Some information contained in this document may be subject to change. Suggestions for revision or clarification of this Handbook are always welcome.
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I. INTRODUCTION AND GENERAL INFORMATION

The Master of Fine Arts in Studio Art at Stony Brook is a sixty 60) semester-hour, three-year terminal professional degree, meeting or exceeding the recommendations of the College Art Association of America and the National Association of Schools of Art and Design. Its objectives are to combine, in a program of carefully limited enrollment, the development of a strong body of artwork with the opportunity to explore a wide-range of creative experiences. The program further attempts to promote awareness of and active communication with the professional art world.

Regarding the close ties between the faculty and curricula to the professional art world, the student should particularly note the Professional Experience Internship, which places the candidate in the center of that professional world for a semester or equivalent period; while not mandatory to candidacy for the M.F.A. degree, it is strongly recommended by the Department as one of the important advantages of the program (see below).

Applicants to our programs have come from colleges, universities, and professional art schools, large and small, throughout the country as well as from Australia, Brazil, Canada, Germany, India, Great Britain, Taiwan, People’s Republic of China, Republic of Korea, Denmark, Japan, Sweden, Turkey and other countries. The national, regional and ethnic diversity of our students has contributed to the richness of the graduate experience at Stony Brook.

The M.F.A. at Stony Brook is accredited by the Middle States Association of Colleges and Secondary Schools, and listed in the College Art Association of America’s directory of graduate schools and degrees. M.F.A. students should familiarize themselves as soon as possible with the program requirements in the current Graduate Bulletin and in this handbook, and consult with the Director of Graduate Studies, the Director of the M.F.A. program or faculty advisor about any questions they may have concerning the planning of their programs. The student should bear in mind that the policies and procedures of the State University of New York, as noted in the Graduate Bulletin and elsewhere, apply to their courses of study as well as do those of the Department of Art.

The Department of Art offers several opportunities for students to engage in dialogue with some of the foremost artists and scholars in the fields of art, visual culture, art history and criticism. Graduate students organize the ARS Lecture Series with a faculty adviser. The Visual Arts Seminar (required of M.F.A. students) invites artists, critics, curators, master printers, gallery directors, and museum personnel to meet in an informal seminar setting with M.F.A. students and interested art history and criticism graduate students and faculty. Recent participants in these events have included: Artists: Vito Acconci, Thomas Aprile, Emma Amos, Laurie Anderson, Luis Cruz Azaceta, Signe Baumane, Peter Campus, Annie Cohen-Solal, Victoria Cooke, Renee Cox, Hans Breder, Larry Brown, Margaret Cogswell, Lisa Gail Collins, Steve Currie, Robert Dash, Ricardo Dominguez, Anoka Faruquee, Sarah Ferguson, Eric Fischl, Coco Fischl, Leon Golub, Guillermo Gomez-Pena, Richard Haas, Julie Heffernan, Sjoerd Hofstra, Alfredo Jaar, Edgar Jerins, Reuben Kadish, Bing Lee, Howard McCaleb, Tom McDonough, Arnold Mesches, Kay Miller, Elizabeth Murray, Robert Natkin, Max Page, Phillip Pearlstein, Lisa Platt, Carl Pope, RTMark.com, Juan Sanchez, Joel Shapiro, Ed Smith, Kikki Smith, Krzysztof Wodiczko, Philip Pearlstein, , and visiting artists from the People’s Republic of China Yang Yanping and Zeng Shanqing, Linda Weintraub, Bonnie Yochelson; Art Dealer, George Adams; Ann Cook, Director of the Willard Gallery; Geno Rodriguez, Director of the Alternative Museum; Judith Solodkin, Director, Solo Impressions, Gary Sangster, curator at the New Museum;
Craig Zammiello, master printer at Universal Editions Ltd.; Amy Baker, former President of Artforum; Robert Storr, painter, writer, critic and formerly Chief Curator at the Museum of Modern Art; artist-critic Stephen Westfall; Critics John Perrault; Maurice Berger, Suzi Gablik, Linda Nochlin, Holland Cotter; Theorists/writers Geoff Batchen, Judith Butler, Jaques Derrida, Donna Haraway, Katherine Hayles, Andreas Huyssen, Kobena Mercer, Jose Munoz, W.J.T Mitchell, and many others. In addition, other academic programs, especially the Humanities Institute, offer a variety of lectures, seminars, and activities of special interest to art students.
II. GENERAL ACADEMIC POLICIES AND PROCEDURE

Please refer as well to the Graduate Bulletin for Graduate School & Art Department Policies.

**Graduate Record Exams**

The Graduate School requires all applicants to take the Graduate Record exams (GREs). If you have not taken this exam, it can be waived at the discretion of the department. Request a waiver from the Graduate Program Coordinator or the MFA Program Director.

**Transfer Credits**

The uniqueness of the M.F.A. program makes the transfer of graduate credits earned at other institutions rare. The Graduate School however does allow up to twelve such credits, subject to departmental and Graduate School approval. (See the Graduate Bulletin for basic rules). Departmental policy is to accept only courses that are truly equivalent to graduate courses that are part of the M.F.A. program. Petition forms may be obtained from the Graduate School. Students will be required to supply course descriptions, syllabi, graduate bulletins and visual evidence as supporting documentation. These materials must be submitted with the petition form to the Graduate Program Director, MFA Program. Requests for transfer credits will not normally be considered until the student has successfully completed the first semester of study in the Program.

**Graduate Status**

The Graduate School defines "full-time" status for M.F.A. students as follows: A student with less than 24 graduate credits (classified as a G1 student) must enroll in a program of 12 credits per semester. A student who has completed 24 or more graduate credits (classified as a G2 student) must register for 9 credits per semester. In practice this means that first year full-time students have course loads of 12 credits each semester for the first year and 9 course credits for subsequent semesters of residency.

**Incompletes**

Students receiving financial aid requiring full-time status are urged to avoid grades of Incomplete. Taking an Incomplete at any time before the completion of at least 24 credits (in other words, during the first year) has the undesirable consequence of requiring the student to register for additional credits the following semester in order to maintain full-time status. Students receiving tuition scholarships should be aware that they will be responsible for paying the additional tuition costs of the increased course load. Faculty have been instructed not to assign incompletes except for medical or other emergency reasons. In any case, the deadline for finishing an incomplete is the first day of classes in the subsequent semester. Therefore, work for these courses must be completed and submitted in time for evaluation by the faculty before classes begin.

**Leaves of Absence**

Leaves of absence may be granted for up to one year at a time, renewable upon request for the second year. Requests for leaves of absence must be made on the Request for a Leave of Absence form and submitted to the Graduate Program Director, MFA Program who will then decide whether to recommend approval to the Graduate School.
**Academic Probation**

In accordance with the academic regulations and procedures of the Graduate School (see section on Academic Probation, Graduate Bulletin), all M.F.A students must maintain a cumulative grade point average of B, or they will be placed on academic probation. Students on academic probation cannot be advanced to candidacy for graduation.

