



# **Master of Fine Arts**

## **Student Policy Handbook**

# **2011-2012**

**HANDBOOK FOR MASTER OF FINE ARTS STUDENTS**  
**2011-2012**

**SCHOOL OF THE MUSEUM OF FINE ARTS**

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Boston, MA 02115-5596  
617-267-6100  
FAX 617-424-6271

160 St Alphonsus Street  
Boston, MA 02120  
FAX 617 541-0920

**TUFTS UNIVERSITY**

Medford, MA 02115  
617-628-5000

**Graduate and Professional Studies, Arts and Sciences**

First Floor  
Ballou Hall  
Medford, MA 02155  
617-627-3395  
FAX 617 627-3016  
[gradstudy.tufts.edu](http://gradstudy.tufts.edu)

**Department of Art and Art History**

11 Talbot Avenue  
Medford, MA 02155  
617-627-3567  
FAX 617-627-3890

**Koppelman Gallery  
Aidekman Arts Center**

Tufts University  
617-627-3518

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## SMFA PROGRAM CONTACTS 2011–2012

### **AT THE MUSEUM SCHOOL**

#### **Academic Affairs:**

Fritz Buehner                      Dean of the Faculty                      617 369-4054

David Lloyd Brown                Associate Dean of Graduate Programs    617 369-3870

#### **Artist Resource Center:**

Artist Resource Center                      617 369-3635

#### **Bursar's Office**

Bursar's Office SMFA                      617 369-3631

#### **Financial Aid:**

Beth Goreham                      Director of Financial Aid                      617 369-3684

#### **Library:**

Library SMFA [library@smfa.edu](mailto:library@smfa.edu)                      617 369-3650

Darin Murphy                      Librarian [dmurphy@smfa.edu](mailto:dmurphy@smfa.edu)                      617 369-3651

Lauren Kimball-Brown                Library Associate Access Services  
and Collections Maintenance                      617 369-3971

#### **Registrar's Office:**

Office of the Registrar                      617 369-3621

Student Affairs                      617 369-3619

**Student Affairs:**                      617 369-3614

### **AT TUFTS**

The main number is 617 628-5000. Any extension can be accessed directly by dialing 627 plus the extension #.

Contact information for Tufts faculty, staff and departments may be found online at <http://directory.tufts.edu/>

#### **Graduate School of Arts and Sciences and Professional Studies, Ballou Hall. Main Number: 617 627-3395**

Lynne Pepall                      Dean of Graduate School Arts and  
Sciences

Office of Graduate Studies                      617 627-3395

Gretchen Inman                      Administrative Director                      617 627-2032

**For questions related to Tufts policy, regulations affecting graduate students, and tuition payments, contact Gretchen Inman in the Graduate School Office at Tufts.**

**For matters concerning studio courses and Museum School procedures, contact your studio advisor and/or the Academic Affairs Office at the SMFA.**

## SMFA STUDENT HANDBOOK

All graduate students are required to follow the rules and regulations outlined in the SMFA Student Handbook as well as this handbook designed to outline topics specific to graduate life at the Museum School. Copies of this handbook and the SMFA Student Handbook are available on mySMFA ([http://mysmfa.edu/ics/campus\\_life](http://mysmfa.edu/ics/campus_life)) and the school's website (<http://www.smfa.edu/student-handbook>).

### COMMITTEE STRUCTURE AT THE MUSEUM SCHOOL

Students are encouraged to participate in the many committees at the Museum School. Committees cover a range of topics including Exhibitions/Visiting Artists, Library, Financial Aid and Safety. A complete list of the SMFA's committees is distributed to students in the fall.

Students are welcome to attend faculty and curriculum meetings held in the individual areas of the SMFA. The curriculum evolves with student input. It is important that students share with faculty their thoughts concerning the curriculum, including courses they would like to see taught.

The **Graduate Student Council** is comprised of representatives from the first- and second-year classes. Representatives are elected in each of the four Graduate Seminar sections. Meeting schedules and agendas are determined by the Council.

All committees at the SMFA make recommendations to the President of the School.

### THE OFFICE OF EXHIBITIONS AND PUBLIC PROGRAMS

The Office of Exhibitions and Public Programs coordinates over nine exhibitions, five of which are open to students, and over 20 lectures and programs every year. Lectures range from informal slide presentations, performances, screenings, and panel discussions, to gallery talks by artists, art critics, writers, and curators. A brochure of scheduled exhibitions and programs is available at the beginning of each semester from the Exhibitions Office or on the Web.

Students are encouraged to participate in the Museum School's annual art sale and the "Student Annual Exhibition." The Museum School Art Sale is an annual event including works by students, alumni, faculty and staff, and is a major source of financial aid for the School. An information session is scheduled in September and additional information can be found on the Web. The "Student Annual" is a juried exhibition presented each spring, and includes a number of prestigious award opportunities. Flyers with specifics on exhibiting and award opportunities are available at the Exhibitions Office and on the Web. In addition to the exhibition program, students may organize independent shows in the School's alternative spaces. Contact the Exhibitions Office for more information.

All students are encouraged to attend Exhibitions Planning Committee meetings, which meet four times a year to review and discuss materials for possible programs.

If you have any questions, or would like more information, feel free to drop by the Exhibitions Office, which is adjacent to the Grossman Gallery in the B Building, or call 617 369-3718 for recorded program updates.

