



Master of Fine Art (MFA) in Studio Art

Program Handbook

Last Updated: October 8, 2025

Department of Art

Reference this handbook to learn about the unique policies, requirements, procedures, resources and norms for graduate students in the Master of Fine Art in Studio Art program.

WELCOME

The mission of the Art Department at the University of Wisconsin-Madison is to educate students in studio art and design to form lasting contributions to knowledge and culture. Our mission mirrors the guiding principles of the University, whose outreach efforts influence lives within the classroom, the state of Wisconsin, and beyond.

Seated within the School of Education, the MFA curriculum allows students to join their academic and studio disciplines to source the potential of the University. Research offerings at the University of Wisconsin rank among the highest in the world, including our libraries, museums, laboratories, collections, faculty, staff, and visiting scholars. Student learning and curriculum are also supported on campus by the [Chazen Museum of Art](#), [Tandem Press](#), and the [Division of the Arts](#). Our prominent and diverse faculty work across creative disciplines to teach hands-on skills, critical thinking, observation, and innovation.

Graduate students engage with interdisciplinarity, professional practices, and standards for scholarship to develop meaningful research and social engagement in the visual arts. The Art Department values the diverse contributions, backgrounds, and experiences of each student who serves as a catalyst for the extraordinary within the contemporary practice of art at the University of Wisconsin-Madison and the world.

Students can study with any of our distinguished faculty, drawing from a wide breadth of instruction or focusing on a particular discipline. Students partner with faculty to develop a thesis body of artistic work. A strength of the graduate program lies in the diversity of its faculty and its strong commitment to student mentorship. The program places artists in the upper tier within any visual arts specialization.

Our department is well-equipped to support student studio ambitions. Students benefit from having access to the studio facilities, state-of-the-art shops, and equipment. Students are encouraged to challenge themselves and their research through the program's unique interdisciplinary approach to studio practice.

Welcome to the MFA in studio art program at the University of Wisconsin-Madison.

DEPARTMENT & PROGRAM OVERVIEW

The following handbook will familiarize you with the MFA in studio art program at the University of Wisconsin-Madison.

The MFA handbook is updated yearly and may be amended by a majority faculty vote at any departmental meeting. MFA graduate students must be familiar with and adhere to the policies and procedures outlined in this handbook. Handbook updates are communicated via email. Students are expected to check their emails daily and stay informed about program policies, procedures, and associated deadlines. While the department is not responsible for student oversights or misinterpretations, it remains available to clarify procedures and policies as needed. Most communications will come from the offices of the Associate/Graduate Chair and Graduate Program Manager.

Changes related to graduate education and campus policies may originate from the Graduate School or the School of Education offices. All graduate students must understand the University of Wisconsin-Madison Graduate School policies and procedures, found online at the official Graduate School website.

www.grad.wisc.edu.

DEPARTMENT CONTACTS

The Art Department faculty, staff are always available to address any questions or concerns you may have regarding the policies, procedures, requirements, and resources outlined in this handbook.

Art Department Chair: The Chair holds the highest leadership position within the department, overseeing and supporting the department and its programs. While graduate students are encouraged to schedule meetings with the Chair, it is recommended that concerns related to program-level student issues, academic matters, and interpersonal conflicts be initially discussed with the student's Faculty Advisor.

Art Department Chair: Professor Leslie Smith III, artchair@education.wisc.edu

Art Department Associate Chair: The Associate Chair is responsible for overseeing the program's educational direction and framework. They chair the department's Graduate Studies Committee, representing and advocating for the program across campus.

In collaboration with students' faculty advisors, the Associate Chair helps resolve program-level concerns and student-related issues. Students are encouraged to schedule meetings with the Associate Chair as

needed, although most questions can be addressed and issues resolved through meetings with the student's faculty advisor.

Art Department Associate Chair: Professor Stephen Hilyard, artassociatechair@education.wisc.edu

Faculty Advisor: Your faculty advisor serves as your mentor for academic growth and bridges the connection between your studio research and the broader campus. Throughout your three years of study, they will be your primary point of contact, developing a comprehensive understanding of your research and studio work.

Faculty advisors are responsible for:

- a. Aiding students in achieving the highest possible level of expertise and proficiency in their field.
- b. Chairing the graduate committee that evaluates whether students have met the acceptable performance level for each degree milestone.

Students must enroll in at least one credit of Art 999 Graduate Independent Study with their Faculty Advisor every semester.

Graduate Studies Committee: The department's Graduate Studies Committee is composed of faculty members representing the program's disciplines. They oversee program-related policies and procedures, administer the first-year graduate review, and award graduate fellowships. The department's Associate Chair chairs this committee.

Graduate Program Manager: The Graduate Program Manager is well-versed in the various aspects of the UW graduate school's policies and requirements that extend beyond academic policies of the program. They are your first point of contact for any inquiries related to the program's policies and procedures. Additionally, the Graduate Program Manager meets with students each semester to provide assistance with enrollment and to schedule student degree exhibitions.

Graduate Program Manager: Branden Martz, branden.martz@wisc.edu

The Graduate School: For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page: grad.wisc.edu/contacts.

Office of Student Assistance and Support: The Office of Student Assistance and Support osas.wisc.edu is a primary resource for students navigating personal, academic, or health issues to get the help they need, whether that be on campus or in the community. The office also serves as a central location for reporting bias and other student-related concerns.

Email: osas@studentaffairs.wisc.edu

Faculty Supervisors: Faculty supervisors are tasked with overseeing the performance of graduate assistants within the department, distinct from faculty advisors. graduate assistants directly report to their assigned faculty supervisor, who conducts performance evaluations every semester. The faculty supervisors provide essential teaching materials, scheduling tools, and resources to help assistants carry out their teaching responsibilities effectively.

Key responsibilities of faculty supervisors include:

- a. **Mentorship and Support:** Faculty supervisors mentor graduate assistants by providing guidance and support on teaching matters. They facilitate access to essential course materials like syllabi and Canvas course templates.
- b. **Teaching Resources and Assistance:** Faculty supervisors ensure that graduate assistants have the necessary resources and tools to carry out their teaching duties. They are responsible for helping assistants navigate and resolve teaching-related challenges, directing them to relevant resources as needed.
- c. **Performance Evaluation:** Faculty supervisors assess and evaluate graduate assistants' performance on a semesterly basis, providing feedback and helping them develop their teaching skills.

Academic Program Manager: The Academic Program Manager is available to provide support with classroom instruction if the faculty supervisor or teaching assistant supervisor is unable to offer guidance in specific circumstances. Issues might include grading, best instructional practices, students of concern, course materials or fees, and other classroom-related topics.

Academic Program Manager: Matthew Mauk, mmauk@wisc.edu

Communications Manager: The communications manager serves as a bridge between the Art Department and its stakeholders, developing strategic communication programs to enhance the Department's visibility and support its strategic goals. They collect and disseminate engaging content across various platforms, reaching thousands of internal and external stakeholders. In addition, the Manager collaborates with the Department Chair and Administrator to provide essential administrative assistance, such as document scheduling, meeting preparations, and record management in accordance with University rules.

Communications Manager: Tina Sweep, sweep@wisc.edu

Department Administrator: The Department Administrator manages human resources, employee benefits, and payroll within the department. For any questions pertaining to university employment, student employee policies, appointment status, health insurance, medical leave, open enrollment, or other HR-related matters, you may schedule a meeting with the Department Administrator.

Department Administrator: Timothy McCarty, timothy.mccarty@wisc.edu

Building Manager: The Building Manager is responsible for the maintenance and upkeep of the department's physical infrastructure, encompassing walls, ceilings, floors, doors, HVAC systems, electrical systems, and plumbing. The Building Manager's role includes:

- a. **Safety and Maintenance:** Ensuring the safe and efficient use of the department's facilities, collaborating with students to address any concerns related to building, studios, and shop safety, and coordinating necessary repairs for student studios.
- b. **Key Management:** Issuing and keeping records of department keys, as well as handling reports of lost or stolen keys.

Building Manager: Matthew Coppola, mscoppola@wisc.edu

Art Department Shop/Lab Technical Staff: The department's industrial shops and labs are managed by experienced technicians who are committed to maintaining safe, accessible, and efficient workspaces. To ensure a productive and secure environment, students are required to adhere to established best practices, including:

- a. Safety and Accessibility: Students must promptly report any safety or accessibility concerns to the shop staff.
- b. Equipment and Studio Labs Authorization: It is essential for students to obtain proper authorization from the technical staff before using specific equipment or studio labs within the department.

The department technicians under the direction of the Lead Instructional Technician also play a role in supporting the department's galleries and Gelsy Verna display case. Their responsibilities include:

- a. Gallery Maintenance: Weekly maintenance tasks, supply ordering, inventory management, safety checks, and daily inspections to ensure the smooth operation of the department's galleries.
- b. Technical Assistance: Helping students with tools and gallery equipment

Contacting Faculty & Staff: E-mail is the official way to make an appointment, or communicate with faculty and staff.

[Faculty Directory](#)
[Staff Directory](#)

Email Policy: Official communication between students and the University or department must be conducted using the students' university-provided "wisc.edu" email accounts. Any questions regarding email access, NetID and password can be directed to the [DoIT Help Desk](#) or by phone at 608-264-4357.

HOW to GET INVOLVED

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your department. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunities for professional networking.

Professional Artist Opportunities Directory: The Professional Artist Opportunities Directory is a curated resource developed to support the creative and professional development of MFA students and faculty within the Art Department. It features a growing collection of opportunities—including residencies, workshops, grants, fellowships, exhibitions, and other artist-focused programs—tailored to the needs and interests of both emerging and established artists.

Access to the directory is available to current MFA students, faculty, and alumni of the program. To view or contribute to the directory, users must log in using their wisc.edu Google account with their NetID and password.

Students and faculty are encouraged to actively contribute by submitting new opportunities or updating existing listings. There is no limit to the number of submissions, and ongoing engagement helps keep the directory dynamic and relevant.

Access the [Professional Artist Opportunities Directory](#)
Submit or Edit an Opportunity [HERE](#)

This evolving resource is designed to foster connection, exploration, and advancement within the MFA community and beyond.

Art Department, Graduate Representation: Each cohort year elects two of their peers to serve as graduate representatives for their class. These representatives will attend departmental faculty meetings. They also coordinate the yearly cohort group exhibitions.

Graduate representatives may add items to the department meeting agenda. Agenda items are vetted and approved by the department chairs and must be received the Monday, one and ½ weeks before the department meeting. The chair's office may consider addressing specific items outside of the context of a department meeting. In this event, stakeholders will meet directly with department leadership.

