and your primary advisor will work closely with you over the course of your education to create a productive and creative experience.

You will be working within a collaborative environment to expand your approach to art and art education to realize your individual vision, challenge your innovation, develop your technical and aesthetic skills, or deepen your pedagogical research and teaching practice. Whether your goal is to teach art at the university level, fulfill your certification requirements as an art teacher, or create a body of work ready for exhibition at professional galleries, the graduate art programs at IUP have the facilities, faculty and culture to help take your art to its highest level. Congratulations on your acceptance to IUP!

Indiana University of Pennsylvania

IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college. Almost 10,000 undergraduate and graduate students are enrolled in our accredited and nationally recognized programs, enjoying traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship.

IUP's Department of Art and Design is located in Western Pennsylvania, within 5 hours' proximity to vibrant national and international art centers in New York City, Washington D.C., Pittsburgh, Toronto and Philadelphia.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community, myself, my university, the nation, and the world.

Affirmative Action

<https://catalog.iup.edu/content.php?catoid=7&navoid=959>

Title IX Reporting Requirement

<https://catalog.iup.edu/content.php?catoid=7&navoid=959>

Student Conduct and Student Rights

<https://www.iup.edu/studentsupportandstandards/policies/>

www.iup.edu/gradcatalog

Department of Art and Design

IUP is a NASAD-accredited school. NASAD (National Association of Schools of Art and Design) is recognized by the US Department of Education as the national accrediting agency for art and design programs of colleges and universities in the U.S.

Mission Statement and Program Objectives

The Department of Art and Design places a primary emphasis upon that goal of the University aimed toward the development of distinctive graduate programs reflecting high academic and creative standards, and innovative methodologies.

Through its mission, the Department of Art and Design is committed to providing high quality master's level programs that assure both a professional and comprehensive education. Comprehensive inquiry in the studio, art education and art historical domains is a defining characteristic of the department's three graduate degree programs: M.A./Studio Track, M.A./Art Education Track and M.F.A. These degree offerings directly relate to the department's ongoing mission of a quest toward excellence in specifically defined competencies related to major and minor areas of studio inquiry.

And, a mission objective that assumes overriding importance within this department is the expectation that both faculty and students maintain an active and ongoing commitment to artistic production and exhibition, scholarly and creative research, and adhere to those professional standards that are enunciated and recognized by the appropriate governing bodies and organizations representing the visual arts.

Faculty and Staff

Dr. Curtis Scheib, Dean, College of Arts and Humanities	cscheib@iup.edu	724-357-2397
Dr. Hilliary Creely, Dean, Graduate School	hcreely@iup.edu	724-357-1409
Dr. Sharon Proctor, A. Dean's Associate, Graduate School	sprocter@iup.edu	724-357-4507
Dr. David Ferguson, A. Dean, College of Arts and Humanities	dfergusn@iup.edu	724-357-2397
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Prof. Nathan Heuer, Grad Coordinator, Art and Design	nheuer@iup.edu	724-357-2530

Admission

Note: Admissions into the Graduate Programs in the Department of Art and Design are indefinitely closed.

Individuals seeking admission to graduate study within the Department of Art and Design must meet the general admission standards and adhere to academic policies established by the School of Graduate Studies and Research at IUP. These specific policies of the School of Graduate Studies and Research are described in the [Graduate Catalog](#).

Applicants to the **Master of Arts in Art/Studio Track** and the **Master of Arts in Art/Art Education Track** must be a graduate of an accredited B.F.A., B.A., or B.S.Ed. in Art Education, or be judged to possess the necessary proficiencies. Applicants to the **Master of Fine Arts in Studio** must be a graduate of an accredited B.F.A. or B.A. program or be judged to possess the necessary proficiencies. Admission into the M.A. and M.F.A. programs of the Department of Art and Design is based on the nature, extent, and quality of the preparation in studio, art teaching, contemporary art theory, and other academic subjects as appropriate to the degree/track. If an applicant is deemed to be deficient in any of these particular areas, the graduate committee may require satisfactory completion of certain undergraduate courses.

Applicants must submit items required by graduate admissions including two letters of recommendation, official transcripts, resume and professional goal statement. M.F.A and M.A./Studio Track applicants are also required to submit a digital portfolio of 20 images of current artwork.

All of the application materials must be received by Graduate Admissions before a review of materials can take place. Application deadlines for the M.F.A and M.A./Studio Track are February 15 and May 1. Students seeking assistantships must apply by the February 15 deadline for priority consideration.

- Summer-only admission to M.A./Studio Track program
- Fall-only admission to M.F.A. program
- Rolling admission to M.A./Art Education Track

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

Financial Assistance

If you have been awarded an assistantship, your assignment is an opportunity to work closely with and learn from a faculty member and to engage in a meaningful exchange with other students. The pool of applicants applying for assistantships is very competitive and is granted based on available funds, timely submission of application for priority consideration, as well as the quality of application materials and artistic merit.

