

Graduate Handbook

MFA

Art

2026-27

Division of Art,
Meadows
School of the
Arts,
SMU

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Introduction

The following information provides students, faculty, & staff with an overview of the specific requirements of the MFA program & the resources available to students. This handbook will outline responsibilities as a student member of the university community & provide a timeline for the planning & successful completion of the degree. There may be exceptions. In the event of exceptions, the decisions will be made by the faculty and will be final.

The MFA in Art offered by the Division of Art (DOA) in the SMU Meadows School of the Arts (MSA) is a two-year program that prepares artists for careers in art. Students who earn the MFA develop a substantial body of artwork & understand the relevant contexts within which artists & their works function. The degree is intended as an intensive period of focused study that culminates in the MFA qualifying exhibition at the Pollock Gallery.

SMU offers up to 6 full scholarships each year, supplemented by teaching and graduate assistantships. This generous bulwark of support is offered to aid students in the development of their work so that they can begin their careers unencumbered by tuition debt. Additional funds are available for materials & travel related to students' creative research.

The MFA program is interdisciplinary in that students are free to explore a wide range of materials, processes & histories. Each year the most competitive, ambitious, & thoughtful artists are admitted regardless of medium. Facilities for & faculty expertise in ceramics, creative computation, drawing, installation, new media, painting, performance, photography, printmaking, sculpture, sound, & time-based media feature among the opportunities for students. The Division of Art embraces & celebrates human diversity in all its forms, including race, color, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity & expression.

In addition to faculty actively engaged in exhibition & research at the highest levels, SMU's Division of Art hosts an ongoing series of lectures, open studios, panels & studio visits by artists, critics & curators. This series of events is a crucial part of the graduate & undergraduate curricula & provides a venue for graduate students & the Dallas community at large to engage with art.

For more information about Division of Art, please visit
<https://www.smu.edu/Meadows/AreasofStudy/Art>

N.B.: The Division of Art seeks to set policies in this handbook following those of the Meadows School of the Arts, the Moody School of Graduate & Advanced Studies, & Southern Methodist University. These are subject to change, & the Division updates the handbook accordingly.

Degree Requirements

A minimum of 60 credit hours of course work is required. A grade of B- or above must be achieved in all courses required for the MFA Art degree, & a B average (3.0 on 4.0 scale) must be maintained. If the grade of B- is not achieved in any course, the student will be required to repeat that course. If the B average is not maintained, the Meadows School will place the student on academic probation for the following semester. The scholarship only covers a maximum of 60 credit hours; additional hours due to repeated courses will be charged to the student. All courses taken in the degree program must be numbered 5000 or above. Graduate students may enroll in undergraduate courses offered below the 5000 level. These will count towards graduate credit requirements only if (a) the instructor has agreed to a special course number designation at 5000 or above created by the Coordinator of the respective division or department, & (b) the student & instructor of record negotiate additional coursework to justify the course as counting towards the graduate requirements.

Graduate Studio courses (ASAG 63xx or ASAG 62xx) 33 credit hours

Graduate Seminar (one per semester) 12 credit hours

Art History & Film History, Theory, or Criticism 9 credit hours

MFA Qualifying Exhibition, Oral Exam, & Thesis 3 credit hours

Studio Elective (any studio area) 3 credit hours

Total Credit Hours for MFA Degree 60 credit hours

For students who have transferred to our program from another MA or MFA degree program, not more than 6 hours of transfer credit may be applied towards the SMU MFA degree. Transfer courses must map to our degree requirements & must meet the DGS's approval. The equivalent of graduate seminar is not transferable from any previous course work or degree; that is, ASAG 6300 may not be replaced by transfer credit.

Recommended Course Plan

N.B.: The number of courses that a student registers for each regular semester may vary slightly from 12 to 15 credit hours due to Intersessions (Jan Term, May Term, Summer Terms) or transfer credit. This is a *recommended* course plan. Specific requirements should be discussed with the DGS, at least once per semester prior to the next semester's enrollment. Courses must be at the 5000 level or above. The total credit requirements in all areas must be met by the end of the fourth semester.

Semester	Courses	Credits
First (fall)	Graduate Studio (committee chair) ASAG 6302	3
	Graduate Studio (2 nd committee member) ASAG 6204	2
	Graduate Studio ("hours") ASAG 6205	2
	Graduate Studio (GA/TA) ASAG 6206	2
	Graduate Seminar ASAG 6300	3
	history, theory, or criticism in MSA ~OR~ studio elective*	3
Second (spring)	Graduate Studio (committee chair) ASAG 6303	3
	Graduate Studio (2 nd committee member) ASAG 6207	2
	Graduate Studio ("hours") ASAG 6208	2
	Graduate Studio (GA/TA) ASAG 6209	2
	Graduate Seminar ASAG 6300	3
	history, theory, or criticism in MSA ~OR~ studio elective*	3
Optional (Jan Term, May Term, Summer Terms)	history, theory, or criticism in MSA ~OR~ studio elective* <i>* Opportunity for credit in these course areas in lieu of fall or spring. Does not replace fall & spring residency requirement.</i>	
Third (fall)	Graduate Studio (committee chair) ASAG 6311	3
	Graduate Studio (2 nd committee member) ASAG 6211	2
	Graduate Studio ("hours") ASAG 6212	2
	Graduate Studio (GA/TA) ASAG 6213	2
	Graduate Seminar ASAG 6300	3
	history, theory, or criticism in MSA ~OR~ studio elective*	3
Fourth (spring)	MFA Qualifying Exhibition, Oral Exam, & Thesis (committee chair) ASAG 6301	3
	Graduate Studio (2 nd committee member) ASAG 6214	2
	Graduate Studio ("hours") ASAG 6215	2
	Graduate Studio (GA/TA) ASAG 6216	2
	Graduate Seminar ASAG 6300	3
	history, theory, or criticism in MSA ~OR~ studio elective*	3
Total		60

*Total of 9 credit hours required of history, theory, or criticism in MSA plus 3 credit hours of studio elective.

**** SMU-in-Taos, SMU Abroad, and outside of Meadows courses are not covered by the MFA scholarship.**

*****Individual financial aid loans (separate from the scholarship that pays tuition) will be less for semesters with 12 credit hours instead of 15 credit hours.**

Advising & Courses

New students first meet with the Division of Art DGS in mid-August during the week prior to the commencement of the fall semester to discuss enrollment. Each student must meet with the DGS each semester during the enrollment period. This is to ensure that all requirements will be met by the end of the second year.

Each semester will include four Graduate Studio courses:

- (a) one 3-credit ASAG63xx Graduate Studio with the head of the graduate committee, a tenure (tenured or tenure-track) Art faculty member, as the instructor of record,
- (b) one 2-credit ASAG62xx Graduate Studio with the second committee member, a full-time faculty member as the instructor of record,
- (c) one 2-credit ASAG62xx Graduate Studio for “hours” with a full-time faculty member as the instructor of record,
- (d) one 2-credit Graduate Studio62xx for teaching assistantship (TA) or graduate assistantship (GA) with an Art faculty member as the instructor of record.

With the exception of the fourth semester of study—that is, the spring semester of the final year of the degree program—students must register each semester for a 3-credit Graduate Studio course where the head of the student’s committee is the instructor of record. During the fourth semester, students should register for the 3-credit course designated MFA Qualifying Exhibition where the head of the student’s committee is the instructor of record.

The scheduling of Graduate Studio class meetings is the responsibility of the student in consultation with the faculty member(s) involved. Students should aim to schedule four one-hour studio visits per semester for each Graduate Studio course in which they are enrolled for committee & “hours”. Students should coordinate with both members of the graduate committee (committee chair & 2nd committee member) to schedule the studio visits at the same time. Graduate Studio committee & “hours” courses are intended to be an opportunity to discuss the student’s artwork—at any stage of conception or completion—in the context of informed & critical discussion.

