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This Manual was adopted in January 1996 and was updated on August 10, 2019. It is supplementary to the East Carolina University Policy [https://www.ecu.edu/pr], which is subject to change.

Students should carefully review the current Graduate Catalog [http://catalog.ecu.edu/index.php?catoid=13].
INTRODUCTION

We are pleased to provide the School of Art and Design Master of Fine Arts Graduate Manual for you. This should be used in conjunction with the current Graduate Catalog, [http://catalog.ecu.edu/index.php?catoid=13].

The Graduate Manual provides information on requirements, program, and procedures that you will need to understand as you embark upon your graduate degree program. As a graduate student, it is your responsibility to read and know the information in both the Graduate Catalog and the Graduate Manual. Given that questions will certainly arise, know that you can consult either your area coordinator or the Graduate Program Director for answers.

There are numerous forms in this manual that will be necessary for you to fill out during your graduate studies. They are available online [http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm] and in the Shared OneDrive folder that has been assigned to you by the SoAD Graduate Office. With the unique link provided to you, you can access the folder by using your ECU credentials. All official communication, both ECU and SoAD, are delivered only to your ECU account, therefore it is important that you keep your mailbox current.

We are happy that you chose the East Carolina University School of Art and Design to pursue your graduate degree. Our goal is to foster a community where you can thrive and succeed in your creative work, research, and professional engagement. Let us know how we can help, improve, and grow together.

Seo Eo
Graduate Program Director
School of Art and Design
PLANNING CALENDAR

ECU official academic calendars [http://www.ecu.edu/fsonline/senate/fscalend.cfm]

note: times and dates are subject to change

Fall Semester 2019 | School of Art and Design

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 15</td>
<td>10am SoAD MFA Welcome</td>
</tr>
<tr>
<td></td>
<td>Wellington B. Gray Gallery</td>
</tr>
<tr>
<td>Aug 16</td>
<td>9am ECU Faculty Convocation, Wright Auditorium</td>
</tr>
<tr>
<td>Aug 16</td>
<td>11am CFAC Convocation, Fletcher Recital Hall</td>
</tr>
<tr>
<td>Aug 16</td>
<td>1:30pm SoAD Faculty Meeting, J-1325</td>
</tr>
<tr>
<td>Aug 19</td>
<td>Classes begin; schedule changes</td>
</tr>
<tr>
<td>Aug 23</td>
<td>Last day for course adjustment (registration, schedule changes, and drop/add) by 5:00 pm</td>
</tr>
<tr>
<td>Aug 30</td>
<td>Census Day (Official enrollment count taken at 5:00 pm)</td>
</tr>
<tr>
<td></td>
<td>Graduate students not enrolled by this day cannot receive an assistantship</td>
</tr>
<tr>
<td>Sept 2</td>
<td>State Holiday</td>
</tr>
<tr>
<td>Sept 13</td>
<td>Spring 2020 IOR/GTA/GRA Request Forms due</td>
</tr>
<tr>
<td>Oct 4</td>
<td>1st Fall 2019 assistantship evaluations available to GRA/GTA supervisors</td>
</tr>
<tr>
<td>Oct 5~8</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Oct 18</td>
<td>1st Fall 2019 assistantship evaluation completed and submitted to Graduate Program Director</td>
</tr>
<tr>
<td>Oct 21 ~25</td>
<td>Advising for spring semester 2020. All graduate students should see their respective Area Coordinators prior to meeting with Graduate Program Director. Thesis, Independent Study forms, etc. should be filled out completely. [<a href="http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm">http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm</a>]</td>
</tr>
<tr>
<td>Oct 28</td>
<td>Last day for graduate students to drop courses without grades</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Spring 2020 assistantship contracts ready to sign</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Deadline for Graduate Program Applications for Spring 2020 admission</td>
</tr>
<tr>
<td>Nov 1~15</td>
<td>New applicants reviewed for admission</td>
</tr>
<tr>
<td>Nov 1~22</td>
<td>Thesis Exhibition/MFA Artist Talks/Thesis Defense</td>
</tr>
<tr>
<td>Nov 4</td>
<td>Registration for Spring Semester 2020 begins</td>
</tr>
<tr>
<td>Nov 15</td>
<td>2nd Fall 2019 assistantship evaluations available to GRA/GTA supervisors</td>
</tr>
<tr>
<td>Nov 22</td>
<td>Begin to notify Spring 2020 applicants about decisions</td>
</tr>
<tr>
<td>Nov 22</td>
<td>List of students with assistantships distributed to faculty</td>
</tr>
<tr>
<td>Nov 25</td>
<td>Last day to submit thesis to the Graduate School for completion of degree in this term those not complete will roll to the Spring graduation</td>
</tr>
<tr>
<td>Nov 27</td>
<td>Thanksgiving Break (through December 1)</td>
</tr>
</tbody>
</table>
December
2 Classes resume
2 2nd Fall 2019 assistantship evaluation completed and submitted to Graduate Program Director
3 Classes end. Last day for submission of grade replacement requests
3 Last day for graduate students to remove incompletes given during Fall 2018
  Graduate students with incompletes over 1 year are not eligible for assistantships
4 Reading Day
5 Final examinations begin
12 Exams for fall semester close
13 University Commencement
TBA School of Art and Design Fall Recognition Ceremony