Letter of Agreements

Once you have been offered an assistantship, an official University Letter of Agreement is prepared by the School of Graduate Studies and Research (SGSR) for your signature and is kept on record with the SGSR. The Letter of Agreement is prepared and sent via email to your IUP email address. This Letter of Agreement outlines your responsibilities for fulfilling your assistantship. Please sign this document immediately and return it as directed to the SGSR to ensure the award. Failure to sign and return your agreement by the deadline stated in your letter will result in your GA being rescinded. More details can be found at <http://www.iup.edu/graduatestudies/resources-for-current-students/assistantships/>

Background Checks and Payroll

If you have been awarded a graduate assistantship, then you will need to complete a criminal background check. All required background checks must be processed before you can proceed to payroll and begin to work. Information regarding your payroll process will be provided along with your Letter of Agreement. Paperwork must be submitted to Payroll Services in Sutton Hall. Note: Some assistantship awards are

processed semester to semester. If your award continues into the next semester, but were provided a one-term contract, you will need to revisit the payroll office again for the following semester.

Assignments and Duties

The Graduate Coordinator will inform you of your specific assistantship assignments no later than the first week of each term. Every effort is made to place you in an appropriate setting according your skills and discipline. A second agreement is drafted between you and your faculty supervisor that outlines specific duties of your assistantship. This agreement is kept on record with the Graduate Coordinator. It is your responsibility to see that the agreement is drafted, signed, and submitted at the beginning of each term.

Second year students are given preference to assignments that will provide interested students an opportunity in assisting faculty members in the classroom. The Collective Bargaining Agreement (CBA) for faculty does not allow for Master level graduate students to be listed as the faculty of record for a course. However, many faculty members utilize the services of graduate students to assist with important classroom duties while the faculty member is present.

Upon receiving your assistantship assignment, you are responsible for meeting with your faculty supervisor within one week of receiving your assignment. If, at any point in the semester, you are not able to fulfill your responsibilities for whatever reason, or you have dropped your enrollment status below fulltime, you must report this to your faculty supervisor and Graduate Coordinator immediately as well as the SGSR.

You are responsible for fulfilling all requirements of your assistantship duties as outlined in your agreement with your supervisor, including all weekly hours scheduled per week.

University Fees and Studio Lab Fees

The tuition waiver offered as part of your assistantship does not cover University fees. You are still responsible for all assessed University fees. You can find a schedule of these fees at

<https://www.iup.edu/student-billing/tuitionfees/graduate.html>

Many studios require consumable supply fees. These lab fees are specific to each course and faculty member, and can range from \$20-100. The faculty member will specify the particular supplies that these fees cover, such as metal, clay, canvas, etc. You are responsible for these fees and are not covered by your assistantship tuition waiver.

Second and Third Year Assistantship Application

Your current assistantship offer is for your first year of studies only. You must reapply for an assistantship for the following year. Second year assistantships are competitive and not guaranteed. Assistantship allocations are dependent upon available funds, which can change from year to year, however, every effort is made to continue current levels of assistantship. Students must be in good academic standing making acceptable progress in their studio coursework, and performing well in their current GA duties to be eligible for a second year GA. Students who were not awarded an assistantship in their first year are eligible to apply for an assistantship for the following year. Third year assistantship awards are rare as their main purpose is to help with tuition. Students who remain on track should complete coursework by the summer of their second year. The third year is primarily for completion of the thesis exhibition and manuscript.

Submit:

- 10 images of your best work created this past year on a PDF file.
- Artist’s Statement.
- Reference(s) from current/past supervisor(s) *see coordinator for form.

Criteria:

- Conceptual and Technical Development of work
- GPA and Programmatic Progress
- Written Skills (Artist’s Statement)
- Prior Assistantship Performance
- Timely Submission of Materials for Priority Consideration
- Available Assistantship Funds
 - <https://www.iup.edu/admissions/graduate/financialaid/index.html>
 - Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

Graduate Coordinator

The Graduate Coordinator is your program advisor. He/she is responsible for mentoring you in forming your thesis committee, completing your graduate study plans, scheduling classes and preparing for your reviews.

Academic Advisor

Academic Advisor will help guide you through the academic requirements of your program, and provide your alternate pin number each term required to register for classes. The graduate coordinator in the art department serves as your academic advisor.

Departmental Graduate Committee

Department Graduate Committee sets program policy, oversees curricular issues, recommends new applicants for admission, recommends graduate assistantship awards to students, and reviews student progress midway through their program. This committee is invited to participate in a student’s final oral defense of his or her thesis exhibition or MA Project. Decisions regarding the student’s successful defense and exhibition reside with the student’s chosen Thesis Committee, Thesis Chairperson or MA Project Committee (see below).

