

School of Art and Design Graduate Handbook

Master of Fine Arts degree

Table of Contents	<u>Page</u>
The MFA – Introduction	2
The Program	2
Application	3
Interview	4
Application/Acceptance/Notification	4
Degree Requirements	5
Courses of Instruction	5
Course Descriptions	5
Grading System	5
Academic Standing	5
Dismissal	6
Changing Programs	7
Withdrawing	7
Transfer Credit	7
Requirements for Graduation	7
Academic Enrichment Facilities	8
Financial Support	9
Fees	9
Health Insurance	10
Notes on Living Expenses	10
Payment and Rebates	10
Student Services	10
Transportation	12
Faculty/Staff	13

The Master of Fine Arts degree

School of Art and Design

New York State College of Ceramics at Alfred University

Introduction

The School of Art and Design at Alfred University offers the Master of Fine Arts (MFA) degree. The MFA degree is administered by the School of Art and Design under the jurisdiction of the Graduate School of Alfred University (established in 1947 by the Board of Trustees). The Dean of the School of Art and Design serves as the principal administrator of the Graduate Program in Art and Design.

The MFA degree is offered in three major areas: MFA in Ceramic Art, MFA in Electronic Integrated Arts, MFA in Sculpture/Dimensional Studies (concentrations in Sculpture and Glass). The Division Heads works together with respective Division faculty to direct Divisional MFA responsibilities. The Division of Art History exercises a critical role by working closely with the Divisions (which have MFA concentrations) to provide content depth to graduate courses in art history and theory.

All tenured and tenure track faculty members of the School of Art and Design are members of the graduate faculty. Distinguished visiting professors may also be designated as graduate faculty. If it is deemed advantageous, Divisions with MFA programs may incorporate graduate teaching support from faculty other than those within the Division. Additionally, graduate students, upon consultation with the appropriate Division Chair, may request and receive educational support from any faculty member. Contingent and part time faculty members hold no vote rights regarding graduate program policy or the granting of the MFA degree and do not serve as members of the Graduate Faculty.

The Program

The objective of the MFA degree is to prepare individuals for careers as artists in ceramic art, electronic integrated arts, glass art, or sculpture.

This two-year program is highly competitive; only eight Ceramic Art, five Electronic Integrated Arts, five in Sculpture/Dimensional Studies (two glass art and three sculpture students) are admitted annually. Each MFA candidate accepted to the programs above is granted full tuition waiver and a financial stipend (either as a teaching assistant or as an intern) within the School of Art and Design program.

Application

Applications for admission to all three programs are due January 15. There is no spring admission to the MFA graduate program. Prospective graduate students should hold a baccalaureate degree with the equivalent of sixty credit hours in studio courses. A portfolio of completed works could be considered the equivalent of some studio courses.

Application forms are available from:
Graduate Admissions Office
Alfred University
Alumni Hall
Saxon Drive
Alfred, NY 14802
607-871-2141
<http://www.alfred.edu/admissions/apply/graduate.cfm>

Accepted students must make a \$200 deposit and return a signed contract within 10 days after notification of acceptance, or acceptance becomes void. This deposit is refunded upon graduation and reconciliation of financial obligations to Alfred University. As previously stated, the School of Art and Design of the New York State College of Ceramics at Alfred University offers graduate study in three major areas. Review the following descriptions to help decide which program you wish to apply for:

Ceramic Art

<http://art.alfred.edu/graduate/mfa-ceramics/>

Applicants to the Ceramic Art program must indicate a commitment to working with ceramic materials – clay, glaze, fire, etc. The program is open to work in all aspects of ceramic art including functional pottery, vessel ceramics, architectural ceramics, ceramic sculpture and installation.

Electronic Integrated Arts

<http://art.alfred.edu/graduate/mfa-eia/>

Applicants to the Electronic Integrated Arts program will have made a commitment to expanding the shared boundaries between traditional and new art media. This program is designed to benefit an emerging population of students whose work questions the relationship between accepted languages of interrelated media (painting, printmaking, photography, video and the electronic arts) and the languages of new technology within a contemporary fine arts context.

Sculpture/Dimensional Studies

<http://art.alfred.edu/graduate/mfa-sculpture>

Applicants to the Sculpture program are designed for either the student committed to working within the tradition of sculpture or in challenging the notions of contemporary art. This program has two options of study: Sculpture (non-media specific) or Glass Sculpture. Both options provide students with opportunities to explore their art-making in a broad, cross-disciplinary structure.

Interview

Interviews are encouraged for applicants to the MFA program in Ceramic Art, Sculpture/Dimensional Studies and Electronic Integrated Arts and scheduled during the fall semester by contacting the School of Art and Design, New York State College of Ceramics at Alfred University, 2 Pine Street, Alfred, NY 14802; (607) 871-2442.