Spring Semester 2020 | School of Art and Design

January
10 Advising and schedule adjustments
7 Abstract for Research and Creative Activity Week (RCAW) submission open
[http://blog.ecu.edu/sites/rcaw/online-abstract-submission/]
13 Classes begin; schedule adjustments
17 Last day for schedule adjustments (registration, schedule changes, and drop/add) by 5:00 p.m.
20 State Holiday
27 Census Day (Official enrollment count taken at 5:00 pm)
  Graduate students not enrolled by this day cannot receive an assistantship

February
1 Final day to submit abstract for Research and Creative Activity Week (RCAW)
1 Priority deadline for Graduate Program Applications for Fall 2020 admission
3−15 Priority applicants reviewed for admission and financial awards
7 1st Spring 2020 assistantship evaluations available to GRA/GTA supervisors
14 Fall 2020 IOR/GTA/GRA Request Forms due
21 Begin to notify Fall 2020 applicants about decisions
21 1st Spring 2020 assistantship evaluation completed and submitted to Graduate Program Director

March
6−27 Thesis Exhibition/MFA Artist Talks/Thesis Defense
8−15 Spring Break
15 Standard deadline for Graduate Program Applications for Fall 2020 admission
16 Classes resume
16−20 Advising for Summer/Fall 2020. All graduate students should see their respective Area Coordinators prior to meeting with Graduate Program Director. Thesis, Independent Study forms, etc. should be filled out completely. [http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm]
  To receive an assistantship for Fall 2020, student must submit, by March 30, 2020, a list of all meritorious research and creative activity completed between April 1, 2019 and March 30, 2020
25 Last day for graduate students to drop courses without grades by 5:00 pm
30 Registration for Summer session and Fall semester 2020 begins
April
1  Fall 2020 assistantship contracts ready to sign
TBA  RCAW Art and Design Presentations [http://blog.ecu.edu/sites/rcaw/]
10  2nd Spring assistantship evaluations available to GRA/GTA supervisors
10–11  State Holiday
17  List of students with assistantships distributed to faculty
23  Last day to submit thesis to the Graduate School for completion of degree in this term
24  2nd Spring assistantship evaluation completed and submitted to Graduate Program Director
28  State holiday makeup day (classes which would have met on Friday, April 10, will meet on this day; Tuesday classes will not meet)
28  Last day for Graduate students to remove incompletes given during spring semester 2019.

Graduate students with incompletes over 1 year are not eligible for assistantships
28  Classes end: Last day for submission of grade replacement requests
29  Reading Day
30  Final examinations begin

May
7  Exams for Spring semester close
8  University Commencement
TBA  School of Art and Design Spring Recognition Ceremony

Summer 2020 | School of Art and Design

May
15  New student registration; schedule adjustments
18  1st Summer session classes begin; schedule adjustments
19  Last day for schedule adjustments (registration, schedule changes, and drop/add) by 5:00 pm
25  State Holiday

