

# Master of Fine Arts in Studio Art

# Handbook

Guidelines and Forms

Department of Art & Design  
California State University San Bernardino

2023- 24

**Master of Fine Arts  
in Studio Art**

**Department of Art & Design  
California State University San Bernardino**

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## California State University San Bernardino Master of Fine Arts in Studio Art

**6 graduate units will constitute a full-time load. Maximum load is 16 units**

All semester courses are 3 units each. Refer to the advancement to candidacy form listed at the end of this document. A fillable form is also available on the Department website.

### Degree Requirements (60 units) (Program Code: STAR)

<a href="#">ART 6604</a>	Graduate Studio in Art	15
<a href="#">ART 6620</a>	Graduate Studio Critique	15
<a href="#">ART 6617</a>	Graduate Seminar in Critical Theory and Methodology	3
<a href="#">ART 6618</a>	Graduate Seminar in Contemporary Art Issues and Practices	3
<a href="#">ART 6630</a>	Graduate Seminar in Professional Practices	3
<a href="#">ART 5951</a>	Independent Study	3
Required Art History Electives (to be approved by the graduate coordinator.)		6
Nine units of electives appropriate to the student's goals. Courses may be chosen from upper-division offerings of any department in the university subject to prior approval by the student's area advisor and the Art Department graduate coordinator.		9
Culminating Experience <a href="#">ART 6695</a>		3
Total units		60

\*Consult the Graduate Coordinator for academic advising

\* You must be formally advanced to candidacy before enrolling in Art 6695. See P.11 for procedures for advancement.

\*\* You must be enrolled in a course every semester or you will be dismissed from the program and university. **ART 6690** is designed to maintain your graduate status when you are not taking a course or you have completed your academic coursework and are waiting for your exhibition. You may choose to apply for a leave of absence for special circumstances. If you are dismissed from the program and university, you must apply to both for re-admission.

## **ACHIEVING CLASSIFIED STATUS (ONLY FOR CONDITIONALLY CLASSIFIED STUDENTS)**

Conditionally classified students must complete their requirements as outlined in their admission letters. You must do this before you complete **12 units**. Once completed, documentation must be submitted to the Graduate Coordinator along with the "Application for Classified Status Form". The Graduate Coordinator and Graduate Committee will review your material and file a new Graduate Application form with the university, indicating 'classified' status.

## **ADMINISTRATIVE ACADEMIC DISQUALIFICATION**

A graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress in the program. Such action shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement and shall be consistent with guidelines.

## GRADUATE COURSES

**ART 6604.** Graduate Studio in Art.Units: 3

Prerequisite: admission to the MFA in Studio Art program. Quarter Prerequisite: admission to the MFA in Studio Art program. Investigation of advanced studio problems focusing on the development of individual directions. May be taken 5 times for up to 15 units. Graded Credit/No credit. Formerly offered as ART 604. One hour discussion and four hours of activity. Materials fee required.

**ART 6617.** Graduate Seminar in Critical Theory and Methodology. Units: 3

Prerequisite: admission to the MFA in Studio Art or the MA in Art, Studio Art Theoretical, critical and methodological approaches with emphasis on contemporary visual arts. Materials fee required. Formerly offered as ART 617.

**ART 6618.** Graduate Seminar in Contemporary Art Issues and Practices.Units: 3

Prerequisite: admission to the MA in Art, Studio Art or MFA in Studio Art Current issues and practices and their relevance to contemporary artists. Materials fee required. Formerly offered as ART618.

**ART 6620.** Graduate Studio Critique. Units: 3

Prerequisite: admission to the MFA in Studio Art program  
Weekly critique and discussion of individual student work. May be repeated for credit 6 times for up to 18 units. Formerly offered as ART 620. Materials fee required.

**ART 6630.** Graduate Seminar in Professional Practices. Units: 3

Prerequisite: must be a second- or third-year classified student in the MFA in Studio Art program Portfolio development and selection of art markets; legal and financial issues in the production and protection of art; teaching practicum and creation of teaching philosophy and postgraduate professional development. Writing an extended artist's statement that fulfills the graduate writing requirement. Formerly offered as ART 630 and ART 670.Materials fee required.