Assessment for these courses is based on progress during the course of the semester. It is not unusual in the context of the Graduate Studio course for the instructor of record to suggest specific projects of work. It is the student’s responsibility to seek any necessary clarification & to consider such suggestions as de facto coursework that must be completed. The division suggests that students schedule Graduate Studio committee & “hours” class meetings as early as possible during the start of the semester, in no case should this take place later than the end of the first week of classes. While last minute changes in schedule or cancellations are unavoidable, students & faculty must make every effort to honor the commitment to meet. Students who fail to arrange any meetings with the instructor of record of the Graduate Studio course, or are absent from all scheduled meetings, will receive an “F” (fail) grade for the course.

In addition to 9 credit hours of Graduate Studio, students enroll in ASAG 6300 Graduate Seminar & usually one more course, history/theory/criticism or elective, each semester.

On the following pages are short descriptions of courses or categories of courses as components of the degree plan.

ASAG63xx Graduate Studio (Graduate Committee Chair in the first three semesters)

ASAG62xx Graduate Studio (second Graduate Committee Member in all four semesters)

ASAG63xx MFA Qualifying Exhibition (Graduate Committee Chair in the fourth semester)

Each student's graduate committee consists of 2 full-time faculty, including the head of the committee, or "committee chair", who is tenure faculty (tenured or tenure-track). Another member (for maximum total of three people on a committee) could be invited by the student, following consultation with the committee, DGS, & Spaht Chair of Art. That third member could be faculty from SMU (except DOA FT faculty) or another university. The third member meets with students in individual meetings, committee meetings, reviews, & end-term reviews. The third member does not join the discussions or advisory votes with DOA FT faculty in post-review meetings, where the committee chair can represent comments from the third member. The third member votes in committee in the student's final semester to approve or to remand for revision the student's thesis exhibition, written thesis, or oral exam.

The committee chair is the instructor of record for this course & is the primary contact with the student to communicate expectations & to coordinate meetings. The grades for these two courses, ASAG63xx Graduate Studio & ASAG62xx Graduate Studio will be determined by the graduate committee chair & by the second committee member, respectively. Grades are based on the following criteria: (a) the student's scheduling of, & attendance at, studio visits & critiques throughout the semester; (b) the timeliness & quality of the artist statement submitted at mid-term & end-term; & (c) the quality of studio practice, as both process & product, as evident in committee meetings, individual meetings, & mid-term & end-term reviews. For ASAG63xx MFA Qualifying Exhibition, the members of the graduate committee will assess their student's work & mutually agree on a grade based on: (a) the thesis exhibition, (b) the oral exam, & (b) the written thesis.

Prior to the beginning of the first semester of study, the DGS will appoint 2 members of faculty to serve as committee members (including the committee chair), a member of faculty for graduate studio "hours", & a member of faculty for TA for the forthcoming semester.

Prior to the second & third semesters, during the registration period, students will indicate to the DGS their preferences for committee members. The DGS will collect these preferences to discuss with the faculty to establish a roughly equivalent graduate teaching load. The committee for the third semester remains in place for the fourth semester, except in case of leave of absence of a committee member for whom the DGS & the student will consult to find a replacement.

In the third semester, if not before, students develop ideas for the thesis exhibition & for the written thesis, especially in consultation with their committees. Therefore, the artist statement for the end-term review in the third semester will be the basis for the thesis. In instances where the student or committee has concerns about thesis projects that may include activities that are not permitted on campus, they should promptly raise the concerns with the DGS & eventually the Spaht Chair.

ASAG6300 Graduate Seminar

Each semester graduate students must enroll in ASAG 6300 Graduate Seminar. The first semester of each year will focus on aspects of history, theory, & criticism, as well as provide support for the writing of an artist statement. The second semester focuses more on group critiques. Each course will include the complete cohort of MFA students. Both semesters include some degree of training in professional practice: exhibition display strategies, applying for grants & residencies, & a survey of the various institutions & conventions that shape the arts. Topics covered may include art markets, museums, commercial galleries, curatorial policies, artist-organized spaces, & publications about art (art criticism & commentary appearing in print & online forms, published by artists, critics, curators, or others).

ASAG62xx Graduate Studio: "hours"

Students work with individual full-time faculty members on mutually agreed upon projects that may be central to the thesis (& therefore of greatest interest to the committee), tangential to the thesis, or exploratory toward later focus on the thesis. Prior to the second, third, & fourth semesters, during the

registration period, students will indicate to the DGS their preferences for “hours” faculty. The DGS will collect these preferences to discuss with the faculty to establish a roughly equivalent graduate teaching load.

ASAG62xx Graduate Studio: TA/GA

Each semester, students who have accepted a Meadows Scholarship are required to work 9 hours/week as a graduate or teaching assistant, supervised by a faculty member for 2 credit hours. "GA" is the broader category including "TA", but the common parlance of the division has been to say "TA" for any graduate assistant role. These involve assisting in the delivery of studio courses & research or administrative work to aid the Division of Art & its faculty. Typically, students will assist for 6 hours in a 3-credit studio art class plus: 3 hours either in another studio art class, as a lab technician, or in support of external affairs (such as the Visiting Artist Lecture Series). This is a total of 9 hours per week. Students receive a stipend of \$5000 per year which is paid bi-weekly. Each semester, students will be assigned their assistantships by the DGS. A student who will be working in an administrative capacity as a graduate assistant will be supervised by the Spaht Chair, the DGS, or the Area Head/faculty. These students will be given a job description, appropriate training & written/oral feedback. Students working as teaching assistants should arrange to meet with the instructor of record prior to the first meeting of class. Each teaching assistant will be supervised by the instructor of record who will provide the student with a job description, appropriate training, & written/oral feedback, & who will enter the grade for this ASAG62xx course. The intention is that students exit the program with a modicum of experience teaching art at Bachelor's degree level. While students will not be instructors of record, the division has a history of hiring recent graduates as adjunct faculty in its BFA & BA programs. For questions about graduate assistantship payments, please contact the Director of Scholarships & Financial Aid (contact information can be found in “contacts” in Appendix.)

history, theory, or criticism in Meadows School of the Arts (MSA)

Students are advised to take a 3-credit course from this group in each of the first 3 semesters. (It is possible to complete one of the three in Intersessions (Jan Term, May Term, Summer Terms), or the fourth semester.) Students are advised to closely examine the course listings with ARHS or FILM prefixes in Meadows on my.smu.edu as soon as they are published prior to each enrollment period & to contact the instructor in advance in case of questions about course content. During a student's advising meeting in the enrollment period, the DGS will discuss the range of appropriate courses offered by the Meadows School as needed. (Note: These three courses must be in history, theory, or criticism, not in studio production, therefore, FILM production courses are not allowed to count for these courses, only FILM history, theory, or criticism. FILM production courses can count for the Elective credit instead.)

As noted above, all courses taken must be numbered 5000 or higher. Graduate students may select undergraduate courses offered below the 5000 level. These can be converted to count towards graduate credit requirements only if (a) the instructor agrees to a special course number designation at 5000 or above created, if necessary, by the Coordinator of the respective division or department & (b) the student & instructor of record negotiate additional coursework to justify the course as counting towards the graduate requirements, however, only in departments that can & will fulfill (a) & (b)—not all departments have courses at 5000 or above.

ASAG/ASCE/ASDR/ASIM/ASPH/ASPR/ASPT/ASSC/CCRP/FILM (Elective)

Elective must be a studio course in order to meet the National Association of Schools of Art & Design (NASAD) requirement that 65% of coursework is studio. As noted above, all courses taken in the division must be numbered 5000 or higher. Please follow the guideline below.

