THE PROGRAM—

The Graduate Faculty of the Department of Art at Idaho State University awards the Master of Fine Arts Degree as the terminal degree in studio art. Our three year, 60-hour program leading to the MFA Degree is designed to be both comprehensive and flexible. Its central objectives are:

- To facilitate the search for a personally relevant and informed expressive methodology and research plan in each MFA student’s artistic practice.

- To help develop a professional level of creative, theoretical, and technological proficiency through vigorous research in any of the following media areas we offer in support of the MFA degree: painting and drawing, sculpture and intermedia, fiber media, papermaking, installation, ceramics, printmaking, jewelry & metal smithing, digital investigation, and post studio (lens based artwork, relational aesthetics, etc). As well, to assist and encourage energetic MFA creative research we have recently built a new, state of the art, digital resource center used by students in the Department of Art.
MFA students may elect to work in a single area or in several media areas in combination in an intermedia-oriented, interdisciplinary, post media, or collaborative approach to their creative studio practice.

Broadly, the intent of the MFA program is to enable students to become personally connected and theoretically informed studio artists. To this end, students are urged to engage in intensive and self-directed efforts — enhanced by substantial critical dialogue — in the student’s chosen area(s) of discipline. *Dialogue with faculty and MFA colleagues is the most essential key to our program.* Our MFA Program additionally involves extensive scholarly investigation in a broad range of historical and contemporary art ideology. As part of a research institution, our program provides for student exposure to related course work outside of the Department of Art.

Equally critical to the successful completion of the MFA Program are:

- A comprehensive, solo, MFA Thesis Exhibition of studio work;
- A written Thesis Statement in support of work in the exhibition; and

These three interrelated educational components occur at the conclusion of the MFA Program.

**ADMISSION TO THE PROGRAM—**

Applicants for admission to the MFA Program must apply to -- and meet -- all criteria for admission to the ISU Graduate School. Admission standards and other critical policies of the Graduate School are discussed at length in the Graduate Catalog available at https://coursecat.isu.edu/graduate. Please read this MFA Program Guide and the online Graduate Catalog thoroughly to become aware of expectation and performance criteria, obligations, and responsibilities you will accept as an MFA graduate student in our educational program.

Online (only) admission applications are due October 15 for the following Spring term and February 15 for admission to the following Fall term. Graduate Teaching Assistantship (GTA) applications are also due by February 15. GTA applications are not considered for spring semester.

Please contact Gretchen Jensen, the Department of Art Administrative Assistant, at 208 282-2361 or jensgret@isu.edu for information on applying.
For admission to the Master of Fine Arts Program in the Department of Art, the Graduate School does not require submission of Graduate Record Exam (GRE) scores, unless the applicant’s undergraduate GPA is lower than 3.5. As well, the taking of the GRE test is recommended for students who wish to compete for a non-resident tuition waiver.

Application to the Department of Art MFA Program must be made to the ISU Graduate School at http://www2.isu.edu/graduate/contact.shtml. Part of this application process requires the following digitally based (only) materials be submitted within the dates due for thoughtful departmental evaluation in determining acceptance or rejection:

- A one to two page letter of intent stating the applicant’s goals and objectives with regard to future graduate study in the Program; and a separate artist statement describing past development and issues in the work you are submitting as work samples;

- A portfolio of work samples: 20 digital images of individual pieces of recently completed (within the last three years) top-quality studio work, which the applicant feels most effectively represents her/his creative ideas and studio involvement, artistic ability, and potential in the MFA Program. Please do not include photographs from any core level drawing and design classes. Digital images should be no larger than 5 Megabytes each. We recommend a longest pixel dimension of 1600 at a resolution of approximately 72-300 dpi. Save files as highest quality JPEG format. We will not accept directions to websites, jump drives, files submitted in presentation software such as PowerPoint, or PDF files. Number your images in the order you wish to have them viewed (example: LastnameFirstname00.jpg e.g., JohnsonRoberta12.jpg);

- An image inventory page (list) with your name and area(s) of study to which you are applying clearly noted at the top. The inventory page should indicate -- by corresponding number -- the title, date, dimensions and medium of each work; as well as any pertinent information regarding the work of art’s possible commission, collection, or installation; and

- Three digital letters of recommendation from undergraduate instructors or other knowledgeable individuals, indicating the applicant’s readiness to pursue highly independent and sustained graduate-level work.

