

Bowling Green State University School of Art



Artwork by: Jessica Summers

Graduate Handbook 2015-2016



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**ACADEMIC CALENDAR
2015-2016**

Fall Semester - August 24 - December 18, 2015

Aug. 17-21	Grad Step Week
Aug. 24	Classes begin
Aug. 28	Last day to add classes without College permission
Sept. 7	Labor Day (no classes)
Sept. 10	First-year MFA/MA candidate presentations – Room 2000, 7pm-9pm
Sept. 16	Meet and Greet in the Foyer for first year grads and professors 12:00pm-1:00pm
Sept. 18	Last day to apply for December graduation – must be submitted online – deadline is firm
Oct. 12-13	Fall Break (no classes)
Oct. 26	2nd Year Grad statements due to committee members
Nov. 3-5	Second-year graduate students reviews
Nov. 11	Veteran's Day (no classes)
Nov. 20	First year grads – TDP meeting – grad lounge 12:30 pm
Nov. 13	Last day to withdraw with faculty, Graduate Coordinator and College approval
Dec. 4	TDP's (Tentative Degree Program) due to Graduate Coordinator
Nov.25-27	Thanksgiving Recess (no classes)
Dec. 4	Confirm graduate review committee membership and submit to Mille and graduate secretary
Dec. 5	ArtsX, 5-9 p.m.
Dec. 11	Fall semester classes end
Dec. 14-17	Exam week

Spring Semester - January 11 - May 6, 2016

Jan. 11	Classes begin
Jan. 18	Martin Luther King Day (no classes)
Jan. 26	Last day to apply for May Graduation – must be submitted online – deadline is firm
Jan. 25	Review statement due to Review Committee Members
Feb. 2-4	CAA (Washington, DC)
Feb. 9-11	February graduate reviews for first-year students
Mar. 7-11	Spring Recess (no classes)
Mar. 21	Grad statement due to committee members (MFA Exhibition I)
Mar. 16-19	NCECA (Kansas City, MO)
Mar. 29-31	Second-year graduate students FINAL reviews (MFA Exhibition I)
Mar. 28	Grad statement due to committee members (MFA Exhibition II)
Apr. 5-7	Second-year graduate students FINAL reviews (MFA Exhibition II)
Apr. 8	Last day to withdraw with faculty, Graduate Coordinator and College approval
Apr. 8	Opening for MFA Exhibition I, 7–9 pm
Apr. 23	Opening for MFA Exhibition II 7–9 pm
Apr. 29	Spring semester classes end
May 2-6	Exam week
May 6	Commencement

Summer Semester – May 16 – August 8, 2016

First 6-week session – May 16 – June 24, 2016

May 16	Classes begin
May 30	Memorial Day (no classes)
June 5	Last day to apply for August graduation – must be submitted online – deadline is firm
June 24	Last day of first 6-week session

8-week session (June 27 – August 5, 2016)

June 27	Classes begin
July 4	Independence Day (no classes)
Aug. 5	Last day of the 8-week session

Second 6-week session (June 27 – August 5, 2016)

June 27	Classes begin
July 4	Independence Day (no classes)
Aug. 5	Last day of the second 6-week session
Aug. 6	Commencement

Objective and Goals of the School of Art's Graduate Programs

The objective of the M.F.A. and M.A. programs is the effective training of students for professional careers in the visual arts.

The School's graduate programs identify five learning outcomes, reaching broadly across media and disciplines, both studio-based and scholarly.

These five outcomes seek to link individual growth with broad disciplinary awareness.

- Depth of understanding. Ability to conduct in-depth research. Technical proficiency within chosen area/s of specialization.
- Breadth of understanding. Competency in elective areas. Ability to relate specialization to other media and research areas, within and outside of the visual arts.
- Contemporary awareness. Ability to contextualize individual research within contemporary cultural, conceptual, and theoretical frameworks.
- Historical awareness. Understanding of the continuously evolving character of ideas, styles, and practices in the visual arts. Ability to apply knowledge to research goals.
- Professional competency. Familiarity with the mechanisms and procedures of professional exhibition and research practice.

Standards of Conduct

A successful graduate experience is built upon a foundation of mutual respect, inside and outside of the classroom. The freedom to articulate, share, and contest individual points of view is our most important priority. One must also keep in mind that personal viewpoints are expressed within a community of students, faculty, and staff. In the formulation of personal points of view and modes of expression students should be mindful of their impact on others. Deliberate harassment or intimidation based upon race, gender, age, religion, or sexuality will not be tolerated.

Degree Programs

Pursued on a full-time basis, the M.F.A. program is normally a two-year course of study. In rare circumstances such as medical or personal hardship, a student may request a third year. Regardless of the circumstances, approval of a petition for a third year must come unanimously from all graduate faculty members in the student's division, the Graduate Coordinator, and the Director of the School of Art.

The M.A. in Art History, pursued full time, will normally require one and a half years of course work, with an extra semester expected for the writing of the thesis.

All degrees may be pursued on a part-time basis. Part-time students have six years from their entry into the program to complete degree requirements, including the thesis. Stipends, assistantships, and studio space cannot be granted.

Administrative Structure of the Graduate Program

Acting Director: Charles Kanwischer, MFA

Administrative leader of the School. Works with the Graduate Coordinator on all matters pertaining to the graduate program.

Graduate Coordinator: Mille Guldbeck, MFA

Administrative leader of the graduate program. Academic advisor to all incoming students. Supervises the admissions process and the awarding of assistantships. Informs students regarding the policies, practices, and deadlines of the Graduate College. Advisor to the Graduate Art Student Organization (GASO).

Division Head

Administrative leader of one of the four divisions that offer graduate programs in the School of Art (Two-Dimensional Studies, Three-Dimensional Studies, Digital Arts and Art History).

Two-Dimensional Studies: Lynn Whitney

Three-Dimensional Studies: Tom Muir

Digital Arts: Heather Elliott-Famularo

Art History: Dr. Andrew Hershberger

Major Professor/Committee Chair

Supervisor of the three-member committee that guides student progress toward the completion of their thesis. The Committee Chair must be a regular or provisional member of the Graduate Faculty and should teach in the student's chosen area/division of study. Serves as academic advisor following first incoming registration. You will all choose a major professor.

