University of Wisconsin - Madison - Art Department

GRADUATE STUDENT HANDBOOK

6241 Humanities
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PREFACE

The following handbook is intended to familiarize you with the MFA and MA programs at the University of Wisconsin-Madison.

This handbook is revised once a year and is subject to change by a majority vote of the faculty at any Departmental meeting. It is expected that all graduate students understand and are familiar with these policies and procedures. Graduate students will be clearly notified of all internal program changes in a timely manner with all communication being distributed by email originating from the Art Office. It is the responsibility of all graduate students to review their email on a daily basis and to stay informed and up to date on all program policies, procedures and related deadlines. The Department is not responsible for student oversights or misunderstandings but is always available to help clarify procedures and related policies. The majority of updates and communications will be sent from Branden Martz, the Graduate Coordinator and Professor Jim Escalante, the Art Department Graduate Chair.

Issues that impact graduate education at the campus level will originate from the offices in the Graduate School. All graduate students are responsible for understanding the University of Wisconsin-Madison’s Graduate School policies and procedures and can be found online at www.grad.wisc.edu.

General information about the University, the campus and related support services are detailed in The Guide to Graduate Student Life. This document is available through the Art Office and multiple offices on campus.

HISTORY OF THE ART DEPARTMENT

The development of programs in the visual arts on the Madison campus has its origins in the Department of Engineering in 1911 when staff members developed a sequence of courses for the training of industrial arts teachers. In 1912, William Varnum had assumed the chairmanship, and under his leadership the emphasis was gradually shifted from industrial arts to manual arts, and eventually to applied arts. Course content included drawing from plaster casts, watercolor, and the history and appreciation of design. In 1915, courses were added in clay and metals. In 1917, this group of courses became the basis for the formation of a Department of Industrial Education and Applied Art. Later, instructors were added to teach drawing and painting. By 1926 there were four faculty who remained the nucleus for instruction until the formation of the Department of Art and Art Education in 1946.

The philosophy of the department is demonstrated by both our traditional studio offerings and innovative programs. Changes in the name of the department through the years mirror its evolving image and purpose. In 1966, the name was changed from the Department of Art and Art Education
to the Department of Art, a designation that reflects the heightened emphasis on professionalism and diversity in the faculty and programs. In 1947, John Guy Fowlkes, Dean of the School of Education, supported the development of professionalism in the department by encouraging the hiring of the best possible artists for the faculty. The department went through a period of expansion during the postwar years, in step with the overall growth of the University. Between 1946 and 1960, the number of graduate and undergraduate majors, as well as the number of faculty, more than doubled.

**GRADUATE ORIENTATION**

Orientation is scheduled during Welcome Week and is required for all incoming students. It is important that you attend all of these meetings, as you will receive information regarding the structure, requirements and opportunities within the program. In addition, you will meet faculty members, tour the facilities and receive individual academic advising.

**GRADUATE COORDINATOR**

Branden Martz, the Graduate Coordinator is the person you should talk with about specific questions related to paperwork, degree requirements and general day-to-day issues surrounding logistics of the program. He has access to your academic records and can often provide quick answers to many of your questions. Be especially nice to the Graduate Coordinator.

**GRADUATE CHAIR**

Jim Escalante, the Graduate Chair oversees the program in general, and works in tandem with the Department Chair to administer the program and partner with the Graduate School. The Graduate Chair will advise you on credit and course requirements, program guidelines and any other issues you might face as a graduate student in the Art Department. We are here to support you and you are encouraged to keep in close communication with our offices.

**COMMITTEE FORMATION AND CHANGES**

Graduate committees formed by the end of your third semester and if changes are desired they must be processed in paperwork through the Graduate Coordinator which is then filed with the Department.

**STUDENT MAILBOXES**

You are provided a mailbox outside the Art Department office. It is your responsibility to check and clean this out regularly. Important information from the Art Department about your program, notes from professors, announcements for fellowships and scholarships, and exhibition announcements may be put in your mailbox.
E-MAIL POLICY

Students are required to use and frequently check your campus ‘wisc.edu’ email address for official correspondence from the University. If you do not have a wisc email account, you can activate it by going to https://www.mynetid.wisc.edu/modify. If you are unsure about your NetID and password, contact the DoIT Help Desk at (608)264-4357.

CONTACTING FACULTY

E-mail is the best way to make an appointment or communicate with faculty. If you are having difficulty contacting a faculty member, please contact the art office for assistance. Faculty mailboxes are located outside the Art Department office. Unless you have been specifically asked to do so, DO NOT make phone calls or send text messages to faculty cell phones.

EMPLOYMENT & OPPORTUNITY ANNOUNCEMENTS

Employment opportunities are forwarded from the department to students by email or are publicly posted on the bulletin boards in Humanities. When you graduate, you can also sign up to continue receiving alumni email notices of positions and opportunities. Please contact the Assistant to the Chair to be added to this list.

RESIDENCY DETERMINATION

Office of the Registrar’s Residence Counselors: (608) 262-1355; 333 East Campus Mall #10301, Madison, WI 53715-1384 Website: http://registrar.wisc.edu/residence.htm E-mail: res4tuition@em.wisc.edu

Determination of residency for tuition purposes is governed by section 36.27(2) of Wisconsin Statutes. Adults 18 years of age and older, who have been bona fide residents of the State of Wisconsin for at least twelve months next preceding the beginning of any semester or session for which they enroll in any University of Wisconsin System institution of higher education, are residents of Wisconsin for University tuition purposes. Please see residence counselors for accurate and up-to-date residence information.

WEEKLY NEWSLETTER

Information about exhibitions, visiting artists is emailed in a weekly newsletter format. If you would like to have an event considered for inclusion, please forward the information to images@education.wisc.edu. The most recent instructions for making a submission will be emailed to you in the first week of September.
GRADUATE REVIEW EXHIBITIONS

Graduate Reviews provide faculty, staff, students, and the community a glimpse into Graduate Student work. All students enrolled in the graduate program are required to participate in the Graduate Review Exhibitions every year. The coordinating, planning, and implementing of the exhibition is done by the graduate students and their Student Representatives. Review shows are organized by class year, and are generally scheduled in the fall for third year students and in the spring semester for first and second year students. Exact dates for these exhibitions are set by the Graduate Chair and Graduate Coordinator and communicated to the Graduate Student Representatives.

