

East Carolina University

College of Fine Arts and Communication

School of Art and Design

2023~24 Graduate Manual

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This manual was adopted in January 1996 and updated on August 1, 2023. It is supplementary to the East Carolina University Policy [<https://www.ecu.edu/prr>], which is subject to change.

Students should carefully review the current Graduate Catalog [<http://catalog.ecu.edu/index.php>].

## INTRODUCTION

We are pleased to provide you with the School of Art and Design Graduate Manual. This document should be used in conjunction with the current [ECU Graduate Catalog](#).

This Graduate Manual provides information on requirements, programs, and procedures that you will need to understand as you embark upon and continue with your graduate degree program. As a graduate student, you must read and know the information in both the Graduate Catalog and the Graduate Manual. Given that questions will undoubtedly arise, please do not hesitate to consult either your area coordinator or our office for answers. You can reach me via email, phone, or WebEx, and I look forward to speaking with you and providing assistance with program-related matters.

We are happy that you chose the East Carolina University School of Art and Design to pursue your graduate degree. Thank you for all your efforts working with us to prepare for the 2023~2024 academic year. Throughout the summer, everyone's journey has been that of changes and innovations, and we are proud and grateful for what you have achieved to begin the new year together.

Our goal is to foster a community where you can thrive and succeed in your creative work, research, and professional engagement. Thank you for joining us this academic year, and let us know how we can help, improve, and grow together.

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Graduate Programs Coordinator  
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## PLANNING CALENDAR

ECU official academic calendars [<https://facultysenate.ecu.edu/academic-calendars/>]

### Fall Semester 2023 | Important Dates

Aug 16 Tue	Assistantship Contract Period begins
Aug 17 Thu	SoAD Graduate Welcome
Aug 18 Fri	Faculty Convocation; SoAD Faculty Meeting Advising, registration, and schedule adjustments
Aug 21 Mon	Classes begin
Aug 25 Fri	Last day for registration and schedule adjustments
Sept 4 Mon	State Holiday (no classes)
Oct 7~10	Fall Break
Oct 11 Wed	Classes Resume
Oct 30 Mon	Last day to withdraw
Nov 6 Mon	Spring 2023 Registration begins
Nov 7 Tue	Election Day / Civic Engagement Day
Nov 21 Tue	SSOI open
Nov 22~26	Thanksgiving Break
Nov 27 Mon	Classes Resume
Dec 4 Mon	Fall 2022 Incomplete Last day for removal
Dec 5 Tue	Reading Day
Dec 6 Wed	Exams begin
Dec 13 Wed	Exams end / Assistantship Contract Period ends
Dec 15 Fri	Commencement
Dec 15 Fri	All Grades due at 4:30 pm

### MFA Fall 2023 | Academic Workshop and Thesis Dates

Aug 17 Thu	SoAD Graduate Welcome
Aug 17 Thu	Yr1 Info Session
Sept 8 Fri	Thesis Orientation for Yr3 grads and chairpersons
Sept 22 Fri	PreThesis Orientation for Yr2 grads
Oct 20 Fri	Annual Review Orientation for Yr1 grads
Nov 17 Fri	Last day to submit Thesis to the SoAD Director
Nov 24 Fri	Last day to submit Thesis to the Graduate School [ <a href="https://libguides.ecu.edu/vireo/etd">https://libguides.ecu.edu/vireo/etd</a> ]

## Spring Semester 2024 | Important Dates

Jan 5 Fri	Advising, registration, and schedule adjustments
Jan 8 Mon	Classes begin / Assistantship Contract Period begins
Jan 12 Fri	Last day for registration and schedule adjustments
Jan 15 Mon	State Holiday (no classes)
Mar 3~10	Spring Break
Mar 11 Mon	Classes resume
Mar 21 Thu	Last day to withdraw
Mar 25 Mon	Summer and Fall 2022 Registration begins
Mar 29~30	State Holiday (no classes)
Apr 10 Wed	SSOI open
Apr 23 Tue	State Holiday makeup day
Apr 23 Tue	Spring 2022 incomplete Last day for removal
Apr 23 Tue	Classes end
Apr 24 Wed	Reading Day
Apr 25 Thu	Exams begin
May 2 Thu	Exams end / Assistantship Contract Period ends
May 3 Fri	Commencement
May 6 Mon	All Grades due at 8 am

## MFA Spring 2024 | Academic Workshop and Thesis Dates

Jan 26 Fri	Thesis Workshop for Yr3 grads and chairpersons
Feb 23 Fri	PreThesis Workshop for Yr2 grads
Mar 22 Fri	Annual Review Workshop for Yr1 grads
Apr 5 Fri	Last day to submit Thesis to the SoAD Director
Apr 12 Fri	Last day to submit Thesis to the Graduate School [ <a href="https://libguides.ecu.edu/vireo/etd">https://libguides.ecu.edu/vireo/etd</a> ]

## FINANCIAL OVERVIEW

### Assistantships

The School of Art and Design offers graduate assistantship employment opportunities beginning the first semester of attendance, up to six semesters when students maintain good academic standing\* and effectively fulfill their assigned duties.

