

University of Wisconsin - Madison | Art Department

Master of Fine Art Handbook

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PREFACE

The following handbook is intended to familiarize you with the MFA in Studio Art Program 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 the Graduate Program Manager and Professor and Associate / Graduate Chairs offices.

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 students attend all of these meetings, as they will receive information regarding the structure, requirements and opportunities within the program. In addition, students will meet faculty members, tour the facilities and receive individual academic advising.

GRADUATE PROGRAM MANAGER & GRADUATE ADVISOR

Branden Martz, the Graduate Program Manager & Graduate Advisor is the person students should talk with about specific questions related to their academic career. The Graduate Program Manager handles issues pertaining to degree paperwork, degree auditing, committee formation, annual funding applications, TA, TA-IS, PA and fellowship appointments, student appointment letters, program requirements, gallery scheduling and general day-to-day issues surrounding logistics of the program. The Graduate Program Manager has access to academic records and can often provide quick answers to many program related questions.

ASSOCIATE / GRADUATE CHAIR

Leslie Smith III, the department's Associate & Graduate Chair works in tandem with the Department Chair and Graduate Program Manager to administer the program. The Graduate Chair advises students experiencing interpersonal conflict between students, or faculty. The associate chair is the main point of contact for issues surrounding program climate and student accommodations.

COMMITTEE FORMATION AND CHANGES

Graduate committees are formed by the end of the third semester. If a student needs to change the structure of their committee a change of committee form must be submitted to the Graduate Coordinator's office prior to the following semester.

STUDENT MAILBOXES

Students are provided a mailbox located outside the Art Department office. Students are responsible to check and retrieve their mail regularly. Important information from the Art Department including messages from professors, announcements for fellowships and scholarships, and exhibition announcements may be deposited in the student's mailbox.

E-MAIL POLICY

Students are required to use and frequently check their campus 'wisc.edu' email address for official correspondence from the University and department. Students must set-up their wisc email account, by activating their [NetID](#). Questions about NetID and password can be directed to the [DoIT Help Desk](#) or by calling 608-264-4357.

CONTACTING FACULTY

E-mail is the best way to make an appointment, or communicate with faculty. Students having difficulty contacting a faculty member should contact the art office for assistance. Faculty mailboxes are located outside the Art Department office. Unless otherwise directed, students should not call or send text messages to faculty's personal 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. Alumni may also sign-up to continue receiving 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 ext: 333
Room 10301 | 333 East Campus Mall
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 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.

RESIDENCY REQUIREMENT

The spirit of our MFA program is rooted in the residential educational experience. The residential first-year experience is vital and as such students are required to be in residence their 1st year, and for no fewer than four semesters during their MFA study. Non residential periods of research normally occur between the 3rd and 6th semester of the program contingent on:

1. For students departing in their third year, all required courses (2 - Art Histories, Art 700, 2 - Art 908 Seminars, Art 508 and the Outside Academic Elective requirement) are normally completed before traveling.

2. Approval of the student's MFA committee in the 4, 5, 6 semester. If the student has not yet formed a committee, approval must be sought by all of the following: the student's faculty advisor, the Associate Chair, and the Department Chair.
3. The student's mode of research and funding being compatible with remote work.
4. Graduate students who are interested in conducting research abroad can register for [IAP's UW Graduate Research](#), which allows students to stay continuously registered as UW–Madison students, receive research credit with their faculty advisor, international health insurance, and 24/7 emergency assistance through IAP. This is an individualized experience and is not tied to a specific study abroad program. Students will need to have a high degree of independence in arranging housing and logistics for themselves.
5. All graduate students traveling abroad are encouraged to acquire insurance through Cultural Insurance Services International. Additional information is available at [CISI Insurance](#).

WEEKLY NEWSLETTER

Information about exhibitions, visiting artists and other department related content is emailed in a weekly newsletter sent from the Chair's office. Students can submit materials to be included in the department newsletter by emailing their information to images@education.wisc.edu. Content must be delivered two weeks prior to the scheduled event.

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 Graduate 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 Program Manager and communicated to the Graduate Representatives.