The Graduate Faculty of the Department of Art will review all materials submitted by each applicant. We arrive at admission decisions through considering:

- The applicant’s confirmed preparedness and demonstrated potential to be successful in our program as evidenced in the work samples, letter of intent, grades, and letters of recommendation submitted;
• Our sense, as a faculty, that we could contribute, in a significant and constructive way, to the student’s meaningful development as an artist;

• Available space in the program, as well as consideration of faculty and departmental resources.

Other admission requirements include twelve credits minimum of undergraduate Art History course work. (Art History deficiencies of no more than 6 credits may be compensated for by enrolling in the necessary courses taken during graduate work).

**PROGRAM CHRONOLOGY**

**First Year Classified Status**

During the first year it is expected that enrolled student’s creative direction, as reflected in their class-related and independent studio work, will take shape through various avenues of exploration and with various faculty members.

During this period of aesthetic and conceptual exploration the Graduate Program Director will be available to act as a general program advisor for new students. At some point during the first semester in residence, the student will select — or be assigned — an advising Principal Professor. This Graduate Faculty member (usually the principal professor in the student’s major area of creative investigation) will serve as an advising guide through the curriculum and will remain closely aware of the student’s progress and evolving responsibilities in the program. The Director of Graduate Studies remains available for similar counsel and advice. Students may elect to change advising Principal Professors one time during their residency in the program. It should be noted that, while advice and assistance are readily available, **it is the sole responsibility of each student enrolled in the ISU MFA Program to remain aware of expectation and performance criteria, obligations, and responsibilities while enrolled in the program.** As well, students should understand that our MFA Program is based on emphatic individual aesthetic and critical investigation and hard work throughout their entire enrollment. Students need to be in constant communication with their advising Principal Professor and should initiate dialogue with other members of the faculty as well as graduate student colleagues.

All degree-seeking students are, on admission to the MFA Program, assigned Classified status. Shortly before the student completes 18-20 credit hours, the student will schedule with the Graduate Director and the Gallery Director use of the compARTment Gallery to arrange a First Year Review conducted by the Graduate Faculty of the Department of Art. This review will evaluate the student’s performance in their first year in the program and commitment to their work.
Presentation in the **First Year Review** will include all artwork and designs for artwork developed while in the program during the first year period (up to 18-20 credits) only. In addition, MFA students will write a one to two page **artist's statement** describing their artistic research project and its manifestation during their first year studio practice. All aspects of preparation for the First Year Review should be done in conjunction with the student’s advising Principal Professor.

Immediately following this review, Graduate Faculty will vote and render one of the following decisions:

- The student passes the review and, in a continuation of Classified status, continues working in the program toward Candidacy. Notes and impressions by the Graduate Faculty towards the student’s work will be discussed with the MFA student by their advising Principal Professor.

- The student’s status will be changed to Conditional. This new status will allow for one semester only for improvement followed by a second review at the end of the next semester. If the student fails to pass the second review the student will be dismissed from the program. The student may apply for readmission after a one-year waiting period from the end of that semester and would, if accepted at that time, need to restart the program with no graduate credits.

It should be noted that, throughout their enrollment in the program, **graduate students must maintain a grade average of "B" or better. More than 4 hours of "C", or any "D" or "F" grades in any classes will precipitate dismissal from the program.** Students may repeat one course only for an improved grade during enrollment in the program. The student’s right to appeal dismissal is outlined in the Graduate Catalog.

Students who wish to take graduate-level courses in the Department of Art, but who do not care to pursue a degree, are considered Unclassified. If a student starts in the MFA Program as an Unclassified student, then applies for admission and gets accepted to classified status, only six graduate level credits may be used toward graduation fulfillment. Please refer to the Graduate Catalog regarding expanded definitions of Classified, Conditional, and Unclassified status.

**Candidacy**

After passing the First Year Review, the MFA student will continue working -- in residence -- in their studio on their creative research. This usually lasts as long as it takes for the student to develop their own professional level of creative, theoretical, and technological proficiency in order to make resolved, expressive artwork. This takes no less than two terms, often more. Here, students are urged to engage in intensive and
self-directed efforts—enhanced by substantial research and critical dialogue with faculty as well as student colleagues—in the student’s chosen area(s) of discipline and studio practice.

