



The University of Arizona  
School of Art  
Graduate Program  
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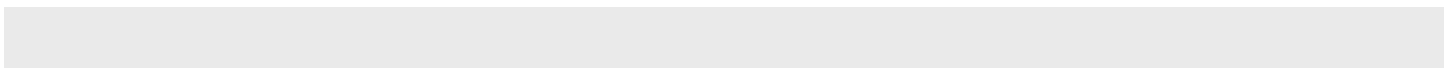
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# The University of Arizona

## School of Art Graduate Handbook



*2007-08 Guide to the MFA  
Degree Program*





# School of Art Graduate Handbook

## A Guide to Graduate Degree Programs

### Table of Contents

<b>MFA DEGREE STUDIO ART .....</b>	<b>4</b>
<b>COURSE WORK REQUIREMENTS .....</b>	<b>4</b>
<b>MFA GRADUATE REVIEW PROCEDURES .....</b>	<b>5</b>
<i>MFA Graduate Semester Review Process .....</i>	<i>5</i>
<i>MFA Candidacy Review Process.....</i>	<i>5</i>
<i>MFA Orals Committee .....</i>	<i>6</i>
<i>MFA Graduate Review Procedures.....</i>	<i>7</i>
<i>Grading Policy.....</i>	<i>7</i>
<i>Thesis Show .....</i>	<i>8</i>
<i>Final Image Requirements .....</i>	<i>8</i>
<i>Thesis Requirement paperwork.....</i>	<i>9</i>
<i>Image List.....</i>	<i>10</i>
<b>MFA GRADUATE STUDIOS.....</b>	<b>11</b>
<i>Occupying Procedures/Graduate Studios.....</i>	<i>11</i>
<i>Renewal Procedures .....</i>	<i>11</i>
<i>Vacating Procedures.....</i>	<i>11</i>
<i>Sculpture Annex Procedures .....</i>	<i>11</i>
<b>GRADUATE ASSISTANTS: TEACHING &amp; OTHER .....</b>	<b>12</b>
<i>Graduate Assistant Teacher Orientation.....</i>	<i>12</i>
<i>Graduate Contracts .....</i>	<i>12</i>
<i>Practicum .....</i>	<i>12</i>
<b>INDEPENDENT STUDY REQUIREMENTS .....</b>	<b>12</b>
<i>Graduate Independent Study &amp; Internships .....</i>	<i>12</i>
<b>GRADUATE COLLEGE REQUIREMENTS—FOR ALL MASTERS.....</b>	<b>12</b>
<b>GRADUATE COLLEGE GUIDELINES .....</b>	<b>13</b>
<i>Provisional to Regular Graduate Status Request .....</i>	<i>13</i>
<i>Registration/Change-of-Schedule .....</i>	<i>13</i>
<i>Readmission Requirements.....</i>	<i>13</i>
<i>Provisional to Regular Graduate Status Request .....</i>	<i>13</i>
<i>Registration/Change-of-Schedule .....</i>	<i>13</i>
<i>Graduate Petitions Guidelines.....</i>	<i>14</i>
<i>Degree Requirements.....</i>	<i>15</i>
<i>Masters/Specialist Plan of Study Guidelines .....</i>	<i>16</i>
<b>MASTER'S ORALS EXAMINATION .....</b>	<b>17</b>
<i>The Orals Examination.....</i>	<i>17</i>
<i>Request for Special Member.....</i>	<i>17</i>
<i>The Master's Second Examination .....</i>	<i>17</i>
<i>Completion of Degree Requirements .....</i>	<i>18</i>

