

**UMBC**  
**Department of Visual Arts**  
**Master of Fine Arts**

**in**

**Intermedia + Digital Arts**

**Graduate Handbook**

**Revised 2023**

# Table of Contents

<u>Hello and Welcome!</u> .....	6
<u>Student Status, Residency and Time Requirements</u> .....	8
<u>Full-Time Status</u> .....	8
<u>Thesis Residency Requirement</u> .....	8
<u>Admission to Candidacy Time Requirements</u> .....	8
<u>Completion of Degree Time Requirements</u> .....	8
<u>Leaves, Withdrawals + Health</u> .....	9
<u>Leave of Absence</u> .....	9
<u>Vacation, Sick + Family Leave</u> .....	9
<u>Health Care</u> .....	9
<u>Parental Leave Fellowships for Graduate Assistants</u> .....	9
<u>Withdrawal from the IMDA Graduate Program</u> .....	10
<u>Graduate Assistantships {GAs}</u> .....	10
<u>GA Exepectations/Job Summary</u> .....	11
<u>IMDA GA Report and Mediation Process</u> .....	11
<u>Completion Of Assigned Duties</u> .....	11
<u>Graduate School Registration Requirement for Research Assistants</u> .....	12
<u>Teaching Opportunities</u> .....	13
<u>Path to Teaching for the Department</u> .....	13
<u>Teaching Courses Available</u> .....	13
<u>Teaching: GA, Adjunct or Credit?</u> .....	13
<u>Apply for Teaching</u> .....	14
<u>Other Opportunities and Support</u> .....	15
<u>RTKL Award</u> .....	15
<u>Internal and External Opportunities</u> .....	15
<u>Service</u> .....	15
<u>IMDA Academics:</u>	
<u>Course of Study and Classwork</u> .....	16
<u>Advising</u> .....	17
<u>Grades</u> .....	18
<u>Incomplete Grades</u> .....	18
<u>Pass/Fail Credits</u> .....	18
<u>Plus/Minus Grading</u> .....	18
<u>Appeal of Grade</u> .....	18
<u>Course Path</u> .....	19

<a href="#"><u>Studio Course Requirement.....</u></a>	<a href="#"><u>19</u></a>
<a href="#"><u>Non-Studio Courses.....</u></a>	<a href="#"><u>19</u></a>
<a href="#"><u>Theory Course Requirement.....</u></a>	<a href="#"><u>19</u></a>
<a href="#"><u>Electives, Non-IMDA Courses and Transfer Credits.....</u></a>	<a href="#"><u>20</u></a>
<a href="#"><u>Typical IMDA Course Path.....</u></a>	<a href="#"><u>21</u></a>
<a href="#"><u>IMDA Courses.....</u></a>	<a href="#"><u>23</u></a>
<a href="#"><u>Graduate Review Day.....</u></a>	<a href="#"><u>27</u></a>
<a href="#"><u>Advancement to Candidacy.....</u></a>	<a href="#"><u>27</u></a>
<a href="#"><u>Formation of Thesis Committee.....</u></a>	<a href="#"><u>28</u></a>
<a href="#"><u>Thesis Exhibition, Written Thesis and Oral Defense Process.....</u></a>	<a href="#"><u>29</u></a>
<a href="#"><u>Green Light.....</u></a>	<a href="#"><u>29</u></a>
<a href="#"><u>Master of Fine Arts Criteria.....</u></a>	<a href="#"><u>29</u></a>
<a href="#"><u>Thesis Exhibition.....</u></a>	<a href="#"><u>29</u></a>
<a href="#"><u>Written Thesis.....</u></a>	<a href="#"><u>30</u></a>
<a href="#"><u>Final Examination Committee/Thesis Committee.....</u></a>	<a href="#"><u>30</u></a>
<a href="#"><u>Questioners.....</u></a>	<a href="#"><u>30</u></a>
<a href="#"><u>Oral Defense/Final Examination.....</u></a>	<a href="#"><u>31</u></a>
<a href="#"><u>Awarding of the Master of Fine Arts Degree.....</u></a>	<a href="#"><u>32</u></a>
<a href="#"><u>Independent Study Protocol.....</u></a>	<a href="#"><u>34</u></a>
<a href="#"><u>Independent study with Interim Advisor.....</u></a>	<a href="#"><u>34</u></a>
<a href="#"><u>Independent study with Another VART Faculty.....</u></a>	<a href="#"><u>34</u></a>
<a href="#"><u>Working with Non-VART Faculty and/or Taking undergraduate level classes (below 400 level).....</u></a>	<a href="#"><u>34</u></a>
<a href="#"><u>Office of Equity and Inclusion Protocol and Procedures (as of Spring 2023).....</u></a>	<a href="#"><u>35</u></a>
<a href="#"><u>Accessibility and Disability Accommodations, Guidance and Resources.....</u></a>	<a href="#"><u>35</u></a>
<a href="#"><u>Sexual Assault, Sexual Harassment, and Gender Based Violence and Discrimination.....</u></a>	<a href="#"><u>35</u></a>
<a href="#"><u>Notice that Faculty are Responsible Employees with Mandatory Reporting Obligations:.....</u></a>	<a href="#"><u>36</u></a>
<a href="#"><u>Child Abuse and Neglect:.....</u></a>	<a href="#"><u>37</u></a>
<a href="#"><u>Pregnant and Parenting Students.....</u></a>	<a href="#"><u>37</u></a>
<a href="#"><u>Religious Observances &amp; Accommodations.....</u></a>	<a href="#"><u>37</u></a>
<a href="#"><u>Hate, Bias, Discrimination and Harassment.....</u></a>	<a href="#"><u>37</u></a>

## Hello and Welcome!

The Intermedia and Digital Arts [IMDA] Master of Fine Arts [M.F.A.] program is committed to investigating transformations of emerging artistic practices, especially those that give rise to new processes that pose unique conceptual and social challenges. Responding to these challenges is central to the student's course of study. The Department of Visual Arts, in which the IMDA program is located, is committed to recognizing changes in culture and incorporating those changes into our graduate curricula. The Master of Fine Arts is a terminal degree that qualifies practicing artists to teach at the University level.

IMDA students are given a studio and access to a range of facilities and methodologies for making art, as well as to courses in art history and theory that reflect current critical discourse. The course of study offers in-depth critical feedback from engaged faculty and renowned artists alongside an interdisciplinary approach to new methods of art-making. The goal is to foster a student's ability to create utilizing intellectual flexibility, focus and honesty. The program offers hybrid methods of physical computing, performance and relational art, cinematic arts, photography, installation, and interactive forms of display with art theory and criticism. Thereby students extend the limits of any one specialized field, method or approach.

This handbook has been prepared by the Department of Visual Arts's IMDA Graduate Program Committee and approved by the Visual Arts faculty. To reflect the nature of this program, the policies described in this handbook have been designed to be as flexible as possible to ensure a valuable and relevant education appropriate to the M.F.A. as a terminal degree. Please check with the IMDA Graduate Program Director [GPD] to assure that you have the most recent version of this handbook.

