

WINTHROP UNIVERSITY

College of Visual and Performing Arts

Department of Fine Arts

Master of Fine Arts in Studio Art

HANDBOOK

2016-2017

Under Review and Subject to Change in the 2016-2017 Academic Year

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MISSION STATEMENT

The M.F.A. in Studio Art program at Winthrop University develops and nurtures the artist's voice. Winthrop's Department of Fine Arts engages artists who can navigate ideas of the contemporary world. The M.F.A. in Studio Art program demands focused research in traditional, interdisciplinary or emerging practices in visual and conceptual art.

The Master of Fine Arts program at Winthrop University provides a supportive environment for highly-motivated students, who are intent on advanced, independent studies in their field. As an educational setting, the department provides a critical dialogue from instructors who espouse a broad outlook and represent varied points of view. Students are selected for their creative and intellectual involvement, their creative promise, and their ability to share in the learning process with both their peers and the faculty. They are expected to have already begun to develop an independent and mature direction in their work before beginning the program.

It is the expectation of the Department of Fine Arts that the graduate shall exhibit professional studio competence; organize, evaluate, and interpret knowledge; possess the ability to address, explore, and resolve pertinent issues; and continue a demonstrated commitment to the visual arts.

Creative thinking, the kind that fuels innovation, is now the world's most valued commodity. – Institute for Emerging Issues

creativity + community + collaboration

Message from the Chair

Dear Graduate Students:

To both our continuing and new students, we extend to you a genuine welcome to the Department of Fine Arts. We hope and expect that your graduate experience in the department will be challenging and rewarding.

The Master of Fine Arts in Studio Art degree is considered the highest level of professional competence in the visual arts. Though the faculty and students at Winthrop strive to be life-long learners and makers, the MFA is regarded as an indication that the recipient has achieved a milestone through the awarding of this terminal degree.

The MFA program at Winthrop University is comprehensive. It is also about the development of a creative voice. In the 21st century, artists' ideas and media are diverse and expansive. We acknowledge this way of thinking at Winthrop.

The graduate program in fine arts brings together faculty and graduate students as a community of artists, designers and learners with a common interest in creative work and advanced study. The close proximity of graduate student and faculty studios encourages a sense of shared endeavor, mutual exploration, and sustains a dialogue regarding artistic understanding, technique and experience.

We trust that you will become an active member of the graduate studies community in art and design and look forward to working with you.

For the Faculty,

Tom Stanley, Chair
Department of Fine Arts
Phone: 803/323-2653
Email: stanleyt@winthrop.edu

I. GRADUATE STUDIES IN ART AND DESIGN

Administrative Structure

Dean of the College – David Wohl.....MCLA 133
Acting Assistant Dean – Dr. Andrew Vorder BrueggeMCLA 140
Chair, Dept of Fine Arts, Tom StanleyMCLA 303
Graduate Director – Dr. Andrew Vorder Bruegge MCLA 140
MFA Adviser – Tom Stanley..... MCLA 303

II. FINE ARTS FACULTY

- Dr. Alice Burmeister – Art History Coordinator
- Shaun Cassidy – Sculpture
- Jim Connell – Ceramics
- Stacey Davidson – Painting
- Karen Derksen – Galleries
- Dr. Laura Dufresne – Art History
- Anne Fiala – Jewelry Metals
- Dr. Laura Gardner – Art Education Coordinator
- Mark Hamilton – Photography, B.F.A. Coordinator
- Marge Moody – Foundations
- Phil Moody – Photography
- Seth Rouser – Foundations Coordinator
- Dr. Seymour Simmons – Art Education
- Tom Stanley – Chair / Painting
- Karen Stock – Art History, B.A. Coordinator

Adjuncts

- Dylan Bannister – 112/113
- Kathleen Burke – Art History
- Mike Goetz – Printmaking
- Kim Ham – Art Ed
- Rhiannon Mack – Photography
- Beth Melton - Fibers
- Jim Stratakos – Photography

II. FINE ARTS STAFF

Chair: Mr. Tom Stanley.....323-2653, MCLA 303
Carolyn Sumner, Assistant to the Chair.....323-3412, MCLA 305
Andrew Davis, Studio Technician.....323-2332, MCLA 206

III. MFA CURRICULUM

500-600 level courses in approved studio curriculum (Including Special Topics in Art, MFA Studio Seminars- ARTS 584, ARTS 585, and ARTS 690) 36-42

Art History

ARTH 683 Seminar in Aesthetics, Theory and Criticism of Art 3
500-600 level art history courses 6

500-600 level electives outside Fine Arts 3-9
ARTS 695 Thesis* 3
ARTS 696 Thesis* 3
Graduate Exhibition** 0
Total Semester Hours 60

Note: registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

Visit the graduate course descriptions webpage to view course descriptions.