VISITING ARTISTS

The Art Department invites visiting artists and critics to give public lectures at the Colloquium Series (ART 508). Most of the artists making prints at Tandem Press also present lectures. In most cases, visiting artists are available for individual meetings with graduate students. Scheduled public lectures and performances, and studio visits will be posted on the departmental website and newsletter with sign up schedules for critiques handled by the Visiting Artist TA-IS.

LEAVE OF ABSENCE

There may be an instance where Graduate Students need to initiate a temporary leave from the program. If you are planning to take a leave, you are required by the Art Department to obtain a letter for your file from either the graduate chair (if you have not completed your qualifiers) or your committee chair (if you have completed your qualifiers.). The letter should state that you are a student in good standing and permits you to return to the program within one year. You need to notify Branden of your intention to return so that re-entry procedures may be initiated.

ACCESS AND ACCOMMODATION RESOURCE COORDINATOR

Prof. Jim Escalante, jaescala@education.wisc.edu

The Art Department is committed to working actively toward the success of each student. We encourage students with disabilities to make known their needs for accommodation in curriculum, instruction or services so that the department can work with the student to meet these needs. If you have special needs that you would like to have addressed, please contact each of your instructors as early as possible, preferably before the beginning of a semester. In addition, you may contact the Art Department’s Access and Accommodation Resource coordinator (AARC) Jim Escalante, who serves as our department’s disability services advocate. Prof. Escalante can be consulted regarding general access and accommodation issues or departmental appeals processes.
HARRASSMENT CONTACT

Julie Ganser, ganser@education.wisc.edu

The School of Education provides for a network of contacts to assist in responding to harassment concerns. Harassment contact persons have received training regarding campus sexual harassment policies and complaint procedures. They are available to anyone wishing to inquire about the subject of harassment, discuss an incident, or receive information about options for resolving complaints. In the event that an individual is not comfortable with his/her department’s designated contact person, s/he can take concerns to the department’s chair, or to a contact person in another department. A list of harassment contacts is posted on the door of the graduate chair’s office, and in other locations throughout the Humanities building and the Art Loft.

GRIEVANCE PROCEDURES

You may file a grievance if you believe that you have been treated unfairly. To initiate a grievance, you should first discuss the perceived offense, orally or in writing, with the individual(s) most directly responsible. If no resolution results, you should consult the Department Chair. The Chair will attempt to resolve the problem informally. If this cannot be done to your satisfaction, you can submit a grievance to the Chair in writing. This must be done within sixty days of the alleged unfair treatment. On receipt of the written complaint, the chair will refer the matter to a Departmental committee, which will obtain a response from the subject of the complaint, and this response will be shared with you. Every effort should be made to resolve the issue(s) at the Departmental level. However, if either party is not satisfied with the decision of the department, he or she has five working days from receipt of the decision to contact the Dean’s office indicating the intention to appeal. For further information regarding grievance procedures, please contact the Dean of Students office.

DEAN OF STUDENTS

75 Bascom Hall. 608-263-5700
http://students.wisc.edu/

The Dean of Students office serves as a problem solving device for the University community, working to help sort out individual, group or institutional problems that are not within the purview of other offices on campus or that may require attention from senior staff to attempt to find a special resolution.

TANDEM PRESS

1743 Commercial Ave. 608-263-3437

Tandem Press is a printmaking workshop created by the Art Department in 1987. It provides new areas of exposure to printmaking and invites student and faculty participation through formal and informal interaction with visiting artists. Visitors are welcome with or without an appointment during business hours, 8 am to 5 pm, Monday through Friday. Group tours are available by appointment. Tandem Press also provides an opportunity for students to work with Tandem’s printers in the
production of editions. Students who are eligible for Work Study (offered through Financial Aid), or who are interested in volunteering, may contact Tandem at the above number for further information. In the past several years, Tandem Press has been able to support a number of PAs as well.

**ART DEPARTMENT FACILITIES**

George L. Mosse Humanities Building, 455 North Park Street, Madison, WI 53706  
Art Lofts Building, 111 N. Frances St., Madison, WI, 53703

**BUILDING HOURS**

Our buildings are usually open from 7:00am to 4:30 p.m. Outer doors in Humanities are not usually locked until around 11:00 p.m. For Humanities, if you have a valid UW Student ID, you can call Campus Security to let you in after-hours. Students may obtain 24-hour card access to the Art Lofts building. Please contact the Graduate Coordinator for assistance.

**UNIVERSITY POLICE (SECURITY)**

To contact security, dial 911 from the campus phones located in your studio location. If any unauthorized persons are present in art spaces, campus security should be contacted immediately.

The University Police can also be contacted in regard to non-emergency situations at 262-3015 and 262-2957 (24 hours). They will let you into your studio if you are locked out.

All students should also sign up for wisc alerts to be sent to their cell phones in the case of campus emergencies and related communications.

**ACCESS**

All lab/shop facilities will be closed during the summer. Access will be granted to actively enrolled graduate students who have permission from the Art Department. A list must be provided to the Art Department Chair of graduate students using lab/shop facilities.

**ELEVATOR AND FREIGHT ELEVATOR**

Elevator access to the second and third floors and to the sixth and seventh floors is located on level two (ground floor) of the Humanities building through the doors marked ART 2. There is no access to the fourth and fifth floors from this elevator. The Humanities building has a freight elevator on the Park street side. The freight elevator is only operable with the use of two keys that can be obtained from the Art Office.

**VENDING MACHINES**

Vending machines are located on the 7th floor directly across from the gallery. There are additional machines on level one (basement) of the Humanities Bldg. There are also vending machines located in the Art Loft.
RESTROOMS

On the sixth floor, the women’s restroom (Rm. 6201) is located at the northeast corner, and the men’s restroom (no room number) is located in the west mid-section. On the seventh floor, the women’s restroom is room number 7601 and the men’s restroom is room number 7201. The seventh floor restrooms are wheelchair accessible. Multiple restrooms are located in the Art Lofts.

