

UNIVERSITY OF HAWAI'I AT MANOA  
**DEPARTMENT OF ART AND ART HISTORY**  
**MFA HANDBOOK**

Prepared By The Graduate Committee  
Approved By The Graduate Faculty 2/28/2007  
Revised 5/18/2021[Babcock and Lingley]

## Foreword

This handbook sets forth the basic MFA policies, requirements and procedures. Questions should be directed to Area Chairs and/or the Graduate Chair.

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## I. Directory to Frequently Asked Questions

Information on the Department of Art and Art History (ART) / <http://www.hawaii.edu/art> includes bios for Graduate Faculty Graduate Division / <http://www.manoa.hawaii.edu/graduate> includes downloadable graduate applications and instruction booklet

University of Hawai'i Catalog / <http://www.manoa.hawaii.edu/catalog>

Online application / [https://www.sis.hawaii.edu/uhdad/bwskalogs.P\\_DisplLoginNon](https://www.sis.hawaii.edu/uhdad/bwskalogs.P_DisplLoginNon)

Additional questions:

Master of Fine Art (MFA) in Studio Art - Graduate Chair [<gradart@hawaii.edu>](mailto:gradart@hawaii.edu)

## II. MFA Program Objectives

The MFA in Studio Art combines research and practice with the following objectives in order to prepare students for both scholarly and professional practice in the field of studio art:

- A. To facilitate students in the process of becoming practicing professional artists by providing an educational environment that is rigorous, supportive and challenging.
- B. To enable students to gain firsthand practical experience organizing exhibitions of their work.
- C. To expose students to contemporary art theory, and to assist acquisition of these theories through the production and critical analysis of their own creative endeavors.
- D. To nurture creative and professional independence and assist students in establishing their own career goals.
- E. To provide basic teaching experience to meet the minimum qualifications for entry level college teaching in the visual arts.
- F. To encourage scholarly dialog between students at all levels through writing, artistic presentation and discussion.

## III. MFA Degree Admission/Application Requirements

Please refer to Graduate Division application requirements -

<http://manoa.hawaii.edu/graduate/content/documentation-requirements>

MFA applicants must have a BFA degree or equivalent from an accredited college or university, evidenced by 63 undergraduate semester credits in the field of art (including 12 credits of art history and a sound preparation in studio practice) OR a non-art bachelors degree from an accredited college or university and significant professional experience that demonstrates equivalent preparation for a graduate degree in art.

The Department acknowledges that some MFA applicants may not fit traditional criteria and will consider exceptional bachelor's degree recipients who exhibit relevant backgrounds, strong commitment, and distinct potential in the arts. Applicants with nontraditionally graded undergraduate or graduate transcripts must submit GRE scores and course performance report forms if the transcript contains 25 percent or more of the applicant's credit hours.

MFA application period is from October 1 to January 15. Applications are considered for Fall admission only. Details are available at [http://www.hawaii.edu/art/degree\\_programs/mfa\\_admissions.html](http://www.hawaii.edu/art/degree_programs/mfa_admissions.html)

Deficient or incomplete undergraduate preparation may result in additional course work beyond the 60 credits of the MFA degree, at the discretion of the student's Faculty Adviser and Graduate Chair.

#### IV. International Student Information

Refer to the International Student Services (<http://www.hawaii.edu/issmanoa>)

#### V. Forms of Financial Assistance

##### Graduate Achievement Scholarships (GAS)

Each term, Graduate Division allocates a set dollar amount to be used for Graduate Achievement Scholarships (GAS). Full-time graduate students with a 3.5 GPR or will be considered. The GPR earned as a BFA or BA will be used to determine eligibility for first year grads.

##### Graduate Assistantships (GAs)

ART offers a range of Graduate Assistantships (GAs) annually. These are paid employment positions that include a full tuition waiver and an annual stipend of approximately \$17,500 (2020-2021; subject to change) and require approximately 20 hours of work per week. The period of employment is from duty day, one week prior to the Fall semester, through Spring commencement.

Candidates must be incoming or continuing students in ART of good academic standing. The GA positions are determined based on departmental needs. They are competitive and may require specialized training or skills. Examples of positions include: Teaching Assistants for ART 113 (Introductory Drawing) and Teaching Assistants for ART 175/176 (Introductory Art History), (ART 175/302 (Introductory Art / Survey of Global Art I, Introduction to Contemporary Critical Theory) Lab and Safety Support (Ceramic/Glass/Metal/Wood Studios), Technical Support for Computer Labs, Curatorial Assistant (Gallery), Exhibition Installation Assistant (Gallery).

If you would like to be considered for Graduate Assistantships download guidelines from this page. Applications from incoming MFA students are accepted through the same submission platform at the time of application to the MFA degree program. Incoming MA and continuing MA & MFA students should apply in accordance with the instructions and deadlines found on the Application Form on this page ([http://www.hawaii.edu/art/degree\\_programs/index.html-graduate\\_degree\\_programs](http://www.hawaii.edu/art/degree_programs/index.html-graduate_degree_programs)). Student are encouraged to apply for all GA positions for which they are qualified, not only those in their areas of specialization.

##### Graduate Travel Grants

Graduate travel grants are available through the Graduate Student Organization (GSO). Contact the GSO (<http://www.gso.hawaii.edu>) for more information and application forms.