- If the student's overall GPA has been raised to B (3.0) by the end of the next semester of enrollment after being first notified of probation, the student will be returned to regular status.
- Students may be on probation for a maximum of two semesters.
- A student on academic probation who fails to achieve a 3.0 cumulative GPA by the end of the second semester on probation will usually not be permitted to re-enroll.
- An unreported grade or Incomplete is not calculated in determining the eligibility for academic probation.
- A student on academic probation may be granted a Leave of Absence with the understanding that re-enrollment is subject to conditions imposed by the Graduate School and the program. These conditions will be specified in writing at the time the leave is approved.

**Graduate Student Organization**

All departments of the University elect a representative to the Graduate Student Organization. The GSO has been particularly effective in representing the graduate student at Stony Brook, and in addition, provides limited funding to departmental groups of graduate students for various purposes, including student travel to professional conferences and colloquia, when possible. M.F.A. students should make every effort to be aware and take advantage of GSO activities, and transmit their input through the department's GSO representative. Both individual MFA students and the Department lose if the Studio Program does not maintain representation in the GSO.

**Departmental Grievance Committee**

A student/faculty committee is formed, as needed, to review grievances. Members include two art studio students, two art history students, and four faculty. Requests for review should be directed to the Graduate Program Director, MFA Program, or to any tenured faculty member.
III. THE M.F.A. DEGREE

Counseling and Advising

Incoming students are assigned temporary faculty mentors and a faculty member whose class they will observe. These faculty as well as any others should help the student adjust to the program. Each semester students should carefully review their curricula with M.F.A. Program Director and the Graduate Program Director, MFA Program to make sure they are fulfilling all of their requirements. By no later than the beginning of the first semester of the third year a student should choose a formal faculty advisor and committee and meet with him or her regarding the written thesis and thesis exhibitions. Incoming MFAs will also be assigned to student peer mentors who will assist with routine questions about campus and departmental life.

Second-year MFAs (G2) should choose a formal advisor appropriate to the student’s areas of expertise, to advise them on preparing for their first solo show. The advisor will evaluate the plans for the solo exhibition and provide a pass/fail grade assessment for it; this process will occur in both the second and third years. Third-year MFA (G2) students may select a different faculty advisor from the second year if they wish to do so.

By no later than the beginning of the first semester of the third year a student must declare a formal faculty advisor and committee for their thesis abstract and meet with these people regarding the written thesis and thesis exhibitions.

Each semester students should carefully review their curricula with M.F.A. Program Director and the Graduate Program Director, MFA Program to make sure they are fulfilling all of their requirements.

The First Semester Program

The recommended program for the first semester in the M.F.A. program is: Two to three studio courses and observation of an undergraduate course under the Teaching Practicum ARS 531. Students are strongly encouraged to also take In-Process Critique their first semester. Students without support have the option of being observers for one or more semesters before registering under the Teaching Practicum. At least one semester of Observation is required of all students prior to the teaching semester, which need not be taken during the first year of residency. (see page below). Credit will be given for only one semester of Observation.

Course and Credit Requirements

A minimum of 60 graduate credits, distributed as indicated below, is required for the M.F.A. degree in Studio Art. (see: M.F.A. Degree Requirements Worksheet)

Studio Courses

(27 credits) The department offers graduate courses in Painting, Drawing, Sculpture, Ceramic Sculpture, Printmaking, Photography, and Electronic Media as well as the general studio practice course titled In Process Critique. In Process Critique is taught as a repeatable three (3) credit course by rotating members of the faculty. Students will work with their advisor to develop a professional body of work, recognizing that a student’s artistic focus may incorporate a variety of media. Students are encourage to take courses that are outside their technical areas of expertise as well as those that clearly align with their own practice.
In Process Critic  
(at least 3 credits, may be repeated to fulfill studio credits) The course provides students with vigorous critical feedback, augmented with readings and discussions of related New York City exhibitions in galleries and museums to inform the development of their work. Required for first year M.F.A. students for whom this course culminates in a body of work for the end of the spring semester First Year Exhibition.

Visual Art Seminar (Vas)  
(6 credits) Two semesters of the Visual Arts Seminar are required of all M.F.A students. VAS is taught as a three-credit course by rotating members of the faculty. When feasible, students in the M.A. and Ph.D. program are invited to enroll, offering invaluable opportunity for pre-professional interaction between artists and critics. The Department or Art’s Speakers Series, while independent of the Visual Arts Seminar, may from time to time be of particular significance for the M.F.A student, and, along with other events on and off campus, may be assigned as part of the opportunities of the Visual Arts Seminar. (M.F.A candidates who are teaching undergraduate courses are encouraged manner to assign appropriate Speaker Series events to their students).

Liberal Arts Requirement  
(9 credits) The minimum Liberal Arts requirement is three courses, although four are encouraged and a coordinated five courses can allow an M.F.A student to receive a graduate certificate in Cultural Studies, Women’s Studies, or Art and Philosophy. Students are generally advised to take Liberal Arts courses beginning in the second or third semester, rather than upon entrance into the program. For the purposes of the M.F.A. requirement, "Liberal Arts" is defined as courses offered (with some exceptions noted below) in the Humanities (Art History and Criticism, Comparative Literature, English, Women's Studies, courses in history and literature offered by the language departments, Music, Philosophy, & Theater Arts) and in the Social & Behavioral Sciences (including History, Psychology and Anthropology). Excluded are studio/performance courses in music or theater (however, these may, with the permission of the Graduate Program Director, MFA Program be counted as studio credit, see above). Also excluded are graduate language reading courses (such as German 500). Over and above the requirements for the M.F.A. degree, students are free to take graduate courses in any division of the university, including courses in Anatomy, Mathematics, Biology, Computer Science, or others.

Please note: Courses offered by or cross-listed with the School of Professional Development (CEI, CED, SPD) may not be used toward the degree. You will not receive graduate credit for these courses.

Also Note: Undergraduate course credits may not be used toward the M.F.A. degree or for full time status. You should not under any circumstances sign up for graduate independent studies in which you "audit" undergraduate courses. These will not count toward graduate credit.

Teaching Practicum Requirement  
(3-6 credits): See below, Section IV.

Thesis Credits  
(3-6 credits): See below.
Exhibition Requirements

Each MFA candidate is required to participate in 4 major exhibitions to complete the MFA degree. All first year MFA students participate in the first year group exhibition at the end of their first year of study. Each MFA student must also mount solo exhibitions in their 2nd and 3rd years of study. Generally the first year group show and solo exhibitions are held in the Lawrence Alloway Memorial Gallery, located in the Melville Building. Finally, each third year MFA must also participate in all aspects of the MFA Thesis Exhibition in the Paul W. Zuccaire Gallery this includes, planning meetings, showing work in the exhibition and the catalog.