### **PROFESSIONAL CAREER SERVICES: Artist Resource Center**

**The Artist Resource Center (ARC)** at the School of the Museum of Fine Arts is a unique resource offering career advising, employment listings, internships, professional-focus courses and community partnership opportunities. Services are available to all students, alumni, faculty and staff.

The ARC's mission is to provide resources, curriculum, experiential education, and one-on-one advising services in all areas that touch upon a fine-art career. ARC member staff encourage students to tap into other communities, such as the educational, cultural, commercial, social service, scientific, technological, research and health care sectors, bringing the power of art and creative thinking to other disciplines. This department also administers ARC Internships, a program that enables students to obtain valuable hands-on experience in their field of interest while gaining studio art credit.

Through ARC services, students gain an understanding of the wider arts community, including civic engagement in the arts, public art projects, the gallery scene, art studios, artists' networks and more. artSource ([www.smfa.edu/artsource](http://www.smfa.edu/artsource)), a searchable, online database of professional artist opportunities, offers hundreds of active listings in areas such as professional employment, internships, grants, residencies, exhibitions, competitions, public art commissions, artist studios, and other items—connecting artists with opportunities locally, nationally and internationally.

One-on-one sessions are available in the ARC with experienced staff that support and guide you in determining your direction, help with resume and portfolio preparation and assist with the creation of written materials and marketing tools. ARC also offers ***Professional Practices for Visual Artists*** (ARC 4096), a graduate-level, spring semester course available to students with funding from the Emily Hall Tremaine Foundation.

The Artist Resource Center partners with other organizations and institutions to serve as a resource for students, faculty and community members interested in art and its potential to impact contemporary issues in public life. Art & Civic Engagement via a vis the ARC offers an articulated pathway for students to explore how personal values could expand and guide their creative practice, and offers a wide range of opportunities for dialogue, exchange and collaboration. Visit [www.smfa.edu/ace](http://www.smfa.edu/ace) to learn more about civic engagement at SMFA.

For further information about ARC programs and services or to make an appointment, please stop by the ARC, located on the 2<sup>nd</sup> floor of the main building, or contact 617 369-3635; [www.smfa.edu/arc](http://www.smfa.edu/arc).

### **Libraries**

The W.Van Alan Clark, Jr. Library serves as the circulating library for the School of the Museum of Fine Arts, Boston and is located on the 3<sup>rd</sup> floor of the B Building of the main SMFA campus. The SMFA Library is one of ten MFA Libraries and serves as the Contemporary Curatorial Department

Library as well as the SMFA Library. In addition, MFA students have access to the William Morris Hunt Memorial Library, located in the 2<sup>nd</sup> floor of Horticultural Hall, at the intersection of Massachusetts and Huntington Avenues.

The SMFA Library is part of the Fenway Libraries Online (FLO) consortium. Students may request materials from any of our member libraries (except the other MFA libraries, which are all non-circulating) to be sent to the SMFA Library for pick-up. Students may also use the member libraries in person and can return any FLO materials to any FLO library to be routed back to its home library.

The FLO libraries are also a member of the Virtual Catalog consortium which gives students access the collections of over 300 lending libraries throughout Massachusetts. Virtual Catalog materials will be sent to the SMFA Library with a circulation period of 4 weeks. There are no renewals for Virtual Catalog items and they must be returned to the SMFA Library.

While the William Morris Hunt Library holdings are non-circulating, students may request that materials be kept on a reading shelf at the Main Library's reference desk. Each MFA title can be kept on the reading shelf for a period of two weeks and can be renewed with permission of the MFA librarians. The reading room houses an excellent reference collection focused on art history. The general public are not allowed to browse the stacks, however MFA students are given this privilege as are Museum curators.

Students are encouraged to also obtain a Tufts Library Account as well as an account from their local Public Library, whether the Boston Public Library or a member library of the Minuteman Library System.

All SMFA students are required to manage their library accounts responsibly. Outstanding accounts with overdue fines or lost-item replacement fees must be cleared each semester. Failure to properly manage one's account can result in a delayed review board or withheld diploma.

The SMFA Library invites you to take full advantage of our library system. For one-on-one consultation, group appointments, or requests to view our special collections please contact the Librarian at 617-369-3651 or 617 369-3650, or email Darin Murphy at [dmurphy@smfa.edu](mailto:dmurphy@smfa.edu).

### **STUDENT EMAIL ACCOUNTS, MAILBOXES AND MFA BULLETIN BOARD**

Student email accounts have been assigned to all new and returning graduate students. Mailboxes are assigned to all MFA students. Email and student mailboxes should be checked regularly for information regarding meetings, courses, registration and other events. **Information will not be sent to the home address.** MFA student mailboxes are located on the second floor of the B Building just outside the Artist Resource Center.

The MFA student mailboxes are fronted by a bulletin board for use by the MFA program. Important notices are posted on this board. Students are welcome to use it for notices of exhibitions, events, etc. that might be of interest to other MFA students.

### **STUDENT LOCKERS IN THE MAIN BUILDING**

There are a limited number of lockers available for graduate students located in the main building at 230 The Fenway and at Mission Hill building. Graduate students see the Associate Dean of

Graduate Programs for a locker assignment in the Mission Hill building and Student Affairs for a locker in the 230 The Fenway building. Please refer to the general all student SMFA handbook (SMFA Student Handbook) and the Registrar's Office for further information on locker policies especially the schedule for occupancy and cleaning out lockers.