M.F.A. Thesis Chair and Committee

Your MFA thesis chair is the faculty member selected by you as your primary mentor for your MFA thesis exhibition and manuscript. Generally, your advisor is the faculty member who coordinates your particular media area. The official selection of your Thesis Chair occurs when you submit your Research Topic Approval Form (RTAF) prior to your exhibit. Informally, this selection should occur after your successful completion of the First Year Review. See the Graduate Thesis Manual for specific procedures, deadlines and responsibilities. <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/thesis-dissertation-manual.html>

The MFA Thesis Committee is also selected by you, and should be composed of your Thesis Chairperson in addition to two Art Department faculty members. On occasion, members who teach in other departments or institutions can serve on your committee but must be approved by the SGSR. If you plan to have an external member, please consult your Thesis Chair and Graduate Coordinator. The committee's function is to guide you through the concluding phase of the program, approve the MFA exhibition, arrange the final oral examination and assist you with your thesis manuscript. Check with the Graduate Coordinator if a change in committee membership is necessary or if a sabbatical leave should interrupt the committee. The committee is officially formed when the RTAF is submitted to the SGSR in the spring semester of your second year. See the Graduate Thesis Manual for specific procedures, deadlines and responsibilities.

<https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/thesis-dissertation-manual.html>

M.A. Project Chair and Committee

Your M.A. Project Committee is comprised of a two Art Department faculty members who will help guide you for your M.A. project. The student's M.A. project proposal must be approved by the student's committee and is orally defended by the student before the during the M.A. midyear review. If approved, the student then must present the project at the culmination of his or her research (M.A./Art Ed Track) or once his or her M.A. exhibition is installed (M.A./Studio Track) and orally defend the completed project before the graduate committee. Please see the Graduate Coordinator for the specific requirements of the M.A. Project Proposal.

Studio Policies

Individual Studio Assignment

M.F.A. and M.A./Studio Track students are provided an individual studio space for your use. Your graduate coordinator will assign a space upon your arrival at the beginning of your studies in accordance with your media requirement. Part-time students are not guaranteed an individual studio and are assigned a space as available each term.

Steady acceptable progress in your coursework and/or toward your exhibition must be demonstrated to retain studio privileges. If your MFA show extends beyond the third year, or your MA show is delayed to a second year, a studio space cannot be guaranteed and will be assigned based upon availability. The intended purpose of the studio is to be an active work space. If the studio is used solely as storage, or other purposes not directly related to your coursework or exhibition, studio privileges may be revoked.

All electronic devices and valuables are to be secured by the student, at their own risk. It is always preferable to store these items off-premises. In addition, please do not store food in the studios as it attracts unwelcome visitors. Overnight sleeping in studios is also strictly prohibited.

Studio Etiquette

Be a respectful studio mate to your fellow students: 1.) Do not play loud music, 2.) Only visit another student's space when invited, 3.) Refrain from disruptive or dangerous behavior, 4.) No not store or use illegal substances such as drugs/alcohol or dangerous items such as firearms in your studio as they are STRICTLY FORBIDDEN, 5.) Do not paint or draw on the walls or floors of your studio in lieu of paper or canvas, 6.) Keep your studio free from safety and fire hazards and, 7.) For your safety, keep outside doors locked when you are working in the studio. Your studio must be returned to a clean condition and free of trash upon completion of your degree. Keys should be returned to the graduate coordinator.

Toxic Materials and Proper Use

Under no circumstances should hazardous materials be stored in your studio, Solvents must be stored in approved fire-safe containers provided specifically for this purpose. Turpentine rags must be disposed in provided fire-safe cans. Studio spaces are to remain orderly and free of safety hazards. All completed work must be stored in your studio, or off campus. Failure to maintain a studio could result in loss of its use.

Classroom Studios

Area studios are for the exclusive use of students who are currently enrolled in a course. Use of the facilities by students not currently enrolled in a course must be prearranged and requires the consent of the area professor. When appropriate, a student may be asked to reimburse the studio for consumables used in the making of their work. Failure to follow the area's studio policies and safety protocol will result in the permanent loss of studio privileges.

Woodworking Studios

Personal hand tools and specialty tooling are to be provided by the student. The student is to provide abrasives, finishes, and materials not included as part of the course Lab Fee. What is being provided as part of the course Lab Fee is to be explicitly understood between the student and course faculty member. Otherwise, materials are to be acquired/supplied by the student. If acquired through the Center, payment is to be arranged with the Center's Faculty using the Center's purchase system. There is to be no application of finish or the use of other aromatic substances in the Bench and Design areas.

