Introduction

This 2007-2008 School of Art & Design *Graduate Student Handbook* is a guide to the policies, procedures and requirements of the School of Art & Design for the MFA program. Beyond academic matters, this document also provides other potentially useful information for Art & Design graduate students. For additional information or clarification, students should consult with faculty and staff of the School of Art & Design and with other University personnel who are available to assist them.

Please familiarize yourself with the contents of this *Handbook*. Changes made during the year will be announced and updated on the School of Art & Design's web site at http://www.art-design.umich.edu. An updated hardcopy edition will be published every year. Questions and suggestions will make subsequent editions more useful.

Bryan Rogers
Dean

Mary Schmidt
Associate Dean for Academic Affairs and Undergraduate Education

Brad Smith
Associate Dean for Creative Work, Research, and Graduate Education

Wendy Dignan
Director of Graduate Academic Services

Joe Trumpey
Director of International Engagement

John Luther
Career Development Coordinator

John Leyland
Graduate Studio Coordinator
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## 2007/2008 University Calendar

### 2007 Fall Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration (for students not pre-registered)</td>
<td>Aug 31, Fri</td>
</tr>
<tr>
<td>Labor Day (Holiday)</td>
<td>Sept 3, Mon</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept 4, Tues</td>
</tr>
<tr>
<td>Fall Study Break</td>
<td>Oct 15-16, Mon-Tues</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>5:00 p.m. Nov 21, Wed</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>8:00 a.m. Nov 26, Mon</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 11, Tues</td>
</tr>
<tr>
<td>Study Days</td>
<td>Dec 12, Wed &amp; Dec 15-16, Sat-Sun</td>
</tr>
<tr>
<td>Examinations</td>
<td>Dec 13-14, Thurs-Fri &amp; Dec 17-20, Mon-Thurs</td>
</tr>
</tbody>
</table>

### 2008 Winter Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration (for students not pre-registered)</td>
<td>Jan 2, Wed</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 3, Thurs</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (University Symposia. No Regular Classes.)</td>
<td>Jan 21, Mon</td>
</tr>
<tr>
<td>Vacation Begins</td>
<td>12:00 noon Feb 23, Sat</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Mar 3, Mon</td>
</tr>
<tr>
<td>University Honors Convocation</td>
<td>Mar 16, Sun</td>
</tr>
<tr>
<td><strong>Art &amp; Design Classes End</strong></td>
<td>April 9 Wed</td>
</tr>
<tr>
<td>University Classes End</td>
<td>Apr 15, Tues</td>
</tr>
<tr>
<td><strong>Art &amp; Design Review Week</strong></td>
<td>April 14-18, Mon-Fri</td>
</tr>
<tr>
<td><strong>End-of-Year Reviews, Graduate Students</strong></td>
<td>April 16, Wed</td>
</tr>
<tr>
<td>Study Days</td>
<td>Apr 16, Wed &amp; Apr 19-20, Sat-Sun</td>
</tr>
<tr>
<td>Examinations</td>
<td>Apr 17-18, Thurs-Fri &amp; Apr 21-24, Mon-Thurs</td>
</tr>
<tr>
<td>Commencement Activities</td>
<td>Apr 25-27-, Fri-Sun</td>
</tr>
</tbody>
</table>

### Religious Holidays and Academic Conflicts

Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Such notice must be given by the drop/add deadline of the given term. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair, the Dean of the School, or the Ombudsperson. Final appeals will be resolved by the Provost.

[http://www.provost.umich.edu/calendar/religious_holidays_07-08.html](http://www.provost.umich.edu/calendar/religious_holidays_07-08.html)
## Full-Time Faculty Directory

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Abrams, Assistant Professor</td>
<td>djabrams</td>
</tr>
<tr>
<td>Jan-Henrik Andersen, Associate Professor</td>
<td>jahande</td>
</tr>
<tr>
<td>Vince Castagnacci, Professor</td>
<td>vincec</td>
</tr>
<tr>
<td>David Chung, Associate Professor</td>
<td>davchung</td>
</tr>
<tr>
<td>Jim Cogswell, Professor</td>
<td>jecogs</td>
</tr>
<tr>
<td>Larry Cressman, Associate Professor</td>
<td>larrycre</td>
</tr>
<tr>
<td>Susan Crowell, Associate Professor</td>
<td>nasus</td>
</tr>
<tr>
<td>Julie Ellison, Professor</td>
<td>jeson</td>
</tr>
<tr>
<td>Tirtza Evang, Assistant Professor</td>
<td>tirtzae</td>
</tr>
<tr>
<td>Phoebe Gloeckner, Assistant Professor</td>
<td>phoebeg</td>
</tr>
<tr>
<td>Melissa Gross, Associate Professor</td>
<td>mgross</td>
</tr>
<tr>
<td>Daniel Herwitz, Professor</td>
<td>herwitz</td>
</tr>
<tr>
<td>Doug Hexttine, Associate Professor</td>
<td>hhestelti</td>
</tr>
<tr>
<td>Holly Hughes, Associate Professor</td>
<td>hahughes</td>
</tr>
<tr>
<td>Sadashi Inuzuka, Professor</td>
<td>inuzukas</td>
</tr>
<tr>
<td>Shaun Jackson, Associate Professor</td>
<td>sjdesign</td>
</tr>
<tr>
<td>Carol Jacobsen, Professor</td>
<td>jacobsen</td>
</tr>
<tr>
<td>Gordon Kane, Professor</td>
<td>gkane</td>
</tr>
<tr>
<td>Andy Kirchner, Assistant Professor</td>
<td>feelgood</td>
</tr>
<tr>
<td>Heidi Kumao, Assistant Professor</td>
<td>hikumao</td>
</tr>
<tr>
<td>Joanne Leonard, Distinguished University Professor</td>
<td>joannell</td>
</tr>
<tr>
<td>Lou Marinaro, Professor</td>
<td>seago</td>
</tr>
<tr>
<td>Malcolm McCullough, Associate Professor</td>
<td>mmmc</td>
</tr>
<tr>
<td>Mick McQuaid, Assistant Professor</td>
<td>mcq</td>
</tr>
<tr>
<td>Rebekah Modrak, Associate Professor</td>
<td>rmmodrak</td>
</tr>
<tr>
<td>Anne Mondro, Assistant Professor</td>
<td>ammondro</td>
</tr>
<tr>
<td>Thylas Moss, Professor</td>
<td>thylasm</td>
</tr>
<tr>
<td>Dwayne Overmyr, Professor</td>
<td>overmyr</td>
</tr>
<tr>
<td>Cynthia Pachikara, Assistant Professor</td>
<td>cpachika</td>
</tr>
<tr>
<td>Panos Papalambros, Professor</td>
<td>pyp</td>
</tr>
<tr>
<td>Janie Paul, Associate Professor</td>
<td>janiep</td>
</tr>
<tr>
<td>Sallyanne Payton, Professor</td>
<td>spayton</td>
</tr>
<tr>
<td>Marianna Porter, Professor</td>
<td>mpotr</td>
</tr>
<tr>
<td>Dan Price, Assistant Professor</td>
<td>mattpriz</td>
</tr>
<tr>
<td>Ted Ramsay, Professor</td>
<td>tramsay</td>
</tr>
<tr>
<td>Michael Rodemer, Associate Professor</td>
<td>rodermer</td>
</tr>
<tr>
<td>Bryan Rogers, Professor</td>
<td>brrogers</td>
</tr>
<tr>
<td>Stephanie Rowden, Assistant Professor</td>
<td>srowden</td>
</tr>
<tr>
<td>Allen Samuels, Professor</td>
<td>allennall</td>
</tr>
<tr>
<td>Mary Schmidt, Lecturer</td>
<td>maryanna</td>
</tr>
<tr>
<td>Tobin Siebers, Professor</td>
<td>tobin</td>
</tr>
<tr>
<td>Bradley Smith, Associate Professor</td>
<td>brdsmitth</td>
</tr>
<tr>
<td>Sherri Smith, Catherine B. Heller Collegiate Professor</td>
<td>grackle</td>
</tr>
<tr>
<td>Hannah Smitrich, Assistant Professor</td>
<td>smotrich</td>
</tr>
<tr>
<td>Satoru Takahashi, Assistant Professor</td>
<td>tsatoru</td>
</tr>
<tr>
<td>Nicholas Tobier, Assistant Professor</td>
<td>nicktob</td>
</tr>
<tr>
<td>Joseph Trumpet, Associate Professor</td>
<td>jtrumpet</td>
</tr>
<tr>
<td>Malcolm Tulip, Assistant Professor</td>
<td>dmtulp</td>
</tr>
<tr>
<td>Elona Van Gent, Associate Professor</td>
<td>evangent</td>
</tr>
<tr>
<td>Kendall Walton, Professor</td>
<td>kwalton</td>
</tr>
<tr>
<td>Alicyn Warren, Assistant Professor</td>
<td>alicyn</td>
</tr>
<tr>
<td>Edward West, Professor</td>
<td>ewest</td>
</tr>
</tbody>
</table>
# Staff Directory

## School Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan Rogers, Dean</td>
<td>blrogers</td>
</tr>
<tr>
<td>Mary Schmidt, Associate Dean for Academic Affairs &amp; Undergraduate Education</td>
<td>maryanna</td>
</tr>
<tr>
<td>Brad Smith, Associate Dean for Creative Work, Research &amp; Graduate Education</td>
<td>brdsmith</td>
</tr>
</tbody>
</table>

## Dean's Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Hodges, Executive Assistant to the Dean</td>
<td>phodges</td>
</tr>
<tr>
<td>Scott Creech, Human Resources Coordinator</td>
<td>creechsc</td>
</tr>
<tr>
<td>Rachael Hudak, Prison Creative Arts Administrator</td>
<td>rahudak</td>
</tr>
<tr>
<td>Katherine Weider, Creative Arts Producer</td>
<td>kathwe</td>
</tr>
<tr>
<td>Patrick Young, Digital Print Media Advisor</td>
<td>patyoung</td>
</tr>
</tbody>
</table>

## Academic Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Banks, Academic Advisor</td>
<td>bbbscott</td>
</tr>
<tr>
<td>Paula Bousley, Assistant to the Associate Dean</td>
<td>pbousley</td>
</tr>
<tr>
<td>Wendy Dignan, Director of Graduate Academic Services</td>
<td>wwilks</td>
</tr>
<tr>
<td>John Luther, Career Development Coordinator</td>
<td>jonel</td>
</tr>
<tr>
<td>Joann McDaniel, Director of Undergraduate Academic Services</td>
<td>jmedan</td>
</tr>
<tr>
<td>Karina Galvan Moore, Recruiting and Admissions Coordinator</td>
<td>kgmoore</td>
</tr>
<tr>
<td>Seantell Pratt, Office Coordinator</td>
<td>skmp</td>
</tr>
</tbody>
</table>

## Development

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Betty Smith, Director</td>
<td>bmshawk</td>
</tr>
<tr>
<td>Joy Melzian, Development Assistant</td>
<td>joym</td>
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</tbody>
</table>

## Exhibitions

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Graham Hamilton, Co-Director of Exhibitions, Ann Arbor Venues</td>
<td>grahamh</td>
</tr>
<tr>
<td>Mark Nielsen, Co-Director of Exhibitions, Ann Arbor Venues</td>
<td>mnielsen</td>
</tr>
<tr>
<td>Nick Sousanis, Director of Exhibitions, Work/Detroit</td>
<td>nicksous</td>
</tr>
</tbody>
</table>

## Communications

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Kate West, Director</td>
<td>katewest</td>
</tr>
<tr>
<td>Carl Greene, Graphic Design</td>
<td>gcarl</td>
</tr>
</tbody>
</table>

## Finance and Facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mahendra Kumar, Director</td>
<td>mkumar</td>
</tr>
<tr>
<td>Demond Davenport, Assistant Director of Finance</td>
<td>djcd</td>
</tr>
<tr>
<td>Peter Jansen, Assistant Director of Facilities</td>
<td>jansennp</td>
</tr>
<tr>
<td>Jan Dryden, Office Assistant</td>
<td>jadryden</td>
</tr>
</tbody>
</table>

## Information Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil Clennan, Computer Systems Specialist</td>
<td>nclennan</td>
</tr>
<tr>
<td>Kris Fazzari, Computer Systems Specialist</td>
<td>fazzari</td>
</tr>
<tr>
<td>Andre Grewe, Computer Systems Specialist</td>
<td>agrewe</td>
</tr>
</tbody>
</table>

## International Engagement

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Trumpey, Director</td>
<td>jtrumpey</td>
</tr>
</tbody>
</table>

## Library

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Haines, Field Librarian</td>
<td>ahaines</td>
</tr>
</tbody>
</table>

## Studio Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Brown, Sculpture</td>
<td>kebrown</td>
</tr>
</tbody>
</table>
MFA Program – Context and Process

Expanding the intellectual reach of creative work

Viability in today’s culture requires that one’s creative work engage a broad intellectual and social context. In an effort to address this condition, the School of Art & Design graduate program requires all students to develop an intense engagement with one or more fields of knowledge beyond the traditional purview of art and design. Graduates of this program will be prepared to thrive in a variety of public and private roles and become cultural leaders in a rapidly changing global culture.

