



mfa Information Packet

sfsu

# San Francisco School of Art MFA Handbook

## 2024 / 2025

This handbook is for graduate student use and outlines the process for successfully completing all degree requirements in the SFSU School of Art MFA Program. All policies stated can be found in full on the University website and in the SFSU Grad Guide. Please use this packet to supplement the information and guidelines presented in the You are required to meet with the graduate coordinator at least once a semester for advising. 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 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 2-5 faculty and are assigned by the graduate coordinator with faculty consensus.

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 final 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 is completed in 2 years.

## 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 with respect 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 with the graduate coordinator at least once each semester for formal course advising.
- Students should schedule one-on-one critiques/studio visits with faculty 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 institutions, visiting galleries and museums frequently.

## Bay Area Arts Institutions and Resources

*This is NOT a comprehensive list, if you'd like to add to it, please send it to [seanmc@sfsu.edu](mailto:seanmc@sfsu.edu) and [artgrad@sfsu.edu](mailto:artgrad@sfsu.edu)*

500 Capp Street  
 Adobe Books Backroom Gallery  
 Altman Siegel Gallery  
 Anglim Gilbert Gallery  
 Anthony Meier Fine Arts  
 Asian Art Museum  
 BAMPFA Berkeley Art Museum and Pacific Film Archive  
 Bass & Reiner  
 Casemore Gallery  
 Catherine Clark  
 Contemporary Jewish Museum  
 Crown Point Press  
 Cushion Works  
 Dolby Chadwick Gallery  
 Et. al  
 Eleanor Harwood  
 Euqinom  
 Fine Arts Museums of San Francisco – de Young and Legion of Honor  
 Galeria de la Raza  
 Fraenkel  
 Gallery 16  
 Haines  
 Headlands Center for the Arts  
 Hit  
 Hosfelt  
 House of Seiko  
 In Concert  
 Jack Fischer  
 Jessica Silverman Gallery  
 Johansson Projects  
 John Berggruen  
 Kadist  
 Kala  
 Land and Sea  
 Luggage Store Gallery  
 McEvoy Foundation for the Arts  
 Mexican Museum  
 Minnesota Street Project  
 Mission Cultural Center  
 Museum of African Diaspora  
 Museum of Craft and Design  
 Oakland Museum of California  
 Prelinger Library  
 Pt. 2  
 ProArts  
 Rena Bransten Gallery  
 Robert Koch Gallery  
 San Francisco Arts Commission Gallery  
 San Francisco Museum of Modern Art

San Jose Institute of Contemporary Art  
San Jose Museum of Art  
Slash Art  
Soft Times  
Somarts  
Southern Exposure  
The Lab  
Wattis Institute for Contemporary Art  
Yerba Buena Center for the 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	Art Processes and Practices: Visiting Artists and Scholars <i>3-unit course taught by a visiting artist, taken 2 times</i>	6 units
ART 882	Tutorial in Studio <i>3 units during each of the final 2 semesters as part of the thesis committee additional units may be taken as studio elective credit</i>	6 units
ART 894	Creative Work Project <i>taken during the final semester</i>	3 units
-----	Studio Electives <i>9 units by advisement, see suggested list below in Advising</i>	9 units

ACADEMIC REQUIREMENTS: minimum 21 units

ARTH 700/1	Contemporary Art History: Practice, Theory, Criticism	3 units
ART 706	MFA Writing and Research Seminar	3 units
ART 789	Professional Practices for Visual Artists	3 units
-----	Academic Electives <i>12 units by advisement, see suggested list below in Advising</i>	12 units

## 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 in ART

Name:	
Date entered the program:	
Thesis Committee (to be finalized by beginning of 2 <sup>nd</sup> year):	

### STUDIO REQUIREMENTS – minimum 39 units

Course #	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	Art Processes and Practices: Visiting Artists and Scholars	3		
ART 780	Art Processes and Practices: Visiting Artists and Scholars	3		
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 #	Course Name	Units	Semester	Grade
ART 700/1	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, and upper division undergraduate ARTH 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 THE SFSU MFA - APPROVED FOR CREDIT**

Course #	Course Name	Units	Semester	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 21st 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.