## **PROGRAM BASICS**

- **Student Status, Residency and Time Requirements**
- **Leaves, Withdrawals + Health**
- **Graduate Assistantships {GAs}**
- **Teaching Opportunities**
- **Other Opportunities and Support**

# Student Status, Residency and Time Requirements

## Full-Time Status

Students are required to enroll in at least 9 credits in order to maintain full-time status. Fewer than 9 credits constitute part-time status [see GA exceptions under GRAD 600 + 601]. IMDA students are expected to maintain full-time status until they have achieved candidacy, typically upon completing their third semester. Outside full-time employment is not permitted during the student's first three semesters. Students on Graduate Assistantships or financial aid must maintain full-time student status. Students attending UMBC on an F-1 or J-1 visa must remain registered as full-time students for the entire semester. The full-time status formula is explained in detail in the UMBC Graduate School Catalog.

To maintain access to University equipment and facilities, a student is required to be enrolled in an appropriate number of course credits. This includes students who wish to work independently through the summer or students who are working for an additional [fourth] year on their theses. A student's Thesis Chair in conjunction with the Graduate Program Director [GPD] will determine the amount of course credit a student should enroll in to maintain access to resources.

## Thesis Residency Requirement

The Department of Visual Arts requires that the student be present during the Thesis Exhibition and Oral Defense/Final Examination, which take place during the semester in which one graduates, but does not require a student to be in residence while completing the work for the Exhibition or Thesis.

The Graduate School requires that a student register for at least 1 graduate credit during the semester in which he/she applies for graduation and presents their Thesis Exhibition and written Thesis.

## Admission to Candidacy Time Requirements

A student must Advance to Candidacy by the end of their third semester in order to continue in the program. See *Advancement to Candidacy* for more information.

## Completion of Degree Time Requirements

A student is required to Advance to Candidacy at least two full sequential semesters before the date on which the M.F.A. degree will be conferred. A student is required to complete all program requirements for the degree, including the Thesis Exhibition, written Thesis and Oral Defense/Final Examination, within five years of admission into the program. Failure to complete all requirements within the time allotted requires another application for admission to the Graduate School and IMDA Graduate Program.

## Leaves, Withdrawals + Health

The policies on leaves, withdrawals and health issues comply with policies of the Graduate School. Every effort is made to keep the below policies up-to-date with the Graduate School policies. Please check the Graduate Catalog to confirm the latest information or updates.

### Leave of Absence

A student who wishes to continue in the IMDA Graduate Program, but who cannot register for a particular semester or year, may take a Leave of Absence [LOA] with the approval of the IMDA Graduate Program Director [GPD] and Graduate School. Any student who has not registered for a class on the tenth day of the semester will be automatically placed on LOA. Leaves are to be taken on a semester basis [not for less than one full semester]. The requirement that students complete the master's degree within five years remains in effect during LOAs. After five years LOA students who wish to resume their studies in the IMDA Graduate Program are required to submit a new application for admission with the consequent evaluation of performance and portfolio.

**The UMBC Graduate Handbook states that a student who is not enrolled is not eligible to utilize university resources. IMDA students on leave cannot utilize their studio spaces or use UMBC facilities when on leave. Students who take a leave of absence for longer than one semester will no longer be guaranteed a GA assignment and studio space.**

### Vacation, Sick + Family Leave

Graduate Assistants [GAs] are on contracts and are not eligible to earn credit toward vacation time. If a GA becomes ill, sick leave should be supported collegially, up to 40 hours for Full Time (20 hours Part Time) GAs during the contract year (this includes summer term for GAs supported during the summer session). After four consecutive days of sick leave, the supervisor may require the GA to provide a letter from a physician or other licensed health-care professional that states (1) the nature of the illness; (2) that the GA can or cannot return to work for health reasons; and, (3) the duration of the required sick leave. This letter can be submitted upon the GA's return to work. See the UMBC Graduate School Handbook for more information.

### Health Care

IMDA Graduate Assistants [are offered a health care plan through the University. You may choose to keep a personal health care plan and to decline UMBC's health plan, but not in exchange for compensation, financial or otherwise.

## **Parental Leave Fellowships for Graduate Assistants**

In recognition of the challenges of balancing the demands of a graduate assistantship and parenting a new child, UMBC offers Fellowships for Parental Leave to improve the environment for new parents who are Graduate Assistants. Any GA is eligible to receive a Fellowship for:

1. the birth of a child;
2. the recent adoption of a child under the age of six; or ,
3. the assumption of other parenting responsibilities [e.g., foster parenting, legal guardianship] of a child under the age of six.

Except for birth mothers as described below, the period of the Fellowship is six weeks. During the Fellowship period, the GA retains his or her full stipend and benefits, provides no service to the University, and maintains enrollment as a full-time [ $\geq 9$  credits] student.

The University recognizes the need of birth mothers to respond to or to recover from the effects of pregnancy and/or the delivery of a child. If a birth mother believes that she requires a Fellowship period of more than six weeks, she must obtain a letter from her physician or other licensed health-care professional that provides [1] the nature of the need; [2] a statement that the GA cannot return to her duties for health reasons arising from the pregnancy and/or delivery; and [3] the duration of required absence beyond the initial six weeks.

In all instances, the GA should discuss his or her Fellowship plans with his or her GPD and/or supervisor as soon as possible to allow for maximum collegial support. All Fellowship requests will be approved by the Associate Dean of the Graduate School, the GPD and the GA supervisor(s). Upon request, the Graduate School will reimburse the cost of the GA's stipend to the supporting department.

The Graduate School recommends that international students consult in advance with the Office of International Education Services before their period of parental leave.

## **Withdrawal from the IMDA Graduate Program**

To withdraw from the IMDA program and UMBC, a student must submit a [Request for Withdrawal](#) form, accessible on the Graduate School website. Please also refer to the Graduate School website for updates.

## **Graduate Assistantships {GAs}**

IMDA students have the opportunity to receive a full or half Graduate Assistantship [GA], which is awarded annually and offers a variety of opportunities. These awards may entail teaching a course, providing other services in the Department of Visual Arts, assisting Faculty on a research project, or carrying out assignments at one of several research centers, and partnering units and organizations at UMBC. Current partners include: Imaging



Research Center [IRC]; Center for Art, Design and Visual Culture [CADVC]; the Shriver Center; CommonVision; and the Office of Institutional Advancement [OIA]. Research Assistantships run from [approximately] **mid August** until **mid June**, as per contract letters. Holidays follow UMBC closures, including emergency days such as snow days where non-teaching GA work does not have to be made up. A full GA receives a stipend, full or partial tuition remission, and entry to one of two University health plans in exchange for 20 hours of service per week to the Department, affiliated research centers, or other partners.

Service assignments are generally made by the Graduate Program Director [GPD] based on the skillsets required by the supervisor and the experience and skillset of the student. Assignments are reassessed each semester, though year-long assignments are most common. A faculty member, director or associate staff member will be designated as a supervisor for each GA in the Department of Visual Arts. Service responsibilities will be listed on an GA assignment contract at the start of each year, as agreed to and signed by both the GA and the supervisor. At the end of each semester, the supervisor will complete an GA evaluation form and submit it to the Graduate School/GPD. GAs are competitive, merit-based awards and are annually reviewed for renewal. No GAs are awarded after a student's sixth semester. Please see *Leave and Withdrawals* for more information regarding GA rights and responsibilities.

### **GA Expectations/Job Summary**

All GA supervisors are expected to make the duties, responsibilities and expectations of the GA assignment clear (a written document is encouraged), and receive verbal or written confirmations that these expectations are understood. GAs should be clear about their availability and ability to carry out the responsibilities of the GA assignment.