Graduate Review Committee Member

Graduate Faculty members (including the Chair) comprising the Review Committee.

Graduate Secretary: Marisa Cline

Assists the Graduate Coordinator in all graduate student related administrative matters. Registers students for courses. Maintains student files and records.

Academic Standing

Good academic standing is defined in the *Graduate Catalog* as:

- 3.0 GPA.
- no more than two incomplete grades at any one time.
- timely completion of departmental requirements other than coursework, such as comprehensive exams, thesis research, foreign language requirements, etc. by departmental deadlines.
- the absence of any suspensions, probations, or other disciplinary sanctions as described in the *Student Affairs Handbook*.

Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program; failure to maintain these standards may result in the academic dismissal.

A course taken for graduate credit in which a D was received may not be used to meet degree requirements nor to meet the minimum credit hour requirements for a graduate degree; however, the hours and grade are used to compute the cumulative grade point average. If a graduate student repeats a course, each grade received is counted in computing the cumulative grade point average. To compute GPA, the total number of points (on the 4.0 scale) is divided by the total number of hours undertaken for graduate credit, excluding courses in which the marks INC, IP, S, U, or W/P are recorded.

Academic Dismissal

Failure to make "satisfactory progress toward the degree" normally results in probation and can lead to dismissal. Satisfactory progress means that master's students must maintain an overall average of 3.0 and doctoral students must maintain a 3.2 grade average.

The Graduate College monitors all graduate student records at the end of each term once grades have been posted. A list of students whose grades fall under 3.0 (for master's students) or 3.2 (for doctoral students) is sent on to the degree program for review.

The following should be considered in cases of unsatisfactory progress. The accumulation of two or more Cs, a D, or an F should cause the student and the graduate coordinator serious concern. These grades are clear warnings to the student in question that he or she is not making acceptable progress toward the degree.

Students should be notified in person about their lack of satisfactory progress and the graduate coordinator or other members of the graduate faculty should articulate clearly what the student must do to be successful.

If the Graduate College determines that a student is not in good standing at the end of a term, the student will be placed on probation, continued on probation, or dismissed; students will be notified in writing by the Graduate College. Decisions about probationary cases that are not clear-cut and dismissals will be made collaboratively between the graduate coordinator and the dean designate. When a student is continued on probation, the graduate coordinator will prepare a student success plan for the student that clearly states the outcome required for the student to remedy the academic deficiencies.

Students are rarely dismissed after only one semester of low grades unless they were conditionally admitted. However, students should not normally remain on probation for more than two semesters unless they are very close to a 3.0 or 3.2 and can demonstrate the ability to earn A's. If it is determined that a student already on probation is not likely to earn A's, dismissal should be considered in a timely fashion, rather than allowing the student to continue with little to no chance of successful completion. Final approval of dismissal rests with the graduate dean designate. If the decision is made to dismiss the student from his or her program of study, the Graduate College will notify the student in writing and the Registrar will make the proper notation on the student's record.

Academic Honesty

Academic honesty is the central value of an academic community. It is expected that graduate students will neither engage in nor facilitate cheating (using or attempting to use unauthorized materials, information, or study aids), fabrication (falsification or invention of any information or citation), or plagiarism (representing the words or ideas of others as one's own) in their academic work. The Academic Honesty Policy can be found at the following web address: <http://www.bgsu.edu/offices/sa/studentdiscipline/index.html>

The Academic Honesty Policy contains strict sanctions, including expulsion, for all forms of academic dishonesty. Students found guilty of violating other University regulations, such as engaging in moral and ethical misconduct, or in actions that are injurious to others or threaten the orderliness and well-being of the campus, are subject to equally strict sanctions in accordance with the provisions set forth in those regulation.

Supervision of Assistantships

The Assistantship Supervisor, normally the Division Chair or Area Head for the area in which the student is working, will monitor the weekly completion of responsibilities. If the supervisor determines that a student is not carrying out assigned duties in an acceptable manner, the Supervisor will meet with the student to review the problem and determine a solution. The School will not tolerate:

- chronic unexcused lateness.
- chronic unexcused absence.
- failure to adequately perform duties, either through inattention, recklessness, or willful damage to equipment or facilities.
- consistent failure to observe safety rules.
- theft.

If, after the initial meeting, the Supervisor determines that the student's performance is not improving, the Supervisor will notify the Graduate Coordinator who will then meet with the student and the student's Graduate Advisor/Major Professor. If poor performance continues, the Graduate Coordinator will make one of the following two recommendations.

- The student will be placed on probation for a period of four weeks. If at the end of that period the student is still not meeting expectations, their assistantship will be withdrawn. If after the successful completion of the probationary period difficulties re-emerge, the student's assistantship will be withdrawn.
- In the case of serious violations of policy, the Graduate Coordinator, in consultation with the Assistantship Supervisor, the Director and/or Associate Director of the School, and the members of the student's Graduate Review Committee, may decide to immediately revoke the assistantship. Examples of such offenses include but are not limited to: theft, vandalism, assault, and threatening or harassing behavior.

Failure to maintain any of these standards may result in a loss of funding and the student may be placed on academic probation (without funding) for the subsequent term.

The following are considered indicators of unsatisfactory progress:

- accumulation of two or more C's, a D, or an F.
- failure to pass one of the three School of Art graduate reviews required of all M.F.A. graduate students.

If at the end of an academic semester or at one of the three official student thesis review meetings, it is determined that a student is not in good academic standing and not progressing toward a degree, the student's Graduate Review Committee will make one of the following recommendations:

- If a student is not in good academic standing due to failure to pass a graduate review and a subsequent re-review the Graduate Review Committee will recommend:
 - a. withdrawal of assistantship funding. Student may continue in the program without assistantship. Student may reapply for assistantship after one year.
 - b. dismissal of the student from the program.
- If the student is not in good academic standing through failure to maintain a cumulative grade point average of 3.0 for two consecutive semesters, the Graduate Review Committee together with the Graduate Coordinator will recommend:
 - a. withdrawal of assistantship funding. Student may continue without funding and has one semester to bring GPA up to 3.0 and satisfy any outstanding incompletes.
 - b. dismissal of the student from the program.