**FINANCIAL SUPPORT ..... 19**

*Scholarship Deadlines*

*Websites for Scholarships and Grants*

*Minority Final Project Fund*

*Graduate and Professional Student Travel Grant Fund*

*Minority Graduate Student Travel Grant Fund*

*Jacobs k. Javits Fellowship*

*Graduate College Dean's Fellowship*

*Art Scholarships*

## MFA DEGREE: STUDIO ART

### COURSE WORK REQUIREMENTS

All course work must consist of the following: 60 Units are required, of which 12 must be in art history or art criticism, 30 in the studio area of concentration, and 18 in related electives (as approved by the major advisor). In lieu of a thesis, an original work or group of works must be presented to the public. Review of this work will accompany the final oral examination. The exhibit may include a written document, but the document itself will not be considered a thesis. As evidence of completion of this work, a folio of images on CD/DVD documenting the exhibition must be submitted to the School of Art graduate committee upon completion of the final examination. The candidate will be required to prepare a one-person exhibit of the work or to participate in a group exhibition during the last semester in residence. For specific information requirements and further information, contact the School of Art Graduate Program (520) 621-8518

All students are required to complete 60 units of 500/600 level courses. Of these 60 units, 30 must be graded A, B, or C; 30 units may be S/P (Superior/Pass) courses.

Only courses designated “rpt” in the Graduate Catalog may be repeated. Check your Graduate Catalog for all course restrictions. Some catalog examples:

576.\* Advanced Fibers (3) [Rpt./5] I II individual interpretations of concept into finished Fiber works.

The bold section states that this course can be repeated 5 times.

551. Graduate Intaglio (3) I II Intaglio printmaking with emphasis on individual research, personal direction and professional standards. 6S. Fee.

This course may not be repeated.

A total of 12 units of graduate credit earned as an undergraduate senior and/or in graduate Non Degree Status may be applied for credit toward a master’s degree.

- May transfer no more than 20% of the total required units
- original transcripts must be on file
- must have received graduate credit
- must have received a grade of A or B
- must have completed units at an accredited institution
- Grades D, E, and Audit may not be used for credit.

All requirements for completion of a degree must be completed within a 6 year period including transfer course work from other institutions. All students should meet with their major advisor each semester for academic advising, a Course Work Checklist (shown on

page 4) will help assist in determining what requirements are needed. Refer to page 24—  
Graduate College Degree Requirements for more details.

## **MFA DEGREE: STUDIO ART (continued)**

### **MFA GRADUATE REVIEW PROCEDURES**

#### **MFA Graduate Semester Review Process**

All students enter the MFA Studio Art program as “Applicants for Degree Candidacy.” During this stage all graduate students in studio undergo Semester Graduate Reviews at the end of each semester, until they undergo their Candidacy Review. The review consists of the student presenting a body of work representative of the semester’s work in a one hour critique with an assigned faculty committee. The student must provide each of the members of his/her committee with a brief written statement about the work being critiqued. The statement should address such issues as personal philosophy, historical context, and artistic intent. The statements must be distributed to all committee members one week in advance of the actual semester review. (Students are encouraged to tape their reviews)

With the assistance of their committee heads, students are required to write a summary report outlining the advice, criticism and suggestions they received during their reviews. The office of the Graduate Program Director collects these reports and enters them into the student’s files.

The review committee members are required to provide written comments that they deem important for the student.

### **MFA CANDIDACY REVIEW PROCESS**

The MFA Candidacy Review occurs after the student has accumulated not less than eighteen (18) and not more than thirty (30) units of credit. This may occur no earlier than the second semester and no later than the fourth semester in residence.

The chair of the student’s division, in consultation with the student, will assign an advisor to chair the Candidacy Review.

All tenure-track and tenured faculty of the student’s division are invited to attend and vote in the Candidacy Review. The student may invite up to two additional non-voting members from another division to participate in his/her Candidacy Review.

A minimum of three (3) tenure-track or tenured faculty from the student’s division are required to vote in the Candidacy Review. If three faculty members are not available from the division, the chair of the review committee will appoint a tenure-track or tenured faculty member(s) from other divisions in the School of Art.

A majority vote is required for the student to pass his/her Candidacy Review.