**ART 6695.** Master's Project in Studio Art.Units: 3

Semester Prerequisite: - completion of [ART 6630](#) with a B or better and successful completion of advancement review conducted by the Department of Art graduate committee. Quarter Prerequisite: successful completion of advancement review conducted by the Department of Art graduate committee. Preparation for and completion of culminating exhibition of works produced by student in the M.F.A. in Studio Art program. A report, presentation and documentation of the project is required. Open only to students who have been advanced to candidacy. Formerly offered as ART 695E.

**ART 6990.** Continuous Enrollment for Graduate Candidacy Standing.Units: 0

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree- applicable nor will they qualify for financial aid.

**ART 6991.** Continuous Enrollment for Graduate Candidacy Standing. Unit: 1

Prerequisite: Advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree- applicable nor will they qualify for financial aid.

**ART 6992.** Continuous Enrollment for Graduate Candidacy Standing. Units: 2

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

**ART 6993.** Continuous Enrollment for Graduate Candidacy Standing. Units: 3

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree- applicable nor will they qualify for financial aid.

**ART 6994.** Continuous Enrollment for Graduate Candidacy Standing. Units: 4

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree- applicable nor will they qualify for financial aid.

**ART 6995.** Continuous Enrollment for Graduate Candidacy Standing. Units: 5

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified

standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

**ART 6996.** Continuous Enrollment for Graduate Candidacy Standing. Units: 6

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

## **SUPERVISORY COURSES**

The department requests that you enroll in supervisory courses with each of your graduate committee members *at least* once per year. You may choose from these options to sign up with your committee members. Please discuss with your committee members.

**ART 4500.** Advanced Art Laboratory. Units: 2

Prerequisite: Senior standing or consent of instructor

Advanced art production in any chosen studio art area. Students develop self-directed research, experimentation, and practice in close consultation with the professor. Art production maintains best practices in studios and laboratories in methods, materials, operating equipment, and health and safety practices. May be taken up to 3 times for a total of 6 units. Materials fee required.

**ART 5951.** Independent Study. Unit: 1

Prerequisite: a minimum overall grade point average of 3

Academic or community-based research in the arts and/or visual studies conducted under the direction of a faculty member. May be repeated for credit, a total of 6 units may apply toward graduation. Enrollment is dependent on the consent of instructor and departmental approval of a written proposal of a project submitted by the student in advance of course.

Formerly offered as Art 595A. Materials fee required.

**ART 5952.** Independent Study. Units: 2

Academic or community-based research in the arts and/or visual studies conducted under the direction of a faculty member. Enrollment is dependent on the consent of instructor and departmental approval of a written proposal of a project submitted by the student in advance of course. May be repeated for credit for up to 6 units. Formerly ART 595B. Materials fee required.

**ART 5953.** Independent Study. Units: 3

Academic or community-based research in the arts and/or visual studies conducted under the direction of a faculty member. Enrollment is dependent on the consent of instructor and departmental approval of a written proposal of a project submitted by the student in advance of course. May be repeated for credit for up to 9 units. Formerly ART 595C. Materials fee required.

**AH 5270.** Art History Capstone Research Methodology. Units: 3

Prerequisite: [AH 1103](#), [AH 1104](#), [AH 1221](#), [AH 1120](#), [AH 1222](#), [AH 3210](#) or [AH 3310](#), [AH 3250](#) or [AH 4250](#)

Methodology course, specifically focusing on further development of research methods, writing methodology, refining bibliography and photographic images for final Art History project. Materials fee required. Graded A through C-/No Credit



# GRADUATE COMMITTEES

## Choosing Your Committee:

Graduate students are responsible for filling out the form to create your Graduate Committee during the spring of your first year with a deadline set by the graduate advisor. The committee includes your Advisor (Committee Chair) and two other art faculty. One additional committee member may be invited from another department at CSUSB, a part-time art faculty or from off campus. The graduate coordinator will attempt to meet your request, however, sometimes students do not always get exactly whom they request. Students will schedule four meetings with the entire committee and the student must submit a "Graduate Committee Meeting Form" for each meeting to the graduate coordinator. This committee will supervise your graduate studies and Master's Project. Your Graduate Committee must approve the Master's Project/ Culminating Exhibition prior to its exhibition.

The department requests that you enroll in a supervisory course with each of your graduate committee members *at least* once per year. This will make it possible for them to give you the detailed depth of input and time needed to help you develop your work and your research, in their role as your committee member.