*A thesis project is required for the M.F.A. in Studio Art, creative in content and including a written thesis statement that may be retained by the University. Upon completion of the thesis, students must pass an oral examination (to be completed at least two weeks prior to final examinations).

**Documented exhibition is required of every candidate for the M.F.A. degree in Studio Art.

IV. ADMISSIONS REQUIREMENTS

For admission to the graduate program, the applicant must meet the general requirements for admission to graduate study at Winthrop University. To learn more, please go to <http://www.winthrop.edu/graduate-studies/>

Applicants must also meet the requirements of the M.F.A. program as follows:

- Have an overall undergraduate grade-point average of 3.0 or better on 4.0 scale;
- Submit a written statement of purpose reflective of your creative goals in the intended major and minor areas of study. The statement should indicate how the applicant envisions his or her work developing and why it is important to pursue a graduate degree.
- Submit a resume;
- Have three original letters of recommendation submitted directly from art and design professionals; and
- Submit one CD/DVD containing up to 20 digital images, saved in jpeg format and named using the following convention: "lastname_01.jpg". Images should be optimized for screen media (72 dpi) and be no larger than 2 MG each. Please also provide a corresponding printed image checklist consisting of titles, date, medium, description and small thumbnail for each work included in the portfolio.

A limited number of graduate assistantships and other awards are available for qualified applicants.

V. FACILITIES

Unless otherwise noted by discipline based areas or safety regulations, all MFA graduate students have twenty-four hour access, seven days each week, to the Department of Fine Arts facilities in both Rutledge and McLaurin buildings.

Individual graduate studios are housed in McLaurin Hall. However, access to the Rutledge building at

night or weekends will require activation of the student's current Winthrop I.D. This can be done in the departmental office, 304 McLaurin. I.D. entrances are located on the ground floor on the Stewart Avenue side of Rutledge building and via the elevator at the rear of the building.

VI. GRADUATE STUDIOS

As available, the department provides studios for regularly admitted, degree-seeking, fulltime (up to 6 hours) graduate students. The graduate advisor allocates the individual or shared studios. All arrangements regarding keys must be carried out through the chair's office. Students meeting these conditions may occupy the studio for up to three years. If the student is in the final thesis year, and the student does not meet the 6 hour rule, the student must petition the chair and fine arts graduate committee for an exception.

To maintain occupancy of a studio, the student must demonstrate significant use of the space on a regular basis for the making of work, the exhibition of work, discussions of work and critiques. Students will relinquish the studio privilege if they do not demonstrate significant use, if they abuse the space and do not comply with campus regulations, or if they do not maintain a clean working environment.

When a student graduates or completes three years of studio occupancy, he or she must move out of their studio within two weeks of commencement or the end of the semester. Keys must be returned to the chair. The department chair through consultation with the graduate can make exceptions..

VII. STUDENT MAIL

Graduate student mail is kept in the department faculty workroom. The key issued for the studio will also provide access to McLaurin outside doors and the faculty workroom. Each graduate student has a mailbox in the department faculty workroom.

Graduate students are furnished email accounts.

VIII. GRADUATE STUDENT FILES

All graduate files are kept in the department office, 305 McLaurin. Should you need access to your file please contact Ms. Carolyn Sumner.

IX. SUMMARY OF PROCEDURES FOR MFA STUDENTS

The following chart indicates the major group of procedures, and their individual deadlines necessary for the completion of the degree.

SUMMARY OF PROCEDURES FOR THE MASTER OF FINE ARTS DEGREE

Procedures	Under Direction of -	Date
Admission as a Potential Degree Candidate	Graduate Office and CVPA Graduate Director	Prior to Sept 1 for spring and prior to March 1 for fall
Select Major Professor	Student and Graduate Adviser, with approval of the proposed major professor	Prior to end of first semester