GRADUATE REPRESENTATIVES

Each cohort year elects two graduate students to serve as graduate representatives for their class. Graduate representatives have the following responsibility:

- Coordinate annual review shows
- Coordinate the program's annual Studio Day event
- Assist with Fall MFA Program Information Sessions
- Assist with the spring MFA onboarding event
- Attend monthly faculty meetings
- Represent and speak on behalf of their cohort at Graduate Forums

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 a student needs to initiate a temporary leave from the program. Students planning a leave of absence are required by the Art Department to obtain a letter of support from their faculty advisor and graduate chair (if they have not yet formed their committee) or their committee chair and graduate chair (if a committee is already formed). Students must be in good academic standing and return to finish their program within one year following leave. Students need to notify the Graduate Coordinator two months prior to their return so that re-entry procedures can be initiated.

ACCESS AND ACCOMMODATION RESOURCE COORDINATOR

Leslie Smith III: Art Department Associate Chair, artassociatechair@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. Students needing accommodations are encouraged to work with the [McBurney Disability Center](#). McBurney assists students with learning or physical disability and provides individualized learning plans and resources. In addition, you may contact the Art Department's Access and Accommodation Resource coordinator (AARC) Leslie Smith III, who serves as our department's disability services advocate. The Associate Chair can be consulted regarding general access and accommodation issues or departmental appeals processes.

HARASSMENT CONTACT

Derrick Buisch: Department Chair, artchair@education.wisc.edu

Timothy McCarty: Art Department Administrator and HR Representative, timothy.mccarty@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), s/he can take concerns to the [Dean of Students Office](#). A list of harassment contacts is posted in several locations throughout the Humanities building and the Art Loft.

GRIEVANCE PROCEDURES

Students may file a grievance if they believe they've been treated unfairly. To initiate a grievance, students should first meet with the Department Chair. The Chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, they can submit a formal grievance to the Chair. 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, the response will be shared with the student. Every effort should be made to resolve the issue at the Departmental level. However, if either party is not satisfied with the decision of the department, s/he has five working days from receipt of the decision to contact the Dean's office indicating the intention to appeal.

These resources may be helpful in addressing your concerns:

- [Bias or Hate Reporting](#)
- [Graduate Assistantship Policies and Procedures](#)
- [Hostile and Intimidating Behavior Policies and Procedures](#)
 - [Office of the Provost for Faculty and Staff Affairs](#)
- [Dean of Students Office](#) (for all students to seek grievance assistance and support)
- [Employee Assistance](#) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- [Employee Disability Resource Office](#) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- [Graduate School](#) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- [Office of Compliance](#) (for class harassment and discrimination, including sexual harassment and sexual violence)
- [Office of Student Conduct and Community Standards](#) (for conflicts involving students)
- [Ombuds Office for Faculty and Staff](#) (for employed graduate students and post-docs, as well as faculty and staff)
- [Title IX](#) (for concerns about discrimination)

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. The complaint may concern course grades, classroom treatment, program admission, or other issues. To insure a prompt and fair hearing of any complaint, and to protect both the rights of the student and the person at whom the complaint is addressed, the procedures below are used in the School of Education.

The person whom the complaint is directed against must be an employee of the School of Education. Any student or potential student may use these procedures unless the complaint is covered by other

campus rules or contracts. The following steps are available within the School of Education when a student has a grievance:

1. The student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is not resolved satisfactorily, the student may continue to step 2.
2. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a timely written decision to the student on the action taken by the committee.
4. If either party is not satisfied with the decision of the department, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the associate dean. If this cannot be done, the complaint can be filed in writing with the dean's office. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the associate dean will convene a subcommittee of the school's Equity & Diversity Committee. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Education who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from the date when the grievance was filed with the dean's office.

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the [Office of Compliance](#), 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.

STUDENT AFFAIRS OFFICE

185 Bascom Hall | 500 Lincoln Dr. | 608-265-3540

Student Affairs is 500+ people across 17 campus departments dedicated to helping UW–Madison students succeed in and out of the classroom. Their programs and services cover areas including health and well-being, identity and inclusion, leadership and engagement, and student advocacy.

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 open from 7:00am to 4:30 p.m. Outer doors in Humanities are not locked until 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 Program Manager 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

Department studio labs and shop facilities are closed during the summer. Access will be granted to actively enrolled graduate students who have permission from the Art Department, or specific area faculty who operate the studio lab. 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.

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 the 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 to use.