When the MFA student and their advising Principal Professor agree that their creative and research development meets department expectations for advancement in the MFA Program, during the semester immediately prior to the semester in which the student expects to graduate from the program, the student needs to apply to the Graduate Director for Candidacy Review. This request must be made early in that semester, so that the review can be scheduled during dead week ONLY (the week before finals) at the end of the fall or spring semesters. Candidacy Reviews may not be requested for, or held, in the middle of the term, during finals week, during Thanksgiving, Xmas, or Spring break, or during the summer term.

The following is required by the student for presentation during, or prior to, the Candidacy Review:

- A select body of significant artwork created after the First Year Review to exhibit to the Graduate Faculty strong development in the student’s creative practice and conceptual approach. Very infrequently are students presenting work in their Candidacy Review allowed to bring in artwork executed prior to their First Year Review. This presentation of artwork also will indicate to the Graduate Faculty the student’s conceptual preparedness and readiness in their studio practice to advance to Candidacy status and prepare all materials required for their Thesis Project, the final requirement for award of the MFA Degree.

- Digital copies of a five to six page Thesis Proposal, emailed to the entire Department of Art Graduate Faculty at least five days prior to the Candidacy Review, discussing the student’s creative research project, studio practice, and conceptual development up to that point in the Program. This document, which is not a casually written artist’s statement, is an in depth analysis that will introduce, investigate, give insight into, and support the creative research presented in the select body of significant artwork presented in the Candidacy Review. Both the artwork and the thesis proposal will function as a conceptual lead-in, or introduction, to the creative research artwork the MFA student is proposing for their final Thesis Exhibition.

Although the Thesis Proposal is to be created and written by the MFA candidate, its development should be directed in conjunction with the student’s advising Principal Professor. It is highly recommended that MFA students be in residence and initiate dialogue and be in constant communication with their advising Principal Professor during the Thesis Proposal’s process of conception and execution. Beyond studio work, the Thesis Proposal is the most significant component of the Candidacy Review process. It is intended, first, to aid students in regard to formalizing their studio direction and
conceptual focus in preparation of writing their graduating Thesis Statement. Second, it provides the faculty with a sense of the breadth and depth of the student’s involvement, commitment, and conceptual capacity to be a viable MFA candidate. The Thesis Proposal, along with the artwork presented in the Candidacy Review, becomes the primary evaluation material at this juncture in the program.

The Thesis Proposal is not simply a revised First Year Review artist’s statement. It should reflect what the student has learned throughout the time they’ve been in the MFA Program up to the point of its writing. It should discuss, from several significant perspectives, what the student intends to work on -- and how the student intends to do so -- in preparation of their final Thesis Exhibition. In many ways the Thesis Proposal functions initially somewhat as an Artist’s Statement (which briefly looks backward at what the student has accomplished prior to their Candidacy Review), then segues into a description of what the student has researched and accomplished since the First Year Review, finishing with a Project Description (which looks forward at what the student intends to accomplish between the Candidacy Review and their final Thesis Exhibition).

In their Thesis Proposal, the MFA student should present their thoughts and conclusions about the central questions they sought to investigate in their studio practice since passing the First Year Review, detail the artistic and theoretical methodologies they employed in exploring and researching this question, and explain how this experience might influence their ensuing project(s) as they prepare a new body of work for their final Thesis Project (which consists of a solo MFA Thesis Exhibition of original artwork for the most part created after passing your Candidacy Review, a deeper analysis of the ideas presented and accomplished in your Thesis Proposal which is called the Thesis Statement, and an Oral Thesis Examination Defense).

Do not treat the Thesis Proposal as an afterthought or write it the night before the Candidacy Review – it is an integral component of our MFA Program’s graduation requirements. It should be close to fifteen hundred words and be professionally written, functionally structured, deeply insightful yet economically written, 1.15 spaced, with no larger than .75” side margins, presented in an easily readable 10 or 11 point font only, and meticulously revised and edited. Please take advantage of the positive working relationship you have developed with your advising Principal Professor, who will direct and help with your Thesis Proposal’s process of creation, including possibly many revisions and edits. Take as much care with its completion as you would do when preparing a research paper for delivery at a conference or for publication, or any other written document that suggests your intellectual prowess and overall cognitive/creative ability, as well as your professional attention to conceptual continuity and to detail.

It would be wise if the Thesis Proposal included the following sections:
- A brief look at what the central questions you sought to investigate in your studio practice during your first year experience. Be sure to discuss the artistic and theoretical methodologies you employed in exploring these art-making approaches.
Project Description

- Provide a detailed description of the form, subject matter, and content in the work you explored between your First Year Review and your Candidacy Review.