Application/Acceptance/Notification Procedures

1. Applications can be made on-line at:
www.alfred.edu/admissions/apply/index.html
or application forms will be sent upon request.
2. Application deadline, January 15 – all applications are sent to Graduate Admissions office along with \$60.00 application fee.
3. Portfolio/ credential review by faculty of respective divisions completed by mid-February. List of accepted students and alternates communicated by respective Division Heads.
4. Files are accessible to the Dean, School of Art and Design for review/ approval.
5. Upon approval, by the Dean and the Graduate Admissions Office, respective Divisions may telephone accepted and alternate applicants.
6. Official notification is forwarded by the Graduate Admissions office. Included is a letter from the Dean of the School of Art and Design. This letter offers appointment as graduate assistant with stipend and confirms grant to cover tuition.
7. Students have 10 days to reply and confirm with \$200 deposit and signed contract.
8. A letter from respective Division Head outlines/ describes assistantship and faculty advisor assignment (as appropriate to Division) as well as necessary dates for arrival.
9. All files are held by Graduate Admissions up to one year. All applicants not accepted will receive a letter of regret.
10. The administrative assistant for Graduate Programming for the School of Art and Design creates critical link throughout the process: bridges all information and activity, including summer requests for information, as well as facilitates all necessary information upon arrival on campus. Contact telephone is 607-871-2442.

11. All incoming graduate students must attend a general orientation with the Dean, Division Heads and the Chair of the Graduate Advisory Committee.
12. The MFA introduction presentation takes place the third week of school. Incoming graduate students show images of their work to all faculty, students, staff and interested public.

Degree Requirements

Courses of Instruction and Course Descriptions

<https://www.alfred.edu/academics/grad-catalog.cfm>

Grading System

Performance and accomplishment in graduate courses are reported by using the grades HP (high pass), P (pass), IP (in progress), NC (no credit). Explanation of these grades is located below. Grade point averages are not computed.

HP (high pass)

P (pass)

I (Incomplete) An Incomplete is given when progress towards studio work and research is hindered due to circumstances beyond a student's control, such as a documented extended medical condition or emergency situation involving the student or immediate family. Upon the student's return, faculty and the student will determine a time line for evaluation for the I to change to a HP, P, NC, or IP.

IP (In Progress) A grade of IP may be given in either of two circumstances: (1) the course work is not intended to be completed at the semester's end; (2) the faculty have chosen to reserve judgment for the work presented at review. Upon further evaluation the IP will be changed to a HP, P or NC grade.

NC (no credit): A grade of NC indicates that the student in question receives "no credit" in studio for the preceding semester.

Academic Standing

Graduate Academic Standing (see Alfred University **Graduate Academic Regulations**)

Graduate Scholastic Standards committee (Graduate Advisory Committee) will review every student's record each semester. They may recommend termination of graduate study for students who do not meet a GPA standard of 3.00 or better each semester and cumulatively or who do not make satisfactory progress in other ways

Student Appeal for Change of Academic Standing

A student appeal for change of academic standing will be made through the student's Dean for presentation to the Program's Scholastic Standards Committee. If the matter cannot be resolved by the Scholastic Standards Committee, the student may appeal to the Provost, or Chief Academic Officer, who may consult the Graduate Council, in reaching his/her decision.

Dismissal

The Graduate School reserves the right to dismiss to any student who is not making satisfactory academic progress.

Admission to Alfred University is a privilege and not a right. Once admitted, students can expect to continue attendance at the University so long as they

- maintain satisfactory academic records
- meet their financial obligation to the University
- do not seriously or persistently violate existing University regulations

Procedures for dismissal of a student from the Graduate School, School of Art and Design, Alfred University for lack of sufficient progress in the MFA program.

1. Evaluation of progress in studio is the responsibility of the faculty and is determined within the structure of each individual MFA program by the faculty facilitating that program.
2. Evaluation of progress is determined by a system of mid-term and end-of-semester reviews.
3. Grades are given after each review: see grading system above.
4. "No credit" in studio for one full semester indicates failure to progress in the respective program. The faculty, in consultation with the Dean, School of Art and Design, may at this point dismiss

the student from the Graduate School. The student will be notified in writing of dismissal by the respective Division Head.

5. Any student who is dismissed from the Graduate School for lack of progress in the MFA degree may request reconsideration of the matter by the School of Art and Design Graduate Advisory Committee (this committee serves as the School's Scholastic Standards Committee) within five days of a notice of dismissal.
6. The School of Art and Design Graduate Advisory Committee's recommendation will be reported to the Dean and communicated to the student in writing and in person by the Chair of the Graduate Advisory Committee.
7. If the student is not satisfied with the reconsideration, a final appeal may be made to the Provost of Alfred University.