ART DEPARTMENT OFFICE

Room 6241 Humanities Bldg. | 455 North Park Street | 608-262-1660

HUMANITIES Studio Labs

455 North Park Street | floors six and seven

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	Wood Working
7511-7551	Art Metals
7411-7451	Sculpture
7621	3D Design

ART LOFTS Studio Labs

111 North Frances Street

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

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 teaching assistant 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.

Art Lofts Gallery and Performance Space | Art Lofts Building, 111 N. Frances St.

BackSpace Gallery | Art Lofts Building, 111 N. Frances St.

The Seventh Floor Gallery, Art Lofts Gallery and BackSpace Gallery are available to students to exhibit their work. Priority is given to graduate students holding their degree exhibitions and to graduate reviews and area exhibitions. MFA degree exhibitions may not be scheduled until the MFA qualifier has been passed. Both MFA qualifier and MFA degree exhibitions are scheduled through the Graduate Program Manager and Graduate Chair. Note: the majority of scheduling will be conducted annually through the degree exhibition registration held in early September. Notifications will be emailed from the Graduate Program Manager's office.

STUDIO GUIDELINES

- 1) Studios are assigned to full-time graduate students for a maximum of three years. In order to be eligible for a studio, you must be enrolled for credits through the University of Wisconsin – Madison. Full-time students must take a minimum of 8 credits during the fall and spring terms. Part-time students are not eligible for studios. Continuing first and second-year students who are actively enrolled for the upcoming fall semester will retain their studios during summer term. Departing and graduating students must vacate their studios by either January 1 (if leaving campus, or graduating at the end of fall term), or June 1 (if leaving campus, or graduating at the end of spring term.) Third-year graduate students who have completed all required courses and who have met the 60-credits necessary for graduation are not eligible for studio space and must vacate their studios at the end of spring term.
- 2) Graduate students who hold TA and PA positions that include free summer credits are encouraged to enroll in summer credits through the Art Department.

- 3) All studio labs & shop facilities will be closed during the summer. Access will be granted to actively enrolled graduate students who have permission from the Art Department, or specific area faculty who operate the studio lab. 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). Students are not eligible for studio space after they have graduated.
- 5) Students are assigned a studio by the Graduate Chair in coordination with the Graduate Program Manager.
- 6) Students may not switch studios with each other without approval of the Graduate Program Manager. 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 student ID card while working in the studios. Security may request to see your student ID to ensure that you are allowed in the space.
- 8) The student's name and the room number must be prominently displayed outside the studio. If there is no name card, the studio will be considered abandoned and may be assigned to another student. This is especially helpful for administering and overseeing the program.
- 9) Studios are assigned for the production of artwork only. (a) Studios may not be used as a storage space; (b) Unless approved by the art department and or supported by a University sanctioned event studios may not be used for public sales of artwork. (c) Students may decline the offer to have their studio open for departmental and or University public events. (d) Studios are not used to conduct TA office hours; (e) Studios may not be used as a dwelling. Beds, cots, or other items which would suggest that someone is living in a studio are not allowed. 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.
- 11) Studio privileges are contingent on proper use and maintenance including being considerate to 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.
 - b. Do not use locks unsanctioned by the University. Hasps, padlocks, and other unofficial locks will be removed.
 - c. Do not place furniture, work or 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. Students may lose studio privileges if they 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 studio labs and 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 who are enrolled in studio courses.
- 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 the Physical Plant.
- 18) The University, department, or faculty and staff are not responsible for personal injury while working in a private studio.
- 19) Neither the Art Department nor the University is responsible for loss or damage to personal property. Any personal property kept in a studio is there at the student's own risk.
- 20) Absolutely no spray painting in individual studios. All spray painting and use of toxic and hazardous chemicals must occur in a designated 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 Art 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 faculty advisor, the department chair, or another faculty member to review safety procedures before working in their campus studios.
- 22) The custodial staff does not clean individual studios, but does provide maintenance of the restroom facilities and main entrance areas. The maintenance staff and the Art Department administration can enter studios without prior notification to ensure proper use and compliance with studio regulations.
- 23) At the end of your studio occupancy, it's the student's responsibility to clean out their studio and to make any repairs necessary in order to return the studio to as good or better a condition as it was when they accepted it. Do not leave materials, furniture, or equipment behind. Simply abandoning items creates a mess that unfairly ends up being the responsibility of maintenance staff, custodial staff and department administrative staff. Before leaving campus, the studio must be inspected in presence of a department faculty, or member of the department administration. If the condition of the studio is not acceptable, the student's degree warrant will not be submitted to the Graduate School. Further, the warrant will not be submitted until you have sufficiently fulfilled your responsibilities along these lines.
- 24) These rules will be periodically updated. The Graduate Chair, in consultation with the Graduate Program Manager, is responsible for setting graduate studio policy and resolving studio assignments.
- 25) Parking and access to the area around the Art 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. Students who have Emotional Support Animals must consult and abide by the [University's ESA policy](#).
- 28) Stairwell spaces and public areas are not to be used for displaying work without prior approval.

