Graduate Student Guidelines
# UCR MFA Visual Art
## Graduate Student Guidelines

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENTAL ORGANIZATION</td>
<td>1</td>
</tr>
<tr>
<td>REQUIREMENTS FOR MASTER’S OF FINE ART DEGREE</td>
<td>1</td>
</tr>
<tr>
<td>Advancement to Candidacy, Grades and Grading</td>
<td>2</td>
</tr>
<tr>
<td>THESIS GUIDELINES</td>
<td>3</td>
</tr>
<tr>
<td>REGISTRATION, ENROLLMENT AND TRANSFER OF CREDIT</td>
<td>3</td>
</tr>
<tr>
<td>S/NC Grading</td>
<td>3</td>
</tr>
<tr>
<td>Residency</td>
<td>3</td>
</tr>
<tr>
<td>Continuous Registration</td>
<td>4</td>
</tr>
<tr>
<td>Registration Process</td>
<td>4</td>
</tr>
<tr>
<td>Filing Fee Status</td>
<td>4</td>
</tr>
<tr>
<td>Leave of Absences</td>
<td>4</td>
</tr>
<tr>
<td>Extension of Leave or Withdrawal</td>
<td>5</td>
</tr>
<tr>
<td>In Absentia</td>
<td>5</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>5</td>
</tr>
<tr>
<td>Enrollment</td>
<td>5</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>6</td>
</tr>
<tr>
<td>Annual Evaluation</td>
<td>6</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>6</td>
</tr>
<tr>
<td>Department</td>
<td>6</td>
</tr>
<tr>
<td>Additional Grants &amp; Fellowships</td>
<td>8</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>8</td>
</tr>
<tr>
<td>OTHER TASKS</td>
<td>9</td>
</tr>
<tr>
<td>Student ID</td>
<td>9</td>
</tr>
<tr>
<td>Parking</td>
<td>9</td>
</tr>
<tr>
<td>Webmail</td>
<td>9</td>
</tr>
<tr>
<td>Studio Space</td>
<td>9</td>
</tr>
<tr>
<td>Safety Training</td>
<td>10</td>
</tr>
<tr>
<td>Media/Equipment Training</td>
<td>10</td>
</tr>
<tr>
<td>Use of Arts Facilities</td>
<td>10</td>
</tr>
<tr>
<td>FORMS</td>
<td>10</td>
</tr>
</tbody>
</table>
VISUAL ART
GRADUATE STUDENT GUIDELINES

The Guidelines cover the Department's program and policies, providing the Visual Art graduate student with a detailed supplement to the General Catalog and the Graduate Student Handbook. The Graduate Assistant and Graduate Adviser are also available to students, but it is the student's responsibility to make her or himself aware of the program's requirements and any changes that might be implemented.

DEPARTMENTAL ORGANIZATION

The Graduate Adviser
The Graduate Adviser is available for consultation and advice to all graduate students in the program on an ongoing basis. Specific meetings with all continuing graduate students occur Spring Quarter, prior to Fall Quarter pre-registration to review the student's progress and structure her/his schedule for the following academic year. These advising meetings are also held Fall and Winter Quarters prior to pre-enrollment. The Graduate Adviser must sign petitions to the Graduate Division, and problems related to the graduate program are initially handled through the Graduate Adviser.

Complementing the general guidance of the Graduate Adviser, a Thesis Adviser will be chosen by each graduate student as she/he prepares to write her/his thesis. See below under Thesis Guidelines for more information.

The Graduate Coordinator
The Graduate Coordinator has full responsibility for handling the administrative details of the graduate program, maintaining graduate student files, and providing students with any information they may need regarding departmental and Graduate Division requirements and procedures (this includes all relevant forms to be submitted throughout the student’s course of study).

REQUIREMENTS FOR MASTER'S DEGREE

The MFA is a Plan I (thesis) master's degree program, requiring 72 units in graduate or approved upper-division undergraduate courses that must be completed with at least a letter grade of "B" or "Satisfactory."

The normative time to complete the MFA degree is 3 years, a total of 9 quarters.

Students can petition in the Spring quarter of their first year to complete the program in 2 years. This petition must be approved by the Art Departments Graduate Advisor, department Chair, and students’ thesis advisor.