You can enroll in either:

- AH 5270 Art History Methodologies (3 semester units) - *art history faculty ONLY*
- ART 4500 Advanced Art Laboratory (2 semester units) - *art history or studio art faculty*
- ART 5951 Independent Study (1 unit) - *art history or studio art faculty*
- ART 5952 Independent Study (2 units) - *studio art faculty*
- ART 5953 Independent Study (3 units) - *studio art faculty*
- AH 5953 Independent Study (3 units) - *art history faculty ONLY*

To enroll in these supervisory courses, please complete this form via this link:

<https://rocket.csusb.edu/supervision/public/forms/1/application/create>

### Weblogon Service - Stale Request - rocket

You may be seeing this page because you used the Back button while browsing a secure web site or application. Alternatively, you may have mistakenly bookmarked the web login form instead of the actual web site you wanted to bookmark or used a link created by somebody else who made the same mistake.  
rocket.csusb.edu

Note:

Please contact your committee members before enrolling in these supervisory courses.

Students are responsible for setting all meetings with their assigned committee.

# COMMITTEE MEETINGS

## 1<sup>st</sup> Year: Graduate Committee

This meeting will be a review of your work in your first year. It is an introductory meeting to get acquainted with the student's work and offer suggestions and goal setting. Students should offer a clear and comprehensive view of their work including sources of inspiration and research.

## 2<sup>nd</sup> Year: Advancement to Candidacy

Preparing for your Advancement to Candidacy Review:

1. Bring a significant selection of completed artworks and works in progress produced during your graduate studies. These should be representative of your artistic explorations thus far, and indicate possible directions for future inquiry. Be prepared to discuss your work and its ongoing development.
2. Please have a statement that encapsulates the overall direction/ progression of your work and studio practice (where you have come from, where you think you are currently, what you plan on doing next and/or where you plan on going with your work).
3. You must prepare and file "Advancement to Candidacy Graduate Approved Program Form" with the Graduate Coordinator. You can do this in the spring after your advancement, or early in the fall of your last year but it has to be submitted before you can apply for your grad check (which you need to do in the term before you graduate to avoid paying late fees). Complete this form, listing all of the courses you have taken (and the grades received) and all of the courses that you intend to take to complete your degree requirements. This must be approved by your advisor (committee chair), and then be submitted to the Graduate Coordinator. Please note that you cannot have any outstanding 'incomplete' grades to be advanced.

## 3<sup>RD</sup> Year Committee Meeting

After your successful advancement to candidacy in the second year, at your next committee meeting in the spring of your second year, you must present materials for your Master's Project/ Culminating Exhibition. These include:

1. 1-2-page proposal for your Master's Project exhibition. The proposal should include an artist statement that describes the ideas and content in your work as well as the techniques you employ. Your proposal must be well conceived, written at graduate level and clearly articulate your intentions.
2. A mock-up of your exhibition announcement. You may also provide an installation plan if appropriate to your exhibition idea. If you are exhibiting in RAFFMA, you will need to contact the museum to obtain files for the complete information to be included on the announcement.

You will have a scheduled meeting with your graduate committee in the fall of your third year, and in the spring, you will need to schedule a meeting with your committee sometime during your exhibition. **You will also need to complete the Graduate Committee Meeting Form.**

# EXHIBIT YOUR MASTER'S PROJECT

Each graduate student is responsible for presenting a solo exhibition of his/ her/ their work completed during his/ her/ their graduate studies in one of the student galleries in the department of art. Generally, this happens in the Dutton Family Gallery, adjacent to RAFFMA; in special circumstances, this exhibition may occur in VA 106, off campus, or a virtual reality exhibition. Responsibilities will include appropriate professional presentation of work, its installation and de-installation in consultation with museum and/or department staff, securing necessary approvals for and printing of exhibition announcement (using standardized format). In special circumstances, digital announcements for social media will be accepted (be sure to get approval in advance). Work to be exhibited must be reviewed and approved by the Art 6695 Course Supervisor and graduate committee before it can be exhibited. The student accepts all responsibility for the cost of producing the artwork for this exhibition.

Note: alcohol is not permitted at gallery receptions unless there is campus bartender.

You will not receive a grade for ART 6695 until you have uploaded your Master's Project to Scholarworks.com, and completed and submitted your Master's Project to the graduate coordinator. **Submit your Master's Project and documentation** in PDF containing all the following materials. The completed document must be submitted before the end of your final term, or **your degree will not be conferred**.