### **MISSION HILL BUILDING**

The Mission Hill building is located at 160 St. Alphonsus Street. It houses MFA graduate studios, Post-Bac studios, classrooms, the Art Education classroom and classroom space.

Graduate students are assigned one semiprivate working space in the Mission Hill building. Lockers at the main building (230 The Fenway) are available for students working in video, film and photography (see locker policy above). Studio spaces are to be vacated at the end of the semester in which the MFA student's final exhibition takes place. Students who graduate in May need to be out of the graduate building by **May 31**. Vacated studios will be reassigned or otherwise allocated by the Museum School administration. Any materials left in the vacated studios or the Mission Hill building after the May 31<sup>st</sup> date will be considered discarded by the student leaving the program and will be removed. Students in year three are assigned studios on a space-available basis. **Year-three students must request a studio space at the end of their second year. Studio rental applications are available from the Academic Affairs Office. Applications must be accompanied by a \$200 nonrefundable deposit paid by May 1.** A studio rental fee of \$1,550 per semester is charged to each returning third-year student who has been granted a studio in the graduate building. The studio rental fee must be paid in full prior to the start of the semester.

MFA students are assigned **one** studio space in the graduate building. Students may also work cooperatively in the common areas. Common areas must remain open for all students to use. It is important that students be considerate of each other and use the space cooperatively. In addition to the common work areas, designated storage areas are made available to students. All stored materials must be labeled with the student's name and date. **Studios are provided as working spaces only. At no time shall a student use a studio as a storage facility.** Studio spaces may not be altered or reconfigured in any way without pre-approval from the Academic Affairs Office. If approval is granted, the student must return the studio to its original configuration at her or his own expense prior to vacating that studio. Students will be charged for any expense incurred to repair their studios. Any student wishing to change the location of their studio must obtain prior approval the Associate Dean of Academic Affairs for Graduate Programs.

Access to the graduate building is granted to currently enrolled students only. No one can maintain a studio in the graduate building during a leave of absence. Any student granted a leave of absence must vacate their studio **promptly** once they have been notified of approval for the leave.

### **MISSION HILL AND MAIN BUILDING ACCESS**

Access to the graduate and main buildings is governed by building hours published. The schedule is published annually by Student Affairs. Students wishing to obtain access to specific Areas during the summer must contact the Academic Affairs Office to complete a Summer Building Access Request Form and obtain the appropriate faculty signature(s) for the areas in which they wish to work. Some fees are applied for use of materials in the areas of photography, film, glass, ceramics, computers and performance. Contact the Academic Affairs Office for an updated list of fees and for an application form.

## OVERNIGHT BUILDING ACCESS

During the fall and spring semesters, graduate students may request overnight building access for the main building by submitting a written request to the Student Affairs Office at least 24 hours prior to the anticipated overnight. This request must indicate the facilities and area(s) you wish to use during your overnight.

Unless otherwise published graduate students have 24 hour access to the Mission Hill building during fall, and spring sessions limited only by those holidays when all school buildings and the Museum of Fine Arts are in lock down mode. Summer sessions and winter break have limited hours traditionally closing from 11 pm–7 am. For additional information on access to areas, students should refer to the SMFA Student Handbook. Students must sign in with their SMFA photo ID at the security desk at Mission Hill building if staying in the building after 11 pm.

## SAFETY STANDARDS AND PROCEDURES

The following safety standards and procedures are enforced within the School of the Museum of Fine Arts and are in addition to all safety standards and procedures outlined in the SMFA student handbook. All students and faculty are expected to conform to all school rules for their own health and safety and for that of others working in the buildings. **Failure to adhere to these safe practices will result in disciplinary action.** The Museum School is committed to providing a healthy environment for the entire School population.

- **Do not block air vents.**
- **Cap all paint and chemicals when not in use.**
- **Use protective clothing when necessary (gloves, goggles, aprons, etc.).**
- **Do not block switches or electric panels.** Do not overload electric power sources.
- **Do not block emergency exits and walkways.** In case of a fire or any other emergency, you will be putting yourself and others at risk.
- **Know your exit routes.**
- **Do not place artwork in main corridors.**
- **Do not hang anything from the building's pipes.** If pipes break, flooding and damage will result.
- **Smoking is prohibited in all facilities, for obvious reasons.**
- **Studio spaces may not be altered or reconfigured in any way without express permission obtained from the Academic Affairs Office.** If approval is granted, the student must return the studio to its original configuration at her or his own expense prior to vacating that studio. **At no time can latticework or other ceiling structures be installed in the studios.** These items block the water sprinklers and are fire hazards.
- **Be safety conscious.** If you see violations, speak to the offender or to the Academic Affairs Office.
- **Alcohol and Drug Policy: Alcohol is permitted only in connection with exhibitions and special events sponsored by the School's Exhibition Office, the Office of Institutional Advancement, or the President of the School. All such sponsored events must be organized by a recognized School group, approved by the Director of Student Services,**

**and must comply with all other provisions of the event policy. The Museum School strictly adheres to federal and state laws that restrict the sale, service and consumption of alcoholic beverages and that prohibit the sale, purchase, transfer, possession or use of illegal drugs. All students should refer to the student conduct code outlined in the SMFA Student Handbook for details governing the alcohol and drug policy and disciplinary action for violations.**

**Violations of the above standards and procedures will result in the following actions:**

**1st offense:** Violation must be corrected within 48 hours or the Facilities Department will remove the objects or otherwise remedy the situation.

