

Art Graduate Handbook

Thank you for your interest in the graduate program at San Jose State University. The faculty of the Department of Art & Art History are justifiably proud of the accomplishments of our MFA graduates.

Through its excellent facilities and diverse and well-recognized faculty, the program encourages and enables students to develop their technical studio skills as well as the ability to think creatively and critically about their work. An important aspect of professional preparation is the opportunity for students to show their work in one of the several student galleries in the Art buildings.

That the MFA program functions within the context of a liberal arts college is perhaps the strongest indicator of the breadth of competence expected of its students. Graduate students in the School's MFA programs are given elective options in philosophy, history, literature, theater, music, anthropology, and more. Within the Department itself, the approach to learning is highly interdisciplinary. Faculty routinely share duties across media and disciplines; and the facilities encompass traditional to digital methods. The faculty is equally broad-based: graduate students are encouraged to develop exposure to as many new approaches as will benefit their progress. All areas share similar admissions processes, curricular structure, advancement, and review processes.

Students must take critical seminars and studio classes where their peers and the faculty critique their work. Assigned studios are guaranteed for 5 semesters; these studios and shared spaces provide for focused independent experimentation as well as build community that facilitates peer to peer discourse. It is our hope that the dialogue you start here will continue as your career progresses.

We look forward to working with you,



Rhonda Holberton, Art Graduate Advisor
Department of Art & Art History
San Jose State University

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SJSU Art & Art History Community

Faculty by Program Area

- [Spatial Faculty](#)
- [Pictorial Faculty](#)
- [Photo Faculty](#)
- [Digital Media Art \(DMA\) Faculty](#)

Graduate Representatives

Two MFA students are nominated by their peers and elected by secret ballot. These representatives attend Graduate Committee meetings to represent the graduate students interests and to relay important information back to their peers.

Art Department Staff

You've likely been in touch with our Art Office & Graduate Coordinator. Our Department is lucky to have brilliant Staff who know the administrative systems, facilities, and tools front to back. Below is a list of Art Department Staff you will be in contact with most frequently. See our full list of [Art & Art History Department Staff here](#).

- **Bill Alley**, Administrative Support Coordinator. Knows all the good forms and when/how to turn them in. bill.alley@sjsu.edu
- **Cynthia Cao**, Gallery Coordinator. You will be working with Cynthia to reserve galleries for ATC, Thesis, & Class exhibitions. Cynthia is amazing and knows all the art handling, prep, and install tricks. Keep Cynthia happy! Respect our amazing Galleries! (you know, leave it better than you found it etc) cynthia.cao@sjsu.edu
- **Lydia Black**, Central Shops Assistant Technician. In addition to keeping the shops running, Lydia also keeps our MFA studios safe and works to prevent the fire marshal from shutting down our operation. Lydia Knows where the flammables go (hint, not in a pile of rags in your studio!). lydia.black@sjsu.edu

Student Guilds: Sculptor's Guild, Glass Guild, Ceramics Guild, Dirty Brushes, Miniatures club, Game Developers Club, Photo Guild, CADRE club, Art History Association, Printmaking Club, Jewelry Guild, Liffoff Guild

The Grad Potluck: A party that takes place once in the Spring semester, and once in the Fall semester. It's a real potluck, in that we ask you to bring a dish to share! In the Spring it usually takes place at our Foundry facility, and in the Fall at our Ceramics facility. We typically elect new student representatives to the Graduate Committee at this festive event.

MFA Liffoff Exhibition: Every Spring graduating MFAs organize a group exhibition (typically off-site) accompanied by a printed exhibition catalogue with the help of a faculty advisor. These exhibitions have

been held at Root Division in San Francisco, Pro Arts Gallery in Oakland, and the San Jose ICA. Participation is optional, but participating students must join the Liftoff Guild and elect a President and Treasurer. See more information [here](#).