COPY MACHINES

Copy machines are located in the Humanities Copy Center, room 1650 (the lower level). The hours are Monday through Friday 7:15-11:45 a.m. and 12:45-5:30 p.m. Self-service copiers are available and will take either a University debit card or coins. There are also copy machines in Memorial Library and the Kohler Art Library. A debit copy card machine is available in the Humanities Copy Center, room 1650 (the lower level). The hours are Monday through Friday 7:15-11:45 a.m. and 12:45-5:30 p.m. The copy machine in the Art office is not available for students use.

ART DEPARTMENT OFFICE

6241 Humanities Bldg. 608-262-1660

HUMANITIES SPECIALIZED AREA LOCATIONS

6111-6131 Art Education
6221 Life Drawing
6231 Drawing
6261-6265 Seminar Room
6271 Photography
6311 Video
6321 Video, Installation & Performance
6411 2D Design
6421 Computer Lab for 3D Animation
6431 Typography/Graphic Design
6451 Book Arts
6521 Print Production/Graphic Design
6541 Drawing
6561 Relief Printmaking
6621 Serigraphy
6631 Printmaking Seminar Room
6641 Etching
6651 Lithography
7101-7131 Painting
7131 Undergraduate Advanced Painting Studios
7241-7251 Woodworking
7331 Graduate Sculpture Studios
7511-7551 Art Metals
7411-7451  Sculpture
7621  3D Design

ART LOFTS SPECIALIZED AREA LOCATIONS

1009  Papermaking
1040  Ceramics
1055  Photography
1057  Digital Room
       Glass Lab
       Foundry

Departmental Workshop - 7251 Humanities Bldg. and Loft

These areas are available during designated shop hours to all registered students who may use the power equipment for the construction of frames and stretchers or for other fabrication. You are required to take a safety orientation session and sign a safety agreement prior to using the shop. The Project Assistant (P.A.) for these areas conducts several orientation sessions at the beginning of each semester. A workshop assistant is present at scheduled times and can assist you in the use of the tools. The shop is not open without an assistant present and training for each space is required for access.

ART DEPARTMENT GALLERIES & SCHEDULING

Seventh Floor Gallery - Humanities Building, 455 N. Park St.
Lofts Gallery and Performance Space – Art Lofts Building, 111 N. Frances St

The Seventh Floor Gallery and Lofts Gallery are available to students to exhibit their work. Priority is given to graduate students holding their degree shows and to graduate reviews and area exhibitions. MFA shows may not be scheduled until the qualifiers have been passed. Both MA and MFA exhibitions are scheduled through the Graduate Coordinator and Graduate Chair. Note: the majority of scheduling will be conducted by a lottery system held around the second week of school in September. Notification will be sent by email when this is scheduled.

STUDIO GUIDELINES (Updated 2016)

1) Studios are assigned to students for the duration of their time as an actively enrolled, full-time graduate student. In order to be eligible for a studio, you must be enrolled for credits through the University of Wisconsin-Madison, as a full-time student (taking a minimum of 8 credits each semester). Continuing students who are actively enrolled for the upcoming fall semester do not need to take summer credits. Departing and graduating students must enroll for 2 departmental studio credits during the summer session to keep their studios through the summer (this is for your final summer semester only).
2) Graduate students who hold TA and PA positions that include free summer credits are encouraged to sign up for summer credits in the Art Department.

3) All lab/shop facilities are closed during the summer. Access to these areas will be granted to actively enrolled graduate students who have permission from the Art Department. A list must be provided to the Art Department Chair of graduate students using lab/shop facilities.

4) Students are limited to six semesters of studio occupancy (not including summers). After six semesters of studio occupancy, a graduate student is only eligible for a studio assignment once all other students have been accommodated. Students are not eligible for studio space after they have graduated.

5) Students are assigned a studio by the Graduate Chair in conjunction with the Graduate Coordinator.

6) Students may not switch studios with each other without approval of the Graduate Coordinator. Proper documentation is required of all studio moves. The movement of studios should not occur while classes are in session unless under special situations.

7) Campus Security requires students to carry their ID card while working in the studios. Security may request to see your ID to ensure that you are allowed in the space.

8) Your name and the room number must be prominently displayed outside your studio. If there is no name card, the studio will be considered abandoned and assigned to someone else. This is especially helpful for us in administering and overseeing the program.

9) Studios are assigned for the production of artwork only. (a) Your studio may not be used as a storage space; (b) Your studio may not be opened up to public for sales, exhibitions, etc. (c) Do not use your studio to conduct office hours; (d) Studios may not be used for living. Do not place any beds, cots, or other items in your studio, which would suggest that someone is living there (because you don’t live there). Refrigerators are allowed if properly maintained.

10) Studios are shared educational facilities. Students should consider not only their own needs, but also adopt procedures that are conducive to the productivity of everyone else who is assigned to the building. If your studio has an open ceiling, please respect your studio mates and use headphones when listening to music.

11) Studio privileges are contingent on proper use and maintenance including being considerate of your neighbors. Failure to comply with regulations may result in disciplinary action.
   a. Violations should be reported to the Graduate Chair in writing.
   b. Inspections will be made periodically.

12) Use of studios must be in compliance with university fire and safety regulations.
   a. Keep all doors to the outside closed and locked at all times. Do not prop open doors. If you are expecting a visitor, give him or her your cell phone number.
b. Do not use any locks on your door other than those issued by the university. Hasps, padlocks, and other unofficial locks will be removed.
c. Do not place your furniture, work or your supplies in the hallways, on the roof, in entry/exit areas, or in basements or attics.
d. Use only three prong extension cords and do not run cords across doorways or walkways.
e. Do not walk on the roof areas.
f. Be good neighbors with other departments and university staff assigned to the same or neighboring buildings.
g. No aerosols and spray paint!

13) Studios are subject to all other university regulations. You may lose studio privileges if you violate University regulations on University property. For example:
   a. Smoking is not allowed in any campus building.
   b. No alcoholic beverages are allowed in any studio facility.