COURSE WORK

GPA: A minimum GPA of 3.0 is required for students to remain in good standing throughout the length of the program. A GPA less than 3.0 over two consecutive semesters will result in the student losing their funding along with dismissal from the program.

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 at the time of the MFA qualifier) 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 the Graduate Advisor for scheduling 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 must forward consent from the professor via email to the Graduate Program Manager for enrollment permission.

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, students must have completed the following courses before the completion of their 5th semester: Art 700 and two additional Art Seminars (Art 908), two Art History classes at, or greater than 300 level, one Outside Academic Elective at, or greater than 300 level, and one semester of Colloquium (Art 508).

For the MFA qualifier (end of third semester) students must have completed the following courses: Art 700 and one additional Art Seminar (Art 908), two Art History courses at, or greater than 300 level, one Outside Academic Elective at, or greater than 300 level and one semester of Colloquium (Art 508). Students who are TAs are required to enroll (each semester they teach) in 1 credit of Art 448 Teaching Foundations of Art.

Seminars: You are required to take Art 700 and two additional art seminars (Art 908). You must complete Art 700 and one additional art seminar by the end of your second year with the third completed by your graduation date.

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 three 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.

Courses that do not meet the the requirements for the Outside Academic Elective are:

- Any course offered by the Art Department
- Any course offered by the Art History Department
- The following studio courses offered by Design Studies: DS 518, 451, 429, 428, 528, 327, 427, 518, 322, 622, 623, 626, 221, DS/COMP SCI 579, 319 and 428

Course Substitutions: In some extraordinary cases classes outside of the Art Department may be substituted for degree requirements if agreed upon by the members of your graduate committee. Your

committee must approve all substitutions in writing to be included as part of your permanent record. You must present a Petition for Degree Requirement Substitution form for the course to be used for the substitution. There is no substitution for Art Department seminars (Art 908). You should be in close contact with your Committee Chair, or Faculty Advisor and, if needed, the Graduate Program Manager or Graduate Chair as you select your courses.

Drop/Add Deadline: The drop/add deadline for graduate students is listed within the [UW-Madison Registrar's website](#). 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 within [your student center](#).

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. 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 Department Chair. The Graduate School will place you on academic probation if you have accumulated a number of incomplete courses.

All incomplete grades 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 MFA qualifier (preferably one month before the qualifier 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. At the time of the student's MFA qualifying examination a minimum of 32 credits with at least 23 of those credits must be taken in residency at UW-Madison. The 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 MFA qualifier, or MFA degree 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: In some extraordinary cases classes outside of the Art Department may be substituted for degree requirements if agreed upon by the members of the student's graduate committee. The committee must approve all substitutions in writing to be included as part of the student's permanent record. Students must present a Petition for Degree Requirement Substitution form for the course to be used for the substitution. There is **no substitution for art seminars (Art 908)**. Students must be in close contact with their Committee Chair, or Faculty Advisor and, if needed, the Graduate Program Manager as they select courses.

DEGREE PROCEDURES AND REQUIREMENTS

Degree committee: The MFA committee must have four members. At least three members of the student's committee must be Art Department faculty at assistant, associate or professor rank, with one of these people serving in the role of committee 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 committees.

Scheduling your MFA Qualifier and MFA Degree Exhibition: Students can schedule their exhibition during the annual degree exhibition registration. Two students will simultaneously show in each departmental gallery. Students may also elect to host their exhibition off campus. Approval from the student's committee is required to exhibit off campus, or other non-traditional settings. Students are responsible for notifying their committee of the location and setting dates for the meeting in advance of their defense.

Scheduling the MFA Qualifier: MFA qualifiers must be scheduled before spring break in your fourth semester of graduate study. To qualify students must have completed, or be in the process of completing all academic requirements (except one art seminar, see required classes on page 13) and have a minimum of 32 credits on record.