### **IMDA GA Report and Mediation Process**

In the event of difficulties between a supervisor and GA, a report and accompanying documentation must be submitted via email to the IMDA Director or IMDA Program Coordinator to initiate the mediation process.

Once the complaint has been received, the GA, supervisor, GPD and/or GPC will meet for informal consultation about the report and seek a resolution to the issue, resulting in a memo stating clear criteria/expectations for resolution of the issue.

After a period of two weeks, a follow-up meeting will take place to monitor progress towards resolution. If the criteria for resolution are not met in a satisfactory manner, the GA will enter a probationary period allowing an additional two weeks to satisfy the criteria.

If the situation is not resolved in a satisfactory manner at the end of the probationary period, the GPD will initiate formal complaint proceedings with the Associate Dean of the Graduate School. See the GA Handbook published by the Graduate School for a description of the formal complaint process.

## **Completion Of Assigned Duties**

The performance of duties by a GA is a fundamental component of any graduate assistantship. The Graduate School requires each GA to affirm completion of his/her/their assigned duties on a regular basis. The Graduate School recommends that such an affirmation occur every semester using the Statement of Completion of Duties by a Graduate Assistant available on the Graduate School's website at <http://gradschool.umbc.edu/funding/assistantships/forms>.

## **Graduate School Registration Requirement for Research Assistants**

Graduate Assistants [GAs] must be registered as full-time students whether they hold a full GA or partial GA appointment. To be considered full-time, a student must be registered for a minimum of nine [9] credits in each Fall and Spring semester.

The required 9 credits can include those allotted for GA work through the GRAD 600 and 601 courses as described below to ensure that the 9-credit minimum is met. The student must be registered in courses that lead toward his/her degree.

- a) Full-time GAs, whose total commitment is 20 hours per week on average, have the option to register for GRAD 601. GRAD 601 is fixed at five [5] credits, so students who register for this course must register for a minimum of four [4] credits in addition to this course.
- b) Part-time GAs in two different departments, whose total commitment is 20 hours per week on average, have the option to register for GRAD 601. GRAD 601 is fixed at five [5] credits, so students who register for this course must register for a minimum of four [4] credits in addition to this course.
- c) Part-time GAs, whose total commitment is 10 hours per week on average, have the option to register for GRAD 600. GRAD 600 is fixed at three [3] credits, so students who register for this course must register for a minimum of six [6] credits in addition to this course.

The GRAD 600 and 601 credits do not appear on a student's transcript or schedule of classes, and students are not billed for GRAD 600 or 601. These credits are not considered when determining financial aid eligibility, and do not apply toward a student's required 60 credits; their use is only for calculating full-time versus part-time enrollment status. See the registration requirements for GAs for a full description of GRAD 600 or 601, or contact [Shannon Mize](#), Business Services Specialist at x 5-1071

### GRAD 601 [5] units

Full-time Graduate Assistants [committed to a total of 20 hours [one 20-hour full GA, or two 10-hour half GAs] may enroll in GRAD 601. No permission required.

### GRAD 600 [3] units

Half-time Graduate Assistants committed to a total of 10 hours [one 10-hour half GA or two 5-hour quarter GAs] may enroll in GRAD 601. No permission required. Each semester the

[class number](#) changes, check [imdainfo.umbc.edu](http://imdainfo.umbc.edu) under GUIDES or the graduate school website for the current class number required.

## Teaching Opportunities

### Path to Teaching for the Department

IMDA students may receive professional mentoring in classroom teaching and independent teaching experience in the Department of Visual Arts. Mentoring is achieved during the Teaching Practicum course [ART 638], which should be taken in an area of the student's expertise.

When a student has successfully completed ART 638 and Advanced to Candidacy, they are able to teach a course independently in the Department of Visual Arts. The Chair of the Department of Visual Arts may waive these requirements when a student demonstrates previous college-level teaching experience.

Students should discuss what class will best meet their needs with their IMDA Faculty Advisor, the Graduate Program Director [GPD], or the point person in the appropriate teaching area.

### Teaching Courses Available

Offering IMDA students the opportunity to teach is a priority in the pedagogical mission of the Department of Visual Arts and its M.F.A. program. The undergraduate Foundations courses that IMDA students have the opportunity to teach include ART 210, 211, 212, 213 and 214. A qualified student may also teach in an area other than Foundations. While teaching requests are made through the GPD, the Chair of the Department of Visual Arts establishes the final teaching assignments for all faculty and graduate students.

When a graduate student is given a course to teach in the Department, the point person in that area or the faculty member who served as a mentor for the graduate student's Teaching Practicum will continue to assist and mentor the graduate student if necessary.

### Teaching: GA, Adjunct or Credit?

Once the Teaching Practicum is completed, IMDA students typically teach a class [or classes] as part of their GA. Occasionally, a qualified graduate student may teach as a paid adjunct or for Teaching Internship credit [ART 639]. ART 639 may be taken only if a student is not being paid to teach the course.

In addition to teaching a course independently through a GA, IMDA students may assist a faculty in teaching a lecture course [such as an Art History lecture] or the Foundation lecture course [Art 215] as part of their GA. This is distinct from a student enrolling in a Practicum [Art 638]. A GA who is assigned a teaching assistantship will be involved in teaching activities, such as grading, but their position is not necessarily a path toward independently teaching any particular course.

## **Apply for Teaching**

In order to receive full consideration to teach a course and meet the University scheduling requirements, requests for teaching need to be submitted to the GPD by the dates below. See [imdainfo.umbc.edu](http://imdainfo.umbc.edu) for teaching request forms.

**Teaching Semester    Request is due to the GPD**

**Fall                      Previous January 15**

**Spring                  Previous August 15**

## Other Opportunities and Support

### **RTKL Award**

Once a year, one IMDA student is offered the RTKL [Rogers, Taliaferro, Kostritsky & Lamb] Award. When students Advance to Candidacy they are eligible for a merit-based RTKL award [financial need is not a consideration]. Faculty members of the Department of Visual Arts base their selection of the RTKL recipient on the merit of students' third-semester Graduate Review Day presentations. The award is intended to support and highlight the recipient's M.F.A. Thesis Exhibition. Upon accepting this award, the student agrees to present a public lecture on their work during the Thesis Exhibition.

### **Internal and External Opportunities**

**The Graduate Student Association** [GSA] offers opportunities for travel and other support to graduate students. For more information see [gsa.umbc.edu](http://gsa.umbc.edu). For financial support, grants, residencies and employment opportunities both internal and external to UMBC, see [imda.umbc.edu](http://imda.umbc.edu).

**The Center for Innovation, Research, and Creativity in the Arts** (CIRCA) is an interdisciplinary research center of the College of Arts, Humanities, and Social Sciences at UMBC dedicated to promoting inquiry and experimentation in and across the Arts disciplines. CIRCA supports innovative project-based research by faculty, students, and visiting scholars, and promotes the development of interdisciplinary and collaborative projects that advance research in the Arts.

### **Service**

Students have opportunities to provide service to the Department of Visual Arts, affiliated Centers, GSA and the broader community. These opportunities include serving alongside faculty on the IMDA Graduate Committee during the admissions evaluation process, on the Visiting Artists Lecture Series Committee, as the IMDA Representative to the GSA, or as graduate representatives on Department Promotion and Tenure Committees or faculty hiring committees. Students should work with their advisors to choose a service commitment that best meets their needs and interests.