#### **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 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

### 1st Semester - Fall - 15 Units

Course	Units
ARTH 700 Contemporary Art History: Practice, Theory, Criticism	3
ART 704 Critique Seminar	3
ART 780 Art Process and Practices: Visiting Artists and Scholars	3
<i>Enroll in course offered*</i> ART 709 Studio Research and Practice Seminar ART 750 Teaching Practicum ART 789 Professional Practices for Visual Artists	3
Academic or Studio Elective Upon Advisement Recommended - ARTH 306, ART 300+	3

### 2nd Semester - Spring - 15 Units

Course	Units
ART 704 Critique Seminar	3
ART 780 Art Process and Practices: Visiting Artists and Scholars	3
<i>Enroll in course offered*</i> ART 709 Studio Research and Practice Seminar ART 750 Teaching Practicum ART 789 Professional Practices for Visual Artists	3
Academic or Studio Electives Upon Advisement Recommended – ART 706, ART 899, ART 850	6

### 3rd Semester - Fall - 15 Units

Course	Units
ART 704 Critique Seminar	3
<i>Enroll in course offered*</i> ART 709 Studio Research and Practice Seminar ART 750 Teaching Practicum ART 789 Professional Practices for Visual Artists	3
ART 882 Tutorial in Studio	3
Academic or Studio Electives Upon Advisement ART 899, ART 850, ART 882, ART 780, ART 300+	6

### 4th Semester - Spring - 15 Units

Course	Units
ART 704 Critique Seminar	3
ART 706 MFA Writing and Research Seminar (Thesis Writing)	3
<i>Enroll in course offered*</i> ART 709 Studio Research and Practice Seminar ART 750 Teaching Practicum ART 789 Professional Practices for Visual Artists	3
ART 882 Tutorial in Studio	3
ART 894 Creative Work Project	3

*\*If no courses from the list are offered, seek advisement with the graduate coordinator*

## MFA DEGREE TOTAL UNITS – 60 units

### 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 students will be reviewed by an ad-hoc committee formed from School of Art faculty. Students can request specific faculty to be on the committee, with the final committee assignments determined by the graduate coordinator and faculty consensus.

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 semester review confirms students' continuing progress in the program and potential to produce an accomplished and successful thesis project. The fourth and final review takes place in the Fine Arts gallery during the thesis exhibition. The second, third, and fourth review committees are comprised of the student's thesis committee members.

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 the student to the 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 one page and directly address the work completed during the semester.

Graduate student 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, and 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, 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, and/or 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 and milestones to monitor the student's progress. 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 may 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?

**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  
<http://bulletin.sfsu.edu/graduate-education/>  
<https://grad.sfsu.edu/content/continuing-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.

### Thesis (Culminating Experience) Committee

Towards the end of the second semester, students submit the names of three School of Art faculty, in order of preference to be on their committee. The committee is then assigned through faculty consensus. 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. The third member of your committee may also be a tenured/tenure track faculty member.
- 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.

- If there are more than three faculty members on your committee, students must decide the three faculty members who are signing their thesis. At least one faculty member must be a tenured/tenure track faculty member in the School of Art.

### **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 committee and ARTH 706 instructor to determine the best way to address these general guidelines for the thesis report.

## Forms and Deadlines

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/advising-forms>

### First Semester, First Year

Document Name	Deadline for submission to School of Art office
Application for Graduate Studio Space	First week of September
Graduate Student Key Request	Ongoing – must be filled out with a faculty advisor
Select a Faculty Advisor – no form	First week of October, email directly to graduate 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

### Second Semester, First Year

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>	First week of October	---
Advancement to Candidacy (ATC) <ul style="list-style-type: none"> <li>Grad Studies website</li> <li>Submitted via DocuSign</li> <li><a href="https://grad.sfsu.edu/content/advancement-to-candidacy">https://grad.sfsu.edu/content/advancement-to-candidacy</a></li> </ul>	For Fall Graduation: Third Week of October	For Spring Graduation: November 1



