

The logo features the lowercase letters 'mfa' in white, positioned over a black parallelogram that is tilted to the right. To the right of the 'mfa' text, the words 'Information Packet' are written in a black, sans-serif font. Below this entire graphic, the lowercase letters 'sfsu' are displayed in a large, bold, black, sans-serif font.

mfa Information Packet  
sfsu

## San Francisco School of Art MFA Handbook 2020 / 2021

This handbook is for graduate student use outlines the process for successfully completing all degree requirements in the SFSU MFA Program. All policies stated can be found in full on the University website and in the San Francisco State University Grad Guide. Please use this packet to supplement the information and guidelines presented in the SFSU Grad Guide. **You are required to meet with your advisor at least once a semester. It is also your responsibility to schedule your advising appointments.**

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## **MFA Program Overview**

### **MFA MISSION STATEMENT**

The Bay Area's wide range of art institutions, including non-profits, commercial galleries, collectives and museums of historic, contemporary and Asian art, form the backdrop for San Francisco State University's Master of Fine Arts in Art program. Designed to foster an interdisciplinary, contemporary personal art practice based in current critical and theoretical thinking, the program aims to provide students an understanding of and appreciation for visual art and its contributions to the history of cultural development and change. The small scale of the graduate program enables the internationally recognized faculty of artists and art historians to work directly with each degree candidate. Graduate students enjoy personal studios and have access to a wide range of facilities, permitting exploration and experimentation across disciplines.

### **PROGRAM DESCRIPTION**

SFSU's graduate program in art is structured to provide students with the time and training to develop their studio practice. The core of the program is an interdisciplinary critique that is taken each semester with rotating faculty. This course provides a forum for discussion with students working in a variety of media and helps students develop a critical language in looking at the works of peers, and in presenting their own projects and concepts.

Courses in contemporary art history and writing about art are a significant component of the program. Academic electives in related fields support each student's interests and provide a breadth of academic experience and study.

Students are encouraged to experiment broadly during the first year, with opportunities to learn new materials and processes through studio electives and individual arrangement with faculty. The first year's experimental mode continues into the second year, with the expectation that the work is moving toward more focus and beginning to hone in on an area of inquiry.

Students are reviewed at the end of each semester during their 1<sup>st</sup> and 2<sup>nd</sup> years to ensure that they are meeting program expectations and to provide an opportunity for feedback and guidance from faculty. Review committees are made up of 3-5 faculty and are assigned by the graduate coordinator.

During the final year, students continue to expand their studio practice while developing their thesis. The thesis consists of artwork presented in a thesis exhibition in April of the third year, and a written report that addresses the main

ideas of the project and contextualizes these ideas within art history and contemporary culture.

The program may be completed in 2 or 3 years, depending on how many classes are taken each semester. Students should decide before the beginning of their first semester whether they intend to complete the program in 2 or 3 years and meet early on with the graduate coordinator to plan accordingly.

## **PROGRAM EXPECTATIONS**

The MFA program in Art at San Francisco State represents the terminal degree in studio art. To that end School of Art aims to provide a rigorous, professional program to ensure our graduates have gained a level of mastery in art practice. In order to meet this goal, students are expected to:

- Be dedicated, focused, self-motivated, and spend significant time in their studios. The School of Art MFA program requires that students treat their studio practice in the same way they would a full-time job.
- Prioritize studio practice, indicated by producing enough work to experiment with a range of new ideas and forms, follow through on fledgling ideas, respond to criticism and feedback, and reflect critically on both successes and meaningful failures.
- Treat peers in the program as equals and provide and receive honest, clear, and substantive feedback on work.
- Conduct research of historical and contemporary thought and artistic practices, as well as other subjects and disciplines that may be relevant to the work's form, content, and/or medium. Research should consider these topics more broadly as the context in which work is seen, as well as focus on areas that intersect with and influence the conceptual direction of students' work.
- Meet frequently with a faculty advisor. In addition to the requirement to meet with one's advisor at least once each semester for formal course advising, students should also schedule two or three critiques to discuss progress, problems and ideas over the course of each semester.
- Arrange visits from other faculty teaching in the program, as well as with university faculty whose research interests might inform students' ideas.
- Attend all graduate visiting artist lectures
- Familiarize themselves with Bay Area arts, visiting galleries and museums frequently

## **BAY AREA RESOURCES AND INSTITUTIONS**

San Francisco Museum of Modern Art  
Contemporary Jewish Museum  
Yerba Buena Center for the Arts  
Asian Art Museum  
Fine Arts Museums of San Francisco – deYoung and Legion of Honor  
Galeria de la Raza  
BAM Berkeley Art Center and Pacific Film Archive  
Oakland Museum of California  
San Jose Museum of Art  
San Jose Institute of Contemporary Art  
Museum of African Diaspora  
Mexican Museum  
Mission Cultural Center  
Museum of Craft and Design