Few institutions of higher learning match the intellectual resources at the University of Michigan. These resources form the forefront of the nation’s intellectual life – engaging critical issues of our time, addressing arenas such as social justice, the life sciences and medicine, the environment, information-communication technologies, visual culture, law and business. Individually and in combination, they are available at the University to inform creative work, providing unparalleled opportunities for artist-designers to contribute to the comprehensive culture.

Students in the MFA program access these resources through coursework and faculty advising, and ultimately incorporate them into their creative work processes.

It is expected that students in the MFA program will:

- Produce creative work
- Develop theoretical and practical foundations for art/design practices
- Develop a community of life-long peers
- Engage with fields of inquiry outside of the art and design culture
- Bring creative work into the public sphere through exhibitions, performances, publications, broadcasts, Websites, blogs, or other distribution events and activities
- Articulate in writing and verbally the motivations, influences, and consequences of their own creative work
- Engage in critiques of their own work and the work of peers
- Develop skills for research and exploration
- Experience a global perspective for the role of art and design in society
- Secure a job, a fellowship, or an internship at the conclusion of the program
Utilizing a comprehensive process for bringing creative work into the world

Creative work is emergent – the results being more or less unpredictable from initial premises. The MFA program fosters less predictable creative work, requiring a robust exploratory process.

The process begins with **desire**, from which all creative work emanates, followed by **design, development**, and **distribution** of that work. These four components are essential to guarantee the momentum of the process. Iterations of evaluation and feedback are also essential to the process.

**Desiring:** From innate to socially conditioned, human desiring is the wellspring for creative work. Understanding our desiring is an essential first step in establishing a sustainable ability to create.

**Designing:** Through designing, creators organize the methods and means necessary to achieve their desires. Designing enables establishing goals, directions and intentions. In a world of constantly changing contexts, the ability to perceive, understand, and apply alternative courses of action is crucial to contemporary creative practice.

**Developing:** Creative work emerges through making - an iterative process that integrates intellect, tools, materials and technologies.

**Distributing:** Distribution is an often-overlooked but essential aspect of the creative process. It tests the connection between desire and context. Issues of economic feasibility, information-communication technology, and social networking are central to this component of the process.
MFA Program – Curriculum Schedule

The program is designed for completion in three consecutive academic years in residence. While there are no summer course requirements, summer collaborative projects will be facilitated and encouraged, particularly with the School’s international partners. Students complete 12 credits of coursework in each of six semesters in residence for a total of 72 credits. The schedule below must be strictly followed for completing coursework.

Curriculum Schedule

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 (fall)</td>
<td>Semester 2 (winter)</td>
<td>Semester 6 (winter)</td>
</tr>
<tr>
<td>ARTDES 600: Entrance Seminar (3 credits)</td>
<td>ARTDES 601: Seminar (3 credits)</td>
<td>ARTDES 801: Exit Seminar (3 credits)</td>
</tr>
<tr>
<td>ARTDES 610: Directed Studio Practice (6 credits)</td>
<td>ARTDES 611: Directed Studio Practice (6 credits)</td>
<td>ARTDES 810: Directed Studio Practice (6 credits)</td>
</tr>
<tr>
<td>University Elective (3 credits)</td>
<td>University Elective (3 credits)</td>
<td>University Elective (3 credits)</td>
</tr>
<tr>
<td><strong>Total (12 credits)</strong></td>
<td><strong>Total (12 credits)</strong></td>
<td><strong>Total (12 credits)</strong></td>
</tr>
</tbody>
</table>

Distribution event late semester 1 or semester 2
First year Graduate Student International Experience: Summer
End-Of-Year Review

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 3 (fall)</td>
<td>Semester 5 (fall)</td>
</tr>
<tr>
<td>ARTDES 700: Progress Seminar (3 credits)</td>
<td>ARTDES 800: Exit Seminar (3 credits)</td>
</tr>
<tr>
<td>ARTDES 710: Directed Studio Practice (6 credits)</td>
<td>ARTDES 810: Directed Studio Practice (6 credits)</td>
</tr>
<tr>
<td>University Elective (3 credits)</td>
<td>University Elective (3 credits)</td>
</tr>
<tr>
<td><strong>Total (12 credits)</strong></td>
<td><strong>Total (12 credits)</strong></td>
</tr>
</tbody>
</table>

Distribution event late semester 3 or semester 4
End-Of-Year Review

<table>
<thead>
<tr>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 6 (winter)</td>
</tr>
<tr>
<td>ARTDES 898: Thesis/Exhibition/Presentation (3 credits)</td>
</tr>
<tr>
<td><strong>Total (12 credits)</strong></td>
</tr>
</tbody>
</table>

Thesis distribution event semester 6
Thesis presentation semester 6
Total curriculum hours in each area are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Directed Studio Practice</td>
<td>36</td>
</tr>
<tr>
<td>Graduate Seminars</td>
<td>8</td>
</tr>
<tr>
<td>University Electives</td>
<td>12</td>
</tr>
<tr>
<td>Thesis</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>72</td>
</tr>
</tbody>
</table>

Program Duration / Maximum Time Limit

Students who do not complete their degrees in three consecutive years must, by University policy, complete their degrees within six years from the first date of enrollment in the graduate program. Financial support, computing equipment, or studio space beyond the structured three academic years in the program is not provided. Students who discontinue and/or transfer to another program before three years also lose their privileges to the School’s computing equipment, studio spaces, and financial support.
MFA Program – Graduate Seminar

The School offers three graduate seminars each semester. During the fall semester, one of these seminars is designed exclusively for entering first year students (ARTDES600), one for second year students (ARTDES700), and one for third year students (ARTDES800). The three seminars offered in the winter semester are topical in approach, addressing both the context and the process aspects of the program. All three winter semester seminars are open to first, second, and third year graduate students and the course number will be designated according to the student’s year in the MFA program (ARTDES601, ARTDES701, or ARTDES801).

Graduate Seminar Objectives

- Develop a theoretical basis for art/design practice
  Locate and understand creative work in various contexts: individual, social, technological, environmental, philosophical, economic, political, scientific, historical…
  Relate the following processes of creative work: **Desiring, Designing, Developing, Distributing**
  Develop research skills

- Develop a practical basis for art/design practice
  Develop routines and habits to sustain an art/design practice
  Develop skills of production
  Understand the business and economics of art/design practice
  Understand ethical issues of art/design practice
  Plan and develop career options

- Develop a creative-intellectual community
  Develop an intellectual community
  Participate in critiques and public presentations (establish norms for public evaluation)
  Observe others’ progress
  Be exposed to outside ideas
  Develop ability to communicate across disciplines (both sending and receiving)

- Prepare for thesis research, development, and distribution
  Practice developing questions and identifying issues
  Practice organizing ideas (outlining)
  Practice writing
  Practice presentations
  Identify multiple channels for distribution
Means to the Objectives

- Significant reading and writing assignments
- Critiques
- Student-directed discussions
- Faculty-directed discussions
- Guest seminars and lectures
- Field trips
- Presentations and performances

Entrance Seminar: Desiring (ARTDES 600)

All first year graduate students will participate in an entrance seminar during the first semester. The entrance seminar will address the role of Desire in the creative process. The seminar will also help students cultivate resources for creative work by providing an orientation to unique features of the MFA program, the School of Art & Design facilities, University resources, and orientations to the communities of Ann Arbor, Detroit, and Southeastern Michigan. Students will be introduced to the Sweetland Writing Center and begin writing about their creative work and its context. Students will also be given direction and resources to establish international experiences through summer travel and Fulbright applications.

Students in the Entrance Seminar will investigate the following areas:

- The role of Desire in the creative process (from Desire, Design, Develop, Distribute sequence for creative work)
- Being effective as an MFA Student
  - Strategies to be productive
  - Critique strategies
- Identifying and using resources and opportunities in Ann Arbor and Southeast Michigan
  - Access to supplies and services
  - Events, spaces, communities, festivals, etc.
- Accessing the unique features of this MFA curriculum
  - Trans and inter-disciplinarity expectations and opportunities
  - Demonstrating a genuine commitment to the “+” component of this curriculum
  - Meeting and interacting with A&D and non-A&D faculty
  - Finding and requesting advisors
  - Identifying meaningful electives
  - Accessing the experiences of previous grads
- Identifying resources across the University
  - Offices, departments, and facilities on campus
  - Studio coordinators in A&D
  - Duderstadt Center
  - Libraries
  - Annette Haines – A&D field librarian
  - Katherine Weider - Creative Arts Producer
  - Electronic image databases
  - Seminars, colloquia, and events on campus
  - Funding for travel, research, and projects
  - Sweetwater writing center
- Preparing for international experiences
  - International Experience Orientation
Fulbright Orientation

- Community building
  - First year students with first year students
  - First year students with other MFA’s
  - First year students with faculty
  - First year students with undergrads

Progress Seminar: Designing, Developing, Distributing (ARTDES 700)

Second year students will participate in a progress seminar during the fall semester of their second year. The progress seminar will support students in building and maintaining momentum in the creative work and research for their thesis. It will set standards and expectations for the scope and rigor of the student’s research, creative work, and thesis. Specifically, students will explore the role of designing and planning in their creative work including how to conduct research in support of creative work. Students will seek out efficient methods for developing creative work, and study how the means of distributing their work is connected to the work’s content, audience, and intent.

Students in the Progress Seminar will investigate the following areas:

- **Designing**
  - Research methods
  - Developing robust and feasible thesis projects (a thesis plan for end-of-year review)
  - Embracing creative work with ambition, scope, and rigor
  - Embracing the trans and inter-disciplinary “+” component of this curriculum
  - Applying for grants, fellowships, internships, and residencies
  - Managing time – setting priorities, learning when and how to say “no”

- **Developing**
  - Methodology – performing quick experiments, testing multiple approaches, and making assessments
  - Critiques – developing and experiencing effective critique strategies to inform production and revisions.