- Graduate students may take an art studio undergraduate course (intermediate level preferred) to make it a 6000-level course by arranging a direct study with a Division of Art professor.
- Graduate students may take a studio elective during May/Jan/Intersession Art courses if the instructor permits.

- Graduate students may create a studio elective course under the supervision of committee chair or a faculty member of their choosing. For example, students may participate in an artist-in-residency to count toward this portion.
- Graduate students consult with DGS and their committee chair for their intention.
- Graduate students propose their projects in a form of syllabus with additional coursework to justify the course as counting towards the graduate requirements to the professor with whom they wish to work. If the proposal is associated with a course, the course name, number, and dates need to be included. This course proposal should include:
 - o Objectives
 - o Methods
 - o Detailed plan and dates
 - o Outcomes
- Once the professor and the student agree, the professor of record will initiate the process to create a course with Art Coordinator to set up a 6000-level direct study course and CC the student and DGS.
- The request must fall within SMU's deadlines for drop/add, etc. Art Coordinator can't add sections after drop/add has concluded. A course set up also needs a sufficient time (2-3 business days).
- If the course is associated with the direct study, the professor of record must work with OIT to link Canvas pages.

Visiting Artist Lecture Series

The Division of Art invites artists, curators, & critics to present lectures & seminars & to conduct studio visits with all graduate students. This series of presentations is designed to supplement the curriculum of the graduate program; it is therefore a requirement that all graduate students attend Division of Art lectures. Graduate students are also expected to sign up for studio visits except when schedule conflicts are irresolvable in favor of a studio visit. Students are also encouraged to attend local lectures & exhibitions in the DFW area. A student's participation in these events is taken into account when the graduate committee chair assesses performance each semester. To facilitate this, visitors' lectures are often (but not always) scheduled during ASAG6300 Graduate Seminar.

Residency & Time Limit for Degree Completion

The MFA Art program is normally a 2-year, residence-based program. Students are strongly encouraged to complete all course work within this period. Typical progress towards the degree is based on 4 consecutive semesters in which students are enrolled for 15 hours of course work or 30 hours in each academic year (including summer & winter term programs). In order to maintain sound academic standing, full-time enrollment is required for two consecutive fall & spring semesters. While SMU policy allows 7 years from the date of matriculation for the completion of the degree, we discourage extension of the 2-year program except where circumstances demand. Credit will not be allowed towards the MFA degree for courses taken more than 7 years before the date at which the degree is to be conferred.

For information on Medical Withdrawals, students are urged to consult SMU policy:

<http://www.smu.edu/StudentAffairs/HealthCenter/FrontDesk/MedicalWithdrawals> .

It is also recommended that students consult:

<http://www.smu.edu/EnrollmentServices/Bursar/Policies> .

Any student considering withdrawing from a course—or the entire semester—should see the DGS (& possibly Spaht Chair as well) as soon as possible to discuss their situation & to determine what options, if any, are available prior to initiating the withdrawal procedure. Full semester withdrawals may affect scholarship eligibility for future semesters. Meadows Scholarships are only awarded for two consecutive years.

Graduate Reviews

The division reserves the right to conduct virtual reviews based on concerns for the health & safety of the community.

Mid-term Graduate Review

Prior to the mid-term review each student must submit a 200-500 word written statement to the graduate committee, to all full-time faculty, & to all other graduate students in the program. This statement should be distributed via Box one week prior to the scheduled review. With respect to form & content, this text should reside somewhere between an artist's statement & a document of self-evaluation & should make explicit intentions & progress to date. The artist statement should include the student's name at the top. Towards the middle of each semester the full-time faculty will review each student's work. Attendees are the individual student, the student's graduate committee, & all full-time faculty. This 15-20 minute review will take place in each student's studio, at which time the student will be asked to present a brief (2- to 3-minute) introduction to the work. The purpose of this review is to acquaint all faculty members with the work. The students are encouraged to create an Open Studios for professors, undergraduate students, and the public the night before the mid-term review. The students are also encouraged to create a flyer for this event. At the conclusion of the review, faculty will meet to discuss & assess the progress of each student.

End-term Graduate Review

Prior to the end-term review each student must submit a 200-500 word written statement to the graduate committee, all full-time faculty, & to all other graduate students in the program. This statement should be distributed via Box one week prior to the scheduled review. With respect to form & content, this text should reside somewhere between an artist's statement & a document of self-evaluation & should make explicit intentions & progress to date. The artist statement should include the student's name at the top. A selection of completed & ongoing work will be presented for review at the end of the first, second, & third semesters in galleries. (See MFA Qualifying Exhibition [MFAQE] below for review in the fourth semester.) Attendees are all MFA graduate students, the graduate committees, & all full-time faculty. This review is a 30-minute discussion at the galleries where the students present their work. These reviews are scheduled to take place on a single day or over 2 days when circumstances demand & allow, usually just prior to the beginning of the final exam period. The students are encouraged to create an Open Galleries for professors, undergraduate students, and the public the night before this review. However, the reviews in the galleries are not open to the public or guests. The end-term review is intended to initiate a wide-ranging faculty critical dialogue about student work beyond the student's committee. The purpose of this dialogue is for the student to receive a wide range of feedback evaluating the work presented & to assess each student's ability to articulate intentions in relation to the comprehension of relevant concepts & contexts within their work. The DGS will distribute a schedule for these reviews & will assign—in consultation with the students—appropriate venues for the installation of artwork.

First year Oral Exam

At the end of the first year, first year graduate students are required to give a 20–25-minute illustrated lecture on their research and associated artworks as it relates to their studio practice in addition to the end-term gallery review. The primary emphasis of this lecture is on contextual (historical & theoretical) & material/technical research. The audience for this lecture will include all MFA students, the faculty & may include the general public. This presentation will be scheduled at the end of the spring semester, usually on the same day as the end-term graduate reviews for first year students. Students should consult their graduate committees & the DGS for guidance on the content & criteria of assessment of this presentation.

Graduate students will consult SMU's oral communication rubric (<https://www.smu.edu/provost/saes/academic-support/general-education/university-curricula/common-curriculum/graduation-requirements/oral-communication>) when preparing their oral presentations. Oral

presentations will be evaluated according to the rubric, specifically on the following criteria as it pertains to an artist talk:

- Demonstrate a clearly and consistently observable organizational pattern or flow that is easy for the audience to follow
- Make thoughtful and appropriate language choices
- Use effective delivery techniques (posture, gestures, eye contact, and vocal expressiveness)
- Articulate, develop and/or support clear and well-defined ideas

Graduates are welcome to use the [Division of Art Presentation Template](#) for their oral exams

Continuation

Continuation in the graduate program is on a semester-to-semester basis & is determined by the graduate committee in consultation with the faculty after the end of each end-term review. The prime determinant for continuation is the end-term review; however, grades are also an important factor in this decision as they reflect the quality of the work & the professional relationships with individual faculty members. The graduate committee is the body that agrees to continuance of study & accepts the final thesis work for the degree. For continuance & graduation, a student must have the support of the graduate committee or the graduate committee chair but need not have full support of the faculty. In case a student wishes to appeal a committee decision, the student should contact the DGS. While differences of opinion may arise, the Spaht Chair will be the final arbiter.

The faculty will meet confidentially after both the mid-term & end-term reviews to discuss progress in the program. The faculty may then hold non-binding votes on continuance at each end-term review to inform the committees. General recommendations regarding progress will be communicated to students verbally after mid-term review & in writing after the first, second, & third end-term review by the chairs of their committees in consultation with the second committee members, copied to DGS & Spaht Chair. These continuation reviews will result in one of three actions:

- (1) The student will be approved to continue in the program. This action means the student has made satisfactory progress in studies. Concerns or suggestions will be communicated by the committee chair.
- (2) The student will be approved for probationary continuance in the program & asked to present a new body of work for review at the beginning of semester following the review. This action will be taken when the graduate committee feels that more progress is necessary for a final evaluation for continuance.
- (3) The student will be asked to withdraw from the program. This action is taken when the faculty as a whole finds that the quality, substance & understanding of the work is not indicative of graduate level accomplishment. This action is only taken by unanimous vote of the faculty.