Special Projects, Independent Study and Professional Internships

The Art Department’s graduate curriculum has been carefully constructed in order to provide a solid foundation for the practice and teaching of art. Therefore, the Department views the creation of Special Projects (ARS 520) and Independent Study (ARH 595) courses for degree credit as exceptional rather than routine. Such a course may not be substituted for required courses unless approved in advance by the Graduate Program Director, MFA Program. They are reserved for advanced students who, having fulfilled most requirements for the degree, have a need or a project separate from the thesis that cannot be accommodated within the normal program. Application must be made by way of a written proposal and outline of work schedule (see form at the end of this handbook, these are also available from the Graduate Secretary). Permission for a Special Projects or an Independent Study course must be obtained both from an agreed-upon faculty sponsor and from the Graduate Program Director, MFA Program. Unless a form is filled out with appropriate signatures, the department will not recognize such a course for degree credit. Only in exceptional cases will permission be granted for more than 3 credits of Special Projects or Independent Study. These courses receive letter grades.

Internships (ARS 530) in the professional art world of New York City and its environs may be taken for a maximum of six credits, but not for more than three credits in any one semester. For this the student will need both a faculty sponsor as well as an external sponsor willing to evaluate their work. The proposal should include a statement of what the student expects to accomplish during the course of the internship as well as details such as expected hours and responsibilities. The external sponsor should be asked to provide a brief statement indicating their support for the project and sign off on the proposal. At the end of the semester, the student must prepare a written narrative of their experience, indicating what they accomplished and perhaps how the internship may serve them in the future. The external sponsor should provide a brief evaluation. The report and the evaluation should be submitted to the faculty sponsor and ultimately be placed in the student’s file. This course receives Satisfactory/Unsatisfactory grading.

Midterm and Final Critiques

Midterm and final critiques of student work each semester, including the work of third year degree candidates, are required by the Department of Art. Sign-up sheets for mid-term critique appointments are posted each semester for one-on-one critiques, and it is the responsibility of each student to arrange for these sessions. Each M.F.A. student must sign up for critiques with each one of the graduate faculty unless they are currently enrolled in that faculty’s member’s course (then it is optional). Failure to do so will result in a grade of incomplete in one or more of your studio classes. Three weeks in the middle of each semester will be allowed for these one-on-one sessions between individual M.F.A.’s and faculty.
Final critiques at the end of the Fall semester will be team critiques lasting one day: Each of two faculty teams will visit half of the M.F.A. studios. Final critiques at the end of the spring semester will be scheduled over two days with third year MFA final critiques taking place on an earlier day in the Paul W. Zuccaire Gallery on the first floor of the Staller Center during the MFA Thesis Exhibition. All ARS graduate faculty will critique each M.F.A. student’s work. These critiques will be open to attendance by all faculty and graduate students of the Department of Art, and guest critics may also be invited. All M.F.A. students must participate (Third year students attend the end of year critiques, but do not generally show work). Failure to do so will result in a grade of incomplete, and, in the case of third year students, failure to graduate on time. Third year students are encouraged to present their work as part of the Graduate Colloquium during the end of the spring semester.

Standards of Performance and Competency

In addition to regular and frequent reviews of M.F.A. student work in courses, exhibitions, and the Visual Arts Seminar, the faculty monitors proficiency throughout the M.F.A. Program, including competence to practice and/or teach within the widest definitions of painting, sculpture, printmaking, photography, and electronic media. Where the faculty discern deficiencies in these areas, as well as and in addition to curricular deficiencies, the student will be required to make up these deficiencies before being admitted to candidacy and being awarded the professional degree of Master of Fine Arts in Studio Art. The University requires that all students be evaluated annually in writing. Students whose performance is deemed unsatisfactory, and despite warnings, continue not to meet departmental standards will be asked to leave the program.

Delayed Graduation

Should circumstances prevent a student from fulfilling the requirements for the degree by the May deadline, the student will not be cleared for May graduation. In that case, the student must then work out with the advisor and the committee members an appropriate schedule for completing the remaining requirements. For example, if a student intends to graduate in August, a completed draft of the thesis should be submitted to the committee no later than six weeks before the deadline (e.g. July 1st). The student should expect comments within 2-3 weeks, thus allowing 2-3 weeks for revisions and final formatting and printing before the Graduate School deadline. Students will be required to register for one credit (either Thesis Credits or Special Projects) at their own expense to maintain matriculation status until graduation. The University defined time limit for completion of the M.F.A. degree is five years.
IMPORTANT DATES FOR FALL 2015-2016

Friday, August 21: Art Department orientation for new and returning students.

Monday, September 21: Third Year MFAs must confirm Thesis Committee. Choose and confirm the faculty members that will serve as your Thesis Chair and two Thesis Committee Members (two readers) (Not Relevant to Incoming Students.)

August (exact date TBA): Sexual Harassment Sensitivity Training Session. Mandatory for all incoming students (G1) and second year MFAs (G2) who have not previously attended the training. Attendance will be taken. **YOU MUST ATTEND THIS TRAINING SESSION TO TEACH.** We may plan to set this up on Departmental Orientation day.


Monday, October 26: MFA Thesis Proposals due in to the MFA Program Director Nobuho Nagasawa, nobuho.Nagasawa@stonybrook.edu.

Week of February 14, 2016: Graduating MFAs, Draft Thesis Due to all committee members. Completing the thesis is a process that takes time and multiple edits. Do not delay getting your thesis draft to your thesis advisor. All members of your committee should see a copy of your thesis draft no later than **March 25th**. Ask each member of your committee which format they prefer for thesis drafts, ex hardcopy, MS Word, PDF.

**Admission to Candidacy**

At the general meeting for review of graduate student performance at the end of a student's second year, the faculty will make its decision on formal admission to candidacy for the M.F.A. degree, and the student will be notified by letter. The faculty will make every effort to make students aware of any deficiencies well in advance of such notification.

**Third Year Studies**

The candidate will generally spend the third year taking less formal courses. Writing the thesis, preparing the thesis exhibition and participating in all aspects in the group M.F.A. Thesis Exhibition, internships, special projects, and other areas of particular interest to the student, both inside and outside the Department of Art, together with continuing development as an artist will ordinarily be the major concerns of the final year in the M.F.A.

Please note: It is the responsibility of the student to ensure that all departmental and Graduate School requirements are fulfilled; failure to do so may result in a delayed degree. Please consult the Graduate Bulletin, this Handbook, the M.F.A. Program Director and the Graduate Program Director, MFA Program periodically to ensure that the respective requirements are being fulfilled.
The M.F.A. Thesis and Exhibitions

Requirements for the M.F.A. degree include a written thesis, a solo thesis exhibition, and participation in the group M.F.A. exhibition.