Altman Siegel Gallery  
Anglim Gilbert Gallery  
Bass & Reiner  
John Berggruen  
Rena Bransten Gallery  
Casemore Kirkeby  
Chandler Fine Art  
Catherine Clark  
Chandra Cerrito Gallery  
Crown Point Press  
Dolby Chadwick Gallery  
Ever Gold Projects Et all  
Fraenkel  
Gallery 16  
Brian Gross Fine Art  
Haines  
Eleanor Harwood  
Hosfelt  
Intersection for the Arts  
Jack Fischer  
Jessica Silverman Gallery  
Johansson Projects  
Robert Koch Gallery  
George Lawson Gallery  
Gregory Lind Gallery  
The Lab  
Luggage Store Gallery  
Anthony Meier Fine Arts

Modernism  
Minnesota Street Projects  
RayKo Photo Center  
Proarts  
Andrea Schwartz Gallery  
Don Soker Contemporary Art  
Southern Exposure  
Somarts Cultural Center  
Nancy Toomey Fine Art  
871 Fine Arts

## **MFA CURRICULUM AND REQUIRED COURSE OF STUDY**

For Course descriptions, please refer to the university bulletin:

<http://bulletin.sfsu.edu/>

### **Studio Requirements (Minimum 39 Units)**

ART 704	Interdisciplinary Critique Seminar	12 units
ART 709	Studio Research and Practice Seminar	3 units
ART 780 <sup>1</sup>	Art Processes and Practices: Visiting Artists and Scholars (taken six times at 1 unit/class, 2 units/semester]	6 units
ART 882	Tutorial in Studio 6 units of 882 are required during the last Year. 3 units each semester as part of the thesis committee. Additional units of 882 can be taken as studio elective credit.	6 units
ART 894	Creative Work Project	3 units
STUDIO ELECTIVES: 9 units by advisement. (See suggested list below)		9 units

### **Academic Requirements (Minimum 21 Units)**

ARTH 700	Contemporary Art History: Practice, Theory, Criticism	3 units
ART 789	Professional Practices for Visual Artists	3 units
ART 706	MFA Writing and Research Seminar	3 units
ACADEMIC ELECTIVES: 12 units by advisement (See suggested list below)		12 units

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<sup>1</sup> Please note, ART 780 is a 1-unit class offered in 2 sections each semester, each taught by a different visiting artist. Both sections must be enrolled in to receive 2 units for the class per semester, as is suggested in the roadmaps below.

## ADVISING

All MFA students must meet with the Graduate Coordinator near the end of each semester for academic advising. At that time the student's advising sheet will be updated by the graduate coordinator.

### Advising Sheet – MFA Program

Name:	Main Advisor:
Date entered program:	2/3 year option?
Thesis Committee (to be selected by beginning of final year):	

### Studio Requirements – Minimum 39 units

Course Number	Course Name	Units	Semester	Grade
ART 704	Interdisciplinary Critique Seminar	3		
ART 704	Interdisciplinary Critique Seminar	3		
ART 704	Interdisciplinary Critique Seminar	3		
ART 704	Interdisciplinary Critique Seminar	3		
ART 709	Studio Research and Practice Seminar	3		
ART 780 x 2	Art Processes and Practices: Visiting Artists and Scholars	2		
ART 780 x 2	Art Processes and Practices: Visiting Artists and Scholars	2		
ART 780 x 2	Art Processes and Practices: Visiting Artists and Scholars	2		
ART 882	Tutorial in Studio	3		
ART 882	Tutorial in Studio	3		
ART 894	Creative Work Project	3	final semester	
	Studio Elective*	3		
	Studio Elective*	3		
	Studio Elective*	3		

\* Suggested Studio Electives: additional units of ART 704, ART 709, ART 882, ART 899, ART 780, and/or undergraduate studio art courses (400 level and above)

### Academic Requirements – Minimum 21 units

Course Number	Course Name	Units	Semester Taken	Grade
ART 700	Contemporary Art History: Practice, Theory, Criticism	3		
ART 789	Professional Practices for Visual Artists	3		
ART 706	MFA Writing and Research Seminar	3		
	Academic Elective**	3		
	Academic Elective**	3		
	Academic Elective**	3		
	Academic Elective**	3		

\*\* Suggested Academic Electives: ART 750, ART 850, ARTH 306, ARTH 602, ARTH 701, ART 899, MS 605, MS 800. Plus undergraduate art history courses and/or graduate courses from other departments (See MFA Handbook for complete list of suggested classes and more information)

**PLEASE NOTE: University Policy on minimum/maximum number of units:**

- Part Time status: 6 units or below per semester (reduced tuition)
- Full Time status: minimum 6.1 units - maximum 16 units per semester. Students may petition to take over 16 units at no additional cost.