**2nd offense:** \$100 fine.

**3rd offense:** Suspension and possible dismissal from the School.

## **MFA PROGRAM REQUIREMENTS**

**Graduate students are required to meet with their studio and academic advisors at least twice a semester to discuss current work.**

**The MFA program requires a total 15 Tufts course credits and takes two years to complete.**

### **PETITIONS TO CONTINUE TO A THIRD YEAR OF GRADUATE STUDY**

**Students who wish to complete their degree in three years must petition the graduate faculty advisors and be granted permission to continue to a third year. Petitions may be filed by making an appointment with the Associate Dean of Academic Graduate Programs at SMFA before the end of the student's second year of study.**

### **STUDIO ART**

MFA students register for the equivalent of two Tufts course credits in studio art each semester during years one and two. This represents 8 to 12 credits of studio art instruction per week and includes the mandatory MFA CAP seminar and graduate seminar electives. Graduate students are eligible to take studio courses at the 3000 level or higher only. Credit for studio art is awarded by course at the end of each semester. Students complete a total of eight Tufts course credits in studio art during years one and two. The degree of professionalism with which each student discusses and presents their work will be evaluated by the student's Review Board. At the first year second-semester Review Board students are granted approval to move to their second year and their thesis exhibition as well as granted studio credit for that semester. The decision of whether a student may proceed with his or her final exhibition is determined by a vote of the full committee of graduate faculty advisors. MFA graduate faculty is obligated to closely monitor the progress of individual students during their course of graduate study. The faculty may recommend that a student withdraw from the program if he or she is not making sufficient studio progress.

The graduate seminars (**CAP seminar and three approved elective seminars**) are part of the credits in the studio course block. It is a requirement for successful completion of the MFA. A student who fails to attend the seminar and/or to successfully complete the course must repeat the seminar the following semester. All first and second year graduate students must complete a section of **graduate group critique** each semester in their first and second year of studio. These studio courses are scheduled in the fall and spring semesters. In addition all graduate students attend special topic graduate colloquia scheduled during the fall and/or spring semesters.

### **ACADEMICS**

Over the course of the program, four upper level or graduate-level courses (those courses numbered 100 and above) are required, and must include two art history and two electives. Electives may be art history, humanities, or an academic field other than humanities with advisor's approval. At no time do Tufts X-college courses count toward graduate study.

### **FINAL MFA EXHIBITION**

The student's final thesis exhibition is usually held in the final semester of study. With the final exhibition students are required to schedule a final in-exhibition review of their work by their final Review Committee. Prior to the final review, students submit an artist's statement to their Review Committee, a copy of which is filed in their student record in Academic Affairs. Credit for the exhibition is awarded by the final Review Committee. The exhibition carries a credit value of three Tufts course credits.

### **FINAL MFA EXHIBITION REVIEW**

At the time of the final MFA exhibition, a Review Committee is established. It is comprised of two members of the graduate faculty advisors (the student's primary graduate studio advisor, and a second graduate studio advisor) and the student's academic advisor from Tufts. Upon approval from the Associate Dean of Graduate Programs, students may select a professional in the field of fine art as their third committee member in place of their Tufts advisor. This board has the responsibility of extending or withholding credit for the exhibition. They award a grade of Satisfactory or Unsatisfactory, and each member provides a written evaluation.

### **ESTABLISHING THE FINAL MFA EXHIBITION REVIEW COMMITTEE**

Any student who has obtained approval to move toward the final MFA exhibition is responsible for establishing his or her final exhibition Review Board according to the following schedule:

- 1) At the second semester Review Board, the student must obtain written approval to proceed toward the final MFA exhibition. Faculty members record approval in the student's Review Board folder.
- 2) At this Review, the student is given approval to establish his or her final Review Committee.
- 3) Within the first two weeks of the following semester (for the fall the deadline is second week of September), the student must establish their **full Review Committee** and schedule two full committee meetings to be held as outlined below. The Tufts advisor is required to attend only the first of these committee meetings; attendance at the second meeting is optional.
- 4) The student must file the names of committee members, and dates of the committee meetings with Associate Dean of Graduate Programs office within the two weeks after the student's first-year second-semester Review Board.
- 5) The first committee meeting must be held within the first six weeks of the student's third semester. At the end of this first meeting, the full committee will determine if additional

meetings will be required beyond the mandatory meetings. The second meeting must be held six weeks prior to the student's final exhibition. At that meeting, the final in-exhibition Review Board meeting must be scheduled. This is the Review Board that takes place in the student's Tufts show. Written approval of the date and time of this final Review Board must be obtained by the student and filed with Academic Affairs.

- 6) Failure to meet the above deadlines may result in delay or cancellation of the student's final MFA exhibition.

### COURSE OF STUDY

<b>Year 1</b>	<b>Fall:</b>	8 credits (4 to 6 courses) of studio art including graduate CAP seminar and group critique 1 academic course and colloquia
	<b>Spring:</b>	8 credits (4 to 6 courses) of studio art including graduate seminar elective and group critique 1 academic course and colloquia
<b>Year 2</b>	<b>Fall:</b>	8 credits (4 to 6 courses) of studio art including graduate seminar elective and group critique 1 academic course and colloquia
	<b>Spring:</b>	8 credits (4 to 6 courses) of studio art including graduate seminar elective and group critique 1 academic course and colloquia Final Exhibition* (see above guidelines)
<b>Year 3</b>		After approval of petition to the graduate faculty advisors: Final Exhibition* (see above guidelines) Any remaining Tufts academic courses not taken in year 1 or 2

\* In consultation with their studio advisors MFA students are expected to have their exhibition at the end of their second year or petition for approval to schedule their thesis show in year three.

