

GRADUATION PROCEDURES

NOTE: Graduate College deadlines are posted around the buildings, online (on several websites, including ours on the Graduate Calendar link) and given to each graduating student by the Graduate Program Coordinator when they respond to the e-mail (see #1 below).

- 1) First week of classes an e-mail is sent from the Graduate Program Coordinator to students to let them know it's time to pick up paperwork for graduation.
- 2) MA/MFA (Art and Art History) students receive their personalized Plan of Study from the Graduate Program Coordinator to be signed by the Chair of their Committee and returned to the Coordinator by the deadline for processing. (PhD's received theirs the semester they took their comprehensive exams.)
- 3) Student applies to graduate (via MyUI) before the deadline.
- 4) Preliminary copy of artist statement/thesis/paper/dissertation is distributed to:
 - a) Art – (MA and MFA) to the Committee
 - b) Art History - Paper/Dissertation Chair by the deadline.
- 5) Degree Committee Meeting is scheduled by the Graduate Program Coordinator:
 - a) Art – MA either November (fall) or April (spring)
 - b) Art – MFA during the exhibition week
 - c) Art History – after Chair approval - usually November (fall) or April (spring)
- 6) On or before the First Deposit Deadline:
 - a) Art - MA non-thesis give final artist statement to Committee
 - b) Art - MA/MFA thesis submit the First Deposit with the Grad College and distribute a second copy to their Committee
 - c) Art History - (check with Chair) give paper/dissertation to whole Committee
- 7) Degree Committee Meeting/Dissertation Defense/Orals held (Fall is usually the 2nd week of November, Spring is usually the 3rd week of April)
- 8) Final Deposit, if applicable, by the deadline
- 9) Commencement