

# Master of Fine Arts in Studio Art

# Handbook

Guidelines and Forms

California State University San Bernardino

2016- 17

**Master of Fine Arts  
in Studio Art**

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## **California State University San Bernardino Master's of Fine Arts in Studio Art**

**It is expected that you will enroll for nine full-time quarters to complete the following required coursework. 8 units of graduate level courses per quarter constitute a full-time load.**

### **Degree Requirements (90 units)**

ART 604 - Graduate Studio (5 units) completed at least 6 times, for a total of 30 units

ART 620B or D - Graduate Studio Critique (2 or 4 units) for a total of 28 units

ART 617 - Graduate Seminar in Critical Theory and Methodologies (4 units)

ART 618 - Graduate Seminar in Contemporary Art Issues and Practices (4 units)

ART 630 - Graduate Seminar in Professional Practices (4 units)

ART 595A-E - Independent Study (1- 5 units)

ART 670 - Practicum for Teaching in Art (2 units) (optional)

ART 695 - Master's Project (5 units) \*

Art History Elective (4 units) to be approved by the graduate coordinator

ART 698 - Continuous Enrollment\*\* (0 units)

Ten units of electives appropriate to the student's goals. Courses may be chosen from upper-division offerings of any department in the university subject to prior approval by the student's advisor and the graduate coordinator.

\* You must be formally advanced to candidacy before enrolling in Art 695.

See p. 10 for procedures for advancement.

\*\* You must be enrolled in a course every quarter or you will be dismissed from the program and university. Art 698 is designed to maintain your graduate status when you are not taking a course or have completed your academic coursework and waiting for your exhibition. You may choose to apply for a leave of absence for special circumstances. If you are dismissed from the program and university, you must apply to both for re-admittance.

**Full-Time Student Schedule  
(starting in even numbered years)**

Fall	Winter	Spring	
<b>604 (5)</b> <b>620D (4)</b> <b>618 (4)</b>	<b>604 (5)</b> <b>620D (4)</b> <b>617 (4)</b>	<b>604 (5)</b> <b>620D (4)</b>	
13 units	13 units	9 units	35 total
Fall	Winter	Spring	
<b>630 (4)</b> <i>604 (5)</i> <i>620 B or D (2/4)</i>	<i>604 (5)</i> <i>620 B or D (2/4)</i> <i>elective (5)</i> <i>670 (2)</i>	<i>604 (5)</i> <i>620 B or D (2/4)</i> <i>elective (5)</i>	
8- 13 units	9- 16 units	9- 16 units	26- 45 total
Fall	Winter	Spring	
<i>604 (5)</i> <i>620 B or D (2/4)</i> <i>AH elective (4)</i>	<i>604 (5)</i> <i>620B or D (2/4)</i> <i>595 (1- 5)</i>	<i>604 (5)</i> <b>695E (5)</b> <i>595 (1- 5)</i>	
8- 13 units	8- 14 units	8-15 units	24- 42 total

**needed for the degree: 90 units**

*This schedule is subject to change.*

*Suggested or optional courses listed in italics.*

*Mandatory courses are listed in **bold**.*

*Please note that starting in your second year, you do not need to enroll in both 604 and 620 every quarter. See notes for each course on p. 6.*

*Art History and non- graduate electives can be taken during different quarters than indicated.*

**Full-Time Student Schedule  
(starting in odd numbered years)**

Fall	Winter	Spring	
<b>604 (5)</b> <b>620D (4)</b>	<b>604 (5)</b> <b>620D (4)</b>	<b>604 (5)</b> <b>620D (4)</b> <i>elective (5)</i>	
9 units	9- 14 units	9- 14 units	27- 37 total

Fall	Winter	Spring	
<i>604 (5)</i> <i>620 B or D (2/4)</i> <b>618 (4)</b>	<i>604 (5)</i> <i>620 B or D (2/4)</i> <i>670 (2)</i> <b>617 (4)</b>	<i>604 (5)</i> <i>620 B or D (2/4)</i> <i>elective (5)</i>	
8- 13 units	8-15 units	9- 14 units	25- 42 total

Fall	Winter	Spring	
<i>604 (5)</i> <i>620 B or D (2/4)</i> <b>630 (4)</b>	<i>604 (5)</i> <i>620 B or D (2/4)</i> <i>595 (1-5)</i> <i>AH elective (4)</i>	<b>695E (5)</b> <i>595 (1- 5)</i>	
8- 17 units	8- 14 units	8- 10 units	24- 41 total