**Courses Taken Prior to entering MFA program for which credit is granted**

Course Number	Course Name	Units	Semester Taken	Institution

**Studio Electives:** Students are required to take 9 units of studio electives by advisement. Suggested courses: additional units of ART 704, ART 709, ART 882, ART 899, ART 780, and/or undergraduate studio art courses.

Undergraduate courses must be 400 level and above to qualify for graduate units. Please speak with your advisor to determine appropriate coursework. Graduate students enrolled in undergraduate courses are expected to produce graduate-level work, appropriate to the direction of the personal practice, under the guidance of the course instructor.

**Academic Electives:** Students are required to take 12 units of academic electives in art-related fields such as history, theory, criticism and directed experience, or in academic fields throughout the University related to a student's interests and art-making activities.

#### Suggested Courses in the School of Art

ARTH 306: Modern and Contemporary Art in a Global Context: 1945-Present  
ARTH 602: Art History Seminar (Topics change)  
ARTH 701: Art History: Images and Meaning  
ART 750: Seminar in Teaching Art Practice  
ART 850: Directed Experience in Public Roles for Artists\*  
ARTH 899: Independent Study  
MS 605: Bay Area Museums Behind the Scenes  
MS 800: Museum Management, Law and Ethics

#### List of Suggested Electives from other Departments:

AAS 822: Asian American Literature and Arts  
ANTH 720: Foundations in Visual Anthropology (Units: 2) (offered in Spring Semester)  
CLAS 800: Theory & Methods of Classical Archaeology  
CLAS 830: Greek Vase Painting  
CLAS 832: Greek & Roman Wall Painting  
CLAS 835: Ancient Sicily & Southern Italy  
CLAS 840: Greece and the Near East  
CLAS 845: Pompeii & Herculaneum  
CLAS 855: Etruscan Art & Archaeology  
CLAS 865: Monuments of the Eternal City: Rome  
CLAS 870 :Archaic Greece  
CINE 407: Art History and Film

CWL 815: Narrative Theory in Comparative Literature  
CWL 820: Experiments in Reading 21<sup>st</sup> Century World Fiction  
ENG 670: Writing for Graduate Studies in Liberal and Creative Arts  
ENG 490: Grant Writing (formerly TPW 490)  
HUM 706: Image and Culture: Picturing the World  
HUM 705: Text and Context  
HUM 720: Current Topics in the Humanities  
IR 734 International Migration  
THA 701 Theatre History and Historiography  
THA 704 Contemporary Plays  
WGS 602/802 Feminist Cultural Activisms  
WGS 516: Gender and Visual Culture

Also consider other courses in the School of Art and in other areas across the university that intersect with ideas in your work.

\*What is ART 850? In consultation with their advisor and the graduate coordinator, students select an area of work experience that is a “public role” for artists. One choice is that of teacher, with students often choosing to TA for an SFSU faculty member. Additionally, taking on the role of studio tech – either for one of our department’s studios or for an off-campus organization -- may also be appropriate for Art 850. Other possible roles that students have selected include internships at area museums or work at non-profit arts organizations. Off-campus opportunities must be identified and arranged by the student in consultation with the graduate coordinator. Students enroll in Art 850 with the graduate coordinator, but usually have the work experience with another faculty or off-campus mentor. Art 850 meets 4 times each semester with the graduate coordinator in addition to the regularly scheduled work experience.

**PLEASE NOTE:**

Some graduate courses will require a permit code or registrar assistance to add classes. As advised by the graduate coordinator, you may request assistance from the graduate secretary by emailing, [artgrad@sfsu.edu](mailto:artgrad@sfsu.edu)

Transfer of credit for previous graduate work must be arranged prior to the first semester of graduate studies, and must be approved by a Graduate Advisor, the Graduate Coordinator, and the Office of Graduate Studies. For more information on transfer of credit see the SFSU Bulletin: <http://bulletin.sfsu.edu/graduate-education/>

