

**EAST CAROLINA UNIVERSITY**  
**School of Art and Design**  
**Graduate Manual**  
**2008-2009**

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**SCHOOL OF ART and DESIGN  
GRADUATE STUDENT  
POLICY AND PROCEDURE MANUAL**

This Policy and Procedure Manual was adopted January 1996, and was updated August 14, 2008. It is subordinate to East Carolina University Policy, which is subject to change.

Students should carefully review the current Graduate Catalog and its Supplement available at <http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>

## School of Art and Design Manual

### INTRODUCTION

We are pleased to provide the School of Art and Design (SOAD) Graduate Manual for your use. This handbook should be used in conjunction with the current Graduate Catalog, which is available, online at: <http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm> as well as the catalog current with the year you entered the graduate program.

The Graduate Manual will help to specify requirements, program, and procedures that you will need to understand as you embark upon your graduate degree program. As a graduate student, it is your responsibility to read and know the information in both the Graduate Catalog and the handbook. Given that questions will certainly arise, know that you can consult either your area coordinator or the Director of Graduate Studies for answers.

There are numerous forms in this Manual that will be necessary for you to fill out during your graduate studies. Because you will need multiple copies of some of these forms, it is recommended that you make and keep copies of your original forms, keeping the originals intact.

We are happy that you chose the East Carolina University School of Art and Design to pursue your graduate degree.

Scott Eagle  
Director  
Graduate Studies Program

## School of Art and Design Planning Calendar

2008-2009

(Note: Times/ Dates are subject to change)

### FALL SEMESTER 2008

#### August

- 12** Fall semester fees accepted with late processing fee.
- 13** Schedules canceled for all who have not paid fees by 4:00 p.m.
- 16** New student orientation with the graduate school; 9:00am – 12Noon  
<http://www.ecu.edu/cs-acad/gradschool/orientation.cfm>
- 18** 9:00 - ECU Convocation
- 18** 11:00 - ECU College of Fine Arts and Communications Convocation
- 18** School of Art and Design faculty meetings.
- 19** 11:00 in room 1327 Jenkins- Graduate Student Residency for in state tuition purposes Orientation meeting. <http://www.ecu.edu/cs-acad/gradschool/residency.cfm>
- 19** 11:30 in Room 1326 Jenkins- Graduate Student Orientation Luncheon.  
Advising, registration, and schedule adjustments will follow.
- 20** Classes begin; late registration; schedule changes.
- 26** Last day for late registration/ schedule changes (drop and add) by 5:00 p.m.
- 27** Last day for schedule changes (add only) by 5:00 p.m.

#### September

- 1** Labor Day holiday (no classes).
- 3** Last day to apply for graduation in December.
- 8-12** Graduate Assistant Supervisors update Job Book Spring (Spring 2009.)
- 15-19** Graduate students apply for GA positions for Spring 2009.
- 22-26** Graduate Assistant Supervisors to review GA applicants and list priorities for the Spring 2009 semester.
- 24** 1 of 2 Graduate teaching Assistant evaluations distributed, to be completed by GA Supervisor from school

#### October

- 6** 1st Graduate Teaching Assistant evaluations returned to Linda Nelson
- 11-14** Fall Break.

**15 Deadline for Graduate Program Applications for Spring 2009 admission**

**TBA** Graduate Committee review/ award assistantships for the spring semester.

**20** Last day to submit Graduate Summary to Registrar's Office for students graduating in December 2007

**22-24** New applicants reviewed for admission.

**29** Graduate Program Applications for Fall/Summer admission Accept/Reject letters sent out. Slide portfolios returned.

**29** Graduate assistant Contracts complete and distributed (Spring 2009.)

**20- 24** Advising for spring semester 2008. All graduate students should see their respective Area Coordinators prior to meeting with Graduate Director.

**Registration forms should be completed with Advisors signature.**

Bring **INFORMATION REQUEST/ RECENT EXHIBITIONS, AWARDS and HONORS** form and/or email the graduate coordinator the information.

**27** Registration for spring semester 2009 begins.

**November**

**7** Provide list of students with assistantships to faculty.

**17** 2nd Graduate Teaching Assistant evaluations distributed, to be completed by GA Supervisor.

**21** Last day for graduate students to drop courses without grades.

**24** Last day to submit thesis to the Graduate School for completion of degree in this term.

**26-30** Thanksgiving break.

**December**

**1** Completed TA and GA evaluations due to Linda Nelson.

**3** Classes end.

**3** Last day for submission of grade replacement requests.

**3** Last day for graduate students to remove incompletes given during fall 2007.

**Graduate students with incompletes over 1 year are not eligible for assistantships.**

**3** Last day to complete all degree requirements, including thesis submissions to the library, remediation of "Incompletes" etc, in order to graduate in December. Those not complete will roll to the spring graduation.

**4** Reading Day.

**5** Final examinations begin.

- 12 Exams for fall semester close; last day to submit appeals for readmission for Spring 2009 semester.
- 13 University Commencement.

### **SPRING SEMESTER 2009**

#### **January**

- 5 Spring semester fees accepted with late processing fee.
- 6 Class schedules canceled for all who have not paid fees by 4:00 p.m.
- 8 Advising and schedule adjustments.
- 9 Classes begin; late registration; schedule changes.
- 15 Last day for late registration/ schedule changes (drop and add) by 5:00 p.m.  
Distribute thesis procedures and schedule graduation appointments with graduating graduate students.
- 16- 23 Graduate Assistant Supervisors update Job Book (Summer/ Fall 2009)
- 19 State Holiday (no classes).
- 23 Last day to apply for graduation in May.
- 26-30 Graduate students apply for GA positions (Fall 2009)

#### **February**

- 2 1st Graduate Teaching Assistant Evaluation distributed
- 15 **Deadline for Graduate Program Applications for Fall 2009 admission**
- TBA Graduate Assistant Supervisors to review applicants and list priorities for GA Assistantships (Summer/ Fall 2009)
- 20 1st Graduate Teaching Assistant evaluation returned to Linda Nelson.
- 16-20 New applicants reviewed for admission.
- TBA Out-of-State Tuition Remission awards announced.  
Graduate Committee to Assign Assistantships (Summer/ Fall 2009)  
Graduate Assistant Contracts completed/distributed (Summer/ Fall 2009)

#### **March**

- 2 (or earlier) Graduate Program Applications for Fall/Summer admission Accept/Reject letters sent out. Slide portfolios returned.
- 8-15 Spring Break.
- 16-20 Advising for Summer/ Fall 2009. All graduate students should see their respective Area Coordinators prior to meeting with Graduate Director.

**Registration forms should be completed with Advisors signature.**

Bring **INFORMATION REQUEST/ RECENT EXHIBITIONS, AWARDS and HONORS** form and/or email the graduate coordinator the information.

**23** Registration for summer session and fall semester 2008 begins.

## **April**

**TBA** Art Awareness Day  
Scholars Recognition Day

**10-11** State Holiday (no classes)

**16** Last day for graduate students to drop courses without grades.

**17** Last day to submit thesis to the Graduate School for completion of degree in this term.

2nd Graduate Teaching Assistant evaluation distributed to GA Supervisors.

**27** Classes end.

**27** Last day for submission of grade replacement requests.

**27** Last day for Graduate students to remove incompletes given during spring and/or summer session 2008. **Graduate students with incompletes over 1 year are not eligible for assistantships.**

**27** GA/TA Evaluations due to Linda Nelson.

**28-29** Reading Days.

**30** Final examinations begin.

## **May**

**7** Exams for spring semester close at 4:30 p.m.

**8** University Commencement.

**15** 1st Summer Session schedules canceled for all who have not paid fees by 4:00 p.m.

**16** New student registration and schedule changes.

**19** First Summer Session classes begin; late registration; schedule changes.

**19** Graduate Assistantship positions begin (Summer 2008).

**20** Last day for late registration/ schedule changes (drop and add) for first term by 5:00 p.m.

**21** Last day for schedule changes (add only) by 5:00 p.m.

**25** Memorial Day Break (no classes).

## **June**

- 17** Last day for graduate students to drop courses without grades by 5:00 p.m.
- 22** Second Summer Session schedules canceled for all who have not paid fees by 4:00 p.m.
- 23** Classes end. Last day to submit grade replacement requests.
- 24** Final examinations.
- 24** New student registration and schedule changes for Second Summer Session.
- 24** Graduate Assistantship positions begin (Summer 2008).
- 25** Second Summer Session classes begin; late registration; schedule changes
- 26** Last day for late registration/ schedule changes (drop and add) by 5:00 p.m.
- 29** Last day for schedule changes (add only) by 5:00 p.m.