##### Other Employment Opportunities

Consult the Manoa Career Center (<http://manoa.hawaii.edu/careercenter>) for information about jobs in the community and on campus. Located at Queen Lili'uokalani Center for Student Services, Room 212, (808) 956-7007, email: <[careers@hawaii.edu](mailto:careers@hawaii.edu)>

##### Other Financial Assistance

Each year, a range of competitive scholarships is available within ART. Application information may

be obtained each Spring through the ART Office, <[uhart@hawaii.edu](mailto:uhart@hawaii.edu)>.

Additional information about fellowships, assistantships and grants from other sources may be obtained from Graduate Division's Scholarship and Fellowship Office (<http://manoa.hawaii.edu/graduate/content/financial-support>) - Spalding Hall room 357, (808) 956-8544, email: <[graduate.education@hawaii.edu](mailto:graduate.education@hawaii.edu)>

## VI. Credit Requirements for the MFA Degree

A minimum of 60 credits of advanced level course work is required for the MFA degree. The degree culminates in a Thesis Exhibition, Thesis Paper and public Oral Defense. Of the 60 credits required:

- 24 credit of, Graduate Studio Seminar (ART611 x 4)
- 3 credits of ART 620, Methods in Contemporary Art
- 3 credits of ART 621, Materials in Contemporary Art
- 3 credits of ART 690, Seminar in Contemporary Critical Theory
- 9 credits of electives 300 level and above
- 6 credits of Art History, numbered 300 or above
- 12 credits of Art 700V (Thesis)

Elective courses (numbered 300 and above) may be selected by the student from courses within ART or from within other departments if such courses are deemed useful and relevant by the student's Faculty Adviser. Graduate students may not take courses that duplicate the content of the courses taken to complete their undergraduate degree.

Concurrent Graduate Certificates (e.g., International Cultural Studies, Museum Studies, etc.)

- A. Students considering pursuing a graduate certificate with the MFA degree should consult with the Graduate Chair. Normally, concurrent enrollment will extend the time to degree by one or two semesters.
- B. Students who opt to pursue a graduate certificate are responsible for knowing and following the requirements of the respective certificate program.
- C. A maximum of 6 credits may, in certain cases, be applied to both the MFA and to a certificate. For example, some certificate programs will permit the application of up to 6 credits of Studio Art coursework towards fulfillment of the certificate electives.
- D. Courses that count towards certificate requirements may not be applied to the MFA Studio Art requirements or electives. Such courses may be applied EITHER to the certificate requirements or to MFA electives, but not to both.

## Transfer of Credits

If a student has earned academic credits through Art History coursework while enrolled in a graduate program (in any discipline), the student may be able to waive all or part of the 6 required credits in Art History and replace them with elective courses. Such a waiver would be determined at the preliminary conference and at the discretion of the primary adviser and Grad Chair. If applicable, students must contact their Faculty Adviser to file a "Petition to Transfer Credits" and may do so only after successful completion of the Graduate Evaluation and Form I - Admission to Candidacy has been approved by the student's CRC. Transfer of credits cannot be petitioned prior to Graduate Division's approval of Form I

(Admission to Candidacy).

We do not accept any other transfer of credits for other required coursework within the MFA program.

#### VII. Residency

The MFA program is a full-time 3-year in-residence program.

MFA graduate students must be in residence at the University of Hawaii during the final semester of their thesis year for the presentation of the Thesis Exhibition, submission of the Thesis Paper, and oral Thesis Defense.

#### VIII. Student Progress Towards the MFA Degree

The MFA program is a full-time, 60-credit, 6 sequential-semester (Fall/Spring), graduate degree. Extensions past the 6-semester guideline will be considered only in the following appropriate circumstances:

- A. Documented medical condition and/or family/personal crisis
- B. Thesis Chair on sabbatical/leave in final semester

Unapproved extension past the 6-semester guideline will be considered as failure to make progress in the MFA program and may be cause for dismissal from the program.

#### IX. Academic Leave of Absence

All students must maintain full time status unless they are on approved Academic Leave as authorized by Graduate Division. To seek approval, students must submit a request in writing to the Graduate Chair - by May 1 for Fall semesters or December 1 for the Spring semesters. The Graduate Committee will make a recommendation to Graduate Division based on the student's academic standing and reasons for leave. Students on leave shall have no access to studio space.

Students should be aware that Academic Leaves may disrupt their matriculation in required seminars that are not held every semester.

#### X. MFA Graduate Program Calendar

The requirements for the MFA Studio degree include both the credit requirements (see Section VI) and successful progression through of a sequence of academic gateways outlined as follows:

##### First Year

##### Year 1 - Fall Semester

- Establishment of Faculty Adviser and CRC (prior to registration)
- Advising
- Preliminary Conference
- Mid-Semester Review with CRC
- Advising for Spring semester

Required Coursework:

6 credits / ART 611, Graduate Studio Seminar in Art I

3 credits of ART 620, Methods in Contemporary Art (held in Fall semester only)

3 credits of ART 690, Seminar in Contemporary Critical Theory (held in Fall semester only)

Total 12 credits

### Year 1 - Spring Semester

Mid-Semester review (open house format)

Graduate Examination (GE)

Positive Review:

- Transfer of Credits from Post BA/BFA work
- Form I (Pre-Candidacy) to Graduate Division

Negative Review:

- Retake GE no later than week sixteen of same semester
- Failure of GE on second attempts results in dismissal from the MFA program