Graduate representatives will email their agenda items to the Communications Manager and Cc the Department Chair and Associate Chair using the following addresses:

Tina Sweep – Communications Manager: sweep@wisc.edu
Cc: Leslie Smith III - Department Chair: artchair@education.wisc.edu
Cc: Stephen Hilyard - Associate Chair: artassociatechair@education.wisc.edu

All graduate students are welcome to attend departmental meetings. Department meetings are the best way to stay informed about department and program-related updates and initiatives. Students also receive the minutes via email after each meeting.

Students are encouraged to share events and happenings with the department community. Students may submit event notices, updates, and other community resources to be acknowledged at department meetings. Students are also encouraged to submit content for the department's weekly newsletter. Our newsletter reaches more than six thousand people and is a great way to connect with Alumni and Madison arts communities. Submissions need to be sent two weeks in advance.

Students can submit notices by emailing the department's Communications Manager using the following address:

Tina Sweep – Communications Manager: sweep@wisc.edu

On Campus and in the Community: The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work.

You will find a list of ways to engage in campus and local community life at:

Student Life UW-Madison: <https://www.wisc.edu/student-life/>

The Graduate School's Current Student Page
grad.wisc.edu/current-students

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society:

Edward Alexander Bouchet Graduate Honor Society
grad.wisc.edu/diversity/bouchet

ADVISING & MENTORSHIP

Advising relationships are a central part of academia, important to both the experience and development of student research. The art department offers the following mentorship for graduate students.

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

Graduate Program Manager and Academic Advisor: The Graduate Program Manager & Graduate Advisor serves as the primary point of contact for students with questions related to their academic career. They handle a variety of matters, including:

- a. Academic Paperwork and Auditing: Managing degree paperwork and conducting degree audits to ensure students' academic progress.
- b. Funding and Appointments: Facilitating annual funding applications, as well as coordinating TA, PA, and fellowship appointments and generating student appointment letters.
- c. Program Requirements and Schedules: Providing information on program requirements and gallery schedules to keep students on track.
- d. Academic Advising: Assisting with academic advising and tracking student progress through degree completion.
- e. Access to Academic Records: Utilizing access to academic records, the Graduate Program Manager & Graduate Advisor can provide timely and accurate responses to various program-related inquiries, which may involve using the Graduate Student Tracking System at gsts.grad.wisc.edu.

Faculty Advisor: All students are assigned a faculty advisor. The faculty advisor is a faculty member from the art department whose expertise and project/research interests match closely with the student. Faculty advisors serve as a conduit for students by supporting their research on campus and within the

field. They provide mentorship and support toward completing the programs' milestones and serve as chair of the student's graduate committee.

Your faculty advisor has two main roles:

- a. To assist you in acquiring the highest possible level of knowledge and competence in the field.
- b. To chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones. They assist with planning your academic path and helping you identify possible research mentors, committee members, and research opportunities.

Advisors evaluate student academic conduct, professionalism, and merit of the students' research. Faculty advisors can recommend students for corrective action, probation, or suspension if the student violates campus or departmental policy (see dismissal policy).

It's important to keep your faculty advisor informed of your research progress, goals, and ambitions as you move through the program. Students are strongly encouraged to enroll in their faculty advisor's section of Art 999 graduate independent study each semester.

Changing Your Faculty Advisor: Though rare, some circumstances require faculty to resign or step down from the faculty advisor role. It's important to note that the faculty advisor, committee member, and student relationship is one of mutual agreement and may end at any time. If your faculty advisor retires during your program they may be permitted to continue to serve as faculty advisor for a period of one year upon their retirement from the university.

If you elect to change your faculty advisor you must:

- a. Communicate your intent to your faculty advisor, department chair, associate chair and graduate program manager through email outlining your decision.
- b. Schedule a meeting to discuss options and a plan moving forward. A change of committee agreement will be issued to the current faculty advisor, new faculty advisor, and the department chair for final approval.
- c. Once the agreement is approved, your faculty advisor will be updated on your student record.
- d. In the event that a student is unable to secure a replacement committee chair one will be appointed at the discretion of the department chair.

You can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW (my.wisc.edu) under "Academic Progress" and then "Advisors."

Graduate students must have an advisor, or they may be dismissed from graduate study at UW-Madison by the Graduate School. Be sure to follow the procedures to re-select a new advisor (described above) before finalizing the termination of your current advising relationship.

Graduate Committee Chair: Your faculty advisor chairs your graduate committee.

Graduate Committee: Master's committees advise and evaluate satisfactory progress, evaluate the program's milestones, and sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the following policy page: policy.wisc.edu/library/UW-1201.

In addition to this general guidance, the art department has approved the following structure for graduate committees:

- a. MFA graduate committees must include four, tenured or tenured track faculty members. Teaching faculty, lecturers, or academic staff may not participate in graduate committees.
- b. The faculty advisor serves as chair of the committee.
- c. In addition to the faculty advisor three of the four committee members must be faculty or affiliated faculty of the art department.
- d. One of the four committee members may be a tenured or tenured track faculty member from outside the department.

Changing Committee Membership: If you elect to change the committee's membership you must follow the following procedure:

- a. To initiate the process of removing a committee member, please send an email to your faculty advisor/committee chair, department chair, associate chair, and graduate program manager. In the email, clearly explain your decision to remove the committee member. Once your request is received, a change of committee agreement will be sent to the current committee member, the new committee member, and the department chair for final approval.
- b. Once the agreement is approved, your faculty committee member will be updated on your student record.
- c. In the event that a student is unable to secure a replacement committee member one will be appointed at the discretion of the department chair.

ENROLLMENT & COURSE REQUIREMENTS

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see your program's page in the *Graduate Guide*. Navigate to guide.wisc.edu/graduate, then select "Degrees/Majors," your program's name, the "Named Option" of your program (if applicable; found near the bottom of the Requirements tab), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.).

For prior catalog year policies that may be applicable to you, see the *Guide* Archive at guide.wisc.edu/archive.

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

Transfer Credits: At the discretion of the department coursework from a previous graduate program completed within the past five years may be considered for transfer. Credit transfers will not be granted if the student fails to disclose their intent to transfer credits within their first semester of study. The student must schedule a meeting with the Graduate Program Manager and provide a transcript from the previous institution.

- a. UW-Madison Undergraduate - No credits from a UW-Madison undergraduate degree are allowed to count toward the MFA degree.
- b. UW-Madison University Special - With program approval, coursework numbered 300 or above taken as a UW-Madison University Special student may be considered for transfer. Coursework earned five or more years prior to admission to the MFA program will not qualify.

ESL Required at Admission to the Graduate School: International graduate students may be required to take the ESLAT upon arrival at UW-Madison. This requirement applies to the following test scores: TOEFL (paper-based) test scores below 580; TOEFL (internet-based iBT) test scores below 92; IELTS scores below 7;. The ESLAT is administered by the English as a Second Language Program. ESLAT results may indicate that a graduate student is exempt from taking an ESL course, or these results may indicate a recommended ESL course. Graduate students for whom the ESLAT was required and who are not exempt based on the test results must enroll in the recommended ESL course during their first semester at UW-Madison. The Graduate School monitors successful completion of the ESL course for these students. The GSD ESL service indicator (enrollment hold) ensures that this requirement is met before continued enrollment is permitted.

Credit Load: Students must enroll in a minimum of 8 credits per semester during the academic year (fall and spring semesters). During summer term, the minimum enrollment is two credits (not required). A maximum of 15 credits are allowed during fall and spring semesters. A maximum of 12 credits are allowed during the summer term. Courses taken pass-fail, audit, or below the 300 level do not count toward graduate credit. 16 out of 32 credits taken before the MFA qualifier and 30 out of 60 credits taken for the degree must be completed in courses 700 or higher, or in courses clearly designated as “graduate” courses.

Minimum Credit Requirement: 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 nine transfer credits may be accepted toward either the MFA qualifier, or MFA degree.

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 first year, and for no fewer than four semesters during their MFA study. Non residential periods of research normally occur between the 5th and 6th semester of the program contingent on:

1. Students must have all program required courses (Art History, Art 700, Art 908 Graduate Seminar, 3 - Art 740 Interdisciplinary Graduate Critiques, Art 508 and the Outside Academic Elective requirements) completed before traveling.
2. Approval of the student’s faculty advisor/committee Chair, the department Associate Chair, and the department Chair is required for semester long absences from campus.
3. The student’s mode of research and funding must be 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](#).

Credit Overload: In rare circumstances students need to request a credit overload. Credit overload requests are approved by the Graduate School Dean's office. In most cases scheduling conflicts and or course loads can be resolved by scheduling a meeting with the Graduate Program Manager.

[REQUEST A CREDIT OVERLOAD](#)

Course Schedule and Enrollment: Students enroll in courses through their student center. Students must be fully enrolled in their courses at the start of each semester. Students will meet with the Graduate Program Manager at the end of each semester to discuss semester to semester academic scheduling. Teaching Assistants and Lecturing Student Assistants will receive their teaching / technical schedule in advance of each semester. It's expected that students will coordinate their academic courses with the expectations of their graduate appointment. Scheduling conflicts are negotiated between the graduate assistant and their direct supervisor. If an accommodation is not able to be met the Department Chair will step-in to resolve the issue.

[ENROLLMENT OVERVIEW: OFFICE OF THE REGISTRAR](#)

Enrollment Permission: In some cases students request faculty permission to enroll in a course. In the Art Department all sections of Art 999 graduate Independent Study require faculty consent. To request enrollment permission the student will email the Professor assigned to the course. The student will carbon copy the Graduate Program Manager. Upon consent of the professor the Graduate Program Manager will enter the permission and provide the student with enrollment instructions.

Course Substitutions: Students have the option to petition their faculty advisor or committee chair for a waiver of specific required courses, with the exception of Art 706 Art 700, Art 740, Art 508, and Art 908, which are exempt from this procedure. The rationale for requesting a waiver should be based on evidence of prior relevant coursework that is equivalent to the requirement being petitioned.

This policy aims to facilitate close collaboration between students and their faculty advisors, allowing advisors to gain a thorough understanding of the students' work and achievements. By providing a mechanism for substituting specific courses, the program seeks to accommodate students' unique academic and research needs while ensuring that they still meet the necessary degree requirements.

Students can initiate a course substitution by submitting the following form.

[COURSE SUBSTITUTION REQUEST FORM](#)

Student Withdrawal & Tuition Remission: UW-Madison graduate-student appointments at the level of 33% or more come with tuition remission for Teaching Assistants, Project Assistants, Lecturer Student Assistants, and certain Instructional Academic Staff and University Fellows who hold eligible appointments. (Students with tuition remission must still pay segregated fees.) NB: students receive tuition remission only if they fulfill the work-hour requirements of a full semester 33% assistant, staff, or fellow position; if a student withdraws from a term before those requirements have been met, they will be expected to repay any remitted tuition. The full tuition-remission policy is here: <https://bursar.wisc.edu/student-tuition-account/payment-methods/tuition-remission>.