Formation of Student's Graduate Committee	Major Professor and A/D Graduate Adviser	Prior to Application for Admission to Candidacy
Meetings of Student's Graduate Committee	Major Professor	At least 2 times each semester
Submission of Application for Admission to Candidacy [Note: Candidacy exhibition is required]	Major Professor [Major Professor and Adviser]	At the completion of 9-12 hours of graduate work in area of concentration at Winthrop
Approval of Admission to Candidacy	Major Professor Graduate Committee Graduate Adviser Graduate Director	On completion of candidacy review
Submit Thesis Proposal Format and Draft	Major Professor	Prior to enrolling in ARTS 695 and Draft is Due in September prior to May enrollment in ARTS 695 and 696.
Approval of Proposal by Thesis Committee	Major professor	Prior to enrolling in ARTS 695
Final Commence Masters Thesis Statement	Major professor and Committee	Two semesters prior to graduation
Arrange for Final Masters Exhibition and/or Oral Defense	Major Professor and Gallery Director	At least one semester prior to graduation
Submission of Masters Thesis	Student	At least two weeks prior to final exam week and/or oral defense

X. CANDIDACY REQUIREMENTS

The graduate student via the “Application for MFA Candidacy” form initiates candidacy, which is available from the graduate adviser. The application must be made following:

- A. Admission to graduate degree status.
- B. Successful completion of 9-12 hours in the studio. The courses must have been completed/taken at Winthrop.
- C. Minimum 3.0 (B) overall graduate grade point ratio.
- D. Certification from the graduate adviser that the applicant has met all departmental requirements for candidacy.
- E. Completed Application for MFA Candidacy form. (See attachment.)

Candidacy review is the responsibility of the candidate's Graduate Committee. The candidate's Graduate Committee shall consist of a major professor from the candidate's area of specialization and two other

full-time art and design graduate faculty members. Committee selections are made by the student and must be approved in advance by the major professor and graduate adviser. Both the graduate adviser and the major professor must approve any changes in the committee. If the major professor must be changed, approval of the graduate adviser and the chair of the Department of Fine Arts are required.

The student and the major professor shall establish a time and place for the candidacy review. The student and the student's full Graduate Committee must attend the meeting. The review process is closed to all other parties except with the specific approval of the major professor and the graduate adviser. The invitation of the chair of fine arts might be an example, which would seem appropriate. Invited guests do not have voting privileges.

The student will present work at the review, which accurately represents current development and involvement. The majority of the work must be in the major area of specialization. The student will also present an oral justification of the presented work. Additionally the students must present a written statement about the work as well as a digital portfolio representing the work reviewed.

The committee will offer an exchange of comments, conversation, and questions to verify the student's qualifications for candidacy. Each committee member will vote on the candidacy request and offer written comments and suggestions on the appropriate form. A majority vote is necessary for acceptance to candidacy for the MFA degree program. In the case of negative vote, the Graduate Committee will make specific recommendations to rectify the situation. This might include outside study, i.e., 400 or 500 level Special Topics courses, which will not count toward the MFA degree.

The graduate adviser will notify the student of the decision by the committee. The student will be notified in writing of the decision within two weeks of the committee's review. A student not receiving MFA candidacy status will be advised as to options to rectify the situation and may submit an Application for MFA Candidacy the following semester. If at anytime, the student is found to be inadequately prepared to continue, candidacy will be suspended. The student may re-apply for candidacy when supplemental program requirements are met. Candidacy may be halted at any time if the student's graduate committee agrees that professional standards are not being met.

XI. THESIS REQUIREMENTS

A thesis project of creative work is required for the MFA degree in art and design, including a written thesis statement that is about the body of investigated work to be presented in a required exhibition. The written (MFA) thesis statement should be between 15 and 20 pages in length, exclusive of images.

A draft of the thesis statement is due to the thesis committee and instructor of ARTS 695 in the September prior to May graduation.

The basic content format of the Thesis Statement should follow this outline;

- Introduction to include
 - Describe what (the subject) you are exploring in your thesis work.
 - Materially
 - Conceptually
 - Spatially
 - Visually
 - Explain how you arrived at this subject of exploration.
 - Clearly state what are the main points you intend to make with the presentation of

your thesis work.

- Sources: describe artists, writings, philosophies, and personal histories that have affected the way you approach or think about your thesis work. Specific references are required.
 - Personal histories are vital, but referenced artists, writings and philosophies are also required in order to help defend or clarify your personal experiences and your work..
- Describe how you have gone about exploring the subject of your thesis work: material, process, attitude, construction, technique etc. Specific reference to your illustrated work and sources should be included.
- Conclusion restating the main points and how these points are defended by the content outlined above.

It is vital to remember that the creative work is the actual thesis while the written statement is an accurate, well written justification and description of the thesis work that embodies referenced sources and influences. Upon completion and approval of the written thesis statement, the student must pass an oral defense of the presented work. A documented exhibition is required of every candidate for the MFA degree in art and design. The thesis requirement is produced in the context of ARTS 695 and 696, which are normally taken, consecutively, in the last two semesters of the MFA program.

