

**GRADUATE ACADEMIC POLICIES****MFA, Post-Bac and Art Education Programs****Catalog Year 2013****Table of Contents**

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## **I. CREDIT AND ENROLLMENT**

### **A. Course Load by Program**

#### **a. Master of Fine Arts (MFA) Full-Residency Program**

Students in the 60-credit full-residency MFA program are expected to fulfill a 2-year full-time residency to complete the program. Students in the MFA in Design program may attend the program on a part-time schedule and complete the degree in three years.

The normal full-time MFA load is 30 credits per academic year, 15 credits per semester. A minimum of 12 credits a semester is considered full-time. Some students carry 12 credits during each semester of the 2-year residency and register for electives during the summer sessions immediately before and between the two academic years of formal residency. MFA students should not carry more than the normal 15 credit full-time load.

A student may drop below the 12-15 credit full-time load and extend the program beyond the 2-year residency only with the approval of the Dean of Graduate Programs and the student's department. For certain students, part-time study carries certain risks. For instance, foreign students may have to be full-time at the College to retain their visas. In addition, students receiving financial aid or veteran's benefits risk losing some of their funding if their credit load drops below 12 credits a semester. Students must register for a minimum of six credits in their Studio Major to receive a studio space in the program.

#### **b. Post-Baccalaureate Program**

Students in the 24-29 credit Post-baccalaureate Program are expected fulfill a 1-year full-time residency to complete the program. The normal full-time load is 12 credits per semester. Students in the Post-baccalaureate in Photography may want to enroll in 15 credits in the fall term to allow for an additional studio course.

A student may drop below the 12 credit full-time load and extend the program beyond the 1-year residency only with the approval of the Dean of Graduate Programs and the student's department.

#### **c. Master of Fine Arts 2D Low-Residency Program:**

##### **MassArt at the Fine Arts Work Center Provincetown (MFAWC)**

Students in the 60-credit low-residency MFAWC Program are expected to complete the program in 2-years and 2 weeks.

Students attend four, 3.5 week residency sessions in September and May, and a final 2-week September residency for the thesis exhibition and defense, at the Fine Arts Work Center in Provincetown, MA. During the non-residency sessions occurring in October through December, January through April, and June through August, students enroll in an online art history or thesis course and an independent study studio course with a mentor. During the first summer non-residency, students may replace the 3-credit mentor course with a studio elective.

The MFAWC course load per year is as follows:

First year, 10 credits fall, 7 credits spring – total 17 credits

Second year, 11 credits summer, 10-11 credits fall, 9-10 credits in summer – total 31 credits

Third year, 11 credits summer, 1 credit fall – total 12 credits

A student may drop below the expected course load and extend the program beyond the 2-year, 2-week completion timeframe only with the approval of the Dean of Graduate Programs.

**d. Summer MFA in Fine Arts (MFABLR): Boston Low-Residency Program**

Students in the 60-credit low-residency MFABLR Program are expected to complete the program in 2-years and 2 months.

Students attend two, 6.5-week and one, 7.5-week residency sessions in July and August at MassArt's Boston campus, and return in to campus in January for Mid-term reviews. The final residency session includes the Thesis Defense and Thesis Show. During the non-residency sessions occurring in September through December and January through May, students enroll in an online art history or art education course and an independent study studio course with a mentor.

The MFABLR course load per year is as follows:

First year, 8 credits summer, 8 credits fall, 1 credit winter, 8 credits spring – total 25 credits

Second year, 8 credits summer, 9 credits fall, 1 credit winter, 8 credits spring – total 26 credits

Third year, 9 credits summer – total 9 credits

A student may drop below the expected course load and extend the program beyond the 2-year, 2-month completion timeframe only with the approval of the Dean of Graduate Programs.

**e. Master of Science in Art Education (MSAE)**

Students in the 36-credit full-residency MSAE program are expected to fulfill a 7-term full-time residency to complete the program. The normal full-time MSAE load is 15 credits per academic year. (The MSAE program defines full time as 3-6 credits depending upon course credits offered per term.)

Academic Advisors and the Program Coordinator work with students to determine the number of credits enrolled per term. Students must complete the program within a 5-year maximum. International students may enroll in the MSAE program.