Facilities at SJSU

Studios

Studios are available for a **maximum of five semesters**. Many grads choose to forgo a studio their first semester in order to have it in their final semester. Please see the [Grad Studio Facility Policy](#) on the Department Forms Website (near the bottom - scroll down). There is a \$100 to \$150 refundable deposit when you complete your studio contract. Please note that your studios may be inspected to ensure the space is in-compliance with the terms and conditions of your contract using the following checklist:

On a routine inspection, graduate studios must comply with the following:

- Studio entrances may not be obstructed by furniture, makeshift doors, or curtains.
- Floors should be reasonably clear of obstructions that may impede egress.
- Flammables must be labeled and stored in flammables cabinet if not in use.
- Containers must be closed when not in use.
- Containers must be labeled with their contents, as well as a date.
- Spray painting in graduate studios is not permitted.
- Occupants must have studio hours posted, totaling at least 12 per week.
- Any couches and padded chairs must comply with CAL 117 fire code.
- No padlocks may be brought from home with the exception of those used on flat lockers or small storage.
- Fire extinguishers must not be obstructed.
- No hanging power cables or christmas lights.
- No holes drilled into concrete walls.
- Studio furniture borrowed from classrooms must be approved by the graduate coordinator.
- Major appliances (refrigerators, microwaves) must be plugged directly into the wall.
- No daisy-chaining of extension cords.

SDS sheets

If you use chemicals in your studio, classrooms, or labs you must have a Safety Data Sheet (SDS) on file; check to make sure you can use the chemical in your area and turn the Manufacturers SDS/MSDS into Lydia Black (lydia.black@sjsu.edu).

Shop Safety Test

You must review the Safety Video & Pass the test within the first three weeks of the semester to use the shared shops in the Art Building. Contact the central shop to set up a time to watch the video and take the test.

Lockers

Grads can see Bill Alley to sign up for a locker anytime.

Gallery Sign-Ups

Open gallery sign-ups are suspended until further notice, due to COVID 19. Degree shows will continue, with adjustments. Students can also reserve a display case for one week at any point of the semester, although they are encouraged to come in early as they tend to fill up quickly. Students sign up with Cynthia Cao, she sends an email out at the beginning of the semester with details for signup day.

Academic Requirements for the MFA Degree

Unit Requirements

- You must complete 60 units of classes
- At least 50% must be taken in Graduate Level classes (class level 200 & above)
- The remainder may be taken in Upper Division (100-199) classes
- 24 units maximum in credit-no credit courses (non-letter grade)
- No credit will be given to classes with a grade lower than a "C"
- A minimum of 48 units must be taken while in residency status

Academic Standing (Maintaining 3.0 GPA)

Students must maintain certain academic requirements to remain in good standing. These include:

- Completing all courses in your candidacy program with grades of A, A-, B+, B, B-, C+, C, or CR.
 - Grades of C-, D+, D, D-, and F remain on the program and will continue to be computed in your grade point average.
 - You must petition through your graduate advisor to add another course to your program with unit value equivalent to that course in which you received the unsatisfactory grade.
- Maintain a minimum cumulative grade point average of a 3.0 ("B") in completing the requirements for the master's degree listed on the candidacy form.
 - If you fail to maintain this GPA, you may be put on academic probation by the university.
 - Failure to raise your GPA to a 3.0 or above after being placed on academic probation may then result in being academically disqualified from SJSU.
 - If you are disqualified from the university please contact your graduate advisor as there will be several procedures you need to complete if you plan on applying for reinstatement.

Evaluation Milestones of the MFA Degree

In addition to graded coursework, breadth of competence for graduate students is evaluated by Faculty Advisory Committees at several stages throughout the degree. Once admitted, MFA students must participate in three reviews of their work—the First Semester Review, the First Year Review and The

Advancement to Candidacy Review—before they are able to begin their thesis work. At these reviews, students are asked to present and defend their work before their faculty and peers.