The requirements are:

1. A final exhibition of original creative work and appropriate documentation (i.e. exhibition statement, labels, etc.). The body of work to be exhibited will have been chosen by the student with an understanding of the content by the major professor or the student's Graduate Committee and the proper gallery/exhibition space personnel. (The Department of Fine Arts retains the right to select a work from the student's final exhibition for addition to Winthrop University's permanent art collection.)
2. An oral defense of the exhibited work.
3. A written justification and critical analysis of the student's creative work. This will be known as the thesis statement. The thesis statement will consist of a body of no less than fifteen to twenty pages, appropriately annotated, a minimum of eight digital photographic illustrations that will be part of the written document, properly identified, and a bibliography (when appropriate). Each digital image will be labeled with the title, medium, size and date of execution of the work and the student's name. The thesis statement must be submitted to the major professor, committee and graduate adviser.
4. A pre-publicized public presentation, usually in lecture plus digital image or video format.

In each case the completed and approved thesis statement must:

- Follow a format acceptable to and/or approved by the Graduate Studies Office.
- Follow the time frame for submission and approval as established by the Graduate Council Guidelines found at:
<http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/ThesisGuidelines.pdf>
- Be presented in the prescribed numbers to the appropriate party/parties. (It is the responsibility of the student to provide these copies. In the case of on-campus binding, **the student will pay the binding fee at the Cashier's Office and take the receipt and copies of the thesis statement to the Graduate Studies Office.**)

An oral defense (either of the thesis statement or the work of the final exhibition) will normally occur in

the final semester of degree work, coinciding with enrollment of ARTS 696. It must be aligned to the time frame established by the Graduate Studies Office for notification of decision passage/failure of thesis.

<u>Thesis statement deadlines</u>	<u>Weeks prior to final exam week</u>
➤ Present a complete, typed, preliminary draft to major professor	10
➤ Present final preliminary draft to all committee members	8
➤ Committee members return draft with suggestions to major professor	6
➤ Revisions completed and approved by major professor	5
➤ Final approved typed copy to major professor for approval	4
➤ Appointment with dean for signature. A copy should be submitted in advance to the dean for review. Appointment with the dean should be made well in advance of the thesis due date to assure signature.	3
➤ Submit four copies of thesis to Graduate Studies	2
➤ Thesis exhibition should occur no later than three weeks prior to final exam week.	

Graduate Thesis Committee Selection

The Graduate Thesis Committee will comprise the student's Graduate Committee. The student may request of his/her Graduate Thesis Committee that an appropriate additional voting member be named to the committee.

XII. GRADUATE ASSISTANTSHIPS AND SCHOLARSHIPS

Academic Graduate Assistantships are available in the Department of Fine Arts. Application forms may be obtained from Graduate Studies, 209 Tillman Hall. The completed applications are submitted directly to the Graduate Director in the student's college or school, and to any other department in which the applicant wishes to apply. To access assistantship applications as well as important forms you may require during your time at Winthrop, also go to:

<http://www.winthrop.edu/graduateschool/forms/>

Assistantships are typically based on the needs to the department. Though no teaching assistantships exist, M.F.A. students can be considered for teaching once they have successfully completed at least 18 graduate credit hours at Winthrop toward their M.F.A. and have taken a mentor teaching course in the area of anticipated teaching responsibility.

Full graduate assistantships require 16 hours a week of service (300 hours total each semester) and carry a fee waiver for each semester in which the assistantship is held. The current stipend is \$1800 during the regular fall or spring semester. Half assistantships are also under consideration if available. Graduate Assistantships are not generally available during the summer sessions.

Graduate assistantships are awarded to students who are fully admitted without provisions to graduate degree programs. Graduate assistants should not begin working until the Graduate Assistant Employee and the Human Resources Office has approved Wage Agreement Form.

For most graduate assistantship positions, the tuition waiver will cover the tuition charges for a maximum of nine semester hours of course work that is a part of the student's degree program--either required or elective hours. Any tuition charges beyond the 9-hr load, lab fees and other charges, must be paid by the student.

Winthrop Alumni Graduate Scholarships. The Winthrop University Alumni Association allots

limited scholarship funds for graduate study at Winthrop. The recipients are selected on the basis of ability and future promise. Recipients must be fully admitted into a degree program at Winthrop and enrolled full-time (9 hours). They must be enrolled in that program during the semester or semesters for which the award is given. (Future graduate students must have applied for admission to a graduate program in order for their applications to be considered.) These scholarships represent an outright gift and do not require any work responsibilities on the part of the student. Need is not a criterion. Applications for these scholarships may be secured from Graduate Studies, 209 Tillman Hall. Applicants need not be alumni of Winthrop University.