Required Coursework: Graduate students are required to complete a minimum of 60 graduate-level credits over the course of six semesters. The cross-disciplinary nature of the program encourages students to take courses across various departments and disciplines within the university. It is common for students to exceed the minimum requirement, with many graduates completing more than 60 credits.

To provide a clear understanding of the coursework schedule and completion timeline, the following chart outlines the required courses and the expected semester of completion for each:

MFA Schedule of Required Coursework	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6
Art 700 Introduction to Graduate Study (3-credits)	X					
Art 508 Artist Colloquium (1-credit)	X					
Art 908 Graduate Seminar (3-credits)	These courses can be taken in any order, as long as they are completed prior to the student's 5th semester.					
Art History (3-credits)						
Outside Academic Elective (3-credits)						
Art 740 Interdisciplinary Graduate Critique (1-credit taken semesters 2,3, and 4)		X	X	X		
Art 706: Teaching Foundations of College Art	This course is required only during the fall semester in which a student is assigned as a new TA or LSA. After the initial semester, enrollment is no longer mandatory unless specifically requested by the student's faculty supervisor.					
Art 999 or Advance Research with Faculty Advisor/Committee Chair	X	X	X	X	X	X
Art 999 or Advance Research with Committee Members				X	X	X

It's important to note that while students on assistantship can enroll in courses during the summer following their appointment, it is worth mentioning that a majority of the graduate level art history courses may not be offered during the summer term. However, summer enrollment can be an excellent option for students looking to fulfill their outside academic elective requirement.

Apart from the specified required coursework, students are encouraged to enroll in up to 15 credits per semester in complementary coursework that supports their studio research and academic goals.

Students are advised to maintain regular communication with their faculty advisors to discuss potential courses that may benefit their studio practice.

Schedule of Required Coursework: It is essential for students to stay up to date with their course enrollment and fulfill program requirements in a timely manner. The program has specific courses that must be completed during designated semesters, and students are expected to meet these course obligations as they are a critical component of maintaining good academic standing.

Art 706: Teaching Foundations of College Art: First-time TAs and LSAs are required to enroll in Art 706: Teaching Foundations of College Art during the fall semester of their initial teaching assignment. Those who have previously completed the course are not required to enroll again unless their faculty supervisor identifies a need for additional support. In such cases, regardless of prior teaching experience, TAs and LSAs may be asked to enroll in the course during a subsequent year if they hold a TA or LSA appointment. This determination will be made on a case-by-case basis, based on the specific needs of the individual.

Additionally, students must enroll in Art 999 or an equivalent advanced research section with their faculty advisor and/or committee chair each semester. Starting in the 3rd semester, students must also enroll in Art 999 or an equivalent advanced research section with each member of their committee.

Meeting these enrollment requirements is a fundamental aspect of the program, and students are strongly encouraged to stay informed about their course responsibilities to ensure timely progress toward their degree.

Introduction to Graduate Study: Art 700 is a course that students must complete during their first semester. Taught on a rotational basis by faculty members from across the department, this course introduces students to the various resources available on campus, such as libraries, research facilities, and support services. Additionally, the course provides an overview of different research techniques and methodologies applicable to graduate-level studio work. Through presentations of their studio work and engaging in critiques, students have the opportunity to interact with their peers and cultivate a sense of community within their cohort.

Art Colloquium: Art 508 serves as the foundation for the department's visiting artist lecture series. Through weekly lectures and presentations, students gain valuable insights into the work and perspectives of professional artists, curators, critics, and other experts in the field of studio art. Although students may enroll in multiple colloquium courses during their six semesters on campus, only one 1-credit course is required by the program, taken within the student's first semester.

Visiting Artist Program: The Art Department hosts visiting artists and critics who deliver public lectures as part of the Colloquium Series (ART 508). Typically, visiting artists also offer individual meetings with graduate students. The department website and newsletter will feature updates on scheduled public lectures, performances and exhibitions. During the Visiting Artist's stay, studio visits with them are scheduled and coordinated by the Chair of the Visiting Artist Committee.

Graduate Seminar: Before the end of their 4th semester, students must complete an Art 908 graduate seminar. These seminars are offered each semester and are taught by rotating faculty members. Each seminar is focused on a specific topic, often related to the research interests of the faculty member leading the course. While students may enroll in Art 908 multiple times during their six semesters on campus, only one 3-credit course is required by the program.

Art History: Students must complete at least one graduate-level course in Art History. To fulfill this requirement, the course must be taken at or above the 300 level. The Art History course must be completed before the end of the student's 4th semester. Although students may enroll in multiple art history courses during their six semesters on campus, only one 3-credit course is mandatory for the program.

Outside Academic Elective: Students must enroll in a course that resides outside the art department and the art history department. The elective course should be related to the student's studio research and ambitions, allowing them to explore additional areas of interest that complement their interests. The course must be taken at or above the 300 level to fulfill this requirement. The elective course must be worth three credits and completed before the end of the 4th semester. While students may enroll in multiple outside courses during their six semesters on campus, only one 3-credit course is required by the program.

Graduate Critique: Students must enroll in the Art 740 Interdisciplinary Graduate Critique during their second, third, and fourth semesters. The course offers a platform for students to present and discuss their studio research, allowing them insights and diverse perspectives on their work. By participating in critiques with students from other disciplines, students can broaden their understanding of different artistic approaches and methodologies.

Academic Accommodation Resource Contact: 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 Department Associate Chair, 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.

Adding / Dropping Courses

grad.wisc.edu/documents/add-drop

Auditing Courses

policy.wisc.edu/library/UW-1224

Canceling Enrollment

grad.wisc.edu/documents/canceling-enrollment

Enrollment Accountability

grad.wisc.edu/documents/enrollment-accountability

Minimum Enrollment Requirements

policy.wisc.edu/library/UW-1208

DEGREE MILESTONES & REQUIREMENTS

Promotional Statements: 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.

Milestone #1 (semester 2) First Year Review: Students will present artworks completed during their first year in the MFA program. Presented artwork is selected by the student, and may include new processes, conceptual/narrative developments, current challenges, and future goals. The faculty review committee, in coordination with the student's faculty advisor, will assess whether the student is making satisfactory progress and meeting the expectations of the program. A written report will be given to each student after their review.

The Review Committee: The faculty review committee is composed of faculty representing different areas of the department. The committee partners with the student's faculty advisor to complete the written report that is shared with the student.

Student Expectations: Students will display their selected artworks in a group exhibition, within the Art Department's galleries the week following spring final exams. Students are responsible for coordinating with their cohort group to install and uninstall the exhibition.

The Review: Over two days, students will present their work to the faculty review committee. Reviews are scheduled in twenty-minute blocks with a ten-minute break between each. The committee will ask each student questions related to the work that is present in the exhibition. Students should be prepared to describe their work as it relates to their first-year research goals.

Post Review: Each student will be given a written report that includes feedback from the faculty review committee and specific recommendations from their faculty advisor. This report will document the student's first-year successes and offer requirements for improvement. It serves as a progress report for the student and provides the committee's assessment of the student's work. The faculty advisor's specific recommendations will accompany the review committee's report.

In addition, students identified as making unsatisfactory progress will receive a development plan which outlines areas the student must improve before their MFA qualifier. Development plans will inform the review of the student during their MFA qualifier the following academic year.

Milestone #2 (semester 4) MFA Qualifier: The MFA qualifier is generally an hour-long meeting. The qualifier begins with the candidate presenting their work and research and includes questions from the committee. Candidates 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 moderate their review 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 deliberate.

MFA Qualifying Examination: If the 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 three 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.

MFA Qualifier Response and Exhibition Scheduling Policy: MFA qualifier candidates must submit written responses to their committee questions within three (3) weeks of receiving them. In cases of unusual or extenuating circumstances, candidates may request a one (1) week extension, subject to committee discretion. Deadlines may not extend beyond the last day of classes in the spring semester.

Students must schedule their MFA Qualifier exhibition before Spring Break during their fourth semester of graduate study. To qualify, students must have completed or be in the process of completing all academic requirements up to that point and have a minimum of 32 credits on record. The qualifying body of work or project may take any form and is not required to be hosted in a traditional gallery setting. Students are encouraged to register for an exhibition slot during the annual degree exhibition registration to ensure venue availability. Students may also choose an off-campus or non-traditional setting, but committee approval is required. If exhibiting outside departmental galleries, students must disclose the medium or setting and obtain committee approval prior to the qualifying examination. Students are responsible for notifying their committee of the exhibition location and scheduling defense dates in advance.

How 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.

Milestone #3 (semester 6) MFA Thesis Exhibition and Defence: 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.

Scheduling your MFA Thesis Exhibition: Students can schedule their exhibition during the annual degree exhibition registration. 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.

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.

SATISFACTORY ACADEMIC PROGRESS

As a graduate student at the University of Wisconsin-Madison, your ongoing enrollment in the program is contingent upon maintaining satisfactory academic progress, as determined by the program, the Graduate School, and your faculty advisor. It is important to note that any student may be placed on probation or dismissed from the Graduate School if they fail to meet the established standards for academic progress.

Being placed on probation can impact your financial aid and funding. Students should refer to the university's policy page (policy.wisc.edu/library/UW-1040) and consult with their specific sources of funding for detailed information on how their academic status may affect their financial support.

The Art Department has its own definition of satisfactory academic progress and procedures that supplement the Graduate School's policies. It is important to stay informed about these policies and to maintain regular communication with your faculty advisor and graduate program manager to ensure that you meet all academic expectations and avoid any potential negative consequences related to your academic progress.

Policy Statement: Continuation in the Graduate School is at the discretion of a student's program, a student's faculty advisor, and the Graduate School. A student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress. In special cases, the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

Satisfactory Academic Progress: The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program.

Most programs require satisfactory progress to continue guaranteed funding support.

The Graduate [Guide](#) includes the Graduate School's minimum degree requirements and satisfactory progress chart, as well as each program's minimum degree requirements and satisfactory progress chart.

In determining satisfactory academic progress, the Graduate School monitors the following: cumulative grade point average, Incomplete grades, English as a second language for some international students, the grades of students admitted on probationary status, enrollment in minimum required credits (underload), and unsatisfactory (U) grades. Detailed information for each is below.

Definition: Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: policy.wisc.edu/library/UW-1218. In addition to the Graduate School's

monitoring of satisfactory academic progress, the Art Department regularly reviews the satisfactory academic progress of its MFA students, as follows.