Required courses include 48 units in graduate courses in theory and criticism, as well as individual projects and tutorials:
• Three courses of Art 285, Graduate Critique
• Art 230, Contemporary Critical Issues
• Art 240, Critical Theory
• Art 299, Research for Thesis
• Art History Graduate Seminar
• 20 units of Art 293, Directed Individual Studio Production
  o Students are Strongly Encouraged to attend all visiting artists lectures.
  o Although not required, ART 160 is a good course for students to take during their time at UCR.

Of the remaining 24 units in elective courses, at least one additional course must be in Art History or Media and Culture Studies, and at least two additional courses must be taken from a department other than art. These courses may be graduate or undergraduate courses.

MFA students will receive a degree in Visual Art. The course of study is not characterized by medium.

Students participate on yearly reviews during the Winter quarters of their first and second year.

The thesis requirement is met by the student's MFA thesis exhibition, accompanied by a written thesis on the work exhibited. A graduate thesis committee reviews the thesis. The committee is composed of four faculty members, at least three from the Department of Art. The fourth faculty member may be from another department at any UC campus. Persons who are not UC Senate members may be appointed only with the approval of the Graduate Dean. Nominations that require this approval should be forwarded to the Graduate Division by the end of the student’s second year.

**Advancement to Candidacy**
After required courses have been completed, students are eligible to be advanced to candidacy. In order to do this they must file an application for Advancement to Candidacy no later than the first week of the quarter in which their degree is expected to be awarded. The forms and specific dates may be acquired from Graduate Division.

**Grades and Grading**
The Graduate Division requires that all graduate students maintain a GPA of at least 3.00 in all upper-division and graduate course work undertaken. A student whose GPA drops below 3.00 is subject to dismissal. The Department recommends that students maintain a GPA of 3.50 as a minimum; students that fall below a 3.50 GPA are regarded as marginal.

A grade of "B" in a graduate course signifies performance that is marginal. A grade of "B-" in a graduate course indicates a level of performance that is unacceptable to the department. If a student receives such a grade, she/he will be advised by the Graduate Adviser who will arrange for the student to audit the course. The first grade will remain on the record.

A grade of "C+" or lower in a graduate course is regarded as a failure. It is cause for immediate departmental action. Depending upon the faculty's judgment of the student's overall performance, the faculty may recommend to the Graduate Division that the student be terminated from the program.

**Satisfactory/No Credit (S/NC) Grading**
Graduate students may take course work on an S/NC basis only when the course description indicates that this is an option. Graduate students may not use undergraduate or graduate courses taken on an S/NC basis to complete their master’s, unless the course is only offered on an S/NC basis. Exceptions must be approved by the Dean of the Graduate Division. All graduate students must be graded on an S/NC basis for any Physical Education activity course (PE1) in which they enroll.

For graduate students, a grade of S is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of NC is assigned.

**THESIS GUIDELINES**

During the student’s final year a four-member committee will be assigned accordingly. Students must provide a written thesis statement by the eighth week of the Winter quarter prior to their graduate exhibition and review to be scheduled at the end of Spring quarter.

The student can go on Filing Fee status in the final quarter of thesis completion (the quarter in which she/he actually files the thesis). See under “Filing Fee Status” below.

Students are advised to pay close attention to filing dates for each quarter; the Graduate Assistant should be consulted early in the thesis project regarding the completion and submission of the appropriate university forms and documents to smooth the way for thesis completion.

For questions regarding the physical format of the thesis or logistical issues regarding the actual filing of the thesis, students should contact the Student Affairs Office of the Graduate Division. They should consult the brochure entitled “Instructions for the Preparation and Submission of Thesis and Dissertations” available from the Graduate Division and should schedule an appointment with them for a review of the rough draft.

Upon completion, the student must submit the thesis (electronically), in the correct format, to the Graduate Division. The student must also provide the department an electronic copy, as well as a physical copy (on acid free paper), that will later be bound. The Department will assume the cost of binding its own copy. The Thesis Adviser and committee members may also request an unbound copy of the final thesis.

**Registration Process (How to enroll in courses)**

Always check your R’mail. Registration notifications will be sent around the fifth week of every quarter. The Schedule of Classes is available online at [http://www.classes.ucr.edu/](http://www.classes.ucr.edu/). Visit R’WEB at [https://rweb.ucr.edu](https://rweb.ucr.edu) to register for courses.
Filing Fee Status
Students who have completed all degree requirements except for filing their thesis are eligible for filing fee status during the final quarter of residence. Students must fill out a form to certify that their thesis committee has read and approved a draft of the manuscript, and that only minor revisions need to be made. The filing fee is one-half of the Registration Fee. Only one quarter of filing fee status is allowed. Students who fail to complete their thesis must register and pay full fees for the following quarter. Students are advised to read the filing fees paperwork carefully. Students on filing fees are not allowed to TA, RA, or hold any type of student position. In addition, since students do not pay fees they will not be awarded financial aid for the quarter in which they elect to be on filing fees.