## MASTER'S PROJECT CHECKLIST

SUBMIT IN PDF FORMAT:

1. Cover sheet with approval signatures from all members of your Graduate Committee and the Graduate Coordinator. Use adobe sign.
2. A copy of your "Artist's Statement", with the appropriate form with approval signatures from all members of your Graduate Committee and the Graduate Coordinator.
3. "Master's Project Final Review and Approval" form with signatures from all members of your Graduate Committee and the Graduate Coordinator.
4. Twenty professional quality images of the work produced during your graduate studies, with an accompanying typed image list that includes your name, title, medium, size and any other relevant details for each work. File sizes should not exceed 1MB per image.
5. Master's Research Paper in Studio Art (from ART 6617) with a grade of 'B' or better.
6. Master's Project Exhibition Announcement.
7. Your CV
8. A screenshot showing successful upload of your Master's Project to *scholarworks.com*, an online campus repository of graduate theses and dissertations.

## **GRADUATE TEACHING ASSISTANTSHIP & ASSOCIATE OPPORTUNITIES**

Upon successful completion of a teaching assistantship with the course (to be arranged through the graduate coordinator and the relevant professor, with the Chair's knowledge), graduate students may have the opportunity to be the instructor of record for a beginning level course, pending adequate enrollment.

These will be arranged on a case-by-case basis.

The following is taken from the CSUSB Bulletin of Courses. Please refer to it for more detailed information:  
<https://bulletin.csusb.edu/coursesaz/art/>

To apply for a teaching opportunity, submit your request via email to the grad coordinator and department chair. This should be done in your second semester of the program. Please state that areas you are interested in.

For Teaching Associate Positions. Please email the following to the Chair:

- Letter of application with contact information
- CV/resumé
- Teaching philosophy statement
- a statement on diversity, equity, and inclusion
- Any evaluation from previous teaching (if you have them)
- Official transcripts (from the alma mater of your highest degree) - to be ordered and sent to Chair directly
- Three letters of recommendation

## **POLICY AND PROCEDURES CONCERNING ACADEMIC DISHONESTY FAM 803.5**

Plagiarism and cheating are violations of the Student Conduct Code (see Appendix of the CSUSB Bulletin of Courses) and may be dealt with by both the instructor and the Judicial Affairs Officer. Definition and procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the Office of the Vice President for Student Affairs.

### **Definition of plagiarism/cheating:**

Plagiarism is the act of presenting the ideas and writings of another as one's own

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

1. Copying, in part or in whole, from another's test, software, or other evaluation

instrument.

2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental/school policy.

3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department/school policies of both departments/schools.

4. Using or consulting during an examination sources or materials not authorized by the instructor.

5. Altering or interfering with grading or grading instructions.

6. Sitting for an examination by a surrogate, or as a surrogate.

7. Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism is academically dishonest and makes the offending student liable to penalties up to and including expulsion.

Please refer to CSUSB Academic Policies for further information.

## **ACADEMIC PROBATION**

Failure to maintain the appropriate grade point average (3.0, or B) will result in the student being placed on probation. Students on probation must rectify their grade point deficiencies by the end of the academic term of notification of probationary status, or they automatically will be disqualified and placed in unclassified post-baccalaureate status. To apply for reinstatement to a graduate degree or credential program after disqualification, the student must petition the appropriate program graduate committee. A student who has been disqualified from a master's degree program may be admitted to another program only on the recommendation of the department to which the student has applied and with the approval of the Dean of Graduate Studies. Students in unclassified post-baccalaureate standing and students seeking a second bachelor's degree must maintain a 2.5 grade point average in all work attempted. Students in this category who are dismissed from the university for failure to maintain these standards must petition the Dean of Graduate Studies for readmission to the university.

The program must include only courses with grades of "C" (2.0) or better. (Grades of "C- " (1.7) or less cannot be used).

## **REPEAT OF COURSE (DISCOUNT OF GRADE)**

Classified and conditionally classified graduate students may be permitted to repeat one course at CSUSB that was taken for graduate credit (i.e., that is applied towards a master's degree) onetime only by petition to and approval of the college or department graduate committee. The petition requesting this permission includes an automatic request to discount the first attempt.

When approved, the original course grade on the student's permanent record will be discounted. Only the second grade earned shall apply to the student's cumulative post- baccalaureate grade point average. The first attempt will show on the transcript with the repeat(discount) noted.

## MFA PROGRAM MILESTONES

This is a quick reference guide. You might want to post this in your studio or somewhere easy to refer to. For further details please refer to the year-by-year guide below.