## **July**

- 3** State Holiday (no classes)
- 20** Last day to submit thesis to Graduate School for completion of degree in summer session
- 24** Last day for graduate students to drop courses without grades by 5:00 p.m.
- 30** Classes end. Last day to submit grade replacement requests.
- 31** Final examinations; last day to submit appeals for readmission for fall semester

**SCHOOL of ART and DESIGN**  
**GENERAL INFORMATION**

## **OUT-OF-STATE TUITION REMISSION POLICY**

Graduate faculty from the major disciplines may recommend particular graduate applicants or graduate students for out-of-state tuition remissions. The School of Art and Design Graduate Committee will evaluate their credentials and award the tuition remissions granted to the SOAD according to the following policy:

The awarding of graduate out-of-state tuition remissions will be based on completed applications that meet the February 15 deadline, and have an MAT score of at least 500 or a combined GRE score of at least 1500, and a portfolio judged as superior by faculty reviewers. In the event that the number of qualified applicants exceeds the number of waivers allotted to the School of Art and Design applicants will be ranked in the order in which the applications are received.

Out-of-state tuition waivers shall be awarded initially for two consecutive semesters and may further be awarded on a semester basis not to exceed a total of four semesters for the MFA candidates, and two semesters for MAEd candidates. Criteria will be applied relative to the degree program and evaluated by the Graduate Committee based on the policy stated above.

A remission may be terminated, in writing, by the Director of Graduate Studies, on the recommendation of graduate faculty in the student's major discipline area. The recommendation will be evaluated by the School of Art and Design Graduate Committee and forwarded to the School of Art and Design Director for approval.

## GRADUATE STUDENT ADVISEMENT PROCEDURE

Each semester students should refer to the university calendar located in the front section of the Graduate Manual to determine the dates for advisement, pre-registration and registration.

Pre-registration and registration take place over a two-week period.

### PRE-REGISTRATION/ADVISEMENT WEEK

1. Determine your schedule, meet with your Area Coordinator. He or she will provide and fill out a Registration Schedule Form.
2. Email the Graduate Director to schedule an appointment. Bring to this appointment your completed, up-to-date **MFA/ MAED REQUIREMENTS IN ART** curriculum checklist (see **Forms** below) and your completed Registration Form signed by your area coordinator. Distance Education students will register through Banner or Continuing Education. Contact Linda Nelson [nelsonl@ecu.edu](mailto:nelsonl@ecu.edu) if there problems or questions about registering for classes.
3. You are also advised to bring the following documentation: a) Information Request Form  
b) Thesis Committee Form (signed by committee members) if applicable. (See below)

### ADVISEMENT PROCEDURES

The Director of Graduate Studies is the official advisor for all on-campus graduate students in the School of Art and Design. All documents, forms, correspondence, etc., relating to graduate studies and the advisement of graduate students require the signature of the graduate director. However, graduate students are to be advised by both the area coordinator and the graduate director. With regard to the discipline major course advisement during registration and pre-registration periods, the student must have, in addition to the graduate director, approval from the major discipline professor for major courses. His/her initials next to those major courses listed on the registration form signify approval from the professor. Official registration for major discipline courses will not occur without approval in the aforementioned manner. The area coordinator must sign and approve the registration form at the bottom.

**The area coordinator advises the graduate student on course sequence;** the graduate director is the advisor of the students overall program, policy and cumulative report.

## **GRADUATE STUDENT REGISTRATION INSTRUCTIONS**

### **How students access their Banner Self Service Account**

**Step 1:** Log onto the ECU home page at <http://www.ecu.edu/>

**Step 2:** At the top right of the ECU home page, select the stop sign icon to go to your OneStop account.

**Step 3:** Enter your Pirate ID and Passphrase located on the left side of the OneStop screen.

**Step 4:** Look for the “Banner” box on your OneStop tools page.

**Step 5:** Select “Banner Self Service”

**Step 6:** From the Banner main menu, select the information you need.

#### **How Students Register for courses on Banner**

**Step 1:** From the Banner main menu, select “Student and Financial Aid”.

**Step 2:** Now Select “Registration”.

**Step 3:** Select “Add or Drop Classes” from the Registration menu.

**Step 4:** Select the term.

**Step 5:** Select “Class Search” to search for courses.

**Step 6:** Choose the subject, course number, time of day, or other attributes about the course you wish to take.

**Step 7:** Once you have entered the course information, select the “Class Search” link at the bottom of the page. This returns a list of all the courses that match the search you just entered.

**Step 8:** Select the section you want by checking the box next to that section.

After checking the appropriate section, select the “Register” link at the bottom of the page

**Step 9:** You will be taken back to your schedule to view it with the new class added.

**Step 10:** Repeat steps 5—9 to add additional classes.

#### **How to Drop for courses on Banner**

**Step 1:** Go to your schedule page, under “Add or Drop Classes”

**Step 2:** Pull down the drop down box beside the course you wish to drop and select “Web Dropped”

**Step 3:** At the bottom of the page, select “Submit Changes” to remove the course from your schedule.

**Always check with your faculty advisor before dropping a course.**

## INFORMATION REQUEST

**Please bring this sheet when you meet with Graduate Coordinator for Advisement.**

Student must keep current during advisement each semester:

SEMESTER: \_\_\_\_\_ STUDIO LOCATION: \_\_\_\_\_

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

LOCAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: (H): \_\_\_\_\_ (W) \_\_\_\_\_

C) \_\_\_\_\_ Email (One that you will check): \_\_\_\_\_

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

### **List of Exhibitions, awards and honors received since last advisement.**

Please include exhibition title, venue, location and dates and awards. For all other information please include A brief description, title, juroring agency, location and a brief description of the award, honor and/ or activity. You may email this information to the Graduate Coordinator [eagles@ecu.edu](mailto:eagles@ecu.edu) .

# **DEGREE PROGRAMS**

## **POLICIES REGARDING DEGREE PROGRAMS**

### **STUDIO SPACE**

Only degree candidates (those accepted into graduate study by the Graduate School as well as the School of Art and Design) are assured studio space (see NASAD <http://nasad.arts-accredit.org/> requirements). Such studio space is only guaranteed within the SoAD area for which the graduate student's application was accepted. Non-degree students are NOT guaranteed studio space.

### **MAEd CONCENTRATIONS**

MAEd candidates concentrating in a studio area who wish to take extra courses in that area, in lieu of writing a thesis (Option 2), must obtain permission from the respective studio area coordinator. The area coordinator should make this decision after consultation with the art education coordinator.

### **TRANSFER CREDIT/WAIVER REGARDING MFA/MAEd CANDIDATES**

Recommendations for transfer credit or waiver of graduate master's program credits must be made in writing by the coordinator in the student's major discipline and also must be submitted to the SOAD Director of Graduate Studies. Recommendations will be brought before the School of Art and Design Graduate committee and submitted for approval to the University Graduate School Administrative Board.

### **CHANGE OF DEGREE or STUDIO MAJOR**

School of Art and Design graduate students who wish to change degree programs or studio majors are subject to the same standards of faculty review as the initial graduate applicant.

The following procedures will be observed:

1. Student must file a petition to change program on the forms available in the University Graduate School Office
2. The completed form is submitted to the Director of Graduate Studies
3. The graduate school notifies the petitioning student concerning the final outcome of said petition.