14) Safety must be a consideration at all times.
   a. Departmental power tools may be used only by students who have passed a safety authorization course.
   b. A minimum of two students must be present when power tools or any dangerous equipment or materials are in use.
   c. Machines and equipment must not be left unattended.
   d. Pay particular attention to electrical outlets and flammable materials.
   e. Hazardous materials and processes are not allowed in the studios.

15) The faculty member who supervises the lab/shop facility will use discretion and make a determination as to whether or not a graduate student has the required experience to use such facilities. Lab fees will be charged to students using materials supplied by the university.

16) Students should not work in studios alone. For safety purposes, please make sure there is another person in the building. We also highly recommend that you carry a cell phone and know the location of departmental and emergency phones.

17) Students must report any unsafe situations to the Art Office along with the responsible faculty. Program the following phone numbers into your phone for your safety and convenience.
   a. Campus Police: Non-Emergency (608)264-COPS, Emergency: 911
   b. SAFEwalk/SAFEride: (608) 262-5000
   c. For maintenance problems call the Art Office at 262-1660. Do not contact Physical Plant.

18) The University, the Department of Art or any faculty member are not responsible if you hurt yourself working in your studio. Workers compensation is not applicable.

19) Neither the Art Department nor the University is responsible for loss or damage to your personal property. Any personal property you keep in your studio is kept there at your own risk.

20) Absolutely no spray painting in individual studios. All spray painting and use of toxic and hazardous chemicals MUST occur in the spray booth. Some students and faculty are sensitive
and/or allergic to chemicals. Please respect their health and take care of your own. Some buildings also have special regulations regarding materials use. In the Lofts Building, all cleaning of brushes with solvents should be done in the location of the slot vents, next to the sinks in the faculty studios and in the corridor next to the sinks. The slot vents are always on.

21) Students should meet with their advisor, the department chair, or another faculty member to review safety procedures before working in their campus studios.

22) At the end of your occupancy, it is your responsibility to clean out the studio and to make any repairs necessary in order to return the studio to as good or better a condition as it was in when you accepted it. The custodial staff does not clean individual studios but does provide maintenance for the restroom facilities and main entrance areas. Do not leave any materials behind, even if you want to give those excess materials ‘for free’; this creates a mess and is not the responsibility of maintenance and custodial staff to throw away unwanted items. Free piles will be placed back into your studio. The maintenance staff and the Art Department administration can enter studios without prior notification to insure compliance with studio regulations.

23) The Art Department may lose occupancy rights to a building. There is no guarantee that we will have any one building or studio for your entire graduate career. Please realize that you may have to move studios.

24) These rules will be periodically updated. The Graduate Chair, in consultation with the Graduate Coordinator, is responsible for setting graduate studio policy and resolving studio assignments.

25) Parking and access to the area around the Lofts Building is restricted on game days. Check the Parking Lot 91 posting of restricted usage dates.

26) Some studios have been designated for special use and have additional restrictions. These may vary from year to year.

27) No pets are allowed in the studio facilities.

28) No bikes are allowed in the studio facilities.

29) Stairwell spaces and public areas are not to be used for displaying work without prior approval.

**COURSE WORK**

**Credit Load:** 8-15 Credits is considered a full time load for graduate students with fewer than 2 credits during summer sessions or fewer than 8 credits during Fall and Spring sessions being considered a part time student. A maximum of 12 credits is allowed during the summer session. Courses taken pass-fail, or audit, or below 300 level do not count toward graduate credit. Half of the degree coursework (16 out of 32 for the MA) and (30 out of 60 for the MFA) must be completed in courses numbered 700 or higher or in courses clearly designated as “graduate” courses.
Credit Overload: In very rare circumstances, the Graduate School will grant permission for a 1-2 credit overload. Fill out a credit overload request from the Graduate School website and complete the top portion leaving the "reasons" section blank, and make an appointment with the graduate chair to discuss, sign and forward it to the Graduate School Dean for a determination.

Schedule: Consult your faculty advisor or, the Graduate Coordinator for schedule assistance.

Registration: Issued from the Office of the Registrar and is contingent on good standing

Consent: Many upper level Art Department courses require the consent of the instructor; you may forward consent from the professor via email to the Graduate Coordinator.

Independent Research/Study: Independent research credits may be arranged with full time faculty members but not with lecturers.

Required Classes: For the M.F.A degree, you must take Art 700 and 2 additional Art Seminars, 2 Art History classes >300 level, 1 Outside Academic Elective >300 level, and 1 semester of Colloquium. For the M.A. degree you must have completed the following courses before the end of your fourth semester: Art 700 and 1 additional Art Seminar, 2 Art History courses >300 level, 1 Outside Academic Elective >300 level and 1 semester of Colloquium.

Seminars: You are required to take Art 700 and two additional seminars. You must complete two seminars by the end of your second year with the third completed by your graduation date. Art Seminars are denoted in the time table as (SEM).

Art History: Take two courses offered through the Art History department, at or above the 300 level.

Outside Academic Elective: This must be at least 3 credits and must be an academic class; a studio class in another department does not fulfill your outside academic requirement. This course must also be outside of the Art Department, Art History Department, and may not be certain Design Studies courses. You should consult with your committee or the Graduate Coordinator regarding this requirement before you enroll.

Course Substitutions: Classes outside of the Art Department and the Art History Department may be substituted for degree requirements if agreed upon by the members of your graduate committee at your qualifiers. Your committee must approve all substitutions in writing to be included as part of your permanent record. Before your qualifiers, you must present a Petition for Degree Requirement Substitution form for the course or courses to be used for the substitution, the degree requirement for which it applies and the reason that the class should apply. There is no substitution for Art Department seminars (3). All committee members should be informed well in advance of your qualifiers of any substitutions you plan to make. You should be in close contact with your Major Professor and, if needed, the Graduate Chair as you select your courses.

Drop/Add Deadline: Important!! The drop/add deadline for graduate students is listed on the Registrar’s website http://registrar.wisc.edu/. After this deadline, you will need to print off in triplicate from My UW (or the Graduate School website) the late add/drop request form. You will also need a
detailed letter of explanation from the instructor. Both need to be taken to the Graduate School dean’s office, 227 Bascom Hall. The decision to allow a late drop or add is at the discretion of the Graduate School Dean. Take the time to check your registration carefully.