When considering these three options, the graduate committee & the rest of the faculty will seek to determine the relative value of the quality of work, the student's ability to speak clearly about their work, & the quality of the artist statement.

In the fourth semester, in the event that the graduate committee determines that the performance merits a grade of B- or less in the oral exam or in the written thesis, the student will have the option for a single retake of the oral exam or a rewrite of the thesis within 10 days of the original due date. In the event of a second unsatisfactory grade, the degree will not be awarded. In the event that the graduate committee determines that the work in the exhibition merits a grade of B- or less, the student will be asked to produce a further body of work to be submitted by a date to be determined by the DGS in consultation with the student's committee. In the event that the work submitted is determined to fulfill the criteria for graduate work, the student will be eligible to graduate in December of that year. In the event of a second unsatisfactory grade, the degree will not be awarded.

Second Year Fall Showcase

Approval to participate in the required Second Year Fall Showcase must be obtained in the semester prior to the mounting of the exhibition. Graduate committees will communicate either approval or denial to participate in the exhibition following the end-term review of the second semester. This milestone to degree completion is reported to the Meadows School & to the Moody School of Graduate & Advanced Studies as well. The exhibition is a group show of all approved students mounted in the Dooling Gallery, the Jordan Student Gallery, or the Pollock Gallery. The exhibitions are held each academic year, at the beginning of the fall semester, led by the students in consultation with their graduate committees, Pollock Gallery Coordinator, and/or the DGS. They determine the terms of participation in the exhibition, including due dates for, among other tasks, delivery of work, installation, & checklists. While differences of opinion may arise during this process, the Spaht Chair will be the final arbiter.

MFA Qualifying Exhibition (MFAQE)

Approval to participate in the MFAQE must be obtained in the semester prior to the mounting of the exhibition. Graduate committees will communicate either approval or denial to participate in the MFAQE following the end-term review of the third semester. Each student will participate in the graduate exhibition only with the approval of the graduate committee. This milestone to degree completion is reported to the Meadows School & to the Moody School of Graduate & Advanced Studies as well.

The MFAQEs are group shows of all approved students mounted in the Pollock Gallery. The exhibitions are held each academic year, towards the middle of the spring semester, curated by the DPG (Director of the Pollock Gallery (in case of absence of DPG, Pollock Gallery Coordinator, PGC will lead) in coordination with the DGS & GR committee chairs. They determine the terms of participation in the exhibition, including due dates for, among other tasks, delivery of work, installation, checklists, & copy for printed materials. 1st yr students are expected to assist 2nd yr students with MFAQE installation, in part to familiarize 1st yr students with the process. While differences of opinion may arise during this process, the Spaht Chair will be the final arbiter.

At the end of the third semester (Fall), following committee approval to exhibit, students will convene during winter break to plan an initial proposed layout of the MFAQE in the Pollock Gallery. Students will then consult their individual committees in their first committee meetings at the start of the fourth semester (Spring). Students, committee chairs, DGS & DPG (or PGC) will then convene in the Pollock Gallery early in the fourth semester to confirm the layout of the MFAQE.

The Moody School of Graduate and Advanced Studies holds a week-long Research and Innovation Week in the middle of spring term, usually during the MFAQE. The MFAQE 'Meet the Artists' event is an integral part of the Research and Innovation Week, and the exhibiting artists are required to be present during the event. DGS will communicate the date and time of the event.

MFAQE Brochure

Each student will be provided a brochure in conjunction with the exhibition. The Division of Art will pay for the design & printing of this brochure. The student is responsible for submitting a representative selection of high-quality digital images of their artwork. Each student's brochure will include a short essay, written by an invited author. In consultation with their graduate committees & and DGS, students must each find an author not directly associated with SMU, such as art critics, curators, artists, or academics. The Division of Art will provide a set (token) honorarium to each author. The goal of procuring this essay is to begin a level of professional engagement outside of the university context. The production timetable for the brochure is set by the DGS & the DPG (or PGC) in consultation with the Spaht Chair. As a general rule, materials for the brochure are due by February 1. The general calendar and guideline are as follows. The specific guideline for the brochure will be communicated in a separate document.

- Each exhibiting student, each with their committee, picks a writer/curator/artist to commission a text for their own exhibition brochure.
- The writer should not be an SMU employee or student. (Alums are ok.)
- The text should be 300 - 400 word approx.
- The text should reflect on the students' thesis work &/or its context.
- The writer will be offered a \$100 honorarium for the text.
- The student is responsible for putting the writer in contact with the Art Coordinator to set up payment.

- Provide/upload to a Box folder
 - Title of the MFAQE
 - 3 to 4 high resolution photos of artwork
 - Appropriate caption, artist name, artwork title, materials, year, dimensions
 - File names should be LastnameFirstname_TitleOfTheWork.
 - Short student bio (200 words)
 - Writer's text

** Specific dates for the year and Box link will be communicated during the prior semester.*

General Schedule

JANUARY

- students will convene during winter break to plan an initial proposed layout of the MFAQE in the Pollock Gallery
- students consult their individual committees

FEBRUARY

- Feb 1. Deadline for students to turn in the brochure texts and upload all required information including digital images to DGS & their respective committees
- Feb 15. Deadline for DGS to submit DPG (or PGC)
- students, DGS, & DPG (or PGC) meet in Pollock Gallery to confirm the layout of the MFAQE

MARCH

- Brochure pick up
- MFA Qualifying Exhibition Install, Opening Reception

APRIL

- MFA Qualifying Exhibition Closes, De-Install

NOTES

- Students are responsible for installation & de-installation of their work, including returning the wall clean.
- Students consult their respective committees on the artworks that will be part of the exhibition.
- To meet any further specific requirements of the artwork installation, students must communicate with the DPG (or PGC) & the DGS in February.
- DGS will schedule students to meet with DGS, com chairs, & DPG in the gallery prior to the exhibition for a site visit.
- The title of the thesis show should be discussed among the exhibiting students. It may be a shared title with an individual title (thesis title) for each. DPG (or PGC) will facilitate the discussion in consultation with students, com chairs, and the DGS.

Second year Oral Exam

Second year graduate students will give a 20-25-minute lecture about their work toward the end of the spring semester. This lecture should follow the model of a professional artist talk. The audience for this lecture must include all MFA students, all full-time DOA faculty, & may include other faculty, students, & the general public. Following the Second year Oral Exam, each student meets with the faculty for a closed conversation in the Pollock Gallery for the fourth & final End-term Graduate Review.

Graduate students will consult SMU's oral communication rubric (<https://www.smu.edu/provost/saes/academic-support/general-education/university-curricula/common-curriculum/graduation-requirements/oral-communication>) when preparing their oral presentations. Oral presentations will be evaluated according to the rubric, specifically on the following criteria as it pertains to an artist talk:

- Demonstrate a clearly and consistently observable organizational pattern or flow that is easy for the audience to follow
- Make thoughtful and appropriate language choices
- Use effective delivery techniques (posture, gestures, eye contact, and vocal expressiveness)
- Articulate, develop and/or support clear and well-defined ideas

Graduates are welcome to use the [Division of Art Presentation Template](#) for their oral exams

Written Thesis

At the end of the fourth (final) semester of degree program, following the MFAQE, graduate students must submit a 2000 min, 5000 max-word written thesis paper on their work. This document should describe the formal, material & conceptual dimensions of the student's studio practice, while placing it in relationship to contemporary & historical contexts.