Keys

A student whose studio assignment is in Sprowls Hall must see the graduate coordinator for a key to access your individual studio and building. A student whose studio assignment is in Robertshaw Building must see Prof. Turner or Prof. Derry for keys. In some cases, safety training must occur prior to issuing a key to particular studio classrooms, such as in print media and wood. You must return keys as soon as you move out of your studio at the completion of your thesis exhibition

Mailbox

All graduate students are assigned a mailbox in the Art Department copy room, 1st Floor of Sprowls Hall. Phone messages, mail, etc. are placed in the mailboxes so check often.

Building Access

Graduate students will have 24-hour access to their studios and building. After an established time, undergraduates must exit the building. It is important that you respect these restricted hours for undergraduates, which have been established for safety and liability purposes. Please do not leave doors propped open after hours as this may result in a loss of open access for the entire program.

Gray Space, Robertshaw

The gray space is intended as an important presentation space for ceramic and sculpture courses. Graduate students wishing to reserve the gallery for installations, exhibitions, and documentation purposes must seek permission from area heads in both ceramics and sculpture. It is the student's responsibility to patch, paint, and sweep the gallery after their use of the space.

Computers

Computers are provided for the use of grads in a location either nearby or in your studios. Report issues with studio computers to your faculty member who will submit a work order. University lab information can be found at online at the student help desk at <https://www.iup.edu/art/grad/facilities.html>

Visual Resource Center

You can check out a digital camera and/or video projector through the Visual Resource Center located in Sprowls Hall. Several computers are also available for your use in the Visual Resource Center in Sprowls Hall. Here you will find internet access, Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Flash), Premier, Final Cut Express, Microsoft Office, and a flatbed scanner. Additional equipment is available through Stapleton Library, Technology Services located next to the reference desk at 102D. Available items on a three- or four-day loan include: 35mm camera; camcorders; voice recorders; tripods, photo flood light kits; USB recording microphone; 250 gig firewire hard drives; LCD projector; and projector screen.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: www.iup.edu/gradcatalog

Office of Student Billing: <https://www.iup.edu/student-billing/>

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

Office of Social Equity: www.iup.edu/socialequity/

IUP Campus Library www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/veterans/resource-center/

IUP Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center: www.iup.edu/career/

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Student Registration: www.iup.edu/registrar/students/registration/

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit <https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/> to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Graduate Art Association

The Graduate Art Association (GAA) sponsors a visiting artist series each year. Two internationally renowned artists and/or critics are invited by the students, which organize his or her visit to IUP. The distinguished guests will conduct individual studio visits for one-on-one critiques with students. In addition, the invited artist/scholar will present a talk on his or her creative work. GAA members are responsible for all aspects of the visiting artist/scholar series including advertising. Please seek advice from your faculty advisor and previous GAA officers to properly prepare for this experience. Much preparation is necessary for these visits and requires a high level of professional performance by every graduate student. All publicity must be reviewed and approved by the GAA faculty advisor, Sean Derry.

Programs and Degrees

Master of Arts in Art/Studio Track

The MA in Art/Studio Track is a practice-oriented program leading to the creation of works of art, contributing to a body of knowledge and practice in the discipline. Emphasis will be placed on the student's capacity to engage artistically and intellectually beyond the major specialization and connect art to other fields and issues, developing different types of inquiry, formal research and practice. The program of study will lead to the production of a body of work and culminate in a M.A. Exhibition.

The Studio Track is a hybrid program that requires mostly face to face courses during the regular academic year. The track requires a three-week summer intensive face to face course over two consecutive summers. This program is also appropriate for educators seeking to fulfill PDE Level II Certificate Requirements.

I. Major Concentration^{1, 2} (27 credits)		
ART 610	Creative Inquiry: Visual Concepts	3 credits
ART 611	Creative Inquiry: Inter-Media Contexts	3 credits
	Graduate-level studio courses. ^{3, 4} (at least 6 credits must be in the same studio area)	12 credits
<i>Select three from the following courses:</i>		
ART 680	Graduate Studio Critique	3-6 credits
ART 615	Art Seminar	3 credits
ART 620	Art and Visual Culture	3 credits
ARED 730	Teaching Studio Art	3 credits
ARHI 683	Graduate Seminar in Theory and Criticism	3 credits
II. Graduate-Level Elective (3 credits)		
Total 30 cr.		
¹ Student will submit a M.A. Exhibition Proposal and undergo a candidacy review upon the completion of 12-15 credits.		
² Student must complete a M.A. Exhibition at the conclusion of the student's program and successfully defend the work before the student's advisory committee to graduate.		

³ Graduate-level studio courses that count toward the concentration are:	
ART 560	Graduate Studio in Jewelry and Metal Work
ART 572	Graduate Studio in Ceramics
ART 573	Graduate Studio in Sculpture
ART 574	Graduate Studio in Oil Painting
ART 575	Graduate Studio in Drawing
ART 576	Graduate Studio in Woodworking
⁴ Select graduate studio courses in concert with M.A. Exhibition goals as approved by the student's M.A. Exhibition Committee.	