A student who successfully petitions for transfer to a new degree program must complete the new program requirements in force at the time of the change in program. Any courses credited from the old program must meet the time frame requirements for completion of the new program.

## **MFA THESIS EXHIBITION**

Thesis exhibitions are a requirement for all MFA candidates. Exhibitions are viewed as the culmination of the Graduate School experience and are, therefore, regarded with great importance. Applications for all graduate thesis exhibitions must be made through the Director of Graduate Studies. The SOAD Wellington B. Gray Art Gallery will offer a MFA Thesis Exhibition each spring semester. Application for spring thesis exhibitions at the Gray Gallery must also be made to the Gallery Director.

To initiate the process for an MFA exhibition, the student must deliver a completed and signed Intent to Exhibit Form to the Director of Graduate Studies two (2) semesters prior to the anticipated exhibition. This Intent to Exhibit Form is available in this Manual. Failure to do so will withdraw the option to exhibit. The Intent to Exhibit Form must be signed by the student, the thesis chairperson, the Director of Graduate Studies and (spring semester only), the Gallery Director. The Gallery Director and Graduate director will each receive a copy of the completed Intent to Exhibit Form.

If students desire to exhibit during the fall semester, it will be the responsibility of the student to find an exhibition space, provided the student has the approval of the thesis chairperson. Other possible exhibition sites could include, but are not limited to: Burroughs/Wellcome Senior Gallery, CCA in Kinston, Emerge Gallery or the Greenville Museum of Art (GMA). The Burroughs/Wellcome Senior Gallery is scheduled thru the School of Art and Design main office. As gallery schedules are traditionally established one to two years in advance, it is recommended that arrangements be made by the student as soon as feasible. The procedure for initiating an exhibition at the CCA in Kinston, Emerge Gallery or the GMA is the same as for any artist and slides should be submitted to their Directors two to four (2-4) semesters in advance.

The printed announcement for the MFA Thesis Exhibition must be approved by the thesis chairperson if it is a solo exhibition. Posters and invitations for group exhibitions in the Gray Gallery must be approved by the Gallery Director.

## **WELLINGTON B. GRAY ART GALLERY THESIS EXHIBITION**

Annually, the Wellington B. Gray Gallery, hosts an MFA Thesis Exhibition during the late spring. Thesis students intending to exhibit must have obtained the signature of the Gallery Director using the appropriate form two (2) semesters in advance of the exhibition date. A copy of this form must be provided to the Gallery office.

Students will meet as a group with the Gallery Director in January of the semester of said thesis exhibition.

The process for the thesis exhibition in the Wellington B. Gray Gallery has been established in order to familiarize graduate students with the practice of gallery work. Each student will be responsible, as a group, for the following:

1. Elect a chairperson of committee
2. Design an exhibition announcement and the gallery exhibition space
3. Assist with mailing
4. Install and de-install all artwork
5. Organize opening reception
6. Meet all calendar commitments

The Gallery Director is responsible for providing participating graduate students with exhibition space and has final approval of the exhibition and announcement design.

The Wellington B. Gray Gallery waives commissions on the sale price of all work of graduate students sold during the MFA Thesis Exhibition.

## **NON-DEGREE STATUS**

Any student whose application for graduate study is not complete by the stated deadline date can elect to enroll as a non-degree student. This requires a special application from the Graduate School. **Any MFA student that wishes to pursue this option must contact the Graduate Coordinator first.**

### **ATTENDANCE AS A NON-DEGREE STUDENT AND ESTABLISHING ADMISSIBILITY IN THE GRADUATE SCHOOL DOES NOT ASSURE THE STUDENT OF BEING ADMITTED/ACCEPTED BY THE SCHOOL OF ART AS A GRADUATE STUDENT.**

A non-degree student enters without the benefit of the School of Art and Design graduate faculty's formal acceptance. This student may find that remedial undergraduate course work will be prescribed if the student does not have the equivalent of the SoAD's appropriate undergraduate degree relevant to the graduate degree program to which the student is planning to apply. If remedial course work totals more than six semester hours in the area in which the student plans to major, the student cannot complete a graduate application and must be formally reviewed by the graduate faculty until all remedial work is complete. Additionally, a non-degree student must complete all remedial work by the end of the semester in which he/she files an application for admission.

Non-degree students with less than six (6) semester hours of required remedial work may be granted an exception, which makes him/her eligible for an assistantship for one (1) semester. After this period of time, he/she must be formally admitted in order to maintain eligibility. This situation, however, is extremely rare as the School of Art and Design's first priority is to make assistantship awards available to degree-seeking students.

**Non-Degree Applications** <http://www.ecu.edu/cs-acad/gradschool/Nondegree-Application.cfm>

## **PRESCRIPTIVE COURSE WORK**

Occasionally, an undergraduate student or non-degree student in the process of submitting application for graduate study in the School of Art and Design is advised to enroll in course work to make up deficiencies in the student's education. Such prescriptive course work, if at the 5000-course level, must be clearly noted, in writing as remedial work, to the student and the Director of Graduate Studies, prior to the student enrolling in such course(s).

## **INCOMPLETE POLICY**

A grade of I (incomplete) must be removed within one year from the date of receiving the incomplete, following the procedures outlined in the undergraduate catalog. Any exceptions to this policy will be made through appeal to both the Graduate committee and the student's area coordinator.

## **NON-DEGREE CREDIT POLICY**

With permission of the area advisor, a maximum of 9 hours of course work on the graduate level taken as a non-degree student may apply toward the credit requirement of your degree program.

## **GRADUATE ASSISTANTSHIPS POLICIES FOR GRADUATE ASSISTANTSHIPS**

Assistantships may only be awarded to graduate students enrolled in on-campus programs (minimum registration of 3 semester hours) that lead to a graduate degree. Assistantship eligibility does not extend to students who have been admitted by the Admission and Retention Committee in either exceptional or high-risk category, non-degree seeking students or undergraduates. A full time graduate assistantship (20 hours per week – fall and summer semesters) is worth a minimum of \$7,500.00. Graduate assistants should not work more than twenty hours per week during the academic year. They are limited to a maximum of thirty hours per week in the fall and spring semesters in any combination of appointments – GA, TA, self-help, College Work Study, EPA/SPA. **Foreign students are limited to 20 hours per week, no exceptions** (this is a federal requirement). During the first and second summer sessions, all graduate students are limited to thirty-eight hours per week.

Assistantship funds will be allocated based upon each unit's established rate. Units may opt to pay their assistants at a higher rate per F.T.E. if they deem it appropriate by using one source or multiple sources of funds. **No three-quarter or higher FTE state employee may hold a graduate assistantship.**

**Students are ineligible for assistantships if they are not registered by census day.** Census day is defined as the day that enrollment is captured and concurrently, how East Carolina University's funding is awarded. Anyone on an assistantship must be enrolled on or before the last day to add classes each semester. In order for graduate assistants to be exempt from FICA tax, they must have a minimum registration of 4 hours for the fall and spring semesters, and 3 hours in the summer. If the GA is registered for less than the stated hours FICA will be withheld. Departments paying students from sources other than state appropriated dollars should note that the university's portion of the FICA (7.65%) will be taken from the funding source used to pay the assistantship and should therefore budget accordingly.

Students in a 30-hour program should not receive assistantship support for more than six semesters, and those in a 45-hour program should not receive assistantship support for more than nine semesters. This excludes summer sessions.

Teaching assistants assigned primary responsibility for the administration, instruction and evaluation of students enrolled in courses must have satisfactorily completed a minimum of 18 semester hours of graduate course work in the field in which instruction is given (SACS 18 hour rule). They must also receive in-service training, be under the direct supervision of an experienced faculty member in the field, and be evaluated each semester.

Departments must issue a signed contract for each graduate assistant. For teaching assistants the contract must state what course they are teaching, name the individual responsible for the course, name of the supervising faculty, state that they have/will be trained, they will be monitored and evaluated and name of the individual responsible for the evaluation. All other assistantship contracts must briefly describe the GA's duties using the descriptions listed in the Graduate Assistant Categories and include the name of the supervising faculty. It is necessary that all units hiring graduate assistants have a copy of the completed contract in the student's personnel file.

