

California State University, Sacramento  
DEPARTMENT OF ART

**MASTER OF ARTS GRADUATE HANDBOOK**

The Master of Arts degree program in Art is designed for advanced studies in art studio with emphasis on sculpture, painting, digital media, installation, drawing, performance, ceramics, jewelry/ metalsmithing, photography, printmaking.

**Table of Contents**

**Steps for Admission and Completion of the Degree**

**Step 1. Admission to the University in Classified Status as an Art Master's Major**

**Step 2. Advancement to Candidacy**

**Step 3. Culminating Requirements and Procedures (4)**

**General Information**

**Registration Procedures**

**Art Buildings, Galleries and Studio Agreement**

**Appearance**

**Steps for Admission and Completion of the Degree**

Completion of the M.A. degree, in accordance with university regulations, requires that the student take several separate actions at appropriate times during the pursuit of the degree. They are: (1) admission to the University and classified status as an Art Master's Major; (2) advancement to candidacy; (3) culminating requirements; and (4) application for graduation. A list of procedures relating to each these steps is covered below.

**Step 1: Admission to the University in Classified Status as an Art Master's Major**

Applicants for the Master of Arts degree in Art shall have achieved:

- a. An undergraduate degree equivalency in art including at least 12 units in art history. Graduate credit is NOT given to classes taken to make up any undergraduate
  - a. deficiencies.
- b. A minimum 2.5 grade point average in the last 60 units attempted
- c. Demonstrated writing proficiency.

In unusual circumstances, when an applicant is admitted with undergraduate deficiencies, these must be removed within the first two semesters of the graduate program. No units taken in unclassified status for the purpose of removing such deficiencies shall be included as part of the 30 units of approved graduate work required for the degree. A maximum of six units completed during unclassified status may be used as credit for the required 30 units.

**Application Deadlines**

Applicants for admission to the graduate program may submit Departmental and CSUS Office of Graduate Studies application materials as early as **November 30**, but no later than **February 15**. Applications are evaluated once yearly for admission in the following fall semester. Departmental application materials must be received at the following address:

**Graduate Studio Art Program**  
**Department of Art**  
**California State University, Sacramento**  
**6000 J Street**  
**Sacramento, CA 95819-6061**

The application procedure is a two-fold process:

**1. File an application for admission with the Office of Graduate Studies.**

For more detailed information, see <http://www.csus.edu/gradstudies/Appinfo1.htm>

Applicants are encouraged to apply early to the Office of Graduate Studies.

Some students, for various reasons, will be admitted to the University with a "conditional" classification. A conditional classification refers to deficiencies in prerequisite preparation. An example of a deficiency might be an insufficient number of completed art history units. Once the deficiencies have been removed, the student will be granted fully classified status.

**2. Send an Art Departmental application form (<http://www.al.csus.edu/art>) and supporting materials to the Art Department.**

**Step 2: Advancement to Candidacy**

Each student must file an application for Advancement to Candidacy to the Office of Graduate Studies indicating a proposed program of graduate study. This procedure should begin as soon as:

1. The classified graduate student has removed any deficiencies in admission requirements.
2. The student has completed at least 12 units of 200-level courses in the graduate program with a minimum of 3.0 GPA. It is possible to be reviewed for Advancement to Candidacy during the second semester in the program, however, reviews typically take place in the third semester.
3. The graduate writing proficiency requirement must be satisfied according to University Office of Graduate Studies policy.
4. The student has secured approval from the studio faculty based on a formal exhibition for "Advancement to Candidacy" of the student's work. Advancement exhibitions are held in September and October of the second year in the Witt and Else Galleries. The Graduate Coordinator/s will notify students of the exhibition date and the gallery location. The advancement procedure is similar to that of final reviews. The student will present a body of work to the full studio faculty for review. The student should be prepared to discuss all issues that have been important in the making of the artwork, i.e., personal influences, intent, content, technique, etc. The student should consult with her/his advisor regarding the amount of work and manner of presentation for the exhibition. A student may only attempt advancement twice. Failure to pass the second advancement will result in loss of classified graduate status. In most academic years the second advancement review can take place in ASL studios between the 10<sup>th</sup> and 12<sup>th</sup> week of the spring semester in conjunction with first year and final reviews, or in ASL studios during the Fall semester during exam week in conjunction with first year reviews. *NOTE: Assigned studio space will not be granted beyond the two-year limit.*

It is highly recommended that the student meet with her/his advisor to determine and discuss whether s/he is ready to go up for advancement. It is not recommended for a student to go up for advancement if s/he has not been advised to do so, or has not met with her/his advisor to discuss her/his preparedness.