**needed for the degree: 90 units**

*This schedule is subject to change.*

*Suggested or optional courses listed in italics.*

*Mandatory courses are listed in **bold**.*

*Please note that starting in your second year, you do not need to enroll in both*

*604 and 620 every quarter. See notes for each course on p. 6.*

*Art History and non- graduate electives can be taken during different quarters than indicated.*

## **MILESTONES:**

- Spring First Year:** • Form graduate committee/ First committee meeting
- Fall Second Year:** • Group MFA Exhibition (second year students only)
- Winter Second Year:** • Meetings with individual committee members  
• Advancement to Candidacy meeting with Department Graduate Committee
- Fall Third Year:** • Second committee meeting
- Winter or Spring Third Year:** • Third committee meeting
- Spring Third Year:** • Culminating Exhibition and Artist Statement approved  
• Final committee meeting  
• Black binder due

## **COURSES**

### **ART 604**

#### **Graduate Studio in Art**

##### **5 units**

Investigation of advanced studio problems focusing on the development of individual directions. Meeting days and times are to be scheduled with the professor. You need 30 units total for the degree. **\*see note below**

### **ART 617**

#### **Graduate Seminar in Critical Theory and Methodologies**

##### **4 units**

This course provides an examination of various theoretical, critical and methodological approaches with emphasis on contemporary visual arts.

### **ART 618**

#### **Graduate Seminar in Contemporary Issues and Practices**

##### **4 units**

This course covers current issues and practices and their relevance to contemporary artists.

### **ART 620 B or D**

#### **Graduate Studio Critique**

##### **2 or 4 units**

Critiques will be lead by rotating members of the art faculty each quarter, complemented with visiting artists/ critics/ curators. Students will be expected to present current work each quarter. Meeting days and times are to be scheduled with the professor. You need 28 units of ART 620 for the degree. Graded CR/ NC. **\*see note below**

### **ART 630**

#### **Professional Practices in the Visual Arts**

##### **4 units**

The various roles of the artist in our society, portfolio development and selection of art markets, legal and financial issues in the production and protection of art, and postgraduate professional development are covered. You will also be writing an extended artist's statement that fulfills the graduate writing requirement.

### **ART 670**

#### **Practicum for Teaching in Art**

##### **2 units**

This course is taken in the second year in conjunction with an arranged teaching assistantship. The course will help prepare you to teach a course in the third

year. Teaching opportunities are awarded on the basis of merit and require a written proposal. Meeting days and times are to be scheduled with the professor. This is not a required course for the degree.

## **ART 695E**

### **Master's Project in Studio Art**

#### **5 units**

Each graduate student is responsible for presenting a solo exhibition of their art works completed during their graduate studies. This includes appropriate professional presentation of work, installation and de-installation, an artist statement, printing of exhibition announcement (using standardized format), providing refreshments for scheduled reception, etc. Work to be exhibited must be reviewed and approved by advisor, department graduate committee, and graduate coordinator before it can be exhibited. Student accepts all responsibility for the cost of this exhibition.

The exhibition and all arrangements must be made in advance and in coordination with the museum staff, graduate coordinator, advisor(s) and faculty member who schedules the gallery space (do this well in advance as the gallery schedule fills up quickly- it is suggested that you plan ahead and schedule one year ahead of time.)

You will not receive a grade for ART 695E until you have uploaded your master's project to Scholarworks.com, completed and submitted your black binder to the graduate coordinator.

**\* Note re: ART 604 and 620 B & D:**

**These course are grouped together and happen at the same time. Over 9 quarters, you need to amass a total of 30 units of ART604 (in other words, you need to take it 6 times) and you need to amass a total of 28 units of 620. You can take this in 2 or 4 unit increments after your first year, according to the following table:**

<b>If you are enrolled in ...</b>	<b>then you would come to class.....</b>
<b>only 620B</b>	<b>5x per quarter for full class time (to be mutually agreed upon)</b>
<b>only 620D</b>	<b>once a week for full class time (critique time)</b>
<b>only 604</b>	<b>once a week for full class time (studio work time)</b>
<b>604 and 620B</b>	<b>15x per quarter for full class time (to be mutually agreed upon)</b>
<b>604 and 620D</b>	<b>all class meetings for full class time</b>



## **Achieving Classified Status**

Conditionally classified students must complete their requirements as outlined in their admission letters. You must do this before you complete 12 quarter units. Once completed, documentation must be submitted to the Graduate Coordinator along with the "Application for Classified Status Form" (see p.17). The Graduate Coordinator and Graduate Committee will review your material and file a new Graduate Application form with the university, indicating 'classified' status.