MFA thesis consists of components as below:

A. Body of artwork / Thesis show / Practice-based research
B. Thesis show spoken presentation (Viva voce) (3rd year MFAs to prepare a solid introduction for their thesis exhibition projects during critiques in Zuccaire Gallery)
C. 250 word descriptions of projects and properly annotated documentation of thesis show (visual documentation)
D. One page artist statement
E. Thesis Paper: 10-12 pages of text / approx. 20 pages with illustrations/photographs (on any relevant topic, from critical, to practical, to experimental {as long as the thesis committee agrees}. The thesis paper is accompanied with a 500-750 word abstract and stages of writing such as Proposal, Outline, Annotated Bibliography, Abstract, Draft, and Final Draft.
F. Thesis paper delivered in the form of a 20-minute talk (mandatory colloquium participation)

Thesis Committee

The student is expected to choose an advisor, organize a three-person thesis committee including the advisor/chair, and second and third readers. The advisor must be a full time tenure-track member of the Studio Art faculty; the others may be artists, art critics or historians from the department; one reader may be from outside the department. The committee will meet with the student as a group during at least one of the MFA exhibitions (solo group) during the final year. The committee chair, in consultation with the other readers, will sign the Thesis Acceptance Form at the front of the thesis in time for graduation, providing the final thesis was completed to the satisfaction of the thesis committee by the University deadline (see timeline below). Although consultations between student and advisor are a personal matter for both, the advisor and student together are responsible for following procedures established both by the Department (i.e., proposal and deadlines) and the Graduate School (i.e., final deadline, proper format, acceptance form). In accepting the relationship of advisor to student and vice versa, both parties agree to cooperate in seeing that all requirements are fulfilled as well as possible.

Thesis Proposal

A typed, one-two page proposal signed by the committee members must be submitted to the MFA Program Director by October 26 for Spring graduation. The proposal should indicate the direction the written portion of the thesis will take, the format and dates planned for the solo exhibition, and an idea of the concepts to be explored in both the solo and group exhibitions. After the student prepares the departmental Thesis Proposal Form, it should be submitted to the advisor for approval. When the advisor is satisfied, the form should be presented to the other members of the committee for signatures, and then to the Director of Graduate Studies for final approval. The student should file the original copy of the signed thesis proposal page with the Graduate Coordinator and also provide a copy to the thesis advisor and readers. The proposal should be signed in black ink.
Thesis Credits
A student may take up to six thesis credits over the course of the third year. No more than three thesis credits may be taken in a single semester. A student must sign up for thesis credits with their advisor. Registering for thesis credits implies that a given program of work and/or study toward the degree will be accomplished by the end of the semester (as indicated in the thesis proposal). Thesis credits may not be taken merely to fulfill full-time status requirements. Grades for thesis credits are S/U.

The Written Thesis
The Graduate School annually publishes the specific requirements and the deadline for submission of the final written thesis.
For complete information, see: https://www.grad.stonybrook.edu/CurrentStudents/t&d.shtml

New Studio Art Guidelines for Written Thesis
Please note below our departmental timeline and guidelines for completion of the thesis and exhibitions. The written part of the M.F.A. thesis should be an articulation of the candidate’s thoughts and objectives regarding the work, and might also include discussion of arts and ideas generally, as they relate to the work and thought of the candidate. Length is not a criterion in itself, but the M.F.A. thesis was typically between 30 and 50 pages. However, studio art faculty made a revision of the thesis format that would match current disciplinary conventions in art. The thesis will be in the form of a symposium, lecture and artist talk. (see revision in detail below).

Revising the guidelines of Written Thesis
Rational for Revising: The CAA accepts proposals and Paper Abstracts at 750 words max. These are typically for 20-minute paper presentations. They accept project description at 250 words max for Research Posters. Their peer-reviewed Art Journal publishes essays and papers in art, and art history, and their submission guidelines states that the average length of papers is 6,000 words. That amounts to approximately 10-12 pages of text / 20 pages with illustrations / photographs. http://artjournal.collegeart.org/journal-submissions

In addition to the written part of the M.F.A. thesis, all copies must contain documentation of the solo thesis show and its installation. Theses must be integrated or attached as a part of the thesis, numbered and properly identified within the text.

The Graduate School requires an electronic copy of the written thesis submitted on one of the following media formats 4.75 inch (standard sized), CD-R, CD+R, 700MB/80 Minute, 52X Multi Speed DVD-R, DVD+R, 4.7GB/120 Minute, 8X+Speed. RW discs will not be accepted. The Art Department requires an exact copy of thesis disc submitted to the Graduate School on disk as well as one print and “bound copy of the thesis. Kinko’s on campus or Mimeo or Blurb online is good options for printing/binding. Video and audio documentation can also be included on the CD or DVD and handed in with the thesis. All images and other materials submitted as documentation become the property of the university and may not be borrowed or removed from the thesis after its final submission. Owing to the possibility that available gallery space for the thesis exhibition may not be sufficient to present an entire and coherent group of larger works, the candidate may include images of related works not included in the thesis show, so labeling them in the presentation; or schedule, if possible and
appropriate, a 2-or-more part exhibition. Work should begin on the written thesis no later than the beginning of the third year of residency, as part of preparing for the exhibitions.

**THESIS DRAFTS AND FINAL VERSIONS** should be well-prepared and properly proof read, spell checked, etc. Theses are not to be submitted via email unless your advisor/readers specifically request a digital version. It’s your responsibility to insure that copies of your thesis are mailed/emailed with enough time to reach reader who may be on leave. Readers need 4 to 6 weeks to review and comment on your work. Theses submitted at the last minute may not be accepted for May graduation. Faculty have many obligations at this time of year, and cannot be expected to offer constructive feedback on a last minute basis. There will be multiple drafts of the document reviewed by each member of your thesis committee. Schedule time for the review process.
Timeline for Completion of the Written M.F.A. Thesis

**September 9:** Formulate ideas for solo and group exhibitions and written thesis, and consult with potential advisor.

**September 21:** Consult and sign potential committee members, especially an advisor.

**October 12:** Submit draft proposal (approximately 300 words) to all members of the committee.

**October 26:** Submit completed proposal with signatures to MFA Graduate Program Director.

**December 7:** Provide advisor and committee members with a detailed written report of your progress over the semester, including framework of the written thesis with bibliography, status of work being prepared for the exhibitions, as well as concerns or ideas to be explored.

**February 15:** Submit a rough draft of the thesis to your advisor. This may, for example, take the form of a draft of the introduction with an outline of the remaining thesis, or a detailed outline of the entire thesis.