### **Advancement to Candidacy Form**

When advancement to candidacy has been recommended by the Art Department to the University the student fills out the Advancement to Candidacy form outlining her/his degree program in consultation with her/his Art Department advisor and the Graduate Coordinator/s. The completed form is then submitted by the student to the Office of Graduate Studies. The Advancement to Candidacy form is available in the Office of Graduate Studies:

<http://www.csus.edu/gradstudies/forms.htm#Candidacy>

*Notes for completion of the Application to Advancement to Candidacy form (item numbers refer to the form):*

- **Item 9.** CORE courses: List the four required courses for a total of **12 units**.
- **Item 10.** Courses for Concentration and/or Electives: List only upper division and graduate level art courses from approved list (see CSUS catalog) – **15 units minimum**.
- **Item 11.** Culminating Experience. Circle “Bound Project” and list Art 500 (Culminating Experience) with name of project supervisor, semester/year and number of units (3)

*Items 9,10,11 should add up to a minimum of 30 units. List ONLY the art classes used for the MA degree in Studio Art*

### **MA Degree Requirements**

30\* units are required for the MA 30\*

All 30 units must be taken at CSUS.

Minimum GPA: 3.0

Following is the breakdown of the unit requirements:

#### **A. 12 units: Required Core Courses**

ART 206 Art Theory and Criticism (3 units)

ART 212 Contemporary Art\*\* (3 units) (ART 001B or ART 109, or equivalent, or instructor permission)

ART 222 Studio Critique Seminar (6 units) (ART 222 is a 3-unit course that must be taken each semester until final reviews are passed. Only 6 units of credit count toward graduation.)

#### **B. 15 units: Elective Courses**

**6 units: must be in 200-level art courses, excluding Art 206, 212, 222, and 299,**

Explanation: 18 of the 30 units in any MA degree must be 200-level courses. Since 12 of these 18 units in the Art MA will be the courses listed above, a minimum of 6 additional 200-level units are required. Art 299 can be used towards the 9-unit electives only (see following).

**9 units: must be graduate or undergraduate (upper-division) level art courses from the list following.** *Note: only 6 units of each independent studio or special problems course (229, 249, 259, 269, 279, 289, 299) can be applied to the degree.*

Select 15 units from the following, at least 6 units must be 200-level (ART 299 does not count towards the 6-unit requirement):