The showcase of the qualifying body of work or project can take any form and is not required to be hosted in a traditional gallery setting. However, students may register for an exhibition slot during the annual degree exhibition registration. If the student chooses not to exhibit in the department's galleries, they must disclose the medium/setting by which the body of work will be presented to their committee and gain approval prior to their qualifying examination. Students are responsible for notifying their committee of location and setting dates for their degree defense.

Required program paperwork: The Graduate Chair and Graduate Program Manager 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 the Graduate Coordinator. Note: All members of your committee and the Graduate Chair must approve any requests for deviation from the program requirements in writing.

What to Prepare: At the MFA qualifier, candidates are expected to present a comprehensive review of their artwork and research from the time they started the program in the form of images, video or original artwork. The presentation, like an artist's lecture, should include information about the candidate's research and studio practice. Candidates must present their intentions for the MFA degree exhibition. Candidates are responsible for securing all media and equipment for this presentation.

Promotion /Statement: Exhibitions must be publicly announced prior to the opening date. The student's name and the names of their committee (listed with chair first) must be posted at the exhibition. Work must be labeled, or otherwise identified.

What to Expect: The MFA qualifier is generally an hour-long meeting. The qualifier will usually begin with the candidate's presentation and will include questions from the committee. Candidate's may be asked about art historical references that pertain to the area in which they are working as well as current trends and issues and relevant contemporary, or historical artists and movements. Remember that a focused, flowing discussion is to the candidate's benefit. Candidates must arrive prepared, and expect to act as the moderator during their qualifier in coordination with their committee chair. Towards the end of the meeting the committee chair will ask the candidate to leave the room to give the committee members a chance to talk with one another and vote.

The MFA Qualifying Examination: If your committee approves the candidate's qualified body of work they will then be issued a series of questions that constitute the written examination portion of this process. The committee Chair will distribute the questions from the committee, generally within one week of the qualifying exhibition. The candidate will have two weeks to respond in writing with answers distributed in PDF form to their entire committee. These details and expectations must be worked out in advance with the committee chair. Attendance: the entire committee must be present at the qualifying examination. 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 in substitution for absent faculty members.

The MFA Defense: This final defense will last roughly sixty minutes and will take place at the MFA degree exhibition unless previous arrangements have been made and agreed to by the committee. The student will be asked questions about their decisions made in assembling the exhibition and the overall progression the work has taken while in the program. Toward the end of the meeting, the committee chair will ask you to leave the room to give the committee members a chance to talk with one another and vote on degree conferral. Attendance: the entire committee must be present at the final defense. 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 student who fails to present an MFA thesis exhibition and defense has three years after passing the MFA qualifier to complete the requirement. In this period no financial support, or studio is provided. The student will have to be enrolled in the semester the show is staged.

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

MA Degree Option: All students accepted into the MFA program enter on the MFA track outlined above. If seeking an MA degree exclusively, which is unusual in the field of art and design it's expected the student will form a committee (of three faculty), exhibit and defend their work before the end of the fourth semester. Students are also responsible for all other requirements, the same as above (leading to the MFA qualifier) with the same terms and expectations. Students pursuing this option must disclose their intentions to their Faculty Advisor, Associate / Graduate Chair and Graduate Program Manager before the end of their first year of study.

ADDITIONAL INFORMATION FOR DEGREE CANDIDATES

Preparing to Graduate: Students are responsible to see that all grades of Incomplete 'I' and Progress 'P' are cleared before the end of the sixth semester. Degrees cannot be granted with these credit notations left outstanding. Questions regarding academic status must be directed to the Graduate Program Manager.

Graduation Ceremonies: MFA candidates attend the graduation ceremony for MFA and Ph.D candidates. Students who plan to attend the ceremony must invite their committee chair (or a substitute member of their committee) to be their faculty escort.

Commencement Attire: MFA candidates who wish to attend the ceremony must purchase a cap and gown from the University Bookstore.

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

Transcripts: Many employers will request transcripts. Students must make sure their transcript is in good order, their degree is posted, all fees have been paid, and that they have updated your contact information in their student center. It can take up to four months for the degree to be processed. Students who need certification of degree prior to that time, 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. (Students 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 graduation, graduates should log in to their Student Center and change their mailing address (home & campus) and email address (check preferred email). On the menu under personal information, graduates should also reset their pin, and keep track of it for future reference. Using a new pin and old student ID number, graduates will be able to access their student information even after their campus email and login expire by entering through: myinfo.wisc.edu. This is

an important step in making sure the diploma is mailed to the correct address, and it will enable graduates to access unofficial transcripts, request official transcripts, track their degree award process, etc.