Students are not expected to work on the days when school is not in session as listed on the academic calendar. Those dates are:

Labor Day – September 7, 2015
 Fall Break – October 12-13, 2015
 Veteran's Day – November 11, 2015
 Thanksgiving Recess – November 25-27, 2015
 Holiday Break – December 19, 2015-January 10, 2016
 Martin Luther King Day – January 18, 2016
 Spring Break – March 7-11, 2016
 Contract ends on the last day of exams – May 6, 2016

A department can negotiate with a student to work on the above days if there is a special reason they are needed, but students should be given alternative time off.

The students have signed a contract for a specific time period and their work should be done during that time period. They are under no obligation to come back and work hours because work was not allocated to them. They will not be under contract and therefore not covered by workmen's compensation.

Other Forms of Academic Misconduct

- Academic honesty violations including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism (consult the *BGSU Student Handbook* for definitions, descriptions of disciplinary procedures, and penalties).
- Racial and ethnic harassment (consult the *BGSU Student Handbook* for definitions, descriptions of disciplinary procedures, and penalties).
- Sexual harassment (consult the *BGSU Student Handbook* for definitions, descriptions of disciplinary procedures, and penalties).
- Moral and ethical misconduct

The adjudication of such offenses is governed by the policies and procedures described the University's Policy on Academic Honesty, and the *BGSU Student Handbook*.

Graduate Studio Policy

The School of Art may assign studio/office space to MA or MFA candidates **actively enrolled** (including summers) and considered to be in good standing. Other than summer, full time enrollment is required. Based on availability of space priority will be given to students with a tuition scholarship and stipend, followed by those with a tuition scholarship and then finally those funding their own tuition costs. Studios are assigned by the Graduate Coordinator in consultation with Division Chairs and the Director of the School of Art.

The student will be issued one key for the studio. A replacement fee will be assessed for each lost key. All keys must be returned directly to the Graduate Secretary for the School of Art at the termination of the studio assignment. Failure to do so will result in a freeze on all University records and possible fines. Keys are not to be passed on to anyone and **MUST** be returned directly to the Graduate Secretary upon graduation.

The studio will be maintained in a clean and orderly condition, consistent with its proper use. No structural alterations or additions to the studio are allowed unless approved by the Graduate Coordinator or Division Chair. All original equipment and furnishings in the studio at the time of initial occupation must be listed and accounted for on the Graduate Studio Condition Report. Equipment and furnishings shall not be removed without prior approval. All equipment and furnishings must be present and in working condition, notwithstanding reasonable wear and tear, at the time of termination of occupancy. A \$100 deposit is required from each student holding an assigned space. The deposit is refundable if the studio has been returned to its original condition, with walls patched, repainted and all materials and furniture not previously assigned to the room removed. Any damage to the facility and costs related to returning it to its original condition is the responsibility of the occupant/s.

The Graduate Coordinator or Area Head will make periodic inspections to assure the space is being properly used. Students must abide by all health and safety rules set out by the School of Art and the University. The studio shall be used for educational purposes; it is for the production of artwork or research only. No student shall use the space for living quarters or for any purpose other than artistic production or research associated with the graduate program. In the event that unsafe or illegal conditions are found to exist, use of the studio shall immediately cease and not be resumed until the condition is remedied.

The University and Department is not responsible for the loss, damage or theft of items left in or around the studio.

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

Students must vacate their studios **one week** after graduation. You must schedule a date and time with the Graduate Coordinator when you are ready to return all keys to campus operations and check-out of the studio space. The occupant is responsible for all cleaning, repairs and expenses to return the studio to its original condition.

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

Degree Requirements and Sample Degree Schedules

The following information is an abridged version of the requirements listed in the Graduate Catalog. For an expanded version of requirements, and for an overview of University academic policies, please consult the Graduate Catalog which is published on-line at the Graduate College website.

Master of Fine Arts (M.F.A.)

NOTE: These are general requirements. Do check with your division head as some divisions have requirements and expectations that are division specific and are in addition to those listed below.

A student entering the M.F.A. program is on probation during his/her first fifteen semester hours of coursework. In the semester immediately following the completion of the initial fifteen semester hours, the student must pass the initial graduate review in February for continuance in the program.

Awarding of the degree is contingent upon the recommendation of the Graduate Review Committee after a final review of work. Acceptance into the program and completion of coursework does not determine final approval for a degree.

Candidates for the M.F.A. degree must complete a minimum of 60 semester hours at the graduate level. Only grades of "C" or better will count as hours toward graduation.

NOTE: 50% of classes or 30 credits must come from standalone* graduate art courses. ART 6010 is a multidisciplinary standalone graduate class that is offered every semester that will help ensure that you meet the 30 credit mark.

- 21 semester hours within studio specialization (one must be a standalone graduate class)
- 12 semester hours of standalone graduate studio electives (may come from the specialization)
Satisfy by taking ART 6010 - Contextualizing Practice and Research each semester

NOTE: you may take a stacked graduate course in this category instead of ART 6010 only if you take more than one standalone graduate course in your specialization (counted in your 21 credits above) or a standalone art history course (counted in your art history credits, below).

- 9 semester hours of studio critique
- 6 semester hours of art history
- 3 semester hours of academic elective (must be graduate level)
- 3 semester hours of general elective (must be graduate level)
- 3 semester hours of pedagogy
- 3 semester hours of exhibition research

Total hour requirements may be reduced for a student applying credit from previous graduate work (not to exceed nine hours). The student is required to complete a minimum of two full-time semesters in residence.

In addition to the 60 semester hours of course work, the student must mount an MFA Exhibition. For more information on requirements and procedures associated with the exhibition please see the appropriate section below.