ART 120 Advanced Drawing (ART 020B or equivalent)  
 ART 122A Intermediate Painting (ART 022 or equivalent)  
 ART 122B Advanced Painting (ART 122A or equivalent)  
 ART 123 Figure Drawing (ART 020A or equivalent)  
 ART 124 Advanced Watercolor (ART 024 or equivalent)  
 ART 125 Life Studio (ART 020A or equivalent)  
 ART 126 Life Painting (ART 020A or equivalent)  
 ART 127 Collage and Assemblage  
 ART 141 Advanced Silkscreen (ART 040E or equivalent)  
 ART 142 3D Computer Modeling  
 ART 144 Raster and Vector Imaging  
 ART 145 Advanced Printmaking  
 ART 147 Video Art  
 ART 150 Advanced Ceramics (ART 050 or equivalent, or instructor permission)  
 ART 153 Hand-Built Ceramic Techniques (ART 053 or instructor permission)  
 ART 160 Photography in the Arts (One semester of basic photography or instructor permission)  
 ART 161 Photography in the Field (PHOT 040 or equivalent)  
 ART 162 Alternative Photographic Processes (PHOT 040 or other basic photography)  
 ART 163 Pinhole Photography (PHOT 040 or equivalent)  
 ART 180 Figure Sculpture (ART 020A or equivalent)  
 ART 182 Intermediate Sculpture (ART 088 or equivalent)  
 ART 183 Advanced Sculpture (ART 088 or equivalent)  
 ART 197 Intermediate Electronic Art (ART 97 or equivalent experience, such as PHOT100, Introduction to Digital Imaging)  
 ART 198 Advanced Electronic Art (ART 197 or equivalent experience demonstrated in portfolio)  
 ART 220 Advanced Problems in Painting and Drawing (ART 122B, graduate art student status, or instructor permission)  
 ART 229\* Painting/Drawing Studio (Instructor permission and Department Chair via signed petition form)  
 ART 249\* Graphics/Printmaking Studio (Instructor permission and Department Chair via signed petition form)  
 ART 259\* Ceramics Studio (Instructor permission and Department Chair via signed petition form)  
 ART 269\* Photography Studio (Instructor permission and Department Chair via signed petition form)  
 ART 279\* Crafts/Art Metal Studio (Instructor permission and Department Chair via signed petition form)  
 ART 283 Graduate Sculpture (Art 182, ART 183, graduate art student status, or instructor permission)  
 ART 289\* Sculpture Studio (Instructor permission and Department Chair via signed petition form)  
 ART 297 New Media 1  
 ART 298 New Media 2  
 ART 299 Special Problems (students may take only two special problem courses in the program)  
 \*Only 6 units of each studio course may be applied towards the degree.

### **C. Culminating Requirement, Art 500 (3 units)**

ART 500 is a final requirement, taken no earlier than the semester of the student's

final review. The student may not be enrolled in ART 500 until an approved Advancement to Candidacy is on file in the Office of Graduate Studies.

Notes:

\*6 graduate units earned in unclassified status prior to entry into the graduate program may be applied towards satisfaction of the total 30 units, provided these units were not used for fulfillment of another degree (minimum grade of B required). All 30 units must be taken at CSUS.

\*\*ART 212 replaced ART 205 (Art since 1945) in Fall 2003. Students who took ART 112 prior to entry into the graduate program can satisfy the ART 212 core course requirement by enrolling in ART 299 (with ART 212 instructor) for one (1) unit, provided the final grade was a "B" or better. Students using the ART 112/299 combination instead of ART 212 **must** enroll in an additional 3-unit 200-level (not 299) in order to achieve the total of 18 graduate units required for the MA degree. A special note will be placed on the Application to Advancement to Candidacy form, indicating that the ART 112/299 combination fulfills the ART 212 requirement.

### **Step 3. Culminating Requirements and Procedures (4)**

Enrollment in these units is by department permission only. A student wishing to enroll in Culminating Requirement units must have an approved Advancement to Candidacy form on file with the Office of Graduate Studies. Registration fees should be paid during the priority registration period to avoid the late fee. Students should then file the necessary paperwork to have the units added. <http://www.csus.edu/gradstudies/reg.htm>

#### **1. Consultation with Advisor and Final Review**

During the semester when the student will complete 30 units for the MA degree, the student is eligible for final review. Prior to, or at the very beginning of this final semester, the student is required to consult with their advisor regarding the eligibility of their work for review. If the student's advisor does not approve the student's participation in the final review process, the student will not be permitted to undertake the final review.

The student should consult with the Graduate Coordinator/s and her/his advisor in order to determine the amount of work for the presentation and the manner in which it is to be presented. Final reviews generally take place between the 10<sup>th</sup> and 12<sup>th</sup> week of the spring semester in ASL studios. This review takes the form of a critique. The student should present work to the studio faculty in a professional manner and be prepared to respond to questions and comments regarding the artwork.

The student may only attempt the final review twice. Failure to pass the second review will result in loss of-classified graduate status. Final reviews are generally held in the 10<sup>th</sup> week of the spring semester. In the fall semester final reviews will take place during exam week-In contrast to critiques and advancements, only the candidate and faculty will take part in the final review.