Leave of Absence
If, for any reason, a student does not plan to enroll for any regular academic quarter, she/he MUST petition the Graduate Adviser for a Leave of Absence and the leave must be approved by the Dean of the Graduate Division. The policy of the Department of Visual Art is to grant leaves only under extraordinary circumstances. If a student fails to register for classes and does not petition to go on leave, that student automatically forfeits graduate status and must reapply for admission to the program.

Leaves are granted for the following reasons:
* Serious illness or other temporary disability
* The need to concentrate on a job or occupation not directly related to the degree program
* Family responsibilities
* Financial hardship

Students must be in good standing and must have been enrolled for at least one quarter in order to obtain a leave of absence. Leaves are not normally granted for more than one year. Students on leave may not use University facilities or make demands on faculty time. Students may not receive credit for academic work done during the Leave period.

Should it become necessary for a student to take a leave during an academic quarter, she/he withdraws for that quarter. All classes being taken at the time are recorded as having been dropped. Failure to obtain an approved Leave of Absence under these circumstances will result in the student receiving "F" in all courses in which she/he is enrolled. Leave of Absence forms are available in the Department office and must be submitted to the Graduate Division after receiving the Graduate Adviser's approval.

Extension of Leave, Withdrawal
The same form is used for Leaves of Absence, Extension of Leave, and Withdrawal. It is only in the latter case, however, that formal re-admission is necessary should the student wish to return to the University. A student who withdraws also runs the risk that the department may not accept a later application for re-admission. Re-Admission is not automatic.
In Absentia Registration
Students pursuing graduate study or research outside the State of California for an entire quarter may register in absentia and may receive a 50 percent reduction in the Registration Fee. In absentia registrants should be writing a Master's thesis. Forms are available in the Graduate Division.

Withdrawal
Prior to the first day of classes, students who withdraw will receive a full refund of fees minus a processing fee. Thereafter students are entitled to a partial refund during the first 5 weeks of the quarter. The amount of refund is determined by the number of calendar days elapsed between the first day of instruction and the date on which a withdrawal form is filed with the Graduate Division.

Enrollment
Students are expected to carry a full academic course load (12 graduate units). When a Study List contains both graduate and undergraduate courses, the following table is used to calculate the appropriate course load:

<table>
<thead>
<tr>
<th>Program for Full-Time Academic Status</th>
<th>Graduate Units</th>
<th>+ Undergraduate Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>6</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Part-Time Study
Half-time study (six units or less) is possible. This status is only approved for students who cannot attend full-time for reasons of occupation (full-time employment outside the University), unusual family responsibilities, or poor health. Contact the Graduate Division for a petition and deadline dates.

Limitations:
International graduate students are not eligible for part-time status owing to federal regulations governing student visa status.

Graduate students accepted for part-time study will acquire time to the degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for part-time study.

Part-time students are not eligible for employment as Graduate Student Researchers (GSRs) and Teaching Assistants (TAs) or to hold University fellowships as determined by the Graduate Council; part-time students cannot receive University financial aid.

All students considering application for approved part-time status should be cautioned that their eligibility for deferment of student loan repayment obligations may be in jeopardy. Students should consult the Business Office of the University or College where they incurred their debt for specific information.

Transfer of Credit
With the approval of the Graduate Adviser, up to eight units (two courses) of credit for work taken at non-UC campuses may be allowed. These units must have been taken in graduate status at an institution of recognized standing and cannot be used to reduce the minimum residency requirement or minimum requirement in the 200 series courses (seminars) taken at UCR.

Credit for graduate work completed at other campuses of the UC system may be granted in excess of eight units. Up to one-half of the units required for the M.A. may be transferred from another UC campus, including 200 series unit requirements.

Incomplete Grades
It is expected that students will complete all work for the term during the term. Under very unusual circumstances, students may request an incomplete grade from the instructor; however, granting such requests is purely at the instructor’s discretion and may be denied. Having more than one incomplete grade on one’s record will seriously disadvantage a student, as it will jeopardize their funding from the Graduate Division and disqualify them from TA-ships, departmental research positions and fellowships.