**SUGGESTED ROAD MAP FOR 3 YEAR OPTION**

<b>1<sup>st</sup> semester:</b>			<b>Total Units</b>
core:	704	3 units	
	700	3 units	
Academic elective:	(306)	3 units	9
<b>2<sup>nd</sup> semester:</b>			
core:	704	3 units	
	709	3 units	
	780x2	2 units	
Academic elective:	(750)	3 units	11
<b>3<sup>rd</sup> semester:</b>			
core:	704	3 units	
	780x2	2 units	
	789	3 units	
Studio elective	(709)	3 units	11
<b>4<sup>th</sup> semester:</b>			
core:	704	3 units	
	780x2	2 units	
Academic elective	(706)	3 units	
Academic elective	(701)	3 units	11
<b>5<sup>th</sup> semester:</b>			
core:	882	3 units	
Studio elective	850	3 units	
Studio elective	704	3 units	9
<b>6<sup>th</sup> semester:</b>			
core:	706	3 units	
	894	3 units	
	882	3 units	9
<b>Total units</b>			<b>60</b>

**PLEASE NOTE: University Policy on minimum/maximum number of units:**

- Part Time status: 6 units or below per semester (reduced tuition)
- Full Time status: minimum 6.1 units - maximum 16 units per semester. Students may petition to take over 16 units, however, at no additional cost.

### SUGGESTED ROAD MAP FOR 2 YEAR OPTION

<b>1<sup>st</sup> semester:</b>			<b>Total Units</b>
core:	704	3 units	
	700	3 units	
	780x2	2 units	
	789	3 units	
Academic elective:	(750)	3 units	
Studio elective	(882)	1 unit	15
<b>2<sup>nd</sup> semester:</b>			
core:	704	3 units	
	709	3 units	
	780x2	2 units	
Academic elective:	(706)	3 units	
Academic elective:	(306)	3 units	
Studio elective	(882)	1 unit	15
<b>3<sup>rd</sup> semester:</b>			
core:	704	3 units	
	780x2	2 units	
	882	3 unit	
Studio elective	(upper division undergrad studio course)	3 units	
Studio elective	(899)	1 unit	
Academic elective	(850)	3 units	15
<b>4<sup>th</sup> semester:</b>			
core:	704	3 units	
	894	3 units	
	706	3 units	
	882	3 units	
Studio elective	(709)	3 units	15
<b>Total units</b>			<b>60</b>

**PLEASE NOTE: University Policy on minimum/maximum number of units:**

- Part Time status: 6 units or below per semester (reduced tuition)
- Full Time status: minimum 6.1 units - maximum 16 units per semester. Students may petition to take over 16 units, however, at no additional cost.

## **SEMESTER REVIEWS**

Each semester of the first two years, students will be reviewed by an ad-hoc committee formed from graduate faculty. Students can request specific faculty to be on the committee, with the final committee assignments determined by the graduate coordinator.

Reviews in the first and second semester are in place to measure progress in the degree program and encourage students to initiate experimentation and develop individual practice. The third and fourth semester reviews confirm students' continuing progress in the program and potential to produce an accomplished and successful thesis project.

This should be a time to acknowledge feedback from your review committee and develop direction in your studio practice. Use the review process to articulate ideas and hone objectives clearly.

### **Review process:**

The review focuses on the presentation of original creative work, accompanied by a written statement, and a copy of student's advising sheet provided by student to committee at time of review.

- One week before review is to take place, student emails a written statement to each member of the review committee. The statement should be 1 – 2 pages and address the work completed during the semester.
- Graduate student's work is installed at a predetermined location and a time is set for the review of the work. The review lasts approximately 1 hour. It begins with the student making a 15-minute presentation to committee outlining their creative work during the semester.
- The review committee responds to the work with comments, questions, critique. This discussion with the committee should take 20-30 minutes. The committee, then asks the student to leave the room, and the faculty discuss their responses and recommendation, and complete the review form.
- The student is called back into the room and the committee shares their comments and recommendations with the student, and notifies the student of the decision: pass/fail/re-review.
- The review form is signed by the committee members and placed in the student's file.

- It may be determined that a re-review will be scheduled with a timeline to monitor the student's progress/improvement. The committee will work with the student in preparation and scheduling of the re-review.
- If a student does not pass re-review, the committee can/will recommend that the student be declassified from the program provided the student meets the university criteria for declassification.

### **Preparing for the review:**

**First year reviews:** the committees will be expecting the following:

- The student has taken the appropriate course according to advising recommendation documents
- The student has selected, and interacted with, a faculty advisor
- The student has made general and substantial progress in h/h work, determined largely by the amount of work, evidence of adequate experimentation, and the student's ability to articulate h/h reflections on it

Students should consider the following in their presentations and writing:

- Have devoted enough time and resources to the work?
- Have cast a wide net in terms of exploring medium, subject and ideas?
- Which experiments have been most fruitful, and can you articulate how and why?