June
9  Last day for graduate students to drop courses without grades by 5:00 pm
22  Classes end; Last day for faculty to remove incompletes for Graduate Courses from 1st Summer session 2019
23  Final examinations
24  New student registration; schedule adjustments
25  2nd Summer session classes begin; schedule adjustments
26  Last day for schedule adjustments (registration, schedule changes, and drop/add) by 5:00 pm

July
3  State Holiday
17  Last day for graduate students to drop courses without grades by 5:00 pm
30  Last day to submit thesis to Graduate School for completion of degree in Summer session
30  Classes end; last day for faculty to remove Incompletes for Graduate Courses from 2nd Summer Session 2019
31  Final examinations
FINANCIAL AID OVERVIEW

Assistantships

The School of Art and Design offers a number of teaching and research assistantship opportunities beginning the first semester of attendance. Studio art teaching assistantships may be awarded once students have completed a teaching observation assistantship and have successfully completed 18 hours of studio art coursework. All MFA candidates are guaranteed the opportunity to teach undergraduate courses and many are able to teach several different courses.

Assistantships pay $12,000 per academic year (Fall/Spring) for a full-time assistantship of 20 hours per week and requires twenty hours per week of work, which may be assigned in a variety of ways. Often a block of time may be devoted to monitoring undergraduate studios, working on special projects, the Gray Gallery, teaching, assisting faculty with research or teaching, or a combination of the above. Each MFA candidate receives a contract, at least one semester in advance that details their assistantship obligations.

Scholarships

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

The application for School of Art and Design scholarships must be submitted online through ECUAward [https://ecu.academicworks.com]. This site can be accessed by signing on with your ECU credentials; you will be directed to the Opportunities page. Use “Art” and “Design” as keywords for search/filter, then SoAD scholarships will populate the list (with the exception of non-SoAD opportunities that contain the same keywords in their description).

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 portfolio, image list, and written statement about your work.

The submission due date is January 15 for all awards.
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 will be 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. In the event that 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 the 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, [http://www.ecu.edu/cs-acad/gradschool/tuition-remissions.cfm].

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. 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. (January 15 deadline only)

For more information [http://www.ecu.edu/cs-acad/gradschool/tuition-remission.cfm].
Tuition and Fees information [http://www.ecu.edu/financial_serv/cashier/tufee.cfm].

Establishing Residency

All students seeking in-state status, after having lived in North Carolina for 1 year plus 1 day, must apply for their residency reclassification 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 a status has been determined by RDS, the student will be notified if they have been classified 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 academic 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 provided 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/or 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 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 be evaluated each semester.

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

1. Maintain 5-hour office hours per week
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 Research Assistant – GRA

A graduate research assistant (GRA) works with a supervising faculty member to provide general support to the university’s research mission. These responsibilities may or may not relate directly to the student’s thesis or dissertation. Duties of the GRA involve applying and mastering research concepts, practices, or methods of scholarship. Services provided by a GRA may include some or all of the following: assisting faculty members in a research or creative activity; performing degree-related professional or administrative services that support research, instruction, professional development, or outreach missions of the university; developing and evaluating instructional materials or curricula; or assuming responsibility for designated scholarly endeavors.

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 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 and 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) is paid 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

In order 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 own funds in such cases where a longer length of time is necessary and appropriate, at its own discretion. First consideration will be given to funding full-time students at a higher level. Other considerations include: academic record and performance in previous assistantship positions. Students who have extended beyond 3 years 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, the awarding of a graduate assistantship to each graduate student is NOT guaranteed. Any questions or complaints regarding the awarding of 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 and/or changes with their area coordinator and the Graduate Program Director.
   a. Students that wish to be considered for Instructor of Record positions in the First-Year Shared Experience must consult with the First-Year Programs Coordinator prior to teaching.
   b. Students that wish 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 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/or assistantships that require specialized training*
   c. All other assistantships

4. The Graduate Program Director consults the Graduate Committee and the Director of the School of Art and Design 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. New students will be mailed their contract, and tax forms. If a student rejects any part of their assignment, they drop to the bottom of the list and will be offered any remaining assignments if available.

8. There will always be unforeseen circumstance that may require adjustments. The most common is when a graduate student’s class does not make the minimum enrollment. The class will be canceled, and the student will be reassigned.