## **IMDA Academics: Course of Study and Classwork**

- **Advising**
- **Grades**
- **Course Path**
- **IMDA Courses**

## Advising

Graduate student advising is a two-stage process. For the first three semesters, incoming students are assigned an IMDA Faculty Advisor who assists with curriculum planning and short-and long-term goal-setting during the early stages of the program. Each semester the IMDA Advisor will authorize the student to register for whatever courses are needed.

Following Advancement to Candidacy, at the beginning of the student's fourth semester, the student selects the Chair of his/her Thesis Committee. The Thesis Chair replaces the IMDA Faculty Advisor and functions as the student's mentor, overseeing all aspects of the student's remaining course work, research, written Thesis and Thesis Exhibition.

It is possible for a student to be finished with all course work, the written Thesis, and all preparatory work for the Thesis Exhibition by the end of the Fall of the student's fifth semester. If a student does not wish to be in residence in their third year, their graduate committee must approve this request. In such a case, the Department does not require a student to be in residence during the Spring semester in which their Oral Defense will take place [see *Thesis Residence Requirement*]. If a choice is made not to be in residence following this approval, the student will be required to return to UMBC during the Spring semester for the Exhibition and Oral Defense. The student will be required to enroll for at least two credits of ART 799 Thesis Exhibition during this final semester.

### **Advisement and Student Responsibilities**

- Communicate regularly with the GPD, IMDA Faculty Advisor/Thesis Chair regarding progress, goals and plans.
- Update Graduate School procedures
- Following Advancement to Candidacy, select a Thesis Chair.
- Select Committee members in consultation with the Thesis Chair.
- Become familiar with and comply with relevant policies and procedures as set forth by the UMBC Graduate School and the IMDA Graduate Program.
- Report problems that could delay progress in completing the M.F.A. degree to the IMDA Faculty Advisor/Thesis Chair, and GPD.

The Graduate Program Director [GPD] is available for advice and consultation regarding procedural issues and questions related to the IMDA program, advising, the Department of Visual Arts, Graduate School and University.

# Grades

## **Incomplete Grades**

Incomplete grades are only given under extenuating circumstances and/or for medical reasons. An incomplete [I] grade must be changed to a final letter grade [A, B, C, D or F] for all courses required for the degree. For courses not required for the degree, an incomplete [I] mark may remain on the student's transcript. *Note:* All cumulative coursework applied towards the M.F.A. must achieve a 3.0 average.

## **Pass/Fail Credits**

Up to 6 Pass/Fail credits may be used to fulfill the required 60 credits other than Pass/Fail credits automatically earned from ART 638, ART 639 and ART 799. Any course for which the student wishes to register on a Pass/Fail basis must first be evaluated and approved by the student's IMDA Faculty Advisor/Thesis Chair before the student registers for the course.

## **Plus/Minus Grading**

Faculty will have the option of assigning grades that include a plus or a minus [e.g., B+] to graduate students enrolled in graduate courses. This option is not available for undergraduate students enrolled in graduate courses or graduate students enrolled in undergraduate courses. The grade of A still indicates superior achievement, so A+ is not assignable. Furthermore, the grades of D and F indicate unacceptable performance, so plus/minus grading is not assignable for either. Refer to the Graduate School Policies, Procedures and Forms on the Graduate School website for more information.

## **Appeal of Grade**

A student who wishes to appeal a final grade in a course should first approach the instructor of that course before approaching the Chair of the Department of Visual Arts. If after a discussion with the Chair, the student remains dissatisfied, they may appeal to the Associate Dean of the Graduate School. Refer to the Graduate School Catalog for more information.



## Course Path

The IMDA M.F.A. requires a minimum of 60 credits. These 60 credits, a Thesis Exhibition, written Thesis, and Oral Defense/Final Examination are all required for completion of the M.F.A. degree.

During the initial semesters, there is a sequence of required courses that provides a foundation for proceeding through the IMDA program. Upon Advancement to Candidacy, full-time status is no longer required, as mentioned above [see details in section *Student Status, Residency and Time Requirements*]. During the final three semesters, a student works more independently toward their Exhibition and written Thesis under the guidance of the Thesis Chair and Committee. Possible course options for these final semesters include but are not limited to: Teaching Practicum, Electives, Independent Studies and Internships.

### Studio Course Requirement

All IMDA Graduate students will be required to take a minimum of **39 credits of studio courses** to fulfill their MFA. *Required* courses that count toward this total are:

- ART 610 Introduction to Intermedia and Innovation Seminar (2 credits)
- ART 640 Intermedia Studio Seminar (2 x 4 credits)
- ART 740 Advanced Intermedia Studio Seminar (2 x 4 credits)
- ART 642 Media Based Installation Studio (4 credits, offered every other Spring semester)
- ART 792 - Thesis and Exhibition Preparation (2 credits)
- ART 799 Graduate Thesis Exhibition (8 credits)

These required courses make up 32 credits of your 39 studio credit total.

You must complete a minimum of 7 more elective studio credits out of your remaining 16 elective credits to fulfill the studio requirement. (ART 692 is the designated Independent Study Number for studio credits.)

### Non-Studio Courses

ART 620\*

ART 624\*

ART 789\*

ART 690

ART 790

\*required

## Theory Course Requirement

Graduate students are *required* to take the following theory and writing courses to fulfill their MFA:

- **ART 620** History and Theory of Digital Arts (4 credits)
- **ART 624** Contemporary Arts, Theory and Criticism (4 credits, offered every other Spring semester)
- ART 798 Graduate Thesis Writing Seminar (4 credits)

Your remaining elective credits can be theory/art history or other non-studio courses.

## Electives, Non-IMDA Courses and Transfer Credits

IMDA courses comprise ART 610 through ART 799, all of which may be used toward the IMDA M.F.A. 16 of the 60 total required credits to complete the program are electives that may be fulfilled by taking Special Topics [ART 649], Independent Studies [ART 690 up to 12 credits, or 790 up to 12 credits, or ART 692 up to 6 credits] or ART 400-499/600-799 cross-listed courses; or they may include up to 8 credits of ART 400-499 level undergraduate Visual Arts courses.

Non-Visual Arts graduate courses may be taken with permission [no credits under 400 level will be counted towards the M.F.A.]. Non-IMDA courses [courses not designated as either graduate level or art courses] may require that they be taken as an Independent Studies at the 690 or 790 level with permission from the instructor that includes an agreed-upon number of credits reflecting the amount of time devoted to the course. Non-IMDA courses may also require approval for graduate credit by the Graduate School and IMDA Faculty Advisor/Thesis Chair. Speak with your IMDA Faculty Advisor/Thesis Chair about electives and non-IMDA course options.

Students may transfer up to 6 credits from a USM or other accredited institution prior to matriculation in the IMDA program to be counted toward the M.F.A. degree. The credit must have been earned within five years of matriculating in the IMDA program with a grade of B or better.

Graduate Assistants have the option to register for GRAD 601 [5] units and half RAs register for GRAD 600 [3] units. These courses are non-credit and do not count toward the 60 credits required for completion of the M.F.A., but may help GAs maintain full time status. See *Graduate Assistants* in this Handbook, pp 11, or the UMBC Graduate School website for details.