**f. Masters of Art in Teaching/Art Education (MAT/AE)**

Students in the 36-credit full-residency MAT program enroll full-time in 9 credits per semester. (The MAT/AE program defines full-time as 9 credits.)

Academic Advisors and the Program Coordinator work with students to determine the number of credits enrolled per term. Students must complete the program within a 5-year maximum. International students may enroll in the MAT/AE program.

#### **g. Teacher Preparation Program (TPP)**

Students in the 24 credit TPP Post-baccalaureate Program are expected fulfill a 3 term full-time residency to complete the program. The normal 3 term load is 6-9 credits per semester. (The TPP program defines full time as 6-9 credits depending upon course credits offered per term.)

Academic Advisors and the Program Coordinator work with students to determine the number of credits enrolled per term. International students may enroll in the MAT/AE program. Students must complete the program within a 3-year maximum. International students may enroll in the TPP program.

At any time the department may advise the student considered deficient in the required studio competencies to register for course work in excess of the necessary program credits in order to qualify for entrance into the Saturday Studios Pre-practicum II course and Student Teaching Practicum.

#### **B. Change of Concentration**

The college recognizes that some students may change the focus of their work during their course of study and may want to study in another department. Such students must petition the Dean of Graduate Programs and must be admitted formally by the new department. Faculty advisors and chairs from both the current and future departments must approve the switch. A change in affiliation may require additional semesters of work to complete departmental requirements.

#### **C. Continuous Enrollment (Registration)**

Unless granted a formal leave-of-absence, graduate students must register for every regularly scheduled semester for their program each academic year until the program is completed.

Full-residency MFA students must register for a minimum of 6 credits in the Major Studio in each fall and spring semester until the thesis is completed to receive studio space; Major Studio credits beyond the 24 required for the degree are in excess of the 60 credits required to complete the program. A student who has completed the requirements for the Major Studio including the thesis, and has only elective courses to complete, need not register for the Major Studio, but will not be assigned studio space.

#### **D. Leave of Absence, Withdrawal and Readmission**

Graduate programs adhere to general college policies regarding leaves of absence, withdrawal, and readmission. Graduate students requesting such actions should obtain the appropriate forms from the Graduate Programs office.

Unless granted an official leave of absence, a student who fails to register is considered to have withdrawn from the program. A student leaving the college within a term must withdraw formally to receive any applicable refund and to avoid the posting of no credit grades on the records. A student who is on

leave of absence or has withdrawn from the program is not entitled to use of the library, studio space or other college facilities, or to faculty interactions.

## **E. Transfer and/or Waived Credit by Program**

Graduate transfer credit may not be granted for foreign language study, work in non-accredited institutions, work done as a special student at the college or another institution, or work done out-of-residence during the program without the approval of the advisor or Program Coordinator and Dean of Graduate Programs.

All MassArt Professional and Continuing Education (PCE) courses taken for graduate credit are subject to transfer credit review and restrictions. Matriculated graduate students in MassArt's graduate programs may enroll in PCE electives subject to the approval of their Graduate Program Coordinators. Non-matriculated students may enroll in PCE courses for graduate credit, however only courses that have been reviewed and approved by the Graduate Program Coordinator and Graduate Dean may be applied towards Graduate Program requirements. Students who intend to transfer MassArt graduate credit to another institution are advised to consult the registrar at their home institution prior to enrollment.

### **a. Master of Fine Arts (MFA, MFAWC, MFABLR) Programs**

The 60-credit full- and low-residency Master of Fine Arts programs (MFA, MFAWC, MFABLR) may transfer a maximum of 6 credits. To be transferable, courses must have been taken at the graduate level, must carry a grade of B or better, and may not have been applied to a prior degree. The Dean of Graduate Programs must approve all recommendations for transfer credit.

**b. The 24 to 29-credit graduate Post-Baccalaureate Program** does not award transfer credit.

### **c. Master of Science in Art Education (MSAE), Master of Arts in Teaching/Art Education (MAT/AE), and Teacher Preparation (TPP) Programs**

The 36-credit MSAE, MAT/AE and 24-credit TPP programs may transfer a maximum of 6 credits.