- **Distributing**
  - Producing presentation and documentation materials
  - Relating the intent of creative work to its audiences and venues or channels
  - Finding venues and channels for creative work (and thesis)

Exit Seminar: Distributing (ARTDES 800)

Third year students will participate in an exit seminar during the fall semester of their third year. The exit seminar will prepare students for post-graduate professional experiences. In this seminar students will find ways to align personal core values with potential career options. They will investigate and practice methods to identify, research, apply, interview, and negotiate for post-graduate opportunities. The exit seminar will also support students in distributing their creative work through thesis writing, a thesis distribution event, and delivering a thesis talk. Students will critique thesis outlines, statements, and drafts.

Students in the Exit Seminar will investigate the following areas:

- **Career Development**
  - Identifying personal core values
  - Exploring varieties of career options and post-graduate opportunities
Finding post-graduate opportunities  
Making inquiries  
Applying for opportunities  
Interviewing  
Preparing portfolios  
Negotiating

• Distributing - Thesis Preparation  
  Managing the MFA Committee and deadlines  
  Defining the thesis idea  
  Relating visual work to the written work  
  Outlining a thesis  
  Securing venues for events and talks  
  Using Sweetland Writing Center  
  Preparing a first and second thesis draft  
  Preparing a thesis talk

Winter Semester Seminars: Topical (ARTDES 601, ARTDES 701, ARTDES 801)

First, second, and third year graduate students will participate in combined seminars during the winter semester. The topics for the winter semester seminars will be determined by the interests and expertise of the faculty teaching that semester and will be advertised prior to registration deadlines. The topics will focus on the theory or practice of creative work in contemporary culture. Seminars will emphasize theory and issues of visual culture, or they will emphasize creative practice, methodologies, techniques, and skills.

Topics for the Combined Seminars will include the following areas:

• Contemporary art / design practice
• Specific Skills  
  Video editing  
  Installations  
  Projections  
  Web design  
  Digital imaging
• Interaction with current Witt Visitors
• LS&A theme semester topics
• Detroit engagement
• Instructor’s area of expertise
• Desire, Design, Develop, Distribute
• Teaching and pedagogy
• Distributing creative work through various channels and social structures
• Art / design activism
• Trans and Inter-disciplinarity: Encouraging a deep understanding and commitment to the “+” component of this curriculum
MFA Program – Directed Studio Practice

ARTDES 610, 611, 710, 711, 810, 811

The Directed Studio Practice forms the core of the MFA program. Students engage in six credit hours of intense exploration and production of creative work through a process of studying motivations, researching content, gathering resources, designing methods, developing skills, producing work, presenting the creative work, and reflecting on results. Faculty advisors direct this independent studio work. Students are responsible for identifying, selecting, and confirming an advising commitment from faculty advisors according to the advising policy described in the Advising section of this handbook (page 32).

Directed Studio Practice Objectives

• Produce creative work
  Research motivations, content, and methods
  Gather resources
  Develop skills
  Experiment
  Produce and Perform
  Reflect
• Learn how to be productive
• Seek feedback about creative work from advisors, peers, faculty, and community
• Become acquainted with faculty

MFA Program – Elective Courses

Four elective University courses form the “+” component of the A&D+ program. They must be completed during the first two years of the program. Students will use the elective courses to develop a robust engagement with a field beyond the cultures of art and design and will use this experience to inform their creative work. Elective courses are taken in departments and programs outside of Art & Design and are taught by faculty who do not have primary appointments in the School of Art & Design. A list of elective courses previously taken by MFA students is available on CTools under A&D MFA Program; Resources; List of Electives Taken by MFA Students; at https://ctools.umich.edu/. Students are encouraged to seek out additional courses that are relevant to their unique interests. Students select these courses in close consultation with faculty advisors.

Elective Courses Objectives

• Engage with fields of research outside of art and design
• Expand understanding of content for creative work
• Develop research skills
• Learn about resources across the University
• Identify potential non-A&D advisors and MFA Committee members
Acceptable elective courses are numbered 400 or above, are offered by units other than the School of Art & Design, are taught by faculty who do not have appointments in the School of Art & Design, and are approved for graduate credit by Rackham. Be certain that the elective course you plan to take – especially those numbered in the 400s – are approved for graduate credit through Rackham. Students are responsible for contacting the University department that offers the intended elective course to make sure it is approved for graduate credit.

**MFA Program – Thesis/Exhibition/Presentation**

**ARTDES 898, 899**

Supervised development of the final degree requirements, which include 1) a public presentation of the visual creative work, 2) a written and illustrated thesis submitted as a hard-copy document and an electronic file (CD or DVD), 3) a web site, and 4) an oral presentation of the thesis work followed by a final review with the MFA Advisory Committee. Guidelines for the Thesis appear in a later section of this handbook.

**MFA Program – Distribution Events**

Students will bring their own work into a public setting at least once each year. This activity partially addresses the “Distributing” component of the graduate program’s process of bringing creative work into the world through Desiring, Designing, Developing, and Distributing.

**Distribution Event Objectives**

- Encourage productivity
- Provide an experience to conceptually organize creative work into a meaningful whole and into engaging presentations
- Contextualize the creative work within a public sphere
- Experience logistical requirements of distributing creative work
- Provide opportunities for students to present their creative work to an audience and receiving the audience’s response
- Practice the documentation of creative work
- Provide experience in time management
- Provide experiences to work with other artists, technicians, and curators
- Apply for support and funding to distribute creative work
Requirements

- At least one distribution event per year
- Work will be placed in a public domain
- School will be pre-informed of events
- Events will be documented
- Events will be discussed during year-end reviews

Description

The word *Distributing* is used to emphasize that creative work can be brought into the public domain through a wide variety of channels, venues, and media. These means to bring creative work into the world are not limited to galleries, studios, or museums. The process of distributing is integral to the content and intent of creative work and should not be an after-thought. Distributing might consist of an event, a broadcast, a publication, a lecture, an exhibit, a blog, a performance, or other activity that brings the creative work to public attention. The means of presenting the creative work will further the ideas and intentions of the work while bringing it into the world.

Directed Studio Advisors and MFA Thesis Committee members will help students identify means to bring the creative work into the world. The primary Advisor or MFA Thesis Committee Chair will be responsible for making the final approval of the Distribution event. A list of venues used by previous MFA students is available on CTools under A&D MFA Program; Resources; List of Event Venues; at https://ctools.umich.edu/.

The MFA committee will participate in the third year student’s Distribution event either directly or through documentation.

The School will be pre-informed of Distribution events so those who are interested can experience the work. Inform the School by providing details to the Associate Dean of Graduate Education (Brad Smith), the School’s Director of Communications (Kate West), and the Director of Finance and Facilities (Mahendra Kumar).

Details about using the School’s exhibition venues and galleries are available on page 37.

MFA Program – Lecture Series

The School offers a weekly public lecture through the Penny W. Stamps Distinguished Visitors Series. All graduate students are expected to attend these presentations and participate in individual critiques and discussions with the visitors organized specifically for graduate students. Each graduate student will act as a host or co-host for one visitor per semester.
MFA Program – End-of-Year Reviews

Students are expected to show regular progress with their creative work throughout the three-year program. Although first year students are expected to take an exploratory approach to their work, evidence of substantial work is expected by the end of the year. By the end of the second year, evidence of a developing focus is expected. This focus will culminate with a comprehensive body of creative work, written thesis, distribution event, and oral presentation at the end of the third year. Continuation in the MFA program requires successful completion of End-of-year Reviews after the first and second years. An Oral Presentation of the thesis will be the culminating event of the third year and will precede the awarding of the MFA degree. Guidelines for the Oral Presentation of the Thesis are provided in a later section of this handbook.

End-of-Year Review Objectives

- In-depth reflection by the student on achievements, challenges, and risks taken within the program
- Faculty assessment of the student’s work and progress to date
- Students will define future plans and goals with the opportunity to receive advice and feedback from faculty

First Year End-of-year Review

The End-of-year Review for first year students is a one and one-half hour meeting between the student and an ad-hoc Graduate Review Committee (GRC) comprised of at least two faculty who have served as directed studio practice advisors to the student. The first half of the review will be a well-planned summary presentation of work to date in the program, including discussion of distribution events and exhibitions, and plans for the coming years. It will focus on the student’s conceptual and visual work and the student’s development as an artist/designer. The second half of the review will be spent as a faculty/student advising session. This session is an opportunity for the student to have a conversation with the faculty committee to discuss themes and focus found in the work and education experience. The student will have an opportunity to ask faculty for recommendations and will be expected to bring questions for discussion.

Second Year End-of-year Review

The End-of-year Review for second year students is a one and one-half hour meeting between the student and an ad-hoc Graduate Review Committee (GRC) comprised of at least two faculty who have served as directed studio practice advisors to the student. The first half of the review will be a well-planned presentation of a proposal for thesis work with a review of how the proposed thesis work relates to work produced to date in the program and a discussion of distribution events and exhibitions that took place in the current year. The second half of the review will be spent as a faculty/student advising session. This session is an opportunity for the student to have a conversation with the faculty committee to discuss themes and focus found in the work and education experience. The student will have an opportunity to ask faculty for recommendations and will be expected to bring questions for discussion.
Pre-Review

Two weeks prior to the review, students will submit 5 copies of the following items to a designated staff member:

- One-page summary of planned presentation
- One-page summary of ALL courses (academic and studio) completed to date with instructors and grades (note: printed transcripts do not include instructor names)
- One-page summary of all assigned assistantships and faculty supervisors to date
- Current resume, including URL of personal website
- Statement on future plans and how these plans relate to development of thesis work
- Questions for faculty members

Evaluation Criteria

Students will be evaluated and measured on the following items:

- Evidence of intellectual development
- Evidence of imagination/creativity/risk-taking
- Evidence of realization skills: has the student successfully manifested their concepts?
- Evidence of work ethic/motivation/passion/commitment
- Evidence of critical reflection
- Articulation of future goals

Review Committees

The Dean and Associate Dean will appoint the Graduate Review Committees (GRC’s). Each GRC consists of three or four full-time faculty members – at least two will have served as an advisor for the student being reviewed. One GRC member is designated as chair.

Post-Review Procedure for 1st and 2nd Year Reviews

The GRC assesses the presentation and discussion and based on this assessment the committee chair submits 1) a written evaluation of the student’s status and progress in the MFA program, and 2) a recommendation to the Dean and Associate Dean, who are responsible for notifying the student of the recommendation and for carrying out necessary administrative steps. The recommendation will typically be one of the following courses of action:

- Continue in the program
- Re-review at a specified time
- Withdraw temporarily from the program, with re-entry conditions specified
- Withdraw permanently from the program

The GRC may recommend a qualified version of any of the above actions, or may recommend an alternate course of action.
The GRC recommendation and written evaluation, a copy of which is provided to the student, becomes part of the student’s record.

A student may appeal a review recommendation to the Dean and Associate Dean of the School.

MFA Program – International Experience

International Experience Objectives

International travel and research is a vital component of the School of Art & Design experience. The School supports a three to five-week international experience for all graduate students at the end of their first year. International travel and working with people in other countries generates global perspective, new life experiences, creative insights, and global connections. The experience will provide important contacts and knowledge to strongly support subsequent international engagements, including applications for Fulbright Fellowships and other similar exchanges. The School specifically promotes engagement with non-Western cultures that enhance the global perspective of students and assist them in becoming conscientious global citizens. Appropriate funds are awarded to cover transportation and housing costs and a per diem is given to cover meals and incidental travel expenses. The School’s Office of International Engagement supports students during their investigation of potential research sites, identification of contacts and institutions, formulation of proposals, and with travel and housing logistics.

Process

The School’s Director of International Engagement (Joe Trumpey) will conduct an orientation for the International Experience for all first year graduate students in September. The Office of International Engagement, the International Center, and the international study centers that are a part of the International Institute are excellent resources that students are encouraged to utilize for the planning of their international experience.