All MFA students must be enrolled as full time students. Graduate students may not be enrolled on a part-time basis.

- MFA students may take a maximum of TWO of their four academic courses in Tufts Summer School. Graduate-level course offerings during the summer are very limited and students are therefore strongly encouraged to complete their academic requirements during fall and spring semesters. History of Art courses for graduate credit are seldom offered during Tufts Summer School. For this reason, students should plan to take their History of Art courses in the fall and spring semesters.
- Students must meet with their academic advisors each semester during pre-registration to help determine which academic courses are appropriate for graduate credit.

- At no time do Museum Studies Certificate Program courses satisfy the History of Art course requirement for students not enrolled in the Museum Studies Certificate Program.

## REVIEW BOARDS

MFA students present their studio artwork each semester by bringing a body of work to a Review Board comprised of MFA faculty advisors and MFA students. The degree of professionalism with which each student discusses and presents their work will be evaluated by the student's Review Board. Students receive a written evaluation from the Review Board, which becomes part of their permanent file. The first year second-semester Review Board will determine whether a student passes to their second year of study and their thesis exhibition.

Students are assigned two graduate faculty members, one other faculty member and a graduate student to sit on their Review Boards. Requests for particular individuals to sit on Review Boards will not be honored. For purposes of continuity, one faculty member from each student's previous Review Board will be assigned to the student's next Review Board. First Year graduate students have their graduate faculty advisor serve on their review board for their first semester in the program.

First- and second-year MFA students must serve as student reviewers on two MFA Review Boards each semester. Assignments to Review Boards will be made by the Registrar's Office. This is a required component of the program.

Failure to complete your Student Reviewing will result in credit for that semester being withheld until the requirement is made up during the next review board period.

## GRADES FOR ACADEMIC WORK

Academic work is given a letter grade. Graduate students must earn a grade of B- or above in order to receive graduate credit for a course. Tufts has adopted the following policy regarding academic standing and degree progress: "In order to remain eligible to continue in a degree program and/or receive various types of financial assistance including federal aid a graduate student must maintain good academic standing and be making adequate progress toward the degree." Guidelines regarding academic policies are printed in the Tufts Graduate Student Handbook. **NOTE:** Courses in which a non-passing grade has been earned (Withdraw, No Grade, or any grade below B-) are not counted as one of the four academic courses covered by MFA tuition. Students who earn non-passing grades in academic courses will incur additional tuition charges.

## SATISFACTORY ACADEMIC PROGRESS

In order to continue in the program, a student must remain in good academic standing and be making progress toward his or her degree. To be making satisfactory academic progress a student must earn all credit for which they are registered in any given semester and complete all academic courses with a grade of B- or above. **Students who fail to make satisfactory academic progress as defined above for one semester will be placed on academic probation. Should a student fail**

**to make satisfactory academic progress for a second consecutive or nonconsecutive semester, the student will be placed on academic suspension and may be recommended for administrative withdrawal from the program. If a student receives two grades below a B– in the same semester they will be placed on academic probation and recommended for administrative withdrawal.**

## **TRANSFER CREDITS**

In the MFA program, no studio courses may be transferred from other institutions. Tufts restricts the number of academic courses eligible for transfer to the MFA to **one** graduate level course. This transfer must be approved by the Museum School's Academic Affairs Office and by the Executive Committee of the Graduate School. See the Tufts Graduate Student Handbook for instructions and a petition form.

## **REGISTERING FOR ACADEMIC AND STUDIO COURSES**

### **COURSE INFORMATION**

#### ***Academic Courses***

The *Bulletin*, published by Tufts, is available online at <http://studentservices.tufts.edu/registration.htm>. It contains course descriptions for all courses offered at Tufts. At the time of pre-registration, Tufts publishes the semester-specific course-listing online. Specific pre-registration information is e-mailed to all current students via the Tufts Graduate School and the Associate Dean of Academic Affairs—Graduate Programs Office each semester.

**To avoid being closed out of courses, it is very important that MFA students pre-register online at the start of the pre-registration period.** Because MFA graduate students are Tufts and Museum School students they must complete pre-registration and registration at both campuses. Students are encouraged to register as early as possible; classes of interest to MFA students tend to fill quickly, often prior to the end of the pre-registration period.

**Pre-registration** occurs in **November** for the spring semester and in **April** for the fall semester. MFA students will be notified when pre-registration is occurring. **All registration for academic courses is done online through the student's Tufts SIS online account.**

#### ***Studio Courses***

Course listings for Museum School studio courses may be found online at <http://mysmfa.smfa.edu/ics/>. This is the primary source of SMFA studio course listings. Issued in the fall, it is available to all students prior to registration and also at registration with any addenda and changes.