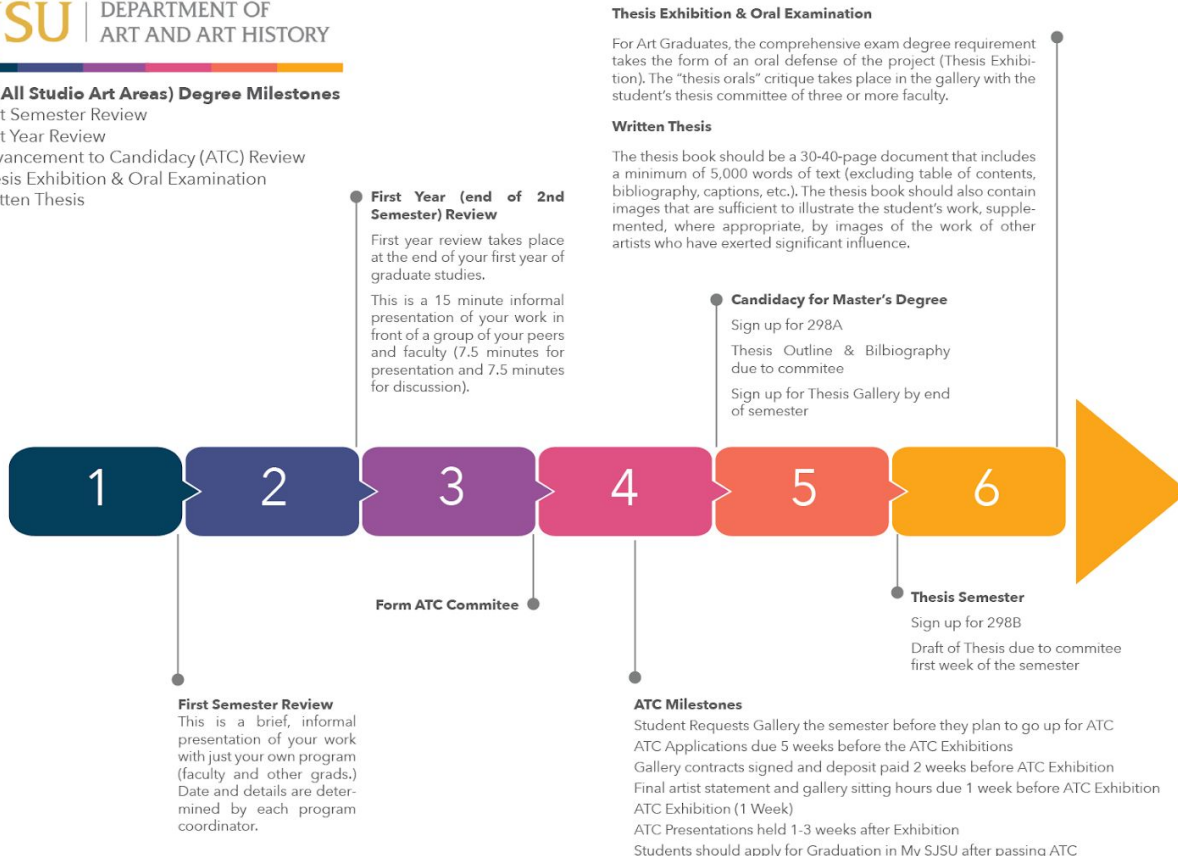
The Advancement to Candidacy review requires that students mount an exhibition in one of the Department's six student galleries. Within the following 1-3 weeks, students give a formal, public presentation of their work. All full-time faculty are expected to attend this review, and many lecturers voluntarily attend (many are part of at least one committee). Advising in relation to the student's thesis work is the duty of the student's thesis committee. This committee is chosen by the student and consists of no fewer than three faculty members and chaired by a full time faculty member in the student's declared area of study.

MFA (All Studio Art Areas) Degree Milestones

- First Semester Review
- First Year Review
- MFA Advancement to Candidacy Review
- Install Thesis Exhibition & Pass Oral Examination with their Thesis Committee
- Written Thesis Submitted to Committee for Review
- Bound Written Thesis & Documentation of the exhibition submitted to the Art Graduate office.
(Bound copies of the theses are kept in the Visual Resources Library.)