Preliminary Research

Students will investigate and select research sites individually or in groups if research goals overlap accordingly. Preliminary research will prepare students to be productive in their creative work while abroad, to take advantage of cultural and language opportunities both here and abroad, and to interact with artists, designers, and other relevant contacts at their selected destination. Preliminary research will provide the basis for a written proposal for the MFA International Experience. The proposal should include identifying and applying for external (non-A&D) funding when available and needed.

Proposal

Students will submit a written proposal to the Director of International Engagement by November 20, 2007. The proposal will include the following information:

- Destination country and city(ies).
- Proposed projects and activities.
• Relevance of the destination and activity to the student’s creative work and future objectives.
• Names of contacts, institutions, and organizations with whom students will interact.
• Estimated budget for: airfare, ground transportation, housing, food, visas, and misc. costs.
• Approximate dates of travel.

The proposal will be reviewed by faculty members of the International Engagement Committee. Feedback and funding decisions will be given to students by December 20, 2007.

Logistics

Students will plan their international experience and make logistical arrangements based on the proposal feedback received from the International Engagement Committee. Each student will provide the following logistical plans to Wendy Dignan by the dates indicated below:

• Non-A&D funding when available
• Travel advance – will be provided to the student three months prior to departure
• Air transportation – two months prior to departure
• Ground transportation – two months prior to departure
• Housing at each location – two months prior to departure
• Passport – February 15, 2008 (photocopy of main page of passport)
• Visa(s) – two months prior to departure (photocopy)
• Health Clearance Form – March 3, 2008
• Travel Insurance – two months prior to departure (Wendy Dignan will assist)
• ITOC registration – one month prior to departure

School staff will assist students in obtaining visas and any necessary travel papers. All students will fill out an International Travel Health Clearance form and in some instances follow up with a physician’s authorization to travel by March 3, 2008. Physician appointments should be scheduled several months in advance of this deadline to accommodate the long wait typical for such arrangements. Consultation with the Travel Clinic at University Health Service is highly recommended to assure proper vaccinations, anti-malarial treatment, or other medical preparations. Allow four to eight weeks for such vaccinations.

Required Post-travel Activities

Check-in

Students will send an email notice to Wendy Dignan soon after they return from their international travel to communicate their safe arrival home.

Report

Students will email a brief report summarizing their experience to the faculty, staff and graduate students no later than September 30. Students should take time to re-adjust to life on campus and reflect upon their experience before completing this report. A letter will also be sent to the A&D donor whose gift to the School has made the international experience possible.

Exhibition / International Fair

Students will participate in the annual international exhibition that occurs in September each year. Exhibition space will be limited, so the purpose of the venue is to provide a small
window into your experience rather than a full-blown exhibit of your research. Additionally, during the opening event only, students will participate in the International Fair. The International Fair will include all A&D community members who have recently returned / arrived from an international experience. Each individual will set up a table of information and be available to discuss their experiences with other A&D community members. This annual fair is a tool to mentor other students, undergraduate and graduate, and to create synergy for greater international engagement by our community.
Thesis – Guidelines for Written Thesis

During the final year of the MFA curriculum students will maintain their directed studio practice, produce creative work, carry out a distribution event, conduct research, produce a written thesis, and present their thesis work to a group of faculty and students. All of this activity is referred to as the thesis work. The written thesis is one component of The Thesis Work. The written thesis is an illustrated document that presents the creative work of the student and addresses the context in which this work is created.

Written Thesis Objectives

• Produce a lasting documentation of creative work
• Integrate visual material with written material
• Engage academic coursework within the creative work
• Develop analytical skills
• Develop writing skills
• Develop research skills
• Encourage rigor in thinking and expression
• Provide the basis for a manuscript adaptable for publication

Content

The thesis documents the student’s creative work and contextualizes the creative work. It elucidates the creative work as informed by coursework, research, and life experiences. It is a rigorous presentation of the student’s creative work and ideas and can include expressive elements as they serve to communicate this work. Language, style, and content will be accessible to a reader who is reasonably conversant with our general culture as well as to colleagues with specialized backgrounds.

Body of Thesis

The body of the thesis will contain the following material:

Introduction

The introduction presents the questions and issues that will be addressed in the thesis and briefly suggest their relevance or importance.

Contextual Information and Literature Review

This section provides historical and theoretical background and puts this work in context with other work that has been done in the area of this thesis. Citations are included for published work that has influenced development of the ideas in the thesis. (See “References” below for formatting citations)
Creative Work

Present the creative work. Use prose, figures, illustrations, tables, poetry, animations, and other representations to thoroughly present the creative work and research.

Discussion

Interpret the work, reflect on the work, and/or explain the work. Suggest how and why this work is compelling or important.

Conclusion

Briefly restate the questions and issues addressed in the thesis, why they are important and what has been learned from this work. Identify new questions that arise from this thesis work and suggest areas for future work.

Preceding the Body of the Thesis

The following sections will precede the body of the thesis.

Title Page

See the sample at the end of the Thesis Guidelines.

Abstract

The abstract is a summary of the thesis in no more than 250 words written in the third-person.

[Acknowledgements] - optional

The acknowledgements section can be used to recognize individuals and organizations providing important support and encouragement toward the completion of the degree.

Table of Contents

The table of contents lists the sections of the thesis and indicates the page number where each section begins. It includes the page numbering for the abstract page, acknowledgements, and table of contents, as well as the page numbering for sections of the body of the thesis, references, and appendices. The title page and copyright page are not numbered.

[List of Tables and Figures] - optional

The list of tables and list of figures identify each table or figure number, each table or figure title, credits for tables and figures (where appropriate), and the page number for each table and each figure.

Following the Body of the Thesis

The following sections will follow the body of the thesis:
References

List citations at the end of the thesis in a bibliography in alphabetical order by author/editor and chronologically for each author/editor.

[Appendices] - optional

Document highly technical and detailed material in the form of appendices at the end of the thesis. Appendices are numbered and referred to in the text by that number.
Sections of Thesis

Title Page
Abstract
Copyright Page or Blank Page
[Acknowledgements] *
Table of Contents
[List of Tables and Figures] *
Body of Thesis
   Introduction
   Contextual Information, literature review
   Creative Work
   Discussion
   Conclusion
References
[Appendices] *
* Items in brackets [] are optional.

Mode

Students will produce three printed copies and one digital version of the thesis according to the following instructions:

Printed
Produce three signed, hardbound copies, printed in portrait (not landscape) orientation on permanent, acid-free or archival quality white bond paper of 100% cotton fiber (8 1/2 x 11 inches, minimum 20 pound weight). One copy is for the School, one for the Committee Chair, and one for the student. Three signed copies of the full thesis printed on archival paper are due to the Associate Dean for Graduate Education by April 24, 2008. Binding can be performed after the Associate Dean for Graduate Education and the Dean of the School of Art & Design sign the finished thesis, but must be complete by June 2, 2008. The signed theses will be returned to the student for binding within one week of receipt at the Associate Dean’s office.

CD-ROM
Produce one CD-ROM or DVD containing a single PDF file of the written thesis and illustrations (word-processing files are not acceptable). Time-based files will be included on the same CD or DVD and will be saved in standard file formats (.mov, .qt, .avi, .html). The Thesis Committee Chair should approve other file formats for time-based work. The PDF file will be no larger than 200 MB. See the next section for instructions on producing appropriately sized illustrations and images.
Illustrations

Illustrations, diagrams, photographs, video clips, sound clips, animations, and other visual materials are inserted as numbered figures. All figures will have a brief figure legend. The PDF file contains links to time-based material on a single CD or DVD disk. The printed thesis only shows a figure number and legend for time-based material. Details for producing and including illustrations can be developed in conjunction with the MFA Committee. Keep image files at or near screen resolution in order to meet the PDF file size requirement. Image files should be 5 MB or smaller each. Use additional files as insets for details of images.

Resources


University of Michigan Sweetland Writing Center http://www.lsa.umich.edu/swc/grads/

SWC 630: Advanced Writing for Graduate Students.
**Thesis Schedule and Deadlines**

Failure to meet any of the following deadlines can lead to postponing the Oral Presentation of the Thesis and the awarding of the degree.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of fourth semester</td>
<td>MFA committee selection.</td>
</tr>
<tr>
<td>End of fourth semester</td>
<td>Thesis proposal (End-of-Year Review).</td>
</tr>
<tr>
<td>After fourth semester</td>
<td>Focused work begins.</td>
</tr>
<tr>
<td>October 26, 2007</td>
<td>Full committee meets before this date.</td>
</tr>
<tr>
<td>November 5, 2007</td>
<td>Meet with staff at Sweetland Writing Center by this date.</td>
</tr>
<tr>
<td>November 5, 2007</td>
<td>Outline of the thesis to committee Chair. Include all sections as described in “Sections of Thesis” above.</td>
</tr>
<tr>
<td>November 19, 2007</td>
<td>Outline comments returned from chair.</td>
</tr>
<tr>
<td>February 4, 2008</td>
<td>Thesis first draft to committee Chair. Include all sections as described in “Sections of Thesis” above.</td>
</tr>
<tr>
<td>February 18, 2008</td>
<td>First draft comments returned from chair.</td>
</tr>
<tr>
<td>February</td>
<td>Work with staff at Sweetland Writing Center prior to submitting fully developed second draft to full committee.</td>
</tr>
<tr>
<td>March 3, 2008</td>
<td>Fully developed thesis second draft, one copy to each committee member. Include all sections (with illustrations/figures/tables/animations/video sequences/sound-bites) as described in “Sections of Thesis” above.</td>
</tr>
<tr>
<td>March 3, 2008</td>
<td>Title, date, and time for Oral Presentation of Thesis is communicated to Director of Communications (Kate West). MFA theses will be presented April 17 and 18 at the graduate studios.</td>
</tr>
<tr>
<td>March 17, 2008</td>
<td>Committee meets to discuss second draft and to present comments and questions to the student.</td>
</tr>
<tr>
<td>April 17-18, 2008</td>
<td>Oral Presentation.</td>
</tr>
<tr>
<td>April 14, 2008</td>
<td>Thesis final draft to committee Chair.</td>
</tr>
<tr>
<td>April 21, 2008</td>
<td>Final draft suggested revisions returned from chair.</td>
</tr>
<tr>
<td>April 24, 2008</td>
<td>Three signed, unbound or bound thesis copies and PDF file to Graduate Education Dean.</td>
</tr>
<tr>
<td>June 2, 2008</td>
<td>Three bound, signed thesis copies to Graduate Education Dean.</td>
</tr>
</tbody>
</table>
Thesis Title

By:

Candidate’s Name

Prior Degree(s), Where Earned, Year Conferred

Thesis Submitted in Partial Fulfillment of the Requirements of the Degree of Master of Fine Arts

School of Art and Design

University of Michigan

Ann Arbor, Michigan

Date of submission

Approved by:

(Committee Chair’s Signature), Graduate Committee Chair

(Committee Member’s Signature), Graduate Committee Member

(Committee Member’s Signature), Graduate Committee Member

(Committee Member’s Signature), Graduate Committee Member

(Committee Member’s Signature), Graduate Committee Member

(Committee Member’s Signature), Graduate Committee Member

(Associate Dean for Grad. Ed.’s Signature), Associate Dean for Grad. Ed.

(Dean’s Signature), Dean, School of Art and Design

Date Degree Conferred: Month, Year
Thesis – Guidelines for Oral Presentation

During the final year of the MFA curriculum students will maintain their directed studio practice, produce creative work, carry out a distribution event, conduct research, produce a written thesis, and present their thesis work to a group of faculty and students. All of this activity is referred to as the thesis work.