The Candidacy Review committee either grants or denies passage to “MFA Degree Candidacy.” The majority of committee votes determines this decision. “Granted” passage means the student is an MFA Degree Candidate. “Denied” passage means that the student may continue with a

provisional status and must be reviewed a second time by the same Candidacy Review committee within the following semester.

A student is allowed only one “Denial.” If another review is not conducted the following semester, the student will be dropped from the MFA Program.

A faculty member who serves on a student’s Candidacy Review is not obligated to serve on that student’s Orals Thesis Committee.

### **MFA ORALS THESIS COMMITTEE**

The student selects the oral thesis committee after the Candidacy Review. Each member of the MFA oral thesis committee must sign the “MFA Oral Thesis Committee Agreement Form.” The committee must be selected by the end of the semester in which the Candidacy Review is completed. The committee must consist of a minimum of three (3) and a maximum of five (5) tenure-track or tenured faculty from the School of Art. The chair of the committee must be from the student’s division in the School of Art.

With the permission of a majority of the orals committee, an additional non-voting member may be added. This additional member must have an equivalent or higher degree than that of the degree seeking student.

Any changes to the composition of the committee must be approved by a majority of the members of the existing committee.

In the semesters before his/her Final Thesis Exhibition the student must have a minimum of two (2) meetings per semester with all of the members of his/her orals thesis committee in attendance.

### **The Orals Examination**

Final examinations for MFA candidates are generally administered entirely by divisions and schools; the committee on graduate study (CGS) is involved only in the event of a second examination following failure on a first attempt. The CGS Representative’s presence at the second examination is an invaluable support to the student and the examining department because the Representative serves as an unbiased, outside observer, certifying that the examination was fair and that all adopted procedural rules were respected.

A majority vote is required for the student to pass his/her Orals Thesis Exam.

### **Request for Special Member**

A MFA student may request that one non-voting member of his/her oral’s thesis committee is unaffiliated with the School of Art. (Approval of the outside member is not guaranteed. Approval is by the committee majority vote.) The outside member must have an equivalent or higher degree to which the student is seeking. To request a special member, the student must submit a Request to Approve Special Member Graduate Committees form. Forms may be picked up from the Graduate Office.

## The Master's Second Examination

Upon failure of the Oral Master's Examination by the candidate, a Completion of Degree Requirements noting the failure is sent by the examining department to the Graduate College Degree Certification Office. When the time has been set for a second examination (after a lapse of at least four months), a second Completion of Degree Requirements is prepared by the division. It must include examination time, date, place, and the names of the committee members. Committees must consist of at least three members at the rank of Assistant Professor or above. The committee members at a second examination should be the same as those present at the first. If substitutions are made in committee composition, a written explanation should accompany the second Completion of Degree Requirements. The second Completion of Degree Requirements must be received by the Degree Certification Office no later than three weeks prior to the proposed examination date. The Degree Certification Office approves the committee and the CGS Representative, and returns copies to the department, student, and the CGS Representative.

## **MFA DEGREE STUDIO ART** (continued)

### **MFA GRADUATE REVIEW PROCEDURES**

#### *MFA Orals Committee*

The student selects the Orals Committee after the Candidacy Review. Each member of the Orals Committee must sign the MFA Orals Committee Agreement Form (shown on page 7). The Orals Committee must be selected by the end of the semester that the Candidacy Review is completed. The Orals Committee must consist of at least three (and no more than five) tenure track faculty members from the Department of Art. The Chairperson must be from the area of concentration.

Students need to meet with their Orals Committee at least two times per semester before their Final Thesis Show.

#### *Grading Policy*

All students must receive a B or better in graduate courses in order for these courses to count towards their degree. A grade of C or below will affect your overall GPA, but not advance progress toward the MFA degree.

Incompletes will only be granted under the most extenuating circumstances. Failure to make up incompletes by the end of the following semester will lead to a negative evaluation of the student. Failure to make up an incomplete by the end of a calendar year will result in a failing grade (E) for the course, which can only be changed retroactively after approval of special petition to the Graduate College. Until such approval, the student is automatically on academic probation. Oral examinations may not be taken until all incomplete coursework has been completed.