MFA (All Studio Art Areas) Degree Milestones

- 1) First Semester Review
- 2) First Year Review
- 3) Advancement to Candidacy (ATC) Review
- 4) Thesis Exhibition & Oral Examination
- 5) Written Thesis



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Year One

First Semester Review

This is a brief, informal presentation of your work with just your own program (faculty and other grads.) Date and details are determined by each program coordinator. Review must be completed before the SJSU Finals Week.

First Year (end of 2nd Semester) Review

First year review takes place at the end of your first year of graduate studies. This is a 15 minute informal presentation of your work in front of a group of your peers and faculty (7.5 minutes for presentation and 7.5 minutes for discussion). This always takes place on "Dead Day," the day after classes end but before final exams start. During COVID-19, this review will take place via Zoom.

Year Two

Advancement to candidacy (ATC)

Advancement to candidacy is a crucial step to take in your graduate career. An approval of advancement to candidacy denotes that the student is on track to graduate.

As a student you will apply for candidacy with the Art Department, once approved by the department your eligibility will be confirmed by the university. There are both A) University requirements you must meet and B) Department requirements you must meet. These requirements are explained in detail below:

University Requirements Advancement to Candidacy (ATC)

Students must submit a petition for advancement with the University. See the University's ATC Form here: [Petition for Advancement to Graduate Candidacy](#). *Note that if pull-down menus lack an option that you need, simply type in the entry desired. As of the Fall 2010 semester, this form requires the signature of the departmental or school graduate advisor, not simply the master's committee chair.*

As per SJSU policy, all graduate students are required to demonstrate competency in written English for advancement to graduate candidacy and graduation. Graduate students are required to take an approved Graduation Writing Assessment Requirement (GWAR) course, usually early in their course of study. For the Art Department, this course is ART 282B.

All Art MFAs are 'Plan B'. See an example of a properly filled out form here: [ATC-University-Petition-template-Art.pdf](#)

Department Requirements Advancement to Candidacy (ATC)

In their fourth semester, MFA students must pass the Advancement to Candidacy Review. Students must achieve Candidacy before they can enroll in their thesis classes (298A & 298B). This involves the mounting of an exhibition in one of the student galleries, followed by a formal presentation and defense of the student's work. At the end of the presentation sessions, the Candidate's committee members either approve advancement to candidacy with no conditions, or with specified conditions determined by the committee (for example: another exhibition, or a presentation the following semester to a class or other audience).

Your committee chair needs to be a [full-time faculty member](#) in your Area (DMA, Photo, Pictorial, or Spatial). The other members can be faculty from any area in the Department of Art & Art History. Remember, lecturers don't have the same expectations of committee service, when they sit on your committees it is a massive act of generosity. (Not all lecturers will have the bandwidth for committee work, even though they believe in your work and want to support you). You will need to select your

committee and have them sign off on the Department's ATC application form. See the [Art Department's ATC Instructions & Application](#).

By your second year MFAs should have established relationships with SJSU faculty via graduate seminars, tutorials, TAs, and studio elective courses. The committee you select for ATC will usually be the faculty that sit on your thesis committee. Additional external reviewers may sit on your committee in an advisory capacity, but they will not be familiar with the expectations and requirements of the MFA degree and SJSU and would not be voting members. It is in your best interest to select your own committee from faculty who have worked with you and can speak to your progress as they are the ones who will be recommending you for advancement.

All permanent faculty within the department of Art & Art History convene following the ATC Exhibition & Presentations to vote on candidacy. In consultation with the candidate's committee, all full-time faculty decide as a group whether to Advance to Candidacy. If the majority of the faculty believe the candidate is not ready, the faculty must decide as a group whether to impose further requirements on the Candidate before he/she qualifies to proceed to thesis work. If recommended, these conditions will be presented to the committee in writing. The criterion for the Review is based on the overall effort of the student that includes the work, statement, and presentation. After the decisions are finalized they will be discussed with the Candidate by a faculty who endorsed their candidacy.