The oral presentation will address the creative work of the student and the context in which this work was created, supported by actual creative work or representations of it. It will be delivered to a group of faculty and students at the graduate studios during the last two days of the school’s review week (April 17 and 18). The Oral Presentation will constitute the End-of-year Review for third year graduate students.

Oral Thesis Presentation Objectives

• Communicate the results of the thesis work and evaluate its success
• Provide a speaking opportunity wherein the thesis work is organized into a combined oral and visual presentation
• Provide an opportunity to receive feedback on thesis work
• Provide a ceremonial conclusion to the MFA Program

Procedure

• The Oral Presentation will occur during the last two days of the school’s review week (April 17-18).
• The student’s MFA committee will approve the format of the Presentation.
• The Presentation will accommodate discussion but will not be a “defense”
• The student’s MFA committee will attend the Presentation
• Third year students will attend each other’s Presentations
• The MFA committee will meet alone immediately after the Presentation and then have a discussion with the student to acknowledge the student’s achievements
• The MFA Chair will submit a brief written report summarizing the discussion to the Associate Dean of Graduate Education to confirm the date the Presentation was given
• The student will be responsible for announcing the presentation by March 3, 2008 to the School’s Director of Communications (Kate West) and to the non-Art & Design committee member’s department in order to encourage attendance by the Art & Design community, the community from elective courses, and others
Policies & Procedures - Advising

During the first semester of the program, two advisors are assigned to each entering student. For the following five semesters, students select their own advisors. Prior to the beginning of the third and final year, students will develop a four-person MFA Advisory Committee that includes two faculty members from the School and two from other units at the University. External advisors are selected in consultation with School advisors.

Following the guidelines below, graduate students select advisors for their Directed Studio Practice on a seniority basis; third year students first. Students are encouraged to become acquainted with faculty early in order to establish advising opportunities. Students are notified regarding deadlines for advisor selection via email. Students will instruct their advisors to confirm their advising agreement via email to Wendy Dignan no later than December 20, 2007 or April 24, 2008 (the last day of exams according to Wolverine’s Academic Calendar) preceding the advising semester. It is the student’s responsibility to identify, select, and verify the confirmation of advisors.

If Wendy Dignan does not receive email confirmation from all A&D and non-A&D advisors by the above dates, the student’s discretionary account will be frozen until she receives email confirmations from each advisor.

All graduate students are required to establish and document a bi-weekly schedule of meetings with their Art & Design advisors.

First Year Advising

Fall

• Two Faculty Advisors are appointed by Deans prior to semester start
• Advisors are appointed for one semester only
• Advisors consult each other to assign grades (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 610) and the designated chair enters the final grade
• Approximately seven meetings per semester will be held with A&D advisors

Winter

• Two Art & Design, tenured/tenure-track Faculty Advisors (minimum), selected by student, with faculty members’ agreement
• No more than two Art & Design full-time faculty advisors
• Advisors are selected for one semester only
• Advisors consult each other to assign grades (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 611) and the designated chair enters the final grade
• Approximately seven meetings per semester will be held with A&D advisors
Second Year Advising

Fall and Winter

- Three Faculty Advisors (minimum), selected by student, with faculty members’ agreement
- Two advisors will be Art & Design tenured/tenure-track faculty
- No more than two Art & Design full-time faculty advisors
- One advisor will be from the non-A&D University full-time faculty
- Advisors are selected for one semester only
- Advisors consult each other to assign grades (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 710 and 711) and the designated chair enters the final grade
- Approximately seven meetings per semester will be held with A&D advisors
- Three meetings per semester will be held with the non-A&D University advisor

Third Year Advising

Fall and Winter

- Four Faculty Advisors (minimum), selected by student, with faculty members’ agreement
- Constitutes MFA Committee with one A&D advisor designated by the student and with permission of the Advisor as Chair
- Two advisors from non-A&D University tenured/tenure-track faculty
- Two advisors will be Art & Design tenured/tenure-track faculty
- No more than two Art & Design full-time faculty advisors
- All advisors are selected for two semesters
- Advisors consult each other to assign grades (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 810 and 811), Thesis/Exhibition/Presentation (ARTDES 898 and 899), the designated chair enters the final grade
- Approximately seven meetings per semester will be held with A&D advisors
- Three meetings will be held per semester with University advisors

General Guidelines for Faculty Advisors

- A&D faculty are limited to two advisees per semester
- A&D faculty are limited to one advisee per student-cohort per semester (i.e., only one first year, one second year, or one third year student)
- A&D faculty on leave may serve as advisors if they carry out the bi-weekly meeting schedule
- Graduate students must work with a minimum of four different A&D faculty advisors during the three-year curriculum
- A&D advisors consult each other to assign grades (Satisfactory/Unsatisfactory) and the designated chair enters the final grade
- In addition to the specified minimum number of advisors, graduate students may select additional qualified advisors from outside the University who must agree to carry out the same meeting schedule as University advisors
- Graduate students are encouraged to meet with all their advisors as a group once during each semester
Policies & Procedures - Registration

Students register on the web through Wolverine Access at: http://wolverineaccess.umich.edu. In most cases University Electives (non-A&D courses) are open to student registration without special permission. Students will occasionally need to obtain permission from the instructor to register. The Entrance and Exit Seminars, Directed Studio Practice and Thesis/Exhibition/Presentation require permission (an override) to link the student’s registration to appropriate faculty advisors. Wendy Dignan will issue permission overrides prior to early registration. Students will receive an email message with registration instructions once the permission is granted.

Registration for graduate students occurs during the first two days of early registration each semester; late November for winter, and early April for fall. Students are assigned an appointment time for registration. The appointment time is found in the student business section of Wolverine Access.

Adding/Dropping and Course Changes

Schedule changes include dropping or adding a course, changing between credit and visit status, changing the credits for a course within the range listed in the University Schedule of Classes, withdrawing, or disenrolling for the term. Graduate students may make changes to their schedules by obtaining the required approvals and using the following procedures.

During the first three weeks of the fall or winter term, students may change schedules without approvals as long as they follow the MFA program requirements. After the third week and until the last day of classes of the term, students must obtain signatures of approval from the course instructor and the Director of Graduate Academic Services for changes. Students use drop/add forms that can be obtained from the School of Art & Design Academic Services Office.

Drops made any time after the last day of class in the term are known as retroactive drops. Retroactive drops are contrary to Rackham policy and are only granted in unusual cases. It is possible, however, for students to petition for such a change by submitting a Petition for Modification or Waiver of Regulation form to Rackham’s Office of Academic Records and Dissertations (OARD) for review. Please contact the Director of Graduate Academic services for guidance with this process. The Associate Dean must endorse such requests.

Policies & Procedures – Grades and Transcripts

Grades for Art & Design graduate courses in the A&D MFA program are Satisfactory/Unsatisfactory only.

Art & Design has no jurisdiction over grading for University courses in other academic units. Graduate students may individually negotiate a Satisfactory/Unsatisfactory grade option with
the instructors of those courses. A Satisfactory grade must be at least a “B” letter grade for graduate students.

All official University of Michigan transcripts must be ordered through the University Registrar’s Office, B430LL Pierpont Commons or 413 E. Huron, or requested electronically through Wolverine Access (wolverineaccess.umich.edu). Students may also generate an unofficial record for unofficial use through Wolverine Access.

Policies & Procedures - Rackham Guidelines

The School of Art & Design offers the MFA degree under the auspices of the Horace H. Rackham School of Graduate Studies, which grants graduate degrees and establishes guidelines for academic quality as well as minimum requirements including grade point average and elective courses. Students are responsible for knowing the Rackham rules, regulations and requirements as described in the Rackham Student Handbook, found on the web at http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/contents.html.

Acceptable electives courses are numbered 400 or above, are offered by units other than the School of Art & Design, are taught by faculty who do not have appointments in the School of Art & Design, and are approved for graduate credit by Rackham. Be certain that the elective course you plan to take – especially those numbered in the 400s – are approved for graduate credit through Rackham. Students are responsible for contacting the University department that offers the intended elective course to make sure it is approved for graduate credit.

Policies & Procedures - Leave of Absence/Disenrollment/Withdrawal

Leave of Absence

A student’s decision to leave the University must be discussed in advance of leaving with the Associate Dean for Graduate Education. The required paperwork is different for students who leave before a semester begins (disenrollment) as opposed to leaving after classes begin (withdrawal). Guidelines for each situation are as follows:

Disenrollment

Students, who register for classes and then decide not to attend, must notify the University before classes begin to avoid assessment of any fees. Students may disenroll by submitting a signed disenrollment memorandum to the Registrar’s Office in the Pierpont Commons. Forms are available in the Academic Services Office. A signature from the Director of Graduate Academic Services is required.
Withdrawal

Students who register and attend classes at the beginning of the semester and then decide not to attend, must withdraw from the University. Withdrawal must take place before the end of the third week of classes for one to receive a tuition refund. A student may withdraw from all courses for a given term by submitting a signed withdrawal notice to the Registrar’s Office in the Pierpont Commons. Forms are available in the Academic Services Office. A signature from the Director of Graduate Academic Services is required. A registration fee of $80 and a $50 disenrollment fee are charged.

Readmission to MFA Program after Leave of Absence

Readmission to the MFA program after a leave of absence will be according to the policy described below. Contact the Associate Dean of Graduate Education for assistance with this process.

Students may only return from a leave of absence at the beginning of a Fall Semester. An application for Readmission is required by the Rackham Graduate School.

Students who have not been enrolled in the Graduate School for more than one year (12 months) must apply for readmission. Exceptions are Doctoral Candidates and students returning to the University at the end of a certified period of Detached Study.

Readmission is dependent upon departmental approval and upon the availability of space and facilities for the term in which readmission is requested. Before readmission can be finalized for international students, proof of adequate funding is required in order to obtain the appropriate visa documents.

If a student withdraws for health reasons, readmission may be subject to satisfactory evidence that the condition has been remedied. If a student was on Probationary Admission, Academic Probation, or Extended Probation, that standing will continue in effect if he or she is readmitted, unless approval to remove or modify the status is granted by the program and the Graduate School. If a student was required to withdraw, readmission may be granted only following approval by the program and the Graduate School.

Rackham’s Application for Readmission is due the same date as applications for new applicants to the MFA program (check the School of Art & Design website for current deadlines).

A School of Art & Design Application for Readmission is also required and is also due the same date as applications for new applicants to the MFA program. Contact the Associate Dean for Graduate Education to obtain the application.

Financial Aid

The financial assistance package awarded when a student was admitted to the program is not guaranteed for students returning from a leave of absence. This covers GSI positions, tuition waivers, the assistantship stipend, and the discretionary grant. Contact the Associate Dean for Graduate Education to determine if the original financial assistance package will still be available.

Advisors

Students returning from a leave of absence will be assigned advisors from faculty who are available after advisors have been selected for current and new students.
Studio Space
An attempt will be made to provide studio space to students returning from a leave of absence, however studios cannot be guaranteed for all returning students.

Laptop Computer
An attempt will be made to provide a computer to students returning from a leave of absence, however computers cannot be guaranteed for all returning students.

Policies & Procedures – Graduation and Final Checkout

Students apply for graduation via Wolverine Access (wolverineaccess.umich.edu) within the first four weeks of their sixth term. Students who do not apply by this deadline will not be listed in the University Commencement Program. Students receive their diplomas approximately six months after commencement.

After a student graduates, or permanently or temporarily leaves the program, an Art & Design Checkout Form must be completed. Designated staff signatures on the form verify that a student has returned keys, laptops and peripherals; and has cleaned out his/her studio. A date by which this must be accomplished is announced near the end of the sixth semester. Graduates may not retain their studios during the summer following their graduation.