#### **Employment as a Graduate Assistant**

- Graduate Assistants are employees of ECU and must complete the paperwork and training required of all ECU employees (e.g. filing paperwork with HR to be hired, completing online trainings, etc.) prior to the start of their contract. Failure to file required paperwork or complete trainings on time will result in the loss of employment as a Graduate Assistant.
- Supervisors are required to provide evaluations of assistants' performance. Poor performance of graduate assistantship duties can result in the loss of future assistantships.
- Each MFA candidate receives a contract prior to the start of the semester that details their assistantship assignment(s).
- Graduate Assistants do not receive benefits (e.g. insurance) or accumulate or use sick or vacation leave.

#### **Assignments**

- SoAD Graduate Assistants support teaching and learning in studios, Art Histories/Appreciation courses, maintenance and access to facilities and equipment, administrative projects, etc. For example, a block of time may be devoted to monitoring undergraduate studios, working on special projects, teaching, assisting faculty with teaching, or a combination of these. Assignments may vary from semester to semester.
- Assistantships teaching undergraduate ART courses as instructor of record may be awarded once MFA candidates complete 18 hours\*\* of graduate-level ART coursework, including ART 6900: Art and Design Pedagogy. Note that ARTH coursework does not count toward the 18-hour requirement since art history (ARTH) is a different discipline. Upon meeting these requirements, MFA candidates may teach undergraduate courses.
- A 20-hour/week assistantship is full-time (0.50 FTE) for graduate students.
- Assistantship position values vary in increments of 5-hour/week (0.125 FTE) assignments.
- To fulfill the school's needs, the Graduate Program Director, in consultation with the SoAD Director and the Graduate Committee Chair, may sometimes assign up to 25 hours/week to an eligible MFA candidate, provided that the student has effectively performed previous Graduate Assistant duties and is willing to accept additional assignments.
- International students are permitted to work a maximum of 20 hours per week in Fall/Spring semesters except for summer sessions, during which they may work up to 25 hours per week if funding is available.

- Based on funding, Summer I assistantships that support the School's summer operations may be available. Assignment and allocation of Summer I assistantships are based on the School's needs. The Graduate Program Director consults with the Director and Graduate Committee Chair to determine Summer I assignments based on School needs and graduate students' skills.
- Summer II assistantships are not available.
- Students may decline an assignment, which will reduce their assistantship assignment and compensation.

### Compensation

- SoAD Graduate Assistantships are compensated at \$12,000\*\*\* per academic year (Fall \$6,000 and Spring \$6,000) for a full-time assistantship for 20 hours of work per week each semester.
- Each 5-hour/week (0.125 FTE) assistantship assignment increment is valued at \$1,500.

### Assistantship Responsibilities

- Graduate Assistants are responsible for contacting their assistantship supervisor to discuss their assignment(s), expectations, and the schedule for their duties.
- If supervisors fail to respond to emails or requests for meetings, please notify the Graduate Program Director.

#### ECU Graduate Program Directors and Coordinators Handbook

\* 9.1. Academic standing is a combination of maintaining a minimum level of academic performance in coursework (**GPA 3.0**) and making adequate progress toward meeting their degree requirements as determined by their unit guidelines, faculty advisor or research mentor, and the unit's Graduate Program Director.

\*\* 9.2.1. GTA Responsibilities: The Southern Association of Colleges and Schools (SACS) requires that GTAs accumulate a minimum of **18 semester credit hours** of graduate coursework in the field of instruction to be solely responsible for instructional content and grading.

\*\*\* 9.1. Graduate Assistantships and Fellowships: Awards, Assignments, and Terminations: The monetary award of an assistantship varies with degree program. A full-time graduate assistantship (20 hours per week - fall and spring semesters) for a master's student will be worth a minimum of **\$9,000**



## Scholarships

School of Art and Design scholarships for full-time students majoring in Art are awarded based on ability as reflected in the creative portfolio, academic excellence, and with some scholarships, need. Scholarships are contingent upon funding guidelines and the availability of funds.

The School of Art and Design scholarship application must be submitted online through ECUAward [<https://ecu.academicworks.com>]. This site can be accessed by signing on with your ECU credentials. On the Opportunities page, use "Art" and "Design" as keywords for search/filter, and SoAD scholarships will populate the list (except for non-SoAD opportunities that contain the same keywords in their description).

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Once you complete the general scholarship application, your application will automatically be Auto-Matched to opportunities where you meet the requirements.

The SoAD scholarships are Apply-To opportunities where you will submit additional materials such as a portfolio, image list, and written statement about your work.

**The submission due date is January 15 for all scholarship awards.**

## STUDENT HEALTH INSURANCE PLAN

This section provides the specific steps you need to follow if you want to purchase the ECU provided Student Health Insurance Plan.