The written thesis may also be based in artist statements or may be an extended artist statement about specific artwork(s). It is written in prose like an Art History paper. Separate supplements to the prose thesis—poetry, fiction, other forms—are possible. Drafts of all potential uploads must be presented to committee in advance in order to be deposited in SMU Scholar.

For questions of style in the written thesis, please refer to SMU Graduate School Thesis guide

<https://www.smu.edu/Moody/Current-Students/Graduation/DissThesisGuide>

and *A Manual for Writers of Term Papers, Theses & Dissertations, Chicago Style for Students & Researchers* by Kate Turabian. A circulating copy is Fondren LB2369 .T8 2007. There are also reference copies in Bridwell Library & Fondren Library. See this quick reference guide:

<https://www.chicagomanualofstyle.org/turabian/citation-guide.html> . Title pages, abstract, & bibliography are not part of the word count. Each figure with its caption should have its own page in the text immediately following the first reference to it in the text. The final written thesis design must conform to ordinary conventions determined by Art for legibility, typeface, etc., consistent with ordinary theses on SMU Scholar. There may be exceptions. In the event of exceptions, the decisions will be made by the faculty and will be final.

Students must distribute the written thesis via SMU Box to full-time faculty by the final due date. Prior to submission of the completed thesis, each student will be required to submit the following to the graduate committee:

(1) Two weeks prior to the third semester, end-term review, an outline and a first complete draft of proposed thesis with illustrations & bibliography (books, articles, URLs) to committee. Then due to faculty one week prior to end-term review.

(2) Feb 1: A 250-word abstract

(3) March 1: Second draft of the thesis

Feedback from the committee will be collated by the committee chair & will be forwarded to the writer within 10 days.

(4) April 1: Final draft to be submitted via SMU Box to the graduate committee & all full-time faculty

Though the graduate seminarian may choose to spend class time on written thesis, it is the responsibility of the committee to focus the student's attention on producing artwork & accompanying writing to meet 3rd & 4th semester deadlines.

Administrative Graduation Requirements

MSA Graduation Checklist & Dates

Meadows Academic Services will send “Graduation Checklist & Dates” to each student at the beginning of the fourth semester. Students must attend to all the steps in order for the Meadows School to approve students for graduation. A sample is appended to this handbook.

MSA Advisor's Clearance Statement

DGS will submit each student’s “Advisor's Clearance Statement” to the Graduate & Undergraduate Records Coordinator during the first half of the fourth semester. Students in their fourth semester must make an appointment to meet with the DGS. The students will prepare the form and an unofficial transcript prior to the meeting. The deadline to submit the completed form is usually early April. The form is appended to this handbook.

SMU Scholar

At least three weeks prior to graduation, the student must upload the following documentation to SMU Scholar:

- (1) title of thesis
- (2) author’s name
- (3) thesis abstract
- (4) graduation date
- (5) a PDF of written thesis
- (6) 20 digital images &/or video documentation of artworks created for the thesis
- (7) a PDF checklist, providing the title, date, media, & dimensions of the images submitted
- (8) artist’s statement
- (9) curriculum vitae
- (10) pdf of Pollock brochure
- (11) SMU Scholar Deposit Agreement Form (in Appendices) signed by student & committee chair, submitted to Coordinator.

An SMU Scholar tutorial specific to the MFA Art program is appended to this handbook. The Digital Preservation Librarian will assist students with questions. Students should direct questions about the documentation outlined above to their committees.

Meadows Museum Master of Fine Arts Collection

SMU Meadows School of the Arts requires a gift of one artwork. The intention is to honor the MFA graduate, to provide material evidence of completion of the program, & to serve as a record of the production of the graduate program. Works are accessioned into the Master of Fine Arts Collection maintained by the Meadows Museum. The works gifted to the Master of Fine Arts Collection should be decided upon by the student & the graduate committee in early May graduating semester. The Meadows Museum Collections Manager requires the following conditions for the delivery of the work:

- completed Meadows Museum Accessioning Summary Form
- moderate size (for example, overall under 48” x 48” if 2D)
- if panel/canvas: fully mounted &/or framed with hardware attached
- if paper: framed
- if sculpture: a material that is not going to inherently fall apart
- if video/digital: thumb drive in addition to the original file via WeTransfer or an ftp site
- Especially but not exclusively for time-based media or performance, send full installation requirements & install photos for the work. Send as much documentation as possible—the more the better to ensure the

artist's vision. The museum must have enough to accurately install the work in a manner that is consistent with the artist's intention. Detailed information will be available closer to the selection.

DOA MFA Graduation Form

The Graduation Form with all signatures is due to the Spaht Chair at least ten days prior to graduation. This form covers the following items:

- Final thesis exhibition
- Final written thesis
- Final oral exam
- Digital files for SMU Scholar
- Artwork for Master of Fine Arts Collection

The form should be signed by the chair of the graduate committee, the Coordinator, the DGS, & the Spaht Chair. It will confirm the successful completion of all requirements for the award of the MFA degree. The form is appended to this handbook.

Studios

The Division of Art will provide graduate students with studios in which to work. Some of these studios are shared between graduate students. For studios that need key access, students may obtain keys by submitting a key request to SMU Meadows Facilities office. This process should be coordinated with the Division of Art Technical Manager. For studios that have code access, students may gain code access to studios via the Technical Manager. Students must make full & proper use of the studio provided or lose the privilege. Prior to vacating a studio following graduation, it must be empty & clean. Before vacating a studio, students must do a walk-through with the Technical Manager to confirm that the studios are left in the same condition that they were found. Students who had keys must then return these keys to the SMU Meadows facilities office. In case of damage or unauthorized alteration—including changes to the color of the walls or floor, & any other material damage—the student will be assessed for the cost of cleaning & repair & a hold will be put on the student's account. Students will sign a Graduate Studio Contract to use the studio prior to move in. Normally, the Division of Art will not provide a studio for longer than two years (or four semesters, if there is a break in continuous attendance in the program). The DGS will assign studios. New students will be able to occupy their assigned studios at the start of each academic year. Wherever possible, second year students will receive priority in the studio assignment.

All graduate students are required to submit the MSA DOA Graduate Studio Contract within three (3) days of occupying their assigned studio space at the beginning of each academic year, or at the beginning of new space occupancy, to DGS.

Please review the SMU parking permit policies applicable to your studio location:

<https://www.smu.edu/businessfinance/campuservices/parkingandidcardservices/parkingservices/permits>

Students are responsible for complying with these policies to avoid citations.

**Those who will have a studio space at 2701 Fondren Dr. will need to make sure they park only in designated student parking areas. Unfortunately, parking is not permitted in the spaces immediately surrounding the building. Student parking is available just across the small alley. Parking restrictions are enforced during designated enforcement hours only and are not enforced after those hours or on weekends.*

Failure to reset your studio upon the dates communicated with you by the Graduate Advisor will result in fees and fines that range from \$150 - \$500 (AY2026-2027) depending on severity of studio condition. These fines will be revised on an annual basis and will be posted on SMU's approved fines webpage. Infractions include to failure to reset your space sufficiently or failure to move out artwork, furniture etc.. Failure to return your studio key by the agreed-upon date will result in a fine of \$250.

The consumption of alcohol is not permitted on campus except within certain university events according to "Guidelines for the Service of Alcohol on the SMU Campus" & "Alcohol & Drug Abuse Prevention":

<https://www.smu.edu/StudentAffairs/VPSA/Alcohol>,

<https://www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/AlcoholDrugAbusePrevention>.

In order to bring an animal into SMU buildings, please adhere to University Policy Manual, Policy section 1.0 Institutional Affairs, Policy number 1.17 Animals: <https://www.smu.edu/Policy/1-Institutional-Affairs/1-17-Animals>.

Open flames of any kind are not permitted in the graduate studios.

Headphones must be used for music or other audio recording. When producing or previewing sound art or audio as part of an artwork that precludes headphones, first consideration must be given to neighbors.