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

FUNDING INFORMATION

The University of Wisconsin – Madison’s MFA in art is a fully funded program. This means that all students are awarded three consecutive years of tuition remission, a graduate appointment with stipend and access to University of Wisconsin - Madison health insurance. Appointments are awarded through faculty governed procedures, issued by the Art Department’s administrative office and are official upon receipt. Faculty recognize and assess student strengths as they relate to supporting the department’s mission as well as the undergraduate and graduate programs. It is their goal to offer students a diverse combination of learning experiences through teaching assistantships both TA and TA-IS, project assistantships and to offer fellowships to students who qualify. The department does not guarantee congruent year-to-year appointments. Students can expect to receive a combination of assistantships and or fellowships while enrolled in the program.

It’s important to note that all funding is contingent on the student’s continued academic success. Students must meet all program requirements to qualify for funding. (see course work, page 13). Students must also meet the responsibility of their appointment letter. Failure to meet these responsibilities may result in disciplinary action, or termination from the appointment in accordance with UW-Madison Human Resources policies. Termination from an appointment will result in the loss of departmental funding.

Teaching Assistantships: Teaching assistants within the art department are considered instructors of record and oversee studio labs and discussion sections. Due to the demanding responsibilities of these positions, the Department prioritizes students moving into their second and third year of the program. Qualified incoming candidates are considered if sections become available. An appointment as a TA includes remission of all tuition (excluding segregated fees or course fees) , a stipend and access to University of Wisconsin health insurance for the duration of the appointment. Appointments usually require teaching two studio sections or three discussion sections per semester. Teaching assistants are not permitted to enroll in more than 15 credits per semester during the duration of the appointment.

Teaching Assistantship - Instructional Staff: Teaching Assistant-Instructional Staff (TA-IS) positions include remission of all tuition (excluding segregated fees or course fees) , a stipend and access to University of Wisconsin health insurance for the duration of the appointment. TA-IS and PA staff are not permitted to enroll in more than 15 credits per semester during the duration of the appointment. TA-IS appointments support the department’s industrial shops and aid with the management of the undergraduate BS and BFA curriculum. Students in these positions serve as technical and instructional support for faculty, students and staff across the department.

Project Assistantship: PA positions are offered to qualified students, both incoming and continuing students. PA appointments can range from one semester to the full calendar year and provide full tuition remission (excluding segregated fees and course fees) a stipend and access to University of Wisconsin health insurance for the duration of the appointment. Project assistants are not permitted to enroll in more than 15 credits per semester during the duration of the appointment.

Fellowships: Fellowships offer students the ability to pursue research without the expectation of work provided to the department. Fellowships are awarded through the department's Graduate Studies Committee and provides full tuition remission (excluding segregated fees and course fees) a stipend and access to University of Wisconsin health insurance for the duration of the appointment.

Appointment Percentages: Assistantships come with a specific appointment percentage. The appointment percentage can be found on the annual appointment letter. Percentages represent the hours of work each week. Students are expected to work up-to, but not over their weekly scheduled hours. Students must coordinate with their appointed supervisor to schedule weekly, monthly and semesterly work. Here's a list of the most common percentages within the Art Department and the hours associated with each.

44.4% = 17.76 hours of work per week
All instructor of record TAs are 44.4% appointed

33.3% = 13.32 hours of work per week
All TA-IS and some PAs are 33.3% appointed

50% = 20 hours of work per week
Some PAs are 50% appointed

OTHER FUNDING RESOURCES

[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

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 fundraising, proposal writing and philanthropy.

The Albert Murray Fine Arts Educational Fund: A number of Art Department graduate students have received support from this fund. Contact the Albert K. Murray Fine Arts Educational Fund, Post Office Box 367, Adamsville, OH 43802-0367.

College Art Association:

275 Seventh Avenue, New York, NY 10001 | 212-691-1051 x209

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.

Fulbright and Other Travel Programs:

Room 327 Ingraham Hall | 1155 Observatory Drive, Madison, WI 53706 | 608-265-2409.