#### **2. Enroll in Art 500, Culminating Experience (Thesis Project)**

In the final semester, the student prepares studio work for final review and the MA Graduate Exhibition in the Library Annex Gallery and submits a written thesis for ART 500, Culminating Experience. Art 500 is taken with the student's advisor. In writing the thesis the candidate may consider how art history, criticism, and theory relate to their studio work. The

thesis should articulate an understanding of the student's aesthetic stance. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. Prior to submission to the office of Graduate Studies two signatures are required for the thesis: that of the advisor and a Graduate Coordinator. The advisor is responsible for reviewing the content, and the Graduate Coordinator is responsible for reviewing the format. Please refer to Office of Graduate Studies thesis guidelines:

<http://www.csus.edu/gradstudies/Thesis.htm>

### **3. Apply for Graduation**

An application for graduation must be filed early in the semester in which the student expects to complete the degree. The deadline for submission of the form is published in each semester calendar on the Office of Graduate Studies website:

<http://www.csus.edu/gradstudies/Termcal.htm>

<http://www.csus.edu/gradstudies/forms.htm#Candidacy>

#### **Application to Graduate Procedure**

- a. Obtain an Application to Graduate with a Master's Degree from the Office of Graduate Studies (see above)
- b. Complete the form, which requires the signature of the Art 500 advisor
- c. Pay the diploma fee at the Associated Students' Office in the University Union.
- d. Return the form and the receipt to the Office of Graduate Studies before the deadline for submission.

### **4. Final Exhibition**

All students who pass final reviews are required to present a selection of their work in the MA Graduate Exhibition in the Library Annex Gallery. This exhibition will take place in May. Students will be responsible for promoting, installing and de-installing the exhibition.

#### **General Information**

##### **Critiques**

The student is expected to meet regularly with faculty each semester. In addition to meeting with her/his advisor, it is strongly recommended that the student meet with at least three other members of the studio faculty for individual studio visits/critiques each semester.

##### **Graduate Critiques/Reviews**

Each semester the studio faculty will critique all graduate students' artwork. Every graduate student will present her/his work on one of the scheduled critique days. Though each graduate student is assigned to present work on only one of these critique days, all graduate students are expected to attend each of the critique days every semester whether they are presenting work on that day or not (exception: final reviews are attended by faculty and the candidate only).

Currently, all studio faculty attend the critiques, and part-time faculty are invited to attend the critiques as well (their participation is not required). The Graduate Coordinator/s manage the scheduling of the critiques.

Graduate critiques are working critiques and occur for the benefit of the student and the work's development. At the same time, the critique is the primary means of evaluating the graduate student's progress by the studio faculty at large. Consequently, it is necessary that the student presents work that reflects the current semester's efforts

only. Work done prior to matriculation in the program is not accepted. The graduate student is expected to carefully consider how her/his work is presented and to show work that is indicative of rigorous studio involvement. The studio faculty meets after Graduate Critiques to assess the student's progress.

As a reminder, it is strongly recommended that the student meet with her/his advisor each semester prior to critiques to discuss the work s/he will present in the graduate critique. In addition, the student should meet with at least three studio faculty for individual studio visits/critiques per semester.

### **Graduate Critiques General Guidelines (per semester)**

#### **Semester 1**

Students are invited to present not only completed work, but also preparatory work and work in development. Work should demonstrate strength and direction.

#### **Semester 2**

Students are invited to present not only completed work, but also preparatory work, and work in development. Work should demonstrate strength and a clear and consistent direction.

#### **Semester 3**

Students should present completed work that demonstrates strength and a clear and consistent direction.

#### **Semester 4**

Students should present culminating work.