**Grade Reports:** Most courses are graded on the traditional A-F scale unless a pass/fail option is made evident at the beginning of the course. Pass/fail courses do not count toward your degree. You can view your grades at your student center in your my.wisc.edu account.

**Access to Grades/Transcripts:** Official transcripts can be requested through your student center and obtained from the Registrar.

**Incomplete Grades:** Grades of Incomplete are applicable to the student who has completed substantial work in a course but cannot fulfill the course requirements due to circumstances beyond his/her control (i.e. illness, death in the family, etc.) The amount of time a student has to make up the incomplete grade is at the individual faculty member’s discretion. Incompletes remaining after six semesters may require you to re-enroll for credits.

A faculty member may refuse to allow an incomplete if he/she feels that the student’s situation is not the result of unexpected circumstances. Students who feel they have been treated unfairly in this regard should contact the Graduate Chair. The Graduate School will place you on academic probation if you have accumulated a number of incomplete courses.

All incompletes must be cleared before degree paperwork can be processed. No final grade = No degree.

**Progress Grades:** Progress grades “P” are applicable to the student who has been unable to complete a particular project but is making satisfactory progress and needs more time. A grade change is necessary to remove the Progress grade. Graduation cannot occur until all “Incomplete” and “Progress” grades are removed.

**Transferring Credits:** The Art Department can sometimes accept credits from a prior institution towards a degree (maximum of 9). The Petition for Degree Requirement Substitution must be signed by all members of a student’s committee and can only be accepted on or before the student’s Qualifiers (preferably one month before the Qualifiers in order to facilitate timely processing of important degree paperwork).

**Minimum Credits Taken at UW - Madison:** The Art Department has established a minimum number of graduate level credits (courses at or above the 300 level) that must be taken here at UW-Madison in order to be considered for a UW-Madison degree. All graduate-level credits, including summer classes, will count toward fulfillment of the minimum credit requirement. The Master of Arts (MA) degree requires a minimum of 32 credits with at least 23 of those credits must be taken in residency at UW-Madison. The Master of Fine Arts (MFA) degree requires a minimum of 60 credits with at least 51 credits taken in residency at UW-Madison. No more than 9 total transfer credits may be accepted toward either the MA or MFA under any circumstance, regardless of whether the candidate has done graduate work or even earned a degree in another department or at another institution.
**Course Substitutions:** Classes outside of the Art Department and the Art History Department may be substituted for degree requirements if agreed upon by the members of your graduate committee at your qualifiers. Your committee must approve all substitutions in writing to be included as part of your permanent record. Before your qualifiers, you must present a Petition for Degree Requirement Substitution form for the course or courses to be used for the substitution, the degree requirement for which it applies and the reason that the class should apply. There is no substitution for Art Department seminars (3). All committee members should be informed well in advance of your qualifiers of any substitutions you plan to make. You should be in close contact with your Major Professor and, if needed, the Graduate Chair as you select your courses.

**DEGREE PROCEDURES AND REQUIREMENTS**

**Your committee:** The MFA committee must have four members. At least three members of your M.F.A. committee must be members of the Art Department faculty at assistant, associate or professor rank, with one of these people serving in the role of Chair. The fourth member may be a faculty member of another University of Wisconsin-Madison Department. Graduate School regulations do not allow lecturers to serve on graduate MA or MFA committees.

**Scheduling your MA and MFA Shows:** Your MA show (MFA Qualifiers) must be scheduled before spring break in your fourth semester of graduate study. To qualify you must have completed or be in the process of completing all of your academic requirements (except one seminar) and have a minimum of 32 credit hours on record.

Graduate students schedule their exhibition slot at the annual gallery lottery (generally the second week of classes, fall semester). Two students will simultaneously show in the gallery. Students are responsible for notifying their committee of this location and setting dates for the meeting in advance. The office does not assist in this process.

**Required program paperwork:** The Graduate Chair and Coordinator will hold a mandatory meeting for all second year graduate students to discuss and distribute degree paperwork. If you can’t understand the paperwork, ask Branden. Note: All members of your committee and the Graduate Chair must approve any requests for deviation from the Art Department’s Program in writing in advance.

**What to Prepare:** This should be discussed in advance with your committee Chair. At your qualifiers, you are expected to present a comprehensive review of all your artwork from the time you started graduate school in the form of images, video or original artwork. Your presentation, like an artist’s lecture, should include information about the ways you think about what you do. You should also present your intentions for the MFA exhibition. You are responsible for securing all media and equipment for this presentation.

**Promotion /Statement:** Your exhibition must be publically announced prior to the exhibit. Your name and the names of your committee members must be posted at your show. Your work should be labeled or otherwise identified, so your audience can appreciate your work and effort.
What to Expect: The qualifiers generally last for sixty minutes. The qualifiers will usually begin with your presentation and will include questions from your committee. Expect that these questions will address form and content. You may also be asked about art historical references that pertain to the area in which you are working as well as current trends and issues and relevant contemporary or historical artists or movements. Remember that a focused, flowing discussion is to your benefit. Be prepared, and expect to act as the moderator during your qualifiers, along with your committee chair. Towards the end of the meeting, your chair will ask you to leave the room to give the committee members a chance to talk with one another and vote on your standing.

The MFA Qualifying Examination: If you pass the exhibition you will then be issued a series of questions that constitute the written examination portion of this process. Your committee Chair will distribute the questions from the committee, generally within one week of your show. You will have two weeks to respond in writing with answers distributed in PDF form to your entire committee. These details and expectations must be worked out in advance with your committee chair. Attendance: Your entire committee must be present at your qualifiers. In the rare event that a faculty member cannot attend, absent faculty may be present via video chat. The Department Chair may sign qualifying documents and degree warrants on the behalf of absent committee members with the approval of the absent faculty member.

