

**NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**STUDENT ID:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **MAJOR:** \_\_\_\_\_

**FOR SEMESTER/YEAR:** FALL \_\_\_\_\_ SPRING \_\_\_\_\_

**INSTRUCTIONS**

1. Complete form clearly and accurately.
2. Consult your contact advisor if you have any doubt that you qualify to take this course.
3. BRIEFLY DESCRIBE the specifics of your project in the space below.
4. Obtain the intended instructor of record's signature.
5. Submit this form to the ART 116 by **DEADLINE: LAST DAY TO DROP OF INTENDED SEMESTER**
6. Any student who enrolls in one of these courses without an official graduate tutorial form on file will automatically be dropped from the course.
7. For ART 217, 219, 220, and 222 they require a MINIMUM of six (6) meetings with the instructor during the semester for EACH 3 unit course.
8. A maximum of 12 units (MA) or 24 units (MFA) of CR/NC courses can be included in a graduate program, including MA/MFA project courses.

**GRADUATE TUTORIAL/ SPECIAL STUDIES COURSES**

|                                   |                                  |                |
|-----------------------------------|----------------------------------|----------------|
| <input type="checkbox"/> ART 217  | TUTORIALS IN PICTORIAL ART       | (Letter Grade) |
| <input type="checkbox"/> ART 219  | TUTORIALS IN SPATIAL ART         | (Letter Grade) |
| <input type="checkbox"/> ART 220  | TUTORIALS IN DIGITAL MEDIA       | (Letter Grade) |
| <input type="checkbox"/> ART 222  | TUTORIALS IN PHOTOGRAPHY         | (Letter Grade) |
| <input type="checkbox"/> ART 260  | SPECIAL TUTORIALS IN ART (TAing) | (CR/NC GRADE)  |
| <input type="checkbox"/> ARTH 291 | GRADUATE PROBLEMS ART HISTORY    | (Letter Grade) |

**COURSES LISTED BELOW ARE ONLY ALLOWED IF MA/MFA CANDIDACY HAS BEEN APPROVED.**

**\*\*The second page must be completed prior to turning in request\*\***

**MA ART HISTORY CULMINATING EXPERIENCE**

|                                   |                            |               |
|-----------------------------------|----------------------------|---------------|
| <input type="checkbox"/> ART 297A | MASTER'S SPECIAL STUDY     | (CR/NC Grade) |
| <input type="checkbox"/> ART 297B | MASTER'S PROJECT           | (CR/NC Grade) |
| <input type="checkbox"/> ART 299  | MASTER'S THESIS OR PROJECT | (CR/NC Grade) |

**MFA ART SPECIAL STUDY/CULMINATING EXPERIENCE**

|                                   |                     |               |
|-----------------------------------|---------------------|---------------|
| <input type="checkbox"/> ART 298A | MFA SPECIAL STUDIES | (CR/NC Grade) |
| <input type="checkbox"/> ART 298B | MFA PROJECT         | (CR/NC Grade) |

**BRIEF SUMMARY OF PROJECT:**

**SUPERVISING/INSTRUCTOR:**

\_\_\_\_\_  
PRINT NAME SIGNATURE DATE

**INSTRUCTOR OF RECORD (Department Chair):**

\_\_\_\_\_  
PRINT NAME SIGNATURE DATE

**COURSE ID#:** \_\_\_\_\_ **OFFICE USE ONLY**  
**ADD CODE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MA/MFA ART ADVISORY COMMITTEE**  
(TO BE FILLED OUT ONLY **AFTER** PASSING ADVANCEMENT TO  
CANDIDACY)

MA/MFA APPLICANT: \_\_\_\_\_

CONCENTRATION: \_\_\_\_\_

Advisory Committee

The undersigned members of the San Jose State University faculty are satisfied this applicant is ready to enroll in the Project/Exhibition course(s) and agree to serve on the candidate's MFA Art Project/ Thesis Advisory committee:

CHAIR: \_\_\_\_\_  
Print name Signature Date

MEMBER: \_\_\_\_\_  
Print name Signature Date

MEMBER: \_\_\_\_\_  
Print name Signature Date

ADDITIONAL OPTIONAL MEMBER: To be completed by any committee member who is NOT Department of Art and Art History faculty. Please provide the name, position, affiliation/ professional status, and contact information.

\_\_\_\_\_  
Company/Business Name Affiliation/Professional Status Contact Phone #

\_\_\_\_\_  
Print name Signature Date

**GRADUATE ADVISORY COMMITTEE REQUIRMENTS**

1. The Chair of the Project Advisory Committee must be a regular member of the Department of Art & Art History faculty. A temporary or part-time faculty member may serve as committee Chair but should do so only if there is a strong likelihood of his/her continuing appointment on the faculty for the duration of the student's studies.
2. At least half of the student's Project Advisory Committee must be members of the Department of Art & Art History. Additional member(s) must be faculty at SJSU (including faculty from other Departments) or from an equivalent institution. Exceptions to this requirement must be approved by the Art Graduate Committee.
3. At least one member of the Project Advisory Committee must have his/her primary teaching responsibility in the candidate's area of emphasis or concentration.
4. An optional 4<sup>th</sup> member may serve on the committee. This position may be filled by a non-academic professional in the art field (subject to approval of the Art Graduate Committee).
5. Graduate students (including Graduate Teaching assistants) may not serve on Graduate Advisory Committees.
6. Changes in membership on a committee may be made either by the student or by faculty. To do so, the department office must be notified and appropriate forms completed.