Changing Programs

If a student wishes to change from one degree program to another after acceptance in the Graduate School, application may be made through the Graduate Admissions Office to the Committee on Admissions for the new program desired. One should understand that credits earned before such a change may or may not be applicable toward the degree in the new program.

Withdrawing

It is a very rare occurrence for a student to withdraw from the MFA program. Students who feel they have reason to withdraw from the program at any time should consult first with the Division Head of their specific program.

Transfer Credit

No transfer of credit is permitted into the program leading to the MFA degree.

Requirements for Graduation

All work done in satisfaction of the requirements for an Alfred University master's degree must be completed within a period of six consecutive calendar years.

Students must make written applications for the conferring of advanced degrees to the Registrar's Office three months before the commencement in which they expect to receive the degrees.

Graduation from the School of Art and Design and the awarding of a degree depends upon the satisfactory completion of the course of study prescribed by the degree program elected. The University reserves the right to withhold the diploma for poor scholarship or for other reasons.

Academic Enrichment Facilities

Scholes Library, established in 1947, is a special library providing academic support for the University's statutory and non-statutory programs in art and engineering. The Scholes Library collections are recognized internationally as a resource for information on the art, science, technology and history of ceramics and glass. The library also has outstanding holdings in the areas of advanced materials, photography, art history, contemporary art, electronic media, graphic design, glass art and sculpture.

<http://scholes.alfred.edu/>

Alfred Ceramic Art Museum was formally sanctioned in 1991, comprised of collections, which had begun to be gathered as early as 1900 when the College of Ceramics was established. The Museum collects, preserves and exhibits significant ceramic art. The permanent collection numbers in the many thousands of objects, temporary exhibits are also displayed in order to give the students, visiting researchers and tourists the opportunity to view a wide variety of ceramics made by diverse cultures worldwide.

<http://ceramicmuseum.alfred.edu/>

The Paul Vickers Gardner Glass Center enhances the combined study of glass art and glass technology. The Center was created under a bequest from the late Dr. Paul Vickers Gardner, who was the first curator of glass and ceramics at the National Museum of Natural History, Smithsonian Institution.

Fosdick-Nelson Gallery provides students with opportunities to see professional work and meet practicing artists. Under the direction of a gallery director, the gallery mounts exhibitions from America and abroad. Often, exhibiting artists visit campus to discuss their work.

<http://fosdicknelson.alfred.edu/>

Robert C. Turner Student Gallery is operated by students for students. The student gallery committee reviews proposals for exhibitions, controls a budget, produces publicity and organizes receptions.

<http://art.alfred.edu/facilities/turner.cfm>

The Cohen Gallery at the Cohen Art Center provides Alfred University students with hands-on experience in arts administration, community development, marketing and public relations, all types of design, and management. The Gallery is located at 55 North Main Street in Alfred, in a renovated Victorian house that provides gallery space for exhibiting the work of Alfred University alumni, faculty and visiting artists. The Cohen Center was created by the generous gift of Michele and Martin Cohen, parents of Adam Cohen, Class of 2003.
<http://art.alfred.edu/facilities/cohen.cfm>

The Institute for Electronic Arts Established in 1997, the Institute for Electronic Art (IEA) is dedicated to the integration of electronic media within the fine arts disciplines through a focus on art making, research, and education. The purpose of the Institute is to encourage the development of electronic imaging studios, to sponsor cross-disciplinary work, and to sponsor interactive artist residencies. By encouraging and supporting projects that involve interactive multi-media, distance communication systems, experimental music/video environments, and publications, the IEA hopes to promote global interactions of technological experimentation and artistic investigation.

Financial Support

Students admitted to the Master of Fine Arts program receive a full tuition waiver and a stipend for each academic year.

Each MFA student is assigned either a Graduate Assistantship or a Graduate Teaching Internship. All assistants and interns have a commitment of 10 hours/week to meet the requirements of the stipend. Assignments are made in consultation among faculty, students and division head, prior to the start of each semester.

Fees

The University reserves the right at any time to make changes deemed advisable in the rules and regulations and in the tuition and fees.

School of Art and Design MFA students typically receive a tuition grant and stipend. Each student will need to budget for living expenses such as room, board, health insurance, books and supplies.

A late registration fee of \$35 is charged to cover the cost of processing registrations or payments that are not made during the prescribed time.

Graduate students with motor vehicles must register for a student parking permit.

<https://alfred.thepermitstore.com/>

Master of Fine Arts students will be responsible for appropriate studio material fees. The range for studio material fees are approximately between \$1200-\$4400 for your 2 year residency depending on your program.

Health Insurance

In the School of Art and Design health insurance is mandatory for all graduate students. Alfred University offers a Student Health Insurance Plan, or information for students to purchase insurance from the Affordable Care Act. For information on these programs, contact the Wellness Center at 607-871-2400.