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

Student Research Grants Competition

217 Bascom Hall | 500 Lincoln Dr. | 608-262-2433

Have you been invited to present your research at a conference, or do you need additional funds to support upcoming research travel in preparation for your final exhibition or thesis? If so, you should consider applying for a Student Research Grants Competition (SRGC) Award. Award levels range from \$600 to \$1,500 for Research Travel and \$600 to \$1,200 for Conference Presentation funds.

CAMPUS RESOURCES

[UW-Madison Graduate School](#)

[UW-Madison Graduate School, Academic Policies and Procedures](#)

[Graduate School Professional Development Services](#)

Room 217 Bascom Hall | 500 Lincoln Dr. | 608-262-2433

[UW-Madison International Student Services \(ISS Office\)](#)

217 Red Gym | 716 Langdon St. | 608-262-2044

International Student Services (ISS) serves UW-Madison students on F and J visas by providing holistic support through advising on immigration, personal, and cultural matters, and by organizing events and activities to support students' engagement and development within the campus community.

[UW-Madison Office of the Registrar](#)

Room 10101 | 333 East Campus Mall | 608-262-3811

[UW-Madison Bursar's Office](#)

Room 10501 | 333 East Campus Mall | 608-262-3611

[Chazen Museum](#)

800 University Ave | 608-263-2246

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

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

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

728 State Street

Information 608-262-3193
Circulation 608-262-3343
Reference 608-262-3242

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

H.C. White Building

Information 608-262-3246
Reference 608-263-2016
Reserve 608-263-2006

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

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, desktop 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

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. | 608-265-3000

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.

University Health Services

333 E. Campus Mall | 608-265-5600

Medical Clinics	5 th & 6 th Floors
Pharmacy	6 th Floor
Counseling	7 th Floor
SHIP	7 th Floor
Prevention	8 th 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

2nd Floor Red Gym | 716 Langdon St | 608-262-4503

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 students 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

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

6171 Helen C. White Hall | 608-263-1992

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

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

The Campus Women's Center

333 E Campus Mall, RM 4416 | 608-262-8093

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.

[Gender and Sexuality Campus Center - UW-Madison](#)

Red Gym 123 | 716 Langdon St. | 608-265-3344

The Gender and Sexuality Campus Center provides education, outreach, advocacy, and resources for UW-Madison student communities and their allies to improve campus climate and their daily intersectional experiences.

[Office of Fellowships & Funding Resources](#)

Room 231 Bascom Hall | 500 Lincoln Dr. | 608-262-2433

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.

[SAFEwalk](#)

Call or Text 608-262-5000 | Hours October - March: 7pm - 1am & April - September 8pm-1am

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.

[UW-Madison Transportation Services](#)

Room 124 | 610 Walnut St. | 608-263-6666

UW Transportation Services is a department within [Facilities Planning and Management \(FP&M\)](#) on the UW-Madison campus. We serve a variety of customers with a diverse set of parking and transportation needs.

Transportation Services is responsible for the coordination and administration of all transportation-related services for the UW campus community. Primary functions include the sale/management of parking permits, special event coordination, maintenance and enforcement, construction coordination, lot and

booth operations, citation payments and appeals, information technology, financial, transportation planning, and development of multimodal options.

ART SUPPLIES

[University BookStore](#)

711 State St | 608-257-3784

[Artist & Craftsman Supply](#)

#1 | 203 W Gorham St. | 608-251-2977

CAMPUS EXHIBITION SPACES

[UW-Madison Gallery Guide](#)

The online gallery guide is a resource for campus, the community and visitors, as well as for artists seeking to exhibit their work at UW-Madison.

MADISON MUSEUMS

[Madison Museum of Contemporary Art](#)

227 State Street | 608-257-0158

[Wisconsin State Historical Museum](#)

30 N. Carroll St. | 608-264-6555

[Madison Children's Museum](#)

100 N. Hamilton Street | 608-256-6445

[Wisconsin Veterans Museum](#)

30 W. Mifflin Street | 608-267-1799

MADISON GALLERIES

[Commonwealth Gallery](#)

3rd Floor | 1501 Williamson Street | 608-256-3527

Overture Center for the Arts

201 State Street | 608-258-4177

Tandem Press Gallery

1743 Commercial Avenue | 608-263-3437

Art and Literature Laboratory

111. S. Livingston St. Suite 100 | 608-556-7415