**For second-year reviews:** the committees assume the following:

- The experimental activity of the first year has been, or is being, directed towards a coherent body of work
- There is evidence of focus and studio work being moved from broad-based explorations into something more specific
- The student can indicate coherent and achievable directions for the coming third year

Students should consider the following in their presentations and writing:

- Have I assessed the output from the first year and identified issues?
- Have I made enough work and put in enough time?
- Am I deciding or have I decided upon direction
- Does my work, match the way in which it is written and spoken about?

### **Presentation:**

You will want to make as professional a presentation as possible; one that shows evidence of the above and helps the committee understand your interests and concerns. Plan to have all the work you've made during the semester on hand. Your presentation may focus on process, i.e. the manner in which you made the decisions; or you may simply speak about the work. Your written statement should include discussion of the conceptual direction of your studio practice and relate appropriately to the work presented.

## **Thesis Guidelines and Culminating Experience**

Please review SFSU Bulletin Graduate Academic Policies and Procedures, and <http://bulletin.sfsu.edu/graduate-education/>  
<https://grad.sfsu.edu/content/current-students>

### **What is a Culminating Experience?**

- The California Code of Regulations, Title 5 states that graduate students must complete a culminating experience, which may include a thesis, special project, comprehensive examination, or a combination of the above.
- The Thesis Show is the culmination of the candidate's development as a result of the graduate experience.
- The course associated with the culminating experience in the MFA program is ART 894/Creative Work Project. During this course, students are expected to complete a creative work project that includes an MFA Thesis Exhibition, a written Thesis Report, and an Oral Defense.
- On completion of the course, students must submit a Report of Completion, which is available from the department/program.

### **Summary of Steps to Degree**

1. Review the Bulletin section "Graduate Academic Policies and Procedures" and visit the Graduate Studies website.
2. Submit your Advancement to Candidacy (ATC) form for master's degree. This is a permanent record of your completed and planned coursework, as well as other requirements necessary for you to complete your degree.
3. File the Proposal for Culminating Experience (CE) form for a master's degree.
4. Register for the Culminating Experience course required by your department. (Art 894)
5. File an Application (online via student center) for Award of Master's Degree.
6. Graduate Coordinator digitally submits Report of Completion for committee signature.

### **Culminating Experience Committee**

A committee of your choosing guides your culminating experience in the MFA program.

- You must select two tenured/tenure track faculty members from your department as your first two faculty advisors.
- You may select a lecturer or outside faculty as a third member, provided their curriculum vitae is on file with the Graduate Studies office.
- Ensure faculty will be available during the time period you plan to work on your culminating experience. If the faculty member leaves, goes on sabbatical or retires, you may need to reconstitute your committee, and new committee members often have different expectations, so plan to meet with the new committee to discuss previously established goals.

### **MFA Thesis Report**

In the MFA program, the creative work in your MFA Exhibition represents part of your culminating experience. The other part is a thesis report, which is due at the time of your thesis exhibition. The thesis report is not subject to the same processes and protocols described in the Grad Studies Thesis/Dissertation Guidelines. It does not require a format review by Grad Studies, nor is it bound by the copy center.

The thesis report should be supplemental to your work rather than a narrative of the work. Avoid too much analysis of previous work – the writing should be focused on the thesis project itself. You should connect what you are doing to issues/ideas outside your own work – give the work a context.

This writing should analyze your work, as well as analyzing the field.

While the School of Art does not have a specific outline for the structure of the thesis report, it is expected that the writing will include:

- An introduction to the themes of the thesis work and the ideas explored in the work and writing.
- Analysis of artworks that are conceptually, materially, formally or technically related to the thesis project. These should be considered significant precedents that influence or shape the final project.
- Description and analysis of thesis project – what does the work look like, how does it function in a gallery space, what artistic or theoretical practices is it addressing/engaging?
- Bibliography

This is not a complete outline and should not be used as one. Each candidate should be in conversation with their thesis advisor and committee to determine the best way to address these general guidelines for the thesis report.

## **Forms and deadlines, by semester**

All deadlines on this document are general. Check the current MFA calendar for specific deadlines. All forms must be submitted completed, with all signatures, to the front desk in the department office. If applicable, the office will process the paperwork and contact the graduate student, via email, when the paperwork has been processed and is ready for pick up from the school of art office and deliver to Grad Stop. The school of art office keeps a copy of all documents in the students file.

All forms can be found on the School of Art website, unless otherwise noted.