M.F.A. - Two Years

First Year:

FALL

Studio Specialization (6 hrs)
ART 6010 (3 hrs)
Studio Critique (3 hrs)
ARTH 5XX or 6XX Seminar (3 hrs)

SPRING

Studio Specialization (3 hrs)
Pedagogy (3 hrs)
Studio Critique (3 hrs)
ARTH 5XX or 6XX Seminar (3 hrs)
ART 6010 (3 hrs)

Second Year:

FALL

Studio Specialization (3 hrs)
ART 6010 (3 hrs)
Studio Critique (3 hrs)
Academic Elective (3 hrs)

SPRING

Studio Specialization (6 hrs)
ART 6010* (see note above) (3 hrs)
General Elective (3 hrs) – this is a studio elective
Exhibition Research (3 hrs)

Bowling Green State University
School of Art

EMAIL _____ EXPECTED DATE OF GRADUATION _____

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MASTER OF ARTS DEGREE IN ART HISTORY

BGSU's graduate program in Art History emphasizes the placement of art within its diverse cultural, socio-political, economic, religious, theoretical, and thematic contexts. We approach this study through the lenses of current theory and criticism as well as traditional object-oriented connoisseurship. The M.A. is a two-year program, although it is open to part-time students who have six years to finish their degrees.

The Division's relatively intimate size, together with BGSU's commitment to teaching, ensures a close connection between students and faculty, and offers an opportunity for students to profit from close faculty attention. The research specializations of the faculty include the history and theory of: Ancient art and culture, Renaissance art and visual culture, Contemporary art and photography, and the arts and cultures of World art, especially Africa. With faculty in both Western and non-Western fields, students are offered a revolving curriculum of advanced courses representing every continent with chronological and thematic breadth, and are encouraged toward interdisciplinary study (please see catalog for a complete list of courses available). Students can also take advantage of the close proximity to the Toledo Museum of Art, and to numerous other museums in Detroit, Cleveland, Columbus, Cincinnati, and Chicago. In addition, our graduate students have full access to library collections (including the Popular Culture Library) and image resources such as ARTstor, OhioLINK, and vast repositories of literature online via Jerome Library's website.

A Master of Arts degree from BGSU prepares individuals for a variety of careers in the arts and humanities, including continued study in art historical doctoral programs. Art History graduate students and alumni have secured teaching and curatorial positions in a variety of two- and four-year colleges and art museums.

M.A. IN ART HISTORY REQUIREMENTS:

Candidates must complete a minimum of **33** semester credit hours at the graduate level (only grades of "C" or better will count as hours toward graduation).

- 27 hours of coursework in Art History, comprised of:
 - 3 hours of ARTH 6060: *Contemporary Art Theory and Criticism* (take in Fall 1).
 - - 3 hours of ARTH 5900: *Professional Practices in Art History* (take in Spring 1, and potentially repeat in Spring 2).
 - - 9 hours in 5000-level seminar courses.
 - - 6 hours in 6000-level seminar courses.
 - - 6 hours are at either 5000- or 6000-level.
- 3 hours elective coursework (in art history, studio art, or related academic course inside or outside the School of Art). Recommended to be selected in consultation with your advisor.
- 3 hours of ART 6990: *Thesis Research* (taken final semester enrolled).

Plus:

- - Language proficiency: fulfilled through either 3 hours coursework or examination in the appropriate department.
 - Language to be selected in consultation with your advisor.
- - Master's Thesis (must be submitted to thesis committee for approval at a *minimum* of 7 weeks prior to Graduate
 - College deadline for final submission of all work for graduation).

In addition to the **33 credit hours** of coursework, and as a prerequisite to admission to MA degree candidacy and thesis work, students enrolled in the M.A. degree program in Art History must:

- Submit a ***Tentative Degree Program*** (TDP) form to the Graduate College, in which students present their intention to fulfill Plan I requirements of the Graduate College (TDP is submitted end of first semester enrolled, eg. Fall1).
- Demonstrate reading proficiency in an approved **second language** of scholarship, determined in consultation with the student's advisor (who will be one of the full-time art history faculty). Proficiency is usually certified by a "B-level" examination (usually taken in spring of their first year), or through the successful completion of a Master's equivalency language course (usually taken in the summer, if one is offered, if student does not pass the language examination in spring). For specific information on the administration of the "B-level" examination or the language equivalency course, students should contact the appropriate language department. (Students are required to bring the "yellow" form to the B-level examination to ensure accurate recording of the exam).

- Declare chosen area of **research specialization** and arrange for **Thesis Chair** during second semester of study (usually Spring 1). The Thesis Chair, accompanied by two additional committee members, will supervise the student's progress toward the degree.
- Submit an internal (Division of Art History only) "**MA in Art History Thesis Topic Approval Form**" signed by student, advisor, and all other members of the thesis committee. (See form later on in this handbook.)
- Submit an **MA thesis topic** to Thesis Chair and committee for approval, and then submitted to and approved by the Graduate College (using the appropriate Graduate College form).
- Complete a **Master's Thesis** in consultation with student's thesis committee. Please keep in mind that any student intending to graduate in May must adhere to the divisional **December 1st deadline** for submitting the first complete draft of their thesis to their second reader – ideally the first reader would have seen the draft multiple times by then. The second faculty reader will then return that draft with comments by the end of week two of the Spring semester. It is the student's responsibility to know the official Graduate College submission deadline for the particular year and semester that the student intends to graduate. For the submission deadline for a specific year, please check Graduate College's website. Of course, students will be working with their committee chair prior to submitting the thesis to the committee so that the thesis submitted is the best it can be (eg, do *not* submit a first draft to the committee for approval!).
- Give a **professional public lecture**, in coordination with the Thesis Chair, of the thesis material as a final component of the MA degree.
- *Adhere to all **important College of Arts and Sciences deadlines** in proposing and completing MA thesis and Comprehensive Exams. Students are expected to contact the College to make sure they are aware of and working with the most up-to-date deadlines for their cohort.*

For more information on the Graduate College's requirements and guidelines, please see the *Thesis and Dissertation Handbook* at:

<http://www.bgsu.edu/colleges/gradcol/tdhandbook/tdhdbktoc.htm>

The Graduate College *Thesis/Dissertation Topic Approval* form, downloadable at:

<http://www.bgsu.edu/colleges/gradcol/documents1.htm> (under "Topic Approval")

must include:

- The name of the topic (typed).
 - Signatures of all committee members on the appropriate lines, with their names typed below their signature.
 - Signature of the Graduate Coordinator
- (all signatures on the form must be **original**. No photocopies accepted).