First consideration must always be given to studio mates & others near the studio regarding noise, odors, or activities that are potentially bothersome to neighbors in the graduate studios. In case of dispute, students should contact the Technical Manager, the DGS, & the committee chair(s).

Safety & Access

Safety & an awareness of the hazards of work in the arts remain important for all students. This is particularly the case for graduate students who, as teaching assistants, will act in a supervisory role in undergraduate studio courses. The Division of Art has a number of specific requirements for ensuring knowledge of, & compliance with, safe practice in the studios. Safety instruction by the Technical Manager is required before use of all equipment in the fabrication studios, including: wood shop, metal shop, photography and digital labs, ceramics labs, all sculpture area labs, & printmaking studios. The Technical Manager will keep track of students who have been trained & as a result will gain access to the studios. A member of faculty may also train students, but the Technical Manager must record this training; an additional legal waiver to be signed by the student is required for the wood & metal shops.

The film *Creating Art Safely* is required viewing for graduate students: <https://ehs.yale.edu/art-safety-six-step>. The book *Artist Beware* by Michael McCann, PhD, CIH, is recommended reading for all graduate students. Maintaining a safe environment is a responsibility shared by all members of the community. The aim is to enable any student to pursue work in a way that ensures safety & the ability to pursue a career. Many hazards encountered in the studio are cumulative in effect & therefore not immediately visible; this is particularly true of matters concerning hygiene & the use of potentially toxic materials in the work environment. All students should own appropriate protective equipment—safety goggles, gloves, & solvent respirators—and these should be worn whenever necessary. Students & faculty must not hesitate to identify to the Technical Manager any unsafe practices or dangerous behavior in the studio by any user & be alert to risks & talk with others who supervise the area.

Students should be diligent in protecting their privacy & data. Students should log out of email & social media accounts when logging into shared computers. If students notice a colleague forgot to log out of an account, students should log out for them without invading their privacy. Students should backup all project data. If students use a shared data storage device (SD card, Camera's internal HD, Flash Drive, etc.), they should delete the data off the device before returning it.

The Jordan Student Gallery and Doolin Gallery are reserved for specific undergraduate and programmatic uses and are not available for graduate student solo exhibitions. Graduate students may discuss with their thesis committee or hours faculty the possibility of using these spaces for documentation or experimentation, pending availability and approval.

OAC building hours during fall & spring semesters are usually 7am-12am Monday-Saturday & 9am-11pm Sunday. Meadows Facilities may post notices of holiday or other closings by the building doors. Art graduate students may request 24 hr access to the graduate studios in person in the Meadows Operations office, first floor of Owen Arts Center near the south entrance.

Scholarships & Other Funding Sources

The division is committed to providing as equitable access as possible to financial & other resources.

Meadows Scholarships

Meadows Scholarship recipients are selected by the Division of Art Faculty at the time of the graduate admissions review. Up to six full-tuition scholarships are available. Meadows Scholarships will fund 60 credit hours of course work. If a student receives a grade lower than B- in any course then that course will not count towards the degree & those credit hours will have to be made up at the student's own expense. A 3.0/4.0 (B) average must be maintained to continue to receive the scholarship. Meadows Scholarships are only awarded for two consecutive years.

Students receiving a TA stipend are required to complete the SMU hiring process, including completion of the I-9 process with SMU Human Resources. Once the I-9 has been completed, students should notify the appropriate administrator so payroll processing can proceed. For more information, students may contact Director of Scholarships & Financial Aid.

Semester Student Awards

2nd yr students apply for Student Award grant funds at the start of the fall semester. 1st yr students apply for Student Award grant funds at the start of the spring semester. Further information on applying for these funds comes from the Art Office each academic year. Award payments are made via Accounts Payable direct deposit. The appropriate direct deposit forms are included with the fund proposal guidelines.

MSA

The Meadows School of the Arts also maintains a fund for travel to competitions, for the completion of an individual's exhibition, presentations by the student at external conferences, & for other purposes. These funds are applied for through Meadows Director of Scholarships & Financial Aid.

MGSC

The Meadows Graduate Student Council (MGSC) is a student organization that provides financial assistance for the academic, artistic, and professional development of students in Meadows School of the Arts graduate programs. <https://www.smu.edu/meadows/about/mgsc>

MSGAS

The Moody School of Graduate & Advanced Studies is planning to make available travel grant funds to MFA students under new guidelines in Fall 2022: <https://www.smu.edu/Moody/Funding/Student-Development-Grant> .

DCII

<https://www.smu.edu/dedman/research/institutes-and-centers/dcii/fellowships/graduate-student-summer-fellowship>

SMU Syllabus Statements

Academic Honesty & Misconduct: You are bound by the Honor Code & the SMU Student Code of Conduct. For complete details, see the website below:

<https://www.smu.edu/studentaffairs/dean-of-students/student-handbook>

See this website for updates each semester to required Syllabus Statements:

<https://www.smu.edu/oit/academictech/instructional-guidelines/syllabus/required-syllabus-statements>

Further Resources Available to Graduate Students

The Moody School of Graduate & Advanced Studies (MSGAS) hosts orientation each summer, providing essential information about the following & about other aspects of graduate student life:

<https://www.smu.edu/Moody/Events/Orientation>

Caring Community Connections (CCC):

<https://www.smu.edu/StudentAffairs/officeofthedeanofstudents/StudentSupport/CCCProgram>

Counseling & Psychiatric Services:

<https://www.smu.edu/studentaffairs/health-center/counseling>

SMU Health Center: <http://www.smu.edu/StudentAffairs/HealthCenter>

Medical Withdrawals: <http://www.smu.edu/StudentAffairs/HealthCenter/FrontDesk/MedicalWithdrawals>

Parking and ID Services Office:

<https://www.smu.edu/BusinessFinance/CampusServices/ParkingAndIDCardServices>

Student Handbook:

<https://www.smu.edu/studentaffairs/dean-of-students/student-handbook>

Office of Institutional Access & Equity: <http://www.smu.edu/iae>

Graduate Handbook MFA Art Appendices 2026-27

1. Art contacts
2. DOA Graduate Studio Contract
3. MSA Request for Transcript Evaluation
4. MSA Student Travel Grant Request Form
5. MSA General Graduate Student Petition
6. MSA Graduation Checklist & Dates SAMPLE
7. MSA Advisor's Clearance Statement
8. SMU Scholar Electronic Thesis & Dissertation Overview
9. SMU Scholar Electronic Thesis & Dissertation Deposit Agreement Form Sample
10. SMU Scholar Electronic Thesis & Dissertation Submission Tutorial
11. Meadows Museum Accessioning Summary Form
12. DOA MFA Graduation Form

contacts for graduate students 2026-27

Meadows School of the Arts (MSA), Division of Art (DOA), Meadows Museum, & Fondren Library

- Ryan Goolsby, Technical Manager, rgoolsby@smu.edu
- Pam Henderson, Director of Scholarships & Financial Aid, pghender@mail.smu.edu
- Janet Stephens, Director, Undergraduate Degree Counselor & Graduate Records Coordinator, janets@smu.edu
- Anne Lenhart, Collections Manager, Meadows Museum, alenhart@smu.edu
- Melanie Clemmons, Division of Art Spaht Chair, mclemmons@mail.smu.edu
- Arta Sela, Division of Art Coordinator, asela@mail.smu.edu
- Nishiki Sugawara-Beda, Division of Art Director of Graduate Studies (DGS), nishikis@mail.smu.edu
- *Absence*, Division of Art Director of the Pollock Gallery (DPG)
- *TBA*, Division of Art Pollock Gallery Coordinator (PGC)
- Rafia Mirza, Scholarly Communication Librarian, Fondren Library, rmirza@mail.smu.edu

MSA DOA Graduate Studio Contract (2026-27) as of August 5, 2026

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8ee8e7e0-d02f-4c35-a56d-c1b577acf1be&env=na2&acct=8ca07d01-f8d9-4976-a06a-dc99723fd907&v=2>

To be completed each fall by graduate students & returned to the Technical Manager. Consult Technical Manager whether contract should be on paper or in electronic form. See Technical Manager for instructions on studio keys or door codes.