<https://art.sfsu.edu/content/mfa-forms-and-advising-0>

**FIRST YEAR**

Document Name	Deadline for submission to School of Art office
Application for Graduate Studio Space	1 <sup>st</sup> week of September
Graduate Student Key Request	Ongoing – must be filled out with a faculty advisor
Select a Faculty Advisor – no form	1 <sup>st</sup> week of October Email directly to grad coordinator
MFA Advising Record	Retain throughout program
Review Committee Request Form	Give to give to Graduate Coordinator by Nov. 1 (Fall) and April 1 (Spring) EVERY SEMESTER

**FINAL YEAR- FALL SEMESTER**

Document Name	Deadline for submission to School of Art	Deadline for submission to Grad Stop (ADM 254)
MFA Supervisory Agreement <ul style="list-style-type: none"> <li>• School of Art website</li> </ul>	1 <sup>st</sup> Week of October	---
Advancement to Candidacy (ATC) <ul style="list-style-type: none"> <li>• Grad Studies website</li> <li>• Must be typed</li> <li>• Example on School of Art website</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Week October</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• November 1st</li> </ul>
Proposal for Culminating Experience (894) <ul style="list-style-type: none"> <li>• Grad Studies website</li> <li>• Must be typed</li> <li>• Example on School of Art website</li> <li>• If applicable: Waiver of College regulations petition</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Week October</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• November 1st</li> </ul>

## FINAL YEAR SPRING SEMESTER

Document Name	Deadline for submission to School of Art	Deadline for submission to Grad Stop (ADM 254)
SFSU Application for Graduate Degree <ul style="list-style-type: none"> <li>• Grad Studies website</li> <li>• Online only no printed copies for signature</li> </ul>	---	Spring Graduation: <ul style="list-style-type: none"> <li>• Third Friday in February</li> </ul>
Report of Completion <ul style="list-style-type: none"> <li>• Faculty Initiated online</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> week of May</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• late May</li> </ul>
Graduate Student Activities <ul style="list-style-type: none"> <li>• Online survey will be emailed to students</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> week of May</li> </ul>	---
MFA Exit Survey <ul style="list-style-type: none"> <li>• Online survey will be emailed to students</li> </ul>	For Spring graduation: <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> week of May</li> </ul>	---
MFA Studio Space Clearance Form <ul style="list-style-type: none"> <li>• School of Art website</li> </ul>	June 1st	---
Key Return Receipt <ul style="list-style-type: none"> <li>• Issued by facilities</li> </ul>	June 1st	---

## **Student Conduct**

### University Collegiality Rules and regulations

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

Details of unacceptable conduct may be found on the University website and in the grad guide

<http://conduct.sfsu.edu/standards>

These include:

1. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
2. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
3. Unsafe operation of equipment/misuse of materials
4. Conduct that impedes other student's success in the program.
5. Dishonesty, including:
  - (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - (B) Furnishing false information to a University official, faculty member, or campus office.
  - (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - (D) Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
6. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

The Graduate Coordinator, along with the Director of the School of Art, may determine that a student is not making adequate progress toward the degree and /or is impeding the learning climate of other students.

A record of action may be filed with Graduate Studies and may be grounds for disqualification.

(See Bulletin for process at:

<http://bulletin.sfsu.edu>

### MFA Student responsibilities

- Attendance at the mandatory MFA Orientation (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years)
- Class attendance according to course syllabus (multiple missed classes may impede your progress in the program.)
- Meet University and School of Art deadlines
- Maintain a 3.0 or above grade point average
- Stay on track with advised coursework path
- Meet each semester for academic advising from faculty advisor
- Pass semester reviews
- Meet program expectations (see page 5)
- Positive intrapersonal and collaborative growth within the graduate cohort
- Follow all safety guidelines and restrictions in School of Art studios and classrooms, including proper handling of materials and equipment.
- Follow all guidelines in the MFA studio contract

### Fees/Registration

You must pay fees and be registered in your courses by the University deadline. If there are extenuating circumstances it is your responsibility to contact the graduate coordinator.

Late Add Deadline: You will not be allowed to add a course after the stipulated deadline because the University receives no funding for you. You may refer to SF State Gateway, check the current SF State Bulletin, or the Online Academic Calendar to review withdrawal/add deadlines.

You are required to make progress toward your degree, as detailed in the list above, every semester you are enrolled.

<http://bulletin.sfsu.edu/policies-procedures/>

The Graduate Coordinator, along with the Director of the School of Art, may determine that a student is not making adequate progress toward the degree and /or is impeding the learning climate of other students.

A record of action may be filed with Graduate Studies and may be grounds for declassification.

Declassification from the Degree Program: A student may be declassified (dropped) from a graduate program for a number of reasons including, but not restricted to, failure to make progress toward the degree as determined by the department/program; failure to meet grade requirements to maintain good academic standing; or unprofessional conduct and/or behavioral issues that interfere with the learning of others. The department/program faculty has the responsibility to determine if the student is incapable of completing degree requirements. Students may be declassified even if the GPA is above a 3.0.