**March 21:** Submit complete first draft of thesis to all committee members by date listed. Anticipate one to three rewritings.

**May 9:** Submit completed thesis to Graduate School and title page to the Graduate Coordinator no later than the Graduate School deadline (usually the last day of classes). Be sure to allow enough time for computer/printer problems to be resolved.

**Solo Thesis Exhibition:** The third-year candidate for the M.F.A. must have a solo thesis exhibition usually scheduled in the M.F.A. Library Gallery, although another arranged for and appropriate space on campus may be used. The arrangements for the thesis exhibition, its design, hanging, curating, cataloging, advertisement, etc. are entirely the responsibility of the candidate, in close consultation with the advisor. The student should make sure to arrange for the members of the committee to review and critique the exhibit.

**Group M.F.A. Exhibition:** graduating MFAs are also required to participate in the annual M.F.A. Exhibition in the Paul W. Zuccaire Gallery, Staller Center. The Gallery Director provides detailed guidelines and dates for proposals, publicity, catalogue copy, delivery, installation, de-installation and pick up the work. (See: Guidelines For 2016 MFA Thesis Exhibition At The Paul W. Zuccaire Gallery). These guidelines and dates must be respected, or the student may be excluded from the exhibition and fail to graduate on time. Participation in this exhibition, the associated catalog and planning meetings are mandatory.
IV. TEACHING PRACTICUM REQUIREMENT

All graduate students are required by the State University of New York to assist in teaching a minimum of one semester, to be arranged by the department. Unless such teaching is done as part of a Teaching Assistantship (see below), it is not remunerated; rather, it is an invaluable experience that is important for all students no matter what their career aims, and it is a form of service to the Department.

Teaching Practicum Credits

One semester of teaching offers three credits toward the M.F.A. degree under ARS 531. In addition, the Art Department requires a preliminary semester of observing in the course that will be taught under faculty supervision during the following semester. The semester of observation offers an optional three credits toward the degree. Beyond these three or six credits toward the degree, all other teaching by teaching assistants with stipends is part of their obligation under the assistantship and is without academic credit.

While a maximum of six practicum credits is applicable to the M.F.A. degree, students should be aware that in some cases using up three credits for the Observation will impinge on the possibility of taking a 3-credit studio or other course in fulfillment of the 60-credit M.F.A. requirement. Occasionally, students without support request additional teaching assignments to broaden their teaching experience; such requests are honored only for students with a high aptitude for teaching and when scheduling permits. All additional teaching is without credit.

Teacher Training

The department asks returning students to serve as mentors for new students. All incoming and returning students are expected to attend the Art Department’s Graduate Student Orientation that occurs a few days prior to the start of classes. Among other activities, a TA training session will be held with one or more faculty supervisors and returning TAs. The student teaching assistant will be trained by a particular faculty member as an observer in a section of a course to be assigned by the department, and afterward, usually in the following semester, will be given a section of that class to teach under the direct supervision of a member of the faculty. Student Observers and Teaching Assistants should meet regularly with their faculty supervisor concerning teaching methods, syllabi, grading, etc. Students are also urged to attend TA Training sessions offered by the Graduate School (some of these are mandatory for those with teaching stipends). In addition, as mandated by the University, all graduate TAs must attend a training session on sexual harassment, to be announced and administered on the orientation day.

Duties and Grading

Teaching Assistants bear responsibility for fulfilling the requirements of the departmental course description and syllabus according to the precedent established by the faculty supervisor. All content, procedures and grades must be executed in liaison with the faculty supervisor, who is ultimately responsible for the class. Final Grades are the responsibility of both the TA and the faculty supervisor.

Procedures for Evaluating Performance of Teaching Assistants

Because duties vary, faculty supervisors will present criteria for each course or other responsibility to TAs in preliminary meetings at the beginning of each semester (or year if appropriate). Graduate students should not hesitate to seek guidance from their supervisors at any time. Faculty who wish to use written guidelines may do so.
Toward the end of each semester, undergraduates enrolled in the course evaluate all faculty and graduate instructors. Previously, the graduate instructor received a packet of forms to be distributed during a class session, and students would be given approximately 10 minutes to complete the form. They should be encouraged to write comments and they should be assured that the information is anonymous and confidential. The evaluation system is now available on line only. The graduate instructor may review the evaluation during the following semester.

At least once during each semester, the faculty supervisor will observe the TA in the classroom or studio. The faculty supervisor will provide a written critique of the student’s overall performance (including day-to-day performance on assignments as well as teaching) with both positive comments and suggestions for improvement. One copy of the written evaluation will be given to the TA, and one copy to the Graduate Program Director, MFA Program for the TA’s permanent file.

Graduate students and their faculty supervisors will be jointly responsible for implementation of these procedures. Teaching Assistants and Observers receive grades of Satisfactory or Unsatisfactory for Teaching Practicum credits.

**International Students and Language Competency**

In order to teach, any graduate student whose native language is not English and whose assignment, regardless of title, requires him/her to communicate with undergraduates in English, as determined by the appropriate departmental chair, must take the Test of Spoken English (TSE). The TSE (Test of Spoken English) measures the ability of non-native speakers to communicate orally in English. It is administered twelve times per year in designated centers around the world. TSE scores are used in admissions and screening decisions prior to the candidates’ arrival in the US.

- Students who score 55 or above on the TSE will be deemed qualified to teach.
- Students who score 50-54 on the TSE will be required to have an interview with a designated member of the ESL staff. The interviewer may clear the student for teaching or require the student to take the SPEAK test.
- Students who score below 50, or who have not taken the TSE, must take the SPEAK test prior to teaching at SBU.

The SPEAK test (Speaking Proficiency English Assessment Kit) assesses the spoken English of foreign teaching assistants and other international students at universities in the United States. The test is offered on campus. The student is responsible for the fee ($60)

- Students who score at least 260 on the SPEAK test will be cleared to teach.
- Students who score 240-259 on the SPEAK test will be required to take and to pass, with a grade of B or better, ESL 198 during their first semester at Stony Brook and will be allowed to teach while taking this course.
- Students who score 220-239 on the SPEAK test must take and pass, with a grade of B or better, ESL in their first semester at Stony Brook. They will not be allowed to teach in this semester. They will be required to take and pass, with a grade of B or better, ESL 198 in their second semester at Stony Brook and will be allowed to teach while taking this course. If they receive below a B in the course they will be required to repeat the course in the first semester of their second year.
- Students who score below 220 on the SPEAK test will normally have to take intensive English before taking ESL 191 or ESL 198.