Graduate assistants do not keep time sheets.

## **PROCEDURES FOR AWARDING GRADUATE ASSISTANTSHIPS**

1. A memo, which specifies the time period when graduate student applications for assistantships can be submitted will be distributed by the Office of Graduate Studies.
2. Students already in the program may apply for specific positions, which are listed and described in the Graduate Assistantship Job Description Book. These positions and descriptions are generated by the School of Art and Design faculty in the various discipline areas or in the Gray Gallery, Media Center, Computer Lab and the School of Art and Design Wood Shop(s). Assistantship supervisors are asked to update job descriptions in their respective areas each semester.
3. At the end of the application period, the information from the individual application forms will be matched to specific teaching and research positions available.
4. The names of graduate students applying for assistantship positions are listed under each of the assistantship categories. The priority number that the graduate student specified for each position on his/her application is printed in parentheses, next to his/her name.
5. This compiled information is given to the graduate assistant supervisors who provide a prioritized list of graduate students they would like to fill the particular positions in their areas. This list is then provided to the SoAD graduate committee for their information when selecting candidates for the specific graduate assistantship positions.
6. The School of Art and Design graduate committee meets to award the assistantships for the upcoming semester.
7. There is a period of time after said meeting in which changes can be made to the committee awards. Changes occur in awards up to, and sometimes into, the semester for which the awards are made. The Director of Graduate Studies, working with faculty/administration as well as the graduate students make those changes.
8. Contracts for graduate assistantships are issued to students.
9. Students sign and return graduate assistantship contracts to the Office of Graduate Studies.

## **CRITERIA USED BY GRADUATE COMMITTEE IN AWARDING GRADUATE ASSISTANTSHIPS**

### **TEACHING ASSISTANTSHIPS**

Teaching assistantships are of the highest priority; therefore, the Graduate Committee awards these assistantships first. Although faculty choices are given every consideration, the factors that most determine the distribution of awards are:

1. The best course of action for School of Art and Design operations.
2. The experience and qualifications of the applicants.
3. Compliance with University and NASAD policy requiring graduate students (MFA/MAEd) have 18+ graduate semester hours completed before being awarded a teaching assistantship.

### **Eighteen Graduate Semester Hour Rule**

Graduate teaching assistants who will have full responsibility for the administration, instruction and evaluation of students in a course(s) must have earned at least eighteen (18) graduate semester hours in their teaching field and/or area of studio competence. It is recommended that a student take a minimum of five (5) hours of a teaching research assistantship prior to being awarded a teaching assistantship. In addition, they must be under the direct supervision of a faculty member experienced in the teaching field during their teaching assistantship. They must also receive regular in-service training and be evaluated on a regular basis.

Teaching assistantships are compensated at a .75 time position (15 hours/week).

This policy of the Graduate Committee is subject to change relative to budget considerations and total School of Art and Design needs.

### **SUPERVISION OF GRADUATE TEACHING ASSISTANTSHIPS**

Responsibility of Supervisors:

Each graduate teaching assistant will be assigned a supervisor.

Supervisors are responsible for providing graduate assistants with an orientation in, and written information on, items stated in the Faculty Manual, <http://www.ecu.edu/fsonline/manual/facultymanual.cfm> including:

1. Course pre-requisites and required class standing
2. Course content
3. Objective of the course and the value to be derived from the course
4. Complete requirements of the course and class attendance regulations
5. The weight of various requirements of the course in determining the final grade
6. Any other items warranted for instruction/administration of course purposes.

Written material and any text for the course should be provided to the graduate teaching assistant after the assistantship award is made and prior to formal in-service training covering these items. The first training session should occur prior to the first meeting of the class.

Supervisors are responsible for scheduling and providing a written notification of periodic in-service training sessions to assigned graduate teaching assistants prior to and during the semesters in which the graduate student is teaching. In-service session attendance is required and must be announced as required of graduate teaching assistants. These in-service training sessions collectively cover administration, instruction and evaluation of the course taught by the graduate assistant.

Supervisors are responsible for arranging a minimum of **two (2) actual classroom observations of a graduate teaching assistant that occur each semester. A written evaluation of each observation must be provided to the Director of Graduate Studies.** These observations and written evaluations are in addition to the brief summation currently required on graduate assistant performance.

It is not required that the supervisor be the person, or the only person, involved in in-service training or evaluations of teaching assistants. It is, however, the responsibility of the supervisor to see that in-service training and evaluations occur.

Written materials provided to graduate teaching assistant by supervisor should include:

1. Sample course syllabus
2. Sample course outline of objectives and course content
3. Sample project assignments
4. Grade book
5. Any additional support materials

Supervisors are responsible for assisting students in gaining access to any audio visual materials through the School of Art and Design's Media Center needed to teach the course.

## **GRADUATE RESEARCH ASSISTANTSHIPS**

Graduate students may also be awarded a graduate, non-teaching, research position. Graduate assistants will also perform suitable duties as assigned by a particular discipline's supervisor.

In awarding graduate assistantships the Graduate Committee takes into consideration:

Priority given to those areas which are considered hazardous by virtue of chemicals or machinery used in the area. These include: Ceramics, Metal Design, Painting, Printmaking, Sculpture and Wood Design. These positions require specialized knowledge and carry a great deal of responsibility.

Almost equal weight is given to those lab positions which serve the whole School of Art and Design, including: Media Center, Computer Lab, Gallery, School of Art and Design Photography Darkroom, SOAD Shop(s). The semester hour award varies due primarily to the nature of the position and specialized knowledge/abilities required.

Art History research positions are considered critical because they allow the school to enroll larger than usual numbers of students in Art History courses, some of which serve the University as a whole - not just the School of Art and Design.

## **GENERAL INFORMATION REGARDING THE AWARDING GRADUATE ASSISTANTSHIPS**

Semester hour awards for positions must always take into consideration the School of Art and Design's assistantship budget. In addition to the above priorities, the School of Art and Design Graduate committee adheres to a policy that assures each discipline area one (1) assistantship position minimally if possible. That position is considered a "recruitment position".

New positions may be generated due to money being awarded for special jobs. These special circumstances, if known by the time which the School of Art and Design Graduate Committee meets to award assistantships, are acted upon by the Committee.

If a faculty person wishes to recruit a potential graduate student, every effort is made to make the School of Art and Design and its financial support attractive to that student. It is to the benefit of the entire School of Art and Design to have **highly qualified** students in our graduate programs.

In making assistantship awards, the overall needs as well as the operation of the School of Art and Design must remain the Graduate Committee's primary responsibility. The Graduate committee is under no obligation to award a particular assistantship, even when requested. However, the Graduate Committee will make every effort to accommodate the graduate student's and the area supervisor's specific requests. Furthermore, the awarding of a graduate or teaching assistantship to each graduate student is NOT guaranteed. Any questions or complaints regarding the awarding of graduate assistantships or graduate faculty status should be formally presented to the Graduate Committee.

### **ADDITIONAL CRITERIA FOR AWARDING GRADUATE ASSISTANTSHIPS**

Graduate assistantships are viewed as an adjunct to graduate programs providing students with marketable experience and limited monetary support.

Toward these ends, the School of Art and Design is committed to support the MFA candidate for a maximum of 3 academic years or 9 semesters (excluding summer sessions); the MAEd candidate for a maximum of 2 academic years or 4 semesters (excluding summer sessions). The level of funding for these time periods will be in relationship to the school's recourse; however, every consideration will be given to funding the full-time students at a higher level. Other considerations include: academic record and performance in previous assistantship positions.

Students who are part time in the Graduate program and have extended beyond 3 years of graduate study will be limited to 15 hours or less of graduate assistantships. These students may or may not receive an assistantship.