ATC applications are due 5 weeks before your ATC exhibition. This is to ensure 1) all of the ATC paperwork is ready to be sent to GAPE by their deadlines 2) You have a clear sense of the work you will be making 3) You and your committee have enough time to discuss the work and your plans for exhibition.

ATC Exhibitions

ATC Gallery reservations are made with Gallery Office (Cynthia Cao), Art Office (Bill Alley), & Art Graduate Coordinator (Rhonda Holberton) the semester before you go up for ATC. You will need to provide a short project description and gallery request (1st, 2nd, 3rd choice). Students are responsible for \$15 exhibition fee and \$50 cleaning deposit. During Monday and Tuesday of this Review week you must be with your work for at least four hours each day, and one of the four should be during the lunch hours (11:00-12:00 on Monday, 11:30-12:30 on Tuesday). These times should be posted.***

***During Phase II & Phase III of the COVID reopening (starting Fall 2020) these hours will be modified as classes are not meeting on campus: For Fall 2020, please make yourself available for Zoom Drop ins from 11:00-12:00 on Monday and 11:30-12:30 on Tuesday, plus two additional hours (can be split between days).

ATC Presentations

Students will present for 15 minutes, followed by a 30 min discussion with committee, faculty, and student peers. All grads are expected to attend a majority of the presentations. This is open to any matriculated SJSU students.

ATC Milestones

1. Student sends ATC Gallery Request to Art Office, Gallery Office, & Grad Coordinator the semester before they plan to go up for ATC
 - a. Gallery Office assigns a gallery based on preference & project description
2. Art Office sends Department & University ATC Applications to students at the beginning of the semester they plan to go up for ATC
3. ATC Applications due 5 weeks before the ATC Exhibitions; students send to Art Office & Graduate Coordinator
4. Gallery contracts signed and deposit paid 2 weeks before ATC Exhibition
5. Final artist statement and gallery sitting hours due 1 week before ATC Exhibition
6. ATC Exhibition Gallery check-out (pickup keys) on Friday before their exhibition, Gallery check-in (walkthrough & key return) on Friday of their exhibition week.
7. ATC Presentations held 1-3 weeks after Exhibition

Year Three**Candidacy for Master's Degree**

Candidacy is achieved when the student

- has had their program of study approved by the Art Graduate Advisor
- has passed the required preliminary reviews
- has formed a thesis advisory committee

Students in their final year will need to Apply for Graduation to ensure they have met the curricular requirements for the degree via self-service in their [MySJSU account](#). A MySJSU message will be sent to the student approximately 2 weeks after being approved for advancement to candidacy. See the University's [Steps for Completing Your Master's Degree at SJSU](#) for more information on the application process.

Department Requirements for Degree Completion

In addition to the coursework requirements, all MFA students must pass a final comprehensive examination for their degree to be conferred. For MFA students in Studio Art, this includes:

1. A solo exhibition of work scheduled for two weeks in one of the student galleries

- a. Students must provide a \$15 exhibition fee and \$50 cleaning deposit
2. An Oral Examination conducted with the graduate's Thesis Committee
3. Documentation of the Project
4. A written statement of purpose and an evaluation of the significance of the project in the form of a 5000-word, bound, "thesis project" book.