Progression through the M.A./Studio Track Program

YEAR ONE: Summer Session Two		
ART 610/611	Creative Inquiry (3 weeks in July)	3 cr.
Fall Semester		
	Graduate Level Studio	3 cr.
	Graduate Level Studio	3 cr.
	Controlled Elective (one of 5 choices)	3 cr.
Spring Semester		
	Controlled Elective (one of 5 choices)	3 cr.
	Free Elective	3 cr.
	Graduate Level Studio	6 cr.
	Mid-Year Review and M.A. Exhibition Proposal (March)	
YEAR TWO: Summer		
ART 610/611	Creative Inquiry (3 weeks in July)	3 cr.
	Controlled Elective (one of 5 choices)	3 cr.
	Install M.A. Exhibition (August)	
	Total	30 cr.

*May vary based upon course offering availability and sequencing

Master of Arts in Art/Art Education Track

The M.A in Art/Art Education Track is a research-oriented program concerned with contemporary theories and developments in art and art education. The program is directed toward a deepening understanding of the relationships among art and design specializations such as studio, curriculum, art theory and visual culture through pedagogical research and/or practice, and culminates in an independent research project.

The Art Education Track is designed to accommodate the working art educator and is offered fully online. The Art Education Track requires two years of consecutive part-time study to complete the program.

I. Major Concentration1. (24 credits)		
ARED 523	Community-Based and Museum Art Education	3 credits
ARED 524	Special Populations in Art Education	3 credits
ART 525	Critical Practice	3 credits
ART 620	Art and Visual Culture	3 credits
ART 615	Art Seminar	3 credits
ARED 640	Curriculum Theory and Practice	3 credits
ARED 730	Teaching Studio Art	3 credits

	Select one course from the following:	3 credits
ACE 600	Introduction to Instructional Technology Design	3 credits
ACE 640	Community Based Education	3 credits
EDEX 569	Education of Personals with Emotional, Behavioral Disorders, Learning Disabilities or Brain Injury	3 credits
EDEX 578	Education of Persons with Mental Retardation, Developmental Disabilities and Physical/Multiple Disabilities	3 credits
EDSP 748	Fundamental of Behavior Change	3 credits
EDSP 576	Foundations of Behavior Analysis	3 credits
EDSP 577	Assessment of Student Learning	3 credits
IV.	Graduate Level Elective (3 credits)	
V.	Synthesis (3 credits)	
ART 699	Independent Study1	3 credits
	Total 30 credits	
	1. Student will submit a proposal for their Synthesis Independent Research Project and undergo a candidacy review upon the completion of 12-15 credits	

Progression through the M.A./Art Education Track Program

Starting in Odd-numbered Year

YEAR ONE			
Summer 1 Session	Summer 2 Session	Fall	Spring
ART 615 Art Seminar (online)	ARED 523 Community-Based and Museum Art Ed	ART 730 Teaching Studio Art (online)	ART 525 Critical Practice (online)
YEAR TWO			
ART 640 Curriculum Theory and Practice (online)	ARED 524 Special Populations (online)	ART 620 Art and Visual Culture (online)	ART 699 Independent Research Project
Pedagogy Elective (online)	Free elective (online or campus)		
Candidacy Review			

Starting in Even-numbered Year

YEAR ONE			
Summer 1 Session	Summer 2 Session	Fall	Spring
ART 640 Curriculum Theory and Practice (online)	ARED 524 Special Populations (online)	ART 620 Art and Visual Culture (online)	ART 525 Critical Practice (online)
YEAR TWO			
ART 615 Art Seminar (online)	ARED 523 Community-Based and Museum Art Ed	ART 730 Teaching Studio Art (online)	ART 699 Independent Research Project
Pedagogy Elective (online)	Free elective (online or campus)		
Candidacy Review			

Master of Fine Arts in Studio Art

The 60-credit M.F.A. signals the highest level of professional competence in the Fine Arts. It requires the development of a verbally and visually articulate argument in a chosen medium, such as Painting, Drawing, Sculpture, Metals, Woodworking, Ceramics, and trans-media collaborations. The art student's research and development culminate in a written thesis and a mature body of artwork presented in a thesis exhibition. Art students who desire professional practice or university/college level teaching upon graduation should choose the M.F.A. program. Preparation for professional practice and teaching in higher education is exercised through rigorous, diverse components of the program such as critiques, studies in contemporary culture in the contexts of art history, art theory and criticism.