At the end of the last semester of enrollment, graduate students are required to empty and clean up their studios, take down any construction projects in their studios, return School of Art & Design keys, and return computer equipment. Use the Graduate Student Check-Out Form to obtain signatures certifying that these requirements are complete. Graduation from the University is contingent upon the return of the Check-Out Form. In addition, the following penalties will be assessed for non-compliance: $100 re-keying fee for each key not returned, cleaning costs for the studio, and replacement costs for any computer or computer accessory not returned. The deadline for check out is May 16, 2008.

Policies & Procedures – Exhibitions

The School maintains four professional gallery spaces, two in the Art & Architecture building (Warren Robbins Gallery and Jean-Paul Slusser Gallery), one on central campus on State Street (Work), and one in downtown Detroit on Woodward Avenue (Work@Detroit gallery). The Warren Robbins Gallery is a space primarily for graduate student exhibitions and events; the Slusser Gallery is the forum for an active program of international, national and student exhibitions and events; Work is primarily an undergraduate student gallery, and Work@Detroit gallery is primarily for those exhibitions that seek to make community connections with residents and visitors in the Detroit area. In addition, to the three primary venues, the School also offers public exhibition areas that include the display cases in the School’s hallways, as well as many informal installation opportunities in other areas of the building and its grounds. Graduate students may submit proposals to exhibit in the Warren
Robbins Gallery to the Graduate Student Exhibition Committee as described below. Students may also request instructions for proposals to exhibit in the Slusser Gallery from the faculty-managed Exhibition and Performance Committee at a&dexperf@umich.edu.

Warren Robbins Gallery

The Warren Robbins Gallery serves as a laboratory where the School’s MFA candidates can explore all facets of the exhibition process. Graduate students are encouraged to conceive, organize and install shows with an emphasis on cooperation and collaboration. Students are responsible for all aspects of their exhibitions, from concept to installation.

The Gallery is administered by the Graduate Student Exhibition Committee and supervised by the Associate Dean for Graduate Education. The committee has primary responsibilities for organizing and scheduling exhibitions in the Gallery.

At the end of each academic year, the Graduate Student Exhibition Committee will solicit exhibition proposals from the graduate students for the following year. Students who receive approval for an exhibition are responsible for all aspects of their show. The Graduate Student Exhibition Committee is available to answer questions, provide technical assistance, and serve as a liaison between exhibitors and the administration.

The Gallery Space

The Warren Robbins Gallery is located at the northeast corner of the second floor of the Art & Architecture Building. The gallery space encompasses 1200 square feet with thirteen-foot high exterior walls. There are four seven-foot high stationary, angled walls that divide the center area. Usable wall space totals 100 linear feet. The floors are finished concrete. Walls may be painted, and in some cases, temporary walls can be constructed to conform to specific installation requirements. Hanging objects from the ceiling is possible but dependent on weight and location. Large windows and professional lighting support the display environment.

The Warren Robbins Gallery has high-speed wireless Ethernet connections and access to Apple computers and a range of audiovisual technology including digital video projectors, DVD players, monitors and VCRs.

The Warren Robbins Gallery has some unique structural considerations: There are floor to ceiling windows along one entire wall, which can be covered to accommodate installations requiring darkness. The gallery’s location, adjacent to classrooms and staff offices, requires that artists use courtesy when displaying work that includes sound or other sensory output. If exhibitors have questions regarding installation, transportation or any other concerns regarding exhibitions in the gallery, please contact the Exhibition Committee.

Who May Exhibit at Warren Robbins

Graduate students are encouraged to organize shows that explore the conceptual limits of an exhibition and to display their own or other’s works in a compelling and challenging manner. Shows may include artists from outside of the School, the University, or the country. Such shows will require students to plan for shipping, travel and insurance.

For each exhibition, one student should act as ‘Curator’ and be responsible for the overall concept of the show, general organization of exhibit details, etc. There are no restrictions on
content beyond the physical limits of the gallery. Emphasis is placed on the creation of group shows as a way for students to develop their curatorial skills and to offer all graduate candidates exhibition opportunities in the Gallery.

Scheduling

The Graduate Student Exhibition Committee maintains the schedule for the Warren Robbins Gallery. At the end of each academic year, the Graduate Student Exhibition Committee will solicit exhibition proposals from the graduate students for the following year. Students are encouraged to organize group exhibits in order to give all students a chance to show in the gallery.

Generally one month is automatically reserved for a first year graduate student exhibition to accommodate the class that enters the program in September. Continuing students select dates for their own use. The last month of the academic year is reserved for the annual All Student Exhibition.

Exhibition openings and receptions should be scheduled to coincide with shows in the Slusser Gallery and at Work whenever possible to ensure a large audience.

The Warren Robbins Gallery schedules approximately eight exhibitions during the year. Each show generally runs four weeks, with a week changeover between shows. Longer running shows allows more potential for reviews and eases the already busy schedule for most students, but shorter shows can accommodate more work and more experimentation.

The Graduate Student Exhibition Committee is responsible for ensuring that shows are developed and added to the schedule. While shows can be developed as early as a year before the opening date, the schedule should be complete at least six months in advance. It is important to note that shows including visiting artists and/or shipping of artwork generally require a longer lead-time. A copy of the final exhibition schedule and future changes need to be sent to the Assistant Director of Facilities, Peter Janesen.

Funding

The School provides funds to cover publicity and hosting expenses for exhibitions at the Warren Robbins Gallery. Obtain authorization and an account number from the School’s finance office prior to incurring any expenses. $150 is available for individual graduate student shows to pay for announcements and opening or closing reception refreshments. $250 is available for group student shows. Expenses beyond these amounts will be taken from the students’ discretionary grants, evenly divided between the participating students.

Hosting Costs

Obtain a hosting advance authorization from the School’s finance office (minimum of $100) and then request the cash from the cashier’s office at Pierpont Commons. Turn in all receipts to the School’s finance office. A check made out to the School must be written for leftover funds.

Other Expenditures

For expenses such as postcards, rental equipment, banners, lettering, etc., the student will pay for the expenses and then submit receipts to the School’s finance office for reimbursement. A Form G payment request form can be obtained from the finance office.
Live Music Expenditures

Obtain prior authorization to pay individuals from the School’s finance office at least three weeks in advance. Obtain the payee’s name, social security number, address, and citizenship for this authorization. A From G will be prepared with this information.

Publicity

Graduate student curators, working with the School’s Communications Office, are responsible for designing, producing and distributing exhibit cards and posters.

Publicity for shows should include:

- Title of show
- Short, lively description of the work or concept
- Names of all artists (check spelling carefully)
- Dates and times for the show and the reception
- University of Michigan School of Art & Design

The School’s Communications Office publicizes local, national and international events through a number of venues, including: The Ann Arbor Observer; the weekly A&D news, the A&D e-Calendar; the School’s newsletter, Emergence; large monthly calendar postings around the School; information cases; and, when appropriate, press releases to both local and national press. The contact person for publicity is Kate West, Director of Communications.

Deadlines and material requirements for these venues are as follows:

**Ann Arbor Observer Calendar, Emergence, and large monthly calendar postings**

The Observer calendar includes only local events, within Michigan

- **Deadline:** 5th of the month BEFORE the event.
  - E.g. a January 12 event must be received by December 5th. (If ALL materials are not received by this deadline, your event cannot be included in the calendar)

- **Information:**
  - Title of Event
  - Brief Description
  - Date(s) of Event
  - Location
  - Image at 300dpi 4”x5”
  - Name of contact person

**A&D Weekly Calendar**

The weekly e-calendar includes local events as well as news items about national and international events.

- **Deadline:** Wednesday of the week BEFORE the event.
• Information:
  Title of Event
  Brief Description
  Date(s) of Event
  Location

Posters
• Posters must be designed by graduate students and be submitted for review by the School’s Communications Office at least one week before you need them.
• Images should be 300dpi
• Maximum poster size is 18” x 24”
• Once poster designs have been reviewed and approved, final poster designs must be submitted to the Communications Office for printing at least 3 days before you need them. Files can be written in Photoshop, InDesign or Illustrator. All fonts and images must be included.
• The Communications Office is able to print:
  6 large posters (maximum size 18” x 24”)
  20 smaller posters (scaled to fit 11” x 17”)

Cards
• Cards must be designed by graduate students and be submitted for review by the School’s Communications Office at least one week before they are printed. The Communications Office does NOT print postcards.

  A reliable and affordable source for printed cards is:
  Modern Postcard
  http://www.modernpostcard.com
  1-800-959-8365 x2311
  Designs can be submitted via the Web, but a two-week deadline must be met to receive the lowest price.

A&D Web Site
• May include local, national, or international events
• Submit directly to IT office (Andre Grewe)

Hallway Information Case  (for Graduate Program)
• No deadlines
• Materials for these cases can include news articles, postcard announcements of shows, book covers, etc.
• Submit to Communications Office (Kate West)

Press Releases
• Local, national, and international events, awards, exhibitions, etc.
• If you have an event, exhibition, etc. that you think might make a good story, please contact the Communications Office (Kate West) immediately
• Materials should be submitted as soon as possible. Two months lead time is ideal, minimum lead time is one month prior to event, exhibition, etc.
Roles and Responsibilities of Exhibitors

The Warren Robbins Gallery was established for use as a graduate student operated exhibition space. Students are responsible for all aspects of their exhibitions – from concept and installation, to the exhibition opening reception – administered by the Graduate Student Exhibition Committee.

The following tasks for an exhibition should be assigned:

- Curator – organize all events and assignments
- Design – layout the creative work within the space (artists should “hang” their own work)
- Labels – gather information for labels, print and hang labels
- Poster and/ or Postcard - design and send to printer
- Exhibit Title – design and send the title to a printer
- Food – select, order, pickup, and pay
- Music – select, schedule, and pay
- Schedule – organize hang times and take down times
- Publicity

The curator should schedule a common time for the work to be installed and each contributor should be encouraged or required to hang or install his or her own work.

Hardware, Equipment, Lighting

Hanging hardware is kept in the Graduate Student Lounge. Additional hardware and pedestals can be requested from the Slusser Gallery Office. Audio/visual equipment should be reserved well in advance from the Photography Studio Coordinator (Joe St. George). Computer equipment and software should be reserved well in advance from the IT Office.

Expensive equipment must be bolted down and locked for security.

The curator is responsible for setting lights. There are two light tracks for the gallery. Lighting will make a big difference in the overall success of an exhibit. Perimeter outlets are limited, but the center walls have power bars mounted on top. Extension cords are not allowed by building fire codes. Projects should be constructed so that cords run sufficient length without extension cords.

Exhibit Take Down

The gallery must be patched and repainted after each exhibit. If any walls were painted with a dark color for an exhibition, a good quality primer must be applied before returning the wall to its original color. Spackle and paint are kept in the graduate student lounge and can also be found in the Slusser Gallery Office. All vinyl lettering, tape, and any other materials and equipment used in the exhibit must be removed and the gallery restored to its original condition within two days after the exhibit’s closing date.
Exhibit Title and Labels

Exhibit Title
The title of the exhibit is typically mounted on a gallery wall or window with vinyl transfer lettering. These can be ordered from any graphics or sign company. The following vendor is recommended for complicated jobs:

Kolossos Printing Inc.
310 E. Washington 994-5400
1214 S. University 994-0454
http://www.kolossos.biz

For simple jobs, consider Fastsigns. Other vendors are listed in the Yellow Pages.

Vendors accept Adobe Illustrator files with at least one-week advance notice. The Exhibitions staff will assist with the installation of exhibit titles when requested.

Labels
The curator is responsible for gathering information and producing labels. Labels can be made from paper dry-mounted on foam core, adhesive backed paper, resume paper pinned to the wall, numbered tacks, or self-adhesive numbers with a corresponding list posted on a wall. Labels must be completed and ready to hang before the show opens.