The MFA Final Oral Exam: This final exam will last roughly sixty minutes and will take place where you exhibit your final show unless previous arrangements have been made and agreed to by your committee. You will be asked questions about the decisions you made in assembling the exhibition and the overall progression your work has taken in the program. Toward the end of the meeting, your chair will ask you to leave the room to give the committee members a chance to talk with one another and vote on your final standing. Attendance: Your entire committee must be present at your Final Oral Exam. In the rare event that a faculty member cannot attend, absent faculty may be present via video chat. The Department Chair may sign qualifying documents and degree warrants on the behalf of absent committee members with the approval of the absent faculty member.

Timing: A candidate who fails to have a degree exhibition and take the final oral examination has three years after passing the qualifying examination (year two) to complete this requirement of the program. In this period no support or studio is provided, and in most instances credits will need to be taken in the semester the show is staged.

Note: To file your degree warrant the Art Office must have all required paperwork and subsequent signatures in compliance with Departmental deadlines.

MA Degree Procedures and Requirements: All students accepted into the MFA program enter on the MFA track outlined above. Failure to meet certain requirements or failure in adequately developing work may result in the receipt of the MA degree only should all credits and requirements be met. In the traditional pathway to the MFA, all students will automatically receive an MA given their completion of the 30 credit requirement set by the University for receipt of a MA degree.

The only difference if seeking only an MA degree (unusual in our Department) is that the committee is made up of three members. An exhibition and the Departmental requirements remain the same as above with the same terms and expectations.
**FUNDING INFORMATION**

**Art Department Teaching Assistantships:** Continuing students apply for Teaching Assistantship (TA) positions in November, through the Annual Funding Application. Incoming students will apply for TA positions within the Department’s Admissions Application. Due to the demanding responsibilities of these positions, the Department prioritizes students moving into their second and third year of the program. All continuing students are offered an interview for TA positions. Students completing their third year of the program are not eligible to teach a fourth year. Qualified incoming applicants will be considered for an interview, as class sections become available. Students may hold a TA position for two years ONLY. An appointment as a TA includes remission of all tuition (excluding segregated fees or extra course fees) and health insurance coverage for the duration of the appointment. Appointments usually require teaching two studio sections or three discussion sections per semester.

**Art Department Project Assistantships and Teaching Assistant-Instructional Staff:** Project Assistantships (PA) and Teaching Assistant-Instructional Staff (TA-IS) positions are available within and outside of the department. These are limited term appointments that pay a salary and provide benefits for studio, lab, or research work. TA-IS applications are included in the Annual Funding Application provided to continuing students in November. Incoming students will apply for TA-IS positions within the Department’s Admissions Application. An appointment as a TA-IS includes remission of all tuition (excluding segregated fees or extra course fees) and health insurance coverage for the duration of the appointment.

PA positions are offered to qualified students, both incoming and continuing students by direct selection of faculty members. There is no separate PA application. Eligible incoming and continuing students who have submitted either their Admittance Application or the Department’s Annual Funding Application will be considered for PA appointments. In past years, MFA students have been successful in locating PA, TA, and TA-IS positions in other departments, primarily in positions requiring experience in art, design or writing backgrounds. PA Appointments can range from one semester to the full calendar year and provide full tuition remission (excluding segregated fees and extra course fees) and health coverage for the duration of the appointment.

**Fellowships:** Fellowships are awards that enable graduate students to pursue their degrees full-time. The Steering Committee nominates students for fellowships. The Graduate School has general fellowship information linked to the Graduate School homepage: http://grad.wisc.edu/studentfunding/currentstudents. These fellowships are administered through the Graduate School.

**NON-DEPARTMENTAL FUNDING**

**Office of Student Financial Aid:** 333 E. Campus Mall #9701
Financial Aid information for graduate student grants, employment appeals and general loans is available at Student Financial Services. Please note that the Art Department does not have anything to do with student financial aid awards.

General Information 608-262-3060
TDD for hearing impaired 608-263-2400
Scholarships 608-262-9996
Student Job Center 608-262-6313
Work Study Program 608-262-3801
Wisconsin Student Loans 608-262-1860

Work Study: Work-study is awarded through student financial aid. Work-study positions are listed in the work-study office. Many professors in the Art Department hire work study students to assist them in lab courses.

Grants Information Center:
Rm. 262 Memorial Library 608-262-6431 http://www.library.wisc.edu/memorial/collections/grants-information-collection/

The Grants Information Center is one of a network of approximately 200 collections established by the Foundation Center, an independent national service organization in New York, to provide an authoritative source of information on foundation and corporate giving for nonprofit organizations. Resources on scholarships, fellowships, grants and other funding opportunities for individuals also constitute a large part of the collection’s holdings. In addition to publications from the Foundation Center, including its computerized database, FC Search, the Grants Information Center also includes other sources of information in both print and electronic format on private and corporate foundations and federal funding agencies. Here, supplemented by other campus collections, users can also find books, periodicals and pamphlets and a sampling of videos on fund raising, proposal writing and philanthropy.

The Albert Murray Fine Arts Educational Fund: A number of Art Department graduate students have received support from this fund. Applications for graduate and undergraduate students are available in the Art Department office. You may also contact the Albert K. Murray Fine Arts Educational Fund, Post Office Box 367, Adamsville, OH 43802-0367.

College Art Association: The College Art Association has a Professional Development Fellowship program to help students of color make the transition from graduate school to a professional career. The fellowship is available to students who demonstrate financial need and will receive their MFA or Ph.D in the upcoming academic year. Contact: College Art Association, 275 Seventh Avenue, New York, NY 10001, phone: 212-691-1051 x209, www.collegeart.org

Fulbright and Other Travel Programs: Fulbright Fellowships provide round-trip international transportation, tuition (when applicable), health and accident insurance, and maintenance for one academic year. The Fellowships Office also administers other travel fellowships including the Lusk Memorial Fellowship and the Miguel Vinciguerra Fellowship. For applications contact the Fellowships Office, 327 Ingraham Hall, 1155 Observatory Drive, Madison, WI 53706, 608-265-2409.
CAMPUS RESOURCES

Campus Welcome Center

21 N. Park Street, 608-263-2400. http://www.vip.wisc.edu

Staff members connect people with the resources they are seeking and provide information on academic matters, social and recreational events, community resources, visitor attractions, transportation, health and many other topics.