Sample Graduate Program in Art History

Use this schedule for guidance when filling out (in consultation with academic advisor) the Tentative Degree Program (TDP) form:

FIRST YEAR:

Attend GSO (Graduate Student Orientation): workshop scheduled **prior** to beginning of Fall semester

Fall 1

5000-level Art History (3 hrs)

5000-level Art History (3 hrs)

5000- or 6000-level Studio or Academic Elective (3 hrs)

6000-level Art History (3 hrs)

→ incoming graduate student presentations: be prepared to introduce yourself to the faculty and graduate students in the School of Art by presenting your influences, inspirations, etc (early Fall).

→ **Tentative Degree Program (TDP) due at end of first semester of study.**

Spring 1

5000-level Art History (3 hrs)

5000- or 6000-level Art History (3 hrs)

6000-level Art History (3 hrs)

ARTH 5900 *Professional Practices in Art History* (3 hrs)

→ declare area of specialization and committee chair.

→ take "B-level" language examination during second semester

Summer 1

→ take "B-level" equivalent language course if student does not pass language exam in Spring.

→ orally propose/defend thesis topic before thesis committee, for approval.

→ submit thesis topic application form to Graduate College, *prior* to taking MA comprehensive examinations (see College website for form).

SECOND YEAR:

Fall 2

6000-level Art History (3 hrs)

5000- or 6000-level Art History (3 hrs)

ARTH 6820 *Art History Problems* (3 hrs) (optional)

→ **Apply for Spring graduation at start of semester (see College deadline).**

→ you must be enrolled for 12 credit hours to maintain funding (if applicable).

Spring 2

ART 6990 *Thesis Research* (1-3 hrs)

ARTH 5900 *Professional Practices in Art History* (3 hrs) (optional)

ARTH 6820 *Art History Problems* (3 hrs) (optional)

→ submit draft of completed Master's thesis to thesis committee *early* in semester (see requirements and time table guidelines on the divisional "MA in Art History Thesis Topic Approval Form"); revise thesis based on committee's comments; get final approval from thesis committee.

→ submit approved thesis and all completed forms to Graduate College *prior* to graduation deadline (Grad College's deadline is usually about 6 weeks prior to graduation).

→ schedule professional public lecture of thesis materials as final component of MA thesis.

Expectations for the Master of Arts Thesis: Division of Art History, School of Art, BGSU

• Please read the following information carefully and thoroughly, especially the timeline at the end of the document. It is your responsibility to complete each step appropriately to ensure you make all the deadlines for graduation.

M.A. THESIS OVERVIEW:

The M.A. Thesis is the premier component of the M.A. program in Art History, and provides you with the opportunity to develop the skills necessary to perform in-depth research, careful argumentation, and editorial revision of your prose style. While the length and scope of each M.A. Thesis will depend on the individual nature of each proposed topic, the general expectation for the M.A. Thesis is that it will be an article-length research paper. This paper will be written under the guidance of your thesis committee.

Thesis Committee: Will be comprised of a minimum of two faculty members, one of whom will be designated as your Committee Chair, who will serve as your primary reader/advisor. Typically you will seek out an advisor in the appropriate field of study to serve as your first reader and consult with that person on the selection of second reader (and any additional non-voting guest readers). Therefore, the Thesis Committee/Graduate review committees for candidates for the MA in Art History shall consist of:

1. Chair and First Reader, Major professor in Art History;
2. Second Reader, in Art History.

Note: additional voting or non-voting members may be added to the MA Thesis Committee as guests and may include members of the graduate faculty from the University at large, or a recognized scholar in the field of Art History, as approved by the Chair and Second Reader of the Thesis Committee. The procedures to be followed by the graduate review committees shall be approved by the graduate faculty, and shall be published in the graduate handbook of the School of Art.

M.A. THESIS REQUIREMENTS:

You should define the paper's content, scope and length with each of your readers, and devise a schedule for internal and external deadlines to make sure that you successfully complete the M.A. Thesis within the acceptable timeframe allotted to you for the M.A. Program (please see last page for important timeline information).

Generally, the M.A. Thesis is 40-50 pages, but in some cases (if the topic warrants it) an alternative format/length will be decided upon in consultation with the student's committee chair. Your faculty advisors are the final arbiters as to appropriate length. While the form will be dictated in part by your topic and guided by your faculty advisor, a good thesis should include the following:

- *A clear definition of the nature and parameters of your research project.
- *An assessment of relevant scholarly publications in the field and how your research project draws on and/or contributes to that work.
- *A claim or critical interpretation, supported by visual and textual evidence and presented in a well-structured argument.
- *An original conclusion stating your findings, the main evidence for them, and their significance.
- *All citations must be documented with notes and bibliography. All citations should conform to the conventions outlined in either the *Chicago Manual of Style* or the *M.L.A. Handbook*.
- *Your M.A. Thesis should include illustrations of the works of art most relevant to your project. Some projects will demand more illustration than others. Scans or photocopies are acceptable. Each image must have a figure number (e.g. Fig. 1) and a brief caption identifying the title of the work, artist/maker, and date (where known), and the source of the image (e.g. the publication from which you copied it). Include references to figure numbers in your text, as appropriate.

THE M.A. THESIS: GETTING STARTED

One of the best ways to prepare yourself for the process of researching and writing an M.A. Thesis in Art History is to read a variety of articles and actual M.A. theses in the field. You will notice that each article and thesis has a unique characteristic that is dictated, in part, by the topic and argument of the essay, the style of writing of the author and the particular methodological aim of the author. Good articles and theses will make each of these aspects clear to you as a reader, and you should take note of particular styles of writing and argumentation that

you admire for their effectiveness. You will also find certain articles and M.A. theses that may seem surprisingly weak in your opinion. These, too, should serve as good examples for you—what pitfalls to avoid. Ultimately, the M.A. Thesis is something that you can absolutely accomplish! You should strive for the highest quality of research and writing of which you are capable, and your faculty advisors will push you to move beyond that capability to an even higher level. However, the M.A. Thesis should not be approached as the end-all of you as a scholar and as a person. Like everything else in academia, the M.A. Thesis is merely one step, albeit a big one, in a long process of learning.