I. Studio Specialization (33 credits)		
Major Studio Concentration ²		21 credits
ART 680	Graduate Studio Critique ²	9 credits
	Select one from the following	3 credits
ART 610	Creative Inquiry: Visual Concepts	
ART 611	Creative Inquiry: Inter-Media Contexts	
II. Studies in Visual Culture, Art History and Pedagogy (12 credits)		
ART 620	Art and Visual Culture (online)	3 credits
ARHI 683	Graduate Seminar in Theory and Criticism	3 credits
ART 615	Art Seminar (online)	3 credits
ART 730	Teaching Studio Art (online)	3 credits
III. Graduate-Level Studio Electives (6 credits)		
		6 credits
IV. Graduate-Level Electives (6 credits)		
		6 credits
IV. Thesis Requirement (3 credits)		
ART 795	M.F.A. Thesis/Exhibition	3 credits
Total	(60 credits)	
1. Students undergo a candidacy review upon completion of 18-24 credits		
2. Graduate Studio Courses that can count towards the major and minor studio concentration are:		
ART 560	Graduate Studio in Jewelry and Metal Work	
ART 572	Graduate Studio in Ceramics	
ART 573	Graduate Studio in Sculpture	
ART 574	Graduate Studio in Oil Painting	
ART 575	Graduate Studio in Drawing	
ART 576	Graduate Studio in Woodworking	

Suggested Progression Through the M.F.A. Program

Year One: Fall		Spring		Summer	
Major Graduate Studio	3	Major Graduate Studio	6	Art Seminar*	3
Graduate Studio Elective	3	Graduate Studio Elective	3		
Arts and Visual Culture	3	Graduate Critique	3		
Graduate Critique	3	First Year Review-April			
Year Two: Fall		Spring		Summer	
Major Graduate Studio	6	Major Graduate Studio	6	Art History, Theory, Crit. *	3
Free Elective	3	Free Elective	3	Creative Inquiry Elective	3
Teaching Studio Art	3	Graduate Studio Critique	3		
		Submit RTAF - May			

Year Three: Fall		Spring	
Thesis	3	Continuing Thesis	1
Submit Thesis Draft – Nov 1		Exhibition and Defense - March	
		Submit Final Thesis –April 1	
		Graduate – May	
<i>*courses offered every other summer</i>			

Course Descriptions

Please see the Graduate Catalog for individual course descriptions www.iup.edu/gradcatalog

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Insert information about how students will be evaluated. This section may be added to each program/degree as necessary.

Degree Requirements

M.A. Exhibition (Studio Track)

In addition to completing course requirements, a culminating exhibition is required by the student enrolled in the Studio Track. An M.A. Project will be developed in consultation with the student's M.A. Project Advisor, and submitted by the student at the time of the student's mid-year review. The project will involve the creation of works of art that may include one or more studio areas and address a chosen theme within the context of contemporary practice, theory and criticism. The student will choose a M.A. Project committee and select graduate level studio courses as part of the M.A. concentration requirements and where appropriate Graduate level electives to develop the project.

The project will culminate in a group exhibition. Students will be required to successfully defend his or her M.A. exhibition in an oral examination before the graduate committee prior to the show opening. Students are responsible for installation of the show and will work with their exhibition committee in preparing for the oral defense examination. **Students must successfully install their exhibition and pass the oral examination to graduate.** The oral exam will consist of questions regarding the content and influencing artists of work presented in the show.

M.A. Research Project (Art Education Track)

In addition to completing course requirements, a culminating research project is required by the student enrolled in the Art Education Track. An M.A. Research Project will be developed in consultation with the student's M.A. Project Advisor, and submitted by the student at the time of the student's mid-year review. The project will involve pedagogical research that may incorporate aspects of the student's classroom teaching. The research should integrate a relationship between curricular theory, studio practice, and visual culture within the context of contemporary practice, theory and criticism. The student will choose a M.A. Project committee which will advise the student in developing the project.

The project will culminate in the course ART 699 Independent Research Project. At the completion of the course, students will be required to successfully defend his or her M.A. research project in an oral examination before the student's advisory committee. Students must successfully pass the oral

examination to graduate. The oral exam will consist of questions regarding the content and methods of research presented.

M.F.A. Thesis Manuscript and Exhibition

As a terminal degree, M.F.A. Degree candidates are required as part of their degree program to install an exhibition in the University galleries at the conclusion of their program, and orally defend this exhibition to their thesis committee members. In conjunction with this exhibition students are to write a Thesis regarding the student's research associated with the work in his or her exhibition. A research proposal (RTAF) for the exhibition and thesis is formally submitted to the School of Graduate Studies and Research (SGRS) in May of the student's second year. Once the research topic is approved, the student may begin work on the exhibition, and writing the thesis. First draft of the written thesis is due November 1st of the student's third year. Installation of the show begins the following March, with final defense and approval of both the show and manuscript, taking place prior to the exhibition opening. Final submission of the manuscript is due to the graduate school April 1. Students must successfully complete and defend both the exhibition and manuscript, and the manuscript must be approved by the graduate dean for the student to graduate.