During all students’ first semester of teaching, the departmental chair will certify to the Graduate Dean the student’s competence in English.
V. FACILITIES AND PROGRAMS

Student Studios

Individual or shared studios are available on the basis of seniority in the M.F.A. program. The M.F.A. Program Director has final authority regarding these assignments and will make every effort to allot the spaces according to the preferred medium in which each student works. Printmaking, photography, media and sculpture students may prefer, in any case, to work in those shops rather than in student studio spaces. Adequate workspace is available for all M.F.A. students in the Nassau Hall and Staller Center Graduate studios and will be assigned at the beginning of each academic year. Students changing studios and all third year students must clear out and clean their spaces at the end of the academic year. Spaces may be reassigned at the beginning of the Fall semester. These studios are the property of the State University of New York and may be accessed by the University at any time. They are subject to state laws concerning smoking, alcohol and substance abuse (see Appendix III). They may not be used as living spaces. A contract specifying the conditions of each student’s studio, as well as the rules of use and upkeep of both the individual and commons spaces must be signed before occupancy.

Your studio is a privilege. Your studio and common studio areas must be kept violation free and broom clean at all times. If you consistently violate University rules, state or federal codes or departmental protocol you risk COMPLETE LOSS OF YOUR STUDIO PRIVILEGES.

Fire Codes and University Rules Pertaining to Studios

Cooking appliances (crock pots, hot plates, etc.) are fire code violations even if not used for food. I know students use them for studio applications but the Fire Marshall doesn't see it that way. When not in use they should be stored in lockers.

Space heaters are fire code violations. Certain UL rated space heater are allowed check with the Department before purchasing.

Personal Furniture, clothes, etc. Mattresses, futons, open lockers full of clothing, kitchen supplies give the appearance that the studio is being used as a residence which is also a fire and building code violation.

Flammables left out in individual studios and the common studios are fire code violations. Label your flammable supplies and store them flammable storage cabinet in the common area.

NON UL labeled furniture from off campus is not allowed. If it isn’t university issued furniture and it does not have a UL label you will not be able to keep it in your studio.

Extension cords are not to be used in any appliance that is left plugged in to an outlet on a permanent basis such as refrigerators, lights, computers, clocks, etc. The Fire Marshal will write a violation stating "Extension cord used in place of permanent wiring."
However, surge protectors are permitted. Use a surge protector with a long enough cord to reach the outlet. Do not link surge protectors together to act as extension cords. Do not use an extension cord from the outlet to the surge protector.

You may use extension cords or plug an extension cord into a surge protector but only as a temporary measure while using a tool or appliance. It must not be left plugged in unattended. When not in use extension cords must be coiled and stored. Extension cords left out in place, even though unplugged, will be considered violations.

Alcoholic Beverages

University Policy states that the consumption of alcoholic beverages is limited to sites with a permit obtained from the State Liquor Authority, Division of Alcoholic Beverage Control ("SLA Permit") by individuals 21 and over. As neither the Department or Art or Nassau hall has such a permit drinking at the Staller Center and South Campus Studios is prohibited. There should never be evidence of the consumption of alcoholic beverages anywhere in the studios or any other ARS facility.

Year End Studio Clean Up Procedures

If you are graduating, or moving to a new studio, you must vacate your old space by June 29. The studio you leave must have freshly painted walls and a broom clean floor.

Graduating students must also remove all excess supplies and old artwork from your studio(s) and the common areas of the South Campus/Staller. Plan to dump large items in a dumpster supplied by the department toward the middle of June. The MFA Director will let you know the exact dumpster dates as soon as they available.

Anyone graduating must dispose of everything they do not plan to take with them when the dumpster is available at South Campus. There is not a method for getting rid of large amounts of material once the dumpster is gone. Graduating students cannot just leave behind artwork or materials – they must dispose of their any materials and artwork they do not want prior to June 29.

Those not graduating or moving studios are free to use their spaces over the summer months. A lottery for available studios will be held for students who wish to move to a new studio after their first or second year of study.

Graduate Exhibition Spaces

The Alloway Library Gallery (See: Contract for the use of the Alloway Memorial Gallery) is dedicated specifically to the exhibition of work by M.F.A. students. This is where the solo thesis exhibitions most likely takes place, as well as providing a venue for group and solo shows by first and second year students. Second year students will select a committee of three studio faculty members to consult in the process of developing their second year exhibition. The Paul W. Zuccaire Gallery of the Staller Center provides its space for an annual group exhibition of work by third year M.F.A. candidates (see above and appendix). In addition, students have exhibited at other appropriate locations on the Main Campus and in the Health Sciences Center, especially the Student Activities Center Gallery. Students interested in exhibiting in the Student Activities Center Gallery should contact its Director with ideas as early as possible. Interested students may be asked to provide a proposal for review by the gallery’s exhibition committee, which is quite independent of the art department. These exhibitions and other contacts have
led to invitations to curate and exhibit in commercial galleries and co-op spaces both locally, in New York City and nationally.

University Programs and Facilities

In addition to the studio and workshop facilities noted in the Graduate Bulletin, the University offers all the wide-ranging and diverse activities of a major research university, taking appropriate advantage of its location close to the nation's cultural and media center, New York City. The Paul W. Zuccaire Gallery utilizes its unique space to mount exhibitions of contemporary art by leading artists of the professional art world. Professional dance, theatre and music performances are continuously available at the Staller Center, and renowned speakers of international importance in many disciplines regularly appear on campus. Through its Speakers Series, and invited guests for the Visual Arts Seminar, the Department of Art brings representatives of many activities and points of view in the art world into direct and informal contact with the M.F.A. student. The Department of Art also publishes the respected periodical, Art Criticism that has included written work by both art history and criticism and studio students.
VI. FINANCIAL AID

All students seeking financial aid (with the exception of international students) must establish New York State residency (see Section below) and apply for TAP (Tuition Assistance Program). The student who fails to establish residency will be responsible for making up the difference in tuition costs.

Tuition Scholarships

The Department makes every effort to secure tuition scholarships for as many M.F.A. students as possible. As of Fall 2005, only students with teaching assistantships are eligible for in-state tuition scholarships, and the scholarships are prorated according to the amount of teaching assistantship. In other words, incoming students with a half TAship will receive a tuition scholarship equivalent to half of the instate rate for 12 credits the first two semesters, and 9 credits per semester for the four remaining semesters. Students may be responsible for any other tuition costs should they decide to take additional coursework, should they fail to complete 24 credits within the first year (see section on Incompletes above), or should they fail to establish NYS residency, or should they fail to complete requirements for the degree within three years.

Teaching Assistantships with Stipends

The Department has available a very limited number of half Graduate Teaching Assistantships, awarded through faculty review on application to the program, and throughout matriculation. Continuation of such support is limited to three years, and offered only while the student is in residency and fully matriculated. A one-half teaching assistantship includes a partial tuition scholarship as described above.