To be transferable into the MSAE, MAT/AE or TPP programs, courses must have been taken at the graduate level (or appropriate TPP level), must carry a grade of B or better, and must not have been applied to a prior degree. Courses must also meet program requirements and have been taken within 5 years. Transfer credits are subject to review and approval by the Art Education Department and the Dean of Graduate Programs; there is no guarantee of acceptance.

## **F. Independent Study, Directed Study and Cross-Registration**

If a course suitable for graduate level work or appropriate to a student's need is not available during a given semester, the student may undertake an independent study for studio elective credit or credit in Art Education. Students who have a substantial background in art history or liberal arts have available a Directed Study option. Students interested in cross-registration at other institutions should consult the Dean of Graduate Programs for information.

## **II. GRADING AND EVALUATION**

### **A. Grading Policies by Program**

#### **a. Master of Fine Arts (MFA, MFAWC, MFABLR) and Post-Baccalaureate Programs**

The MFA, MFAWC, MFABLR and Post-baccalaureate programs use a pass/no credit grading system. Although the undergraduate Art Education Art History, Liberal Arts, and Design departments use letter grades, MFA, MFAWC, MFABLR and Post-baccalaureate students in these courses are evaluated according to the pass/no credit system, to maintain consistent evaluation.

MFA, MFAWC, MFABLR and Post-baccalaureate students must receive a grade of P in all courses. Students must receive a B or better for letter graded courses if the instructor assigns a letter grade. A grade of B- or below is a failing grade.

#### **b. Master of Science in Art Education (MSAE) and Master of Arts in Teaching Art/Education (MAT/AE) Programs**

The MSAE and the MAT/AE programs use a dual pass/no credit and letter grading system. MSAE and the MAT/AE students must receive a grade of B or better in all letter graded courses, and a grade of P in all pass/no-credit courses. A grade of B- or below is a failing grade. Students may repeat a course in which they received a low grade only once.

#### **c. Teacher Preparation Program (TPP)**

Students in the TPP must receive a grade of B or better in all letter graded courses. A grade of B- or below is a failing grade. (The TPP program does not require pass/no credit grade courses.) Students may repeat a course in which they received a low grade only once.

### **B. MassArt Dual Grading System**

1. Letter grades (A, A-, B+, B, B-, C+, C, D, F, Incomplete, W) are given in the following courses: Liberal Arts, Art Education, Design, and Art History. (MFA and graduate Post-baccalaureate students are granted Pass/No credit grades in these departments.)
2. Honors/ Pass/ No Credit/ Incomplete/ W grades are given in the following courses: Media and Performing Arts, Photography, Fine Arts 2D, Fine Arts 3D.

Grade definitions

**A** Exceptional work in all respects.

**B** Above average work, distinguished in certain but not all respects.

(For Master of Fine Arts, Post-baccalaureate Program, MSAE, MAT/AE and TPP students, B is the lowest passing grade.)

**B-, C, D, F** Failing work. No credit is given.

**P** Pass. Work meeting all expectations for successful completion of the course.

**NC** No Credit. Work that does not meet the expectations of the course.

**INC** Incomplete. A temporary designation, indicating that at least 80% of the course requirements have been met and that the remaining requirements are expected to be completed, and a permanent grade issued by the middle of the following semester. The student is responsible for having an Individual Grade Sheet (available in the Graduate Programs office) completed by the appropriate faculty member and filed with the Graduate Programs office. If the student does not complete the course work, a non-passing grade will be issued after the midpoint of the following semester. (On occasion a professor allows an extension for completion of the work. Students may request an extension from the professor in writing before the subsequent mid-semester.)

**W** Withdrawn from the course. No credit earned. W grades do not appear on the student's transcript.

All evaluations received other than the administrative designation of "W" (withdrawn) remain as a permanent transcript record. This includes the designation of INC (incomplete) when a student does not complete the course work and the non-passing grade (NC).

