

**DEPARTMENT of ART**  
**Graduate MS Ed. Program**

<b>Student:</b>	<b>Advisor:</b>
Address:	Office:
Phone:	Phone:
E-Mail:	E-Mail:
Date:	Office Hours:

***Upon formal admission to graduate study, the student and advisor meet to:***

- Develop a planned program.
- Review University and Art Department policies and procedures. \*
- Identify University resources. \*

\*Students should thoroughly read the University and Art Department policies, procedures, and program information in the current Graduate Catalog *prior* to the first meeting with the advisor. Student should also obtain and review the Graduate School Handbook from the Dean's office of the Graduate School.

***First meeting with advisor: Review of Program***

1. Review of program and program options: Plan A, Plan C, and Art Ed Certification.
2. Review of University and Department policies, procedures, and requirements. In particular:
  - The completion of all course work and capstone requirements within 6 years (including applicable transfer courses).
  - The grading system and grade appeal.
  - The minimum cumulative GPA of 3.00.
  - The Degree Candidacy requirement (see below).
  - The Final Review process (see below).
3. Student must present a portfolio of work in area of specialization. Students whose portfolios do not meet minimum standards will be required to take supplemental leveling coursework.

***After the completion of 9 credits of course work in area of specialization: Research in Art Education***

Students must enroll in *Art 598: Research in Art Education* after the completion of 9 credits of course work in area of specialization.

***Prior to the completion of 15 credits of course work: Planned Program of Study***

The planned program of study must be approved *prior* to completion of 15 credits of course work. An approved Planned Program of Study must be on file for all accepted graduate students. All changes must be submitted and approved by the advisor and the Dean of Graduate Studies and Research.

***After the completion of 15 credits of course work: Degree Candidacy***

1. Student must select a Graduate Committee (Advisor and 2 full-time art faculty of students choice)
2. **Degree Candidacy.** After completing **15 credits** of courses, students must apply for degree candidacy. The student must present the following to his or her committee.
  1. Resume
  3. Statement of purpose proposal (The proposal)
  4. Portfolio of at least 5 pieces.
  5. Two letters of recommendations
3. Students whose portfolios do not meet standards will be required to take supplemental courses.
4. After approval by the committee, the Degree Candidacy packet will be submitted to Graduate Studies.

*Note: Students who choose the thesis option will submit their Thesis Proposal after completion of one half of their Planned Program to their committee for approval, after which, the committee will submit it to the Graduate Studies Committee.*

***After the completion of 27 credits of course work: Final Review***

**Final Review:** After completing **27 credits**, students must undergo a final review, including committee approval of the thesis (Plan A) or exhibition/special project, invitation, and exhibit space. (Plan C).