### **Progress Report**

In the first and second semesters the student will receive a Progress Report after Graduate Critiques that is filled out by the Graduate Committee in consultation with the studio art faculty. The form is intended to give guidance to the student in pursuit of her/his studio practice. The form evaluates the student's achievements in the following categories:

1. Amount of work produced
2. Contact with studio faculty (3 or more required)
3. Consistent work habits in studio
4. Engagement in a critical discourse with the work
5. Strength and direction in the work

### **Critique Protocol**

It is possible for a candidate to make arrangements to hold a semester's review, advancement or final review at another off-campus exhibition site should the student make adequate preparations in advance with her/his advisor and the Graduate Coordinator/s. If such advance planning (as above) is not made, the student must make arrangements to have the current work available for the on-campus critiques at the time and place they are scheduled. Studio critiques ordinarily occur in the studio spaces at the Art Sculpture Lab (ASL).

Similarly, though presentation of work in the ASL studio spaces is usually preferred, arrangements to view work in the graduate student's assigned studio space may be

possible. Discuss this with the advisor and the Graduate Coordinator/s.

Graduate critiques are mandatory. If one is missed, or, though attended, the graduate student did not present her/his work, or the work presented was judged inadequate with regards to minimum critique standards by the studio faculty in attendance, one semester is added to the program. (Note: assigned studio space will, however, not be granted beyond the two-year limit, though the student may submit a petition for such an extension). If two critiques are likewise missed or inadequately attended, the student is dropped from the program.

### **Graduate Seminar**

Art studio graduate students are required to enroll in Art 222, Studio Critique Seminar, every semester until successfully completing the final review. (Note: only 6 units of Art 222 can be applied toward the 30-unit degree program.) The Graduate Seminar is the forum for graduate students to address the ongoing development of their studio practice and discuss its conceptual underpinnings via presentation, discussion and group critique.

### **Orientation**

At the beginning of each fall semester, a graduate student orientation will be held to outline all graduate procedures and requirements. **All graduate students must attend.** The faculty is invited to attend.

### **Advising**

On entry into the program, each new graduate student is assigned an advisor by the Graduate Coordinator/s. A student may also opt to change their advisor. The advisor may be contacted at regular office hours concerning any matter regarding the graduate program. In addition, a student should feel free to discuss her/his studio practice with any member of the Art Department faculty, as well as the Graduate Coordinator. The student must arrange a meeting with her/his advisor in the first month of the semester in which s/he is admitted into the graduate program. In addition the student should meet regularly with her/his advisor (at least once each semester) and this meeting should be prior to graduate critiques.

### **Advisor and Advancement/ Final Review**

The advisor determines, in discussion with the student, if the student is ready to go up for advancement. A Student cannot go up for advancement if s/he has not been advised to do so, or s/he has not met with her/his advisor. Likewise, a student cannot go up for final review without the approval of her/his advisor or if s/he has not met with her/his advisor.

### **GPA**

Grade Point Average Requirement: A minimum GPA of 3.0 for all graded work presented for the degree and all post baccalaureate work completed at CSUS is required. Classified or conditionally classified students seeking a master's degree are subject to probation if they fail to maintain a cumulative GPA of at least 3.0. **A minimum grade of C** in the 30 units offered for the degree with a cumulative average of at least 3.0 must be accomplished. <http://www.csus.edu/gradstudies/Gpareq.htm>

### **Seven-Year Time Limit**

All work to be credited toward the M.A. degree must be completed within the seven

years immediately prior to graduation. A Student advanced to candidacy who does not complete the degree within the seven-year time limit loses her/his candidacy and must reapply.

### **Continuous Enrollment**

A classified graduate student normally retains rights to the catalog under which s/he was classified, providing s/he retains continuous enrollment as defined by the University. For more information, see the CSUS Catalog, Graduate Studies section "Continuous Enrollment." <http://www.csus.edu/gradstudies/Content.html>

After a student has enrolled in her/his first semester of Culminating Experience, (Art 500) there are two ways for her/him to maintain enrollment for a second through fourth semester of that work:

(1) S/he may continue to register for credit-earning units, either in 500-level or other courses, by paying the regular university fees for that enrollment. The University will no longer waive those fees.

(2) S/he may register for Continuous Enrollment through Regional and Continuing Education and pay a special fee. This procedure will register students in RCE's Art 599 course. A student who does not complete her/his Culminating Experience in four semesters will receive an "NC" for the work done and must re-enroll in the 500-level course to continue her/his work. Students registering with RCE for Continuous Enrollment should use the Continuous Enrollment eligibility form.