Formation of Thesis Committee

Establishment of Thesis Topic

Submission of Form II (Advancement to Candidacy) to Graduate Division

Advising for Fall Semester

Required Coursework:

6 credits / ART 611, Graduate Studio Seminar in Art I

3 credits / ART 621, Materials in Contemporary Art

3 credits / Elective or Art History

Total 12 credits

## Second Year

### Year 2 - Fall Semester

Mid-Semester Review (open house format)

Advising for Spring Semester

Preliminary Thesis work (optional)\*

Required Coursework:

6 credits / ART 611 Graduate Studio Seminar in Art I

6 credits / Electives

up to 6 credits / ART 700 (optional)\*

Total 12 - 18 credits

### Year 2 - Spring Semester

Proposal of Thesis Exhibition including literature review (coincides with Mid-Semester Review schedule)

Positive Review:

- Execution of Thesis Exhibition scheduled for 6th semester

Negative Review:

- Failure to make adequate progress. At the discretion of Thesis Committee, a second Proposal of Thesis Exhibition may be scheduled for no sooner than the Spring Mid-Semester Review of the following year.
- Failure to make progress at second review = failure to make adequate progress and potential dismissal from MFA program

Advising for Fall Semester  
Preliminary Thesis work (optional)\*

Required coursework:  
6 credits / ART 611 Graduate Studio Seminar in Art I  
6 credits / Electives  
up to 6 credits / ART 700 (optional)\*  
Total 12 - 18 credits

### Third Year

#### Year 3 - Fall Semester

Meetings with Thesis Committee  
Thesis Exhibition and Thesis Paper development  
MFA Exhibition Design Proposal Form submitted to Thesis Committee and Gallery  
Positive Review  
-Student is approved to exhibit in MFA Thesis Show

Negative Review:  
- Failure to make adequate progress and potential dismissal from MFA program

Advising for Spring Semester

Suggested Coursework:  
6 credits / 700 V (Thesis) - 12 total credits of ART 700 required

#### Year 3 - Spring Semester

File "Intent to Graduate" form with Graduate Division (for deadline check [Academic Calendar](#))  
Meetings with Thesis Committee  
Thesis Exhibition and Paper completed simultaneously  
Public Defense of Thesis Exhibition and Paper prior to close of Thesis Exhibition

Positive Review:  
- Form III to Graduate Division

Negative Review:  
- Remount Thesis Exhibition and Defense  
- Failure to pass second attempt = dismissal from MFA Program

Thesis Paper with Form IV submitted to Graduate Division (for deadline check [Academic Calendar](#))  
Graduation (May)

## Submission of Exit Portfolio to Graduate Chair

### Suggested Coursework:

6 credits / 700 V (Thesis) - 12 total credits of ART 700 required

\* Note: Some students may elect to enroll in ART700 during their second year in advance preparation of the Thesis Exhibition. Consult the Graduate Chair <[gradart@hawaii.edu](mailto:gradart@hawaii.edu)> for additional information.

## XI. Summary of Graduate Procedures

(All required forms downloadable from Graduate Division)

### Initial Advising

Required form: Preliminary Conference Form (intra-departmental)

Upon entry into the program, each graduate student is assigned a Faculty Adviser and a Core Review Committee (CRC) comprised of the Faculty Adviser and two additional faculty from the ART. The Faculty Adviser will meet with the student, prior to classes and the Preliminary Advising Conference, to determine a course of study for the first semester and recommended coursework. Deficiencies, if they exist, are identified, as are the additional courses requirements to remedy any deficiencies. Such coursework must be completed before being granted Admission to Candidacy, and is above and beyond the 60 credits required for the MFA.

The Faculty Adviser, in consultation with the student, will also identify possible credits to be transferred from post BA or BFA work (see Transfer of Credits under Section VI above). These credits are identified at this time but are not formally transferred until after the student has passed the Graduate Evaluation (GE) and been admitted to Candidacy for the MFA degree.

### Preliminary Advising Conference

The Preliminary Conference is held within or prior to the first week of the first semester of matriculation. Here, the student meets with the Graduate Chair and another member of the Studio Art Graduate Faculty. Students are given an introduction to the MFA program, expectations, and procedures and a review of the Preliminary Conference Form. This is also an opportunity for the student to ask questions.

### Core Review Committee

Prior to matriculation, each student is assigned a Core Review Committee (CRC) comprised of the Faculty Adviser and two additional ART graduate faculty members. The Graduate Chair is responsible for constituting the CRC from the list of faculty who have expressed, at the time of application review, a particular interest in working with the student.

The initial meeting with the CRC is scheduled on the second Friday of the first term. This 1-hour meeting is an opportunity for the student to share her/his work with the CRC as well as for each of the members of the CRC to briefly describe the locus of her/his expertise relative to the student's interests. The CRC will also meet with the graduate student at the Mid-Semester Review period (see Section XIII) and will serve as the evaluating body for the student's Graduate Exam.

### Graduate Examination / Pre-Candidacy

Required Forms: Graduate Examination Results Form (intradepartmental); Form I: Master's Plan A - Pre-Candidacy Progress (form)

Graduate Examination (GE). (see Section XIV) A majority of the CRC must approve of the GE in order for the student to pass. The student's Faculty Adviser is responsible for documenting GE result/s and obtaining CRC signatures on the Graduate Examination Results forms and submitting them to the Graduate Chair.

Petition to Transfer Credits.

