

GRADUATE STUDENT ADVISEMENT AND REGISTRATION PROCEDURES

Each semester students should refer to the university calendar [<https://facultysenate.ecu.edu/academic-calendars/>] to determine the dates for advisement, pre-registration, and registration.

The Graduate Program Director is the official advisor for all MFA and MAEd students in the School of Art and Design and oversees the advisement process. All graduate students are advised by their area coordinator concerning their curriculum. The Graduate Program Director may also address any questions about non-discipline specific courses.

1. Review the course offerings by following the steps outlined in [PiratePort](#).
Available courses for each semester are listed on Banner. Graduate-level DE courses are listed as ART 6000+ with section 601.
2. Determine the schedule in consultation with the student's Area Coordinator.
3. If a special course (ART 6500, 6991~94), needs to be created for the student, the instructor needs to submit the request detailing the course information, syllabus, and student information to the Graduate Program Director.
4. For ART 7000 Thesis, Masters Pre-Thesis Research Approval Form and MFA Thesis Committee Signature Form should be completed and submitted to the Graduate Program Director before the thesis section can be created.
5. Sign up for courses using PiratePort
 - Step 1: At ECU home page [<http://www.ecu.edu>], select PiratePort from the main menu and log in using your ECU credentials.
 - Step 2: Go to Registration and Planning.
 - Step 3: Browse Class Sections Add or Drop Classes.
 - Step 4: Add or Drop Classes.
6. Use DegreeWorks via PiratePort to check and evaluate your requirements and progress.

MFA Requirement

- 24 s.h. Art core: student's area of concentration (ART)
- 12 s.h. Art electives (ART)
- 12 s.h. Art histories (ARTH)
- 3 s.h. Art 6000 Reading in Art (ART)
- 3 s.h. General electives
- 6 s.h. ART 7000 Thesis (ART)
- Thesis exhibition

MAEd Art Education Requirement

- 6 s.h. Education (EDUC 6001, SPED 6002)
- 9 s.h. Art education (ART 6800, 6801, 6898)
- 9 s.h. Art electives (ART)
- 3 s.h. Art history electives (ARTH)
- 3 s.h. Final product: thesis option or 6 s.h. Final product: non-thesis option

POLICIES REGARDING MFA DEGREE PROGRAMS

Studio Space

Only on-campus MFA-degree program students (those accepted into the graduate program by the ECU Graduate School as well as the School of Art and Design) are assured studio space (see NASAD [<http://nasad.arts-accredit.org/>] requirements). Such studio space is only guaranteed within the SoAD area for which the graduate student's application was accepted. Non-degree students are NOT guaranteed studio space.

Annual Review

A graduate student will receive two formal evaluations of their progress through the curriculum and potential for the successful completion of the thesis. A committee of no less than three faculty members (Committee), including the candidate's Area Coordinator, will evaluate the candidate's creative work, research, knowledge of appropriate tools, materials, technology, writing, and oral communication skills. The student must complete their Annual Review (Review) at the end of each year (student's 2nd semester and 4th semester). One week before the Annual Review, the student will notify the SoAD Graduate office of their Committee membership details to

Following are the topics on which the student will be evaluated:

1. Creative Work

The student's creative work completed during each academic year will be evaluated by the Committee in the areas of Visual Communication, Critical Development, Content/Context, and Interdisciplinary Components.

2. Written Communication

The student will demonstrate written proficiency by completing a 5-page (minimum) research paper following either the MLA or Kate L. Turabian's A Manual for Writers of Term Papers, Thesis/Dissertations, or as defined by the area coordinator. The research paper must have an appropriate bibliography for the chosen topic. It is recommended that students work with graduate writing consultants at the University Writing Center [<https://writing.ecu.edu/uwc/>].

3. Oral Communication

The student will be assessed on their oral communication proficiency through the defense of that body of work. To help with improving public speaking skills, the School of Communication offers consultation at the Speech Communication Center [<https://communication.ecu.edu/cce/>].

4. Technological Capabilities

The student will be assessed on their capabilities with technologies utilized in creating, disseminating, documenting, and preserving work in the field(s) or area(s) of specialization.

When all members of the Committee complete the evaluations via Qualtrics, the SoAD Graduate Office will provide the Committee's evaluation report. The Committee will meet with the student to discuss the assessment with the results and documentation of the evaluation, including any required remedial work, or justification for termination.

The student must submit copies of all materials submitted for the Review, including visual documentation of creative work to the Graduate Program Director within two weeks of the Review.

Upon successful completion of the Review in their second year, the student will complete the PreThesis Research Approval Form, DocuSign provided by the Graduate Program Director, to register for ART 7000 in the following semester.

Transfer Credit/Waiver Information

Up to one third of the credit hours in a program may be earned in any regionally accredited institution. No credit hours completed as part of a previously-earned master's degree can be counted toward a second master's degree.

Graduate-level course work taken elsewhere is not automatically applied to a graduate degree program at East Carolina University. The Graduate School must approve college, school, or departmental petitions for application of transfer credit.

Students who have been admitted to the Graduate School at East Carolina University may enroll at other regionally accredited graduate-level institutions for course work if it applies to their programs. Students must have advance permission from their college, school, or Graduate Program Director and the Dean of the Graduate School.

To make a transfer credit inquiry or request, download the transfer request form from the following website [<https://registrar.ecu.edu/forms/>] and submit the completed form to the Graduate Program Director.

The Area Coordinator will make transfer credit decisions of the concentration to which that credit would be applied. The Graduate Director will inform the applicant of the decision. If the request is approved, the Graduate Director will forward the application to the Graduate School for consideration.

Change of Degree or Studio Major

School of Art and Design graduate students who wish to change degree programs or studio majors are subject to the same standards of faculty review as the initial graduate applicant.

The following procedures will be observed:

1. A student must file a petition to change program using the form available on the Graduate School website
2. The completed form is submitted to the Graduate Program Director, and the student's credentials will be sent to the new school or department for evaluation and recommendation.
3. The petitioning student will be notified by the program concerning the outcome of the petition.

A student who petitions successfully for transfer to a new degree program must complete new program requirements at the time of the change of program. Any courses credited from the old program must meet the time frame requirements for completion of the new program.

Policy on Completion of Degree Requirements and Graduation

Graduate students who have previously registered for all credits in a graduate degree program but have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. Students must be enrolled for at least one credit hour during the semester of graduation except for the summer if registered for the prior spring semester. Students may request a leave of absence for special circumstances but are not permitted to use university resources during the period of their leave of absence. Students may petition the Graduate School for an exception to the continuous registration requirement if all degree requirements are completed before the first day of class in the next term.

Incomplete Policy

A grade of I (incomplete) must be removed within one year from the date of receiving that grade, following the procedures outlined in the graduate catalog. Any exceptions to this policy must be made through appeal to both the Graduate Committee and the student's area coordinator. Any student that does not remove an Incomplete in one year will not be able to receive an assistantship until the incomplete has been removed.