**NOTE:** Exceptions to these policies must be approved by the School of Art and Design Graduate Committee, upon appeal.

### **SUMMER SESSION**

A limited number of summer assistantships will be awarded when funds are available. Flexibility will be maintained relative to the work period during the summer sessions.

Assistants have the responsibility of working out a mutually agreeable time schedule with their assigned supervisor. Assistants must work the full clock hour value of their assistantship regardless of the mutually agreed upon time to begin or end fulfilling assistantship duties.

### **RESPONSIBILITIES OF THE SCHOOL OF ART AND DESIGN GRADUATE STUDENT**

1. Reporting to an assigned supervisor one day prior to registration day of each semester (see below for summer school exceptions). The period extends through the last day of exams (university schedule) for the semester.
2. Meeting with an assigned supervisor once a week at a mutually agreed upon time and location.
3. Fulfilling duties in a timely manner, as outlined in the position job description under the direction and to the satisfaction of the assigned supervisor by the weekly/hourly rate as indicated on the job description.
4. Keeping the assigned supervisor informed, on a regular basis, of time spent in the performance of duties.
5. Attending all announced, required meetings with the assigned supervisor.
6. Maintaining a good academic standing (see Graduate Catalog for definition) by meeting all classes and class requirements in which the assistant is enrolled as a student.
7. Informing the School of Art and Design Office and the assigned supervisor of impending absence from performance of assistantship duties. (See Faculty Manual for procedures relative to professional trips or illness.)
8. Graduate Teaching assistantship instructor of record must be available for 1.5 office hours per week with time and location noted on syllabus and .5 hours available by appointment.

### **RIGHTS OF THE SCHOOL OF ART and DESIGN GRADUATE ASSISTANT**

1. Performance of only those duties outlined in the job description for the position awarded.
2. Time spent in the performance of the duties of the position is not to exceed the total time allotment specified for a semester or a summer session.
3. When an infraction of responsibilities /duties /standards occurs, where such notice or complaint is addressed to the student in writing, the student may address, in writing, a rebuttal of charges. Such rebuttal must be addressed to the student's assigned supervisor and a copy must be sent to the Director of Graduate Studies.
4. Timely notification of specific duties that are to be performed to allow for personal and/or academic schedule adjustments when such duties are outside the usual performance required of the position.

5. To meet all scheduled classes in which the student is enrolled and to inform the supervisor when specific duties will interfere with class/study degree program requirements and to work out a compromise with the assigned supervisor.
6. To address, in writing, infractions of rights as listed herein to the assigned supervisor, with a copy sent to the Director of Graduate Studies.
7. To receive timely written notice of special (required) meetings with the student's assigned supervisor.
8. To have access to all written evaluations of the assistantship performance with the right to provide written rebuttals.
9. To receive, from the assigned supervisor, adequate orientation, instruction and guidance, in the fulfillment of the responsibilities and duties of the assistantship.

### **DUE PROCESS AND PROCEDURES**

Should the graduate assistant fail to meet the responsibilities listed herein, the supervisor will, in writing, document and inform the student of specifics relative to responsibilities/ duties/ standards not met. A copy of this letter will be forwarded to the Director of Graduate Studies. Should a second infraction occur and written documentation is received by both the graduate student and the Director of Graduate Studies, the School of Art and Design Graduate Committee will convene with both the student and immediate supervisor in attendance, to receive any additional evidence. A majority vote by the School of Art and Design Graduate Committee shall determine recommendations / actions to be taken.

Should the initial infraction of responsibilities/ duties/ standards be of a nature which has jeopardized the safety of student(s), property and/or School of Art and Design educational programs, the School of Art and Design Graduate Committee will convene, with both the student and immediate supervisor in attendance, to receive additional evidence. A majority vote by the School of Art and Design Graduate Committee shall determine recommendations/ actions to be taken.

**School of Art and Design  
GRADUATE ASSISTANTSHIP EVALUATION FORM  
Office of Graduate Studies**

Graduate assistantship supervisors are asked to complete this form for purposes of (1) assessing the assistant of his/her performance and (2) recommendation for further assistantship awards. A copy must be sent to the Director of Graduate Studies in Art and Design and placed in the graduate student's folder by the date stipulated.

ASSISTANT'S NAME: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Semester: Year: \_\_\_\_\_

	EXCELLENT	GOOD	FAIR	POOR
Preparation				
Articulation				
Resourcefulness				
Attitude				
Initiative				
Efficiency				
Dependability				
Punctuality				

**PLEASE PROVIDE ANY ADDITIONAL RECOMMENDATIONS/COMMENTS:**

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**GRADUATE TEACHING ASSISTANT EVALUATION FORM**  
**School of Art and Design**  
**Office of Graduate Studies**

Graduate Assistantship supervisors are asked to complete this form for (1) purposes of assessing the assistant of his/her performance and (2) recommendation for further assistantship awards. A copy must be sent to the Director of Graduate Studies and placed in the graduate student's folder by the date stipulated.

**ASSISTANT'S NAME:** \_\_\_\_\_

**ASSIGNMENT:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Semester: Year:** \_\_\_\_\_

	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
<b>Knowledge of subject matter</b>				
<b>Presentation of Information</b>				
<b>Effective Comm. Skills</b>				
<b>Familiarity with Terminology</b>				
<b>Motivates Students Effectively</b>				
<b>Positive Attitude</b>				
<b>Use of Visual Aids</b>				
<b>Rapport with Students</b>				
<b>Maintains Classes as Scheduled</b>				
<b>Maintains Office Hours</b>				

PLEASE PROVIDE ADDITIONAL COMMENTS/RECOMMENDATIONS:

## GRADUATE ASSISTANTSHIP APPLICATION

**STEP 1 - ON THIS FORM PRIORITIZE AND NUMBER ALL CHOICES FOR ASSISTANTSHIP POSITIONS (NO DUPLICATION OF NUMBERS).**

**STEP 2 - ATTACHED TO EACH GRADUATE ASSISTANTSHIP JOB DESCRIPTION IN THE JOB BOOK IS A SHEET ON WHICH YOU **MUST** PRINT YOUR NAME AND IN PARENTHESES YOUR PRIORITY NUMBER (I.E. 1, 2, 3, etc.). THIS NUMBER **MUST** MATCH THE LINE POSITION (1, 2, and 3) BELOW, WHICH INDICATES YOUR PRIORITIZED RANKING FOR SPECIFIC JOB OPTIONS (See Below).**

Consult the Graduate Assistantship Job Description Book for more information regarding duties and qualifications of each specific assistantship position. A list of courses open to graduate teaching assistants and applications for the current application semester can be found under the section labeled "Teaching" in the Job Description Book. **Applications which are not received by the Posted Deadline will NOT be accepted.**

Date: \_\_\_\_\_ No. of Semester Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_

Degree Program: Major: \_\_\_\_\_

APPLYING FOR:      FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER: \_\_\_\_\_

Write the year in the appropriate semester blank above.

Applying for the following positions:

**(NOTE:** Teaching positions must include the section number)

**SAMPLE:** If a class: Class number/Class Name/Section/Weekly Hours (as printed on Job Sheet)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Total Hours Requested for Semester:**

If you wish to split your weekly hours between two (2) different positions, you must list both positions as the same priority number, but clearly indicate the number of hours desired for each of the positions.

### **Provide Experience and Qualifications for Teaching Assistantships:**

(Resume preferred, use back of form if necessary.)

1. Graduate Teaching Assistants: have you monitored on a regular basis the course(s) you wish to teach?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Have you completed/are you completing a teaching research assistantship?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, in which area?