Studios are assigned by the Director of Graduate Studies (DGS) in consultation with the Spaht Chair of the Division of Art. The Division of Art will provide studio space for a period of no longer than two years.

Students are *not* permitted to live in their studios. Residency (live-in occupancy) of non-residential buildings is not permitted. Any alterations to the walls or structure, permanent or temporary, of the studio must first be approved by the Technical Manager. Eyewash stations and emergency showers must not be obstructed at any time.

It is students' responsibility to report problems via Stable & promptly respond to inquiries from DGS, Meadows Operations, and OFPM (Office of Facilities Planning & Management). Your studio may be entered when you are not there for repairs and inspections. Please keep sensitive materials and artworks stored safely.

It is also students' responsibility to return key.

1st year students may occupy studios after they are assigned at Graduate Orientation. At the end of the first year, students may request to move to a different studio for the second year. If the students move to different studios between first & second years, the student must vacate the former studio, then arrange for the former studio to be inspected by the Technical Manager.

Studios of graduating students must be **vacated by the week after graduation**. It is students' responsibility to arrange for the studio to be inspected by the Technical Manager and to return the key to Meadows Facilities (if issued) or communicate with the Technical Manager for other arrangement. All materials must be removed from the space. No donations will be accepted unless otherwise arranged. **Materials left in the studio will be removed at the occupants' expense.**

It is students' responsibility to make full & proper use of the space provided or lose the privilege. Each studio must be returned to the condition it was in at the time of assignment; in cases of damage (including physical damage, improper alteration, paint & other material damage to floors & walls) the student will be assessed the amount of cleaning & repair & a hold will be put on the student's account until the Division of Art is reimbursed for the amount of repairs. SMU does not bestow degrees or provide official transcripts in cases where university accounts are not cleared.

Failure to reset your studio upon the dates communicated with you by the DGS will result in fees and fines that range from \$150 - \$500 (AY2026-2027) depending on severity of studio

condition. These fines will be revised on an annual basis and will be posted on SMUs approved fines webpage. Infractions include to failure to reset your space sufficiently or failure to move out artwork, furniture etc.. Failure to return your studio key by the agreed-upon date will result in a fine of \$250.

I understand & agree to the conditions outlined above.

Printed name: _____

Signature: _____

Date: _____

Which year of study? (1st yr or 2nd yr) _____

Studio number _____

Key returned? Y / N / NA _____

Clean? Y /N _____

REQUEST FOR TRANSCRIPT EVALUATION OF GRADUATE HOURS

NAME: _____

ID: _____

MAJOR: _____

PHONE: _____

EMAIL: _____

DATE: _____

UNIVERSITY: _____

TERM & YEAR
OF COURSE: _____

COURSE TITLE: _____

SUBJECT: _____ NUMBER: _____ SECTION: _____

COURSE DESCRIPTION (please include course syllabus if possible): _____

_____**COURSE TO BE EVALUATED TO:**☐ DETERMINE FULFILLMENT OF PREREQUISITE REQUIREMENT☐ REQUEST COURSE WAIVER☐ REQUEST TRANSFER CREDIT: ☐ REQUIRED HOURS* ☐ ELECTIVE HOURS

APPROVED BY:

ADVISOR_____
DATE_____
*DIRECTOR OF GRAD STUDIES / DEPARTMENT HEAD_____
DATE_____
DIVISION CHAIR_____
DATE

Meadows Student Travel Grant Request Form

Purpose: Support travel to participate in competitions, festivals, auditions and other extracurricular student activities. Study abroad funding not available through this source.

Please return the completed form with required faculty sponsor signature to the Meadows Scholarship Office, Room 1152 OAC.

Name _____ SMU ID _____

Name of Competition/Activity: _____

Date of Competition/Activity: _____ Location: _____

Cost Airfare: _____ Lodging: _____ Meals: _____ Fees: _____ Total: _____

Permanent Address: _____

Local Telephone: _____ E-mail: _____

Undergraduate _____ Graduate _____ Major _____ Graduation Date _____

Do you have direct deposit set up for SMU accounts payable? _____ If no, please complete this form available from the Meadows Scholarship Office and submit with your travel fund request. This direct deposit is separate from payroll and financial aid refunds.

You will be notified by email regarding the amount approved.

Student Signature _____

Faculty Sponsor Signature _____

Date _____

Date _____

Recommendation of Division/Institute Chair/ Director

_____ approve

_____ disapprove

Signature _____

Date _____

Division/Institute Contribution _____

Comments _____

Meadows Scholarship Office Use Only

_____ Approve

_____ Disapprove

_____ Amount

Signature _____

Date _____



General Graduate Student Petition

Name: _____

SMU ID #: _____

SMU E-mail Address: _____

Telephone: _____

Major(s): _____

Date: _____

I respectfully request that ...

Reasons ...

A current Course of Study or unofficial transcript must be attached to this petition.

ENDORSEMENTS	COMMENTS	DATE
_____ Academic Advisor:	_____	_____
_____ Director of Graduate Studies:	_____	_____
_____ Division Chair/Director:	_____	_____
_____ Graduate Records Coordinator:	_____	_____

SAMPLE

GRADUATE STUDENT APPROACHING GRADUATION

The following is a checklist of items that need to be completed during your final term. Read through entire document as some items may require immediate action or enrollment changes. Not all items will be required of all students so please reference your degree plan, consult with your adviser or contact me if you have questions about any of the following items. Be sure to check your SMU EMAIL ACCOUNT frequently for notifications. Also, for general information about graduation visit <http://www.smu.edu/graduate> and http://smu.edu/registrar/academic_calendar.asp for the SMU Academic Calendar.

DUE DATE

- | | | |
|------------|--------------------------|--|
| Today | ☐ | MAINTAIN CONTACT WITH MEADOWS GRADUATE RECORDS
PRINT THIS CHECKLIST AND MAKE NOTE OF THE DUE DATES. I will be sending reminders as needed of the following information throughout the term but it is your responsibility to complete all of the following in order to graduate. |
| 01/25/2019 | ☐ | ENROLLMENT
Verify enrollment. You have until this day to enroll, or add or drop courses without grade record or tuition billing or paperwork. Log in to MY.SMU.EDU to verify your schedule or to make necessary changes. If you have fewer than 9 hours, be sure you've added MSA 6049 Graduate Full Time Status. Changes after this date will incur service & processing fees and requires additional paperwork and authorized signatures from your adviser. |
| 04/09/2019 | ☐ | ENROLLMENT: LAST DAY TO DROP A COURSE |
| 04/09/2019 | ☐ | ADVISER'S CLEARANCE STATEMENT
You will need to schedule one final advising appointment with your adviser to evaluate all completed course work. Print an unofficial copy of your transcript from MY.SMU.EDU and take it with you to this meeting along with any course of study plans you may have developed. During your final advising appointment, your adviser will verify that all required curriculum has been or is being met and approved. Their signature on this form will indicate verification of all completed coursework. Return the signed form to my office. Without this form your graduation will not be approved and you will not receive your diploma or final transcripts. *See next item regarding Incompletes. |
| 04/12/2019 | ☐ | INCOMPLETES
Should you have any incompletes or courses without grades, you will need to have a grade change form signed by the professor for each course and a signature from the division chair. It is important that these incomplete grades are indicated in full on your Adviser's Clearance Statement: Term, Course #, Subject, Class #, Section and Instructor. I will coordinate the Grade Change Forms necessary to complete your grades. |
| 05/06/2019 | ☐ | EXIT SURVEY
You will receive an email inviting you to participate in an online survey from the Meadows School of the Arts, Office of the Associate Dean for Planning and Assessment. You must complete this survey in order to receive your diploma and official copies of your transcript. Please complete this survey right away. |

Frequently



HOLDS & UPDATES

Log into MY.SMU.EDU and check to see that all accounts are in balance, no late fees, penalties or holds exist. Your graduation fee will be automatically charged to your account. Take appropriate steps to have holds removed and pay any remaining fees to ensure you will be cleared to graduate and/or receive diploma and transcripts. Also, be sure to update current mailing address or future mailing address so that your diploma or other important mailed information will be delivered accurately.