Renewal of teaching assistantships is conditional upon satisfactory academic achievement as well as upon successful fulfillment of TA obligations as outlined above. Competence in teaching will be judged through teacher evaluation questionnaires and classroom visits by the course’s faculty supervisor. For the purposes of renewal, a grade lower than a B+ in any degree credit course may be considered unsatisfactory achievement.

In no case shall support be terminated in the middle of an academic year unless student status is withdrawn for academic reasons, or the student fails to meet the obligations of the position. There is no guarantee that a student awarded a TAship who defers entry into the program will be able to retain the TAship offer. Similarly, students awarded TAships returning from approved leaves of absence will go through new review for TAship support.

Policy on Graduate Support Awards

Due to university budget constraints, the Art Department unfortunately is unable to offer support to all graduate students. The department is committed to using its allocation of support money to sustain the best possible program. In making awards, the department tries to balance the needs of returning students with the need to attract the highest quality incoming students. In the event that some students decline offers of admission and support, their award may be shifted to other students, either returning or incoming.

Prioritization for funding is determined by the faculty at the time of its graduate admissions meetings, and at the end of each semester. Its decisions are based on a number of criteria, including, in no particular order: academic and creative performance, teaching experience and/or performance, seniority, and past contributions to the department. Financial need may also be considered, but the department generally presumes that all students
have a financial need. New support in the second and third year is extremely limited and is available only in rare circumstances.

Other forms of Financial Aid

Students in need of financial aid and who are receiving no university support should make their needs known in writing to the Director of Graduate Studies during the first 2 weeks of the semester, in case funds or other positions become available.

Graduate Assistantships Outside The Department

It is often possible to obtain Graduate Assistantships outside the Art Department, such as in the Library, in various administrative offices (for example, the Staller Fine Arts Center, the Humanities Institute, the Center for Excellence in Learning and Teaching, Women's Studies (only for those enrolled in the Women's Studies Certificate Program), the President's Office, the Publications Department, the Office of International Programs, the Undergraduate Studies Office and the Graduate School), and sometimes in other programs. There are good precedents for such work by Art Department students, but they are not automatic. They must be found by each individual student once on campus. For information see http://career.stonybrook.edu/on-campus-employment/for-students

Work/Study

Students qualified for Work/Study financial assistance should submit their applications to the Office of Financial Aid and Student Employment as soon as possible BEFORE arriving on campus. The Department of Art will try to accommodate qualified students with Work/Study in the Department whenever possible.

Fellowships And Awards

The Goldberger Fellowship: In 1988, the Art Department received a bequest from the estate of Maurice M. Goldberger "to establish a scholarship in the Fine Arts to be known as the Maurice M. Goldberger and Miriam H. Goldberger Fine Arts Scholarship. It is my direction that the University shall utilize such funds for Fine Arts Scholarship purposes only." The proceeds from this bequest will be divided annually between an art history and criticism graduate student and a studio graduate student, chosen on the basis of merit, and each to be known as the Goldberger Fellow. No student shall hold the fellowship more than once. This fellowship is awarded to outstanding students elected by the department; there is no application procedure.

The Dorothy Pieper Memorial Purchase Award: All students matriculated and currently in residence in the Department of Art’s Master of Fine Arts program are invited to submit work for this award. Any first, second or third year student may enter, except previous winners. Each student may submit one work. This award is judged by a committee of the Graduate School. The artist whose work is selected will receive a cash purchase award of one thousand dollars, and the work will be reproduced in full color on the cover of the next edition of the Graduate Student Achievement Bulletin. The award recipient will be cited at the President’s Graduate Honors Ceremony and at the Department of Art’s Graduation Ceremony. The recipient will share the copyright of the work with the Graduate School, whose property the work will become. The artist will retain exhibition rights.

Dedalus Foundation Master of Fine Arts Fellowship: The Department of Art at Stony Brook has been invited to nominate two candidates each year for a fellowship awarded by the Dedalus Foundation. This is an organization founded by Robert Motherwell to support public understanding of modern art and modernism by facilitating research, education, publications, exhibitions and museum collections in this field.
Other Awards, Scholarships, Fellowships, Commissions, And Prizes
Various State University of New York and external prizes, awards, fellowships and scholarships are available to the M.F.A. student. In addition, a number of commissions and requests for work come into the department each academic year, together with numerous notices of competitions and opportunities to exhibit. These are posted on the M.F.A. Bulletin Board outside the Visual Resources Facility, or placed in individual student mailboxes located in the room with copy machine, or emailed directly to students.
APPENDIX I. USEFUL PHONE NUMBERS & LINKS

The University exchange, when dialing from off campus, is (631) 632-XXXX.
When dialing from on campus, dial only the last five numbers, for example: Department of Art: 2-7250.

<table>
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<tr>
<td>Art Department Office and Faculty Secretary</td>
<td>2-7250</td>
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<tr>
<td>Assistant to the Chairperson</td>
<td>2-7260</td>
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<tr>
<td>Director of Undergraduate Studies</td>
<td>2-7250</td>
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<tr>
<td>Graduate Program Coordinator, MA, MFA, PhD</td>
<td>2-7270</td>
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<td>Sculpture Technician</td>
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<td>Photography and Printmaking Technician</td>
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<td>Ceramics Area and Wood shop</td>
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<td>SOUTH CAMPUS, Nassau Hall Graduate Studio Center</td>
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<td>From Dormitories</td>
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<td>From Off-Campus</td>
<td>(631) 632-3333</td>
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<td>Advisor on SUNY bureaucracy (ombudsman)</td>
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<td>International Programs</td>
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<td>Foreign Student Affairs</td>
<td>2-7040</td>
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<tr>
<td>Director, Staller Center</td>
<td>2-7235</td>
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<tr>
<td>Director, Paul W. Zuccaire Gallery</td>
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<td>Financial Aid and Student Employment Office</td>
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APPENDIX II: NEW YORK STATE RESIDENCY

NEW YORK STATE RESIDENCY (NEW POLICY as of 8/27/2013)

Procedures regarding establishing New York State Residency for tuition billing purposes for graduate students enrolled at Stony Brook University are as follows:

As a University center of the State University of New York (SUNY), Stony Brook University is bound by the State policy regarding eligibility for the New York State resident tuition rate. SUNY policy outlines the requirements for in-state tuition eligibility. This policy generally requires that students reside in the State for a period of at least one year before they are eligible for in-state tuition rates.

In order to comply with this SUNY policy, and to ensure that residency determinations are made consistently across our different student populations, graduate students, are required to reside in the State for a full year before they are eligible for in-state tuition.

Policy requirements for establishing residency for tuition billing purposes.

In order to be eligible for resident tuition rates, students must demonstrate that they established New York State as their domicile at least one year before the last date of registration for the term in which they seek in-state tuition rates. A domicile is a fixed permanent home to which an individual intends to return whenever absent, and to remain in after they complete their education.