- Explain your relationship to your thesis subject, including what led you to it. How have you approached the representation of the subject? Why did you choose this particular media, or mix of media, to explore the subject? Describe how your stylistic, structural, cultural, intellectual, and aesthetic decisions relate to your chosen subject.

Research Analysis

- Detail your research. Explain how your research influenced your approach to the subject.

- Situate the critical and historical context of the media and approach in which you are working. Delineate how your studio practice relates to an existing body of artwork and perhaps literature and/or critical theory, and how it contributes to the particular artistic trajectory with which you engaged.

Thesis Production Process

Reflect on the production process itself. Evaluate what you intended to do, what you actually accomplished, the obstacles (anticipated and unexpected) you encountered and how you responded to them, and what you learned – about this particular project, about your artistic sensibility, and about how you will approach subsequent projects such as the Thesis Exhibition.

Audience and Exhibition

Identify the audience you want your artwork to reach. If you intend that it promote public awareness and discussion, how will you achieve this objective? What is your plan for exhibiting, distributing and publicizing your Thesis Exhibition?

The names of those faculty members whom the student wishes to recommend for inclusion on their Orals Committee need to be identified and communicated to the Graduate Faculty during the Candidacy Review. The Orals Committee is the principal entity that advises and, ultimately, evaluates the student in regard to preparation for — and execution of — the final Thesis Project. Nomination of faculty members to participate on this committee is, therefore, an important part of the Candidacy Review process. Normally, the student’s advising Principal Professor becomes the chairperson of the Orals Committee. The student will recommend two additional Graduate Faculty members — one from the Department of Art and one from outside of the Department.
— whom they wish to include on the committee. These nominations must, however, meet the approval of the Department of Art and the Dean of the Graduate School.

Should a student be denied Candidacy, the faculty will provide a list of deficiencies based on conclusions drawn from the review. That student may continue to work, perhaps more vigorously than before, in the MFA Program and apply for Candidacy again after a one-year period from the date of the first Candidacy Review, keeping all credit hours earned toward MFA graduation.

**Thesis Project**

After passing the Candidacy Review the MFA student will intensively work during the next one to two terms to develop three interrelated educational components that will result in the earned award of a Master of Fine Arts Degree from Idaho State University: a **solo MFA Thesis Exhibition** of original studio work, an edited and further word-crafted 3,000-3,500 word **Thesis Statement** in support of ideas and work in the exhibition, and an **Oral MFA Thesis Examination**, all directed in conjunction with your advising Principal Professor.

The central element of the entire **Thesis Project** is the studio work accomplished, and the resulting Thesis Exhibition, which must be held for two to three weeks long and held on campus or in Pocatello. Exceptions to the exhibition length can be made for performance and/or installation exhibitions, or in highly special occasions. This exhibition should demonstrate a professional level of creative vision & execution, and, especially, a unified and thematically-related cohesive creative body of research oriented artwork. It should project the student’s conceptual, ideological, and expressive relationship with their studio practice. The student’s creative direction, as reflected in the exhibition, may have taken shape through various avenues of exploration. It may be the result of significant technical experimentation and application. The demonstration of varied skills — or of technical research — should not, however, be considered to be among the preeminent objectives of the exhibition. Rather, the **Thesis Exhibition** should manifest a unified and thematically-related cohesive body of creative research as discussed in the corresponding Thesis Statement.

All components of reflective preparation for the Thesis Proposal shall inform the **Thesis Statement**, along with additional thoughtful consideration of conceptual research-oriented critical issues considered and resolved in the artwork presented in the Thesis Exhibition. The distinctions between a student’s Thesis Proposal and the Thesis Statement will illuminate fundamental lessons about art making you have experienced in your studio and research practice while in the Department of Art MFA Program.

It should be noted that, while it is with the assistance of their advising Principal Professor and Thesis Committee that the content of the exhibition and corresponding Thesis Statement is honed, students will be entirely accountable for decisions made in
this regard as well as for all related practical considerations. Please see ‘SPECIFIC MFA THESIS STATEMENT GUIDELINES’ below.

Once ready for the solo MFA Thesis Exhibition, the student must inform the Graduate Director and make all arrangements with the Gallery Director for an exhibition in the John B. Davis in the Fine Arts Building. Or, with departmental approval, an alternative exhibition space on campus or in Pocatello may be arranged. Davis Gallery policy — and additional exhibition information — is outlined in a separate publication available from the student’s advising Principal Professor or the Department.