You can navigate through the portal [<https://studenthealth.ecu.edu/ship/>], or go directly to the enrollment form at [<http://studentblueenc.com/#/ecu/enroll/>]

1. Go to the SB portal:
2. Click "Enroll" at the top of the page.
3. Answer Eligibility questions.
4. Click the Blue box that says "Enroll Now"

### Recent Update - Eligibility Information

Students may enroll in the Student Blue Plan as long as they meet the following requirements:

- Meet the applicable minimum semester-credit-hour thresholds (Graduate – three hours)
- Enrolled in a degree-seeking program

If you would like to enroll in the Student Blue insurance plan and the Student Health Insurance charge is not currently on your tuition statement, go to [<http://studentblueenc.com/#/ecu/enroll/>] to complete the enrollment form. Once your eligibility is verified, we will have the charge placed on your tuition account. Please allow 5-7 business days for all actions to take place.

Reminder: Students don't have to submit a waiver IF they do NOT meet the requirements and do NOT have the charge on their account.

## OUT-OF-STATE TUITION REMISSION POLICY

Graduate faculty may recommend particular graduate applicants or graduate students for out-of-state tuition remissions, which cover the out-of-state portion of the student's tuition. The School of Art and Design Graduate Committee will evaluate their credentials and award the tuition remissions granted to the SoAD according to the following policy:

The awarding of graduate out-of-state tuition remissions is based on applications received by the February 1 priority deadline, a minimum undergraduate GPA of 3.0, and a portfolio determined as superior by faculty reviewers. If the number of qualified applicants exceeds the number of remissions allotted to the School of Art and Design, applicants will be ranked considering the quality of their portfolio, undergraduate grade point average, statement of intent, and the overall needs of the School of Art and Design.

Out-of-state tuition remissions shall be awarded for two consecutive semesters. The Graduate Committee may choose to extend the award on a semester basis not to exceed a total of four semesters (except for international students). Complete information about policies and funding of awards may be found on the Graduate School website, [<https://gradschool.ecu.edu/>].

A remission may be terminated, in writing, by the Graduate Program Director, on the recommendation of graduate faculty in the student's discipline area. The recommendation will be evaluated by the School of Art and Design Graduate Committee and forwarded to the School of Art and Design Director and the Dean of the Graduate School for approval.

### Tuition Remissions

There are a limited number of out-of-state tuition remissions, which cover the out-of-state portion of the student's tuition for one academic year. The remissions are competitive, and the minimum criteria for eligibility are a 3.0 overall GPA (or 3.0 senior year) and a meritorious portfolio and application materials. Each concentration area nominates applicants, with the final decision made by the School of Art and Design Graduate Committee.

(priority application submitted by February 1 only)

Tuition and Fees information [<https://financialservices.ecu.edu/tuition-fees/>].

### Establishing Residency

If a student chooses to gain North Carolina residency to qualify for in-state tuition, they may start their NC residency application process, after having lived in North Carolina for one year plus one day and no sooner. All applications for residency reclassification must be submitted to and processed through the North Carolina Residency Determination Service (RDS) system [<https://ncresidency.cfnc.org/>].

With this application, a Residency Certification Number (RCN) will be assigned, and the information will go over to Banner. Once RDS has determined a status, the student will be notified of their classification as in-state or out-of-state. For more information on the RDS system, visit [<https://ncresidency.cfnc.org/residencyInfo/>].

## GRADUATE ASSISTANTSHIP POLICIES AND PROCEDURES

### General Information

Students admitted to the Graduate School may be eligible to receive financial support in the form of an assistantship. The primary purpose of graduate assistantships is to promote the successful completion of an academic program by enabling students to work in an educational setting while they earn their degrees. Graduate assistants work under the supervision of an appropriate faculty member. Graduate assistantship assignments provide support of the University's teaching, research, or service missions for the benefit of the student in an area closely related to the student's chosen field of study. Employment is measured as a proportion of full-time equivalent (FTE) status, with 1.0 FTE representing employment estimated to be 40 hours per week. For a full list of the requirements and eligibility criteria applicable to graduate assistants, please see the Graduate Assistantship Contract.

### Types of Graduate Assistantships

#### I. Graduate Teaching Assistant – GTA/IOR

A graduate teaching assistant (GTA) works with a supervising faculty member to gain instructional skills and an increased understanding of the discipline. The GTA is paid a stipend, and their primary responsibilities are to support the University's instructional mission. Services provided by a GTA may include some or all of the following: classroom or laboratory teaching (IOR Instructor of Record); advising and mentoring of students; proctoring examinations; grading papers, homework, and projects; providing artistic instruction or assisting with preparation and management of materials and programs that are utilized in imparting knowledge or in the instructional process; or providing other general assistance in the instruction process.

#### Criteria Used for Awarding Instructor of Record Graduate Teaching Assistantships

Instructor of Record assistantships are of the highest priority. Following factors determine the distribution of awards:

1. The best course of action for the School of Art and Design.
2. The experience and qualifications of the applicants.
3. Compliance with University and NASAD policy requiring graduate students (MFA/MAEd) have 18+ graduate semester hours in studio art completed before being awarded a teaching assistantship.

#### Eighteen Graduate-Semester-Hour Rule

Teaching assistants assigned primary responsibility for the administration, instruction, and evaluation of students enrolled in courses must have satisfactorily completed a minimum of 18 semester hours of graduate course work in the field in which instruction is given (SACS 18-hour rule). They must also receive in-service training, be under the direct supervision of an experienced faculty member in the field, and evaluated each semester.