* If students have training, experience, or expertise outside their concentration area (Technology, Art Histories, etc.) please inform the Graduate Program Director.
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 an orientation and written information as stated in the Faculty Manual Part II Section 4, [www.ecu.edu/cs-grad/faculty/currentmanual/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 prior to formal in-service training covering these items. The first training session should occur prior to the first meeting of the class.

Supervisors are responsible for scheduling and providing a written notification of periodic in-service training sessions to assigned graduate teaching assistants prior to and during the semesters in which the graduate student is teaching. In-service session attendance is required and must be announced as required of 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 evaluations 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 evaluations occur.

Written materials provided to graduate teaching assistant by 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 School of Art and Design Graduate Assistants

1. Reporting to an assigned supervisor one week prior to 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 in a timely manner, 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, on a regular basis, 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 assigned supervisor of impending absence from performance of assistantship duties and filling out appropriate paperwork prior to absence.

8. Instructor of Record Graduate Teaching Assistants must be available for 5 office hours per week with time and location noted on 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 duties 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 addressed to the student in writing, the student may address, in writing, a rebuttal of charges. Such 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/or academic schedule adjustments when such duties 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 to work out a compromise with the assigned supervisor.

6. To address, in writing, infractions of rights as listed herein to the assigned supervisor, with a copy sent to the Graduate Program Director.

7. To receive timely written notice of special 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.
Performance Review

Graduate assistants receive 2 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 be of a nature which has jeopardized the safety of student(s), property and/or School of Art and Design 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/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 of discrimination will be tolerated among any of the faculty, staff or students who comprise our academic community.

To that end, in 2007, a 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 [http://www.ecu.edu/edc/].

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

You will be contacted by the Graduate Program Director with details. The training certification lasts for 2 years and must be renewed to receive subsequent assistantship awards.

Individuals with question about unlawful harassment and discrimination, equity policies or PED/PSH training should contact the Office of Equal Opportunity and Equity at 252 328 6804.
GRADUATE STUDENT ADVISEMENT AND REGISTRATION PROCEDURES

Each semester students should refer to the university calendar [http://www.ecu.edu/fsonline/senate/fscalend.cfm] 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 with regard to their curriculum. Any questions about non-discipline specific courses may also be addressed by the Graduate Program Director.

1. Review the course offerings by following the steps outlined on [https://pirateport.ecu.edu/portal/index.cfm]. 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 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 Banner
   Step 1: At ECU home page [http://www.ecu.edu], select PiratePort and log in
   Step 2: Go to Banner Self Service
   Step 3: Select Registration
   Step 4: Look Up Classes / Add or Drop Classes

6. Use DegreeWorks [https://registrar.ecu.edu/what-is-degree-works/] 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 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 2 formal evaluations of their progress through the curriculum and potential for the successful completion of the thesis. A committee of no less than 3 faculty members (Committee), including the candidate's Area Coordinator will evaluate the candidate's creative work, research, use and knowledge of appropriate tools, materials and technology, writing, and oral communication skills. These reviews take place at the end of each year (student's 2nd semester and 4th semester).

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 Component.

2. Written Communication
   The student will demonstrate written proficiency through the completion of a 5-page (minimum) research paper following either the MLA or Kate L. Turabian's A Manual for Writers of Term Papers, Thesis and Dissertations. 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 [http://www.ecu.edu/cs-acad/writing/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 face-to-face and on-line consultation at the Speech Communication Center [http://www.ecu.edu/cs-cfac-comm/center/].

When the Committee has completed their evaluation, the members or a representative of the Committee will meet with the student to discuss the evaluation and provide them with the results and documentation of the evaluation, including any required remedial work, or justification for termination.

Copies of all materials submitted for review including visual documentation of creative work must be submitted to the Graduate Program Director within two weeks of the review. These will be placed in the student's file.

Upon successful completion of the second review, the student will submit the signed and approved Thesis Research Approval Form to the Graduate Program Director and begin work on the final Thesis Exhibition and written thesis support documentation if they have not already done so.
Transfer Credit/Waiver Information

Up to 20 percent 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 applicable to a graduate degree program at East Carolina University. College, school, or departmental petitions for application of transfer credit must be approved by the Graduate School.