### **ENROLLMENT INFORMATION**

#### ***Academic Courses***

During pre-registration, MFA students must meet with their academic advisor to discuss their academic program and be cleared to sign up online for courses. If the academic advisor is unable to

do so, the Associate Dean of Graduate Programs may clear students for online registration. An MFA student may take undergraduate courses only when comparable courses at the graduate level are not offered. Students should first discuss a request to enroll in an undergraduate course with their academic advisor. If the advisor approves, the student must then submit a Petition for Approval of Credit for Undergraduate Courses form obtained through the Associate Dean of Graduate Programs Office. This form should include the instructor's outline of the manner in which requirements for the course will be augmented in order to bring the course up to an advanced level. Final approval must be obtained from the Executive Committee of the Graduate School of Arts & Sciences at Tufts. Contact the Associate Dean of Graduate Programs for additional information.

### **Studio Courses**

MFA first- and second-year students must reserve time in their schedules for the mandatory MFA seminar. A list of courses approved for graduate seminar credit is available in the studio course guide for students taking their second, third and fourth-semester seminars. The first semester CAP seminar is mandatory. See the Recommended Course of Study section of this handbook for details on the typical course of study and the studio and academic requirements of the MFA program.

Students who have not completed their degree by the end of the three-year period and have excessively registered for Graduate Continuation Status may be asked to withdraw from the program.

**NOTE: STUDENTS WHO FAIL TO REGISTER AND MAKE FINANCIAL ARRANGEMENTS BY THE END OF THE SECOND WEEK OF CLASSES WILL BE ADMINISTRATIVELY WITHDRAWN FROM THE UNIVERSITY AND ASSESSED A \$350 REINSTATEMENT FEE.**

### **ADD/DROP INFORMATION**

Add/drop procedures must be followed correctly and within published deadlines. The process is as follows:

#### **Academic Courses**

During the Add/Drop period of the each semester changes in academic enrollment may be made using add/drop online using the Tufts SIS-online system.

#### **Studio Courses**

All class changes must be made through the Registrar's Office at the Museum School (refer to the deadlines published in the Academic Calendar).

### **CROSS-REGISTRATION DURING THE ACADEMIC YEAR**

#### **Tufts Consortium**

Full-time students in the Graduate School of Arts and Sciences may enroll in any semester for one graduate course in the Graduate School of Arts and Sciences at Boston College, Boston University, Brandeis University or a limited number of courses offered in the Graduate Consortium of Women's Studies at MIT. Cross-registration is not available in the summer. Catalogs and schedules are available at the graduate school office of each university.

To cross-register at schools in the Tufts consortium, please consult your academic advisor at Tufts to discuss particular course listings. Thereafter, students should consult the instructor of the course. The student is expected to satisfy the prerequisites and requirements of that course. Courses satisfactorily completed (B or better) at one of the consortium schools may be automatically applied to Tufts' degree requirements.

***To Register*** Obtain a registration permit from the Office of the Registrar at Tufts and present it to the graduate registrar of the host institution. The host institution reserves the right to terminate the student's participation at the host institution at any time.

### ***Pro-Arts Consortium***

The Museum School is part of a local consortium of schools called the Pro-Arts Consortium. During the regular academic year, **but not in Summer School**, students may cross-register **for studio only** at Emerson, Massachusetts College of Art, Berklee College of Music, Boston Architectural College and the Boston Conservatory. Cross-registration is handled by the Registrar at the Museum School.

### ***MIT Exchange***

Museum School students may elect take a studio course at the Massachusetts Institute of Technology, selecting from a limited number of approved courses. Contact the Registrar's Office at the Museum School for more information and an application.

## **REGISTRATION FOR TUFTS SUMMER SCHOOL**

**MFA students may take a maximum of TWO of their four academic courses in Tufts Summer School.** Course offerings during the summer are very limited and students are therefore strongly encouraged to complete their academic requirements during fall and spring semesters. Online catalogues and application forms will be available in early April. For the summer session, MFA students register online via SIS online at Tufts. Students must be cleared to do so by their academic advisor.

### **There are TWO Summer Sessions at Tufts:**

**Session 1** begins at the end of May and runs through the end of June. **Session 2** starts the first week in July and ends mid-August. The same registration procedures apply for both sessions

## **MUSEUM SCHOOL IN THE SUMMER**

Graduate students do not need the additional credit of doing studio art in the summer, but students electing to take additional studio courses for credit beyond the required courses of the MFA program may do so at the current Museum School Continuing Education rate.

Many students find the summer a good time to work independently in preparation for their final MFA exhibition. The Museum School reserves the right to close the Mission Hill building for the purpose of renovation or cleaning during the summer months as needed.

MFA students are able to use the Museum School's facilities in the main building only during regularly scheduled building hours, and if Summer School classes are not occupying the particular

space in which a student wants to work. Some areas where consumables will be used (e.g., photography, ceramics) must charge an access fee during the summer session months. MFA students should contact the Academic Affairs Office to obtain an up-to-date listing of areas that require charges and/or have specific restrictions in access during the summer months. Further information on summer access for graduate students may be found in the SMFA Student Handbook.

## **FINAL MFA EXHIBITION**

Final MFA group exhibitions that are held at Tufts take place in the Koppelman and Tisch Galleries of Aidekman Arts Center.

### **EXHIBITION REVIEW BOARD**

**Arranging for the Review Board at the Final Exhibition:** Students are responsible for scheduling their final Board, which takes place at Tufts during their exhibition. See requirements for setting up the MFA final exhibition Review Board on page 6. The final Board is comprised of two graduate studio faculty advisors (one must be the student's advisor) and the student's academic advisor at Tufts. *Scheduling for the final exhibition is done during the second-seminar first year through a group meeting of your class.*

Any student who does not pass their final exhibition Review Board may be asked to withdraw from the MFA program on the recommendation of the next meeting of the graduate faculty advisors.