Annual Faculty Evaluation of Graduate Student Progress
During the Spring Quarter of each academic year, the Graduate Division requires the Department to evaluate the progress of each graduate student in the program. The Graduate Coordinator assembles the necessary information for the evaluation. The annual evaluations are conducted at a special meeting of the entire faculty. All information regarding each student’s academic progress is taken into account--including, but not limited to, grades. If a student has a grade of "Incomplete" in a course at the time of evaluation, the instructor of the course may indicate a tentative grade based on completed work for use in the student's overall evaluation. Based on the faculty's joint evaluation, each student receives a letter from the Graduate Adviser. The outcome of the evaluation may be (1) a letter informing the student of satisfactory progress, (2) a letter mentioning one or more areas of faculty concern (e.g., low GPA), (3) a letter requiring that a specific action be taken by the student.
by a stated deadline, or (4) a letter notifying the student that he/she has been recommended to the
Graduate Division for termination from the graduate program and stating the reason(s). Formal
notification of termination is made by the Dean of the Graduate Division.

FINANCIAL AID

** It is the student’s responsibility to Inform Financial Aid if any monies are awarded, including
Gluck Fellowships. You must tell your Financial Aid Advisor so that they can update your award
monies. If you fail to do this, students may be placed in an “over award” status, which may result in
having to pay back the University loan monies. Please speak directly with Financial Aid regarding
awards and how extra monies will affect your loans.

Department

Aid consists of Gluck Fellowships, Teaching Assistantships, Research Assistantships, and
Readerships. Graduate Student Health Insurance (GSHIP) is paid for all readers, and teaching and
research assistants employed at 25 percent time (10 hours per week) or more. There is also a partial
remission of the Educational Fee.

Fellowship/grant awards are paid from a variety of funding sources, some of which require financial
data. Students who receive awards will be required by the Graduate Division to complete the Free
Application for Federal Student Aid (FAFSA), which is available on-line at the following address:
http://graduate.ucr.edu/fin_aid.html

• Gluck Graduate Fellowships, funded by the Gluck Foundation, are awarded each year to
selected students. Gluck Fellows receive a $5,000 stipend, and in some cases are renewable
for a second year. The objective of this fellowship is to engage and educate the broader
community in the arts. This fellowship involves the student in opportunities to develop
professional and teaching skills through lectures delivered to specially targeted audiences
such as school age students, the elderly and infirm, and under-served populations.

• Teaching Assistantships (TAs) are appointed to work 50% time, (approximately 80 hours a
month) and are paid $2,294.78 per month ($6,884.34 per quarter/course). The
Department Chair solicits student applications during Spring quarter for the following
academic year. Students wishing to be considered for an appointment must in turn submit a
written reply to the Chair expressing their interest. After the students' replies are received,
decisions are made by the faculty for the coming academic year.

Regulations:
(1) TAs must have a minimum cumulative GPA of 3.25 as a graduate student,
and are eligible to be a TA for a course if they have completed the course
being taught or its equivalent with a grade of "B" or higher.

(2) All new TAs who will begin their first TAship anytime during the academic
year are required to complete the Teaching Assistant Development Program
(TADP) orientation and disciplinary-cluster workshops offered by the
Graduate Division only during the first week of the fall quarter. Enrollment
in ART 302 Teaching Practicum (1-4 units), which gives them credit for their teaching experience, is optional.

(3) A student with 8 units or more of "I" grades on her/his record at the time of appointment or reappointment is not eligible to act as a TA.

(4) No student is eligible for appointment as a TA for more than two academic years or six quarters.

(5) TAs are required to register each quarter for a minimum of 12 units of course work. This course load may include units representing their teaching experience (i.e. ART 302).

(6) Students may not be employed more than 50% time or 20 hours per week during the academic year in any combination of appointments (including TAships, RAships, etc.).

(7) TA assignments involve leading discussion sections, reading papers and examinations, and assisting with the grading of a course. A professor may also ask the TA to give one or two lectures in the course. However, the TA is an assistant and does NOT assume responsibility for the basic organization or delivery of the course material, nor for final decisions on grades. All TAs are expected to post and keep two office hours per week.

• Graduate Student Researchers (GSR) are graduate students who perform research related to their degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

Criteria for Appointment:
   (1) Must be a registered graduate student in full-time residence in a Masters or Doctoral degree program and in good academic standing.
   (2) Must have minimum overall GPA of 3.00.
   (3) Must be making acceptable progress toward degree.
   (4) Appointment is part-time during the academic year. Appointment as a GSR in combination with other University appointments may not exceed half time during the academic year. During the summer recess and inter-quarter periods, appointments may be increased to 100%.