Forms for all Winthrop graduate students and degree candidates:

Assistantships and Scholarships:

Application for Graduate Assistantship:

<http://www.winthrop.edu/uploadedFiles/graduateschool/assistantships/GraduateAssistantshipApplication.pdf>

Application for Graduate Incentive Scholarship

<http://www.winthrop.edu/uploadedFiles/graduateschool/assistantships/GIS.pdf>

Application for Winthrop Graduate Scholarship

<http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/scholarshipapplication.pdf>

Graduate Assistant Employment and Wage Agreement

<http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Administrative/GAFormFill08.pdf>

Additional Grad forms can be found at

<http://www.winthrop.edu/graduateschool/forms/>

Application deadline is February 15. A recipient of the scholarship is permitted to hold both a Graduate Scholarship and some other major form of aid, such as a graduate assistantship.

XIII. RESPONSIBILITIES OF THE GRADUATE STUDENT

- A. Submit all required documents for admission.
- B. Read the Bulletin and meet all university and departmental requirements and regulations.
- C. Contact departmental graduate adviser to schedule appointment for registration of classes and secure adviser's signature on all registration forms, and notify adviser of any change in original registration.
- D. Consult the Winthrop University calendar published on the University's website to determine registration dates and add/drop period, semester schedule and last dates which a course may be dropped with an automatic N (no credit).
- E. Maintain a 3.0 cumulative GPR. Students whose cumulative grade point ratios fall below 3.0 will be placed on academic probation. (See graduate catalog for complete information.)
- F. Obtain, when necessary, the following forms from the graduate adviser's office and secure appropriate signatures:
 - 1) Program of Studies Form - complete in consultation with the graduate adviser during the semester in which the first 12 semester hours of graduate credit will be completed.
 - 2) Change in Program of Studies - complete in consultation with the graduate adviser prior

- to making changes in the Program of Studies.
- 3) Request for Permission to Transfer Graduate from Another Institution prior to enrolling in a course at another institution.
 - 4) MFA Candidacy Form - complete prior to completion of 9-12 hours in area of concentration. See Attachment.
 - 5) Thesis Proposal Form - complete prior to enrolling in ARTS 695. See Attachment.
 - 6) Special Topics Form - complete prior to enrolling in any ARTS 500 or 600 level Special Topics course. See Attachment.
 - 7) Requirements for Graduate Credit in 500 Level Course Form - complete prior to enrolling in any 500 level course. See Attachment.

XIV. RESPONSIBILITIES OF THE GRADUATE ADVISOR

Responsibilities of the graduate adviser in the Department of Fine Arts related to graduate students include

- A. Evaluates transfer of graduate credit before student takes course(s).
- B. Completes a Program of Studies form after student has been admitted to graduate status. Program prerequisites must be completed and/or deficiencies removed before submitting the Program of Studies form to the director of graduate studies.
- C. Advises graduate students of the policies and procedures of the Art and Design graduate program.
- D. Advises graduate students, signs advising registration forms, and sends a copy to the student's major professor.
- E. Works in consultation with student to formulate the graduate committee and select major professor.
- F. Administers studio allocation for graduate students.
- G. Establishes graduate admissions committees from the art and design faculty.
- H. Acts as a liaison on graduate matters with the Graduate Director.

XV. RESPONSIBILITIES OF THE GRADUATE DIRECTOR

The Graduate Director for the College of Visual and Performing Arts responsibilities includes:

- A. Screens all art and design graduate applications and forwards them to the departmental graduate adviser.
- B. Reviews and forwards all graduate documents for appropriate signatures.
- C. Monitors candidacy regulations.
- D. Assists with evaluation of student transcripts to determine admissibility and program prerequisites.
- E. Submits change of status form to Graduate Office when student has fulfilled all provisions for admissions.
- F. Screens and forwards applications for graduate assistantships to graduate faculty committee.
- G. Sends appropriate dismissal notification to student and Graduate Office.

XVI. RESPONSIBILITIES OF THE GRADUATE SCHOOL OFFICE

- A. Collects and processes application materials.
- B. Sends applicant official letter of admission upon receiving evaluation from graduate director for Visual and Performing Arts.
- C. Maintains master file for student's official credentials.
- D. Monitors university policies.
- E. Verifies completion of degree requirements.
- F. Oversees financial component of Graduate Assistantships.