## **MFA DEGREE: STUDIO ART (continued)**

### **MFA GRADUATE REVIEW PROCEDURES**

#### ***Thesis Show***

In lieu of a written thesis, the MFA Candidate is required to present a thesis exhibition during the last semester of his/her studio work. The nature, size, and scope of this exhibition is determined by the candidate and his/her MFA Orals Committee. The thesis work must be of high quality, reflecting a well-defined direction of cohesive study, and not be a random sampling of works completed in the program. The exhibition is normally scheduled in mid-Spring and presented at The University of Arizona Museum of Art. Those students completing their thesis requirements during the fall semester need to make arrangements with the Joseph Gross Gallery Curator at least a year in advance.

Students are responsible for executing a successful thesis show. In cooperation with all thesis show participants, the student will design, reproduce and distribute the thesis show MFA poster, set up catering or other food arrangements for the thesis show opening, install and take down their own thesis show and follow all Museum and/or Gallery regulations. Students are required to set up their orals committee for the final examination during the time of their thesis show. Obtain the Completion of Degree Requirements form from the Graduate Program Specialist- form shown on page 31.

#### ***Final Documentation Requirements***

Students are required to leave a CD-ROM/DVD of 20 images of thesis work before any graduation paperwork can be processed. The forms on page 8 and 9 can be obtained from the Graduate Program Specialist.

**MFA DEGREE: STUDIO ART (continued)**

**MFA GRADUATE REVIEW PROCEDURES**

**Art Submitted for the Permanent Records of  
COLLEGE OF FINE ARTS  
in the  
SCHOOL OF ART  
in partial fulfillment of the requirements  
for the degree of  
MASTER OF FINE ARTS  
in the Graduate College of  
THE UNIVERSITY OF ARIZONA**

**DATE OF THESIS SHOW:** \_\_\_\_\_

**DATE OF GRADUATION:** \_\_\_\_\_

**NAME:**

\_\_\_\_\_

**AREA:**

\_\_\_\_\_

## IMAGE LIST

NAME: \_\_\_\_\_

**Include: title, medium, dimensions and other pertinent information on this sheet as well as with each image. Submit all image documentation on CD-ROM or DVD**

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## MFA DEGREE: STUDIO ART (continued)

### MFA GRADUATE STUDIOS

The School of Art has approximately 50 graduate studio spaces for assignment to the MFA students. Graduate studio space is provided for the express purpose of the production of art objects and scholarly work. It is expected that the student will use the space for this purpose only, and lack of use will prompt the Graduate Program Director to offer the studio to students on the waiting list. Studio space is assigned to a specific person and is not to be used or shared by any other person without approval of the Graduate Program Director. The person to whom the space is assigned is responsible for the care and cleanliness of the studio space at all times. Any violation of this agreement will result in the studio privilege being revoked.

#### Occupying Procedures/Graduate Studios

1. The Graduate Program Director has responsibility over the Graduate Studios at 820 E. 16<sup>th</sup> Street. All situations, problems, etc. are to be handled directly through that person.
2. To complete the studio contract and key authorization form, contact the Graduate Program Coordinator. The Department of Art Graduate Studio Agreement & Acceptance Forms are shown on pages 12 and 13.
3. Bring a copy of the contract, the key authorization form and a \$100.00 deposit to the Graduate Program Coordinator.

#### Renewal Procedures

1. Any changes in studio space must be done through the Graduate Program Director. Submit a written request to the Graduate Program Coordinator before the end of spring semester.

#### Vacating Procedures

1. You will have approximately **two weeks** from your last final exam to vacate your studio space. This time is to be utilized for proper removal of all materials and any painting and cleaning necessary to return studio space to its original state. This time is **NOT** to be used for production of art work- it should be used solely for packing and final clean up.
2. Make an appointment with the Graduate Program Coordinator for your on-site inspection.
3. Upon successful completion of the inspection, return your studio key and signed paperwork to the Graduate Program Coordinator to request your \$100.00 deposit.