The Board lasts about one hour and is usually scheduled between 12 and 2 pm, making it possible for studio faculty to travel to Tufts between their morning and afternoon classes. Prior to the Board, students should send the reviewers a copy of their artist's statement that will accompany the exhibition. Students graduating in May and exhibiting in April or May must schedule the date for the Review as early as possible during the show to ensure that grades and written reviews are submitted well in advance of graduation.

### **VISUAL DOCUMENTATION OF THESIS SHOW**

As documentation of their time in the program, students must submit 10 slides, video tape, CD ROM or other high quality visual documentation to the Museum School for their permanent records. Many students elect to represent work from across their MFA studies; others focus on the final exhibition and submit only documentation of their final exhibition. A copy of the artist's statement should accompany the visual documentation.

## **FILING FOR GRADUATION**

Students must file the "Recommendation for Award of Master's Degree" sheet. The "Recommendation for Award of Master's Degree" and the "Certificate of Fitness" may be found online at <http://gradstudy.tufts.edu/>. Students graduating in September, February, May, and November of the following academic year are invited to attend the May graduation ceremonies.

## **FILLING OUT THE RECOMMENDATION FOR AWARD OF MASTER'S DEGREE (DEGREE SHEETS)**

This form formally petitions the Graduate School at Tufts to place students on the list for the MFA degree. Students list each semester of studio course work, FAMB 0504, as a single block, totaling course value 8, grade Satisfactory; the MFA exhibition, FAMB 0295–0296, course value 3, grade Satisfactory and the four academics, with course number, value and letter grade. The total course value should equal 15; each Tufts course is equal to four semester hours which brings the program semester-hour total to 60.

Students should complete the form online found at <http://gradstudy.tufts.edu/> and submit it with the required signatures when they are in the last semester of their requirements, even though the semester may not be completed. Final grades are added as soon as they are received, but before the degree is awarded. For example, a student could not anticipate a November graduation if enrolled in a fall course or if scheduled for a final exhibition Review Board late in the semester. That student would have to petition to graduate in February or May.

Dates for filing the “Recommendation form” with the Graduate School at Tufts are published by the Graduate School at the start of each fall semester.

The 2012 dates for filing the “Degree Sheets” for graduation in February and May with the Graduate School at Tufts are:

**November 18 for February 2012 graduation**  
**February 3 for May 2012 graduation**

While the specific dates will change from year to year, the above schedule indicates the advance time necessary to be added to the graduation list.

## **MUSEUM STUDIES CERTIFICATE PROGRAM AT TUFTS**

Tufts University’s program in Museum Studies is designed to train students in the preservation, administration and interpretation skills required for employment in the majority of American museums. The program, a combination of courses and an internship, prepares the student to work in a variety of capacities in museums and historic settings. MFA students may apply to the Museum Studies Certificate Program and, if accepted, pursue this certificate concurrently with the Masters of Fine Arts degree. Application to the Museum Studies Certificate Program may be made in advance of beginning the MFA program or during the second semester of the first year. The Museum Studies course “Museums Today: Mission and Function” is to be taken during the 12-week summer session and is the prerequisite for the remaining coursework of the Museum Studies Certificate Program. To obtain the certificate, MFA students take:

- 1 graduate level art history course
- 3 museum studies courses, including “Museums Today: Mission and Function”
- 1 internship

Since the art history and museum studies courses count as meeting MFA academic requirements when the student is enrolled in both programs, the Museum Studies Certificate adds just one course (the internship) to the total academic course load. Students are charged an application fee and

tuition for the additional internship. For more information and application deadlines, contact Cynthia Robinson in the Education Department at Tufts at 617 627-3022. The application deadline is April 1 to begin the program in the following fall.

### **TUITION**

Tufts has set the 2011-2012 MFA tuition at \$36,092. Students should check with the Graduate School of Arts and Sciences for yearly increases in tuition. MFA students pay tuition for two years. Students moving to “Continuation Status” beyond their third year are charged \$500 per semester. Students granted a petition to continue in year three will be charged \$12,000 a year tuition. Access to studio space in year three is on a space-available basis. Students electing to take additional academic courses for credit beyond the required courses of the program will be charged the Tufts per course rate for each course taken. Auditors in studio courses are permitted on a space-available basis after day registration is complete. Audited courses do not appear on a student’s final transcript. Tuition covers four academic courses only. **Students who do not earn the minimum passing grade (B–) in an academic course or who withdraw with a grade of W after the add/drop deadline will incur additional tuition charges.**

### **FINANCIAL AID**

Master of Fine Arts applicants may obtain financial aid from both Tufts University and the Museum School. Tufts University administers federal programs (including Direct Loans and Federal Work-Study), and the Museum School administers tuition scholarships (available to first and second year students). You must apply for financial aid separately to the two schools. The Tufts financial aid application is available in the Graduate Admissions package, and the Museum School financial aid application is available by request at the Museum School’s Financial Aid Office. Because funds are limited, it is imperative that we receive your application materials by our March 1 filing date. Note there is no financial aid available for the third year.

International Students may submit an application only for tuition scholarships administered by the Museum School. International students are not eligible for federal funding.