Chazen Museum

800 University Ave, 608-263-2246, www.chazen.wisc.edu

The Chazen houses a permanent collection of contemporary and historical art which includes an extensive print collection. The galleries are located on the second, third and fourth floors. The museum offices and the Print Room are located on the second floor. To schedule individual or class appointments to do research in the Print Room, contact the print collection curator.

Kohler Art Library

800 University Ave, 608-263-2258, http://art.library.wisc.edu/

The Kohler Art Library is located on the ground level of the Chazen Museum and is accessible through the entrance on the north side of the building. This library houses an extensive collection of books, periodicals and reference materials. There is also a rare book collection and an art book collection. Contact the librarian if you would like more information.

Art History Department

Room 232, 800 University Avenue, 608-262-2340. http://arthistory.wisc.edu/

The Art History Department offices and faculty offices are located on the second floor of the Chazen. Faculty office hours, office phone numbers and class schedules are listed on faculty doors each semester. Art History classrooms are located on the ground level and the lecture halls and seminar rooms are located in the lower level.

Memorial Library

The facilities at Memorial Library include the largest selection of books on campus, a computer lab, inter-library loan service, archives, reference room, rare book collection and the Grants Information Center.

**College Library**


The facilities at College Library (Helen C. White Hall) include a computer lab, books on reserve, and study areas that allow food and drink.

**Media Education Resources Information Technology (MERIT)**

225 N. Mills St., 608-265-4773; http://merit.education.wisc.edu

The CIMC has facilities to take slides of 2-D or 3-D work. Equipment is available at no charge but film is not supplied. Equipment available for check-out includes video camcorders, 35mm cameras and accessories, tripods, Apple “Quick Take 150” and Sony digital cameras, zip drives and discs, floodlights, projectors, tape recorders, microphones, slide/synch recorders, 3D printing, CD players, portable light tables, slide dissolve units and portable microfiche readers. You may reserve the check-out equipment up to one week in advance. In-house equipment available includes an audio mixing studio and a video editing suite, monitors, photo copy stands, backdrops and lights, slide duplicators, copiers and reproduction equipment. There is an instructional software preview lab that includes Macintosh, IBM and Apple IIGS computers, interactive laser disc stations, desk top scanner, network and internet access. The CIMC regularly adds to its collection of equipment. You may contact the CIMC at the number above if you have questions about the materials and resources available.

**Instructional Media Development Center**

109 Teacher Ed Building, 225 North Mills St. 608-263-4710 http://imdc.education.wisc.edu

The facilities at the IMDC include a computer lab and video services including rentals and dubs. The lab and facilities are free to Education students and staff but there is a charge for printing. There is also a charge for video and graphic services, but there is the possibility of having these expenses paid for with funds designated for the IMDC for student use.

**Wisconsin Memorial Union**

(800 Langdon St., 265-3000) http://www.union.wisc.edu

The Union provides a variety of services and programs for students, faculty, staff and Union members including: outdoor cafe and a lakeside terrace, cafeterias, delicatessens, ice cream shops, study lounges, art galleries, game rooms, craft shop and photo darkrooms, mini courses, hotel rooms, meeting rooms, check cashing, stamp sales, parcel delivery service, ATM machines,
the Wiscard debit card program, meal plans and the Wisconsin Union Theater. Membership is automatic for students taking at least three credits but non-students may join on an annual or lifetime basis.

Free lectures, cultural performances, music, tournaments, workshops, films and a variety of other activities are frequently held at the Union. For schedules see “Today in the Union (TITU), a daily calendar of events posted near the mail desk of the Union and at other locations throughout the Union. TITU is also available online at http://www.union.wisc.edu

University Health Services

333 E. Campus Mall, Medical Clinics: 5th & 6th Floors, Pharmacy: 6th Floor, Counseling: 7th Floor, SHIP: 7th Floor, Prevention: 8th Floor

University Health Services provides outpatient primary medical care, nursing and prevention services, including general medicine, women’s clinic, allergy treatment and dermatology.

Counseling & Consultation Services

333 E. Campus Mall., 608-265-5600

This unit of University Health Services provides assistance to students who are experiencing personal stress, career concerns, family or interpersonal conflict, general anxiety, depression, or other psychological concerns. Further information about University Health Services, including information about Counseling and Consultation Services, is available on their website at http://www.uhs.wisc.edu/

Multicultural Student Center


Since the fall of 1988, the Multicultural Student Center (MSC) has been providing out-of-classroom experiences where students and other members of the University community can learn about and appreciate other cultures. The UW-Madison campus values diversity and the MSC has been providing opportunities by which differences can be celebrated. The MSC focuses its resources on the needs of five designated student of color groups (African American, American Indian, Asian American, Chicano and Puerto Rican). The Multicultural Student Center is a unit of the Office of the Dean of Students.

McBurney Disability Resource Center

1305 Linden Dr., 608-263-2741, http://www.mcburney.wisc.edu/

The McBurney Disability Resource Center offers services to students who have physical, learning, sensory or psychological disabilities and hidden disabilities. Alternative testing and evaluation services are available through the McBurney Disability Resource Center. The McBurney Center is
available to assist faculty and students by verifying disabilities, recommending accommodations and providing information and training on disability issues.

**The Writing Center**


The Writing Center helps students organize ideas on paper and offers constructive criticism on drafts. Appointments are available but often booked up in advance. Non-credit classes are available.

**English As A Second Language**

5134 Helen C. White Hall, 608-263-3783 http://www.english.wisc.edu/esl/

ESL offers testing of, and courses for international graduate students with specialized help in writing, pronunciation and presentations

**The Campus Women’s Center**

Memorial Union 4th Floor, 800 Langdon St., 608-262-8093 http://campuswomenscenter.rso.wisc.edu/

The purpose of the Campus Women’s Center is to provide a variety of services, to educate the campus community on a number of women’s issues, and to serve as a resource and referral center for all students. Resources include several support groups, a large library of books by and about women, a variety of campus events, and listings of local childcare providers.