Thesis Requirement Milestones

1. MFA Candidate submits Thesis Outline & Bibliography to Committee for review by mid-terms of next-to-last semester
2. MFA Candidate submits Written Thesis Draft to Committee for review first week of final semester
3. MFA Candidate installs Thesis Exhibition
4. MFA Candidate & Committee hold Thesis Exhibition Oral Review
5. MFA Candidate Submits Documentation of Exhibition & Written Thesis Final to Committee ~4 weeks before end of semester
6. MFA Candidate Confirms Committee is ready to sign off on Thesis (written & oral) and sends page 2, (the signature page of thesis) to the Art Office & Grad Coordinator with the names of:
 - a. Committee chair
 - b. Other committee members
7. Art Office Prepares Signature Page via Docusign
8. Thesis Signed by Committee & Student is notified when complete
9. MFA Candidate inserts signed page into written Thesis and sends Final Exhibition Documentation & Written Thesis to Graduate Coordinator ~2 weeks before end of semester
10. Grad Coordinator sends culminating forms to Art Office (Bill) for official signature
11. Grad Coordinator signs culminating form and sends to the Art Office and GAPE by end of the semester
12. Grad Coordinator sends Thesis Documentation & Thesis Paper with signature page to the department archivist (Bob Rose) who will enter both into SJSU Archives
13. Process Completed & Degree Awarded

Exhibition & Oral Examination

For Art Graduates, the comprehensive exam degree requirement takes the form of an oral defense of the project (Thesis Exhibition). The "thesis orals" critique takes place in the gallery with the student's thesis committee of three or more faculty. The Oral examination ensures that the student meets the general requirements for the degree, and satisfies the faculty at large that the work is of the appropriate caliber for the degree.

Written Thesis

The thesis book should be a 30-40-page document that includes approximately 5,000 words of text (excluding table of contents, bibliography, captions, etc.). Your committee will read up to 7,500 words, if

you plan to write more than that please check with your committee first. The thesis book should also contain images that are sufficient to illustrate the student's work, supplemented, where appropriate, by images of the work of other artists who have exerted significant influence. The written component of the thesis book should be produced concurrently with the student's studio work, rather than before or after the studio component is completed. This writing should begin to be drafted in courses, such as ART 282 A-B and ART 200W. See the Department's [MFA Thesis Guidelines](#) for more details.

Classes

Students will be asked to submit their progress at the end of each semester to the Graduate Advisor. **Please fill out [6 Semester Course Plans](#), meet with your area advisor, and submit by the requested deadline on Canvas.** For more information see the Department's [MFA Major Course Requirements](#) for Digital Media Art, Photography, Pictorial Art, Spatial Art.

General Requirements for the MFA Degree

- 60 units total, at least 50% must be taken in Graduate Level classes (class level 200 & above). The remainder may be taken in Upper Division (100-199) classes.
- 24 units maximum in credit-no credit courses (non-letter grade). No credit will be given to classes with a grade lower than a "C".
- A minimum of 48 units must be taken while in residency status.

There are several types of classes you will take in the graduate program at SJSU:

Studio

Typically 2 hours and 50 minutes, twice a week (except Friday classes which often run 9.30-3.30.) These are skills-based classes: hands-on technique plus some theory, historical context and often a focus on idea-development. Generally, work produced in these classes is evaluated through group class critiques. Includes classes such as drawing, painting, printmaking, glassblowing, woodworking, studio lighting, digital video, and so on. Grads need to take 100 level studio classes (courses under 100 level don't count towards your degree.)

Seminar

Typically 2 hours and 50 minutes, once a week (sometimes divided across two days.) Seminar classes are discussion-based, highly student-participatory classes. They often have a significant reading component. Critique seminars often involve the class visiting a different grad's studio each week for in-depth critiques of their current work.

Lecture

In the Department of Art and Art History, these will include Art History classes, in which extensive note-taking is expected and there will be a substantial reading expectation outside of class. 100 and 200 level classes can be used towards the MFA degree.

Tutorials

You cannot register directly for these classes. You must fill out a [tutorial form](#) for each of the classes listed below and send it to the art office (Bill Alley). A special section needs to be made for each student after getting the approval of the faculty member involved. The Art Office will create a section of the class for you once you turn in the tutorial form and it's signed off by the faculty of record & department chair. The deadline for adding a class in this manner is 2 business days before the last day to add a class, these dates are posted on the [SJSU Registrar Calendar](#).