Students, advisors and faculty proposing or adding independent study, non-IMDA courses or credit exchange should read the [Independent Study Protocol](#) on page 33 of this document.

## Typical IMDA Course Path

The following is a suggested schedule of courses, outlining how the IMDA M.F.A. program is typically completed over a three-year period.

<b>FIRST YEAR - FALL</b>			
Course #	Name	Req?	Credits
ART 610	Introduction to Intermedia Methods Seminar	Y	2 (Studio)
ART 620	History and Theory of Imaging and Digital Arts	Y	4
ART 640	Intermedia Studio Seminar	Y	4 (Studio)
GRAD REVIEW DAY			
TOTAL CREDITS		10 / 60	
<b>FIRST YEAR - SPRING</b>			
ART 640	Intermedia Studio Seminar	Y	4 (Studio)
ART 624 or ART 642	Contemporary Art, Theory and Criticism or Media Based Installation Studio (Courses rotate every other other Spring)	Y	4 (ART 642: Studio)
ART 638/TBD	Teaching Practicum OR Art/Studio/Writing/History Elective	N	2
GRAD REVIEW DAY			
TOTAL CREDITS		20 / 60	
<b>SECOND YEAR - FALL</b>			
ART 740	Advanced Intermedia Studio Seminar	Y	4 (Studio)
ART 638/TBD	Teaching Practicum OR Art/Studio/Writing/History Elective	N	2-4
<i>Elective</i>	Art/Studio/Writing/History Elective	N	4
GRAD REVIEW DAY – Advance to Candidacy			
TOTAL CREDITS		30-32* / 60	
<b>SECOND YEAR - SPRING</b>			
ART 740	Advanced Intermedia Studio Seminar	Y	4 (Studio)
ART 792	Exhibition and Thesis Preparation	Y	2
ART 624 or ART 642	Contemporary Art, Theory and Criticism or Media Based Installation Studio (Courses rotate every other other Spring)	Y	4 (ART 642: Studio)
GRAD REVIEW DAY			
TOTAL CREDITS		40-42* / 60	

Table Continues Next Page

<b>THIRD YEAR - FALL</b>			
Course #	Name	Req?	Credits
ART 798	Graduate Thesis (Writing Seminar)	Y	4
ART 799	Thesis Exhibition	Y	2-6 (Studio)
<i>Elective</i>	Art/Studio/Writing/History Elective	N	0-4
TOTAL CREDITS		50-52* / 60	
<b>THIRD YEAR - SPRING</b>			
ART 799	Thesis Exhibition	Y	2-6 (Studio)
<i>Elective</i>	Art/Studio/Writing/History Elective	N	4-8
TOTAL CREDITS		60-62* / 60	
Graduate Thesis Exhibition and Oral Defense			
<i>Graduation – Done!</i>			

\* Elective credits per semester can vary from 2-4 credits per semester: this range will vary per semester, but will ultimately result in a completed elective credit total of 16. 7 of these elective credits must be studio electives.

## IMDA Courses

**ART 610** *Introduction to Intermedia Methods Seminar* [2] Art and experimental media methods will be demonstrated. Graduates will pass safety training on available labs.

Prerequisite: Full Time IMDA Graduate Student.

*Required course for the M.F.A. degree. Counts as studio credit.*

**ART 620** *History and Theory of Imaging and Digital Arts* [4] This course presents a chronological examination of the influences of imaging and digital arts upon major issues and movements in contemporary art. *Required course for the M.F.A. degree.*

ART 621 *Contemporary Art in Process* [3]

**ART 624** *Contemporary Art, Theory and Criticism* [4] Focusing on the fundamentals of art theory, criticism, analysis and evaluation, this course will examine contemporary art, theory and the historical and philosophical issues that shape and define art and culture.

*Required course for the M.F.A. degree and meets the Graduate Schools RCR requirement. ART624 will alternate with ART642 for the first and second spring semesters of study.*

ART 630 Technical Seminar [2-4]

ART 636 Curatorial Seminar [2]

**ART 638** *Teaching Practicum* [2] Teaching training course designed for graduate students desiring to gain teaching experience at the university level. The student will work closely with a faculty in order to develop effective strategies for teaching by providing the practical and conceptual skills necessary to teach an undergraduate course independently, often in a Foundation course. Students observe the teaching of each class meeting, assist with grading, develop a project and teach all aspects from presenting objectives, demonstrating methods, troubleshooting and leading a critique. *Note: ART 638 is a Pass/Fail course.*

**ART 639** *Teaching Internship* [3] A student will assume responsibility for teaching a course under the supervision of a faculty member. *Prerequisite: Consent of Instructor.*

**ART 640** *Intermedia Studio Seminar* [4] A studio course in which the student develops a body of work, along with a written statement that reflects a position and direction of the ideas and imagery in that body of work. Course methods include critiques and mid-term evaluations. Repeatable for up to eight credits. This is a combined class. *Required course for the M.F.A. degree. Counts as studio credit.*

ART 641 *Graduate Computer Art Studio* [3]

**ART 642** *Media Based Installation Studio* [4] A production course developing competency in current media-based installation technology, software, concepts, and processes. In a workshop environment, students will learn how to create installations,

performances, and/or interactive screen-based works utilizing projection mapping, physical computing, real-time processing, and audio/video synthesis software.

*Prerequisite: ART 610, 640 or permission of Instructor. Required course for the M.F.A. degree. Counts as studio credit.*

ART 643 Graduate Photography Studio [1-6]

**ART 690 *Independent Studies*** [1-6] A theoretical or non-studio based research project conducted under the supervision of a visual arts faculty member. Repeatable up to 12 credits. *Prerequisites: ART 640 and permission of Instructor.*

**ART 691 *Special Topics in Art History*** [4] Special topics in contemporary art history and theory. Specific topics to be announced. Note: Repeatable up to 12 credits.

**ART 692 *Independent Studio Studies*** [1-6] - A creative studio research project conducted under the supervision of a visual arts faculty member. Repeatable up to 6 credits. *Prerequisites: ART 640 and permission of Instructor. Counts as studio credit.*

**ART 710 *Advanced Intermedia Methods Seminar*** [2] Advanced Art and experimental media methods will be researched and implemented. Repeatable up to four credits. *Prerequisite: Art 610 [2] and Permission of the Instructor. Counts as studio credit.*

**ART 720 *Seminar in Art History and Theory*** [4] An examination of major contemporary issues and ideas in art history and theory [required IMDA MFA course]. *Prerequisite: ART 620 and ART 624.*

**ART 740 *Advanced Intermedia Studio Seminar*** [4] A studio course in which the student develops an advanced body of work, along with a written statement that reflects a position and direction of the ideas and imagery in the body of work. Course methods include critiques and mid-term evaluations. Repeatable for up to eight credits. This is a combined class.