<p><b>Spring 1st Year:</b></p>	<ul style="list-style-type: none"> <li>-Form graduate committee/ First committee meeting</li> <li>-apply for classified status (for conditionally classified students only)</li> <li>-submit request for teaching opportunities if interested.</li> </ul>
<p><b>Fall 2<sup>nd</sup> Year:</b></p>	<ul style="list-style-type: none"> <li>-Group MFA Exhibition (second year students only)</li> <li>-Meetings with individual committee members</li> <li>-Advancement to Candidacy meeting with Department Graduate Committee</li> </ul>
<p><b>Spring 2<sup>nd</sup> Year:</b></p>	<ul style="list-style-type: none"> <li>-Second year committee meeting</li> </ul>
<p><b>Fall 3<sup>rd</sup> Year:</b></p>	<ul style="list-style-type: none"> <li>-Third committee meeting</li> </ul>
<p><b>Spring 3<sup>rd</sup> Year:</b></p>	<ul style="list-style-type: none"> <li>-Culminating Exhibition and Artist Statement approved</li> <li>-Final committee meeting during Master's Project exhibition</li> <li>-Thesis PDF project submitted</li> </ul>

# YEAR-BY-YEAR GUIDE: MFA STUDIO ART

This list will assist you in your graduate studies. There are a number of administrative details that need to be taken care of to ensure you meet all the requirements for your graduation.

## 1<sup>st</sup> YEAR

Thoroughly read and follow the "**Graduate Studies**" and "**Masters of Fine Arts in Studio Art**" sections in the **Bulletin of Courses (Course Catalog)**.

1. Achieve **Classified Status**: If you are currently Conditionally Classified, you must complete the requirements specified for classification when you were conditionally accepted. When you have completed the requirements, submit an "Application for Classified Status" to the Graduate Coordinator. The Graduate Coordinator files a new Grad Admission form with 'classified' status checked. Refer to page 11

2. Select the preferred members for your **Graduate Committee and an Advisor/ Committee Chair** on the form. This should be completed in the **spring semester** of your **first year** (your second semester). Submit this to the Graduate Coordinator. Meetings will be arranged as indicated under 'Milestones'. The graduate coordinator will designate a day in the relevant quarter when all full committee meetings will take place, typically on a Friday.

## 2nd YEAR

1. Organize a group exhibition for your second year (show in your 4<sup>th</sup> semester). You may want to start to organize this in the **spring of your first year** (third semester, reserve the space, for example) but the exhibition is to take place **early in the spring semester, if necessary**.

2. Apply for **Advancement to Candidacy: Fall Semester of Second Year (3<sup>rd</sup> semester)**. Successfully complete an Advancement Review conducted by the Department of Art Graduate Committee and the Graduate Coordinator.

3. File a program of graduate coursework in consultation with your Advisor and approved by the Graduate Coordinator on an "Advancement to Candidacy" form. Achieve a minimum grade point average of "B" (3.0) or better.

## 3<sup>rd</sup> YEAR

1. **Graduation Requirement Check**. Submit a grad check form to the Office of Admissions and Records in the **semester before graduation**. You can file later than this but there is an additional 'late fee'.

2. **Complete** all required **coursework**. Your course of study must follow your approved "Advancement to Candidacy" form. Any changes must be filed on the "Request for Change" for and approved by the Graduate Coordinator. If you need to continue working on your Master's Project but have completed all your coursework, register for ART 6698 Continuous Enrollment for Graduate Candidacy Standing. This gives you full access to the studios and maintains your status as a graduate student while you are completing your project. This is a zero-unit course.

### 3. Exhibit your Master's Project.

Each graduate student is responsible for presenting a solo exhibition of his/ her/ their work completed during his/ her/ their graduate studies in one of the student galleries in the department of art.

Generally, this happens in the Dutton Family Gallery, adjacent to RAFFMA. Responsibilities will include appropriate professional presentation of work, its installation and de-installation in consultation with museum and/or department staff, securing necessary approvals for and printing of exhibition announcement (using standardized format). Work to be exhibited must be reviewed and approved by your advisor and graduate committee before it can be exhibited. The student accepts all responsibility for the cost of producing the artwork for this exhibition.

**4. Graduate.** To be included in the Commencement Program, you must submit your Graduation Requirement Check by the last business day of April and you must notify the graduate coordinator, who will submit your Master's Project title to the Dean's office and arrange for you to be 'hooded' at the graduation ceremony. To avoid a late fee, file your grad check form two terms before your graduation date.