Cumulative Grade Point Average: Graduate students must meet the Graduate School's minimum cumulative GPA of 3.0 in order to graduate. When a graduate student's cumulative GPA drops below 3.0 for one semester, the Graduate School notifies the student via email (with a copy to the department's graduate program manager) that they are placed on academic *probation*, and the Graduate School places a GSD LGR enrollment hold on registration for the following semester. The student cannot continue enrolling until the probationary semester's grades are reported and their cumulative GPA is above 3.0.

Incomplete (I) Grades: If a graduate student has not resolved all incomplete grades by the end of the subsequent semester of enrollment, these (I) grades are considered unsatisfactory. Graduate students are not permitted to graduate with incomplete grades on their record. The Graduate School issues *warnings* for incompletes that have not yet lapsed into bad standing, and for three or less credits of Incompletes. The Graduate School places the student on academic *probation* for having more than three credits of incompletes in bad standing and uses the GSD INC service indicator (enrollment hold) to ensure that this requirement is met before continued enrollment is permitted.

If a student is placed on probation due to Incompletes, the student will receive an email notification with a copy to the department's graduate program manager.

Unsatisfactory (U) Grades: If a course has been structured to offer the S/U grading option (such as research), a grade of S is equivalent to a grade of B or better. The Graduate School monitors U grades. Since these grades are very rare, cases are handled individually. Upon identification of a graduate student with a U grade in research, we contact the faculty advisor to find out more about the situation. GSD LGR holds are not automatically placed for U grades but may be if necessary.

ESL Required at Admission to the Graduate School: International graduate students may be required to take the ESLAT upon arrival at UW-Madison. This requirement applies to the following test scores: TOEFL (paper-based) test scores below 580; TOEFL (internet-based iBT) test scores below 92; IELTS scores below 7;. The ESLAT is administered by the English as a Second Language Program. ESLAT results may indicate that a graduate student is exempt from taking an ESL course, or these results may indicate a recommended ESL course. Graduate students for whom the ESLAT was required and who are not exempt based on the test results must enroll in the recommended ESL course during their first semester at UW-Madison. The Graduate School monitors successful completion of the ESL course for these students. The GSD ESL service indicator (enrollment hold) ensures that this requirement is met before continued enrollment is permitted.

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 to obtain a letter of support from their faculty advisor and associate chair (if they have not yet formed their committee) or their committee chair and associate chair (if a committee is already formed). Students must be in good academic standing and return to finish the program within one year. Students need to notify the Graduate Program Manager two months prior to their return so that re-entry procedures can be initiated.

If students have pre-enrolled for a future term and plan to take a leave of absence, they must be sure to drop all courses before the first day of class. Previously enrolled students who wish to return to Graduate School after a leave of absence should follow the instructions for [Readmission to Graduate School](#). Any student who does not enroll for a Fall or Spring term is considered to be a “reentry” and must pay the Graduate School online application fee. Any student granted readmission must adhere to the most current requirements as listed in the Graduate School Academic Policies and Procedures. Master’s students who have been absent for five or more consecutive years lose all credits they have earned before their absence.

CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

The Art Department Criteria for Academic Progress in the Master of Fine Art Program

Enrollment Requirements: Please see the Graduate School’s [official enrollment requirements policy](#). All of the following credit requirements (except F-1 and J-1 visa requirements) must be satisfied by graded courses numbered 300 or above; courses numbered below 300, audit, and/or pass/fail do not satisfy the Graduate School’s enrollment requirements

Table 1. Full-Time Enrollment Status at a Glance		
CATEGORIES	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: FALL OR SPRING	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: SUMMER (GENERAL 8-WEEK DHH SESSION)
Dissertator	Exactly 3 credits directly related to research	Not required unless receiving summer degree; or if RA, trainee (with 12-mo. appointment), or fellow (with 12-mo. appointment), 3 cr. required.
RA, non-dissertator	8 cr.	2 cr.
TA/Lecturer (SA) 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
TA/Lecturer (SA) 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
Fellow, non-dissertator	8 cr.	2 cr. for 12-mo. Appointments; not required for 9-mo. appointments.
Trainee, non-dissertator	8 cr.	2 cr.
International student (F-1/J-1 visa), non-dissertator, if no other category in this list	8 cr.	4 cr. when summer is admit semester (2 cr. when summer is admit semester and student holds RA appt. or at least

		33% TA or PA appt.)
<i>If none of the above, full-time enrollment is:</i>	<i>8 cr.</i>	<i>4 cr.</i>

In addition to the Graduate School's policy, the Art Department has the following program-specific requirements for minimum enrollment credits:

- a. The Art Department has established a minimum number of graduate level credits (courses at or above the 300 level) that must be taken in residency at UW-Madison in order to be considered for a UW-Madison degree. The MFA degree requires a minimum of 60 credits, over 6 semesters with at least 51 credits taken in residency at UW-Madison.

At the time of the student's MFA qualifier, a student must have taken a minimum of 32 credits, with at least 23 of those credits taken in residency at UW-Madison. All graduate-level credits, including summer classes, will count toward fulfillment of the minimum credit requirement. A student who does not meet the minimum enrollment requirements will be considered in a state of unsatisfactory academic progress.

- b. Regardless of graduate appointment, students must enroll in a minimum of 8 credits per semester during the academic year (fall and spring semesters). During summer term, the minimum enrollment is two credits (not required). A maximum of 15 credits are allowed during fall and spring semesters. A maximum of 12 credits are allowed during the summer term. Courses taken as audit, or below the 300 level do not count toward graduate credit. 16 out of 32 credits taken before the MFA qualifier and 30 out of 60 credits taken for the degree must be completed in courses 700 or higher, or in courses clearly designated as "graduate" courses.
- c. Please refer to pages 7-14 of this handbook for information regarding course requirements, schedule of required coursework and program milestones that must be completed for the degree.

A student who does not meet the program's enrollment requirements will be in a state of unsatisfactory academic progress.

Grade Criteria: According to Graduate School guidelines, all graduate students must have a cumulative grade point average of 3.0 (B) or higher. A student who does not meet the minimum GPA requirements will be considered in a state of unsatisfactory academic progress. When a graduate student's cumulative GPA drops below 3.0 for one semester, the Graduate School notifies the student via email (with a copy to the department's graduate coordinator) that they are placed on academic *probation*, and the Graduate School places a GSD LGR enrollment hold on registration for the following semester. The student cannot enroll beyond the probationary semester until that semester's grades are reported and their cumulative GPA is above 3.0.

A student who does not meet these minimum GPA requirements will be in a state of unsatisfactory academic progress

Time-to-Degree Criteria: Full-time MFA students have one year from the date of passing their MFA qualifier to mount their final thesis exhibition.

- a. A student's failure to complete their degree within a three-year period may result in having to be readmitted to the MFA program.
- b. Alternatively, a student who does not complete the requirements for the MFA may receive an MA degree after the second year with the approval of their faculty advisor.
- c. Full-time students who fail to meet the aforementioned time-to-degree requirements in the specified time will be in a state of unsatisfactory academic progress.

Re-Entry Admission (see [Readmission to Graduate School](#)): Students re-entering the MFA program following an absence must meet the program requirements in place at the time of re-entry. See leave of absence requirements on page 16.

- a. In addition, the student's program of study will be reviewed by the advisor or the appropriate departmental subcommittee to determine whether any content needs to be repeated.

Coursework and Post-Coursework Checkpoints and Milestones: detailed information regarding the schedule of required coursework and program milestones can be found on pages 7-14 of this handbook.

Students are required to complete the program's degree milestones in the following order and within the semester outlined below. A student who does not meet the aforementioned coursework, requirements and program milestones will be considered in a state of unsatisfactory academic progress.

- a. Milestone 1, First-Year Review: (see page 12) Students complete their first year review at the end of their second semester.
- b. Milestone 2, MFA Qualifier: (see page 13) Students must have mounted an exhibition of their work, met with their committee, and received their committee's assessment of the work before the end of their fourth semester.
- c. Milestone 3, MFA Thesis Exhibition. (see page 14) Students must have mounted their thesis exhibition, met with their committee, and received their committee's assessment of their work before the end of their sixth semester.

Every graduate student must have a faculty advisor in their department. Failure to maintain a healthy professional working relationship with a faculty advisor (e.g., mutually respectful interactions, timely communications and consideration of schedules, regard for expertise, etc.) could be grounds for a determination of unsatisfactory academic progress, which could necessitate a plan to resolve deficiencies. If unresolved, these deficiencies could lead to dismissal.

A student who does not meet the aforementioned required coursework and program milestones will be in a state of unsatisfactory academic progress.

Satisfactory Academic Progress and Reviews: The department will review each graduate student's record at the end of each year to determine whether a student is making satisfactory academic

progress. The MFA program has established three key review milestones to evaluate students' progress and growth throughout their academic career:

- a. First-Year Review: Students will be assessed by their faculty advisor, the program's graduate studies committee.
- b. Qualifying Exhibition and Review: This review will evaluate students' continued success in the program and their readiness to proceed to the final MFA exhibition in their third year. The assessment will involve the faculty advisor and the student's graduate committee.
- c. Final MFA Exhibition and Review: The last review will focus on the students' thesis exhibition and their overall accomplishments throughout their studies. The assessment will involve the faculty advisor and the student's graduate committee.
- d. In addition to these formal reviews, the program also incorporates regular check-ins between students and the Graduate Program Manager. These meetings aim to identify any potential issues with course enrollment or academic performance.

If unique extenuating circumstances mean that a student is unlikely to make satisfactory academic progress in a given term, then, before the review specified above, the student's advisor may submit a request for extension to the department chair.

- a. A decision on a request for extension will be made by the department chair at least one month in advance of the time of the review.

If a student is not making satisfactory academic progress, the department chair will place the student on probation and establish a plan of study to resolve deficiencies and complete requirements (or complete the program) by the end of the next term.

If a student has not received an extension or has not resolved deficiencies and returned to satisfactory progress by the end of the next term then the student will be considered in a state of unsatisfactory academic progress, and the department must follow the "School of Education Policy for Graduate Student Dismissal Related to Unsatisfactory Academic Progress" (below).

Notification of Unsatisfactory Academic Progress

- a. A student who does not meet the criteria for satisfactory academic progress by the end of a specific term will be notified of that fact, will be placed on probation, and will receive a plan of study to resolve deficiencies and complete requirements (or complete the program) by the end of the next term, as noted above.
- b. A student at risk of failing to complete the specified plan to resolve deficiencies will be notified at least one month before the end of that term. An enrollment hold (MNC) will then be entered in SIS and will be lifted only if the student completes the plan of study (or the program).
- c. If, after notification, a student fails to complete the specified plan to resolve deficiencies and complete requirements (or complete the program) before the start of the next term (and the associated enrollment hold (MNC) has not been lifted), then the student will not be permitted to enroll in the next term and will be referred by the student's advisor to the department chair, who

will consult with the Graduate Studies Committee about evidence of unsatisfactory academic progress. If the evidence of unsatisfactory academic progress is substantiated, the chair may recommend dismissal according to the procedures in the “School of Education Policy for Graduate Student Dismissal Related to Unsatisfactory Academic Progress” (below). This recommendation can happen only after the specified term’s grades have been submitted.