3. Indicate name (s) of course(s) monitored, date monitored, faculty member(s) who taught the course

4. Attach a brief resume and short paragraph describing your qualifications (i.e. teaching experience).

## **GRADUATION AND THESIS REQUIREMENTS**

## **POLICIES/PROCEDURES FOR GRADUATE STUDENTS TOWARD COMPLETION OF MFA OR MAEd PROGRAM**

Graduate students pursuing a degree in any of the degree programs noted above will adhere to the following procedures:

1. After completing 30 hours of graduate coursework for the MFA, the student's body of work will be reviewed by the studio faculty within his/her declared concentration. Each concentration has specific procedures the student must follow. The student will become a candidate for the degree upon approval of the faculty within their declared concentration.
2. The student will select a thesis director and a thesis topic within his/her area of study. The thesis director must have graduate faculty status in the student's major declared concentration. Should the student wish to change his/her thesis director, the matter will be brought before the Director of Graduate Studies with the student and the thesis director present. If not resolved then, the matter will be brought before the School of Art and Design Graduate Committee.
3. The student will consult with his/her area advisor to register for the thesis course ART 7000 (to be taken twice for a minimum of six credit hours.)
4. The student will select a thesis committee in consultation with the thesis director. The thesis committee is composed of a faculty member from the student's area concentration who serves as thesis director, two other graduate faculty from the School of Art and Design, who serve as readers, and one faculty member who may be from another school or department who serves as consultant. All committee members with the exception of the consultant must hold either full or associate graduate faculty status. Any subsequent changes in the thesis committee must have the approval of the thesis director and the student.
5. After the thesis topic has been selected and approved by the thesis director, the student will write a thesis prospectus. Although there is no required form for the prospectus, generally it will contain three parts:
  - 1) A statement of the purpose, method and scope of the topic
  - 2) An outline showing the projected organization of material
  - 3) A bibliography of materials on the topic
6. The student will submit the thesis prospectus to each thesis committee member. Shortly thereafter, the student will meet with the thesis director and committee members to discuss the thesis topic and prospectus.
7. Each student must receive approval for his/her thesis title from the thesis director.
8. The student will submit a Thesis Committee and Title Form signed by all thesis committee members to the Director of Graduate Studies.

All students whose thesis projects involve clinical research with human subjects must submit, with the title of the thesis, a brief description of the manner in which said human subjects will be used for the purpose of research and receive IRB approval.

The MFA degree in studio art considers the thesis to be the exhibition of artwork created by the student under direction of studio faculty in their major concentration.

### **WORKING DEFINITION OF FINAL EXHIBITION:**

A final exhibition is the formal presentation of the student's artwork in which the student demonstrates advanced professional competence. The work in the final exhibition is selected by the student under the direction of studio faculty in his/her major concentration. A written document, in support of the student's artwork, which follows the guidelines of the EAST CAROLINA UNIVERSITY Graduate School, is also required. The final exhibition and the written documentation are the concluding requirements of an MFA degree in studio art. The MFA degree is recognized as the terminal degree in the studio arts.

The required written thesis follows the format and procedures for thesis requirements as defined by the EAST CAROLINA UNIVERSITY Graduate School. The written thesis for the MFA degree is a support document to the thesis itself, which is the thesis exhibition of artwork.

### **WRITTEN THESIS PROCEDURES**

#### **1. Committee Meetings**

The thesis director is the only individual who can endorse a committee meeting of a graduate student's thesis committee. All written material for consideration in any meeting of the committee must be delivered to the committee members one week prior to the meeting. In cases where the graduate student is doing a creative thesis, it is the thesis committee director who, after consultation with the committee, has the final responsibility for accepting the thesis (visual) work for the thesis committee.

#### **2. Thesis Manual <http://www.ecu.edu/cs-acad/gradschool/Manuals-of-Style.cfm>**

*The East Carolina University Manual of Basic Requirements for Thesis and Term Papers* <http://www.ecu.edu/cs-acad/gradschool/Manuals-of-Style.cfm> outlines the basic requirements for all EAST CAROLINA UNIVERSITY theses. These requirements must be met in full. Information on Graduate School thesis procedures is also available at the graduate school link on the EAST CAROLINA UNIVERSITY web site (<http://www.ecu.edu/cs-acad/gradschool/Manuals-of-Style.cfm> **see bottom of this webpage link** ). In addition to the EAST CAROLINA UNIVERSITY Manual of Basic Requirements, the MFA student will select either the MLA or Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations (latest edition)* as the manual of style for their written thesis. MAEd candidates will use the **APA Manual**. The creative thesis requires documentation of the artwork in the form of photographs. The EAST CAROLINA UNIVERSITY Graduate School Manual should be consulted for further information for which the student is held responsible. Any format deviations from the above sources must be referred to the Director of Graduate Studies in the School of Art and Design.

## ORAL DEFENSE OF THESIS

When the written thesis is complete, an oral defense of the thesis must be scheduled. This is done with the student's thesis director and committee members.

The Director of the Graduate Studies must receive confirmation of date, time and location for the oral defense of the thesis.

The thesis director must notify the Director of Graduate Studies in writing if the oral defense of a particular thesis has been passed. The thesis director must then complete the Oral Defense form (obtained from the graduate office secretary) and submit to the School of Art and Design graduate studies office.

**NOTE:** The oral defense of the thesis should be scheduled as closely as possible in time to the student's thesis exhibition.

## THESIS PRESENTATION/DELIVERY

1. Review of Thesis by Graduate School  
<http://www.ecu.edu/cs-acad/gradschool/Final-Review.cfm>

After your thesis has been successfully defended during the orals, one (1) copy of the thesis on regular paper (except the signature page) must be submitted for edit to the dean of the Graduate School. The signature page, properly signed by the thesis director and other committee members must be submitted to the Graduate School on the required paper (acid-free). Photographic documentation must be submitted but need not be in final form.

The thesis should be submitted in a large envelope with your name and telephone number or the name and telephone number of your designee. It must be delivered at least 10 days prior to the last day of classes in the semester you intend to graduate. You or your designee will be contacted via telephone when the thesis has been reviewed. This usually takes no more than 5 to 7 business days. The required paper can be purchased from the EAST CAROLINA UNIVERSITY Student Stores, Kinko's on 10<sup>th</sup> Street, Office Depot or Staples.

2. Corrections

If you have corrections to make, the Graduate School will let you or your designee know at the time they contact you. They will also schedule an appointment (if necessary) for you to talk to one of the deans about your corrections.

Your corrections should be made and resubmitted on regular paper. Only one (1) corrected copy is needed. It should be submitted along with the copy you were given which shows the corrections to be made. You should again contact the Graduate School to schedule an appointment to see one of the deans. If the dean is satisfied, he/she will sign the signature page and the acknowledgment form. This form indicates that your thesis has been received and approved by the dean of the Graduate School. Unless you have questions about information on this form, you should enter your Banner ID number, signature and date.

### 3. Final Thesis/Preparation and Binding Procedures

**PAPER.** All paper used for required copies of the theses and dissertations to be submitted to the Graduate School should be on 8 1/2" by 11" white, acid-free paper.

**THESIS.** Three copies of the final approved thesis must be prepared and submitted to Joyner Library after approval by the Graduate School. Joyner Library will bind the three required copies and any additional copies as requested by the student. These copies will be distributed and paid for as follows:

- .....two for the library (library pays for binding)
- .....one for the department (department pays for binding)
- .....additional copies (student pays for binding)

**BINDING.** Copies of the thesis presented to Joyner Library for binding should be delivered in boxes (bond paper box size) or brown envelopes. IF THE COPIES ARE NOT EXACTLY ALIKE, they should be identified as follows:

- .....Original Copy
- .....Library Copy
- .....Departmental Copy (THIS IS NOT THE ADVISOR'S COPY)
- .....Advisor's Copy
- .....Personal Copy, etc.

For a thesis requiring photographic documentation, there are three (3) acceptable ways of presentation

- A. Color laser or high quality inkjet prints on acid free paper.
- B. Color prints: approximately 5" x 7" mounted on regular paper are used for the body of the text using a spray adhesive. Black and white prints may be used if, in the opinion of the thesis committee, black and white is a better choice to represent the work. Photographs may be cropped, the size can vary than as specified above or the format of the photo(s) may vary (i.e. square or rounded). Check with the committee chairperson if there are any questions about these specifications.
- C. Color slides: once all required copies have the requisite signatures, slides (numbered with titles) are to be appended to the thesis and taken to Joyner Library for binding as outlined above.