Form I: Master's Plan A - Pre-Candidacy Progress (form)

Upon successful completion of the GE and in conference with the Faculty Adviser and Graduate Chair, a student may petition to transfer post baccalaureate credits into the MFA. The Faculty Adviser is responsible for initiating completion of "Form I: Master's Plan A - Pre-Candidacy Progress" via Kualii (<https://manoa.hawaii.edu/graduate/forms/>). A petition to transfer credits may be attached and should be approved by both the Faculty Adviser and Graduate Chair. Graduate Division makes the final determination on what credits are deemed transferable.

Selection of Thesis Committee / Admission to Candidacy

Required Form: Form II: Advancement to Candidacy (Graduate Division form)

Admission to Candidacy is granted when all deficiencies are fulfilled and the Graduate Evaluation (GE) is passed and the student has constituted a Thesis Committee and established a Thesis Topic. Following successful completion of the GE, the student constitutes his/her Thesis Committee. The Thesis Committee will work closely with the student through completion of the Thesis and granting of the MFA degree. The selection of the Thesis Committee must be finalized prior to the beginning of the third semester. The student invites a faculty member to be her/his Thesis Committee Chair. The Thesis Chair must be within the studio Graduate Faculty of ART. In consultation with the Thesis Chair, the student invites 2 additional ART Graduate Faculty members to serve on the Thesis Committee. A 4<sup>th</sup> member, who may be a UHM Graduate Faculty from another department, may be added if there is a specific rationale to warrant the addition. The student must ultimately petition the Graduate Committee to add a 4<sup>th</sup> member. Students are encouraged to select a Thesis Committee in which the relative strengths of the faculty include studio as well as scholarly expertise. Students entering Thesis should familiarize themselves with the procedures and guidelines from this webpage (<http://manoa.hawaii.edu/graduate/content/select-committee-member>).

The full Thesis Committee should have a formal meeting with the student to establish and discuss the thesis topic prior to submitting Form II. It is the Thesis Chair's responsibility to initiate Form II via Kualii (<https://manoa.hawaii.edu/graduate/forms/>), for submission to the Graduate Division for approval.

Mid Semester Reviews

For each of the first 4 semesters, students are required to participate in Mid Semester Reviews (see Section XIII).

Proposal of Thesis Exhibition

Required Forms: Evaluation of Proposal of Thesis Exhibition (intradepartmental).

At the 4th Mid-Semester Review, the student is expected to present a formal Thesis Proposal to his/her Thesis Committee (see Section XV). The Evaluation of Thesis Exhibition form must be approved by all Thesis Committee members. Should a student not successfully complete the Thesis Exhibition Proposal, the student would not be able to re-present the Proposal for the Thesis Exhibition until the following year at the time of the Spring Mid-Semester review.

Thesis and Defense

(For policies pertaining to the Thesis and Defense, refer to Section XVI.)

The Thesis is comprised of the Thesis Exhibition and the Thesis Paper, visual and written, to be completed simultaneously.

The Thesis Exhibition typically occurs in the Art Gallery at the University of Hawaii at Manoa in early March. The Gallery Director sets the exhibition calendar. On or before December 5, the Graduate Chair and Gallery Director will meet to assign Thesis Defense dates and times during the exhibition (defenses will occur on Fridays). To be able to exhibit, students must successfully complete the MFA Exhibition Design Proposal and MFA Exhibition Plan by the appropriate deadlines.

**Note: Due to COVID-19, the 2022 Thesis Exhibitions will be held in the Commons Gallery in the 2022 Spring semester.**

#### MFA Exhibition Design Proposal

Required forms: MFA Exhibition Design Proposal Form (submitted by candidate and signed by Gallery and the student's Thesis Committee)

The MFA student must produce the following: a written description with diagram as well as a 3D model of the proposed exhibition. Students shall have the proposed exhibition first vetted by gallery staff and then approved by a majority of the student's thesis committee. Should there be any revisions that would necessitate changes in the gallery layout, the student would need to repeat this process. Students shall obtain signatures from both the Gallery and the student's thesis committee prior to November 1. Should the student not obtain signatures by this deadline, the student may be deemed as failing to make adequate progress and potentially be dismissed from the MFA program.

#### Thesis Defense

Required forms: Form III - Master's Plan A Thesis Evaluation (Graduate Division form)

The Thesis Committee is the controlling committee determining whether a student successfully passes the Defense of the Thesis Paper and Exhibition. "Form III - Master's Plan A Thesis Evaluation" confirms the approval or disapproval of the student's Thesis, both the Thesis Exhibition and Paper, and the student's ability to defend each. A majority, including the Thesis Chair, must approve in order for the Thesis Defense to be deemed passing. Form III should be submitted to Graduate Division via [Kuali https://manoa.hawaii.edu/graduate/forms/](https://manoa.hawaii.edu/graduate/forms/). Immediately upon completion of the Thesis Defense and no later than 3 weeks prior to Graduate Division's Thesis due date.

#### Final Thesis Paper Submission

Required forms: Form IV - Master's Plan A Thesis Submission (Graduate Division form)

"Form IV - Master's Plan A Thesis Submission" must be completed once the Thesis is approved in its entirety by the Thesis Chair and a majority of the Thesis Committee. The student submits Form IV via [Kuali https://manoa.hawaii.edu/graduate/forms/](https://manoa.hawaii.edu/graduate/forms/), and submits the Written Thesis via ProQuest ETD (<https://www.etdadmin.com/>) to Graduate Division (<http://manoa.hawaii.edu/graduate>). ProQuest ETD is the service that UHM Graduate Division uses for the electronic submission of all theses, doctoral papers and dissertations. Submission deadlines are found in the UHM Academic Calendar at <http://manoa.hawaii.edu/records/calendar>

#### Exit Portfolio

All graduating MFA students are required to submit an Exit Portfolio (see Section XVI for portfolio requirements).