*Prerequisite: ART 640. Required course for the M.F.A. degree. Counts as Studio Credit.*

ART 780 *Imaging Symposium in Industry* [3-6]

**ART 790 *Independent Study*** [1-6] Advanced theoretical, or non-studio based, research project, conducted under the supervision of a visual arts faculty member. Repeatable to 12 credits.-*Prerequisite: Consent of Instructor.*

**ART 792 *Thesis and Exhibition Preparation*** [2] In this course, the student will enroll with the Chair of the Thesis Committee on work leading to the Exhibition and Thesis. The main requirements of this course are the completion of a 250-word preliminary Abstract for the Exhibition and Thesis and the approval of the Abstract by the Thesis Committee. The Abstract will outline the conceptual concerns of the Exhibition and will briefly describe the work to be produced. Students enrolled in ART 792 during the same semester may meet

together periodically to discuss issues of mutual concern [eg: Thesis Exhibition planning with CADVC staff]. *Required course for the M.F.A. degree*

**ART 794** *Graduate Internship* [1-6] An internship directly related to the graduate student's emphasis; to be taken under the supervision of a visual arts faculty advisor.

**ART 798** *Graduate Thesis* [4] Writing of master's thesis in conjunction with the advisor and thesis committee. *Prerequisite: Consent of the Instructor. Required course for the M.F.A. degree.*

The written Thesis and bibliography should present the conceptual basis of the student's artwork and should address the following: historical context, influences, conceptual/philosophical/theoretical foundations, and future directions. The format of the Thesis guides the student through a structure for containing the necessary contents towards preparing a professional artist's talk.

It is expected that visual material will be integrated into the text of the thesis to support its points. All visual material should be captioned appropriately and cross-referenced in the text. [See the Graduate School's guidelines *Instructions for Preparing Final copies of Master's Theses and Doctoral Dissertations* for additional specific requirements.]

Within two weeks following the Thesis Exhibition, professional and archival documentation of the exhibition will be prepared by the student and added to the Written Thesis as an appendix.

**ART 799** *Graduate Thesis Exhibition* [8] Enroll with Thesis Chair. The culmination of a student's work, presented as a formal exhibition. *Prerequisite: Consent of the Instructor. Required course for the M.F.A. degree. Counts as studio credit.*

The student presents their final work in a professional context at the Center for Art, Design and Visual Culture [CADVC] in a show of all graduate students completing their M.F.A. degree work, and will submit a written thesis in a published format required by IMDA within 4 weeks of presenting the MFA Thesis Exhibition.

Consideration must be given to the accessibility of the work to the public and the Department of Visual Arts community. If the CADVC is an inadequate presentation platform for the student's work, the student may elect to propose to present in an alternative venue. This requires approval from the student's Thesis Committee and the IMDA Graduate Program Committee through the GPD. If the alternative exhibition plan is approved, a display element summarizing or encapsulating the off-site exhibition will be presented at the Center for Art, Design and Visual Culture's Gallery at the time of the MFA Exhibition.

*\* Note: Course numbers not in bold are occasionally offered. Check the on-line catalog for current descriptions.*

## **Graduate Review Day, Advancement to Candidacy, Thesis Exhibition, Written Thesis and Oral Defense Process**

- **Graduate Review Day**
- **Advancement to Candidacy**
- **Formation of Thesis Committee**
- **Thesis Exhibition, Written Thesis and Oral Defense Process**



## **Graduate Review Day**

**Graduate students present their artwork and an artist's statement on Graduate Review Day through the end of their fourth semester in the program.**

Graduate Review Day is customarily scheduled over a one-or two-day period between the end of the regular class schedule and the beginning of final exams.

In ART 640/740 students will prepare an artist statement, bibliography, and 5-10 supplemental images and/or maximum 3 minutes of time-based media. If students include materials above this limit, it may not be reviewed.

The artist statement should make clear references to artists, theories, and concepts, demonstrating that the student is capable of expanding on these references within the context of their work.

The bibliography should list both theoretical concepts and artist examples, which may be cited in the artist statement and/or an influence in the student's practice.

Each student will present his/her work for review by the Department of Visual Arts faculty and associate staff at this time. Presentations are typically set up in the Lion Brothers Building, but students may also request sites located throughout the UMBC campus, including—but not limited to—the Fine Arts Building, and ITE.

The timing and procedures for Grad Review Day will be determined/communicated each semester by the GPD.

Faculty and associate staff view and evaluate the presented studio work, the artist's statement, supplemental images, and one-on-one and/or group discussions of the work. The criteria for the evaluation are whether the graduate student is on track towards developing a position and direction in the work presented, and if the student is able to articulate and support that position and direction through writing and/or discussion. The position and direction should reveal the student's grounding in historical and theoretical issues, artistic and contemporary influences, and new developments. All students will discuss this evaluation with their IMDA Faculty Advisors or Thesis Chairs.

## **Advancement to Candidacy**

Consideration of Advancement to Candidacy takes place on the third Graduate Review Day, when the student has completed approximately 30 credits. At the end of the third semester, the Department of Visual Arts faculty and associate staff review a student's creative research, grades and overall participation in the IMDA Graduate Program for Advancement to Candidacy.

A student advances to candidacy after having presented both a clear position and direction within their work and the ability to articulate how that position was formed by presenting completed work or work-in-progress demonstrating a clear research position in their artwork within an art-historical context.

Students will prepare an artist statement, bibliography, and 5-10 supplemental images and/or maximum 3 minutes of time-based media. If students include materials above this limit, it may not be reviewed. This presentation, along with the work presented during Grad Review Day, will indicate the student's ability to complete the thesis requirements successfully and pass the Oral Defense within the expected timeline.

Coursework will be completed with a C or better, and the student is required to be in good standing within the University and Department to be eligible to Advance to Candidacy.

Based on the faculty and associate staff review of the presentation at Graduate Review Day, and their vote, a student will receive a letter granting or denying Advancement to Candidacy from the GPD.

**Students who do not receive Candidacy at the end of the third semester will not be allowed to continue in the program. If a student wishes to continue in the program they must re-apply, following all official Graduate School and IMDA Program application procedures and abiding by all deadlines.**

## **Formation of Thesis Committee**

Upon Advancement to Candidacy, a student will select a Thesis Committee Chair who is a regular or associate member of the University of Maryland Graduate School of Baltimore [UMGSB], and together, they will select the other members of the Thesis Committee. The Thesis Committee consists, at minimum, of a Chair and two additional full-time faculty members who are affiliated with the Department of Visual Arts. Including the Thesis Chair, up to five members may be included, a fourth member may or may not be part of the UMGSB and must hold an M.F.A. at minimum or equivalent. The selection of the Thesis Committee members should be finalized by the first month of the semester following the student's Advancement to Candidacy.

The Chair of the Thesis Committee will serve as the student's advisor through the completion of graduate studies, taking over the role of the IMDA Faculty Advisor. At the start of each semester, the Thesis Chair will authorize the student to register for courses. The additional committee members, in conjunction with the Thesis Committee Chair, will advise and assist the student on the written Thesis and Thesis Exhibition.

# Thesis Exhibition, Written Thesis and Oral Defense Process

Three courses [ART 792, 798, and 799] totaling 14 credits are reserved specifically for the preparation and completion of the Thesis Exhibition and written Thesis. Other coursework may optionally support the work to be on display for the Thesis Exhibition. The Chair of the Thesis Committee will mentor the student through 792 and 6 credits of 799 and give the final grade for each course. Two credits of 799 are reserved for the IMDA Thesis Publication. The student will typically enroll in 798 the semester prior to mounting the Thesis Exhibition.