#### Sculpture Annex Procedures

All sculpture students follow the same regulations for the Sculpture Annex as for the Graduate Studios, except the Sculpture Division Chair is responsible for the Sculpture Annex.

## SCHOOL OF ART

### GRADUATE ASSISTANTS: TEACHING & OTHER

The School of Art offers a limited number of Graduate Teaching Assistantships (GTA) to qualified MA and MFA students. Assistantships are awarded upon faculty recommendation and/or application submission. On rare occasions GTA's may be awarded to an incoming graduate student. These assignments are made on an academic semester basis and may be renewed up to a total of four semesters. A GTA will not be continued beyond the fourth semester. A student must be registered for a minimum of six units of graduate credit during a teaching semester.

#### Graduate Assistant Teacher Orientation (GATO)

Each Student is **required** to attend the Graduate Assistant Teacher Orientation before becoming a Graduate Teaching Assistant. The Orientation takes place before the beginning of the Fall and Spring semesters. For times and dates contact the Graduate Program Coordinator.

#### Graduate Contracts

Each Graduate Assistant needs to complete and fill out hiring contracts before the beginning of each semester they teach. It is extremely important to update your address and phone number each time you move with the Graduate Program Specialist. A University email account is also required to be included on the listserve for all School of Art and University correspondence.

#### Practicum

Practicum is mandatory for present and future Graduate Teaching Assistants. Each Practicum that you take is for one to three units. You must complete a Graduate Independent Study Form. The student and faculty member directing the Practicum must sign this form.

The grading system for Practicum is pass/fail.

### INDEPENDENT STUDY & INTERNSHIP FORMS & REQUIREMENTS

#### Graduate Independent Study Forms

An Independent Study is for students' working on an individual basis with a faculty member.

If you choose to take independent studies, you must complete a Graduate Independent Study Form. The student and faculty member directing the Independent Study must sign this form. The student must have a specific purpose for the project they will be completing, as well as a specific outline of their work. See the Graduate area of the website for all necessary forms.

The grading system for Independent Studies is pass/fail.

## Internships

An internship is for students working in outside agencies (i.e. Center for Creative Photography, The University of Arizona Museum of Art).

If you choose to participate in an Internship, you must complete a Graduate Independent Study Packet. This packet must be signed by the student, the School of Art Faculty Member, and by the Internship/Facility Supervisor. The student must have a specific purpose for the internship, as well as a specific outline of their duties.

The grading system for Internships are pass/fail.

## **GRADUATE COLLEGE REQUIREMENTS—For All Master’s**

### **GRADUATE COLLEGE GUIDELINES AND FORMS**

#### Provisional to Regular Graduate Status Request

All students who are admitted as “Provisional Status” need to complete the Provisional to Regular Graduate Status Request Form after requirements have been met or the Area Head has confirmed a change of status to “Regular.” Only a student in Regular Graduate Status can be awarded a degree.

#### Registration/Change-of-Schedule

Any changes, additions or deletions to your schedule during the semester enrolled need to be completed on a Registration/Change-of-Schedule Form.

#### Readmission Requirements

*The Graduate College has a continuous enrollment policy that states that a Graduate student must be registered for at least 3 graduate level units for fall and spring semesters. Any student who does not register during any fall and/or spring semester MUST apply to the Graduate College to be re-admitted into the program. There is a \$50.00 readmission fee that is payable to the Graduate College. Students will also acquire substantial late penalty fees as well as 3 credit hour fees per semester missed. In order to be readmitted to the department without completing the entire application process, a student MUST receive written permission from the area discipline director or the graduate program director PRIOR TO leaving the program. The permission letter must be turned into the Graduate Program Specialist.*

*\*Note that there is a leave of absense policy in place. You must apply to the Graduate College for approval.*

## **GRADUATE COLLEGE REQUIREMENTS (continued)**

### **GRADUATE COLLEGE GUIDELINES**

#### Graduate Petitions

Petitions related to a degree program must have the signatures of the graduate advisor and Graduate Program Director. Petitions concerning a degree program would include:

1. Extension of time to complete a degree.
2. Extension of time between written and oral preliminary examinations.
3. Retroactive registration.