(See Bulletin for process at: <http://bulletin.sfsu.edu>)

### MFA Studio Contract

Each MFA student will be assigned a studio space. Students must agree to MFA Studio Contract rules and sign that they have read and understood the agreement. You must be registered in classes to be granted studio and key access.

Studio access may be revoked if a student does not comply with the rules of conduct as per department and University regulations.

Late Bldg. Access may be granted upon request from the Graduate Coordinator. Students should email requests attention Graduate Coordinator to [artgrad@sfsu.edu](mailto:artgrad@sfsu.edu)

### Graduate Assistant Role (from SFSU GTA/ GA Handbook)

Graduate Assistant work may involve supervising students in a classroom, workshop, or laboratory (where final responsibility for the class and its entire instruction, including the performance of the Graduate Assistant, is vested in a member of the faculty); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students; and/or other related work. Graduate Assistants are not responsible for the instructional content of a course, selecting student assignments, planning of examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. Graduate Assistants may not be employed to assist in a course in which he/she is enrolled, nor should they be consulted regarding the grading of their peers.

*Work as a GTA or GA should not take precedence over the timely completion of your graduate degree program. Your first responsibility is to successfully complete your role as a graduate student.*

*In your role as a Graduate Teaching Associate or a Graduate Assistant, you are both a student and an employee of the University. You must adhere to both the employee and student Codes of Conduct. The students with whom you work and supervise are all required to adhere to the Student Code of Conduct.*

<http://conduct.sfsu.edu/standards>

Academic Office Coordinator will contact student to complete required GA/GTA paperwork.

- ✓ GAs and GTAs are graduate students who are being paid for work by SFSU. This is distinct from students who are enrolled in Art 850 and are acting as “TAs” for a undergraduate class. While enrolled in Art 850, students are learning classroom strategies through directed experience. These graduate students are students in this role, not employees.

Students who fulfill the necessary requirements to teach will have the opportunity to be the instructor of record for at least one lower-division undergraduate course during their time in the program.

## Scholarships

**MFA students have been able to support a large share of their tuition through scholarship awards.**

**For details and eligibility**

<http://art.sfsu.edu/scholarships>

Application Deadline: April 2nd

Christine Tamblyn \$1000 Memorial Scholarship

Leo D. Stillwell Jr. \$6,000 Scholarship (individual award amount varies)

Martin Wong Scholarship for Painting/Drawing and Ceramics \$2,000 and \$3,000 each for Painting/Drawing and Ceramics

San Francisco State University/Kala Art Institute MFA Fellowship

Sher-Right \$2500 Scholarship

Steve Wilson Award for \$1,000

Headlands Master of Fine Arts Award

Murphy Cadogan Award

Students at SFSU are eligible to apply for the Murphy Cadogan Awards from San Francisco Foundation:

<https://sff.org/what-we-do/awards-programs/art-awards/murphy-cadogan/>

### Grad Stop

Grad Stop processes all your graduate paperwork

The Grad Stop office is located on the second floor of the Administration Building, Room 250. Students can drop in to ask general questions about graduate policies, procedures, and form submission. Hours are Monday through Friday 9 a.m. to 5 p.m. Contact by phone at (415) 338-2234; fax (415) 405-0340; or email [gradstudies@sfsu.edu](mailto:gradstudies@sfsu.edu)

Many of your questions can be answered by contacting graduate studies directly.

All MFA students are responsible for delivery of completed forms to Grad Stop  
Time line for form submittal and delivery is available on the MFA calendar.  
Please be aware that form submit Grad Studies dates are subject to fluctuation.  
Please check the  
Grad studies website for changes/updates.

International Student Support: International students on F-1 and J-1 visas should seek advising and support from the Office of International Programs in the Village at Centennial Square, Building C, (415) 338-1293 or visit their website at: <http://oip.sfsu.edu/>.