Proposal for Culminating Experience (894) <ul style="list-style-type: none"> <li>• Grad Studies website</li> <li>• Submitted via docusign</li> <li>• <a href="https://grad.sfsu.edu/content/culminating-experience">https://grad.sfsu.edu/content/culminating-experience</a></li> <li>• If applicable: Waiver of College regulations petition</li> </ul>	For Fall Graduation: Third Week of October	For Spring Graduation: November 1st
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### Final 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>	---	<u>Spring Graduation:</u> <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: First week of May	For Spring graduation: Late May
MFA Exit Survey <ul style="list-style-type: none"> <li>• Online survey will be emailed to students</li> </ul>	For Spring graduation: Second week of May	---
MFA Studio Space Clearance Form <ul style="list-style-type: none"> <li>• School of Art website</li> </ul>	Last day of classes	---
Key Return Receipt <ul style="list-style-type: none"> <li>• Issued by facilities</li> </ul>	Last day of classes	---

## 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> 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 with the graduate coordinator
- 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 AND 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 / Graduate Assistant Role

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. The School of Art expectation is that the MFA degree will be accomplished within two years. Resources are planned with this in mind for both current, incoming and potential graduate students, therefore studio space is available for a maximum of 4 semesters.

**Studio access may be revoked if a student does not comply with the rules of conduct as per department and University regulations and/or there is a violation of the MFA Studio Contract.**

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 ROLES

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 (AOC) will contact students 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 Instructional Aids (IA) for undergraduate courses. While enrolled in Art 850, students are learning classroom strategies through directed experience. Graduate students working as IAs are not employees.

Students who fulfill the necessary requirements to teach may have the opportunity to be the instructor of record for at least one lower-division undergraduate course during their time in the program. It is highly recommended that a graduate student serve has an IA they plan on teaching as a GTA.

## Scholarships

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

For details about individual scholarships and eligibility  
<https://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 \$Amount varies/ 2 Awards

Steve Wilson Award for \$1,000

Headlands Center for the Arts Graduate Fellowship

Murphy Cadogan Award

<https://sff.org/what-we-do/arts-and-culture/murphy-cadogan/>

## Grad Stop Office

Grad Stop office processes all your graduate paperwork and 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 AM to 5 PM 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 submission of completed forms to Grad Studies via Docusign.

Please be aware that Grad Studies form submission dates are subject to fluctuation. Check the Grad studies website for changes/updates.

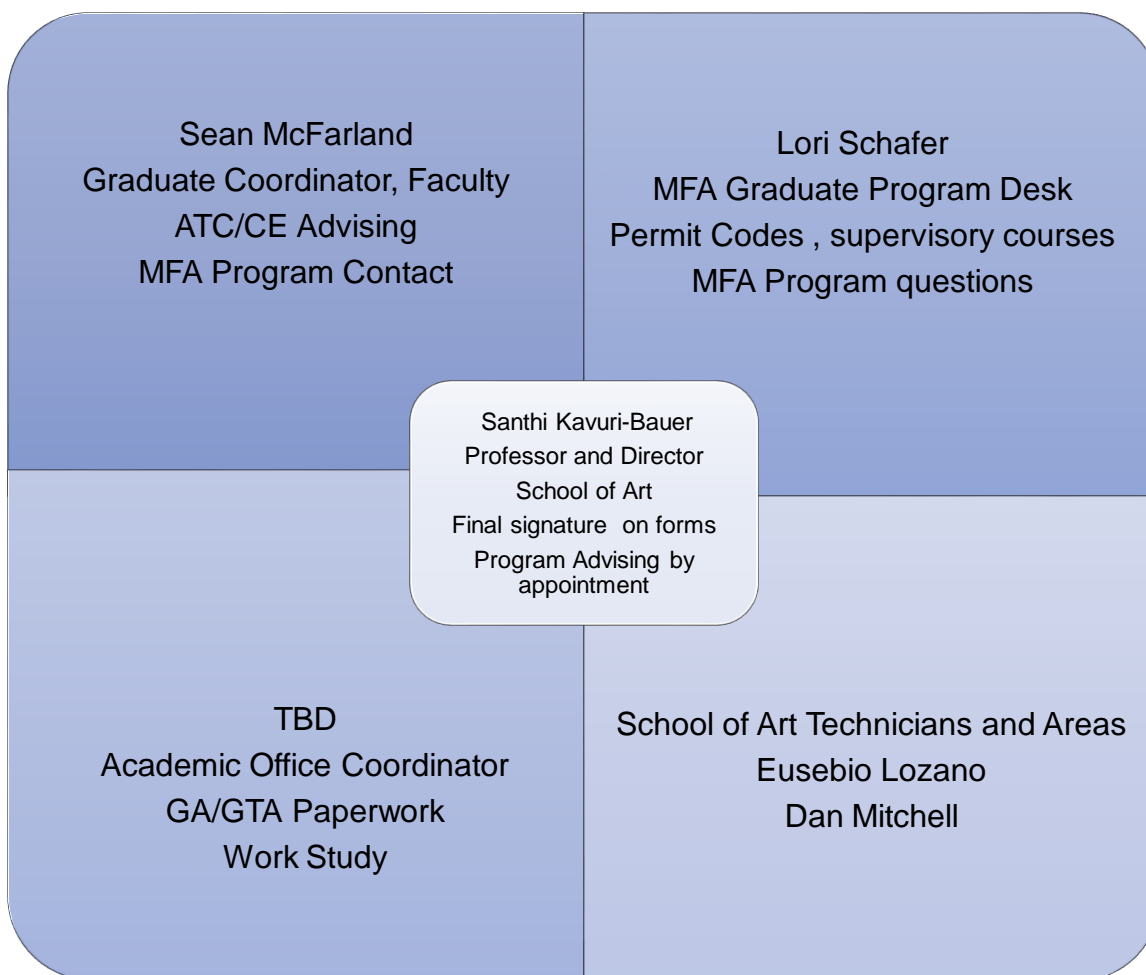
**International Student Support:** International students on F-1 and J-1 visas should seek advising and support from the Office of International Programs in the Village at Centennial Square, Building C, (415) 338-1293 or visit their website at: <http://oip.sfsu.edu/>