### **C. Written Course Evaluations: Pass/No credit Courses**

Students may request written course evaluations for any course taken at the college. The student must provide the faculty member with the evaluation form, which is available in the Graduate Programs office, before the end of the Add/Drop period of the semester in which the class is taken. The faculty member submits course evaluations to the Graduate Programs office with the grade sheets for the semester. Information provided on the evaluations is not added to the student's transcript; however, the form is kept in the student's permanent file and copies of all Course Evaluations are sent with all transcripts requested. Evaluations are intended to provide a description of the student's achievement in the course; they should address the student's attendance, class participation, motivation, the work produced, and the student's progress and technical expertise in the subject area. Letter grade equivalents are not given for pass/no credit courses.

### **D. Evaluation of Student Work**

Informal reviews of student work occur throughout each semester. The designated course instructors, MFA studio advisors, Program Coordinators, and/or the Graduate Dean grant course credit at the end of each semester. Credit for projects is based on recommendations by review boards conducted at the end of each semester by advisors, departmental faculty, and invited outside professionals.

### **E. Review/Board Thesis Review Warning Policy – MFA Full-residency Program**

If an MFA graduate student presents a body of work for Review Board or Thesis Review deemed to be unsatisfactory by the Major Studio Advisor – possibly in consultation with the Dean of Graduate Programs, this student is awarded a grade of INC. To correct this situation, the student will be required to

submit a revised body of work for a formal re-review that occurs before the start of the subsequent semester or at an agreed-upon time. In addition, a letter will be sent to the student that identifies the problem areas.

If the subsequent re-submission of work is not deemed sufficient to receive credit, the student receives a final grade of No Credit and is placed on Academic Probation. The student's graduate Program Coordinator, in conjunction with the Dean of Graduate Programs, will meet with this student to discuss the situation.

### **III. ACADEMIC STANDING**

#### **A. Academic Good Standing**

Full- and low-residency Master of Fine Arts (MFA, MFAWC, MFABLR), and Post-baccalaureate students are expected to receive an evaluation of P (Pass) in all courses, and must receive a B or better for letter graded courses if the instructor assigns a letter grade. MAT and TPP (and MSAE) students must receive a B or better in letter graded courses and a P in pass/no-credit courses.

A student must make satisfactory or reasonable progress toward completion of a degree program within the time allotted to the program. The time limit may be extended only on petition to the department and the Dean of Graduate Programs. An approved leave of absence extends the maximum time for a period equivalent to the leave. **Allotted program timeframes are as follows:**

Full-residency MFA: 2-year full-time (3 years for the MFA in Design on a part-time schedule)  
Post-baccalaureate Program: 1-year full-time  
2D Low-residency MFAWC: 2-year, 2 weeks full enrollment  
Summer MFA in Fine Arts MFABLR: 2-year, 2 month full enrollment  
MSAE: 7-term full-time (at 3-6 credits per term)  
MAT/AE: 4-term full-time (at 9 credits per term)  
TPP: 3-term full-time (at 6-9 credits per term)

Additional Teacher Preparation Program coursework: At any time the department may advise the student considered deficient in the required studio competencies to register for course work in excess of the necessary program credits in order to qualify for entrance into the Saturday Studios Pre-practicum II course and Student Teaching Practicum.

#### **B. Graduation Policy**

To participate in graduation and receive a diploma, students must complete all requirements of the graduate program, including any required thesis exhibition, thesis project or thesis documentation. Students should submit an Intent to Graduate form to the Graduate Program within two semesters of the intended graduation date.



### **C. Mid-Semester Warning**

A mid-semester warning alerts the student and advisor that the student appears to be having difficulty with a course and may not receive credit. Faculty attempt to give mid-semester warnings to all students who are encountering difficulty with their courses. In some cases, students who do not receive a mid-semester warning may nonetheless receive a grade of no credit at the semester's conclusion.

### **D. Academic Probation and Dismissal**

A student who is not achieving a consistent level of professional development in the program may be placed on academic probation and may become subject to academic dismissal by the department and the Dean of Graduate Programs.

The Dean of Graduate Programs notifies in writing any student who is being placed on academic probation or who is being considered for academic dismissal. Every effort will be made to help the student resume satisfactory progress in the program.