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## **Graduate Committee**

Graduate students are responsible for filling out the form to create your Graduate Committee during the spring of your first year (p. 18 & 19). The committee includes your Advisor (Committee Chair) and two other art faculty. One additional committee member can be invited (from another department at CSUSB, a part-time art faculty or from off campus). The graduate coordinator will schedule four meetings with the entire committee and the student must submit a "Graduate Committee Meeting Form" (see p.20) after each meeting. This committee will supervise your graduate studies and Master's Project. Your Graduate Committee and the Graduate Coordinator prior to its exhibition must approve the Master's Project/ Culminating Exhibition.

After your successful advancement to candidacy in the second year, at your next committee meeting in the fall of your third year, you must present materials for your Master's Project/ Culminating Exhibition. These include:

1. Three copies of a 1-2 page proposal for your Master's Project exhibition. The proposal should include an artist statement that describes the ideas and content in your work as well as the techniques you employ. Your proposal must be well conceived, written at graduate level and clearly articulate your intentions.
  2. A mock up of your exhibition announcement. You may also provide an installation plan if appropriate to your exhibition idea. If you are exhibiting in RAFFMA, you will need to contact the museum to obtain files for the complete information to be included on the announcement.
-

## **Advancement to Candidacy**

Preparing for your Advancement to Candidacy Review:

1. Bring a significant selection of completed artworks and works in progress produced during your graduate studies. These should be representative of your artistic explorations thus far, and indicate possible directions for future inquiry. Be prepared to discuss your work and its ongoing development.
  2. Please have on hand a statement that encapsulates the overall direction/ progression of your work and studio practice (where you have come from, where you think you are currently, what you plan on doing next and/or where you plan on going with your work). Keep this to no longer than 2 pages, typed, and you will need 8 copies. You may be asked to email this to the committee prior to the meeting.
  3. You must prepare and file an official document titled "Advancement to Candidacy Graduate Approved Program Form" (see p. 21) with the Graduate Coordinator. Complete this form, listing all of the courses you have taken (and the grades received) and all of the courses that you intend to take to complete your degree requirements. This must be approved by your advisor (committee chair), and then be submitted to the Graduate Coordinator. Please note that you cannot have any outstanding 'incomplete' grades to be advanced.
- 

The following is taken from the CSUSB Bulletin of Courses. Please refer to it for more detailed information.

### **Academic Probation**

Failure to maintain the appropriate grade point average (3.0, or B) will result in the student being placed on probation. Students on probation must rectify their grade point deficiencies by the end of the quarter of notification of probationary status, or they automatically will be disqualified and placed in unclassified post-baccalaureate status. To apply for reinstatement to a graduate degree or credential program after disqualification, the student must petition the appropriate program graduate committee. A student who has been disqualified from a master's degree program may be admitted to another program only on the recommendation of the department to which the student has applied and with the approval of the Dean of Graduate Studies. Students in unclassified post-baccalaureate standing and students seeking a second bachelor's degree must maintain a 2.5 grade point average in all work attempted. Students in this category who are dismissed from the university for failure to maintain these

standards must petition the Dean of Graduate Studies for readmission to the university.

The program must include only courses with grades of "C" (2.0) or better. (Grades of "C-" (1.7) or less cannot be used).

### **Repeat of Course (Discount of Grade)**

Classified and conditionally classified graduate students may be permitted to repeat one course at CSUSB that was taken for graduate credit (i.e. that is applied towards a master's degree) one time only by petition to and approval of the college or department graduate committee. The petition requesting this permission includes an automatic request to discount the first attempt. When approved, the original course grade on the student's permanent record will be discounted. Only the second grade earned shall apply to the student's cumulative post-baccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted.

### **Administrative Academic Disqualification**

A graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress in the program. Such action shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement and shall be consistent with guidelines issued by the chancellor.

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Please note: alcohol is not permitted at gallery receptions unless there is campus bartender.