FINDING A THESIS CLAIM

Once you have established the general area of your thesis topic (i.e. Renaissance Italian painting; contemporary photography; African politics and patronage), write a one-page abstract of what in particular drew you to this field of study and what you would like to focus in on for your thesis project. The sooner you can narrow down the scope of your thesis project, the better. The best M.A. theses are those that have an explicit claim (i.e. statement of what it is that the paper will accomplish and why it is relevant to the field). Some students, though not all, develop an M.A. thesis from a paper written for a course. Others choose their topics due to an outside interest. Important to consider when selecting and defining the M.A. thesis is the topic's relevance to the discipline in general, and its interest for you personally. Find a topic that you find exciting to research and write about—this topic will be the focus of your research for at least a year, so find something that you believe will sustain your attention!

DETERMINE YOUR VISUAL SOURCES

One of the first things you should consider when exploring the M.A. Thesis topic is what artworks will be the focus of your investigation. You may want to write about just one work of art, or perhaps a body of related artworks. Perhaps you are interested in one artist or architect, or you are interested in several different artists that are related through either visual or theoretical concerns. In any case, once you have narrowed the scope of your research, one of the first exercises that you should perform is to select one or two images that you believe will be central to your M.A. thesis. Write a two-page justification of your selection of these two images in light of your research goals and explain how these visual sources will constitute the primary evidence supporting your thesis claim.

FINDING YOUR METHODOLOGICAL APPROACH

Each art historian is drawn to a particular field and writes in a particular style because he or she wants to accomplish certain goals. You, too, have individual interests that dictate your choices, but you may not be aware of, or you may have not defined, what is called your methodology. Select one scholarly work that you have found to be useful as a model in its approach to an art historical subject. In two pages, describe the aims and means of this scholarly approach: What questions does it pose? How does such an approach achieve its answers? How and why is this work useful for your own M.A. Thesis?

Next, examine the various types of texts that are included in your bibliography. Write a two-page assessment of the different kinds of textual sources your project calls upon: How dependent is your analysis on primary sources? What kind of information or analysis do your secondary sources provide? How might you interpret your own goals in light of these texts?

SET UP A WRITING PLAN

With your advisors, devise a fixed schedule for the submission of writing. It is often best to work backwards from the ultimate deadline (i.e. the deadline for the final draft) and set up mini-deadlines along the way to ensure that the majority of the writing of the M.A. Thesis will already be finished well before this date. Every person has his or her own style of writing—whether it be linear (i.e. from first page to last) or non-linear (divided into thematic “chunks” or segments of the larger whole). In either case, you need to write consistently. Regularly submit five or ten-pages of writing toward your first draft to your advisor on a fixed schedule and create a deadline for the submission of the first complete rough draft to your advisor well in anticipation of the final deadline. You must be prepared to revise and edit your thesis multiple times from the moment in which you hand in the first draft and the moment in which the final draft will be submitted to the university. You must allow yourself the time in order to seriously rework your drafts.

FORM A SUPPORT GROUP

You are not the only one who is writing a M.A. thesis. Seek out the other graduate students in art history, or graduate students in other disciplines, and form a writing workshop. Create a schedule for the submission of segments of your and their writing as well as a schedule for the discussion and critique of your and their writing. Often you will find that by forcing yourself to articulate verbally what you have attempted to argue in written form will clarify and refine your argument and lead you in new directions. Furthermore, it will allow you to participate in the academic community surrounding you. This is a necessary—and extremely pleasant—aspect of any intellectual endeavor.

MA in Art History Thesis Topic Approval Form (Divisional Only)

Student Name: _____ **Date:** _____

Proposed Thesis Title: _____

Topic Description: *Please attach a detailed essay that includes:*

- a) Description
- b) Theoretical grounding on which you plan on basing your research
- c) Methodology
- d) Working Bibliography
- e) Working/Proposed Outline
- f) Why this is important — what will it contribute to field?

Any other BGSU forms required?

HSRB: _____ Date approved: _____

Other: _____ Date approved: _____

Time Frame: *Please attach a schedule for what will be submitted when, to whom, for each stage.*

(Keep in mind that any student intending to graduate in May must adhere to the **December 1st deadline** for submitting the first complete draft of their thesis to their second reader—ideally the first reader would have seen the draft multiple times by then. The second faculty reader will then return that draft with comments by the end of week two of the Spring semester).

Approval of Graduate Committee Members:

1st reader (Chair): _____

Signature: _____ Date: _____

2nd Reader: _____

Signature: _____ Date: _____

Optional 3rd Reader: _____

Signature: _____ Date: _____

Tentative Degree Program (TDP)

The TDP is a listing of courses a student plans to take to meet the requirements for his/her graduate degree program.

No later than the end of the first semester in residence, the student must file a TDP form with the Graduate Coordinator, who then submits the form to the Graduate College. The form is completed in consultation with the Graduate Advisor/Major Professor and the Graduate Coordinator. By completing and signing the form, a student is indicating that they understand all degree requirements. A student cannot be approved for graduation unless the TDP form is on file with the Graduate College.

The student should keep a copy of the TDP and consult it prior to registration each semester. It is expected that the student will take only those courses listed on the original TDP. However, as the student's program of study evolves, he/she may elect alternative courses. In this case, an "Addendum to Tentative Degree Program" must be submitted to the Graduate Coordinator, listing any proposed amendments. (See Appendix for sample forms.)

The TDP and the Addendum to Tentative Degree Program forms are available on-line.(see samples in the appendix).

Registration/Grading/Applying for Graduation

An incoming student will register during the Grad/Step Orientation week, held the week before Fall classes begin. After obtaining the approval/signature of the Graduate Coordinator, the form is given to the Graduate Secretary for official registration. For the remaining semesters the student must meet with the Graduate Advisor/Major Professor to discuss the appropriate registration, following the student's TDP plan. The student may utilize the on-line registration system. In order to assure accurate measurement of enrollments, it is important to register early in the registration period. Courses with perceived low enrollment are subject to cancellation. (See Appendix for art graduate course descriptions.)