The Dean of Graduate Programs, in consultation with the student's Major Studio Advisor (or Advisors and Program Coordinator) can place a student on academic probation if a student is not achieving a consistent level of professional achievement in their courses. This can occur even if a student has not received a grade of no credit in any course.

Any student who wishes to make an appointment to discuss any of these academic actions with the Dean of Graduate Programs is encouraged to do so. (See E. Right of Appeal.)

#### **a. Master of Fine Arts (MFA, MFAWC, MFABLR) and Post-Baccalaureate Programs**

Any MFA, MFAWC, MFABLR or Post-baccalaureate student who receives a grade of no credit in any course (or a grade of B- or less in any letter graded course) is automatically placed on academic probation.

If an MFA, MFAWC, MFABLR or Post-baccalaureate student on academic probation receives a grade of no credit in any course (or a grade of B- or less in any letter graded course), this student is subject to academic dismissal at the end of the semester. Any student on academic probation in any two semesters is subject to review for academic dismissal by the department and the Graduate Dean.

#### **b. Master of Science in Art Education (MSAE) and Master of Arts in Teaching Art/Education (MAT/AE) Programs**

Any MSAE or MAT/AE student who receives a grade of no credit in no credit in any course (or a grade of B- or less in any letter graded course) is automatically placed on academic probation. Students may repeat a course in which they received a low grade only once.

If an MSAE or MAT/AE student on academic probation receives a grade of no credit in any course (or a grade of B- or less in any letter graded course) this student is subject to academic dismissal at the end of

the semester. Any student on academic probation in any two semesters is subject to review for academic dismissal by the department and the Graduate Dean.

### **c. Teacher Preparation Program (TPP)**

Any TPP student who receives a grade of B- or less in any course is automatically placed on academic probation. (The TPP does not require pass/no credit courses.) Students may repeat a course in which they received a low grade only once.

If a TPP student on academic probation receives a grade of B- or less in any course, this student is subject to academic dismissal at the end of the semester. Any student on academic probation in any two semesters is subject to review for academic dismissal by the department and the Graduate Dean.

### **E. Right of Appeal**

Any student who wishes to appeal an academic decision of dismissal may request a hearing. The request should be made in writing to the Dean of Graduate Programs. The Dean of Graduate Programs, in consultation with the Graduate Council, will organize an ad hoc committee to hear the appeal. The ad hoc committee will consist of the student's Major Studio Advisor or Program Coordinator and the Department Chair, the Dean of Graduate Programs, a faculty member from the home department, and a member of the faculty from another department. Each of these members shall have one vote. If the student has more than one advisor, the advisors shall vote as one member.

### **F. Assistantships and Academic Probation**

The college awards three different types of assistantships to graduate students: technical, administrative, and teaching. The Dean of Graduate Programs awards all assistantships according to student need and ability, departmental needs, and budgetary allotments. Students on academic probation may not receive any assistantships.

## **IV. STUDENT RECORDS**

### **A. Confidentiality of Student Records**

The Family Educational Rights and Privacy Act of 1974 ("FERPA"), also known as the Buckley Amendment, ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. FERPA also confers upon current and former students certain rights with respect to their education records. With certain limited exceptions, FERPA guarantees that the academic records for students over 18 years of age cannot be discussed with or disclosed to any person.

The College's FERPA Officer is:  
Frank Callahan  
Registrar

621 Huntington Ave.  
Boston, MA 02115  
(617) 879-7272

The Graduate Program adheres to college-wide records policies. Students should read several pages of additional information regarding FERPA policies on the Inside.MassArt.edu website at:  
[inside.massart.edu/Academic\\_Resources/Advising\\_and\\_Registration/Academic\\_Advising/Confidentiality\\_of\\_Student\\_Records/FERPA\\_Records.html](http://inside.massart.edu/Academic_Resources/Advising_and_Registration/Academic_Advising/Confidentiality_of_Student_Records/FERPA_Records.html)

## **B. Records Maintenance**

Students' academic records are maintained by the Graduate and Continuing Education office staff at:

Massachusetts College of Art and Design  
Graduate and Continuing Education  
Artist's Residence, First Floor  
600 Rear Huntington Avenue  
Boston, MA 02115  
617-879-7166 – Graduate Programs  
617-879-7171 – Fax