## Green Light

Prior to the student's thesis exhibition, a "green light" approval process will require the student's thesis committee to approve or deny the student's written thesis and thesis exhibition in progress. Students must submit an exhibition proposal that includes the following documents for approval:

- Working title(s) of Artworks to be Submitted
- Diagram, 3D or time-based rendering, or CADVC floorplan describing: a clear walkthrough and placement of works
- list of materials and equipment [provided and required]
- 25-word statement describing project/s
- 3000-word thesis draft with bibliography, footnotes and image support examples that includes a position and direction of the artwork to be displayed in an:
  - Art Historical context
  - Contemporary Art context
  - Cultural and/or personal context

## Master of Fine Arts Criteria

MFA candidates will present a thesis exhibition for public display, written thesis according to the graduate school requirements and oral examination. The criteria for the final evaluation of the MFA Thesis will be whether the student has developed a position and direction in their artwork presented on public display, and the student is able to articulate and support that position and direction through writing and the oral defense. The position and direction will reveal the student's grounding in art historical and theoretical issues, artistic and contemporary influences and new developments.

## Thesis Exhibition

Students will display their final creative output at the CADVC, or similar appropriate venue approved by their Thesis Committee, during the Spring term of their final semester in the IMDA M.F.A. Program. The student and Thesis Committee will discuss the content, format, and venue of the presentation with regularity and consistency following their Advancement to Candidacy. Additionally, students will adhere and participate in policies and procedures

required for mounting a professional exhibition. This may include publicity, loan and liability forms, equipment and space negotiations, wall labels, etc.

### **Written Thesis**

Students will prepare a written thesis for both an academic format that will be uploaded to the USM electronic archive; and a copy as part of the IMDA Journal. In the Thesis, the student should present the conceptual basis of the student's artwork; address its historical context; discuss influences; explain the conceptual, philosophical, and theoretical foundations of the work; and if appropriate, indicate future directions. It is expected that visual material will be integrated into the text of the thesis to support its points. [See IMDA Journal Guidelines and the Graduate School's guidelines, Instructions for Preparing Final copies of Master's Theses and Doctoral Dissertations for specific requirements.]

Thesis Submission Policies and Requirements:

- 250-word introductory abstract
- 5,000-word text [plus or minus 250 words]; word count does not include abstract, captions under visual material, footnotes, or appendices.
- Written format follows the guidelines of the Graduate School [available on their website or in their catalog].
- 2 copies: one deposit copy submitted to the Graduate School electronically and one publication copy submitted to IMDA.
- Each copy shall include exhibition documentation.

### **Final Examination Committee/Thesis Committee**

The Final Examination Committee will typically be the same members of the student's own Thesis Committee. The Final Examination Committee governs the Oral Defense/Final Examination procedures explained in the following section. The formation of the Final Examination Committee adheres to Graduate School guidelines for completion of Master's Degrees.

- The Chair of the Final Examination Committee must be an Associate or Regular member of the University of Maryland Graduate School of Baltimore [UMGSB] Graduate Faculty.
- There will be a minimum of 3 and a maximum of 5 members on the Final Examination Committee/Thesis Committee [including the Chair], of whom at least 3 must be members of the UMGSB Graduate Faculty. All must hold at minimum the M.F.A. degree, or equivalent.
- To propose an individual who is not a member of the UMGSB Graduate Faculty, submit a curriculum vitae, including professional affiliation and credentials, to the GPD.

### **Questioners**

The student in consultation with the Thesis Committee will also nominate to the GPD the names of three or four individuals who will serve as Questioners at the student's Oral

Defense. The Questioners' qualifications should adhere to the requirements of members of the Final Examination Committee/Thesis Committee, ie: they must be a member of the UMGSB, or hold a minimum of an M.F.A. or equivalent. One Questioner may be a member of the Final Examination Committee [Thesis Committee].

### **Oral Defense/Final Examination**

The Oral Defense [also referred to as the Final Examination by the Graduate School] will last approximately one hour. The Defense will take place after the opening of the student's Thesis Exhibition. The student will present their Thesis Exhibition prior to the Oral Defense. The student, Final Examination Committee [Thesis Committee] and Questioners will be in attendance. The Defense is public, and sealed [no one may enter or exit during the examination]. The Oral Defense will be audio recorded and archived by the Department of Visual Arts.

The Committee Chair will act as moderator, and questions based on the Thesis Exhibition and written Thesis, will be addressed to the student primarily by the designated Questioners. During the final minutes of the Defense, the Chair will open the discussion to other members of the Final Examination Committee. At the conclusion of the Defense, the Final Examination Committee and Questioners will meet to discuss the Oral Defense. At that time, the student may open the discussion to the public.

The Final Examination Committee and Questioners will focus on whether the student's Thesis Exhibition and written Thesis have met the criteria for the M.F.A. While the Questioners will advise the Final Examination Committee in this regard, they will not vote.

The Final Examination Committee has responsibility for accepting the student's written Thesis, Thesis Exhibition, and Oral Defense. Only the Final Examination Committee will vote to:

- accept the Thesis, Exhibition and Defense
- accept the Thesis, Exhibition and Defense with minor revisions
- reject the Thesis, Exhibition and Defense

Should two members vote no to accepting all or part of this work, the work is not accepted. If a student's Thesis, Thesis Exhibition and Oral Defense are rejected they may repeat the oral examination the following year. Upon a second rejection the student is dismissed from the program.

The Chair of the Final Examination Committee will meet with the student following the Committee's meeting to summarize the discussion, announce their decision. The Chair will indicate any required changes before the Thesis Exhibition and/or written Thesis before its acceptance is granted. A timetable for implementing any revisions will be established at this time. For a student to be awarded the M.F.A. degree during the semester of their Oral Defense, all corrections to the written Thesis and/or Thesis

Exhibition will be submitted to the Final Examination Committee. A final version reflecting those corrections will be submitted to IMDA as a publication. The deposit version of the Thesis will be submitted to the Graduate School. See Appendix for “*At a Glance: Calendar of Thesis Requirements*”, [imdainfo.umbc.edu](http://imdainfo.umbc.edu) and the graduate school website for more information.

### **Awarding of the Master of Fine Arts Degree**

Contingent on the Final Examination Committee’s acceptance of the Thesis Exhibition, written Thesis and Oral Defense, plus the student’s adherence to the Thesis submission policies stated above, and the completion of all course work with a 3.0 average, the student will be awarded the Master of Fine Arts degree

## **Appendix / Helpful Information**

- **Independent Study Protocols**
- **Office of Equity and Inclusion Protocol and Procedures**

## Independent Study Protocol

Working with your interim advisor or Committee Chair, determine if the ART 692 or ART 690 designation is best for your independent study.

**ART 692 - Independent Studio Study** is a studio-intensive designation for independent study. This means that it's primarily based on work the student is currently engaged in as part of their studio practice. Instructors engage in critique and discussion through studio visits, informal conversations and (optional) writing assignments.

**ART 690 - Independent Study** is the designation for all non-studio studies. This includes non-IMDA courses that require IMDA faculty supervision for full credit.

### Independent study with Interim Advisor

If the student wishes to take an independent study with their interim, they should work together to determine a clear set of learning goals and objectives for the class. Based on this information, they should decide if the study should be classified as ART 690 or ART 692. Once the designation is determined, the interim advisor should check with the VART Undergraduate Program Director to see if there is already a section open with the interim advisor as instructor. If there isn't, the UPD will need to open one. Once the section is open, or if there is already a section open, the interim advisor grants permission for the student to enroll.