Petitions concerning a course must also have the instructor's signature. Petitions concerning a course would include:

1. Extension of time to complete a course.
2. Retroactive withdrawal from a course.

ALL PETITIONS must include a letter of justification from the student's advisor and should be stapled to the back of the petition form.

Completed Graduate Petitions are submitted to the Graduate Program Specialist, who will obtain the Graduate Program Director's signature, then forward petition to the Graduate Degree Certification Office.

Students and departments will receive a copy of the petition after the Graduate Council has taken action.

## **GRADUATE COLLEGE REQUIREMENTS (continued)**

### **GRADUATE COLLEGE GUIDELINES AND FORMS**

#### Degree Requirements

##### 1. REGISTRATION

- ◆ Minimum registration for spring and fall is 3 graduate units.
- ◆ Minimum registration for a summer session is 1 graduate unit.
- ◆ Maximum registration for spring and fall is 16 graduate units.
- ◆ Maximum registration for a summer session is 6 graduate units.
- ◆ Graduate teaching/technical assistants must be registered for at least 6 units.

##### 2. GENERAL DEGREE REQUIREMENTS

- ◆ Academic departments recommend a change from International Special Status to Regular Graduate Status no later than the 2<sup>nd</sup> semester of residence.
- ◆ Provisional Graduate Status must be converted to Regular Graduate Status before the Plan of Study is approved in the 2<sup>nd</sup> semester of residence.
- ◆ The Pass/Fail Option is not available to graduate students except for admission deficiencies.
- ◆ Only courses designated “rpt” in the Graduate Catalog may be repeated.
- ◆ All Incompletes revert to an E after 1 year.
- ◆ A total of 12 units of graduate credit earned as an undergraduate senior and/or in graduate Non Degree Status may be applied for credit toward a master’s degree.
- ◆ May transfer no more than 20% of the total required units: Original transcripts must be on file; must have received graduate credit; must have received a grade of A or B; and must have completed units at an accredited institution.

##### 3. MASTER’S DEGREE REQUIREMENTS

- ◆ All requirements for completion of a degree must be completed within a 6 year period, including course work transferred from other institutions.
- ◆ At least 12 of the minimum 30 units of course work must be completed on The University of Arizona campus.
- ◆ One-half of the total units on the Plan of Study must be in course work graded A, B, or C.
- ◆ Your cumulative GPA must be 3.0 or higher to complete degree requirements.

## **GRADUATE COLLEGE REQUIREMENTS (continued)**

### **GRADUATE COLLEGE GUIDELINES AND FORMS**

## Master's/Specialist Plan of Study

### FORM MUST BE TYPED

1. Form's can be picked up from the Graduate Program Specialist or may be filled out on line at <http://grad.admin.arizona.edu/cgi-bin/forms/MasPOS.cgi> and turned in to the Graduate Program Coordinator for proper routing.
2. Every master's candidate is required to submit this form.
3. The form must be submitted by the end of your second semester in residence.
4. The diploma address may NOT be a campus address.
5. Submit your completed candidacy form to the Graduate Program Specialist during the second semester that you are in residence. Do not forget to get your major advisor's signature before turning in the form.
6. Approved copies will be returned to the student and to the department.
7. Applications with errors or omissions are returned to the department for correction.
8. If the thesis research involves human subjects that are subject to review, a letter from the human subjects committee is submitted with the final library copies of the thesis. All Art Education and Art History students MUST have your major advisor's signature on the appropriate line under human subjects.
9. Grades D, E, and Audit may not be used on the Plan of Study
10. The Plan of Study will NOT be accepted for students on Provisional or International Special status. To change to regular graduate status from Provisional use the Provisional to Regular Graduate Status Request Form.