Instructor of Record Assistants must comply with all ECU Policies and Procedures Regarding Instruction:

1. Maintain weekly office hours – appropriate to teaching load
2. Provide complete course syllabus
3. Submit final grades on time each semester
4. Observe FERPA guidelines [<https://registrar.ecu.edu/family-educational-rights-privacy-act/>].

Instructor of Record assistantships are compensated at a 0.75-time position (15 hours/week).

## II. Graduate Teaching Assistant – GTA/GA

A graduate teaching assistant (GTA) works with a supervising faculty member to gain instructional skills and an increased understanding of the discipline. The GTA is paid a stipend, and their primary responsibilities are to support the University's instructional mission. Services provided by a GTA may include some or all of the following: advising and mentoring of students; proctoring examinations; grading papers,, and projects; assisting with preparation and management of materials and programs that are utilized in imparting knowledge or in the instructional process; or providing other general assistance in the instruction process.

### Limitations on FTE, Workload, and Appointments

The Graduate School limits the FTE of graduate assistantships to ensure that students make adequate, satisfactory academic progress and complete their degrees within appropriate time limits. A graduate assistantship of 0.50 FTE is estimated to be the equivalent of 20 hours of work per week. Assistantships up to 0.625 FTE are equivalent to an estimated maximum of 25 hours per week and do not require the permission of the dean of the Graduate School. Exceptions for appointment totals exceeding 0.625 require the approval of the dean of the Graduate School. The sponsoring unit must allocate sufficient funds to cover the employer's portion of the NC State Employee's Health Insurance plan, if applicable.

### Eligibility for Assistantship Funds

Graduate assistantship funds are allocated by the Graduate School to departments to be used to support graduate teaching assistantships and graduate research assistantships. They may only be awarded to graduate students enrolled in on-campus programs.

### Minimum Assistantship Amount

A full-time graduate assistantship (20 hours per week - fall and spring semesters) pays a minimum of \$12,000 (\$6,000 per term). Units may opt to split assistantships into 1/4 (5 hours per week), 1/2 (10 hours per week), and 3/4 (15 hours/week) appointments as deemed necessary.

### Tax Withholding Requirements

For graduate assistants to be exempt from FICA tax withholding, they must have a minimum registration of 4 hours for the fall and spring semesters and 3 hours in the summer. If the graduate assistant is registered for less than the stated hours, FICA will be withheld. Departments paying students from sources other than state-appropriated dollars should note that the University's portion of the FICA (7.65%) will be taken from the funding source used to pay the assistantship and should, therefore, budget accordingly.

### Time Limit on the Use of Graduate School Assistantship Funds

Students in the MFA program may not receive assistantship support from Graduate School funds after their sixth semester of enrollment (excluding summer sessions). A department may use its funds in such cases where a longer length of time is necessary and appropriate at its discretion. First consideration will be given to funding full-time students at a higher level. Other factors include academic record and performance in previous assistantship positions. Students who have extended beyond three years of graduate study must make a written request to the Graduate Director explaining the circumstances and need for an extension of funding. The SoAD makes no guarantee to fund such requests.

## General Information Regarding the Awarding of Assistantships

The annual assistantship budget for the School of Art and Design determines the number of positions available for the academic year. In making assistantship awards, the overall needs of the School of Art and Design remain the Graduate Committee's and the Graduate Program Director's primary responsibility. There is no obligation to award a particular assistantship, even when requested. However, the Graduate Committee and the Graduate Program Director make every effort to accommodate the graduate student and the Area Coordinator's specific requests. Furthermore, because the SoAD budget is dependent on the State Legislature for funding, awarding a graduate assistantship to each graduate student is NOT guaranteed. Any questions or complaints regarding awarding graduate assistantships should be formally presented to the Graduate Committee.

## Procedures for Awarding Graduate Assistantships

1. At the date noted on the SoAD Graduate Calendar, enrolled graduate students should discuss requests for assistantship assignments or changes with their area coordinator and the Graduate Program Director.
  - a. Students who want to be considered for Instructor of Record positions in the First-Year Shared Experience must consult the First-Year Programs Coordinator before teaching.
  - b. Students that want to be considered for Instructor of Record positions for sophomore courses within their discipline must discuss this possibility and related requirements with their area coordinator.
2. Area Coordinators will provide the Graduate Program Director with a list of job assignments within their area and the number of hours requested for each student.
3. In consultation with the Area Coordinators, the Graduate Program Director will assign assistantships in the following order;
  - a. Instructor of Record
  - b. Research assistantships that are safety-related and assistantships that require specialized training\*
  - c. All other assistantships
4. The Graduate Program Director consults the Graduate Committee and the School of Art and Design Director to make any necessary adjustments.
5. Contracts are logged into Banner.
6. Contracts are reviewed and approved by the College of Fine Arts and Communication, then the Graduate School.
7. Graduate students are notified to review their assignments and sign contracts. If a student rejects any part of their job, they drop to the bottom of the list and will be offered any remaining jobs if available.
8. There will always be unforeseen circumstances that may require adjustments. The most common is when a graduate student's class does not make the minimum enrollment. The course will be canceled, and the student will be reassigned.