#### REQUIREMENTS FOR GRADUATION

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1. A minimum of 60 semester units of approved graduate level work, with at least 41 completed at this university.
2. A GPA of at least 3.0 ("B") in all courses taken to satisfy the Master of Fine Arts degree requirements.
3. Completion and exhibition of an acceptable project, and submission of a report and documentation of the project approved by the student's graduate committee and the Art Department graduate coordinator.
4. The Graduation Writing Assessment Requirement is met upon successful completion of the extensive written statement that is developed in ART 6617.
5. Any general requirements not cited above for graduate degrees and noted in Graduate Degree and Program Requirements.



## LIST OF EXPECTATIONS OF MFA STUDENTS:

*The following expectations are not part of the formal curriculum but are considered vital to your experience as a graduate student. The MFA degree is meant to prepare you to enter the field of art as a working professional. In addition to the development of your artistic practice and academic training, a significant part of your preparation involves gaining practice and comfort in negotiating the demands of the professional artist. Thus, while many of the following may seem like mere social obligations, they should be considered as important as your work in the classroom and studio.*

**1. Keep regular studio hours:** In ideal circumstances an artist should work on a daily basis. At a bare minimum you should be working in the studio several days a week. You are encouraged to spend time in the campus studios even if part of your practice takes place elsewhere. Having set scheduled time in your workweek can be very helpful. Artistic and personal crises should not keep you from your studio even if that means staring at white walls.

**2. Attend all visiting events:** These are arranged for your benefit and offer priceless opportunities to get to know professionals in your field. Your attendance is considered mandatory.

**3. Attend campus openings:** Openings are simply part of the job description of any working artist. Your attendance at all RAFFMA events is mandatory and missing the openings of your MFA colleagues is unforgivable. You are highly encouraged to attend the openings of undergraduate exhibitions as well.

**4. Get to know and mentor undergraduates:** As a graduate student, you are a role model for undergraduates. You are encouraged to be generous and accessible to them. We have outstanding students at CSUSB and you will want as many as possible to be part of your long-term professional network. The university is an experimental laboratory in which we all learn from each other regardless of level, professors included.

**5. Attend off-campus art events:** You should commit yourself to going to openings, exhibitions, lectures, events and parties on a regular basis. Graduate students and professional artists should do so nearly every weekend. If someone from our CSUSB community is participating in something off- campus, it is a terrific opportunity to expand your network of associates. There are vibrant art scenes in Riverside, Pomona, Palm Springs and Joshua Tree and Los Angeles is one of the world's top cities for art. Becoming a "regular" at gallery openings is the first step in establishing the professional relationships that could lead to success as an artist.

**6. Have an online and/or social media presence:** Disseminating information and images about your work through digital media is essential to emerging and working artists. It is extremely convenient and beneficial to be able to direct a new acquaintance to a site or page to see your work.

**7. Take responsibility for your own education:** The university provides a wealth of resources for you as graduate student, and it is largely your responsibility to take advantage of these opportunities. Seek out feedback about your work from your professors, but be self-informed and self-sufficient navigating as a graduate student. You shouldn't just try to satisfy expectations; take control of your own artistic existence to exceed those expectations.

**8. Have fun:** Graduate school is a rare opportunity to focus on exactly what you are most passionate about. Enjoy the journey and savor the time.

**MFA FORMS: You may also find these on these fillable forms on the department website.**

**(DOCUMENTATION COVER SHEET SAMPLE)**

MASTER'S OF FINE ARTS IN STUDIO ART  
California State University, San Bernardino

YOUR NAME  
Date of Graduation

Graduate Coordinator: Professor Alison Raguette

Graduate Committee:

\_\_\_\_\_ name \_\_\_\_\_

Committee Chair

\_\_\_\_\_ name \_\_\_\_\_

Art Faculty

\_\_\_\_\_ name \_\_\_\_\_

Art Faculty

\_\_\_\_\_ name \_\_\_\_\_

Additional Member

**APPLICATION FOR CLASSIFIED STATUS  
MFA IN STUDIO ART  
California State University San Bernardino**

All Conditionally Classified graduate students must attain 'Classified' status before completing their graduate coursework and applying for Advancement to Candidacy.