Conduct Criteria: All graduate students must abide by the university’s Code of Student Conduct and Community Standards in all academic and nonacademic matters (<https://conduct.students.wisc.edu/>).

- a. The Art Department follows the Code of Student Conduct and Community Standards and enforces these standards.
- b. The MFA in studio art program sees the following qualities as evidence of professional behavior by students:
 - Understands and follows the UW-Madison Student Code of Conduct
 - Shows respect for a diversity of opinions, perspectives, and cultures
 - Accurately represents their work and acknowledges the contributions of others
 - Aims to gain knowledge and contributes to the knowledge base of others
 - Strives to incorporate and practice disciplinary ideals in their professional lives, while also valuing and respecting diverse viewpoints and approaches.
 - Demonstrates integrity; provides accurate information in resumes/CVs
 - Challenges themselves in academic pursuits
 - Understands where collaboration among students is or is not allowed
 - Does not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others
 - Avoids conflicts of interest
 - Interacts with peers, faculty, staff, and those they encounter in their professional capacity in a manner that is respectful and considerate
 - Attends and is prepared for all scheduled meetings and classes, and honors agreed upon work schedules
 - Communicates openly and offers prompt responses to inquiries
 - Is careful in their use of available equipment, technology and resources
 - Offers criticism in a constructive manner
 - Welcomes feedback
 - Recognizes that the pursuit of knowledge is a continuous process and seeks guidance (when needed) as they adapt to change

Disability Accommodations: Graduate students with formally approved disability accommodations should consult their department chair and the McBurney Center to discuss individual circumstances as they relate to departmental criteria for satisfactory academic progress.

SCHOOL of EDUCATION POLICY for GRADUATE STUDENT DISMISSAL RELATED to UNSATISFACTORY ACADEMIC PROGRESS

All persons who have been accepted by the Art Department to pursue studies for the Master of Fine Art (MFA) degree are required to meet the department's minimum criteria for satisfactory academic progress each term, as outlined in the Graduate School Criteria for Satisfactory Academic Progress and within this handbook. The following policy takes effect in cases of unresolved Graduate School holds on enrollment and/or when the department chair, following department procedures for reviewing satisfactory academic progress (see criteria above, including reviews of satisfactory academic progress), has determined that a student's holds indicate the student has not met the criteria for satisfactory academic progress and therefore should not be permitted to continue in the graduate program (i.e., the student should be dismissed).

In cases of unresolved Graduate School holds on enrollment or when the department chair, following department procedures for reviewing satisfactory academic progress has determined that a student's holds indicate that the student has not met the criteria for satisfactory academic progress, the chair will convene a meeting of the whole department faculty to consider the evidence of unsatisfactory academic progress and vote on the question of dismissal. Such a vote must take place on the following schedule:

- Dismissal votes that follow the fall term must be taken before the start of the spring term.
- Dismissal votes that follow the spring term must be taken before the end of the 9-month faculty contract year.

Regardless of whether the department faculty votes to dismiss or not dismiss a student, the decision will be effective immediately. The student will be notified of the decision via email as soon as possible, but within no more than five business days. The email to a student who has been dismissed will include an attachment with a letter of dismissal, together with any other relevant documents. Also within five business days of a decision to dismiss, the dismissal letter and documents will be sent to the Graduate School's Assistant Dean for Academic Services as well as the general Academic Services email address (gsacserv@grad.wisc.edu).

A student who has been dismissed will be contacted by Academic Services in the Graduate School and informed of the requirement to have a program home. An enrollment hold (MNC) will be entered in SIS, and a confidential Advisor Note will be entered to document the dismissal. If the student finds a new program home and completes the program change process prior to the deadline for initial enrollment for the next term, the enrollment hold will be removed, and the student may begin the new program. If the student cannot find a new program home prior to the deadline for initial enrollment for the next term, and if the student is not on a formal approved Leave of Absence, then enrollment at the university will be terminated.

Dismissal Appeal Process: A student can appeal a department's dismissal decision. Within five business days of being notified of the dismissal, the student must file a written appeal with the Senior Associate Dean in the School of Education. The appeal should explain why the student believes the dismissal constitutes a misapplication of the department's policy on satisfactory academic progress. On receipt of the student's written appeal, the Senior Associate Dean will convene an ad-hoc committee comprising at least three members of the School of Education Academic Planning Council to review the appeal; no member of this ad-hoc committee can belong to the department that dismissed the student. At its own discretion, this ad-hoc committee may ask for additional information from the student and/or department and may choose to hold a hearing at which both parties will be asked to speak separately (i.e., not in the room at the same time). The ad-hoc committee will then make a written recommendation

to the Dean of the School of Education, who will render a final written decision on dismissal or non-dismissal. Unless a longer time period is negotiated, this written decision from the Dean shall be issued within twenty (20) business days from the date when the student's appeal was filed with the Dean's Office.

The Departure of a Student's Advisor or Discontinuation of an Advisor Role: The departure of a student's advisor from the university or the discontinuation of an advising role should not be grounds for dismissing a student from a graduate program. If a student's advisor is no longer willing or available to serve as the advisor but the student is making satisfactory academic progress, the department chair must find a new advisor and constitute a new graduate committee for the student. If at any point the student does not make satisfactory academic progress, the department should follow the procedures outlined above, and if the result of these procedures is a vote of dismissal, then the student will have no academic home in the department. If the student cannot find a new program home in another department prior to the deadline for initial enrollment for the next term, and if the student is not on a formally approved Leave of Absence, then enrollment at the university will be terminated.

The policies and procedures above in no way supersede or substitute for regulations of the Graduate School.

PROCESS & SANCTIONS for VIOLATIONS of CONDUCT STANDARDS

Academic Misconduct: Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Academic
grad.wisc.edu/documents/misconduct-academic

Office of Student Conduct and Community Standards

Academic Misconduct Website
conduct.students.wisc.edu/academic-misconduct

Academic Misconduct Flowchart
conduct.students.wisc.edu/documents/academic-misconduct-flow-chart

Non-Academic Misconduct: Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Non-Academic
grad.wisc.edu/documents/misconduct-nonacademic

Office for Student Conduct and Community Standards

Non-Academic Misconduct Website

conduct.students.wisc.edu/nonacademic-misconduct

University of Wisconsin System (UWS)

Chapter 17: Student Non-Academic Disciplinary Procedures

docs.legis.wisconsin.gov/code/admin_code/uws/17

Chapter 18: Conduct on University Lands

docs.legis.wisconsin.gov/code/admin_code/uws/18

Research Misconduct: Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at:

The Graduate School

Academic Policies & Procedures: Responsible Conduct of Research

grad.wisc.edu/documents/responsible-conduct-of-research

Office of the Vice Chancellor for Research and Graduate Education

Research Policies

research.wisc.edu/compliance-policy

GRADUATE STUDIO POLICY

The Art Department offers Master's candidates a research studio space within the Humanities Building 455, North Park Street, or Art Lofts 111, North Frances Street. Graduate studio use is a privilege. Graduate students must adhere to the following policies. Failure to abide by the articles in this document may result in disciplinary action, fines on the student's record, or permanent loss of studio privileges.

Studios are assigned to graduate students for a maximum of three years. Eligible students must enroll in at least 8-credits each semester of studio occupancy. Rising second and third-year students will retain their studios during the summer term. Graduated students must vacate their studios by either January 1 (leaving campus or graduating at the end of the fall term) or June 1 (leaving campus or graduating at the end of the spring term.) Third-year graduate students who have completed all required courses and completed the sixty credits necessary for graduation are not eligible for studio space and must vacate their studios at the end of the spring term. Students are limited to six semesters of studio occupancy (not including summers). Students are not eligible for studio space after they have graduated.

Studios are assigned for the production of artwork and research.

- Students may not store items other than those needed for producing artwork and research in their studio.
- Studios cannot be used for the public sale of artwork.
- Students may decline the offer to have their studio open for departmental and or University public events.
- Students cannot host TA-related office hours with undergraduate students in their studios.
- Studios are not private dwellings. Beds, cots, refrigerators, cooking equipment or other items suggesting private use as a dwelling are not allowed.

- The studio number and students' name must be displayed outside the studio. If there is no name card, the studio is considered abandoned.
- Any physical alterations to the studio must be approved by students Faculty Advisor and Associate Chair. Requests may require consulting with the Building Manager.

Studios are shared educational facilities. The Building Manager, Department Administration, and Faculty can enter graduate studios without prior notification to ensure compliance with studio regulations. Students should consider not only their own needs but also adopt procedures that support the productivity of everyone who occupies the building. Studio privileges are contingent on proper safety, usage, student conduct including being considerate to neighbors and abiding by all other program policies as outlined by this handbook.

- Violations of this policy and grievances are reported to the Associate Chair via the grievance procedure outlined below.
- Report emergency situations to Campus Police and Security by calling 911.

Studios are subject to all University regulations. Students will lose studio privileges if they violate University regulations. Students are expected to know the University's student conduct and community standards, <https://conduct.students.wisc.edu/>.

UW-Madison Alcohol Policy: <https://policy.wisc.edu/library/UW-6003>

UW-Madison Weapons Policy: <https://policy.wisc.edu/library/UW-725>

UW-Madison Smoke Free Policy: <https://policy.wisc.edu/library/UW-6006>

UW-Madison Service and ESA Animal Policy: <https://policy.wisc.edu/library/UW-145>

Students are responsible for the contents of their studio. Students are also responsible for securing their studio when it's not in use. The Art Department and University are not responsible for loss or damage to personal property. Any personal property kept in a studio is there at the students' own risk.

At the end of studio occupancy, it's the student's responsibility to clean out their studio and make necessary repairs in order to return the studio to as good or better a condition as it was when they accepted it.

Students must not leave materials, furniture, or equipment behind. Before leaving campus, a studio inspection is required in the presence of the Building Manager. If the condition of the studio is not acceptable, the student is responsible for fixing the issues or paying fees for the restoration of the space and removal of abandoned items.

Repair and Paint: \$87.00 per hour

Abandoned Item Removal: \$200.00 per hour (min \$200.00)

The Department will provide staging areas for unwanted items, a dumpster, paint and painting materials to assist with studio move-out.

Studio Health and Safety: Students must comply with university environmental, health and safety regulations <https://ehs.wisc.edu/campus-health-safety/>. The following rules must be adhered to at all

times. The University, Art Department, Faculty, and Staff are not responsible for personal injury resulting from the use of tools, chemicals, materials, equipment, etc. in the studio.