\* Please inform the Graduate Program Director if students have the training, experience, or expertise outside their concentration area (Technology, Art Histories, etc.).

## Supervision of Instructor of Record Graduate Teaching Assistantships

Each graduate Instructor of Record will be assigned a faculty supervisor. Faculty supervisors are responsible for providing graduate assistants with training and written information, as stated in the Faculty Manual Part II Section 4, [[www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part2section4.pdf](http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part2section4.pdf)].

1. Course pre-requisites and required class-standing
2. Course objectives and the student learning outcomes
3. Course content
4. Complete requirements of the course and class attendance regulations
5. The weight of various requirements of the course in determining the final grade
6. Any other items warranted for instruction/administration of course purposes

Written material and any text for the course should be provided to the graduate teaching assistant after the assistantship award is made and before formal in-service training covering these items. The first training session should occur before the first meeting of the class.

Supervisors are responsible for scheduling and providing written notification of periodic in-service training sessions to assigned graduate teaching assistants before and during the semesters in which the graduate student is teaching. In-service session attendance is required and must be announced as necessary for graduate teaching assistants. These in-service training sessions collectively cover administration, instruction, and evaluation of the course taught by the graduate assistant.

Supervisors are responsible for arranging a minimum of 2 classroom observations of a graduate teaching assistant that occur each semester. A written evaluation of each observation must be provided to the Graduate Program Director. These observations and written assessments are in addition to the brief summation currently required on graduate assistant performance.

It is not required that the supervisor be the person, or the only person, involved in in-service training or evaluations of teaching assistants. It is, however, the responsibility of the supervisor to see that in-service training and assessments occur.

Written materials provided to the graduate teaching assistant by the supervisor should include:

1. Course objectives and the student learning outcomes
2. Sample course syllabus
3. Sample project assignments
4. Grade book
5. Any additional support materials

### Responsibilities of the School of Art and Design Graduate Assistants

1. Reporting to an assigned supervisor one week before the registration day of each semester (summer sessions are an exception). This period extends through the last day of exams (university schedule) for the semester.
2. Meeting with an assigned supervisor once a week at a mutually agreed upon time and location.
3. Fulfilling duties promptly, as outlined in the position job description under the direction and to the satisfaction of the assigned supervisor by the weekly/hourly rate as indicated on the job description, located in the Job Description Book in the main office.
4. Keeping the assigned supervisor informed, regularly, of time spent in the performance of duties.
5. Attending all required meetings with the assigned supervisor.
6. Maintaining good academic standing.
7. Informing the School of Art and Design Graduate Program Director and the designated supervisor of impending absence from the performance of assistantship duties and filling out appropriate paperwork before the absence.
8. Instructor of Record Graduate Teaching Assistants must be available for five office-hours per week with time and location noted on the syllabus.

### Rights of the School of Art and Design Assistantship Recipients.

1. Performance of only the duties outlined in the job description for the position awarded.
2. Time spent in the performance of the responsibilities of the position is not to exceed the total time allotment specified for a semester or a summer session.
3. When an infraction of responsibilities/duties/standards occurs, where such notice or complaint is made to the student in writing, the student may submit, in writing, a rebuttal of charges. This rebuttal must be addressed to the student's assigned supervisor, and a copy must be sent to the Graduate Program Director.
4. Timely notification of specific duties that are to be performed to allow for personal and academic schedule adjustments when such responsibilities are outside the usual performance required of the position.
5. To meet all scheduled classes in which the student is enrolled and to inform the supervisor when specific duties will interfere with class/study degree program requirements and work out a compromise with the assigned supervisor.
6. To address, in writing, infractions of rights as listed herein to the designated supervisor, with a copy sent to the Graduate Program Director.
7. To receive timely written notice of individual meetings with the student's assigned supervisor.
8. To have access to all written evaluations of the assistantship performance with the right to provide written rebuttals.
9. To receive, from the assigned supervisor, adequate orientation, instruction, and guidance, in the fulfillment of the responsibilities and duties of the assistantship.



## Graduate Student Online Professionalism Policy

Graduate students must obey all applicable federal, state, and University regulations on academic integrity and privacy. We also encourage you to be mindful of your public behavior more broadly, especially what you do and say online. While you might consider your activity on social media sites like Facebook or Twitter to be personal, it can be a reflection on your professional life. Students, peers, supervisors, and potential employers will likely search for and access whatever you post publicly. You may not be able to control access to all the information about you available online. Still, we urge you to safeguard this information whenever possible and to use restraint and common sense to protect your privacy.

Remember:

- Any email you write may be archived and retrieved later, and any emails sent from or to official ECU email addresses are considered public records. Personal email addresses are inappropriate for official communications and may represent a FERPA violation if used to discuss confidential information with students. Likewise, it is not appropriate to use your ECU email for non-professional purposes. Considering all the potential audiences you could have; it is a good idea to maintain a professional and respectful style in any emails you write as a graduate student.
- Use the privacy settings on your social media accounts to limit access to your personal information and use discretion when making or accepting friend requests. For example, it is usually not appropriate to friend undergraduate students you may be responsible for teaching, grading, or supervising, or faculty who may have these responsibilities over you. Be careful to control who can see what you post, especially in your capacity as a graduate student.
- Photo and video sharing sites such as Instagram and YouTube are public venues. Again, use discretion in what you post and who you allow to see it.
- By law, the University provides multiple avenues for addressing concerns and filing formal grievances. Concerns about faculty, staff, or students should be directed to the appropriate department or University officials, such as the Director of Graduate Studies, the Department Chair, the University Title IX Coordinator, or the Office of Student Affairs. Student Health Services and the Center for Counseling & Student Development also offer a confidential consultation.