## Step-by-Step Procedures for GRADUATE STUDIES IN ART

This list will assist you in your graduate studies. There are a number of administrative details that need to be taken care of to ensure you meet all the requirements for your graduation. The following checklist is to be done in the order listed below:

1. Thoroughly read and follow the "**Graduate Studies**" and "**Master's of Fine Arts in Studio Art**" sections in the **Bulletin of Courses (Course Catalog)**.
2. Complete the **Graduate Entrance Writing Requirement** (or enroll in ENG 306 or similar), if required.
3. Achieve **Classified Status**: If you are currently Conditionally Classified, you must complete the requirements specified for classification when you were conditionally accepted. When you have completed the requirements, submit an "Application for Classified Status" to the Graduate Coordinator. The Graduate Coordinator files a new Grad Admission form with 'classified' status checked.
4. Select the members of your **Graduate Committee and an Advisor/Committee Chair** and get their approval and signatures on the form that follows. This should be completed by the **spring quarter** of your **first year**. Submit your "Graduate Committee" form to the Graduate Coordinator. Meetings will be arranged as outlined below. The graduate coordinator will designate a day in the relevant quarter when all full committee meetings will take place.

<b>First Committee Meeting:</b>	<b>Spring First Year</b>
<b>Meetings with Individual Committee Members:</b>	<b>Winter Second Year</b>
<b>Advancement to Candidacy:</b>	<b>Winter Second Year</b>
<b>Second Committee Meeting:</b>	<b>Fall Third Year</b>
<b>Third Committee Meeting:</b>	<b>Winter or Spring Third Year</b>
<b>Final Committee Meeting:</b>	<b>Spring Third Year at Exhibition</b>

5. With your cohort, organize a group exhibition in VA 106. You may want to start to organize this in the **spring of your first year** (reserve the space, for example) but the exhibition is to take place in the **fall of your second year**.

6. Apply for **Advancement to Candidacy: Winter Quarter of Second Year**

- a. Successfully complete an Advancement Review conducted by the Department of Art Graduate Committee and the Graduate Coordinator.
- b. File a program of graduate coursework in consultation with your Advisor and approved by the Graduate Coordinator on an "Advancement To Candidacy" form. Achieve a minimum grade point average of "B" (3.0) or better.

7. **Graduation Requirement Check.** Submit a grad check form to the Office of Admissions and Records in the **fall quarter** of your **third year**. You can file later than this but there is an additional 'late fee'.

8. **Complete** all required **coursework**. Your course of study must follow your approved "Advancement To Candidacy" form. Any changes must be filed on the "Request for Change" form (see p.22) and approved by the Graduate Coordinator. If you need to continue working on your Master's Project in Studio Art but have completed all your coursework, register for ART 698, Continuous Enrollment for Graduate Candidacy Standing. This gives you full access to the studios and maintains your status as a graduate student while you are completing your project. This is a zero unit course.

9. **Exhibit your Master's Project.**

Each graduate student is responsible for presenting a solo exhibition of his/ her work completed during his or her graduate studies in the Robert and Frances Fullerton Museum of Art. This will be in the context of a group exhibition with the rest of your cohort. Responsibilities will include appropriate professional presentation of work, its installation and de-installation in consultation with museum staff, securing necessary approvals for and printing of exhibition announcement (using standardized format), providing refreshments for scheduled reception, etc. Work to be exhibited must be reviewed and approved by your advisor, graduate committee and graduate coordinator before it can be exhibited. Student accepts all responsibility for the cost of producing the artwork for this exhibition.

11. **Submit your Master's Project and Graduate Writing Requirement documentation** in a black three ring binder containing all the following materials. The completed black binder (contents listed below) must be submitted before the end of your final quarter, or **your degree will not be conferred**.

- a. Cover sheet with approval signatures from all members of your Graduate Committee and the Graduate Coordinator (see p. 25).

- b. "Artist Statement/ Master's Research Paper in Studio Art Final Review and Approval" form with signatures from all members of your Graduate Committee and the Graduate Coordinator(see p.24).
- c. "Master's Project Final Review and Approval" form with signatures from all members of your Graduate Committee and the Graduate Coordinator (see p. 23).
- d. Twenty professional quality images of the work produced during your graduate studies on a labeled flash drive, with an accompanying typed image list that includes your name, title, medium, size and any other relevant details for each work.
- e. Both long and short versions of your Artist's Statement, with the appropriate form with approval signatures from all members of your Graduate Committee and the Graduate Coordinator. Please include a PDF of your long artist statement on the flash drive with your images.
- f. Master's Project Exhibition Announcement.
- g. Your Artist's Resume

Additionally, you must upload your Master's Project to scholarworks.com and include a screen shot showing a successful upload.

12. **Graduate.** To be included in the Commencement Program, you must submit your Graduation Requirement Check by the last business day of April and you must notify the graduate coordinator, who will submit your Master's Project title to the Dean's office and arrange for you to be 'hooded' at the graduation ceremony. To avoid a late fee, file your grad check form two terms before your graduation date.