- Keep all doors leading outside the building closed and locked at all times. Do not prop doors. Students who have access to the department's buildings are granted access by scanning their student ID at the main entrance of each building.
- Do not use locks unsanctioned by the University hasps, padlocks, and other unofficial locks will be removed.
- Do not loft, cover, or 'roof' open-top studios.
- Do not store furniture, artwork, or supplies outside your studio. Walkways and hallways leading to your studio must remain clear at all times. If you require additional storage you must consult with your Faculty Advisor.
- Use only three-prong extension cords. Do not run cords across doorways or walkways.
- Never enter restricted areas of the building
- No aerosols and spray paint. Each building has designated spray booths and fire-safe cabinets where aerosols can be used and stored. Contact the Building Manager if you are unsure of spray-booth locations.
- Hotplates, coffee makers, or industrial power equipment (both stationary and hand-held) are not to be used in graduate studios. If specialized equipment is required the student must seek approval from their Faculty Advisor and Building Manager.
- Hazardous materials are not allowed in the studios. If you are unsure of the safety of your equipment, processes, or materials you must consult with your Faculty Advisor and Building Manager. Failure to follow this rule may result in disciplinary action, fines, and loss of studio privileges.

Who to Contact: Students must know who to contact for help and assistance using their studio and in the event of an emergency. This list provides departmental contacts and how each supports graduate studio safety, access, and usage.

The Associate Chair is responsible for fielding student questions related to equity, student grievances, student conduct, and corrective action. They facilitate departmental space needs including graduate studio assignments and approve studio reassignment requests. The Associate Chair coordinates with the student's Faculty Advisor to remedy studio-related issues.

Associate Chair: artassociatechair@education.wisc.edu

The Graduate Program Manager is responsible for managing studio assignments and reassignment requests, building key card access, managing studio agreements, and relaying policy, procedures, and notices related to studio occupancy and use.

Graduate Program Manager: Branden Martz branden.martz@wisc.edu

The Faculty Advisor is responsible for ensuring students' studio needs and research goals are achieved. Students are expected to work closely with their Faculty Advisor and report any changes in working habits, material and equipment usage, space needs, and all other studio related needs.

The Building Manager is responsible for the physical infrastructure of the department's buildings. This includes but is not limited to walls, ceilings, floors, doors, air conditioning and heating, and electrical and plumbing systems. They are also responsible for the safe use of the graduate studios. They are the point of contact for questions related to the proper use and disposal of studio materials, and studio equipment usage. They are permitted to enter a studio at any time to ensure the safety of the department's buildings and occupants. They will notify the student's Faculty Advisor of studio safety compliance and work with students to remedy safety concerns and issues.

The Building Manager also issues studio keys and maintains records for key usage, policy, and any fines that may occur in the event of lost or stolen university keys.

Building Manager: Matthew Coppola, mscoppola@wisc.edu

Campus Police and Security: Campus Police and Security regularly patrol the departments' buildings, classrooms, and studio areas. Students who encounter suspicious behavior, persons attempting to enter buildings without key access, or encounter questionable/hostile interactions with persons in any of the campus buildings are required to report these incidents to campus. In the event of an emergency, students need to call 911 and report the incident to the Associate Chair immediately.

Emergency Phone: 911

Non-Emergency Phone: 608 262-2677

Police Email: police@uwpd.wisc.edu

Security Email: routesecurity@mhub.uwpd.wisc.edu

SAFEwalk: SAFEwalkers can accompany students throughout campus and to/from near-campus locations! ([Service boundaries](#) do not include far west campus, such as UW Hospital and Eagle Heights.) SAFEwalk is a free walking companionship service available to all students, faculty, staff, and UW visitors.

All SAFEwalkers undergo training with UW Police and are able to assist in a variety of situations. Each team carries a two-way radio and is able to act as a mobile emergency phone.

SAFEwalk Phone: 608 262-5000

SOE Facilities Key Policy: This policy is intended to protect the lives and property of the campus community. Maintaining accurate, effective access control for exterior and interior doors is critical to protecting campus personnel, space, and assets. It is the policy of the University of Wisconsin-Madison to issue the lowest tier key necessary for the access needed in any given application. Users of keys assigned by the SoE to access university spaces or assets are responsible for those keys. The loss of assigned keys will result in fines, and or disciplinary action.

Under the UWPD Campus Master Key Control Policy (<https://policy.wisc.edu/library/UW-401>), University personnel are required to:

1. Maintain, secure, and be responsible for any key(s) issued.
2. Contact the UW-Madison School of Education Associate Director of Facilities within 24 hours of the discovery of theft or loss of high security keys.

3. Return all keys issued to the UW-Madison Art Department upon the end of employment or transfer within the University system.
4. Pursuant to university rules and policies, employees may be subject to disciplinary action up to and including dismissal for violations of this policy. The process and procedure for considering disciplinary action will follow the appropriate policies for each employment type.

Key Assignment Policy: The following terms and conditions govern the use and regulation of all keys provided to key holders at UW-Madison: Board of Regents UWS 18.08 (6) Physical Security Compliance Prohibitions: http://docs.legis.wisconsin.gov/code/admin_code/uws/18/06

- a. No person may ignore, bypass, circumvent, damage, and interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities, or portions thereof.
- b. No person may duplicate, falsify, or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same.
- c. No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of a university key or access control device.
- d. Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized university official.

Board of Regents UWS 18.13 Penalties:

https://docs.legis.wisconsin.gov/code/admin_code/uws/18/08/6

Unless otherwise specified, the penalty for violating any of the rules in ss. UWS 18.06 to 18.12 shall be a forfeiture of not more than \$500, as provided in s. 36.11(1) (c), Stats.

Lost Key/Unreturned Key Penalties: A minimum fee of \$75.00 per key will be charged for the replacement of a lost key. Checks are payable to the University of Wisconsin-Madison. A new key will not be issued until payment is received by the School of Education finance office. Prior to leaving the specific university appointment for which the key(s) was issued, the key(s) must be turned into the School of Education Facilities Department

Failure to return key(s) or pay the lost key fee may result in:

- a. Withholding registration, transcripts, certifications, and diplomas.
- b. Legal action by the University to confiscate the key or recover the fee.

The UW-Madison School of Education may restrict and/or remove access to master keys at any time for violation of any key policy.

Studio Reassignment: Students may relocate studios at the end of each academic year. Students may not switch studios without the approval of the Associate Chair and Faculty Advisor. The Associate Chair reserves the right to decline reassignment requests. The movement of studios may not occur while classes are in session unless approved by the Department Chair.

[Studio Reassignment Request Form](#)

DEPARTMENT WORKSHOP & LAB: DIRECT FEE POLICY

Departmental workshops and labs are defined as a collection of tools, equipment and infrastructure related to a particular medium or set of techniques. In some cases a single room may house more than one workshop or lab, in which case separate access lists, usage policies and fees will apply to each lab.

This policy applies to the departmental workshops and labs that are overseen by a faculty member or group of faculty. To access the art department's shop and lab resources and equipment, students must be familiar with the relevant policies and procedures and be trained to work independently in the desired lab or shop. If students are unfamiliar with these procedures or working methods, faculty may require them to enroll in a studio class or complete a workshop before granting full access. Faculty have the authority to grant or deny access and may require additional training. Faculty will inform students of any required fees for access before the start of the semester, and these fees will be added to the student's account.

To access labs for research, you will request permission from faculty, who will grant access to specific labs and shops within the art department. Fees will vary by shop and are subject to change annually at the discretion of the faculty. Students will be notified of fee adjustments before the start of each academic year. These fees will be applied by the Bursar's Office to your student account.

[GRANTING FACULTY AND CURRENT FEES](#)

DEPARTMENT GALLERIES & POLICY

The Art Department at the University of Wisconsin Madison allows students the opportunity to exhibit in its' gallery venues. Galleries are located at both department buildings. Gallery 7 at the Humanities 455 North Park Street and Art Lofts and BackSpace Galleries located at the Art Lofts 111 North Frances Street.

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, degree reviews and area exhibitions. MFA thesis exhibitions may not be scheduled until the MFA qualifier has been successfully completed. MFA qualifier and MFA thesis exhibition is scheduled annually through the degree exhibitions registration held in early September. Notifications on when to apply are sent from the office of the graduate program manager.

Exhibitors must understand the expectations, policies, and procedures before they initiate and install an exhibition. Students must have their exhibition approved by their faculty advisor/committee chair and submit the department's gallery agreement to the graduate program manager before scheduling their exhibition. Students must understand the policies and procedures outlined in the gallery agreement. Failure to adhere to policies will result in corrective action and fines placed on the student's record.

To request use of the department's galleries outside of degree exhibitions graduate students may submit a [Gallery Reservation Request](#)

Who to Contact: You must know who to report to and collaborate with during the creation and installation of your exhibition.

Faculty Advisor/Committee Chair: Your faculty advisor will oversee the successful completion of your exhibition and is the main point of contact throughout the exhibition process. Your faculty advisor must review and approve your exhibition. You must report any deviation in your exhibition plans to your advisor well in advance of installing your exhibition.

Building Manager: The department building manager inspects and maintains the safety and accessibility of the departments' gallery and exhibition spaces. You must consult with the building manager if your exhibition requires the use of or alteration to the gallery's permanent infrastructure. Infrastructure includes but is not limited to; gallery walls, moveable walls, floors, ceilings, lighting grids, lighting fixtures, doors, and windows. The building manager also orders gallery supplies. If supplies are low or missing you must report needed supplies to the building manager.

Graduate Program Manager: The Graduate Program Manager handles the scheduling of the departments' gallery spaces. Exhibitions are scheduled in one-week increments during the academic year starting Sunday at noon and ending the following Sunday at noon. The Graduate Program Manager has the right to refuse, change or update any exhibition request. Updates or changes to the schedule will be reported to the exhibitor no later than one week before their exhibition. Reasonable accommodations will be made to reschedule canceled exhibitions.

Gallery Repair: Gallery turnover happens within twenty-four hours. As a courtesy to all who use the galleries, you must have a plan for uninstalling your work and restoring the gallery to the condition it was when you received it.

Here is a checklist that will help with this process.

- ☐ I have removed my work from the gallery.
- ☐ I have returned department-issued gallery materials and equipment.
- ☐ I have patched and repainted all holes and marks that were a result of my exhibition. This includes the repair and painting of all pedestals and plinths used during the exhibition.
- ☐ I have returned the gallery paint to the appropriate office or gallery closet.
- ☐ I have washed out and returned spackle knives, paint trays, brushes, and roller sponges
- ☐ I have returned all gallery furniture, (movable walls, pedestals, plinths, reception tables, and chairs) to their original location.
- ☐ I have removed all debris and used appropriate disposal receptacles and cleaned and swept the gallery floor.
- ☐ I have returned the gallery key(s) to the lock box or building manager.