Comprehensive/Candidacy Examinations

This examination is given, usually upon the candidate's completion of coursework, to determine the student's progress in the degree field and fields related to it and the student's likelihood of success in his/her research-dissertation phase. The examination may be written, oral, or both and is not necessarily limited to areas in which the candidate has taken course work. In addition to having written procedures for taking the comprehensive exam, departments must also have written procedures regarding providing feedback for comprehensive exams.

Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations, and not simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy

No student is permitted a “third” examination without a recommendation to that effect from the degree program’s sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

Evaluation Outcome

Candidacy Qualifier

Students must pass this review to continue in the program. Possible outcomes for this review include pass, pass with revisions, resubmit, or fail. If students are asked to resubmit, new work must be presented to the committee no later than the following term. The student must pass this second defense to graduate. There are two possible outcomes to this second defense: pass or fail. There is no third defense.

Culminating Oral Examination

Students must pass this defense to graduate. Possible outcomes for this defense include pass, pass with revisions, resubmit, or fail. If students are asked to resubmit, revisions to your project /exhibition/ thesis must be presented to the committee no later than the following term or as determined by the student’s advisory committee. M.A. students who are asked to resubmit, will receive an Incomplete grade for the ART 740 or ART 699. The student must pass this second defense to graduate. There are two possible outcomes to this second defense: pass or fail. There is no third defense.

M.F.A Thesis

M.F.A. students must successfully complete both the exhibition and written manuscript, as well as pass the oral examination to graduate. Possible results for the oral defense include pass, pass with revisions, or fail. If a re-review is required, the student will have until the end of the next term, or a timeframe determined by the student’s thesis committee. This second review is pass or fail. There is no third review. The thesis manuscript must be approved by the graduate school to graduate.

Effective fall 2017 for students admitted and students admitted after

Thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student’s CGPA.

Ongoing Dissertation and Thesis students admitted “prior” to fall 2017

Thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student’s CGPA for the number of dissertation credits required for the program. “Extended” dissertation credits are not calculated into a student’s CGPA.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Degree Completion

Applying for Graduation

After you have completed all requirements for the degree, apply online for graduation at <https://www.iup.edu/commencement/graduate/how-to-apply-for-graduation.html>

M.F.A. students, as recipients of their terminal degree, are honored with being hooded on stage by their advisor and the Graduate School Dean, alongside the doctoral students. You are encouraged to participate. Please RSVP for this ceremony.

M.F.A. and M.A. students who expect to graduate in August must apply for the May graduation ceremony. There is no August ceremony.

For more information, view the view the Graduate Catalog: <https://catalog.iup.edu/index.php>

Access forms processed through the School of Graduate Studies and Research, click on Forums: <http://www.iup.edu/graduatestudies/>

Curricular Policies

Course Load

Full-time graduate studies is 9-12 credits per semester. It is advised that **M.F.A.** students enroll in 12 credits per term, plus 3-6 credits each summer for a timely completion of your degree. (Please note that the assistantship Letter of Agreement requires that students maintain a fulltime schedule [9 credits] during the period of the assistantship.) Certain courses for the M.F.A. are only offered during the summer session.

M.A. students should carry a course load as suggested by their degree. (See progression through the M.A. programs, page 16-18.)

Special Topic Courses and Independent Studies

Special Topics Courses and Independent Study: The SGSR limits the number of credits designated as Special Topics Courses (ART/ARHI 581 or 681) or Independent Study courses (ART/ARHI 599 or 699) to a maximum 6 credits that can be used towards your degree. Consult your academic advisor for pre-approval of equivalency of special courses.

Study Abroad and International Exchange Programs

Art graduate students may participate in certain international exchange programs specific to the Art Department. M.F.A. students may transfer 9 graduate credits from the Art Academy of Zagreb following one semester abroad. These credits will transfer as determined by the graduate coordinator.

Other summer study abroad opportunities offered by and taught by IUP Art Professors for IUP graduate credit are also sometimes available during summer session. Where appropriate, your GA tuition waiver may apply toward these credits.

Changing Studio Concentrations (M.F.A.)

M.F.A. students who desire to switch your major concentration must re-apply for acceptance into the new studio area during the regular February or May application pool. The application is internal, and does not require you to go through graduate admissions. Such a change may require additional coursework if your preparation is insufficient in the new discipline. An additional term of study may result. Acceptance is

competitive, and determined by demonstrated ability in the discipline as well as availability of studio space. Consult your major professor and the graduate coordinator prior to making application.