Graduate Student Researcher (GSR) Salary Scale:

• Readers are hired to assist in the reading and grading of papers and examinations in undergraduate courses that have large enrollments, and are paid $15.78/hr. Students are eligible to be a Reader for a course if they have completed the course or its equivalent with a grade of "B" or higher. A graduate student reader would not be expected to be involved with the evaluation of work by any other graduate student. A minimum GPA of 3.00 is required.
**Additional Grants & Fellowships**

- **Nonresident Tuition Grants:** A limited number of tuition grants may be available to incoming students who are not residents of California and are US citizens or have permanent immigrant visas. Interested individuals should contact the Graduate Adviser or Student Affairs Officer.

- **Central Fellowships:** These are highly competitive fellowships, awarded by the Graduate Division on the recommendation of the Department, and intended for outstanding entering graduate students with minimum GPAs of 3.5. Nominations by the Department are made to Graduate Division based on a completed application received by January 5. Recipients of the fellowship must maintain GPAs of 3.5 or higher and make acceptable progress in order to ensure continuation of fellowship support.

- **Master's Thesis Research Grants:** These are for student expenses in the research undertaken for the MA thesis. Applications are available from the Graduate Division. Applications are considered once each quarter. Students must be registered while expending their award. Maximum award is $500.

- **Humanities Graduate Student Research Fellowships:** These provide funds to assist students doing original research or creative projects in the humanities or in interdisciplinary areas involving the humanities. Awards vary and are granted up to a maximum of $1,500. Applications are available from the Graduate Division. Applications are considered once a year during the Spring Quarter. Interested students should apply for this grant in the Spring quarter of their first year in residence.

**Financial Aid Office**

The Office of Financial Aid assists students in meeting educational expenses they cannot afford from personal resources. Applicants must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any need based financial assistance, including loans. FAFSAs are available in December for the following academic year and must be filed annually. In addition to submitting the FAFSA, various supporting materials that the office uses to determine individual financial need may be required. The Office of Financial Aid is located in the Students Services Building, near the Commons.

Documents required to complete the financial aid application should be submitted as soon as possible. Although UC Riverside accepts applications on a year-round basis, awards are based on fund availability. Priority consideration is given to applicants who submit the FAFSA by March 2 and all supplemental required documents by May 1.

Interest-free loans, in small amounts, are available for students experiencing temporary financial difficulties. These loans are repayable in 30 days and are subject to availability of funds.

The Deferred Payment Plan (DPP) is designed to give students an opportunity to pay their quarterly fees and tuition in three monthly installments. For each quarter of participation, a new application must be submitted with a processing fee of $25. You can apply for DPP using your R'Space. If you have any questions, please contact the Student Business Services office at (951) 827-3204.
The Student Business Services Office also offers Direct Deposit (a credit to a bank account of your choosing) for financial aid and other student refunds. Students may request to have their refunds electronically transferred directly to their personal bank or credit union account rather than wait for refund checks to be generated. To sign up for Direct Deposit, please visit your R’space account. If you have any questions, please contact the Student Business Services office at (951) 827-3204.

R’mail
For university purposes, your UCR R’mail account should be used. The department will take note of your personal e-mail account, but all university transactions should be through your Web mail. To access, visit [http://www.rmail ucr/](http://www.rmail ucr/)

FORMS

Petitions
For most petitions, there are standard forms with certain required signatures, although within the Department some petitions may be submitted in the form of a personal letter to the Graduate Adviser. Details concerning the various petitions can be obtained from the Graduate Program Assistant.

Because registration packets are self-explanatory, this handbook will list only those petitions that are required after official study lists have been filed. These include the following:

- **Add/Drop Forms** are used to add or drop a class after the second week of instruction. The forms are available in the Student Services Building and require the signatures of the individual class instructors and the Graduate Adviser. Once these signatures have been obtained, the form is taken, by the student, to the Registrar's Office, the appropriate fee (if any) paid, and the petition is formally filed.

- **General Petition Forms** are the Graduate Division’s general purpose forms for unusual situations and circumstances, e.g., extension of the time period for an "Incomplete," transferring units, waiving course work, etc. In sum, if there is not a specific form for the particular problem at hand, this form will undoubtedly cover the situation. It is a good policy to check with the Graduate Division, as well as the Graduate Adviser, in problematic situations.