Tutorial forms can be filled out and signed electronically. Please complete the form and type in the instructor's name. The form is sent to Bill Alley in the Art Office; he will have the instructor and the department chair sign the form. After the form is signed the student will receive an add code that can be used to register for the course.

There are a few different types of tutorial classes. These are typically one-on-one tutorials with Art Faculty. **You, the graduate student, are responsible for setting up a minimum of six appointments with your tutorial advisor and completing the work described in the tutorial form.** If you fail to do this, do not assume that your advisor will issue you an incomplete. The university has very strict rules governing the issuance of incomplete grades.

One-on-One independent projects: Art 217, Art 219, Art 220, and Art 222

Often the faculty will meet the student at his or her studio to discuss their work in progress. These classes should not be "technique-based" independent study. For technical skills acquisition students should enroll in a 100+ level studio class; tutorials can't recreate the content and safety demonstrations of a studio class.

Graduate students request an independent study directly with the faculty. Students are responsible for proposing a meeting schedule with the instructor with a minimum of six one-on-one meetings per semester. Bear in mind that tutorial classes are unpaid and are not acknowledged as part of an instructor's official teaching load, so the meeting availability may be limited, it is a good idea to set up your meetings early in the semester and send reminders to faculty the week you are scheduled to meet.

Art 298 A and B

These are the tutorials associated with your thesis exhibition and your thesis book. Rather than meeting with a single faculty member, you will be meeting with your entire thesis committee of three (or more) faculty. When possible, arranging to meet them together is ideal, but this is especially important for the final meeting, your "Thesis Orals". This is the committee critique you have for your thesis exhibition in one of the student galleries. Once again, you are responsible for arranging the minimum of six meetings with your committee members.

- 298 A is the first phase of your planning and early production of your exhibition.
- 298 B is your completion of your thesis exhibition and your thesis book.

Art 260: (TA) Special Tutorials in Art

This is the tutorial you sign up for to “TA” for a professor. In this case, the term “TA” refers to a Teaching Assistant, not a Teaching Associate.* You need to submit the above tutorial form with the ART 260 box checked, and the signature of the instructor of the course, the Art Office. Next, the form needs our department chair’s signature, before an add code can be assigned. In the “description” section, you will describe the standard duties expected of a Teaching Assistant in that class. Students must work with Instructor of Record to fill out [Art 260 Greensheet](#) and submit it with the tutorial form linked above.

Teaching as a Grad Student

Qualification to teach

If you aim to teach during your time in the program, you will need to “TA” for an instructor as soon as possible, in preparation for becoming a Teaching Associate.* In some programs MFAs need to TA more than once to qualify to teach. If you would like to teach you should talk to the Area Advisor for your program in your first semester to discuss the particulars for qualification in your area. There are several steps to **qualify** to teach a class:

1. Grads must TA at least once (some areas require more- discuss with your area coordinator ASAP if you would like to teach) for the class they hope to teach (Art 260)
2. Take Artists Teaching Art (Art 276)
3. Apply for the position
4. Pass an Interview

Qualification is not a guarantee that the course the students want to teach can be offered. Sometimes, the offered course is listed in the catalogue, but doesn’t meet the enrollment requirements necessary to run. Teaching cannot be guaranteed, as much as faculty would want to be able to promise these positions, so students should be prepared for all outcomes, even if they are listed as faculty for a class in the catalogue.

*The ‘TA’ terminology is a tad confusing. At SJSU students who assist faculty in a class are called *Teaching Assistants*. Students who teach their own class are called *Teaching Associates*.

Tuition waivers for teaching

Teaching Associate positions come with a tuition waiver for the semester of the course—but that means the tuition is waived, not the **non-resident fees** for out-of-state students. According to the Unit 11 bargaining agreement for Teaching Associates: “2.14 As a condition of employment, all employees must remain academically eligible.” This means maintaining the 3.0 minimum GPA mentioned above. Some grants and scholarships can be affected by the tuition waiver, please check in with your SJSU financial aid officer to confirm what (if any) impacts the waiver might have on your aid package.