This form is available in the Office of Graduate Studies.

### **Registration Procedures**

The student picks up the eligibility form from the Office of Graduate Studies and fills it out:

OFFICE OF GRADUATE STUDIES  
River Front Center Rm 206  
916-278-6470

The Student gets departmental approval (Graduate Coordinator/s) for Continuous Enrollment. <http://www.csus.edu/gradstudies/Content.html>

Departments may approve the eligibility form only if the student has:

1. completed all degree requirements except for the Culminating Experience and has done at least one semester of Culminating Experience coursework.
2. been advanced to candidacy and has met the Writing Proficiency requirement.
3. taken the department-approved eligibility form to the Office of Graduate Studies for university approval; and, after approval of the eligibility form, has received a registration form.
4. completed the Regional and Continuing Education eligibility form to the RCE window in the Student Service Center and paid the required fee.

Note: If the student does not register during the open period, there will be a late fee.

### **Petition for Deviation from Regular Procedure in Graduate Work**

A student wishing exception to a regular procedure obtains the petition from the Office of Graduate Studies. The petition requires the approval of the art advisor, the Graduate Coordinator/s, and the Associate Vice President of Graduate Studies. Typical uses of the petition include: (a) a request to eliminate or add a class to an approved advancement to candidacy document; (b) substitution of a class for one which is required for the concentration of the student; and (c) continued work on the thesis or project after the first semester of registration without registering in the University.

**The "SP" Grading Symbol:** The "SP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. For more information, see the CSUS Catalog, Graduate Studies section "The SP Grading Symbol."

### **Leave of Absence**

An art studio graduate student may request a one semester leave of absence from the MA program by completing a departmental Leave of Absence form. A classified graduate student who will not be enrolled at CSUS for two or more semesters should file a Leave of Absence form with the Office of Graduate Studies to maintain status in the program.

## **ART BUILDINGS, GALLERIES AND STUDIO AGREEMENT**

### **Art Buildings:**

The buildings in the Art Department at CSUS are designed to support students' needs in pursuing various disciplines in art. The facilities provide a location for a variety of pursuits in painting, printmaking, electronic art, sculpture, ceramics, small metals, and installation. They are a place where a student can focus on her/his work and engage in dialogue with the community of graduates, faculty, and visiting artists. Students have a personal stake in how the department operates, how it looks and what impression it makes on visitors. Additionally, the successes and accomplishments of recent alumni, as well as those of their fellow students in the program, are viewed as collective graduate program achievements.

### **Studios:**

The Art Department will make every effort to provide studio spaces to all classified graduate students who will actively use them each week. Occasionally a graduate student will be required to share a studio space. Studios will be assigned to a student depending upon availability and work needs, with priority given to second year students. No studio may be used merely as a storage area. If the studio faculty sees that a studio is not being utilized in any given semester, it may be reassigned to another student in that same semester.

### **Studio Assignments:**

It is expected that the student will restore her/his studio to its original condition upon leaving, and that s/he will remove all trash and leave the studio clean for the next occupant in the same or better condition than when s/he moved in. It will be the responsibility of the graduate student to maintain the space according to university regulations (fire and health safety, etc. <http://www.rms.csus.edu/ehs/>) and to conduct

Revised by Graduate Committee 12/2007 12

her/himself in a responsible, adult manner. All students with studios must sign a safety regulation compliance statement.

### **Appearance:**

Murals and markings on the buildings inside and out, exclusive of individually assigned studio walls (which the student must paint when s/he leaves) are not permitted. Installations in the exterior spaces surrounding the buildings must be approved by the Graduate Coordinator/s, Department Chair, Facilities Management and/or the CSUS Outdoor Art Committee before execution.

**Conclusion:**

The policies outlined above are mandatory; any student not prepared to abide by these rules should withdraw from the program. The Graduate Program in the Art Department at California State University, Sacramento is a community of artists where everyone works together to foster a rigorous and enriching work environment.