Credit Hour Load

A full-time graduate student is defined as a student registered for eight semester hours, 12-15 hours is the norm.

A graduate assistant is required to register for a minimum of 12 hours of graduate credit per semester during the fall and spring semesters of the academic year unless otherwise exempted by the departmental graduate coordinator and the graduate dean designate. Graduate students who receive an assistantship stipend during the summer term must enroll in a minimum of nine graduate credit hours during that term. Audits do not count toward minimum registration loads.

The maximum registration of a graduate student across all summer sessions is 12 hours of regular classes or workshops. With the permission of the dean designate of the Graduate College, a graduate student may add arranged courses to receive credit for more than 12 hours (but usually not more than 15) across all summer sessions.

Excess credit hour loads (beyond 18 hours in an academic semester or beyond the 12-hour limit for summer) require approval from the dean designate of the Graduate College. An excess credit fee of \$50 is charged beginning with the 19th hour and continuing for every hour thereafter.

A part-time graduate student may register for fewer than twelve hours, though they should keep in mind that they have six years from the time they begin their degree program to complete their requirements. An extension of one year may be obtained if it is requested before the elapsing of the original six years. The student must be enrolled for at least one credit hour during the semester in which they apply for graduation. If a student leaves campus with all degree requirements completed except for a written thesis or thesis exhibition, they must register for at least one credit hour each semester until their eventual graduation. Neither the School nor the University will automatically register the student. This requirement does not include summer sessions.

Grading System

The following system of marks is used in reporting and recording a graduate student's proficiency in courses:

A	excellent	4.0 points
B	acceptable	3.0 points
C	below standard	2.0 points
D	failure	1.0 points
F	failure	0.0 points
WF	withdraw failing	0.0 points

A course taken for graduate credit in which the grade of D or F is received may not be used to meet degree requirements or to meet the minimum credit hour requirements for a graduate degree.

Some courses are graded on an S/U (satisfactory/unsatisfactory) basis and are so indicated in the individual course descriptions. A grade of S is equivalent to a letter grade of B or higher. If a graduate course has been approved for S/U grading, a graduate student is not eligible to receive a letter grade in that course.

Grades for courses numbered 699 are reported as IP (in progress) until the completed thesis or dissertation is approved when the final grade of S (satisfactory) is substituted. (*BGSU Graduate Catalog*)

Grading Options

Students and instructors do not have an option concerning the grading system for a graduate course. Each graduate course is approved for either letter or S/U grading. (*BGSU Graduate Catalog*)

Incomplete Grades

An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course.

An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

Fall semester	June 1
Spring semester	September 1
Summer semester	January 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade.

The graduate dean designate has the authority to extend the deadline for an incomplete. The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request.

For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC.

Applying for Graduation

To become a candidate for a graduate degree, the student must file an application for graduation by the published deadline below. Late applications will not be processed until the following semester.

Fall Semester	September 18 – must be submitted online
Spring Semester	January 26 – must be submitted online
Summer Semester	June 5 – must be submitted online

PLEASE NOTE: If the above deadline falls on Saturday, the application should be submitted by 5 p.m. the preceding Friday; if the deadline falls on Sunday, the application should be submitted by 5 p.m. the following Monday. (*BGSU Graduate Catalog*)

Art History Review Committee (M.A.)

An M.A. in Art History review committee shall consist of:

- Chair and First Reader, Major professor in Art History;
- Second Reader, in Art History

NOTE: Additional voting or non-voting members may be added to the MA Thesis Committee as guests and may include members of the graduate faculty from the University at large, or a recognized scholar in the field of Art History, as approved by the Chair and Second Reader of the Thesis Committee.

The student will consult with his/her major professor regarding the selection of the second and third readers.

Graduate Review Requirements (M.F.A.)

Before a student is allowed to participate in the M.F.A. Exhibition, the student must pass a series of three reviews. The first review takes place in February of the first year, the second in November of the second year, and the third and final review in March of the second year. The student must pass each review in order. Only after passing the third and final review is the student cleared for participation in the M.F.A. Exhibition.

Graduate Review Committee

An M.F.A. graduate review committee shall consist of:

- the major professor, who also acts as chair, current graduate faculty from the student's area/division of study member of the School of Art;
- current graduate faculty, member of the School of Art; and
- current graduate faculty, member of the School of Art/University

NOTE: Additional non-voting members may be added to the committee as guests and may include members of the graduate faculty from the university-at-large.

The student will consult with his/her Graduate Advisor/Major Professor regarding the membership of the review committee. A student may select review committee members by asking a range of faculty members to their studio for a conversation about the student's work. Based upon these conversations, students invite graduate faculty members to serve on the review committee.

By the end of the first semester of the first year, the student is required to submit to the Graduate Secretary, a list of the graduate faculty members who will comprise the student's graduate review committee.

Normally, review committee members serve for the duration of the graduate study. If a student wishes to drop a member from the review committee, they must notify the Graduate Advisor/Major Professor and the Graduate Coordinator and provide a substitute member.

The student should maintain regular contact with review committee members between official reviews, by periodically re-inviting them to their studios to view work in progress.

Location of the Review

Reviews will be conducted in the student's regular studio. If, for whatever reason, that space is inappropriate, arrangements should be made to hold the review in another location within the School (i.e. vacant classroom). Permission to use an alternate space must be obtained at least two weeks before the review.

Review Statement

At least one week prior to the review, the student must submit a one-page statement of purpose to all review committee members. The documents should frame relevant issues and serve as a template for discussion during the review.

Results of Review

Immediately following the review, the Review Committee Chair will meet with the student in order to communicate the substance of the Committee's opinion on progress toward the M.F.A. exhibition. The Review Committee Chair also prepares a written summary of the Committee's discussion, which is then submitted to the Graduate Secretary for inclusion in the student's permanent file.

The Graduate Review Committee will either:

- pass the student to the next review, or in the case of the third review, the M.F.A. exhibition, OR
- deny the student's passage to the next review.