#### XII. Academic Advising

Advising is mandatory each semester. Each graduate student must make an appointment with his/her Faculty Adviser to review the planned course of study (April for Fall semester and November for Spring semester). There is a significant amount of freedom in selecting courses that support individualized academic interests, especially in the "Elective" category. It is the graduate student's responsibility to research the courses they want to enroll in and to gain the necessary prerequisites.

Graduate students have access to their files and should check them regularly to ensure accuracy and currency. Graduate students are expected to be familiar with the content of their files.

Questions or problems in regard to course requirements for the MFA should be discussed first with the student's Faculty Adviser or Area Chair, then with the Graduate Chair, and finally, if necessary, the Chair of the Department of Art and Art History may be consulted. Further assistance or information can be obtained from Graduate Division.

#### ART 699 - Directed Work

Graduate Division limits the number of combined credits of 699/700 to 12 credits. However, in rare cases, graduate students may petition for permission to receive credits for ART 699 in addition to the 12 required credits of ART 700 (Thesis) in order to pursue specialized directed independent creative or scholarly research. ART 699 courses are intended for individualized projects and/or advanced tutorial covering content not available in regular courses. ART 699 must be supervised by a Graduate Faculty member and approved by the Graduate Chair, the Graduate Committee and the Graduate Division prior to enrolling. Interested students must present a written proposal of the specific project, calendar, as well as its means of evaluation, to the Graduate Chair. The student must also submit a typewritten justification to the Graduate Committee stating why the proposed ART 699 is essential to her/his program of study. Should the Graduate Committee approve, the Graduate Chair, on behalf of the student, will submit a request for exception to the 12-credit rule to Graduate Division.

#### Student Requests for Changes in Thesis and Core Review Committees

Students are encouraged to discuss the rationale for requesting a change in Core or Thesis Committees with all members of that committee. Requests for change must be submitted in writing by the student to the Graduate Chair. The Graduate Chair shall inform the faculty member/s involved that a request has been made and provide an opportunity for response. The Graduate Committee shall approve or deny the request.

#### XIII. MFA Mid Semester Reviews

The Mid Semester Review is scheduled each semester (October, for Fall; March, for Spring) and has two primary objectives: first, to provide students with greater opportunities to develop their critical and communication skills by discussing their work with the faculty; and second, to introduce a greater number of faculty to the monitoring and evaluation of MFA students.

One week in advance of the review, each student is required to distribute, via faculty mailboxes, a typewritten artist statement on the current direction of her or his work to all faculty assigned to participate in the review.

Participating faculty will evaluate each student's progress by considering the following questions:

- A. Whether the student is able to verbally articulate his/her ideas about the work
- B. The student's technical competence
- C. Whether the student is able to relate his/her own ideas to larger a historical and critical context

D. Whether the student is pursuing significant aesthetic, conceptual or historical issues

E. Whether there is a coherent direction in the student's work which can be pursued

F. Based on what the student has produced in the last three months, whether the overall productivity of the student is satisfactory

#### Mid Semester Review Formats:

First, Second and Third Semester-reviews are conducted according to the open house model. Students present their current work in an open studio. CRC (first year students) or Thesis Committee (second year students) members and faculty from across all areas are assigned rotationally to visit open studios throughout the day.

Fourth Semester - The student presents his/her Proposal for the Thesis Exhibition (see Section XV).

#### XIV. Graduate Evaluation (GE)

The GE is held by the twelfth week of the second semester of each graduate student's academic career. The GE enables the Graduate Faculty to determine whether the student has established the foundations ultimately necessary for independent thesis studio work: an articulated research focus, technical and conceptual fluency, and the ability to engage in critical dialogue concerning the student's own art practice.

The GE assessment criteria consists of three components; GE performance is a comprehensive evaluation of all three components:

A. Presentation of a body of studio work that demonstrates the current direction of the student's research.

B. Submission of a 5 to 7 page typewritten, double-spaced 12-point font essay on the work to be reviewed. Paper length refers to the main text, not bibliography/images. The paper should address the focus of inquiry with a clear thesis statement, highlight the questions that the student is investigating through their practice, situate these questions within a broader context, as well as articulate the future direction of the work.

C. A defense during which the student orally presents and defends their studio work and their essay and articulates the current and future direction of their research.

#### GE Guidelines and Regulations

The GE is conducted by the student's CRC. The CRC Chair serves as the primary resource for assistance with the GE. It is recommended that the CRC Chair share one draft of the GE paper with the CRC Committee members and organize feedback to the student prior to submission of a final draft. Copies of the completed essay should be distributed to the CRC by the Graduate Chair a minimum of one week prior to the scheduled defense.

At the defense the candidate will deliver a 20-minute presentation, followed by a discussion with their CRC, after which the CRC decides by majority vote whether the student successfully passes into candidacy.

A student who fails the GE is given one additional opportunity to re-submit a paper, represent her/his work

and defense. This must occur no later than week sixteen of the same semester. Failure to pass the second GE will result in dismissal from the graduate program and Graduate Division according to Graduate Division regulations.