Students must comply with university environmental, health, and safety regulations <https://ehs.wisc.edu/campus-health-safety/> . If you question your exhibition's installation as it relates to safety, security, or damage to gallery infrastructure you must schedule a meeting with the Building Manager. Failure to gain approval may result in fines for restoration, repair, or replacement of damaged department property being applied to your student account.

Repair and Paint: \$87.00 per hour

Abandoned Item Removal: \$200.00 per hour (min \$200.00)

Exhibition Receptions:

- The department has a limited number of banquet tables and chairs available for students to use during their reception. Requests for tables and chairs need to be coordinated with the Gallery Technician and Building Manager at least a week before your reception.
- Students are expected to clean the tables and chairs before returning them.
- Students are responsible for the costs associated with advertising their exhibition.
- Students are responsible for the cost of food and beverage service if they elect to offer it.
- Students who elect to have alcohol at their reception must follow the University's alcohol policy [UW-Madison-Specific Alcohol Beverage Regulations](#).

INCIDENT REPORTING (HATE, BIAS, SEXUAL ASSAULT, HAZING, STUDENT of CONCERN, BULLYING)

The Office of Student Assistance and Support maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

Office of Student Assistance and Support Incident Reporting
doso.students.wisc.edu/report-an-issue

As noted above in "Personal Conduct Expectations," students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

Human Resources Hostile and Intimidating Behavior Website
hr.wisc.edu/hib

Hostile and Intimidating Behavior (Bullying): Hostile and intimidating behavior (HIB), sometimes referred to as "bullying," is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: hr.wisc.edu/hib. Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the "Addressing HIB" tab of this website.

Grievance Process: 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](#)

[Office of Student Assistance and Support](#) (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 postdocs, 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 ensure 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

FUNDING & EMPLOYMENT

"Funding" is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

The University of Wisconsin – Madison's MFA in studio art is a tuition free 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, lecturing student assistantships, project assistantships and to offer fellowships to students who qualify. The department does not guarantee congruent year-to-year appointments.

It's important to note that all funding is contingent on the student's continued academic success. MFA funding packages reflect the department's commitment to our students and require students to perform both academically and professionally at the highest level while studying on campus. Funding support is contingent on the student's performance as a TA, LSA or PA, academic performance and satisfactory

progress toward the completion of the MFA program. Students on assistantship are expected to provide 20-hours of service through their appointment each week during the 9-month academic year.

Students must meet all program requirements, and their responsibilities as outlined by their appointment letter. Failure to meet these responsibilities may result in disciplinary action, or termination from their appointment in accordance with the university's Office of Human Resources and or the "School of Education's Policy for Graduate Student Dismissal" see pages 22-23. Termination from an appointment will result in the loss of departmental funding for the remainder of the student's time in the program, and or direct dismissal from the University.

The department offers the following funding opportunities for graduate students:

- Teaching Assistantship: (TA)
- Lecturing Student Assistantship: (LSA)
- Project Assistantship: (PA)
- Fellowships: Fellowships support graduate student research without the expectation of weekly work requirements. Fellowships are awarded to rising third-year graduate students through the department's annual application process.

Appointment Percentages: Art Department assistantships are appointed at 50%. Students on assistantship are expected to provide 20-hours of service through their appointment each week during the 9-month academic year. Students are expected to work up-to, but not over their weekly scheduled hours.

Rolling Average: It's common for graduate assistants to experience variations in their weekly workload, with some weeks being quieter than others. The department expects graduate assistants to keep track of their hours and understand that 20 hours of work per week is the average commitment for their appointment. There will be weeks where more work is required and others where less work is needed. It is the responsibility of the graduate assistant to coordinate their schedule with their faculty supervisor and obtain approval for any variations in their workload. Additionally, graduate assistants should track their hours to ensure they do not exceed 360 hours per semester.

This system acknowledges the natural ebb and flow of work responsibilities. By maintaining open communication with their faculty supervisors and keeping track of their hours, graduate assistants can effectively manage their workload while fulfilling their appointment obligations. It is important to note that graduate assistants must adhere to the appointment schedule approved each semester by their faculty supervisor.

GRADUATE ASSISTANT: DEPARTMENT EXPECTATIONS

Students are assigned Teaching Assistantships within their first-year of study. Second and third-year students are appointed Lecturing Student Assistantships; in addition, they may be selected by faculty for Project Assistantships or be awarded Fellowships based on their eligibility.

Appointments are approved 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.

The goal is to offer students diverse combinations of learning and professional experiences through teaching assistantships.

Appointments are subject to satisfactory performance as a graduate assistant and progress toward the MFA degree. Satisfactory progress requires that you meet the expectations of the department and MFA program maintaining your candidacy toward the MFA degree see pages 7-14.

[UW-Madison's Graduate Assistant Policy and Procedures](#)

Teaching Assistantship: (TA) All first-year MFA students are assigned teaching assistantships. Students assist a faculty member who administers weekly lectures in Art 100, Art 107, and Art 108/208. Teaching Assistants are responsible for knowing the course content and leading three undergraduate discussion sections per semester. The department does not guarantee congruent semester-to-semester course assignments.

Lecturing Student Assistantship: (LSA) Rising second and third-year graduate students are assigned LSA appointments. LSA-assigned courses are taught with support from a supervising faculty member. The graduate student is responsible for the content and delivery of the course curriculum and assessment of student coursework through group critique. LSAs are assigned two sections of undergraduate foundations or beginning level studio courses per semester. Department courses taught by LSAs are Art 102, Art 104, Art 112, Art 212, and Art 176 beginning level undergraduate courses are assigned at the discretion of the department. The department does not guarantee congruent semester-to-semester course assignments.

Project Assistantship: (PA) Rising second and third-year graduate students may be appointed a project assistantship. Faculty hand-select students to assist with their studio research.

Assignments: During the spring semester, students have the opportunity to submit a ranked list of the courses they are most interested in teaching the following year. This list includes courses to be offered along with anticipated classes above 200 level by the department. These rankings help the department administration match students with appropriate appointments, however, they do not guarantee the student's first choice and/or preference of appointment.

The department aims to provide graduate students with a diverse range of learning and professional experiences through graduate assistantships. When determining assignments, the administration considers various factors, such as the student's strengths, skill sets, and ability to support the department's mission and programs.

Interviews: In some instances, faculty supervisors may wish to conduct interviews with prospective graduate assistants. If an interview is necessary, the faculty supervisor will contact the student directly to schedule it. Here are some examples of where an interview may be initiated:

- The course demands specific skills and knowledge of specialized equipment.
- The course requires an advanced understanding of art historical movements and theoretical underpinnings.
- The course requires previous experience and knowledge of course content, technical processes, and methodologies.

- The course requires technical knowledge of computing systems and software.
- The discussion section requires the use of a specific department lab or shop for students to complete their weekly assignments.

It is important to note that not all faculty supervisors require interviews and direct appointments like project assistantships can occur without prior consultation.

Appointment Letters: All graduate assistants will receive an appointment letter detailing the specifics of their appointment. This letter includes:

- The specific course assignment.
- Hourly obligations and expectations.
- Stipend amount.
- Your fall teaching schedule (spring semester schedules are released during the fall advising appointment).
- Your faculty supervisor's contact information.
- Information on evaluations and performance reviews.
- The department's policy on satisfactory progress.
- Information regarding fall orientations.
- Additional information regarding employee benefits and expectations.

Appointment letters may be updated throughout the academic year at the Chair's discretion. In the event of updates, the graduate assistant will be notified by their faculty supervisor, and an updated letter will be sent from the administrative office.

Graduate Assistant Human Resources: graduate assistants need to be aware of the university's HR policies that pertain to campus employment. These policies are in place to ensure a positive and fair work environment for all employees.

[Graduate Assistant Policy and Procedures: UW Human Resources](#)

Employee Disability Resources employeedisabilities.wisc.edu

If you have any questions or concerns about HR policies, please don't hesitate to reach out to the department's office administrator for assistance. They are available to help you navigate any issues that may arise during your employment.

Responsibilities: If mutually agreed upon by the graduate assistant and faculty supervisor, the intensity of work each week may vary. In other words, if agreed, a 50% appointed student may work 30 hours one week and then 10 hours the next week. If it appears that the graduate assistant will exceed the number of hours expected for the semester, the graduate assistant is obligated to immediately notify the faculty supervisor so that the two of them may discuss the workload. If an agreement cannot be reached, the graduate assistant or the instructor should notify the Chair of the department.

Based on 18 weeks per semester, the following should be used as a guideline:

- 50% appointment = 20 hrs/week (360 hrs per semester)

Maximum Levels of Appointments

grad.wisc.edu/documents/maximum-levels-of-appointments

Concurrent Appointments for Fellows/Trainees

grad.wisc.edu/documents/concurrent-appointments

Teaching Schedule: The teaching schedules for Teaching Assistants (TAs) and Lecturing Student Assistants (LSAs) are assigned by the administrative office and are subject to change at the administration's discretion. The department's timetable is created throughout the year and is influenced by various factors, such as student enrollment, course viability, undergraduate time-to-degree requirements, and faculty research schedules. As a result, the timetable is an intricate system that demands meticulous coordination and is considered official once published.

Graduate assistants can expect to be assigned a teaching schedule that involves multiple weekly sessions. However, there is no guarantee that these sessions will be scheduled on a Monday/Wednesday or Tuesday/Thursday stacked schedule. The times assigned for teaching cannot be adjusted without the approval of the department Chair. It is important to note that accommodations for graduate assistant teaching schedules are rarely possible due to the complex nature of the timetable.

Students are expected to plan their semesterly course enrollment in conjunction with their assigned teaching schedule. To support this process, the department has taken steps to ensure that required courses for the MFA degree offered by the art department do not conflict with student teaching schedules.

To maximize these efforts, students should come to their semesterly advising sessions prepared with multiple enrollment options to discuss. This will enable the advisor to provide guidance on the feasibility of different course combinations and assist students in creating a schedule that aligns with their teaching obligations and research objectives.

TA and LSA Classroom Expectations and Time Commitments: All graduate instructors are expected to meet the following classroom expectations:

- Arrive and be prepared to start class at the appointed time.
- Hold class during the entire scheduled meeting times.
- Hold every scheduled class meeting throughout the semester.
- Clean up and reset the classroom as necessary after your class meeting.
- TA appointments are also expected to attend the lectures by the lead faculty member.
- All graduate instructors are required to enroll in 706: Teaching Foundations of College Art .