It is easy to forget that the information you put on the Internet is accessible by default. It can be used to evaluate you for employment, academic reviews, applications for internships or residencies, and other professional opportunities. Maintaining a separation between your personal and professional activity online is not difficult, but it requires deliberate effort.

## Performance Review

Graduate assistants receive two formal evaluations of their performance each semester, one before mid-term and the other before finals. The assistantship supervisor will provide assessment in the following areas: Fulfillment of Duties, Dependability and Communication, Problem Solving and Initiative, Preparation, and Articulation of Course Material and Critique (GTA IOR only).

## Due Process and Procedure

Should the graduate assistant fail to meet the responsibilities listed herein, the supervisor will, in writing, document and inform the student of specifics relative to responsibilities/duties/standards not met. A copy of this letter will be forwarded to the Graduate Program Director. Should a second infraction occur, and written documentation is received by both the graduate student and the Graduate Program Director, the School of Art and Design Graduate Committee will convene with both the student and immediate supervisor in attendance, to receive any additional evidence. A majority vote by the School of Art and Design Graduate Committee shall determine recommendations/actions to be taken.

Should the initial infraction of responsibilities/duties/standards has jeopardized the safety of student(s), property, and the educational programs, the School of Art and Design Graduate Committee will convene, with both the student and immediate supervisor in attendance, to receive additional evidence. A majority vote by the School of Art and Design Graduate Committee shall determine recommendations and actions to be taken.

## Unlawful Harassment and Discrimination Training

Unlawful harassment and discrimination endanger the environment of tolerance, civility, and mutual respect that must prevail if the University is to fulfill its mission. East Carolina University is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace, and students can engage fully in the learning process. Therefore, no acts of harassment or discrimination will be tolerated among any of the faculty, staff, or students who comprise our academic community.

To that end, in 2007, mandatory harassment and discrimination training was established to ensure that all employees are informed about Equity laws and policies. Our commitment has been formalized in clear and accessible policies that can be found at [<https://oed.ecu.edu/>].

To receive your first assistantship, you will be required to complete the Preventing Sexual Harassment (PSH) and Preventing Employment Discrimination (PED) training modules.

The Graduate Program Director will contact you with details. The training certification lasts for two years and must be renewed to receive subsequent assistantship awards.

Individuals with questions about unlawful harassment and discrimination, equity policies, or PED/PSH training should contact the Office for Equity and Diversity at 252 328 6804.

## 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.

## THESIS INFORMATION AND REQUIREMENTS

A Thesis exhibition is the formal presentation of the student's artwork in which the student demonstrates advanced professional competence. The student selects the work in the final exhibition under the direction of faculty in their area of concentration. A written document, supporting the student's artwork and following the guidelines of the East Carolina University Graduate School, is also required. The final exhibition and the written documentation are the concluding requirements of an MFA as a terminal degree in Art.

The written thesis follows the format and procedures for thesis requirements, as defined by the East Carolina University Graduate School. The written thesis for the MFA degree is a support document to the thesis itself, which is the thesis exhibition of artwork.

Applications for all graduate thesis exhibitions (fall or spring) must be made through the Gray Gallery and the Graduate Program Director. To initiate the process for a Thesis exhibition, the student must submit a completed and signed Intent to Exhibit Form to the Graduate Program Director, two semesters before the anticipated exhibition.

Failure to do so will withdraw the option to exhibit. The Intent to Exhibit Form must be signed by the student, the thesis chairperson, the Graduate Program Director, and the representative of the exhibition venue. If a student intends to exhibit during the fall semester, it will be the responsibility of the student to find an exhibition space, provided the student has the approval of the thesis chairperson. The thesis committee must approve any exhibition venue outside of East Carolina University.

The Wellington B. Gray Gallery hosts an MFA Thesis Exhibition. Thesis students intending to exhibit at the Gray Gallery must comply with the procedures and regulations established by the School of Art and Design Galleries.

The School of Art and Design must approve all promotional material for group exhibitions in the Gray Gallery. If it is an exhibition outside of Gray Gallery, the thesis chairperson must approve all promotional material.

## Semester Before the Thesis Year

When preparing for the year-2 Review, the student will select a Thesis topic and Thesis Chairperson. The Thesis Chairperson must have a graduate or associate graduate faculty status in the student's declared concentration. Should the student wish to change their thesis director, the matter will be brought before the Graduate Program Director with the student and the Thesis Chairperson present. If not resolved then, the case will be brought before the School of Art and Design Graduate Committee.