Should the Review Committee deny passage to the next review, a "re-review" will be scheduled 4-6 weeks from the date of the first review. During this period the student must address the issues raised by the Committee and demonstrate progress toward established goals.

If, in the judgment of the Graduate Review Committee, the student has not progressed in addressing issues raised, the Review Committee will impose one of the following courses of action:

- a. withdrawal of assistantship funding. (Student may continue study without funding and reapply for an assistantship in the next admissions cycle. The decision will be made by the Review Committee following a review of recent work.)
- b. dismissal from the program.

Appeal

Any appeal of the Graduate Review Committee's decision will be brought to the School of Art's Graduate Standards Committee within four weeks for discussion. Any further appeals should be filed in accordance with procedures outlined by the Graduate College as listed in the *Graduate Coordinator Handbook*.

M.F.A. Exhibition

The M.F.A. exhibitions, held each spring, are the culmination of the student's academic experience. The exhibition, together with its supporting documentation (digital documentation, statement, publications, etc.) forms the basis upon which the M.F.A. degree is awarded. The fact that a student has passed all courses and maintained the requisite grade point average does not guarantee the awarding of the degree.

Specific dates and the number of shows per year are determined by the Gallery Director in consultation with the degree candidates and the Graduate Coordinator. Each student's Graduate Review Committee must approve the work submitted for exhibition by signing a Thesis Approval Form, which is then forwarded to the Graduate College.

The exhibition must reflect current accepted professional practices in terms of hanging, presentation, and installation. The student's Graduate Review Committee acts as jury for all works, exhibition materials, (announcements, brochures, etc.) and plans. Decisions of the Review Committee are final.

The exhibition is composed of work based upon concepts and issues generated through consultation with the Graduate Review Committees. While it is impossible to specify an exact amount of work required for the show, it is understood that the work will represent a substantial effort. The Graduate Review Committees will judge whether or not a student meets the criteria.

Supporting Materials

In addition to the work produced for the exhibition, a student's thesis project also includes an exhibition brochure, postcard, digital documentation of work, an artist's statement (formerly known as the "in lieu of thesis statement"), and a resume. All items must be turned in to the Graduate Coordinator by May 1. Diplomas will not be awarded to students failing to turn in thesis support materials.

For assistance in preparing the supporting materials, samples are available from the Graduate Secretary. Funding support may be available –contact the Graduate Coordinator. Postcards and other materials must be printed on quality paper.

Exhibition Brochure

The brochure is either a bi-fold or tri-fold document, printed on high quality card stock. Minimum size is 4"x 6." The brochure consists of:

- a condensed (150-word minimum) version of the artist's statement.
- a list of each item in the exhibition indicating title, dimensions, and media (may be presented as a separate insert).
- one or more full color reproductions of a work from the exhibition (e.g. color postcard).

Documentation of Work

All work included in the M.F.A. exhibition must be documented in the form of 300 DPI TIFFS, 72 DPI JPEG1 or other appropriate means such as CD-ROM or DVD. Accompanying information identifying the work submitted is to be included in the form of a Word document.

Artist's Statement

The final artist's statement must be at least 1500 words in length, and no longer than 2000 words. A draft should be given to the Graduate Review Committee Chair for editing prior to handing in the final version.

The statement should include a title page with name, M.F.A. and area of specialization, and date. Any footnotes and bibliography should be placed at the end of the document. The statement must be on 25% rag paper and printed on a laser quality printer. Leave at least a 1.5" left margin, 1" right margin, and 1" top and bottom margins on standard 8.5"x 11" pages.

Resume

The resume should be current and updated supporting your education, work, and exhibitions.

Student Appeal Procedures

(The following information is adapted from the *Graduate Coordinator Handbook*).

Please keep in mind that Graduate College Grievance Policy governs appeals/grievances related only to the performance of assistantship/work related duties, financial disputes involving graduate assistant contracts and awards, and academic problems not related to courses (e.g. good academic standing, comprehensive exams and thesis reviews). It does not cover issues related directly to courses, academic honesty, sexual harassment, nor racial and ethnic harassment. These issues are under the jurisdiction of the *University Student Code* and procedures for appeals regarding these matters are outlined in the *BGSU Student Handbook*.

If a student is placed on probation, their assistantship is not renewed, or they are dismissed from the graduate program because of an assistantship or thesis related issue, they may appeal the decision or file a grievance. The Graduate Student Senate, the official governance body of graduate students, may be consulted at any stage of the grievance process. A representative from the Graduate Student Senate may accompany any graduate student and help present any appeal processed by the Graduate College Grievance Policy. It is the student's responsibility to pursue the appeal in a timely fashion. A student must initiate the appeal process within four weeks of its occurrence.

The following grievance procedures are to be used:

- Every effort should be made to resolve the appeal at the Department/School/ Program level. In the School of Art, a student wishing to appeal a disciplinary decision should bring the matter to the Director of the School, who will listen to all parties involved and make a decision either supporting or overturning the original disciplinary recommendation.
- If all attempts to resolve the matter at the department/school/program level have failed, the student may submit the problem along with the desired outcome in writing to the Dean of the Graduate College. The specifics of this procedure are explained further in the *Graduate Coordinator Handbook*.

Graduate Art Student Organization (GASO)

The Graduate Art Student Organization exists to support student-initiated projects that enhance graduate education. Students invite visiting artists and organize trips of specific interest to graduate students. All graduate students, full-time or part-time are invited to participate. Each year students elect a President and Treasurer, as well as a representative to the Graduate Student Senate.

Student-initiated fundraising for the organization is necessary. Elected officers work with the Office of Campus Involvement each year to procure funding.

The Graduate Coordinator serves as advisor to the group.

Links

TDP Form (MFA and MA)

<http://www.bgsu.edu/gradcoll/documents/page92058.html>

TDP Addendum

<http://www.bgsu.edu/gradcoll/documents/index.html>

Graduation Checklist

<http://www.bgsu.edu/gradcoll/page67197.html>

Applying for Graduation

<http://www.bgsu.edu/gradcoll/page27073.html>