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 which is applicable to their programs provided they have obtained 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 [www.ecu.edu/cs-acad/gradschool/FS-Academic-Policies-and-Forms.cfm] and submit the completed form to the Graduate Program Director.

Transfer credit decisions will be made by the Area Coordinator 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. 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 who 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 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 prior to 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 will 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 work in the final exhibition is selected by the student under the direction of faculty in their area of concentration. A written document, in support of the student’s artwork, which follows 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 degree in Art. The MFA degree is recognized as the 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, 2 semesters prior to 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 Director of the exhibition venue. For the spring exhibition in the Gray Gallery, the SoAD Gallery Director will also receive a copy of the completed Intent to Exhibit Form. 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. Any exhibition venue outside of East Carolina University must be approved by the thesis committee.

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.

All promotional material for group exhibitions in the Gray Gallery must be approved by the SoAD Gallery Director. If it is an exhibition outside of Gray Gallery, all promotional material must be approved by the thesis chairperson.
Semester Before the Thesis Year

When preparing for the year-2 review, the student will select a Thesis topic and Thesis Director. The Thesis Director must have 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 Director present. If not resolved then, the matter will be brought before the School of Art and Design Graduate Committee.

The student will select a thesis committee in consultation with the Thesis Director. The thesis committee is composed of a faculty member from the student’s area concentration who serves as Thesis Director, two other graduate faculty from the School of Art and Design, who serve as readers, and one faculty member who may be from another school or department who serves as consultant. All committee members with the exception of the consultant must hold graduate faculty status. 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 director, 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 thereafter, the student will meet with the thesis director 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. This officially confirms the student’s candidacy for 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 set forth 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 prior to 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 the manner in which said human subjects will be used for the purpose of research and receive IRB approval [http://www.ecu.edu/cs-acad/oric/irb/FAQs.cfm].

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 will help with the structure and organization of thesis work in the upcoming year.
The Thesis Year

This 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

a. Exhibition Schedule
   - Semester Week 9 Install
   - Semester Week 10 Open
   - Semester Week 10 Reception
   - Semester Week 11 MFA Artist Talks
   - Semester Week 12 MFA Thesis Defense
   - Semester Week 13 De-install

b. Committee Meetings
   - Beginning of semester, 3rd official meeting with the committee
     - review of thesis work
     - document writing, second draft
   - After thesis install, 4th official meeting with the committee
     - review of thesis exhibition
     - document writing, final draft

c. Thesis Defense
   - Semester Week 12 MFA Thesis Defense

d. Thesis Submission
   - Semester Week 14 Written document submission to SoAD Director for approval/signature
   - Semester Week 15 Written document submission to Vireo due [https://vireo.ecu.edu]

2. MFA Thesis Exhibition

The MFA thesis is the culminating demonstration of the highest level of professional competency in the visual arts and design. It serves as proof of artistic or design mastery (conceptual, technical, ideological, etc.) through the creation of a body of work that builds on, contributes to, or extends the knowledge of the candidate's concentration area.
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/or 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 and/or work. 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/or work is required.

Agreements, Embargo, Copyright: ECU Non-Exclusive Distribution License needs to be completed and uploaded at the time of Vireo submission.


- 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


- Inserting Leader Lines for Table of Contents [http://libguides.ecu.edu/id.php?content_id=34040817]
- Section Break vs. Page Break [Office 365]
- Footer: Page Number [http://libguides.ecu.edu/id.php?content_id=34040738]

6. 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 1 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. Graduate summaries will no longer be accepted by Graduation Services as part of the degree and graduate certificate graduation process. The official review of a student’s audit will be processed by the Graduation Services office. All students that have applied to graduate will be evaluated. 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.

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 Overview
Three-Year Sequence Sample
SoAD Graduate Courses
Assistantship Program Evaluation Form (GRA/GTA/IOR)
Masters Pre-Thesis Research Approval Form
SoAD MFA Thesis Committee Signature Form
SoAD MFA Intent to Exhibit Form
Thesis Year Notes
Thesis Semester Notes
Vireo Non-Exclusive Distribution License Form

On OneDrive

Annual Review Evaluation Form
Assistantship Performance Evaluation Form