See here for more information on CSU policy for Teaching Associate Employment Policy and

Classification Standard: https://www.calstate.edu/HRAdm/Policies/student_employment.shtml. If you have questions email Daphne

University Policies for Graduate Degrees

Useful highlights are extracted below. See the [Graduate Admission and Program Evaluations \(GAPE\)](#) website for more information on requirements for all SJSU graduate programs. Please note, the information for Creative Thesis procedures on GAPE's website differs slightly from the Department's protocol. Please make sure you follow the Department of Art & Art History's [MFA Thesis Guidelines](#).

Establishing Residency In California

For out-of-state grads the deadline for establishing residency (on the grounds that you plan to become a permanent resident of the state) comes up very fast--Sept 20. In other words, students need to apply for a California driver's license, change their voting registration, etc. right away, **NOW**, in order to be considered for resident status next year. See [SJSU's Residency Website](#) for more information.

Time Limits

There is a seven-year time limit to complete your degree at SJSU. After seven years, the first classes you took will expire and have to be retaken.

Missing One Semester

Students who have attended one semester as a graduate student may choose to be voluntarily absent from the university (not enroll) **for one semester** (Fall or Spring) without applying for an official leave of absence. Students must return in the semester following the one semester leave or they will have to re-apply for admission. Summer and Winter registration is not required nor do they count as being in a matriculation status. Students who have a studio assigned need to vacate the studio and pass an inspection before the beginning of the semester (or within 2 weeks of notification if given after the first day of the semester). Studios are guaranteed for 5 semesters; students who have had the studio for less than 5 semesters at the time of the 1 semester-deferral will be reassigned to a studio when they return; but it may not be the same studio as before the deferral, and it might be the case that they will need to share a studio based on current enrollment

Official Leave of Absence

Students may miss more than one semester by applying for an official leave of absence. Forms for applying for these leaves may be picked up at the [Registrar's Office](#) in the Student Services Center or online at the [Registrar's website under Forms](#).

Leave of Absence For International Students

International students may not take a leave of absence and must remain in the United States except for documented medical reasons. International students must be enrolled in a full course of study (9 units)

for two semesters annually. Winter and Summer registration is not required. If you have further questions please contact the [International Programs and Services Office](#).

Useful Links

[Registration/Enrolling in Courses](#)

[Art Department Forms](#)

- MFA - Tutorial Form
- Graduate Assistant (GA) Technical Position Application
- Graduate Studio Facility Policy
- ATC Review Week Instructions and Application
- ATC Gallery Identification Template
- MFA - Thesis Guidelines

[Graduate Admission and Program Evaluations \(GAPE\) Forms](#)

- Change of Classification in Master's Program
- Application for a Change of Graduate Program or Major
- Request for Validation of Transfer Credit
- Petition for Advancement to Graduate Candidacy
- Request for Core Course Substitution In Master's Degree Program
- Request for Elective Course Substitution In Master's Degree Program
- Request for Re-validation of Course that Has Exceeded the Seven-Year Time Limit
- Guide for Interdisciplinary Studies
- Graduation Date Change Request

[Steps for Completing Your Master's Degree at SJSU](#)

(General University requirements, for department ATC & Thesis requirements please see department links in Evaluation Milestones of the MFA Degree section above)

- First Semester Obligations
- Transfer Credit
- Graduation Writing Assessment Requirement
- Pre-Candidacy Requirements
- Advancement to Candidacy Petition
- Academic Standing
- Thesis, Dissertation, and Project Requirements
- Applying for Graduation
- Completing Your Degree (Final Semester)
- Leave of Absences

- Time Limit

Links for the Student Galleries

- [Student Gallery Resources](#)
 - gallery floorplans
 - how to prepare artwork to hang
 - how to hang 2D work at eye level
 - pedestal & shelves inventory
- [Student Gallery Handbook](#)