XVII. RESPONSIBILITIES OF THE MAJOR PROFESSOR

- A. Assist the graduate student in forming the student's graduate committee.
- B. Arrange at least two meetings of the student's graduate committee each semester.
- C. Assist the student in submitting the Application for Admission to Candidacy.
- D. Assist, with the Gallery Director, in arranging the student's candidacy exhibition.
- E. Conduct the Admission to Candidacy meeting and submit the result to the Graduate Adviser and Director.
- F. Assist the student in submitting the thesis proposal.
- G. Convene a meeting of the student's thesis committee for approval or disapproval of thesis proposal.
- H. Advise the student throughout the writing of the thesis.
- I. Assist, with the Gallery Director, in arranging the student's Final Master's Exhibition and/or oral defense.

XVIII. HEALTH AND SAFETY

Graduate student's responsibility. Student must acquire and become familiar with the Fine Arts Health and Safety Manual, available on-line at the Departmental site: <http://www.winthrop.edu/cvpa/finearts/>

All students are required to ensure the safety of themselves or others by:

1. Only using power machinery and equipment for which they have received authorized training from the faculty or professional instructor; (If you have not received training in the safe use of machinery, contact the faculty member responsible.)
2. Only using power machinery and equipment in other rooms when authorized by the faculty member responsible for the other room;
3. Not using power machinery when alone in the studios;
4. Not using power machinery in the woodshop when the faculty member or shop monitor is absent;
5. Using the appropriate protective clothing when using machinery, i.e., goggles, head-bands, overalls, etc. Also, to ensure that loose ties, belts, cuffs, jewelry and long hair are properly secured or tucked in;
6. Keeping their own hand tools in good repair;
7. Adhering to the "no smoking" rule in studios and buildings;
8. Not consuming, or bringing into the studios, workshops, or any building, any alcoholic beverage or controlled substance;
9. Evacuating the buildings immediately when the "Fire Alarm" is sounded.

ATTACHMENTS (1 – 9)

- 1. Application Requirements**
- 2. Admission Review for Admittance to MFA Program**
- 3. Program of Study Form**
- 4. Graduate Admissions Committee**

5. **Application for MFA Candidacy**
6. **Thesis Proposal**
7. **Results of Oral Examination**
8. **Requirements for Graduate Credit in 500-level Courses**
9. **Approval of Temporary Public Art**

The following forms can be found at the “Forms Online” link at the Graduate School site. Go to <http://www.winthrop.edu/graduateschool/>

- Application for Graduate Assistantship and Winthrop Graduate Scholarship
- Approval to Transfer Credit
- Instructions for Preparation of a Master’s Thesis

Other websites

MFA: <http://www.winthrop.edu/graduateschool/default.aspx?id=3966>

Department of Fine Arts: <http://www.winthrop.edu/cvpa/finearts/>

ATTACHMENT #1

APPLICATION REQUIREMENTS

Materials and application are due by March 1 for the fall semester and September 1 for the spring semester. Final admission decisions cannot be made until all information has been received. Applicants will be notified around April 15 for the fall semester and October 15 for the spring semester. Late applicants will not be considered until the next review period and will not be allowed to enroll in graduate courses until faculty review the application material.

1. Application materials to be forwarded to:

The Graduate School
209 Tillman
Winthrop University
Rock Hill, SC 29733

- a) Completed application form with non-refundable application fee.
- b) Official transcripts from all colleges and universities attended.
- c) A minimum TOEFL score of 550 is required for international students.
- d) Statement of intent (approximately 200-400 words) outlining the applicant's work and career goals and objectives. Statements should include how they envision their work developing and reasons for pursuing a graduate degree.

- e) Résumé outlining educational background, pertinent art or design work experience, exhibition record, and applicable awards, achievements and honors.
- f) Three letters of recommendation from individuals who are in a position to evaluate the applicant's professional, creative or scholarly potential.
- g) Submit one CD/DVD containing up to 20 digital images, saved in jpeg format and named using the following convention: "lastname_01.jpg". Images should be optimized for screen media (72 dpi) and be no larger than 2 MG each. Please also provide a corresponding printed image checklist consisting of titles, date, medium, description and small thumbnail for each work included in the portfolio.
- h) Pre-addressed **stamped** envelope for the return of visual submissions.
- i) Admission Review Form.