### 4. Distribution

<http://www.ecu.edu/cs-acad/gradschool/Distribution-of-Forms.cfm>

**CALL THE LIBRARY SECURITY OFFICE AT (252) 328-6518 BEFORE TAKING YOUR THESIS TO THE LIBRARY TO INSURE THAT SOMEONE WILL BE AVAILABLE TO ACCOMMODATE YOUR NEED.**

**TAKE YOUR ACKNOWLEDGMENT FORM ALONG WITH THREE (3) COPIES OF YOUR THESIS (ON THE REQUIRED PAPER) to the library security office. Your thesis should be submitted in large brown envelopes.**

The Library representative will sign and date your acknowledgment form and make the required number of copies which will be given to you for distribution as indicated on the form. It is your responsibility to distribute these forms. The representative's signature indicated that you have deposited the required number of copies.

**YOU WILL NOT BE CERTIFIED FOR GRADUATION UNTIL THIS HAS BEEN DONE.**

Three (3) copies (including the approved original) will be bound at no cost. Two of these copies will remain in the university library and the third is delivered to the department or school. Additional copies may be bound at your expense. Questions should be directed to the library representative.

Questions about the above procedures can be addressed to the Graduate School office at (252) 328-6073. Questions concerning the format of your thesis should be addressed to the dean of the Graduate School.

**NOTE:** The final grade on the thesis will NOT be forwarded to the Registrar's Office until proof that the copies have been delivered to the library for binding. The student should provide a copy of the Thesis Acknowledgment Form (confirming receipt of the finished thesis receipt by the library), to the Director of Graduate Studies and the thesis committee chairperson immediately after delivery of thesis to library.

**APPLICATION FOR GRADUATE THESIS EXHIBITION**

All MFA candidates are required to exhibit a body of work. This exhibition is viewed as the culmination of the graduate school experience and is, therefore, regarded with great significance. Most graduate thesis exhibitions take place in the Wellington B. Gray Art Gallery in the School of Art and Design during the spring semester. However, an alternative space may be used with the approval of the thesis committee director,

A student wishing to exhibit in the Gray Gallery must notify the Gallery Director, in writing (Intent to Exhibit Form is provided in the Graduate Handbook), two (2) semesters prior to the intended exhibition date. In addition, the Graduate director must also be notified of the student's intent to exhibit two (2) semesters in advance of the exhibition. The requisite, Intent to Exhibit Form, must be signed by both the student and the director of the thesis committee.

The Printed Announcement/Poster for the MFA Thesis Exhibition must be approved by the thesis director for a solo exhibit. Announcements/Poster for exhibitions in the Gray Gallery must be approved by the Gallery Director.

## **COMPREHENSIVE ART ASSESSMENT**

Application to take the Comprehensive Exam for MFA candidates provides a formal means by which a candidate's knowledge in their major can be assessed and evaluated. A candidate's comprehensive examination is distinct from their thesis considerations and its defense. The comprehensive is a vehicle for determining whether the candidate has technical, historical, theoretical and critical knowledge adequate and commensurate with his/her degree program. Written notice of pass/fail status must be sent to the Director of Graduate Studies.

The MFA graduate student applies to take the art comprehensive assessment by contacting the thesis committee director. Members of the graduate faculty with expertise in the student's major area/discipline will be appointed by the thesis committee director to formulate and administer the comprehensive assessment. The thesis committee director must provide verification, in writing, of the pass/fail status for the comprehensive to the Director of Graduate Studies in Art and Design. Comprehensive assessment forms may be obtained from the Graduate Studies Secretary. In lieu of the comprehensive exam, MAEd candidates can complete a culminating project approved by the area coordinator.

## **APPLICATION FOR GRADUATION**

**Application for graduation must be made by the student at the Registrar's Office at least one (1) semester prior to the anticipated graduation date.** An application form can be found on the Graduate School's website <http://www.ecu.edu/cs-acad/gradschool/graduation.cfm> If the student anticipates that he/she will not finish by the expected date, the Registrar's Office and the Director of Graduate Studies must both be informed, in writing, and a new date must be set. Upon completion of course work and application for graduation, the student must schedule an appointment with the Director of Graduate Studies to review course work and complete the Course Summary and Need Sheet.

## **CONTINUOUS REGISTRATION POLICY**

Graduate students who have completed all course work in a degree program but have not completed all degree requirements (e.g. thesis, paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements have been completed. Students must be registered for the semester of intended graduation (except summer term).

## **SOAD RECOGNITION CEREMONY**

Graduates of the School of Art and Design are recognized in a special ceremony usually on the Friday evening prior to the University graduation ceremony each semester.

## **UNIVERSITY COMMENCEMENT**

At the beginning of the Fall/Spring semester in which the student plans to fulfill all degree requirements, the student needs to pick up his/her MFA/MAEd gown, cap and hood at the Student Supply Store located on campus in the Wright Building. The cap and gown are included in your graduation fee but the student must rent an MFA/MAEd hood at the Customer Service Desk at the Student Supply Store. All are to be worn by the graduate during the University Commencement.

## **SUMMARY OF THESIS REQUIREMENTS**

Please refer to your university Graduate Catalog as well as current calendars to cross-reference information and due dates. It is imperative that you follow the guidelines precisely as failure to comply and complete all forms may jeopardize your graduation.

**Remember to make a copy of each form for your personal records prior to submission of the same to the Graduate director or Graduate School.**

Forms to be returned to the School of Art and Design Graduate Office:

1. Thesis Committee and Title/Prospectus Form:  
Signed by all members of the Thesis Committee prior to signing up for ART 7000 for the first time and submitted to the Office of Graduate Studies.
2. Intent to Exhibit Form:  
Signed by Thesis Director and Gray Gallery Director (if student is exhibiting in Gray Gallery) and submitted to Office of Graduate Studies.

Application for Graduation Procedures:

1. Apply to graduate one (1) semester prior to the semester in which you plan to graduate at the Office of the Registrar.
2. Schedule a meeting with the Director of Graduate Studies to insure that all required course work has been completed. A need sheet will be completed at this meeting.
3. Complete thesis exhibition.
4. Schedule and complete comprehensive examination (MFA candidates).
5. Complete written thesis.
6. Schedule and complete oral examination with thesis committee present.
7. Schedule comprehensive examination
8. After receiving written approval of your committee as evidenced with the signed thesis signature paper and at the completion of your oral examination, submit the final written thesis to the Graduate School no less than 10 days before the last day of classes during the semester in which you intend to graduate.
9. Follow the procedures and make corrections, submitting final approved copy of the written thesis to the Graduate School.

**FORMS FOR THESIS AND GRADUATION  
INCLUDING CURRICULUM CHECKLISTS**

**School of Art and Design**  
**MFA REQUIREMENTS IN ART**  
**(60 Semester Hours Required)**  
**Office of Graduate Studies**

NAME: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

Major Studio Area: \_\_\_\_\_ Catalog Entry Date: \_\_\_\_\_

**MAJOR COURSES (24 Semester Hours Required)**

	(Course No.)	(Term/Yr)	(Grade)
STUDIO 1:	ART _____	_____	_____
STUDIO 2:	ART _____	_____	_____
STUDIO 3:	ART _____	_____	_____
STUDIO 4:	ART _____	_____	_____
STUDIO 5:	ART _____	_____	_____
STUDIO 6:	ART _____	_____	_____
STUDIO 7:	ART _____	_____	_____
STUDIO 8:	ART _____	_____	_____

**STUDIO ART ELECTIVES (12 Semester Hours Required)**

	(Course No.)	(Term/Yr)	(Grade)
STUDIO 1:	ART _____	_____	_____
STUDIO 2:	ART _____	_____	_____
STUDIO 3:	ART _____	_____	_____
STUDIO 4:	ART _____	_____	_____

**ART HISTORY COURSES (12 Semester Hours Required)**

STUDIO 1:	ART _____	_____	_____
STUDIO 2:	ART _____	_____	_____
STUDIO 3:	ART _____	_____	_____
STUDIO 4:	ART _____	_____	_____