A student must not be on Academic Probation (AP) the semester she/he is scheduled to take the GE. If a student is on probation, the GE will be postponed until the end of the following semester when the AP must be removed, or according to Graduate Division policy, the student will be dismissed from both ART and the UH Manoa graduate programs.

Students scheduled to complete the GE who elect to take an approved academic Leave of Absence must complete the GE in the semester immediately following Leave. (see also section on Leaves of Absence i.e. Graduate Studio Space.)

Failure to turn in in the written portion, present studio work or attend the defense will constitute failure. GE extensions will be considered only in the event of a documented emergency or medical condition. A written request for an extension must be submitted to the Graduate Chair prior to the printed deadline.

#### XV. Proposal for the Thesis Exhibition

Each student is expected present a formal Proposal for the Thesis Exhibition to the Thesis Committee during a 1.5-hour meeting scheduled with the student's Thesis Committee at the time of the 4th Semester Mid-Semester Review. At this meeting, the student will:

- A. Offer a formal presentation that articulates the thesis exhibition topic and strategy of investigation; a thorough review of artists and literature relevant to their thesis; and a discussion of relevant work executed in the MFA program leading to the proposed thesis work.
- B. Provide a written proposal (title and 400-500 words) that articulates the thesis exhibition topic and strategy of investigation; and a thorough written outline of the proposed Thesis Paper with working bibliography.

The Thesis Committee is the controlling committee that decides whether the student is allowed to progress toward the Thesis Exhibition in the following 2 semesters. Should a student not successfully complete the Proposal for Thesis Exhibition, the student would not be able to re-present the Proposal for the Thesis Exhibition until Mid-Semester Reviews in the Spring semester of the following year. Failure to successfully present the Proposal for Thesis Exhibition may be deemed failure to make adequate progress and potentially result in dismissal from MFA program. It is up to the discretion of the Thesis Committee to determine whether the student shall be allowed a second attempt.

#### XVI. Policies Pertaining to Thesis

##### Thesis

A thesis investigates a specific idea, theory, or set of questions. Graduate-level thesis work should create new knowledge or understanding as well as demonstrate the student's mastery in a given area, marking her/his transition from apprentice to peer.

The MFA Thesis consists of a Thesis Exhibition, Thesis Paper and Oral Defense to demonstrate mastery over the area of her/his thesis topic.

- A. The Thesis Exhibition is the presentation of the thesis manifested in visual and physical form.

B. The Thesis Paper discusses the formal, technical and conceptual concerns of the Thesis Exhibition as well as locates the work within the field of contemporary art practice. The suggested length for the Thesis Paper is 15-20 double-spaced 12-point pages, exclusive of bibliography and images. The Thesis Paper shall be submitted, needing only minor modifications and additions (such as exhibition images), 2 weeks prior to the opening of the Thesis Exhibition. The final Thesis Paper (submitted after the Defense) must be accompanied by images documenting the Thesis Exhibition, including installation views, as well as reflection on significant issues raised during the Thesis Defense. The Written Thesis will be made available to the public online through ScholarSpace. ScholarSpace is the institutional repository for the University of Hawai'i at Mānoa and is maintained by Hamilton Library.

In the rare case that the Thesis is not completed by the end of the sixth semester of matriculation, the student is responsible for taking 1 credit of ART 700F (Thesis) during a following semester in which he/she intends to graduate. Extending beyond six semesters of matriculation may be deemed failure to make adequate progress and result in dismissal from the MFA program.

#### Thesis Defense

The Thesis Defense is 1.5 hour in length and occurs within the gallery during the Thesis Exhibition. The date of the Thesis Defense will be established by the Graduate Chair and Gallery Director by December 5. The Graduate Chair will make a public announcement, at minimum to the department. The Defense is open to the public and the Thesis Chair is responsible for managing its proceedings. The Defense begins with a 15-minute oral presentation by the student providing an overview of the thesis and her/his reflection on its outcome. The Thesis Committee will pose questions to the student to assess the student's mastery over the area of her/his thesis. Time allowing, the Thesis Chair may invite the public attending to ask questions and comment at the end of the Defense.

The Thesis Committee is the controlling committee determining whether a student successfully passes the Defense of the Thesis Paper and Exhibition. A majority, including the Thesis Chair, must approve the student's performance on the Defense in order for the Thesis Defense to be deemed passing.

According to Graduate Division policy, "A student failing the final defense for the first time may repeat it only with approval from both the graduate program and Graduate Division. A student failing for the second time is dismissed from both the graduate program and Graduate Division." An MFA student failing the MFA Defense may be asked to remount the Thesis Exhibition.

#### Thesis Submission

See Graduate Division for submission guidelines.

No Thesis Paper submissions will be accepted during Summer session.

#### XVII. Exit Portfolio

All graduating MFA students are required submit a digital Exit Portfolio to the Graduate Chair including:

- Full CV
- General Artist Statement
- Thesis Paper with Images
- Thesis Exhibition Statement
- A single pdf including up to 10 images of the Thesis Exhibition AND 20 images of recent work not from the Thesis. Number and identify each artwork by title, date, medium, size, and other appropriate information. Identifying information can be included on each image page or included at the end as a separate inventory page with numbers corresponding to images.