At least three days before the conclusion of the MFA Thesis Exhibition, the MFA candidate must meet with the Orals Committee in the space of the exhibition to evaluate and discuss the Thesis Exhibition, the Thesis Statement, and input from other faculty members and perhaps the university community. In this Oral Examination Defense, the MFA candidate will be expected to verbally articulate their conceptual, ideological, and expressive relationship with their studio practice as reflected in the artwork and Thesis Statement presented. All faculty and public may attend.

Very important: The Thesis Statement must be emailed to the three-member Orals Committee and the Graduate School at least two weeks prior to the Oral Examination Defense date, to give the Orals Committee members time to read and digest it.

On successful completion of the above requirements, and on the recommendations of the Chair and Graduate Director of the Department of Art and the Dean of the Graduate School, the student will be awarded the Master of Fine Arts degree. Any student denied the degree may petition for reexamination in any subsequent semester — and one time only — within the time limits established by the Graduate School.

SPECIFIC MFA THESIS STATEMENT GUIDELINES—

MFA degree-seeking students in the Department of Art at ISU develop their artistic and critical capacities through sustained studio practice and informed critical reflection. The purpose of the written component of the MFA thesis (the Thesis Statement) is to empower students by enabling them to become critically cognizant of their work, their processes, and the rationale for each. The Department of Art requires that MFA candidates write, under the guidance of their advising Principal Professor (who may require numerous edits and re-writes as graduate students are required to do across campus) a thesis statement of 3,000-3,500 words (excluding visual documentation, appendices, and bibliographies). The statement should demonstrate a critical engagement with the student’s work by demonstrating sustained reflection on their chosen subjects, materials, and processes. The statement must be of a scholarly nature and reflect carefully considered research that supports an argument ultimately
contained in the artwork itself, and which is situated within relevant, historical, critical, and/or theoretical contexts.

**DOCUMENTATION OF EXHIBITION—**

Within one month, the successful MFA candidate is required to provide the Department with a portfolio of high quality digital images documenting all work in the Thesis Exhibition, as well as a copy of the student’s final draft of their Thesis Statement to both the Department of Art and the Oboler Library.

**THE CURRICULUM—**

Basic requirements are a minimum of 60 credits in graduate courses approved by the Department of Art and the Graduate School. A minimum of two 5000-level courses, totally 6 credits, must be taken in the area of Art History (ART 5525 *Contemporary Art*, and ART 5527 *Theories and Methodology*, are strongly recommended for graduate students). As well, students are required to complete ART 6601 *Independent Study in Drawing*, and ART 6621 *Graduate Seminar*. A minimum of 12 credits must be thesis project credits. The student may elect, as a program option, to take up to six credits in other related areas outside the Art Department. These courses must be departmentally approved.

Please see the Graduate Catalog for detailed course descriptions and please discuss any questions regarding these course requirements with your advising Principal Professor and/or the Graduate Director.

**MFA PROGRAM TIME LIMITATION—**

All work for the Department of Art MFA Degree must be completed within six calendar years of the time the student begins graduate study with Classified or Unclassified status.

**APPLICATION FOR GRADUATION—**

Candidates for the ISU MFA Degree *must* make an *Application for Graduation to the Graduate School* one semester prior to intended semester of graduation, and must inform the Graduate Director they are doing this. Failure to do this will result in delayed graduation (not the term of the completed Thesis Project). Please refer to the Graduate Catalog for additional information.
TRANSFER OF CREDITS--

Students transferring from other institutions, as well as from other departments at ISU, may transfer up to 9 hours of graduate-level coursework into the Department of Art MFA Program. All transfer of credits is, however, based on a Department of Art Graduate Faculty evaluation. In all cases, no course work for which the student received a grade of “C” or lower will be considered for transfer. This credit transfer policy applies to departmentally approved Unclassified students as well.

GRADUATE TEACHING ASSISTANTSHIPS--

Graduate Teaching Assistantships are awarded competitively based on Department of Art, Graduate School, and University needs. Priorities are established by evaluating:

- Expressed interest and attitude as evidenced in completing the application process (see section ADMISSION TO THE PROGRAM above):

- Quality of the student’s studio work and academic scholarship;

- Preparedness and previous teaching experience, if any.