ADMISSIONS

Students may be admitted to Winthrop University as either graduate degree (class 5) or graduate non-degree (class 9) students. The graduate director of the College of Visual and Performing Arts and the Department of Fine Arts Admission Committee will evaluate applications for graduate degree programs for admission. The department chair will appoint the Fine Arts Graduate Admission Committee. Upon receipt of admission packets from Graduate Studies Office, the graduate adviser will pre-screen applicant's materials and alert applicant of missing credentials required to complete the admissions review.

Upon receipt of the evaluation from the graduate director of the College of Visual and Performing Arts, Graduate Studies Office will issue the Graduate Degree admission letter. There are three actions that may be taken by the graduate director:

1. Graduate Degree Status (class=5, action=au)--All official credentials are on file and applicant fully meets admission criteria.
2. Graduate Degree Student Admitted Graduate Non-degree (class=9)--Based on available credentials the Graduate Admissions Committee has determined that the applicant does not currently meet admission criteria for full admission to the MFA degree program. These applicants may have a status of "au" or "ap", depending on whether or not we have official final transcripts.

Applicants that have numerous prerequisites to be taken at the undergraduate level, or lack some other pertinent credential(s) which will be impossible to obtain within thirty days after registration semester will be admitted graduate non-degree (GN). Upon fulfilling admission requirements determined at the time of evaluation for graduate degree admission, the student will be changed to graduate degree (G) status. **A maximum of 12 semester hours of graduate non-degree credit may be applied toward the MFA degree.**

Procedures to Remove Non-degree Status:

A student admitted non-degree status must attain an expected level of proficiency in the deficient area(s) before the Graduate Admissions Committee approves degree status. It may be necessary for the student to take a number of undergraduate hours in a specialized area to remove the non-degree status. The student will request a review through the graduate adviser. The Admissions committee decides by review when the non-degree stipulation can be removed.

3. Inadmissible.

**WINTHROP UNIVERSITY
COLLEGE OF VISUAL AND PERFORMING ARTS
DEPARTMENT OF FINE ARTS**

ADMISSION REVIEW FOR ADMITTANCE TO MFA PROGRAM

To be completed by applicant:

Name _____ Student ID Number _____

Catalog Year _____ Date _____

Major _____ Minor _____

To be completed by Chair:

Committee Members (Please identify chair of committee.)

_____	(Committee Chair)
_____	_____
_____	_____
_____	_____

To be completed by Review Committee:

_____ Student accepted unconditionally

_____ Student accepted as non-degree with the following conditions:

_____ Student inadmissible

Justification: _____

Comments and Suggestions:

Winthrop University
Department of Fine Arts
 College of Visual and Performing Arts

Master of Fine Arts - Program of Study Catalog _____

Name: _____ Student No: _____

Address: _____

Phone : (h) _____ (w) _____ (c) _____ (email) _____

M.F.A. in Studio Art

	Prefix	Number	Title	Date	Grade	Hours
Major:	ARTS					3.0
(36-42 hours)	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	ARTS					3.0
	Possibly 2 more ARTS courses					
Electives:						
(3-9 hours)						3.0
						3.0
						3.0
Art History:	ARTH					3.0
(9 hours)	ARTH					3.0
	ARTH	683	Seminar in Aesthetics, Theory & Criticism of Art			3.0
Thesis:	ARTS	695	Thesis			3.0
	ARTS	696	Thesis			3.0
			TOTAL			60

Graduate Exhibition

Approval:

 Student Date

 Andrew Vorder Bruegge, CVPA Graduate Director Date

 Tom Stanley, Chair, Fine Arts, MFA Advisor Date

 Jack DeRochi, Dean Graduate School Date

GRADUATE ADMISSIONS COMMITTEE

The chair will appoint each of the Graduate Admission Committee. Each faculty member will be notified of the appointment at least one week in advance of the meeting.

Each Graduate Admission Committee will be comprised of five graduate faculty members including at least one graduate faculty member from the applicant's proposed specialization and one art history faculty member. In the case of general studio at least one graduate faculty member from each of the two major areas will serve on the committee.

If a graduate faculty member is not available in a given discipline, the chair will appoint an appropriate committee member.

The chair and graduate adviser may serve as regular members of a Graduate Admission Committee if appropriate.

The applicant's admission packets will be made available to committee members in a specified, secure private area for individual review. It is the responsibility of the committee member to carefully review each packet to which he has charge, before applicant's request for committee considers admission.

The department chair will designate a committee member to establish a time and meeting place for each committee to conduct its review and vote, well in advance of the deadline specified for notification of verdict to applicant.

Each committee will meet at the specified time and place to review all paperwork and to view images presented. Each committee will choose a chair at this time.