Openings and Receptions
Exhibition openings and receptions should be scheduled to coincide with shows in the Slusser Gallery and at Work whenever possible to ensure a large audience. The small refrigerator in the Slusser office can be used to store perishables prior to a show’s opening time. All areas of the gallery must be cleaned and restored to normal condition immediately after the reception. Tables and chairs can be provided by contacting the Assistant Director of Facilities, Peter Jansen.

Gallery Security
Make specific arrangements via email with the following Art & Design staff to open and close the Warren Robbins Gallery during each show. If instructions are provided, these staff members will unlock and open the gallery, turn on equipment at the beginning of the day, and turn off equipment and close and lock the gallery at the end of the day.

Wendy Dignan – Director, Graduate Academic Services
Brian Banks – Academic Advisor

Helpful contacts
Mark Nielsen mnielsen@umich.edu office: 734.936.2082 cell: 734.368.1095
Graham Hamilton grahamh@umich.edu office: 734.936.2082 cell: 734.216.1085
Peter Jansen jansenp@umich.edu 734.615.5973
Kate West katwest@umich.edu 734.763.1265
Brian Banks bbscott@umich.edu 734.647.9886
Wendy Dignan wwilks@umich.edu 734.763.5247
Policies & Procedures – Student Appeals

The School of Art & Design Student Appeals Process provides students with a forum to contest grades, substitution and waiver decisions, and other decisions that impact upon them and their academic records. In many cases, differences can be resolved through conversation between the parties involved, without mediation or intervention by others. The Associate Dean for Graduate Education is available to counsel students regarding strategies for resolving differences. Unresolved differences may be presented for the formal Appeals Process explained in detail below.

Purpose

This student appeals process exists to provide student complainants as well as School of Art & Design faculty and staff respondents with a just process by which opposing views may be expressed and equitable decisions may be made relating to student grievances on matters of grades, academic misconduct, financial aid, illegal racial or sexual discrimination, intimidation, or harassment, violations of the Family Educational Rights and Privacy Act involving inaccuracy of student records or improper access of records to third parties without student comment or consent, and/or any other alleged arbitrary, capricious, or otherwise unprofessional conduct toward a student by a School of Art & Design faculty or staff member.

The Mediator

In the student appeals process, the School of Art & Design's Associate Dean for Graduate Education will serve as Mediator. The Mediator will not serve as an advocate for either party. In the event that the Associate Dean for Graduate Education is in a conflict of interest position in a grievance procedure, an Alternate Mediator will be appointed by the Dean of the School of Art & Design for that one case only.

   The Mediator's duties are to:
   • Insure that both the grievant and respondent have complete information on the appeals process as detailed below.
   • Explain the appeals process to the student if necessary.
   • Receive, acknowledge and record the history of student grievances and responses to them.
   • Investigate the alleged grievance and circumstances surrounding it.
   • Talk with both parties and make every attempt to get them to resolve their differences in a way satisfactory to both.
   • Maintain accurate records of all grievance procedures.

The Appeals Process
1. Before submitting a grievance to the Mediator, students are encouraged to seek resolution to their problem by talking directly with the faculty or staff member involved. Should direct and informal dialogue yield unsatisfactory results, the student may then consider mediation.

2. The student appeals process consists of two distinct mediation phases.
   a. Informal mediation
   b. Formal mediation

3. Upon the initiation of an appeals procedure, the Mediator will give a copy of the School of Art & Design's Appeals Process document to both the grievant and the respondent. Both will be asked for a written acknowledgement that they have received and read this information. By this acknowledgement the grievant officially initiates the appeals process.

4. Informal Mediation
   a. The grievant must submit to the Mediator a written account of his/her grievance. This should normally take place within 60 days of the occurrence giving rise to the complaint. The grievant should describe the exact nature of the complaint, supporting the claim with any available evidence.
   b. The mediator will file the complaint and acknowledge its receipt.
   c. The mediator will give the respondent a copy of this grievance, and request a written response from the respondent, who should normally reply within ten (10) working days.
   d. The Mediator will acknowledge and record receipt of the respondent's reply and give a copy of it to the grievant.
   e. The Mediator will study the grievance and the response, and investigate the matter as necessary.
   f. The Mediator will attempt to get the correspondents to resolve their differences in a way satisfactory to both.
   g. If this mediation fails to satisfy the grievant, the matter then goes to the Student Appeals Committee for formal mediation.
   h. If the grieving student requests the presence of a student on the committee, that student will be selected from a standing panel of two (2) undergraduate students (selected by the Associate Dean for Undergraduate Education) and two (2) graduate students (selected by the Associate Dean for Graduate Education) on the basis of lack of involvement in the grievance. The standing panel of student members will have received training and signed a waiver covering confidentiality.

5. Formal Mediation
   The Student Appeals Committee will
   a. Study the particulars of a grievance as supplied by the Mediator and the correspondents.
   b. Convene to hear the case, (usually within two weeks) hearing from both correspondents and any others involved.
   c. Deliberate on the evidence presented by the correspondents and other witnesses, and solicit and hear new evidence if necessary;
   d. Arrive at a collective decision as to whether a legitimate grievance exists, and if so, how it should be remedied.
   e. Make a report on this decision and recommend remedies, if any, to the grievant, the respondent and the Mediator. This will normally take place within two weeks of the hearing. The Committee may also present a dissenting opinion if the dissenting member of the committee wishes it entered into the record.
6. In the event that, at the conclusion of formal mediation, either correspondent feels that there have been procedural omissions and/or errors committed, which, in his/her view, adversely affected the Appeals Committee's view(s) and decision(s), either correspondent may appeal to the School of Art & Design's Executive Committee to address said issues of procedural omission or error.

7. In the event that, in addressing appeals on procedural issues of a case, the Executive Committee decides that there have been omissions and/or errors, which may have significantly effected the decision, it will instruct the Appeals Committee to make the appropriate corrections in the process. The Student Appeals Committee will then repeat any aspects of the procedure found wanting.

8. An accurate record of any and all Appeals Proceedings will be maintained throughout and filed with the Mediator's Office as formal documentation of the process.

9. At the conclusion of all the Appeals Committee's work, it will stand down, and the matter will be considered closed by the School of Art & Design.

10. If there is good reason to do so, the time intervals in each phase of the Student Appeals Process may be extended upon approval by the Mediator.

Financial Assistance

Assistantships

All students receive financial support each semester through partial tuition grants and assistantships. This support equalizes the financial obligations of in-state and out-of-state students. In turn, each student contributes to the educational programs of the School through required assistantships every semester.

Assistantships for non-Rackham Merit Fellowship (RMF) candidates are 20% appointments, requiring an average commitment of 9 hours per week for the 15-week semester. Assistantships for RMF candidates are 25% appointments and require 10 hours per week for the 15-week semester. Students are paid at the end of each month. Checks can be deposited directly in a bank account or picked up at the University’s Payroll Office, G395 Wolverine Tower-Low Rise, 3003 South State Street, Ann Arbor, MI 48109-1279, on the last working day of the month. Graduate assistantships and compensation are governed by the guidelines of the Graduate Employees Organization (GEO).

Students receive and sign contract letters outlining requirements of their individual positions and their responsibilities for those positions. Students also sign a Fraction Calculation Form specifically listing the details of their responsibilities.

Students and supervisors (faculty or staff) are responsible for jointly developing schedules that comply with these requirements. Regular communication assures that the hourly commitments are fulfilled. Both students and supervisors (faculty and staff listed in the contract letter) must keep track of hours worked.
At the end of each semester, a report signed by both the graduate student and the supervisor must be submitted. In order to successfully complete the End-of-the-Year Reviews, all work commitments must be satisfied.

**Discretionary Grants**

Graduate students receive $2,000 per year to spend at their discretion on the support of educational projects. These funds are administered by the School’s Finance Office in compliance with University regulations as documented in the *Standard Practice Guide* [http://spg.umich.edu/](http://spg.umich.edu/).

The following expenses are NOT ALLOWABLE for reimbursement:

- Personal items (clothing, personal hygiene products, etc)
- Furniture
- Donations/membership/subscriptions/dues
- Alcohol
- Telephone bills
- Gasoline/fuel
- Medical expenses
- Contracts made without prior approval of the Director of Finance and the University of Michigan contract/legal department.

The following expenses ARE ELIGIBLE for reimbursement:

- Travel (airfare, car rental, lodging) to conferences*
- Conference or workshop fees*
- Supplies used to create art work/projects
- Thesis writing supplies including paper, ink cartridges, pens, pencils, printing costs
- Portfolio supplies including printing costs, photo processing expenses
- Exhibition supplies over and above School funds including extra postcards or advertising costs, mailing expenses
- Hosting in conjunction with thesis project
- One piece of equipment up to $500.00. NOTE: Such equipment remains the property of the School of Art & Design and must be left at the School upon graduation

* Discretionary grant funds for international travel to conferences, courses, and workshops must be approved by the Associate Dean in advance. To apply for discretionary travel funding students must submit to the Associate Dean a written request that describes the conference/workshop/course, shows a budget of estimated expenses, and explains the relevance of this travel to the student’s research, creative work, and academic progress. In addition, students are required to submit a written report upon return of their travel.

In order to receive reimbursement, graduate students must provide the documents listed below to the Finance & Facilities Office within **7 to 10 business days of purchase**:

- Original itemized receipt(s) from a vendor showing the total expense and full payment received. Note: If an original itemized receipt(s) does not show payment in full, the student must provide one of the following: original canceled check, bank statement along with the itemized receipt(s)
- A detailed description of what was purchased and why. Be as specific as possible
- Small receipts must be taped to an 8.5”x11” piece of paper. Do not use staples
Address questions to any Finance Office staff member.

Awards

During the All Student Exhibition, full-time faculty vote to select graduate student awards from two funds: the Dybvig Graduate Award fund, established in 1965 by Mr. and Mrs. Charles Dybvig as a memorial for their son, Ned, who had been a student at the School of Art & Design; and the Redstone Award fund, established in 1987 in honor of Louis and Ruth Redstone by their family and associates. One award is presented to a graduate student from each cohort.

Rackham School of Graduate Studies

The Rackham Office of Fellowships and Recruitment, located in 120 Horace H. Rackham School of Graduate Studies, provides information on University fellowship programs for graduate students and major federal opportunities, including Fulbright Grants for International Study. Please consult the Rackham web site for more information at http://www.rackham.umich.edu/Fellowships/index.html.

Office of Financial Aid (OFA)

The Office of Financial Aid, located at 2011 Student Activities Building, administers student loans and work-study programs. Graduate students may apply for Federal Perkins Loans, Work-Study Employment, Federal Stafford Loans, and Federal Supplemental Loans for Students. Most programs require the demonstration of financial need and specific application materials for eligibility determination. Continuing students should be aware of the application deadline for priority consideration for their next academic year. For specific information concerning aid programs, eligibility, and application procedures and deadlines, students should consult the Office of Financial Aid web site at http://www.finaid.umich.edu.

Tax Information for Fellowship/Scholarship Recipients

As a general rule, any income is subject to federal taxation. Scholarships and fellowships, however, are excluded from taxation when the award is a qualified scholarship given to the recipient who is seeking a degree that is made for the purpose of studying or conducting research at an education institution.

Qualified scholarship and fellowships are defined to include tuition and fees required for enrollment or attendance at the educational institution and fees, books, supplies or equipment required for courses of instruction at the institution.