The SUNY policy requires that students, who wish to be considered for in-state tuition rates, file an Application for New York State Residency prior to the start of the term for which they would like to be considered. To ensure that our funded graduate students do not have their scholarship funding interrupted, graduate students are encouraged to submit their residency application as soon as they are eligible to do so.

To aid graduate students in taking steps to establish residency, the Office of Student Accounts has created a new website with detailed information regarding the documentation requirements: http://www.stonybrook.edu/bursar/residency/grads.shtml

It is important that graduate students review this website and take steps to establish New York State as their domicile immediately after arriving in the State. Such steps are important to ensure that you continue to be eligible for full scholarship funding.

Any students with questions regarding the residency policy should review the detailed information provided on the Bursar website: www.stonybrook.edu/bursar/residency

Students or staff with further specific questions regarding the residency policy should contact the Office of Student Accounts at (631) 632-2455.
APPENDIX III: POLICY ON ALCOHOL AND CONTROLLED SUBSTANCES IN THE WORK PLACE

(Quoted from Governor's office memo of Oct. 10, 1986):

"The longstanding policy of the State is and has been that employees will be subject to criminal, civil and disciplinary penalties if they distribute, sell, attempt to sell, possess or purchase controlled substances while at the work place or while performing in a work-related capacity. Such illegal acts, even if engaged in off duty, may result in disciplinary action..."  "It has also been the continuing policy of the State that employees are prohibited from on-the-job use of or impairment from alcohol or controlled substances. In cases where an appointing authority or a designee has a reasonable suspicion that an employee is not able to perform his or her duties as a result of a disability which may be caused by alcohol or a controlled substance, the appointing authority may proceed under the provisions of section 72 of the Civil Service Law..."

The complete memo from the Governor’s Office may be consulted online.
APPENDIX IV: GUIDELINES ON INSTRUCTOR-STUDENT ROMANTIC/SEXUAL RELATIONSHIPS

Instructor/student and/or supervisor/student/employee relationships are strongly discouraged because of the inequality of power and the consequences of potential sexual harassment charges. Instructors (including faculty, clinical faculty, adjunct faculty, graduate and undergraduate teaching assistants, and others involved in supervisory academic relationships with students) should not engage in or attempt to initiate romantic or sexual relationships with students during time-limited professional academic relationships, such as are typically found in a one semester course or laboratory. Neither should the instructor respond positively to attempts by students to initiate such relationships in this situation. If the instructor wishes to attempt to initiate or respond to a student’s attempt to initiate such a relationship, s/he must wait until at least two weeks after the student could reasonably be assumed to have received his or her final grade for the course. Instructors should not be involved in retroactive grade changes for a student with whom they have begun a relationship, nor should they become involved with students with whom they expect to have future professional academic relationships. If such future involvement unexpectedly occurs, the student and instructor should follow the guidelines for situations involving long-term professional relationships. Violation of these guidelines may have serious professional consequences, up to and including failure of a teaching practicum, dismissal from a graduate program, loss of graduate student support, or termination of employment. Individuals engaged in such behavior are subject to disciplinary and/or legal action.

For complete information, see http://www.stonybrook.edu/policy/policies.shtml?ID=208

SITUATIONS INVOLVING LONG-TERM PROFESSIONAL ACADEMIC RELATIONSHIPS

Instructors (see above definition) and student who develop a romantic/sexual relationship and who are also involved in a long term professional academic relationship, such as might be found between a graduate student and his/her advisor, or between a student in a small department and any faculty member of that department, and who are therefore in violation of the university’s policy on such relationships, should take the following steps, even if the relationship ends or has ended. If such a relationship is reported to department or university authorities, the same steps should be initiated by them.

The student and instructor should contact the department chair and the undergraduate or graduate director, depending on the status of the student (if the instructor is a graduate student, the graduate director should also be included). If the instructor is the chair or graduate or undergraduate director, as relevant, the dean of the division should be included.

If the student and instructor have initiated the action or if they acknowledge that the report to department or university authorities is correct, the following actions would normally be taken:

If the student is early in her/his career, the instructor should be removed from any supervisory situations involving the student, including courses, grading second year exams, internship supervision, research supervision, etc.; additionally, the student should find another advisor, if at all possible. The instructor should not serve on the
student’s dissertation committee, make judgments about the allocation of funds to the student, or participate in evaluation of the student. In the rare instance when there is no other possible advisor for the student, the department should follow as many of the guidelines above as possible, and then refer to those for advanced students.

If the student is an advanced student, every effort should be made to find an alternative instructor, as above. If this is not possible without serious damage to the student’s progress or future career, as determined by a consultation of the chair (or dean), (under) graduate director (or dean), and student, at least one extra member shall be added to the student’s dissertation or honors committee. This member must be equal to or higher in rank that the instructor involved with the student. This additional committee member, in addition to the normal functions of a committee member, will ensure that the student is protected from any retribution in the event that the relationship ends and also that the work presented by the student is truly the student’s work and not that of the student’s advisor/romantic partner. If disagreements arise, they will be resolved in consultation with the (under) graduate director and chair (or dean). The Campus Community Advocate and the Graduate and the Undergraduate Vice Provosts may be approached for advice. Ultimate authority rests with the dean, vice provost, provost and president, in order, but it is expected that this authority will be invoked only rarely.

All of these arrangements will be made as much in confidence as possible, depending on the student’s and instructor’s desires. Confidentiality is obviously easier to achieve if proceedings are initiated by the student and the instructor rather than by outsiders; further, instructors who do not initiate the proceedings themselves may be seen to be in violation of the guidelines and may be penalized.

If a relationship is reported to authorities but denied by the supposed participants, and if substantial rumor exists which might threaten the student’s, instructor’s and department’s reputation in the future, the chair (or dean) and (under) graduate director (or dean) should discuss with the student and instructor the possibility of instituting the above steps in any case, for the protection of all. Accepting such an extra committee member or taking the other steps outlined above in this situation would not be construed as an admission of involvement, but rather as a sensible precaution when dealing with the realities of gossip in the small world of academia.
APPENDIX V: DEPARTMENTAL FORMS AND GUIDELINES

Additional documents and forms mentioned in this handbook can be found on the Art Department website at: http://art.stonybrook.edu/graduate-programs/mfa-program/#forms

- M.F.A. Degree Requirements Worksheet
- Independent Study Form (Directed Readings/Special Projects/Professional Internship)
- M.F.A. Thesis Proposal Form
- Contract for the use of the Lawrence Alloway Memorial Gallery
- Lawrence Alloway Gallery Tentative Schedule for 2015-2016
- Guidelines for 2016 MFA Thesis Exhibition at the Paul W. Zuccaire Gallery
- Guidelines for Teaching Assistants