Models in the Classroom Policy

Although most graduate level courses do not often use the services of a live model, it is important that you are aware of our departmental policy regarding student conduct and the model. The model can be one of the most important cornerstones of a course, and he or she should be respected during posing sessions. Having a nude model posing for you is an enormous privilege and he or she deserves to be treated with highest regard. All students are expected to maintain appropriate and professional behavior with the models at all times both in and out of class. Interactions with the models include all forms of communication, including verbal, written, email, phone or other forms of social or mass media.

When the model is posing in class the following conduct must be followed:

1. Maintain a distance of at least 3 feet at all times.
2. Video and photographs are ABSOLUTELY not permitted. Cell phones will remain out of sight for the entirety of the session (unsolicited images posted to any network can be severely punishable by law). Any cell phone left out during class will be confiscated by the professor and returned to the owner at the end of class.
3. No off-color jokes or inappropriate behavior will be tolerated.

Interactions deemed inappropriate by the professor will result in the student's immediate removal or withdrawal from the class, and he or she may be referred to the Office of Student Conduct under the Student Conduct Code. Extreme cases may lead to dismissal from the University.

University Policy states:

The Office of Student Conduct (OSC) supports the academic mission of the university by encouraging behavioral change in the student while protecting the rights of the members of the university community and by promoting security, responsible behavior, civility, openness, justice, and respect. Through enforcement of university policies and procedures a student is challenged to take responsibility for her/his actions, demonstrate respect for her/him self, property, and other individuals, and develop skills that will enhance lifelong problem solving, communication, and decision-making abilities. (The Source: A Student Policy Guide, pg 42.)

Student Conduct Policies can be found at <https://www.iup.edu/student-support-and-standards/policies/>

The Source: A Student Policy Guide can be downloaded at <https://www.iup.edu/student-affairs/student-policy-index-a-z/index.html>

For more information, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

Thesis and/or Dissertation Completion

Students pursuing the Master of Fine Arts in Studio Art must complete a thesis defense with, at a minimum, all members of their appointed Thesis Committee and the Graduate Coordinator or a duly appointed representative. Department of Art and Design policy permits other faculty members outside of the student's appointed Thesis Committee to attend the thesis defense. For further information on the Thesis Defense and completion times for the student's written thesis, please see the "Curricular Timeline" portion of this document.

Evaluation Outcome for Dissertation and/or Thesis

Thesis/Dissertation Defense Department Process or Protocol about how the dissertation and/or thesis are evaluated and possible results and what they mean for the student. For example, pass, pas with revisions, revise and resubmit, fail.

For students admitted after Fall 2017 – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

For students admitted prior to Fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Nathan Heuer or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The following University and SGSR policies can be found at www.iup.edu/gradcatalog

Academic Good Standing

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Academic Integrity

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

The Source: A Student Policy Guide: <https://www.iup.edu/studentaffairs/student-policy-index-a-z/index.html>

Bereavement-Related Class Absences

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Continuous Graduate Registration for Dissertation and Thesis

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Grade Appeal Policy

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Graduate Fresh Start Policy

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Graduate Residency Requirement

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Leave of Absence Policy

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Time Limitations

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Transfer of Credits Policy

<https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Continuous Graduate Registration for Dissertation and Thesis

***Note: Admission effective fall 2017 and after:** MA thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis.

Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) all doctoral and masters thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.

Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

***Note: Admissions prior to fall 2017:** doctoral dissertation students and MFA thesis students beginning the program "prior" to fall 2017 will follow the former Continuous Dissertation, MFA Credit, Extended Credit Registration policy which applies to doctoral and MFA students only.

Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).

Once the student has registered for the number of dissertation credits required by their program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one extended credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or M.F.A. student.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.

Note: *The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral or M.F.A. student's intent to "quit" the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.*

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

[Access forms processed through the School of Graduate Studies and Research, click on Current Students: http://www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.-

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.*

*Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.***

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy: Candidacy/Comprehensive Examination

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Registration

<https://www.iup.edu/registrar/howto/register/index.html>

For more information regarding registration and tuition billing, please contact the Office of Student Billing: <https://www.iup.edu/student-billing/index.html>

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

For more information regarding University policy, view the Graduate Catalog: <https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Student Conduct

Policies from the Office of Student Conduct:

<https://www.iup.edu/student-support-and-standards/policies/index.html>

(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: <https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.*

*Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.***

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

- a. Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.*
- b. Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.*

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: <https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Transfer of Credits (Effective fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (1/3) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: <https://catalog.iup.edu/content.php?catoid=7&navoid=950>

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*:
<http://www.iup.edu/graduatestudies/>

Research

Internal Grant Funding sources: <http://www.iup.edu/research/resources/>

Applied Research Lab: www.iup.edu/arl/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*:
www.iup.edu/graduatestudies/

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to Nathan Heuer by September 1, 2021

The Department of Art and Design will keep this signed document on file.