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## **LIST OF EXPECTATIONS:**

*The following expectations are not part of the formal curriculum but are considered vital to your experience as a graduate student. The M.F.A. degree is meant to prepare you to enter the field of art as a working professional. In addition to the development of your artistic practice and academic training, a significant part of your preparation involves gaining practice and comfort in negotiating the demands of the professional artist. Thus while many of the*

*following may seem like mere social obligations, they should be considered as important as your work in the classroom and studio.*

**1. Keep Regular Studio Hours:** In ideal circumstances an artist should work on a daily basis. At a bare minimum you should be working in the studio several days a week. You are encouraged to spend time in the campus studios even if part of your practice takes place elsewhere. Having set scheduled time in your workweek can be very helpful. Artistic and personal crises should not keep you from your studio even if that means staring at white walls.

**2. Attend All Visiting Artist Lectures:** These are arranged for your benefit and offer priceless opportunities to get to know professionals in your field. Your attendance is considered mandatory.

**3. Attend Campus Openings:** Openings are simply part of the job description of any working artist. Your attendance at all RAFFMA events is mandatory and missing the openings of your M.F.A. colleagues is unforgivable. You are highly encouraged to attend the openings of undergraduate exhibitions as well.

**4. Get to Know and Mentor Undergraduates:** As a graduate student, you are a role model for undergraduates. You are encouraged to be generous and accessible to them. We have outstanding students at CSUSB and you will want as many as possible to be part of your long-term professional network. The university is an experimental laboratory in which we all learn from each other regardless of level, professors included.

**5. Attend Off-Campus Art Events:** You should commit yourself to going to openings, new exhibitions, lectures and parties on a regular basis. Graduate students and professional artists should do so nearly every weekend. If someone from our CSUSB community is participating in something off-campus, it is a terrific opportunity and essentially considered mandatory. There are vibrant art scenes in Riverside, Pomona and Joshua Tree; Los Angeles is one of the world's top cities for art. Becoming a "regular" at gallery openings is the first step in establishing a professional relationship that could lead to gallery representation.

**6. Have an online and/or social media presence:** Disseminating information about your work through digital media is essential to emerging and working artists. It is extremely convenient and beneficial to be able to direct a new acquaintance to a site to see your work.

**7. Take Responsibility for Your Own Education:** The university provides a wealth of resources for you as graduate student, and it is largely your responsibility to take advantage of these opportunities. Seek out attention from

your professors. You shouldn't just try to satisfy expectations; take control of your own artistic existence to exceed those expectations.

**8. Have Fun:** Graduate study is a rare opportunity to focus on exactly what you are most passionate about. Enjoy, and *congratulations!*



**APPLICATION FOR CLASSIFIED STATUS**

**M.F.A. in Studio Art**

California State University, San Bernardino

All Conditionally Classified graduate students must attain 'Classified' status before completing their graduate coursework and applying for Advancement to Candidacy.

Date\_\_\_\_\_

Name\_\_\_\_\_ SID #\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

I have completed the following requirements in order to qualify to apply for Classified Status: (List requirement/s and completion date/s)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
Advisor's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator's Signature

\_\_\_\_\_  
Date

**Submit to Records**

## Individual Graduate Committee Selection

Your name: \_\_\_\_\_

Please fill in below with your choices for your advisor/ mentor/ committee chair. This would be the faculty member that you would work most directly with. You will then need 2 more (full-time) faculty members to fill out your committee. Please note your choices below. You may also want a 4<sup>th</sup> member of your committee- this is optional. This person could be an additional full-time faculty, a part-time faculty, or someone from outside of the art department.

Advisor/ Committee Chair: Choice #1: \_\_\_\_\_

Choice #2: \_\_\_\_\_

Committee Members: Choice #1: \_\_\_\_\_

Choice #2: \_\_\_\_\_

Choice #3: \_\_\_\_\_

Choice #4: \_\_\_\_\_

Optional 4<sup>th</sup> Member: \_\_\_\_\_

Please return to the graduate coordinator, hard copy or via email:  
[kgray@csusb.edu](mailto:kgray@csusb.edu)

Thank you!

# GRADUATE COMMITTEE

## M.F.A. in Studio Art

California State University, San Bernardino

Graduate students are responsible for forming a Graduate Committee to supervise their graduate studies and Master's Project at the end of their first year. The committee includes your Advisor and two other Art Faculty. One additional committee member can be invited from the adjunct art faculty, another department at CSUSB or from off campus. The graduate coordinator will schedule four meetings with the entire committee and the student must submit a "Graduate Committee Meeting Form" after each meeting.