Please send your completed applications or address your questions to:

Financial Aid Office  
School of the Museum of Fine Arts  
230 The Fenway  
Boston, MA 02115  
(617) 369-3645  
(800) 776-0135

Financial Aid Office  
Tufts University  
128 Professors Row  
Medford, MA 02155  
(617) 627-2000

### **TUITION SCHOLARSHIPS**

Tuition scholarships average one-quarter of the annual tuition. However, since they are based on financial need, individual amounts vary. Tuition scholarships are available in both years one and two, **but you must apply each year.**

## TEACHING OPPORTUNITIES

### TEACHING ASSISTANTSHIPS IN STUDIO

Graduate teaching assistantships are available to students in the MFA program. Although graduate teaching assistantships are considered an important part of the educational experience of the program it is not mandatory and not all students are selected to be matched with teachers for assistantships. Preference is given to second-year MFA students and third-year students who have not yet had an assistantship. Thereafter, assistantships are awarded on a first-come, first-served basis. Notification is sent in **February** asking eligible students if they would like to be a TA in the coming academic year. Faculty members request these positions through their area representatives with their annual budget requests. The Associate Dean of Graduate Programs Office places students who have been approved for an assistantship. Awards are based on faculty recommendation and previous TA performance, when applicable. For this reason many first-year students who are not familiar with the School will be awarded a teaching assistantship only with prior recommendation from a studio area. As part of the process of placement, students contact faculty directly and work out a mutually agreed upon request for either the fall or spring semester.

**Please note: students are ensured ONE (\$1,000) assistantship during their MFA studies.**

Award: \$1,000 for six hours per week for one semester or \$500 for three hours per week per semester for two semesters. In most instances \$1,000 is the maximum award per year. Contact the Associate Dean of Graduate Programs for more information. Once students have been awarded a teaching assistantship they must notify the Human Resources Office and complete the necessary personnel forms. Teaching assistantships are for a maximum of 13 of the 15 weeks of any given semester.

### GRADUATE AND POSTGRADUATE TEACHING FELLOWS

Each year graduate students may apply for a limited number of teaching positions. Like graduate teaching assistantships, not all students are approved to teach at the fellow level. Graduate Teaching and Post-Graduate Teaching Fellowship opportunities are approved and announced by The Dean of faculty's Office as jobs become available. Applicants must also obtain approval from the graduate faculty advisors. All courses are approved according to area curriculum needs. Applicants may obtain more information on teaching process from the Dean of Faculty in Academic Affairs.

**Assignment:** The graduate instructor is fully responsible for the class (from course design to ordering supplies, scheduling models, etc.).

**Stipend:** Graduate Teaching Fellows: \$1,500 a course.  
Postgraduate Teaching Fellows: \$2,000 a course.

### TEACHING THROUGH CONTINUING EDUCATION

Graduate students may propose a course or workshop to be offered through Continuing Education. Once a call for proposals has been made, students should submit their proposals to the Office of Continuing Education by the announced deadline. Thereafter, the proposal is forwarded to the area representatives and the graduate faculty for approval.

- Assignment:** Full instructional responsibility; to include course design, syllabus, ordering of supplies, scheduling of models, etc.
- Stipend:** Graduate Teaching Fellows: \$1,500 (may be pro-rated for workshops)  
Postgraduate Teaching Fellows: \$2,000 (may be pro-rated for workshops)

## FELLOWSHIP OPPORTUNITIES THROUGH THE ARC

### ARC Graduate Fellow

Framed as a two-tier mentorship opportunity, Fellows draw upon their diverse skills and experience as artists to engage directly with SMFA students as peer mentors, while simultaneously receiving close supervision and ongoing mentorship and training by ARC's department head. Fellows work part-time for a full academic year in the ARC as a front-line presence and participate collaboratively with staff in the delivery of career development services at all levels, including advising, resource and program development.

### ARC Graduate Internship Mentor

Internship Mentors help students engaged in credit-bearing internships to reflect on their experiences and learning, helping them strategically build professional foundations and engage in critical self-assessment.

Internship Mentors advise individual interns and liaise with site supervisors, conduct evaluations and site visits, and author internship summary reports.

### ARC Graduate Entrepreneurship Fellow

Entrepreneurship Fellows have prior experience in business and a demonstrated commitment to mentorship and service. Fellows serve as part-time staff members and are integral to the support and implementation of entrepreneurial initiatives developed through the ARC. Fellows draw upon their skills in business and enterprise to engage directly with SMFA students in peer mentorship, as well as other members of the SMFA and business communities.

## TRAVEL GRANTS

Graduate students may apply for studio related travel grants to international locations prior to the completion of their degree. Funds are available through Montague Fund to allow students to complete travel specifically for projects related to the student's studio art practice. Interested students should contact the Associate Dean of Graduate Programs to submit proposals. A brief cover letter outlining the proposed travel, location, travel dates and reason why the chosen location is necessary toward realizing the project, a budget of all related expenses and an itinerary should form the travel grant application. Application deadlines are May 15 for travel in July–September, July 15 for travel in October–December, October 15 for travel in January–March, and January 15 for travel in April–June.

### **YEAR OF PRACTICAL TRAINING**

International students may participate in a year of practical training following completion of their graduate studies. **The year of practical training begins from the date of the completion of the degree requirements.** In some cases, the date of completion of the degree requirements can differ from the graduation date and/or the end of semester date. International students who wish to participate in a year of practical training following completion of their graduate studies should contact the Student Affairs Office at the Museum School, (617) 369-3617, for further information.