## **GRADUATE COLLEGE REQUIREMENTS (continued)**

### **MASTER'S ORALS EXAMINATION**

The Orals Examination

Final examinations for Master's candidates are generally administered entirely by departments; the Committee on Graduate Study (CGS) is involved only in the event of a second examination following failure on a first attempt. The CGS Representative's presence at the second examination is an invaluable support to the student and the examining department because he/she serves as an unbiased, outside observer, certifying that the examination was fair and that all adopted procedural rules were respected.

#### Request for Special Member

A master's student may request one member of their oral's committee to be outside the School of Art. (approval of outside member is not guaranteed) The outside member must have the equivalent degree to which the student is seeking or better. To request a special member, you must submit a Request to Approve Special Member Graduate Committees form (shown on page 29). Forms may be picked up from the Graduate Office.

#### The Masters Second Examination

Upon failure of the Oral Master's Examination by the candidate, a Completion of Degree Requirements noting the failure is sent by the examining department to the Graduate College Degree Certification Office. When the time has been set for a second examination (after a lapse of at least four months), a second Completion of Degree Requirements is prepared by the department. It must include examination time, date, place, and the names of the committee members. Committees must consist of at least three members at the rank of Assistant Professor or above. The committee members at a second examination should be the same as those present at the first. If substitutions are made in committee composition, an explanation in writing should accompany the second Completion of Degree Requirements. The second Completion of Degree Requirements must be received by the Degree Certification Office no later than three weeks prior to the proposed examination date. The Degree Certification Office approves the committee and the CGS Representative and returns copies to the department, student and the CGS Representative.

## **GRADUATE COLLEGE REQUIREMENTS (continued)**

### **MASTER'S ORALS EXAMINATION**

#### Completion of Degree Requirements

1. This form must be filled out by the department.

2. The student **MUST** be registered during the semester in which the orals exam is administered. Minimum enrollment in fall or spring is (3) units of graduate credit, and in summer session (1) unit of graduate credit.

Art History and Art Education (MA) students **MUST** be registered for 910 Thesis units during the semester that the orals exam is administered. You must be registered for at least (3) units of 910.

3. Art History and Art Education (MA) students must indicate the current thesis title.
4. If the thesis research is subject to review by the Human or Animal Review Committee, the letter of approval must accompany the library copies of the thesis.
5. Changes in Course Work since the approval of the Plan of Study may be indicated in this section.
6. Please indicate changes in address: current, permanent or diploma mailing.
7. The Examination Committee must consist of at least three tenure track members from the School of Art.

# **FINANCIAL ASSISTANCE**

## **SCHOLARSHIP DEADLINES**

**SCHOOL OF ART SCHOLARSHIPS –April deadline for Fall awards  
50,000 + awarded yearly**

**MEDICI SCHOLARSHIPS/ COLLEGE OF FINE ARTS- April deadline for  
written proposals for domestic and international summer travel funds**

**GRADUATE AND PROFESSIONAL STUDENT TRAVEL GRANT FUND –  
quarterly Sept. / Dec. / March / June**

**MINORITY GRADUATE STUDENT TRAVEL FUND – applications are accepted  
throughout the year.**

**JACOBS K. JAVITS FELLOWSHIP- 1<sup>st</sup> year students – mid November**

## **WEB SITES FOR SCHOLARSHIPS & GRANTS**

**Graduate College Academic and Financial support for Graduate Students web site:  
<http://grad.admin.arizona.edu/gcfinaid/gcfinaid.html>**

**Jacobs Javits Fellowship Program  
<http://www.ed.gov/offices/OPE/HEP/iegps/javits.html>**

**Grants & Residencies for the Arts web site:  
<http://www.library.arizona.edu/users/juarezm/artfun.html>**