Housing

On-Campus housing is available but not guaranteed to full-time graduate students on a limited, first-come first-serve basis. Students interested in securing on-campus housing or who desire help in locating off-campus housing in the Alfred area, should contact the School of Art and Design at 607-871-2442.

Payment and Rebates

Bills covering all charges for the first semester are mailed to the student's permanent address in July and must be paid by August 12. Bills covering charges for the second semester will be mailed during November and must be paid by January 5. A \$35 fee will be charged for payments received after the semester due date. New full-time graduate students who withdraw during their first semester at Alfred forfeit the full amount of their acceptance deposit of \$200.00.

Students are required to meet all financial obligations to the University when due. No student will graduate, receive a transcript or receive a refund of the acceptance deposit if delinquent in meeting financial obligations due the University or any University organization.

Student Services

Campus Center

The Powell Campus Center features a cafeteria-dining room, a forum/movie theater, an "open air" food court, a night club, student

organization offices, a multi-cultural center, different types of meeting rooms, a formal Alumni Lounge, the University bookstore, game room and TV lounge.

Career Development Center

<http://www.alfred.edu/cdc/>

Students are encouraged to become personally involved in their career planning early in their graduate program through a personal career development plan. The CDC office offers the following:

- Career counseling at appropriate academic stages
- Career development workshops, career fairs and other special events
- Information and services specifically geared toward art students
- Extensive web-based resources
- Computer lab featuring IBM compatible and Macintosh computers for student use in developing resumes, cover letters and internet searching
- Experiential learning through internships and co-ops
- Choices CT, a computer-assisted guidance program designed to identify career opportunities and financial aid
- Placement services, including credential files and on-campus recruiting and interviewing
- Resource library of occupational, job search and graduate school information
- Handshake, free on-line registration
- Free, lifelong services to alumni

Wellness Center : Counseling Services

http://www.alfred.edu/students/student_services/counseling.cfm

Wellness Center Health Services

http://www.alfred.edu/students/student_services/health_center.cfm

Clubs and Organizations

http://www.alfred.edu/students/involvement/clubs_organizations.cfm

Current listing available at Student Activities, 607-871-2175.

Cultural Events and Films

Several campus organizations sponsor appearances by visiting artists, speakers and groups. The Students Activities Board (SAB), the Campus Life Council, and individual academic divisions invite lecturers and performing and visual artists to campus for residencies and one night appearances. Alfred University student groups sponsor a number of popular entertainers, as well as rock concerts by well-known performers.

Movies – current and classic – run during the week and on weekends. During the week different academic courses screen films that are open to all students. The Fosdick-Nelson gallery exhibits sculpture, glass,

ceramics, paintings, lithographs and photography among other art. Student theater and dance productions, as well as performances by musical ensembles, occur at frequent intervals throughout the year.

Spiritual Life

<https://my.alfred.edu/student-affairs/spiritual-life.cfm>

Athletics

Athletics are an integral part of campus life. Students' individual athletic aspirations are satisfied by a wide-ranging program of intercollegiate competition, intramural sports, and recreational activities.

<http://gosaxons.com/sports/2013/7/19/Facilities.aspx>

Services for Students with Disabilities

Services for students with physical disabilities or documented learning differences are coordinated through the Office of Special Academic Services.

Special Academic Services
Crandall Hall
Alfred University
Saxon Drive
Alfred NY 14802
Ph: 607-871.2148
Email: sas@alfred.edu

Student Identification Cards

Identification cards are provided by the University for all students. ID cards are required for charging books from the library, for participation in the dining centers' board plans, for cashing checks on campus, for admission to campus events and facilities, and for security purposes and positive identification on campus and elsewhere.

New full-time graduate students beginning their studies Fall semester obtain their ID cards during graduate orientation.

Transportation

Alfred is reached by east-west route 86 (Southern Tier Expressway- Exit 33, Almond) and from the north and south by routes 390, 15, 16, 19, 21, 36 and 88.

Major airlines serve Rochester, Buffalo and Elmira. Hornell and Wellsville can accommodate private aircraft.

The New York Trailways and Shortline Bus Company both service Alfred twice daily from New York City, with transfers to all major cities. For

further information regarding the New York Trailways Bus Company's daily schedule, call the Alfred ticket office at (607) 631-8405.

Area Services

The village and surrounding area offer a full range of services and facilities including auto repair shops, laundries, drug and grocery stores, gift shops, hospitals, religious services, and recreational activities.

Graduate Staff

Cathleen Johnson

Administrative Assistant to the Dean
607-871-2412 / johnsonc@alfred.edu

Billie Burns

Administrative Assistant Graduate Program
607-871-2442 / burns@alfred.edu

Graduate Faculty

<http://art.alfred.edu/people/>