The chair will conduct the review, tally the oral vote on the applicant's request on an Admission Review form, noting the status of applicant (degree status, provisional, non-degree, or inadmissible) and note clearly any stipulations/requirements to be met in the case of non-degree status of any applicant for admission.

Each member will have an equal vote, with a majority vote necessary for admission.

The committee chair to the department chair will surrender the admission packet materials and a completed admission review form of each applicant promptly after the formal review meeting.

The department chair will inform the graduate director and graduate adviser of the committee's decisions.

**WINTHROP UNIVERSITY
COLLEGE OF VISUAL AND PERFORMING ARTS
DEPARTMENT OF FINE ARTS
APPLICATION FOR MFA CANDIDACY**

Name _____ Student ID Number _____

Number of graduate hours completed _____ Catalog Year _____

Date/time of candidacy examination _____

Major Professor _____

Committee Members:

_____ (Committee Chair) _____

_____ Student passes candidacy review

_____ Student does not pass candidacy and must meet the following additional requirements:

Comments and suggestions: _____

Signatures:

Major Professor

Date

Graduate Adviser

Date

Department Chair

Date

**COLLEGE OF VISUAL AND PERFORMING ARTS
DEPARTMENT OF FINE ARTS**

THESIS PROPOSAL

Procedure: The thesis proposal form is to be completed by the student the semester prior to enrolling in the course. The student prepares the form and obtains signatures from the thesis adviser and graduate adviser. Copies are distributed to the student, involved faculty members, and the graduate adviser.

Date _____

Name _____ ID Number _____

Thesis proposal: _____

Anticipated completion date: _____

Recommendations:

Thesis Committee Members: (Please identify Chair of committee)

Signatures:

Student

Date

Major Professor

Date

Graduate Adviser

Date

Results of Oral Examination

MEMORANDUM

To: Graduate Studies Office

From: Department of Fine Arts
College of Visual and Performing Arts

Subject: Results of Oral Examination

Date:

This is to inform you that:

Name _____ Student ID Number _____

has taken the oral exam as required for completion of the MFA degree in Dept of Fine Arts.

_____ Student successfully completed _____ Student did not pass

Signatures:

_____	_____
Major Professor	Date
_____	_____
Committee Member	Date
_____	_____
Committee Member	Date
_____	_____
Committee Member	Date
_____	_____
Graduate Adviser	Date

**WINTHROP UNIVERSITY
COLLEGE OF VISUAL AND PERFORMING ARTS
DEPARTMENT OF FINE ARTS
REQUIREMENT(S) FOR GRADUATE CREDIT IN 500 LEVEL COURSES**

Procedure: The form is to be completed by the student in conjunction with the faculty member teaching the course prior to the beginning of the course. Completed copies are distributed to the student, involved faculty member, and the graduate adviser.

Date _____

Name _____ ID Number _____

Course _____
(subject/section number) (course title)

Date Course is to begin
(semester/year) _____

Course Assignments and/or Requirements

Signatures:

Student

Date

Professor

Date

College of Visual & Performing Arts
Approval of Temporary Public Art

Approval of Temporary Public Art on Campus Grounds or in spaces other than: Lewandowski Student Gallery, Rutledge or Patrick Galleries, or Designated Areas for Non-Juried Class or Student Review.

Before this form is completed and submitted to the *CVPA Exhibition Committee*, the instructor, class or student proposing public art on the campus should meet with the Winthrop University Galleries Director for consultation and to review the procedure for submitting a proposal.

Please complete **Section I** of this form with appropriate drawings, photographs and/or models, list of materials, impact to existing grounds or structure, and budget. Submit to the *CVPA Exhibition Committee* by mid-term of the semester of the proposed project. Approved projects must be de-installed by commencement.

Section I

Course Number /Name _____

Instructor (*if a class project*)_Student _____ Semester/Year _____

_____ Proposed installation date __Dismantling date _____

Project Title _____

Proposed site _____

Signed by Instructor _____ Date _____

Section II

Signed Approvals

Winthrop University Galleries Director _____ Date _____

* Chair, Dept. of Fine Arts _____ Date _____

* Chair, Dept. of Design _____ Date _____

**Chair applicable to course* The following additional approvals may be suggested by the Winthrop University Galleries Director or required by either the Chair of the Department of Fine Arts or Department of Design.

Facilities Management _____ Date _____

Campus Police _____ Date _____

Site or Building Supervisor Affected by Proposal _____ Date _____

VP for Business & Finance _____ Date _____