Date \_\_\_\_\_

Name \_\_\_\_\_ SID# \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Committee Members:

Advisor  
(Committee Chair)      \_\_\_\_\_ name      \_\_\_\_\_ signature

Art Faculty      \_\_\_\_\_ name      \_\_\_\_\_ signature

Art Faculty      \_\_\_\_\_ name      \_\_\_\_\_ signature

Additional Member  
(optional)      \_\_\_\_\_ name      \_\_\_\_\_ signature

Approved by      \_\_\_\_\_  
Graduate Coordinator

**File**

**GRADUATE COMMITTEE MEETING FORM**

**M.F.A. in Studio Art**

California State University, San Bernardino

Name \_\_\_\_\_ SID # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Date of Meeting:**

**Committee Members Present:**

\_\_\_\_\_

**Summary of Meeting:**

**Recommendations to Student:**

Advisor \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**file**

**ADVANCEMENT TO CANDIDACY FORM**

**Graduate Approved Program Form**

**MFA in Studio Art**

California State University, San Bernardino

Name \_\_\_\_\_ SID # \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Course	Qtr/Yr	Units	Grade	Comments
ART 604		5		
ART 604		5		
ART 604		5		
ART 604		5		
ART 604		5		
ART 604		5		
ART 604		5		
ART 620	B or D?			
ART 620				
ART 620				
ART 620				
ART 620				
ART 620				
ART 620				
ART 617		4		
ART 618		4		
ART 630		4		
ART 695		5		

Upper Division Writing Requirement satisfied on \_\_\_\_\_ by \_\_\_\_\_

Date of Classification \_\_\_\_\_

**ADVANCEMENT TO CANDIDACY:**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Copies: Office of Records (Paula Ammerman) / Graduate Studies / Student's File / Student**

**REQUEST FOR CHANGE IN STUDY PLAN FOR  
M.F.A. IN STUDIO ART**

**MFA in Studio Art**

California State University, San Bernardino

Date \_\_\_\_\_

Name \_\_\_\_\_ SID# \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

-----  
I wish to request the following change(s) in my study plan for the M.F.A. in Studio Art:

FROM (Course #/Title) Units

TO (Course #/Title) Units

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

-----  
Approved by Graduate Coordinator: \_\_\_\_\_

Signature

Date

**Copies to: Office of Records (Paula Ammerman), Graduate Studies, Student File, Student**

**MASTER'S PROJECT IN STUDIO ART**  
**Final Review and Approval**  
**MFA in Studio Art**  
California State University, San Bernardino

Date \_\_\_\_\_

Name \_\_\_\_\_

I have reviewed the above student's Master's Project and Exhibition and find that it meets my approval for graduation with a M.F.A. in Studio Art.

Advisor \_\_\_\_\_  
signature

\_\_\_\_\_  
name

Committee Member \_\_\_\_\_  
signature

\_\_\_\_\_  
name

Committee Member \_\_\_\_\_  
signature

\_\_\_\_\_  
name

Graduate Coordinator \_\_\_\_\_  
signature

\_\_\_\_\_  
name

**ARTIST STATEMENT/ MASTER'S RESEARCH PAPER IN STUDIO ART**  
**Final Review and Approval**  
**MFA in Studio Art**  
California State University, San Bernardino

Date \_\_\_\_\_

Name \_\_\_\_\_

I have reviewed the above student's Artist Statement/ Master's Research Paper and find that it meets my approval for graduation with a M.F.A. in Studio Art.

Advisor \_\_\_\_\_  
signature

\_\_\_\_\_ name

Committee Member \_\_\_\_\_  
signature

\_\_\_\_\_ name

Committee Member \_\_\_\_\_  
signature

\_\_\_\_\_ name

Graduate Coordinator \_\_\_\_\_  
signature

\_\_\_\_\_ name

file



**(DOCUMENTATION COVER SHEET SAMPLE)**

MASTER'S OF FINE ARTS IN STUDIO ART  
California State University, San Bernardino

YOUR NAME  
Date of Graduation

Graduate Coordinator:  
Katherine Gray

Graduate Committee:

\_\_\_\_\_ name \_\_\_\_\_

Committee Chair

\_\_\_\_\_ name \_\_\_\_\_

Art Faculty

\_\_\_\_\_ name \_\_\_\_\_

Art Faculty

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