Preference will generally be given to graduate students who have been in the program for one full year. Occasionally, first year students — with demonstrated potential as a teacher — will be awarded assistantships. GTA graduate students are responsible for up to 20 hours of work per week, including class preparation and instructional involvement. They receive a stipend for teaching, partial tuition expense reduction, and excellent teaching experience. (Please refer to Dani Gribas, the Department of Art Administrative Assistant, at 208 282-2361 or gribdani@isu.edu for more information on current remuneration for GTAs).

GTA teaching scholarships usually involve teaching classroom or online Introduction to Art, although some second and/or third year GTA graduate students occasionally teach studio classes as well, either on the Pocatello or Idaho Falls campus. Students may not receive both a GTA and CPI (Career Path Internship) simultaneously.

Mentors for Graduate Teaching Assistants (the Graduate Program Director) will assign faculty members to monitor GTA’s classroom preparation and performance, and meet regularly to discuss related observations. (Again, applications for Graduate Assistantships are available from the Department of Art and must be submitted on or before February 1 for enrolled MFA students in the program. New applicants need to submit a GTA application with their MFA application due on February 15). Please see the Graduate Catalog for additional information.
ANNUAL GRADUATE EXHIBITION--

An MFA Program graduate student group exhibition will be held annually, usually in the Davis Gallery. Participation is limited to — and is required of — all full time degree-seeking MFA students. Choice of work for the exhibition — as well as the quantity of work exhibited — is arrived at by the student in consultation with their advising Principal Professor.

STUDIO SPACE--

In addition to our excellent and well-equipped studios and new digital lab — available for the general use of our students — the Department of Art will attempt to provide private studio space for all graduate students. Space is limited so a prioritized system for allocating studios has been developed. First, we will accommodate present graduate students according to their seniority in the program. Second, we will apply a first-come-first-served system based on prospective students' letters of intent to attend ISU and their application date. Unclassified non-degree seeking students will not be provided studio space on campus.

THE FACULTY--

The Graduate Faculty of the Department of Art is fully committed to the objectives of our MFA Program. Highly qualified as artists and teachers — and diverse in our thinking and our studio practice — we are dedicated to shaping an environment conducive to a rigorous and rewarding graduate-level art and educational experience. Significantly, we maintain a vigilant sensitivity to the evolving aspirations of our students—especially in regards to their growth toward a personal vision, conceptual direction, and an independent, creative voice.

At this moment the Department of Art Graduate Faculty consists of:

Full Professor Douglas Warnock; Sculpture, Intermedia, Public Art, Post Studio, Critical Theory. warndoug@isu.edu

Associate Professor Naomi Velasquez; Chair of Department of Art, Fiber Media and Papermaking. velanaom@isu.edu

Associate Professor Laura Ahola-Young; Painting, Drawing, Post Studio, Installation ahollaur@isu.edu

Assistant Professor Dr. Jonathan Fardy; Art History. fardjona@isu.edu

Assistant Professor Chris Pickett; Ceramics. pickchr3@isu.edu

Assistant Professor Leekyung Kang; Printmaking. kangleek@isu.edu
All Graduate Faculty members are readily accessible and welcome dialogue with students working in any media. This expanded interaction is an important and essential component of the MFA experience at ISU.

To contact the Department of Art, please go to www.isu.edu/art or call (208) 282-2361. To get any questions answered or to further discuss any aspects of the Department of Art Graduate MFA Program, please contact Professor Douglas Warnock, Graduate Program Director, at 1 208 244-1261 or warndoug@isu.edu

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Graduate School
Idaho State University
921 South 8th Avenue, Stop 8075
Pocatello, Idaho 83209-8075
1-(208) 282-2150
http://www2.isu.edu/graduate/contact.shtml

**Application checklist:**
Application items due to the Graduate School include:

> Graduate School Application form

> Letter of intent

>Two official transcripts from each institution previously attended (undergraduate and graduate, if applicable)

> Test of English as a Foreign Language scores only for International students whose native language is not English

>GRE scores (needed only if undergraduate GPA is lower that 3.5 or taken to apply for an out-of-state tuition waiver)
> Portfolio DVD of 20 individual digital image work samples with digital list. Reference to a link to applicant’s website or work samples presented in a power point is unacceptable.

> Three letters of recommendation

> Application for Graduate Teaching Assistantship, due by February 15 only (if applying)

> Application Fee