ALL STIPENDS ARE TAXABLE INCOME. For tax purposes you must keep copies of all award notices and announcements. For items you wish to deduct you must have receipts. Additional information can be found through the Rackham Graduate School at http://www.rackham.umich.edu/Fellowships/tax.html, and the Payroll Office at http://www.payroll.umich.edu.
Students With Care Giving Responsibilities

The University and the School recognize the unique challenges faced by students who have child care or adult care giving responsibilities. The following programs and resources are available to support the success of students with parenting and care giving responsibilities.

Students with Children Website

www.studentswithchildren.umich.edu

One-stop shopping for all your parenting needs . . . This website is dedicated to the needs of students at the University of Michigan who juggle parenting or elder care, study and work. It is maintained by the Work Life Resource Center.

Information available through this website includes:
- Financial Aid
- Social Support
- Housing
- UM Policies
- Child Care Resources
- Other Parenting Resources
- Community Health Clinics
- Health Insurance Options

Work/Life Resource Center

www.umich.edu/~hraa/worklife

WLRC exists to help the University of Michigan provide an environment supportive of, and sensitive to, the healthy integration of work life and personal life. We understand that you can contribute your best efforts to the University when you are able to address the goals and obligations of your personal life and when you can balance your family's care with the other facets of your life. WLRC offers individual consultations, group presentations, and a resource library. It also advocates for enlightened, family-responsive policies and practices. WLRC can assist students, faculty and staff with:

- Locating child care
- Locating elder/dependent care
- Locating emergency, back-up child care (Kids Kare at Home)
- Balancing work and personal responsibilities
- Creating flexible work schedules
- Expectant Parents’ Resource Program
- Questions about maternity leaves
Center for the Education of Women

www.cew.umich.edu

CEW is nationally recognized for its unique three-fold mission: service, research and advocacy. CEW provides counseling and educational programs to women and men regarding academic, career and life issues; conducts social research on policy and gender issues; and advocates for improved policy and practice through groups supporting students with children as well as the President’s Advisory Commission on Women’s Issues. CEW’s library provides materials for those making life decisions and conducting scholarship on women and gender issues.

CEW offers emergency grants for UM graduate students and non-traditional undergraduates – including parents and returning students – who face serious and unexpected financial problems. The Center also provides grants of up to $750 to fund research, scholarly, or creative activities on topics that relate to the mission of CEW.

Northwood Community Apartments

www.housing.umich.edu/northwood/

Northwood Community Apartments consists of over 1,000 apartments and townhouses located on UM's North Campus. Formerly known as Northwood Family Housing, the community is dynamic, diverse and energetic. Many direct services are provided onsite in the community including:

• UM School of Nursing Family Health Clinic
• English as a Second Language instruction and mentoring
• The Child Development Center, a pre-school for children ages 2-5 years old
• Residential staff – called Community Aides – are an integral part of the Northwood experience. Each Community Aide serves a section of the neighborhood by welcoming newcomers, providing information about the university and the Ann Arbor community, mediating lifestyle concerns, sponsoring educational and social events (such as neighborhood picnics, workshops, and family outings), and delivering the monthly Community Focus newsletter. As fellow residents, Community Aides understand the challenges of balancing school, work, and family responsibilities, and they provide ongoing support for these challenges.

Rackham Office of Graduate Student Affairs

http://www.rackham.umich.edu/StudentInfo/ccparenting.html

The primary mission of Graduate Student Affairs (GSA) is to work in partnership with Rackham departments and programs to build connections and provide enrichment and support at each stage of the graduate experience. The office provides intellectually-enriching programs, personal and professional development workshops, and social events; produces and disseminates information; addresses climate issues with a view toward the graduate experience as a whole; and serves in a consultant or supportive role to faculty, staff, and students across a variety of graduate student issues. The director of Graduate Student Affairs, Darlene Ray-Johnson, also serves as Rackham’s graduate student parent advocate who works on behalf of the unique needs of students who have children.
Email Listserves for Student Parents

All activities and announcements directed toward Rackham-affiliated student parents are advertised through the e-mail group Rackhamgradstudentparents@umich.edu. If you would like your name to be added to this group, contact Darlene Ray-Johnson at rayj@umich.edu.

A separate listserv for students who are not affiliated with the Rackham graduate school is maintained by the Center for the Education of Women. It forwards to non-Rackham student parents all of the Rackham emails noted above unless the event is exclusive to Rackham students. Students can request to be added to this listserv by emailing bsulliva@umich.edu.

Resources

Art & Design Career Development Services

The School’s Career Development Coordinator (John Luther) assists student exploration and pursuit of both traditional and non-traditional career paths, and organizes regular career development activities as well as special events for undergraduates and graduate students. Watch for announcements for student meetings, presentations, workshops and other opportunities.

The University Career Center

The Career Center, located in 3200 Student Activities Building, offers a variety of resources and individual career counseling. See their web site at http://careercenter.umich.edu.

Job Announcements

Suitable job announcements that come into the School of Art & Design are forwarded via email to all Art & Design students. Questions about job announcements should be referred to the Career Development Coordinator (John Luther).

Graduate Employees Organization

Graduate student employment is governed by a collective bargaining agreement. The Graduate Employees Organization (GEO) is the legally certified bargaining agent for graduate student employees. The GEO negotiates contracts with the University for all graduate assistants, whether or not they have chosen to become union members. Union members at the School of Art & Design may select a union steward to represent them. Dues are based upon appointment fraction and are automatically deducted from the employee’s paycheck. Union cards, authorizing the deduction of dues, are included with the appointment letter. For more information see the Graduate Employees Organization Handbook online at http://www.umgeo.org.
Rackham Student Handbook

Policies and procedures for admission and readmission, registration, fees and expenses, standards of academic performance, student services and privileges, and programs and requirements are available in the Rackham Graduate Student Handbook online at http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/contents.html.

Facilities and Equipment

A&A Building Studio Facilities and Equipment

Graduate students have access to all studios and equipment in the School, contingent upon their abilities to use equipment safely. Studio Coordinators are responsible for allowing access to all of the School studios and should be contacted to obtain permission to use the facilities for which they are responsible. Access to other University facilities may be available depending upon students’ needs, technical skills, and persuasive abilities.

A&A Graduate Student Office

In addition to access to studio facilities and equipment, graduate students have a designated office space in the Art & Architecture Building.

Computing Equipment

All full-time faculty, staff and graduate students receive Apple laptop computers from the School. Undergraduates are required to purchase their own Apple laptops. Each machine is loaded with a standard array of software appropriate for the artist-designer. Everyone also receives individual printers, external drives, and computer carrying cases. Please let the IT staff know if you do not wish to receive an individual printer.

Graduate students may retain possession of their computers and accessories for the duration of their three-year program. Equipment must be returned by an established and announced deadline after graduation.

Graduate students have access to two high-end video editing workstations in the Graduate Studios Building.

The University offers extensive computing resources, which are described on the web at http://www.umich.edu/computing.php. There are several public access workstations for use by University students, faculty, and staff. Users need a valid uniqname and password. Many of the campus sites are available around-the-clock with a University ID card.
Reporting Damaged Equipment

Care must be taken to maintain laptop computers in good working condition. Damage to individual laptop computers needs to be reported to the IT Office staff and to the Department of Public Safety (DPS) within 24 hours of damage to the equipment. DPS can be contacted at 763-1131. A DPS report of the damage must be provided to the Director of Finance and Facilities. A temporary computer (loaner) will be provided until the damages can be repaired or until the computer can be replaced.

Photo, Video and Digital Equipment

Digital and video cameras, and other digital equipment are available for loan from the coordinator for digital equipment (Joe St. George, 763-3527, photojoe@umich.edu). Students will be expected to follow check out procedures and to meet deadlines for returning the equipment. Students will be assessed late fees if deadlines are not met. Any lost or damaged equipment will be reported immediately to Joe St. George.

Graduate Student Studio Space

The School of Art & Design maintains graduate studio facilities off-campus at 1631 S. State Street in Ann Arbor. This 10,000 square foot remodeled warehouse accommodates all of the School’s graduate students in one building, which features thirty spacious, private studio spaces as well as large shared working and meeting spaces, a multi-purpose shop and digital media equipment. A member of the School’s staff has a part-time assignment overseeing the Graduate Student Studios.

Locating all the graduate students in a single integrated facility is the catalyst for community development among students, allowing students to share their creative work experiences and have opportunities to collaborate. These facilities rank favorably with those of any Art & Design graduate student studios in the U.S.

Only currently enrolled MFA degree candidates and occasional international visiting artists may use these studio spaces. Individual spaces must be kept clean; valuables must be kept in locked cabinets. For the health and safety of others no dangerous or harmful substances may be stored in this facility.

At the end of the student’s program, or the final term of enrollment, all work, supplies, and personal belongings must be cleared from the studio and cabinets; walls and storage areas must be restored to their original condition. A designated administrator, John Leyland, will inspect the studio and verify compliance with policy by signing a Checkout Form. If there is residue remaining, it will be removed at the student’s expense. See Graduation and Final Checkout procedure on page 37.

Keys

Graduate students will be issued keys for their individual studios and for equipment-dependent studios, if they have working knowledge of the equipment therein. The Studio Coordinators responsible for the studios and the Assistant Director of Facilities must approve key requests for equipment-dependent studios. The Assistant Director of Facilities, Peter Jansen, distributes keys after email notification from the Director of Finance and Facilities. The refundable deposit for each key is $10.00, up to two keys. If a key is lost a new $50.00 deposit is charged. Key deposits are returned when keys are returned.
Students have access to the Art & Architecture Building with their M-Cards. Students must not prop open doors, leave the building open, or admit people to any facility whom they are not prepared to supervise during times when the School is closed. No key to the School of Art & Design facilities may be reproduced.

**Lockers**

There are no fees to use a locker in the Art & Architecture Building. At the end of each winter and summer term, all lockers will be cleaned out and contents found will be discarded.

**Communications**

Good communication is essential to academic life. Your success as a student depends on your abilities in this regard. Transmission occurs when information is sent. Reception occurs when information is received. Communication occurs when the receiver responds to the transmitter in such a way that the transmitter regards the transmission as received and understood.

**Email**

Electronic mail is the dominant and preferred method of transmitting and communicating at the School and the University. All students must read and respond to email on a regular basis, and develop discipline that includes message filing and record keeping. Communication of a sensitive nature should not be carried out through email, but conducted in person. Email must be handled with the same discretion as any written correspondence. Email messages are legal documents. Do not send any messages through email that you would not like to see published.

Graduate students may utilize the following graduate student group lists for sending email:

- **a&dgrad@umich.edu** all A&D graduate students
- **a&dgrad1@umich.edu** 1st year A&D graduate students
- **a&dgrad2@umich.edu** 2nd year A&D graduate students
- **a&dgrad3@umich.edu** 3rd year A&D graduate students

Send general announcements to the Director of Communications who will forward the information to faculty, staff, students, and the community. Do not use email groups other than the graduate student group lists above to send announcements.

**Bulletin Boards and Display Cases**

Bulletin boards and display cases are located throughout the A&A Building. They are useful resources that include:

- A photo gallery of all the faculty, staff, and students in the School
- Notices of internships, jobs, international study, exhibitions, conferences
- Announcements for lectures, presentations, exhibitions, and student meetings
- Student organization announcements
- School of Art & Design course schedules and related information
• Forms and informational documents of interest to both undergraduate and graduate students

Mailboxes

Permanent faculty and staff members have mailboxes outside of the Art & Architecture Faculty/Staff Lounge. Part-time faculty and graduate students have mailboxes in the second floor hallway next to the School’s Finance Office. Undergraduates have mailboxes in the second floor north corridor of the A&A building near the drawing and painting studios. Email has become such an expected mode of communication that everyone should follow-up hardcopy mail distribution with an email notification to the recipient(s).
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