CHECK YOUR SMU EMAIL ACCOUNT REGULARLY!!!



SMU | MEADOWS
SCHOOL OF THE ARTS

ADVISER'S CLEARANCE STATEMENT
For Students Completing Master's or Doctoral Degrees

Student Name _____ SMU ID _____

Major & Degree Sought _____ Grad Term & Year _____

Refer to SMU transcript for a complete listing of coursework including courses in which student is currently enrolled (final term). **Select the correct response from dropdown list:**

If missing work or "Other" please explain:

Incompletes which must be made up to satisfy degree requirements:

Other remarks (expected transfer credits, recitals, thesis, or project requirements, etc.):

I have checked this student's degree program and verify his/her candidacy for the degree pending satisfactory completion of the work stipulated above.

Adviser's Signature

Date

(<https://www.smu.edu/libraries>)

SMU Libraries (<http://www.smu.edu/libraries>) / Research Guides (<https://guides.smu.edu/>) / Original Research & Scholarship (<https://guides.smu.edu/scholarship>) / SMU Scholar (<https://guides.smu.edu/scholar>) / Overview

SMU Scholar: Overview

Search for guides & databases

Go

Overview (<https://guides.smu.edu/scholar/home>)

Submitting (<https://guides.smu.edu/scholar/submit>)

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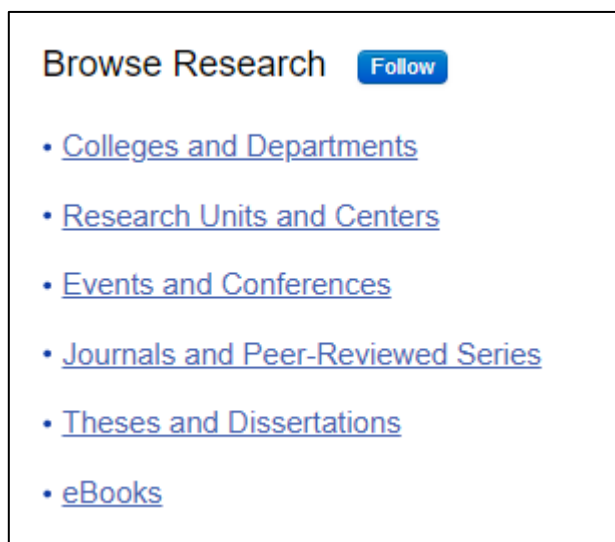
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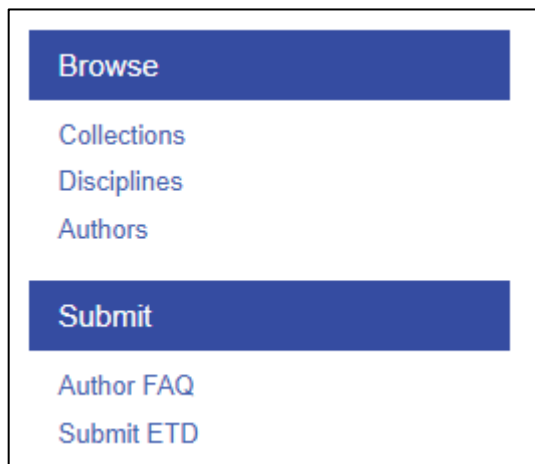
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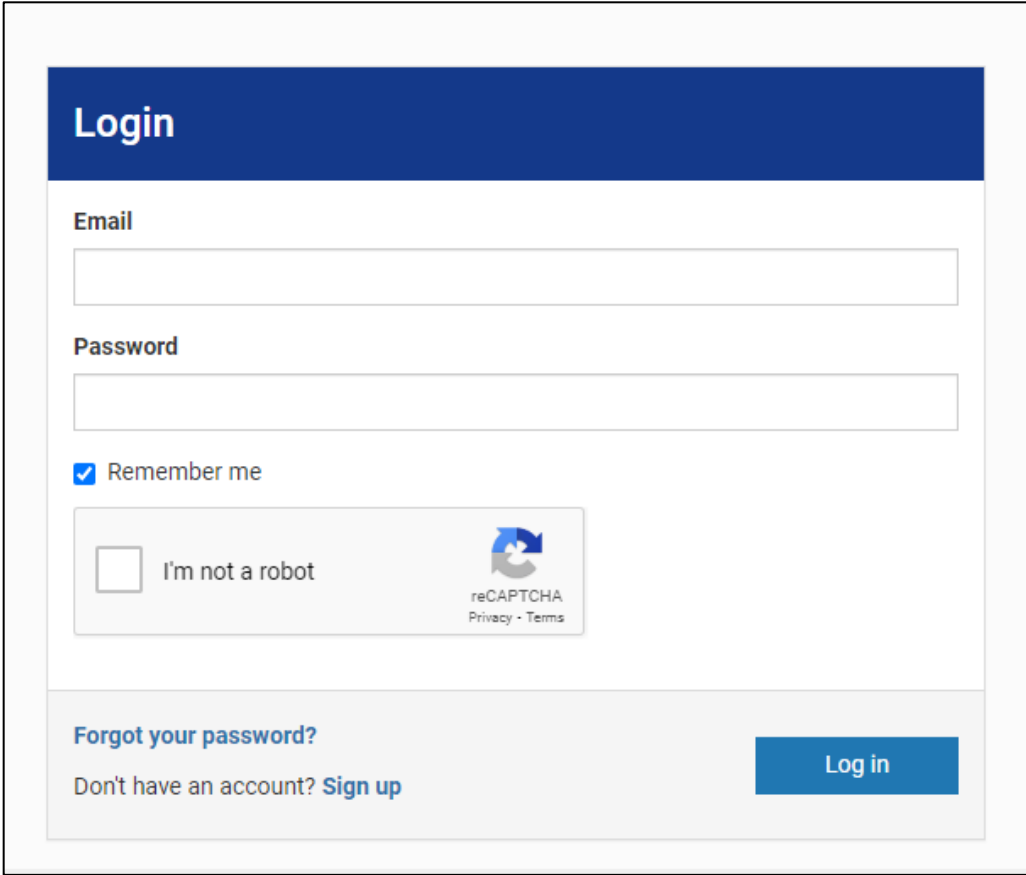
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NAME VARIATION:

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PLACE OF BIRTH:

OBJECT DETAILS

TITLE:

DATE:

MEDIUM:

DIMENSIONS:

OBJECT TYPE/ DESCRIPTION:

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STUDENT

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thesis exhibition completed

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- (9) curriculum vitae
- (10) pdf of Pollock brochure
- (11) SMU Scholar Deposit Agreement Form

I, _____, confirm that items 1-11 are complete and have been uploaded to SMU Scholar.

Student signature _____ date _____

Confirmation - all required documentation is present in SMU Scholar.

Division of Art Coordinator name _____

Division of Art Coordinator signature _____

This form with all signatures is due to the Division of Art chair at least ten days prior to graduation.

DGS name _____

DGS signature _____ date _____

Chair of Division of Art name _____

Chair of Division of Art signature _____ date _____