### Independent study with Another VART Faculty

If the student wishes to take an independent study with another VART faculty member, the student should meet with the faculty member to determine a clear set of learning goals and objectives for the class. Based on this information, they should decide if the study should be classified as ART 690 or ART 692. Once the designation is determined, the VART faculty member should check with the VART Undergraduate Program Director to see if there is already a section open with them listed as instructor. If there isn't, the UPD will need to open one. Once the section is open, or if there is already a section open, the faculty member grants permission for the student to enroll.

### Taking undergraduate level classes (below 400 level)

Classes below 400-level do not count towards a graduate student's degree. If a student wishes to take a below 400-level class they must supply the GPD with a clear rationale as to why the class is essential to their work. If the GPD approves the request, the grad student must enroll in ART 690 with a VART faculty member and the instructor of the course in question. The VART faculty member can then grant permission for the Grad to enroll.

The student must work with the Grad mentor and the instructor of the class to ensure that there is grad-level rigor for the class. It is strongly suggested that the following are documented to this effect:



- A written rationale as to how/why the research is vital to their graduate work;
- Include a list of learning objectives and rubric for evaluation;
- Complete a self-evaluation at the end of the study;
- Complete the course in question with a B or better.

*This process was approved by the Assistant Dean for Graduate Progressions and Academic Services in September 2022.*

## **Office of Equity and Inclusion Protocol and Procedures (as of Spring 2023)**

### **Accessibility and Disability Accommodations, Guidance and Resources**

Accommodations for students with disabilities are provided for all students with a qualified disability under the Americans with Disabilities Act (ADA & ADAAA) and Section 504 of the Rehabilitation Act who request and are eligible for accommodations.

The Office of Student Disability Services (SDS) is the UMBC department designated to coordinate accommodations that creates equal access for students when barriers to participation exist in University courses, programs, or activities.

If you have a documented disability and need to request academic accommodations in your courses, please refer to the SDS website at [sds.umbc.edu](https://sds.umbc.edu) for registration information and office procedures.

SDS email: [disAbility@umbc.edu](mailto:disAbility@umbc.edu)

SDS phone: 410-455-2459

If you will be using SDS approved accommodations in this class, please contact the instructor to discuss implementation of the accommodations. During remote instruction requirements due to COVID, communication and flexibility will be essential for success.

### **Sexual Assault, Sexual Harassment, and Gender Based Violence and Discrimination**

[UMBC Policy](#) and Federal law (Title IX) prohibit discrimination and harassment on the basis of sex, sexual orientation, and gender identity in University programs and activities. Any student who is impacted by sexual harassment, sexual assault, domestic violence, dating violence, stalking, sexual exploitation, gender discrimination, pregnancy discrimination, gender-based harassment or retaliation should contact the University's Title IX Coordinator to make a report and/or access support and resources:

Jackie Moran, Title IX Coordinator and Interim Director  
410-455-1717, [jmoran5@umbc.edu](mailto:jmoran5@umbc.edu)

You can access support and resources even if you do not want to take any further action.

You will not be forced to file a formal complaint or police report. Please be aware that the University may take action on its own if essential to protect the safety of the community.

If you are interested in or thinking about making a report, please use the [Online Reporting/Referral Form](#). Please note that, if you report anonymously, the University's ability to respond will be limited.

### **Notice that Faculty are Responsible Employees with Mandatory Reporting Obligations:**

All faculty members are considered Responsible Employees, per [UMBC's Policy on Sexual Misconduct, Sexual Harassment, and Gender Discrimination](#). Faculty are therefore required to report any/ all available information regarding conduct falling under the Policy and violations of the Policy to the Title IX Coordinator, even if a student discloses an experience that occurred before attending UMBC and/or an incident that only involves people not affiliated with UMBC. Reports are required regardless of the amount of detail provided and even in instances where support has already been offered or received.

While faculty members want encourage you to share information related to your life experiences through discussion and written work, students should understand that faculty are required to report past and present sexual assault, domestic and interpersonal violence, stalking, and gender discrimination that is shared with them to the Title IX Coordinator so that the University can inform students of their [rights, resources and support](#). While you are encouraged to do so, you are not obligated to respond to outreach conducted as a result of a report to the Title IX Coordinator.

If you need to speak with someone in confidence, who does not have an obligation to report to the Title IX Coordinator, UMBC has a number of [Confidential Resources](#) available to support you:

- [Retriever Integrated Health](#) (Main Campus): 410-455-2472 [Monday – Friday; 8:30 a.m. – 5 p.m.] / After-Hours Support 410-455-3230
- [Center for Counseling and Consultation](#) (Shady Grove Campus): 301-738-6273 (Messages checked hourly) [Online Appointment Request Form](#)
- Pastoral Counseling via [Interfaith Center](#): 410-455-3657; interfaith@umbc.edu [7 days a week; Fall and Spring 7 a.m. – 11 p.m.; Summer and Winter 8 a.m. – 8 p.m.]

Other Resources:

- [Women's Center](#) (for students of all genders): 410-455-2714; womenscenter@umbc.edu. [Monday – Thursday 10:00am-5:30pm and Friday 10:00am-4pm]
- [Shady Grove Student Resources](#), [Maryland Resources](#), [National Resources](#).

### **Child Abuse and Neglect:**

Please note that Maryland law and [UMBC policy](#) require that faculty report all disclosures or suspicions of child abuse or neglect to the Department of Social Services and/or the police even if the person who experienced the abuse or neglect is now over 18.

### **Pregnant and Parenting Students**

UMBC's [Policy on Sexual Misconduct, Sexual Harassment and Gender Discrimination](#) expressly prohibits all forms of Discrimination and Harassment on the basis of sex, including pregnancy. [Resources for pregnant, parenting and breastfeeding students](#) are available through the University's Office of Equity and Inclusion. Pregnant and parenting students are encouraged to contact the Title IX Coordinator to discuss plans and ensure ongoing access to their academic program with respect to a leave of absence or return following leave related to pregnancy, delivery, adoption, breastfeeding and/or the early months of parenting.

Pregnant students and students in the early months of parenting may be entitled to accommodations under Title IX through the Office of Equity and Inclusion.

In addition, students who are pregnant and have an impairment related to their pregnancy that qualifies as disability under the ADA may be entitled to accommodations through the [Student Disability Service Office](#).

### **Religious Observances & Accommodations**

UMBC [Policy](#) provides that students should not be penalized because of observances of their religious beliefs, and that students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. It is the responsibility of the student to inform the instructor of any intended absences or requested modifications for religious observances in advance, and as early as possible. For questions or guidance regarding religious observance accommodations please contact the [Office of Equity and Inclusion](#) at [oei@umbc.edu](mailto:oei@umbc.edu).

### **Hate, Bias, Discrimination and Harassment**

UMBC values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement.

Consistent with these principles, [UMBC Policy](#) prohibits discrimination and harassment in its educational programs and activities or with respect to employment terms and conditions based on race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veterans status, marital status, sexual orientation, physical or mental disability, or genetic information.

Students (and faculty and staff) who experience discrimination, harassment, hate or bias or who have such matters reported to them should use the [online reporting/referral form](#) to report discrimination, hate or bias incidents. You may report incidents that happen to you anonymously. Please note that, if you report anonymously, the University's ability to respond will be limited.