The student will select thesis committee members in consultation with the Thesis Chairperson. The thesis committee is composed of a faculty member from the student's discipline who serves as the chairperson, two other graduate or associate graduate faculty from the School of Art and Design who serve as readers. Other members from another school, department, or specialists in the field may serve as consultants. All committee members, except for the consultants, must hold graduate faculty status (full or associate). Any subsequent changes in the thesis committee must have the approval of the thesis director and the student.

After the thesis topic has been selected and approved by the thesis chairperson, the student will write a thesis prospectus containing the following components.

- a. Problem statement
- b. Specific aims
- c. Methodologies and influences
- d. Projected outcomes
- e. A bibliography of materials on the topic

The student will submit the thesis prospectus to each thesis committee member. Shortly after that, the student will meet with the thesis chairperson and committee members for the year-2 Review. When approved by the Committee, the student will submit the Masters Pre-Thesis Research Approval Form and MFA Thesis Committee Signature Form to the Graduate Program Director. Completed forms will be forwarded to the Graduate School for approval, and a section of ART7000 thesis will be created for the student. Completing this process officially confirms the student's candidacy for the Master of Fine Arts.

When ECU or its affiliates are engaged in an activity that meets the definition of human research, UMCIRB review is required. All human research must apply protections for human participants as mandated by regulations and standards outlined in federal, state, and local laws and institutional policies. All proposed human research activities must be submitted to the UMCIRB prospectively for Review and approval. Investigators must obtain UMCIRB approval before beginning any human research activities. The UMCIRB also utilizes the Office for Human Research Protections (OHRP) guidance entitled "Guidance on Engagement of Institutions in Human Subjects Research" to determine when the institution is engaged in human research activities. Students whose thesis projects involve research with human subjects must submit, with the title of the thesis, a brief description of how said human subjects would be used for the study and receive IRB approval [<https://rede.ecu.edu/umcirb/>].

## Summer Before the Thesis Year

Working closely with the Thesis Director, the MFA Candidate will develop an outline for the creative thesis (exhibition) and the report (written thesis) based on the thesis prospectus. This step will help with the structure and organization of thesis work in the upcoming year.



## The Thesis Year

This final year is an exciting time when candidates' research during their graduate studies will yield much-anticipated results. All the preparation both in creative work and research will continue to inform the thesis process for the candidate. The Thesis Director and the Committee will help assess the candidates' work as well as pace their progress throughout the year. Successful thesis process is outlined with the following:

- a. Work: Thesis Exhibition
- b. Report: Written Thesis
- c. Review: Oral Defense
- d. Publish: Electronic Submission

Once again, the thesis doesn't have to be an obstacle. It is one of the most valuable moments during graduate studies as things fit into place; your work informs research, and your research informs work.

## The Thesis Semester

### 1. Thesis Timeline (Spring 2024)

- a. Exhibition Schedule / if Gray Gallery
  - Semester Week 8 Install
  - Semester Week 8 Open
  - Semester Week 10 MFA Artist Talks / suggested
  - Semester Week 11 MFA Thesis Defense / suggested
  - Semester Week 11 Reception
  - Semester Week 12 De-install
- b. Committee Meetings
  - Beginning of the semester, 3<sup>rd</sup> formal meeting with the Committee
    - review of thesis work
    - document writing, second draft
  - After thesis install, 4<sup>th</sup> formal meeting with the Committee
    - review of the thesis exhibition
    - document writing, the final draft
- c. Thesis Defense
  - Semester Week 11 MFA Thesis Defense / suggested
- d. Thesis Submission
  - Semester Week 15 Written document submission to SoAD Director for approval/signature
  - Semester Week 16 Written document submission to Vireo due [<https://vireo.ecu.edu>]

### 2. MFA Thesis Exhibition

The culminating experience for the School of Art and Design's Master of Fine Arts in Art (MFA) candidates is the thesis exhibition. After three years of hard work, this exhibition represents the development of their artistic voice and skills through a cohesive body of work through a conceptual, technical, and ideological discourse of the candidate's concentration area. It is a demonstration of the highest level of professional competency in the visual arts and design.

### 3. MFA Written Thesis

The MFA degree also requires the completion of a written thesis in support of the visual thesis. The written thesis must comply with the regulations of the concentration area as well as the general requirements of the Graduate School, as outlined in the Manual of Basic Requirements for Theses and Dissertations [<http://libguides.ecu.edu/vireo/etd>]. The written thesis may not serve as the final body of work and is secondary to, and in support of the thesis exhibition.

The written thesis must demonstrate the candidate's understanding of the history (conceptual, technical, ideological, etc.) of the specific concentration area relevant to the thesis topic and work, as well as how the candidate's art or design work builds on the knowledge of the discipline.

The document must provide a thorough background and context for the topic. There should be specific historical and contemporary examples of artists or designers and specific artworks or design works that have some relationship, impact or influence on the topic. If relevant, this background should include the same broad discussion in terms of technique, ideology, etc. Appropriate bibliographic citation of historical and contemporary references related to the topic and work is required.

Agreements, Embargo, Copyright: ECU Non-Exclusive Distribution License needs to be completed and uploaded at the time of Vireo submission. [<https://libguides.ecu.edu/c.php?g=694874&p=7358587>]

### 4. MAEd Written Thesis

The Thesis is a rigorous research and writing activity that conforms to scholarly standards and guidelines established by ECU's Graduate School. The thesis is a synthesis of your studies and documentation of your contribution to the professional art education body of knowledge.