Date \_\_\_\_\_

Name \_\_\_\_\_ SID # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I have completed the following requirements in order to qualify to apply for Classified Status: (List requirement/s and completion date/s)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
Advisor's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator's Signature

\_\_\_\_\_  
Date

# GRADUATE COMMITTEE

## M.F.A. in Studio Art

California State University, San Bernardino

Submit to: Records (Melissa Cobb)

### Individual Graduate Committee Selection

Your name: \_\_\_\_\_

Please fill in below with your choices for your advisor/ mentor/ committee chair. This would be the faculty member that you would work most directly with. You will then need 2 more (full-time) faculty members to fill out your committee.

Please note your choices below. You may also want a 4<sup>th</sup> member of your committee- this is optional. This person could be an additional full-time faculty, a part-time faculty, or someone from outside of the art department.

Advisor/ Committee Chair: Choice #1: \_\_\_\_\_

Choice #2: \_\_\_\_\_

Committee Members: Choice #1: \_\_\_\_\_

Choice #2: \_\_\_\_\_

Choice #3: \_\_\_\_\_

Choice #4: \_\_\_\_\_

Optional 4<sup>th</sup> Member: \_\_\_\_\_

Please return to the graduate coordinator, hard copy or via email: [alison.ragguette@csusb.edu](mailto:alison.ragguette@csusb.edu)

Thank you!

# GRADUATE COMMITTEE MEETING FORM

## MFA Studio Art

California State University, San Bernardino

DUE: End of the fall semester of your 3<sup>rd</sup> year

<b>Name:</b> _____ <b>SID #</b> _____
Address _____
<b>Phone</b> _____ <b>Email</b> _____

<b>Date of Meeting:</b> _____
<b>Committee Members Present:</b>
_____

<b>Summary of Meeting:</b>

<b>Recommendations to Student:</b>

<b>Committee Chair's Signature:</b> _____
<b>Student's Signature:</b> _____
<b>Graduate Coordinator's Signature:</b> _____

# ADVANCEMENT TO CANDIDACY FORM

## Graduate Approved Program Form

### MFA in Studio Art. California State University, San Bernardino

DUE: THE SPRING SEMESTER OF YOUR SECOND YEAR

Name \_\_\_\_\_ SID # \_\_\_\_\_

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

Course	Semester/ Yr	Units	Grade	Comments
ART 6604		3		
ART 6604		3		
ART 6604		3		
ART 6604		3		
ART 6604		3		
ART 6620		3		
ART 6620		3		
ART 6620		3		
ART 6620		3		
ART 6620		3		
ART 6620		3		
ART 6620		3		
ART 6617		3		
ART 6618		3		
ART 6630		3		
Art History Elective:		3		
Art History Elective:		3		
Elective		3		
Elective		3		
Elective		3		
ART 6695		3		
TOTAL UNITS		_____		

**Additional Classes:**

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Upper Division Writing Requirement satisfied with \_\_\_\_\_ on \_\_\_\_\_

Date of Classification \_\_\_\_\_

**ADVANCEMENT TO CANDIDACY:**

Student's Signature \_\_\_\_\_ date: \_\_\_\_\_

Committee Chair's Signature \_\_\_\_\_ date: \_\_\_\_\_

Graduate Coordinator's Signature \_\_\_\_\_ date: \_\_\_\_\_

**MASTER'S PROJECT IN STUDIO ART**  
**Final Review and Approval**  
**MFA in Studio Art**  
California State University, San Bernardino

Date \_\_\_\_\_

Name \_\_\_\_\_

I have reviewed the above student's Master's Project and Exhibition and find that it meets my approval for graduation with a M.F.A. in Studio Art.

Advisor \_\_\_\_\_  
signature name

Committee Member \_\_\_\_\_  
signature name

Committee Member \_\_\_\_\_  
signature name

Committee Member \_\_\_\_\_  
signature name

Committee Member \_\_\_\_\_  
signature name

Graduate Coordinator \_\_\_\_\_  
signature name



# REQUEST FOR CHANGE IN STUDY PLAN FOR MFA IN STUDIO ART

California State University San Bernardino

Name \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

I wish to request the following change(s) in my study plan for the M.F.A. in Studio Art:

FROM (Course #/Title) Units

TO (Course #/Title) Units

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for request:

Student signature: : \_\_\_\_\_

Signature

Date

Approved by Graduate Coordinator: \_\_\_\_\_

Signature

Date

Copies to: Office of Records (Melissa Cobb), Graduate Studies, Student File, Student

\_\_\_\_\_