All text files (including Thesis Paper) should be formatted as PDFs. Digital Images should be formatted as

JPEG files no smaller than 1920 pixels on the longer side, and no larger than 3 MB and then saved as a single PDF. Time- or Web-Based Work, Video, Sound, and Animation should be submitted as Mac OS X compatible .mov, .mp3, .mp4 formats. Consult the Graduate Chair for size limitations for these formats as well as submission guidelines. The Exit Portfolio shall be submitted prior to the end of the student's final semester.

#### XVIII. Faculty Bios and Contact Info

Bios for all Graduate Faculty are located on the department website ([http://hawaii.edu/art/degree\\_programs/graduate\\_faculty.html](http://hawaii.edu/art/degree_programs/graduate_faculty.html)).

#### XIX. Graduate Studio Policies

**Note: Access to facilities may be impacted due to COVID-19. Our Facilities Manager will advise students of additional policies in place due to COVID-19.**

##### A. PURPOSE

To implement policies on the use of Department of Art and Art History (ART) maintained facilities: and to establish practices and procedures for the use of graduate studio spaces.

##### B. OBJECTIVE

To regulate tenancy of graduate studios in ART facilities at the University of Hawai'i at Manoa to ensure compliance with all Department and University Policies and Procedures.

##### C. APPLICABILITY / RESPONSIBILITY

The established practices and procedures shall apply to all Masters of Fine Arts (MFA) students in ART.

##### D. DEFINITIONS

"BUILDING" means Art Building.

"DEPARTMENT" means Department of Art and Art History (ART).

"FACILITIES" means all rooms and grounds under the care of ART

"UNIVERSITY" and "CAMPUS" mean the University of Hawai'i at Manoa.

##### E. USER CATEGORY

Studios are assigned to classified graduate students actively enrolled in the Department of Art and Art History and in good standing with a minimum of eight (8) credits in the MFA degree program. Studios are assigned by the Department Chair and/or Department Facilities Manager in consultation with the Graduate Chair and the student's Faculty Adviser.

##### F. RULES, REGULATIONS AND RESPONSIBILITIES

Nothing in this policy shall be interpreted to limit the authority of the University or Department to restrict the use of the facility, the period of use, or the type of use in the facility. The omission of any rules, practices or procedures from this document does not mean they do not apply. Rules, practices and procedures in the University Catalog, Student Handbook, University Administrative Policies and all other official publications and documents shall apply whenever pertinent.

The Department Chair, under the recommendation from the Area Chair, Graduate Chair and Facilities Manager, may grant exceptions to established procedures and practices when the good of the University and Department would be served by exception.

Studios may be occupied for a maximum of six (6) semesters. A petition of extension beyond the six-semester limit must be approved first by the student's Faculty Adviser and then by the Graduate Committee of the Department. This petition must be submitted to the Graduate Committee at least thirty (30) days prior to the scheduled termination of occupancy (see below for schedule dates). In the case of a Leave of Absence the student must vacate the studio space if not enrolled for a semester or longer in accordance with the termination schedule at the end of this document.

The University and Department are not responsible for the loss, damage or theft of items left in or around the studio. It is understood that UH and Department representatives, such as the Building Facilities Manager, Area Chair, Department Head, Dean and/or an official from the Environmental Health and Safety Office or Facilities Management Office may at any time inspect the studio. In the event that unsafe conditions are found to exist, use of the studio shall immediately cease and not be resumed until the condition is remedied. Certain safety issues may require that the use of all studios in a group studio may be suspended until conditions are remedied.

The student will be issued one (1) key for the studio by the Department Facilities Manager. A fine of \$25 will be assessed for the replacement of each lost key as well as a \$100 charge for the cost of re-keying each door. All keys must be returned directly to the Department of Art and Art History at the termination of studio assignment. Failure to do so will result in a freeze on all University records and possible fines. Keys are not to be passed on to anyone and MUST be returned directly to the Department upon termination.

The studio shall be used for educational purposes; it is for the production of artwork only. No student shall use the space for living quarters or for any purpose other than artistic production associated with the graduate program.

The studio will be maintained in a clean and orderly condition, consistent with its proper use. All original equipment and furnishings in the studio at the time of initial occupation must be listed and accounted for on the Graduate Studio Condition Report. Equipment and furnishings shall not be removed without prior approval. All equipment and furnishings must be present and in working condition, notwithstanding reasonable wear and tear, at the time of termination of occupancy.

All paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate for their use. Whenever possible, non-toxic materials should be used. The student is advised to obtain the Material Safety Data Sheet (MSDS) for any materials used. The student also is advised to obtain and use personal protective equipment (goggles, gloves, respirators, etc.) when using toxic materials or as the MSDS advises. **NO TOXIC CHEMICALS CAN EVER BE RINSED DOWN THE SINK.**

Cooking and the consumption of alcohol are not permitted in studios.

The use of recreational and/or illegal drugs is strictly prohibited.

Effective August 17, 2015 UH is a smoke-free campus (<http://manoa.hawaii.edu/smokefree>).

All stairwells, corridors and common areas must be kept open and free from obstructions to meet safety regulations. All student belongings and materials MUST be stored in the studio. Anything

placed outside the studio in public areas must be removed by the student or will be destroyed. Pre-existing furniture found to be broken or hazardous may be replaced with the approval and assistance of the Facilities Manager.

Students shall be responsible for the conduct of their guests.

At the conclusion of the term of use of the studio, it shall be left clean and in good condition.

Abuse of studio policies may result in immediate termination of occupancy.