You select a Thesis Director who will assist you in selecting your thesis committee, writing your preliminary thesis statement, and guiding you through IRB (institutional review board) approval as necessary. Your Thesis Director is designated as the teacher of record for ART 7000. The Manual of Basic Requirements for Theses and Dissertations is available on the Graduate School's Web site to guide your work.

The thesis writing process is intense and requires consistent communication with your committee, who will provide guidance and feedback on your ideas and your writing. Preparing a thesis requires continuous revisions of draft documents until you and your committee agree that your thesis document thoroughly presents your research and meets all University writing standards. If you wish to pursue a Doctor of Philosophy degree (PhD) or a Doctor of Education (EdD), the thesis option is suggested because it would provide practice conducting research and doing scholarly writing.

ECU Thesis Website: Vireo Electronic Thesis and Dissertation Submission Service [<https://libguides.ecu.edu/vireo/etd>]  
Agreements, Embargo, Copyright: ECU Non-Exclusive Distribution License needs to be completed and uploaded at the time of Vireo submission. [[http://www.ecu.edu/cs-acad/gradschool/upload/Vireo-NonExclusive-Distribution\\_License](http://www.ecu.edu/cs-acad/gradschool/upload/Vireo-NonExclusive-Distribution_License)]

5. Required Elements of Written Thesis [<http://libguides.ecu.edu/c.php?g=694874&p=4925841>]

Abstract

Blank Page

Title Page (first page counted but not printed in footer; lower-case Roman numeral i)

Copyright Page (second page counted but not printed in footer; lower-case Roman numeral ii)

Signature Page (third page counted but not printed in footer; lower-case Roman numeral iii)

Table of Contents (next sequential lower-case Roman numeral, but not listed in ToC)

List of Tables/Figures (as appropriate; next sequential lower-case Roman numeral; listed in ToC)

List of Plates (as appropriate; next sequential lower-case Roman numeral; listed in ToC)

List of Symbols/Abbreviations (as appropriate; next sequential lower-case Roman numeral; listed in ToC)

Preface (optional page with the next sequential lower-case Roman numeral; listed in ToC)

Body of Thesis (Arabic number; first page of each section is counted but no footer; listed in ToC)

References (Arabic number; listed in ToC)

Plates (as appropriate; Arabic number; listed in ToC)

Appendices (as appropriate; Arabic number; listed in ToC)

Blank Ending Page

6. Formatting of Written Thesis [[http://libguides.ecu.edu/vireo/etd/formatting\\_manual](http://libguides.ecu.edu/vireo/etd/formatting_manual)]

Inserting Leader Lines for Table of Contents [[http://libguides.ecu.edu/ld.php?content\\_id=34040817](http://libguides.ecu.edu/ld.php?content_id=34040817)]

Section Break vs. Page Break [[Office 365](#)]

Footer: Page Number [[http://libguides.ecu.edu/ld.php?content\\_id=34040738](http://libguides.ecu.edu/ld.php?content_id=34040738)]

7. Archive of SoAD Thesis Documents [<http://thescholarship.ecu.edu/handle/10342/29>]

## THE GRADUATION PROCESS

### Meet with Your Advisor

Students must meet with their area coordinators and the Graduate Program Director at least one semester before graduation. At this meeting, review your Degree Works audit to ensure all degree requirements have been or will be met.

### The DegreeWorks Audit

The purpose of the DegreeWorks audit is to provide a record of remaining requirements for graduation and to eliminate last-minute errors. The catalog and program entered in the Banner student record determine the requirements for graduation that are loaded in Degree Works.

All Graduate Students will be Checked-Out for graduation with their Degree Works audit. Graduation Services will no longer accept graduate summaries as part of the degree and graduate certificate graduation process. The Graduation Services office will process the official Review of a student's audit. All students who have applied to graduate will be assessed. If a student has not applied to graduate, they **will not be evaluated for Graduation**. If there is an error or omission, the student and department will be notified. Questions can be referred to the Graduation Services office at [\[regis@ecu.edu\]](mailto:regis@ecu.edu).

### University Commencement

At the beginning of the Fall/Spring semester in which the student plans to fulfill all degree requirements, the student needs to pick up their MFA/MAEd gown, cap, and hood at the Student Supply Store located on campus in the Wright Building. The cap and gown are included in the graduation fee, but the student must rent an MFA/MAEd hood at the Customer Service Desk at the Student Supply Store. All are to be worn by the graduate during the University Commencement.

### SoAD Recognition Ceremony

Graduates of the School of Art and Design are recognized in a special ceremony, usually the Saturday after the University graduation ceremony each semester.

## APPENDIX

Campus Map

SoAD MFA/MAEd Requirements

MFA Three-Year Sequence Sample

SoAD Graduate Courses

Graduate Assessment Documents (via Qualtrics)

Masters Pre-Thesis Research Approval Form (via DocuSign)

SoAD MFA Intent to Exhibit Form (via DocuSign)

Vireo Non-Exclusive Distribution License Form (via DocuSign)