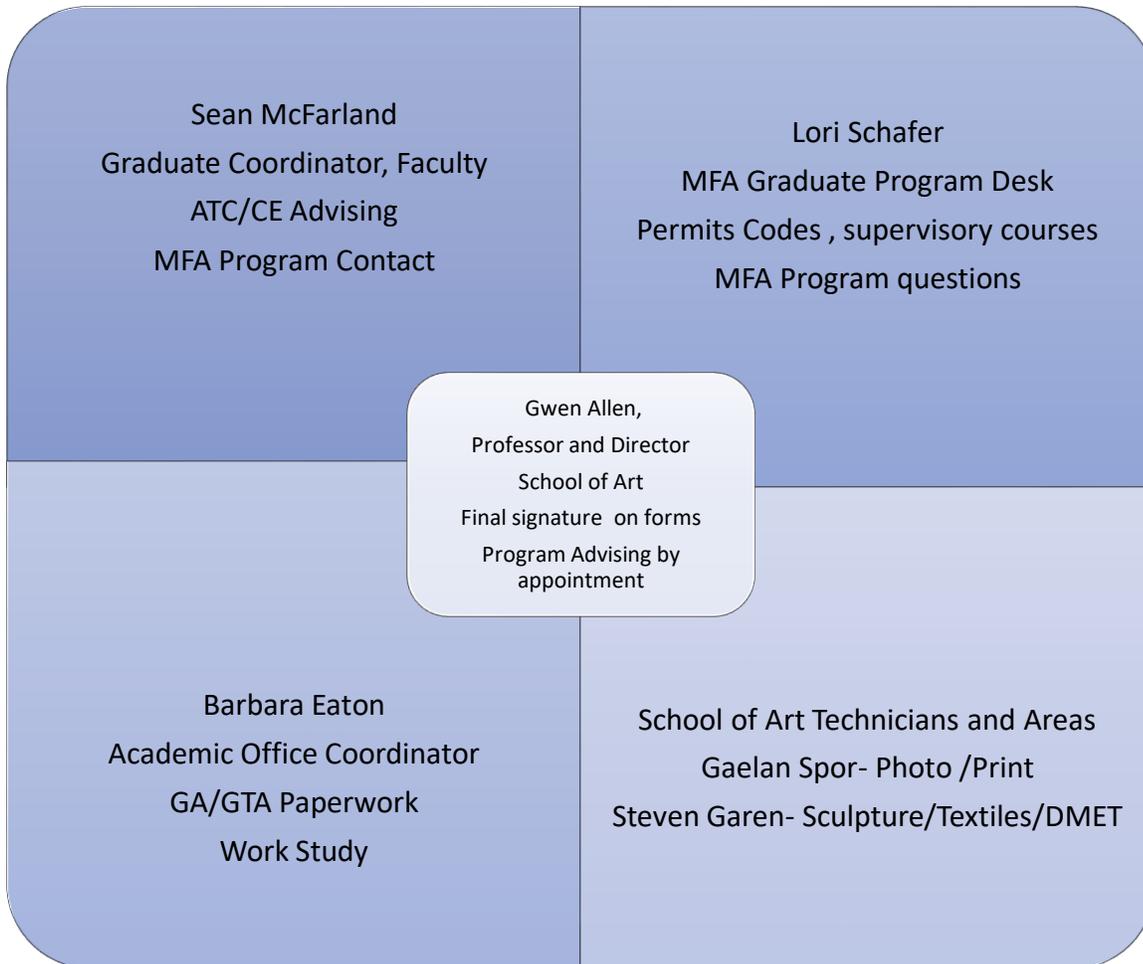
Disability Programs & Resource Center (DPRC): Students with disabilities that require accommodations must register for services in SSB 110. If you need services, contact DPRC as soon as you come to campus or support may not be available. Contact DPRC by phone or TYY at (415) 338-2472, or by email at [dprc@sfsu.edu](mailto:dprc@sfsu.edu).

### Registrar

One Stop Student Service Center, Room 303 Student Services Bldg.  
(415)338-2350 [records@sfsu.edu](mailto:records@sfsu.edu)

Contact the registrar directly regarding holds on accounts that pertain to registration

## School of Art Organization Chart



### CONTACT GUIDANCE

- | Review your MFA Handbook FIRST
- | Go to MFA Grad Coordinator/ primary faculty advisors for ALL advising
- | For questions on grad forms, notices from grad studies- check with Graduate Studies first before contacting the graduate coordinator.
- | To contact Graduate Coordinator/Graduate Secretary - email [artgrad@sfsu.edu](mailto:artgrad@sfsu.edu)
- | Staff per area, as needed



Building Access Times/ Emergency Contact info

Fall 2020 Semester: Fall Bldg Access as per COVID -19 University protocol

Spring 2021 Semester as per Campus Access Allowance:

Bldg Hrs

Fine Arts Building access hours

Monday – Friday 8:00 a.m. to 10:00 p.m.

Saturday- Sunday 9:00 a.m. to 5:00 p.m.

Monday - Friday Emergency Contact:

Chris Moring

[cmorning@sfsu.edu](mailto:cmorning@sfsu.edu)

(415) 338-7758

Saturday-Sunday Emergency Contact

University Police

[upd.sfsu.edu](http://upd.sfsu.edu)

(415) 338 - 7200