#### G. ALTERATIONS & ADDITIONS

No structural alterations or additions to the studio are allowed unless approved by the student's Faculty Adviser, Department Facilities Manager and Department Chair. Windows may not be removed or blocked except by appropriate blinds or shades. Defacement of public spaces (graffiti) is subject to disciplinary action. Any alterations or additions in the studio and on the studio door made without prior approval must be immediately corrected by the student. Failure to comply will result in the termination of occupancy.

#### H. VIOLATIONS

The violation of any University or Department rules and policies, any of the practices and procedures contained herein, or the terms of any executed agreement shall be grounds to terminate or deny the right of a graduate student to retain a studio on the Department premises. In the event that a violation occurs, every effort shall be made to settle the question in consultation with the graduate student before any action is taken.

#### I. CHANGE OF STUDIO ASSIGNMENT

Moving from one studio to another must be authorized by the Department Chair / Department Facilities Manager in consultation with the Graduate Chair and the student's Area Chair. The schedule for any change will be established by the Faculty Adviser.

#### J. TERMINATION OF STUDIO ASSIGNMENT

Students must vacate their studio space by May 31 following the Thesis Exhibition. The student must schedule a date and time with the Facilities Manager to return all keys and check out of the studio space. A condition report will be done at the time of check-out. The occupant is responsible for all repairs and expenses to return the studio to its original condition.

#### K. EXTENSION OF STUDIO ASSIGNMENT

The student must request a studio occupancy extension via written petition to their Faculty Adviser thirty (30) days in advance of the vacancy deadline if they want to retain the studio space beyond the sixth semester. The request will be reviewed by the Graduate Committee and a decision will be made. Among other factors, retention will be based on studio availability for the following semester.

#### L. IMPORTANT NUMBERS

Department of Art & Art History Office / Department Chair: 808-956-8251  
Art Building Facilities Manager: 808-956-5270  
Environment Health & Safety Office (EHSO): 808-956-8660

## XX. Student Conduct and Conflict Resolution

The University has established both a Student Conduct Code for determining violations of academic conduct by students and an Academic Grievance Procedure for adjudicating alleged violations of recognized graduate student rights and responsibilities. The first venue to resolve such conflicts informally or formally rests within the academic unit. Because the Faculty Adviser/graduate student relationship is deemed so important, special attention should be given to the resolution of conflicts between a graduate student and her/his Faculty Adviser.

UH Manoa Student Conduct Code ([http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code))

Graduate Student Academic Grievance Procedures (<http://manoa.hawaii.edu/graduate/content/conduct-code>)

## XXI. Academic Honesty

The following is quoted directly from the Manoa Student Conduct Code:

Acts of dishonesty, including but not limited to the following:

- A. Cheating, plagiarism, or other forms of academic dishonesty.
- B. Furnishing false information to any UH official, faculty member, or office.
- C. Forgery, alteration, or misuse of any UH document, record, or form of identification.

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

## XXII. Graduate Arts Council

The Graduate Arts Council (GAC) is the department recognized voting body of ART graduate students governed as a University Recognized Organization (URO) to decide graduate student matters within the department. One elected Graduate Art Council (GAC) officer will represent the ART graduate students on the Graduate Committee and faculty meetings. The GAC representative is a full voting member of the Graduate Committee (on general policy recommendations but not individual student petitions) and an attendee of faculty meetings. In all cases the GAC member will act as a contributing member and active liaison with the GAC and is to report back to graduate students on important developments.

GAC officers are elected in April of Spring Semester for the upcoming academic year by the ART graduate students. The new officers are responsible for assuming control of the GAC in all matters prior to the completion of fall semester. The GAC also has representation on the Graduate Student Organization (GSO) which is the campus wide organization that represents all graduate programs and students.

## XXIII. Graduate Chair Job Description

The Chair of the Graduate Program in ART is appointed by the Dean of Graduate Division upon the recommendation of the Department Chair.

It is the responsibility of the Graduate Chair to administer the Graduate Program and to keep the ART Graduate Faculty and the graduate students informed about matters of concern. The Chair serves as the liaison between the ART graduate students, the ART Graduate Faculty and Graduate Division in matters of policy, program effectiveness and general graduate student affairs. Most correspondence to Graduate Division is countersigned by the Graduate Chair.

Specific responsibilities defined by Graduate Division include:

- A. Updating and maintaining list of graduate program graduate faculty,
- B. Responding to routine requests for program information and applications
- C. Maintaining files for each graduate student
- D. Scheduling preliminary advising, qualifying examinations (written and oral), and other advising conferences with students
- E. Serving as liaison between the department, the Graduate Division, UHM, and any other such agencies with which the graduate program comes in contact
- F. Serving on the Graduate Assembly
- G. Scheduling and conducting graduate faculty meetings
- H. Publicizing the availability of achievement scholarships and nominating students for such awards
- I. Administering the admission of applicants to the program
- J. Reviewing and signing all official forms and memos required by the Graduate Division, and certifying final degree checks.

Specific responsibilities defined within ART include:

- K. Review the files of new applicants prior to screening by Area Chairs
- L. Recommend changes in the curriculum and/or changes in degree requirements
- M. Schedule Preliminary Conferences, Graduate Examinations (GEs) and Mid-Semester Reviews
- N. Chair the Graduate Committee
- O. Make graduate studio assignments in consultation with the Facilities Manager and Department Chair