**LGBT Campus Center**

2nd Floor Memorial Union, 800 Langdon St., 608-265-3344 http://lgbt.wisc.edu

This campus-based organization, comprised of gay, lesbian, and bisexual students, provides educational programs and sponsors lectures, dances and other activities.

**Office of Fellowships & Funding Resources**

Rm. 231 Bascom Hall, 500 Lincoln Dr., 608-262-2433 http://www.grad.wisc.edu/education/funding/index.html

The Fellowship Office promotes excellence in graduate education by administering, facilitating and publicizing fellowship programs. The Office of Minority Programs fosters diversity and participation in graduate education by helping departments prepare, recruit, support and graduate minority scholars. The Graduate School has limited tutoring funds available to assist minority and educationally-disadvantaged students in fields of graduate study not covered by other existing academic support services on campus.
Graduate Admissions & Academic Student Services
Rm. 228 Bascom Hall, 608-262-2433, http://www.grad.wisc.edu/

Residence for Tuition Classification
608-262-1355, www.registrar.wisc.edu/students/residence/

SAFEwalk

Provides a nighttime walking escort service to students throughout the campus area. Escort teams are available by dispatch and by reservation. SAFEride cabs and buses are also available.

Free Bus Pass
http://www.asm.wisc.edu/asm-bus-pass.html

Available to all University of Wisconsin staff and students. Usually available at StudentPrint, in the Student Activity Center, 333 E. Campus Mall

ART SUPPLIES
University Book Store, 711 State St., 608-257-3784
Artist & Craftsman Supply, 201 W Gorham St., 608-251-2977

CAMPUS EXHIBITION SPACES

Wisconsin Union Galleries:
800 Langdon St., 608-262-5969, Contact Robin Schmoldt
http://www.union.wisc.edu/art/ Porter Butts Gallery, Class of 1925 Galleries, and the Theater Gallery Hall

The Memorial union hosts an annual juried student art show. This is usually held during the spring semester. The Union Galleries also accepts proposals for solo and group shows, including M.A. and M.F.A. exhibitions.

MERIT Library:
225 N. Mills St., 608-263-8199, contact Anna Lewis

Gallery of Design, School of Human Ecology:
1300 Linden Dr., 608-262-8815

University Health Services:
333 Campus Mall, 608-265-5231
University Hospitals and Clinics:
Rm. J6/216 UW Hospitals, 600 Highland Dr.

Pyle Center:
702 Langdon Street, 608-262-0881 or 262-1122

Performance and Installation on Campus:
contact Central Reservations at Wisconsin Union, 608-262-2755.

If you wish to utilize a public space on campus (any space not governed by a building manager) for the purpose of installation or performance art, you should contact Central Reservations at the Wisconsin Union so that the proper “Events Alert” is filed if necessary.

MADISON MUSEUMS

Madison Museum of Contemporary Art:
227 State Street, 608-257-0158
Modern & contemporary art – http://www.mmoca.org/

State Historical Museum:
30 N. Carroll St., 608-264-6555
www.wisconsinhistory.org/museum/

Madison Children’s Museum:
100 N. Hamilton Street, 608-256-6445
http://www.madisonchildrensmuseum.org

Wisconsin Veterans Museum:
30 W. Mifflin Street, 608-267-1799
http://museum.dva.state.wi.us/

MADISON GALLERIES

Commonwealth Gallery, Madison Enterprise Center:
3rd Floor, 100 S. Baldwin http://www.cwd.org/gallery/

Overture Center for the Arts:
201 State Street, 608-258-4177 http://www.overturecenter.com

REGIONAL CAMPUS EXHIBITION OPPORTUNITIES

University of Wisconsin-Marathon Center:
Information about this annual competition for a solo exhibition is placed in graduate student mailboxes during the spring semester.
ADDITIONAL INFORMATION FOR DEGREE CANDIDATES

Preparing to Graduate: It is your responsibility to see that all grades of Incomplete and Progress are changed because degrees cannot be granted with these credits left outstanding. If you have questions about your status, arrange to meet with the Graduate Coordinator as soon possible.

Graduation Ceremonies: MFA candidates attend the graduation ceremony for MFA and Ph.D candidates. If you plan to attend, candidates must invite their major professor (or a substitute member of their committee) to be their faculty escort.

Commencement Attire: MA and MFA candidates who wish to attend the ceremony must rent a cap and gown from the University Bookstore. There is a rental charge for the cap and gown.

Letters of Recommendation: Graduate students must work directly with faculty to acquire letters of reference.

Transcripts: Many employers will request transcripts. Be sure that your transcript is in good order, your degree is posted, all fees have been paid, and that you have updated your contact information in your student center. It can take up to four months for your degree to be processed. If you need certification of your degree prior to that time, you may request degree certification letters for awarded degrees (posted to the student's record) at 21 N. Park St, Suite 7223 or by mailing in a request. If requested by mail, please allow 2-3 business days in addition to mail transit time. (You will need to provide a pre-addressed, pre-stamped envelope. Mail request to: Customer Service-Degree Letter, 21 N. Park Street, Suite 7223, Madison WI, 53715-1218.)

Update contact information: Following your graduation, and prior to the start of the next semester, you should log in to your Student Center to change your mailing address (home & campus) and e-mail address (check preferred e-mail) as soon as possible. On the menu under personal information, you should also reset your pin, and keep track of it for future reference. Using your new pin and old student ID number, you’ll be able to access your student information even after your campus e-mail and login expire by entering through: myinfo.wisc.edu. This is an important step in making sure your diploma is mailed to the correct address, and it will enable you to access unofficial transcripts, request official transcripts, track your degree award process, etc. If you have any questions or difficulty resetting your pin, contact 263-6612.

Final campus checkout: Make sure you clean your studio and return your keys to the building managers. A studio inspection may occur.

College Art Association: The College Art Association is the professional organization for faculty members in Studio Art and Art History. CAA holds a conference each year, usually in February. CAA also publishes a listing of employment opportunities called Careers. Student rates are available. Every year there is a pre-CAA meeting to help students prepare for the conference. www.collegeart.org