**ADDITIONAL COURSES (9 Semester Hours Required)**

	(Course No.)	(Term/Yr)	(Grade)
ART 6000 (or approved sub.)	_____	_____	_____
ART 7000	_____	_____	_____
ART 7000	_____	_____	_____

**GENERAL ELECTIVES (3 Semester Hours Required)**

	(Course No.)	(Term/Yr)	(Grade)
Elective Course	_____	_____	_____

**OTHER INFORMATION**

Assistantships

**Date of Completion:**  
**Need Sheet:**

- |          |                      |
|----------|----------------------|
| 1. _____ | Thesis _____         |
| 2. _____ | Project _____        |
| 3. _____ | Thesis Orals _____   |
| 4. _____ | Course(s) _____      |
| 5. _____ | Tuition Waiver _____ |
| 6. _____ |                      |
| 7. _____ |                      |

**School of Art and Design**  
**MAEd in Art Education**  
 (Option I: 33 s.h.; Option II 36 s.h.)  
 Office of Graduate Studies

NAME: \_\_\_\_\_ BANNER # \_\_\_\_\_

MAJOR STUDIO AREA: \_\_\_\_\_ CATALOG ENTRY DATE \_\_\_\_\_

**ART EDUCATION (9 SH REQUIRED)**

(COURSE #)	(CREDIT)	(TERM/YEAR)	(GRADE)
ART 6800	_____	_____	_____
ART 6801	_____	_____	_____
ART 6898	_____	_____	_____

**EDUCATION CORE (6 S.H. REQUIRED)**

(COURSE #)	(CREDIT)	(TERM/YEAR)	(GRADE)
EDUC 6001	_____	_____	_____
SPED 6002	_____	_____	_____

**ART (9 S.H. REQUIRED)**

(COURSE #)	(CREDIT)	(TERM/YEAR)	(GRADE)
ART _____	_____	_____	_____
ART _____	_____	_____	_____
ART _____	_____	_____	_____

**ART HISTORY (3 S.H. REQUIRED)**

(COURSE #)	(CREDIT)	(TERM/YEAR)	(GRADE)
ART _____	_____	_____	_____

**OPTION I (REQUIRES A THESIS. 33 S.H. MINIMUM FOR DEGREE)**  
 (INCLUDES THE 2 ART 7000 COURSES)

(COURSE #)	(CREDIT)	(TERM/YEAR)	(GRADE)
ART 7000 (THESIS)	_____	_____	_____
ART 7000 (THESIS)	_____	_____	_____

**OPTION II (REQUIRES A \*CULMINATING PROJECT. 36 S.H. MINIMUM FOR DEGREE)**  
 (INCLUDES TWO ART ELECTIVES AND AN ELECTIVE FOR 9 S.H.)

(COURSE #)	(CREDIT)	(TERM/YEAR)	(GRADE)
ART _____	_____	_____	_____
ART _____	_____	_____	_____
ELECTIVE _____	_____	_____	_____

\*Must complete a culminating project in Art Education in consultation with an Art Education Faculty member.

Other Information:

Assistantships:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Date of Completion:

Courses \_\_\_\_\_

Project Required \_\_\_\_\_

Thesis Oral Defense \_\_\_\_\_

Thesis \_\_\_\_\_

Graduation Check \_\_\_\_\_

UPDATED 8/2008



**SCHOOL OF ART AND DESIGN GRADUATE THESIS TITLE AND COMMITTEE FORM**  
***THIS FORM MUST BE COMPLETED PRIOR TO REGISTERING FOR 7000***

**CANDIDATE:** \_\_\_\_\_ **DEGREE:** \_\_\_\_\_

**DATE ENTERED GRADUATE STUDY:** \_\_\_\_\_  
(Semester/Year)

**ESTIMATED DATE OF COMPLETION:** \_\_\_\_\_  
(Semester/Year)

**THESIS TITLE**

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**THESIS PROSPECTUS** (Nature of the thesis and a brief description)

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**THESIS COMMITTEE**

**CHAIRPERSON:** \_\_\_\_\_  
(SIGNATURE)

**MEMBER:** \_\_\_\_\_  
(SIGNATURE)

**MEMBER:** \_\_\_\_\_  
(SIGNATURE)

**MEMBER:** \_\_\_\_\_  
(SIGNATURE)

**GRADUATE  
DIRECTOR:** \_\_\_\_\_  
(SIGNATURE)

**NOTE:** Each thesis committee must consist of four (4) members; one chairperson and 3 additional members. The fourth member can be a faculty member (consultant) outside the major and/or any rank less than full or associate faculty status.

## INTENT TO EXHIBIT FORM

(MUST BE TURNED INTO THE GRADUATE COORDINATOR  
2 SEMESTERS PRIOR TO EXHIBITION)

The student must also deliver a copy to the Gallery Director  
where the student will be exhibiting.

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

MAJOR AREA: \_\_\_\_\_

DATES OF EXHIBITION: \_\_\_\_\_

LOCATION OF EXHIBITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GRADUATE AREA COORDINATOR: \_\_\_\_\_

THESIS CHAIRPERSON: \_\_\_\_\_

GALLERY DIRECTOR: \_\_\_\_\_



# Graduate Student Graduation Summary

Graduation Services, Office of the Registrar,  
108 Whichard Building  
East Carolina University

Print Full Name (First, Middle, Last) \_\_\_\_\_ ECU (Banner) ID # \_\_\_\_\_

is working for a \_\_\_\_\_ degree with a Program of Study (Major) \_\_\_\_\_

and a Concentration in \_\_\_\_\_ and or Certificate in \_\_\_\_\_

Expected graduation: *fall spring summer* 20\_\_\_\_ (circle)

**Please type or print legibly**

**The student must SUCCESSFULLY COMPLETE the following:**

(PREFIX and NUMBER):

(NUMBER OF HOURS)

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |

**This degree/ certificate program requires the completion of the following components:**

Dissertation _____	Thesis _____	Professional Paper _____
Research Project _____	Portfolio _____	Recitals _____
Foreign Language Requirement _____		

**This degree/ certificate program requires the completion of the following exam(s):**

Academic Comprehensive Exam: \_\_\_\_\_  
Course number and date of successful completion

Education Comprehensive Exam: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
Course number and date of successful completion

**Summary of semester hours applied toward degree:**

Total semester hours required for this degree/certificate. \_\_\_\_\_

Total semester hours completed as a degree student at ECU. \_\_\_\_\_

Semester hours completed as a nondegree student. (only 9 sh are allowed\*\*) \_\_\_\_\_

Semester hours earned through credit by exam. (must submit Credit by Exam form) \_\_\_\_\_

Semester hours transferred from another university. \*\* \_\_\_\_\_

Name of University \_\_\_\_\_

**SUM of semester hours applied toward this degree/certificate** \_\_\_\_\_

**Note: My signature certifies that this student has met all the requirements for graduation contingent on the successful completion of the courses taken this semester.**

Signature Dean/Chair or Program Director \_\_\_\_\_

Date \_\_\_\_\_

\*\* List any courses taken for nondegree credit over 9 sh on the Request for Transfer Credit form and submit it immediately to the Graduate School. The form can be found at [www.ecu.edu/gradschool/](http://www.ecu.edu/gradschool/).

**EAST CAROLINA UNIVERSITY**  
School of Art and Design  
REPORT OF COMPREHENSIVE EXAMINATION

COPIES:       (1) Registrar  
              (2) Dean, The Graduate School  
              (3) Graduate Coordinator, School of Art and Design/Student File Copy

This is to certify that \_\_\_\_\_, Banner ID# \_\_\_\_\_,

has passed the Comprehensive Assessment with a score of Excellent (4); Good (3); Satisfactory (2); or Unsatisfactory (1) for the degree of     **M.F.A.**   **M.A.Ed** in the School of Art and Design.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Art Coordinator for the Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Committee Chairman