**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. Contact the registrar directly regarding holds on accounts that pertain to registration. (415)338-2350 [records@sfsu.edu](mailto:records@sfsu.edu)

## School of Art Organization Chart



### CONTACT GUIDANCE

Review your MFA Handbook FIRST

Go to MFA Grad Coordinator for ALL advising

To contact Graduate Secretary – email [artgrad@sfsu.edu](mailto:artgrad@sfsu.edu)  
To contact Graduate Coordinator – email [seanmc@sfsu.edu](mailto:seanmc@sfsu.edu)

## Department Resources and Contact Info

School of Art Office Fine Arts Bldg. Rm 293

### **Fall/Spring Office hours:**

Monday-Wed 10:00-12:00/1:00-4:00

Thursday-Friday: Staff available via email

### **Summer/Winter Office Hours:**

Monday-Wed 10:00-12:00/ 1:00-3:00 Friday: Staff available via email (please note: hours may be subject to change)

### **School of Art Director:**

Santhi Kavuri-Bauer, [santhi@sfsu.edu](mailto:santhi@sfsu.edu)

### **Graduate Coordinator:**

Sean McFarland, [seanmc@sfsu.edu](mailto:seanmc@sfsu.edu) FA 264

### **Office Support and Graduate Desk:**

Lori Schafer, [artgrad@sfsu.edu](mailto:artgrad@sfsu.edu)

Contact for permission numbers, submittal of graduate forms for signature, and purchasing information for GA's and GTA's

### **School of Art Academic Office Coordinator (AOC):**

TBD, (415) 338-2176

Contact for GA and GTA paperwork Work Study paperwork

### **Support Technicians and Areas:**

Eusebio Lozano and Dan Mitchell, [arttechs@sfsu.edu](mailto:arttechs@sfsu.edu) FA 272

### **Director, Fine Arts Gallery**

Sharon Bliss, Gallery Director, [sebliss@sfsu.edu](mailto:sebliss@sfsu.edu)



**Building Access Times/ Emergency Contact info**

Fall 2024 Semester: Monday-Friday 8AM- 10PM

Spring 2025 Semester Monday-Friday 8AM- 10PM

Fine Arts Building access hours

Monday – Friday 8:00 AM Building Opens

Monday - Friday Emergency Contact:

Chris Moring, [cmoring@sfsu.edu](mailto:cmoring@sfsu.edu)

(415) 405-0319

Jim Tay Monday – Friday eve. Bldg. manager

(415) 405-0319

Saturday-Sunday Emergency Contact

University Police

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

(415) 338 - 7200