TA and LSA class meeting times vary depending on the structure of the course and so the in-class contact time commitments will vary as follows:

TA Appointments

Course	Faculty lecture per week	Discussion section meeting time. Once per week @	Section amount per TA	Total class contact hours per week (rounded)	Class management and prep hours per week (rounded)
Art 100	1 @ 50 minutes	50 minutes	3	3.5	16.5
Art 107	2 @ 50 minutes	1 hr. 55 minutes	3	7.5	12.5
Art 108 / 208	2 @ 50 minutes	50 minutes	3	4	16

LSA Appointments

Course	Lab meeting time per section	Section meeting time per week	Section amount per LSA	Total class contact hours per week	Class management and prep hours per week
Art 102	2.5 hours	2	2	10	10
Art 104	2.5 hours	2	2	10	10
Art 112	2.5 hours	2	2	10	10
Art 176	2.5 hours	2	2	10	10
Art 212	2.5 hours	2	2	10	10

200-300 level courses generally conform to the above schedule but may vary.

Leave Policy for Graduate Assistants (TAs, LSAs, and PAs): Graduate Assistants serving as Teaching Assistants (TAs), Lecturing Student Assistants (LSAs), and Program Assistants (PAs) are expected to follow the campus Human Resources guidelines regarding leave. Full details are available here: <https://policy.wisc.edu/library/UW-5082//>.

In addition to campus requirements, the Art Department asks that any student requesting sick leave or approved leave for professional development opportunities complete the designated leave request form as soon as the need is known. We recognize that emergencies may arise—in such cases, if you're unable to submit the form in advance, please contact the Office Administrator by phone at 608-262-1959.

Leave Request Form: https://uwmadison.co1.qualtrics.com/jfe/form/SV_bJV978j8lQLKeoK

We encourage proactive communication. If you anticipate a medical appointment or professional development activity that may conflict with your teaching schedule, or work you are providing through a project assistantship, you may submit the form at any time. Early submission allows the department sufficient time to arrange appropriate coverage.

For questions about this policy, please contact the Art Department Office Administrator.

Graduate Assistants: COMMUNICATION & DEPT. CONTACTS

Graduate assistants are encouraged to maintain communication with department leadership throughout the academic year.

Staying in touch with department leadership ensures that graduate assistants receive the necessary support and guidance throughout the year. Knowing who to contact for specific concerns helps to streamline communication and fosters a more efficient and productive work environment. It is essential to know who to contact for different concerns, here is a list of department leadership and their roles:

Art Department Chair: The Chair is responsible for overseeing and supporting the department and its programs. While graduate assistants are encouraged to schedule meetings with the Chair, it is recommended that they first address concerns related to specific issues with the following individuals:

- Teaching appointment responsibilities, mentorship, course materials, and evaluations: Direct concerns to your faculty supervisor.
- Classroom management, instructional support, grading, and student concerns: Discuss these with your faculty supervisor and the academic program manager.
- Employee benefits and payroll: Contact the department administrator for assistance.
- Appointment letters, graduate school policies, and procedures: Reach out to the graduate program manager for guidance.

By directing concerns to the appropriate individuals, graduate assistants can ensure that their questions or issues are addressed efficiently and effectively, while also maintaining open lines of communication with the department Chair.

Graduate Program Manager: The Graduate Program Manager is well-versed in the various aspects of the UW graduate school's policies and requirements that extend beyond the academic policies of the program. They are your first point of contact for any inquiries related to the program's policies and procedures.

Graduate Program Manager: Branden Martz, branden.martz@wisc.edu

Academic Program Manager: The Academic Program Manager is available to provide support with classroom instruction if the faculty supervisor or teaching assistant supervisor is unable to offer guidance in specific circumstances. Issues might include grading, best instructional practices, students of concern, course materials or fees, and other classroom-related topics.

Academic Program Manager: Matthew Mauk, mmauk@wisc.edu

Department Administrator: The Department Administrator manages human resources, employee benefits, and payroll within the department. For any questions pertaining to university employment, student employee policies, appointment status, health insurance, medical leave, open enrollment, or other HR-related matters, you may schedule a meeting with the Department Administrator.

Department Administrator: Timothy McCarty, timothy.mccarty@wisc.edu

Building Manager: The Building Manager is responsible for overseeing the physical infrastructure of the department's buildings, which includes walls, ceilings, floors, doors, HVAC systems, electrical systems, and plumbing. They ensure the safe use of the department's facilities and work closely with graduate assistants to address any issues related to building, classroom, and shop safety. Graduate assistants should contact the Building Manager for any necessary repairs to their classrooms. Additionally, the Building Manager issues department keys and maintains records of them. Graduate assistants are required to report any lost or stolen keys to the Building Manager promptly.

Building Manager: Matthew Coppola, mscoppola@wisc.edu

Department Shop/Lab Technicians: The department's industrial shops and labs are staffed by dedicated technicians who ensure that the facilities are well-maintained and safe. Graduate assistants are required to follow established best practices when using these facilities and must show respect for the shop staff. They should report any safety or accessibility concerns and obtain the necessary authorization to use specific equipment or studio labs within the department.

In the event of an emergency, shop/lab technicians may be the first point of contact. It is essential for graduate assistants to be familiar with the technicians and the areas they are responsible for. Developing a good working relationship with the technicians can help ensure a safe and productive work environment.

Art 706: Teaching Foundations of College Art Art 706: is a course specifically designed to support graduate assistants (TAs and LSAs) in developing their teaching skills and pedagogical understanding. The course offers guidance in crafting syllabi, exploring diverse teaching methodologies, and navigating the structure of college-level art education.

All first-time TAs and LSAs are required to enroll in Art 706 during the fall semester of their initial teaching appointment. Those who have already completed the course are not required to enroll in subsequent semesters unless their faculty supervisor determines that additional support is necessary. If so, enrollment may be required in future fall semesters if the graduate assistant holds a TA or LSA appointment—regardless of prior teaching experience. These decisions will be made on a case-by-case basis based on the individual needs of the graduate assistant.

Enrollment in Art 706 grants access to a content-rich Canvas course site that serves as an instructional resource throughout the duration of the appointment. TAs and LSAs retain access to this site beyond their initial enrollment, ensuring continued support and reference materials during their second and third years in the program.

Through this course, graduate assistants gain practical insight into effective teaching strategies, classroom management, and the design of engaging course content. The curriculum is tailored to meet the unique needs of TAs and LSAs, equipping them to succeed in their instructional roles.

Requirements for Graduate Assistants

- Fall Teaching Orientation: Mandatory for all TAs and LSAs

- Enrollment in Art 706: Required only for first-time TAs and LSAs during the fall semester of their initial teaching assignment
- Additional Support: Based on faculty supervisor recommendation, further enrollment may be required in subsequent fall semesters, regardless of teaching experience

Professional Development: The Graduate School Office of Professional Development supports graduate students to learn skills that benefit them academically and support them to pursue a wide variety of career paths, from academic to non-academic careers.

<https://grad.wisc.edu/professional-development/>

Communication: The faculty supervisor and graduate assistant will create a plan for communication and/or any required training and expectations. The graduate assistant and faculty supervisor will complete an appointment worksheet at the beginning of each semester. Appointment worksheets outline the weekly responsibilities, hours associated with each task, and the percentage of time required to complete each task. Worksheets can be adjusted at any time during the semester, and are required to be evaluated at the start of each semester.

GRADUATE ASSISTANTS: FACULTY SUPERVISOR & EVALUATIONS

Faculty Supervisors: are responsible for overseeing the performance of graduate assistants within the department. graduate assistants report directly to their designated faculty supervisor, who conducts performance evaluations on a semesterly basis. The faculty supervisors provide assistants with the necessary teaching materials, scheduling tools, and resources to ensure the efficient and effective completion of their teaching responsibilities.

One of the key roles of faculty supervisors is to mentor graduate assistants. They facilitate and equip graduate assistants with essential course materials, including syllabi, Canvas course templates.

Faculty supervisors also offer direct support for a variety of teaching-related matters. They guide graduate assistants in addressing any issues that may arise and direct them to appropriate resources as needed.

Appointment Worksheets and Expectations: TAs, LSAs, and PAs with their faculty supervisor will create a plan for communication and/or any required training and expectations. The graduate assistant and faculty supervisor will complete an appointment worksheet at the beginning of each semester. Appointment worksheets outline the weekly responsibilities, hours associated with each task, and the percentage of time required to complete each task. Worksheets can be adjusted at any time during the semester, and are required to be evaluated at the start of each semester.

Evaluation Process: Written feedback from the faculty supervisor regarding the graduate assistant's performance will be provided to the graduate assistant after a classroom observation and or mid-semester meeting with areas of positive performance and areas in need of improvement delineated. At the end of each semester, written feedback will address the extent to which the graduate assistant continued their positive performance and improved in areas identified in need of improvement at the midterm. Faculty supervisors will provide end-of-semester feedback within 1 month of the end of each

semester. This feedback will address the extent to which the graduate assistant completed responsibilities competently and professionally. The feedback will be sent to the graduate assistant, department chair, and Graduate Program Manager. When appropriate, graduate assistants should also receive standard evaluation scores and comments provided by students enrolled in the course.

Graduate assistants are evaluated on how they met or failed to meet the expectations of the appointment. Faculty supervisors will provide comments on areas of performance that did not meet expectations and/or areas for development. They will also provide comments on the graduate assistant's strengths and/or areas of performance that exceeded expectations.

Maximum Levels of Appointments

grad.wisc.edu/documents/maximum-levels-of-appointments

Concurrent Appointments for Fellows/Trainees

grad.wisc.edu/documents/concurrent-appointments

Enrollment Requirements for graduate assistants

policy.wisc.edu/library/UW-1208

Eligibility for Summer RA, TA, PA, and LSA Appointments

policy.wisc.edu/library/UW-5089

Student Segregated Fees and Lab Fees: Students are responsible for paying all [University Segregated Fees](#) as well as lab fees associated with their semester-to-semester course enrollment.

CAMPUS-WIDE & EXTERNAL SOURCES

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at:

Graduate School: Funding and Financial Aid

grad.wisc.edu/funding

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.

[External Fellowship Database](#)

grad.wisc.edu/funding/external-fellowship-database

UW-Madison Libraries Grants Information Collection

library.wisc.edu/memorial/collections/grants-information-collection

[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.

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 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.

ADDITIONAL POLICIES & RESOURCES

Graduate School Policy: Residence for Tuition Purposes
grad.wisc.edu/documents/residence-for-tuition-purposes

graduate assistantship Policies and Procedures (GAPP)
hr.wisc.edu/policies/gapp

PROFESSIONAL DEVELOPMENT

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in “Degree Requirements” above.

On Campus: The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

Professional Development from the Graduate School

grad.wisc.edu/professional-development

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

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

CAMPUS RESOURCES

[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

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 Student Assistance and Support.

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.

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 GALLERIES & 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

[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