

Instructions:

1. Complete this form clearly and accurately.
2. Use one form per requested course.
3. Consult your advisor if you are unsure if you qualify to take any of the courses listed on this form.
4. Provide a BRIEF description of your project in the space provided.
5. Email this completed form to art@sjsu.edu **BY THE LAST DAY TO DROP** of the intended semester.
6. Contact the Supervising Instructor to obtain a permission number **BEFORE** the Last Day to Add.

NOTE:

1. **ART 217, ART 219, ART 220, ART 222, ART 298A & ART 298B requires a MINIMUM of six (6) meetings with the Supervising Instructor during the semester for each course.**
2. A MINIMUM of 12 units (MA) or 24 units (MFA) of CR/NC courses can be included in a graduate program, including MA/MFA project courses.

STUDENT NAME: _____ **STUDENT ID:** _____
EMAIL: _____ **PHONE #:** _____
MAJOR: _____ **FOR:** **FALL** **SPRING** **20**_____

Graduate Tutorial/Special Studies Courses

- ART 217 Tutorials in Pictorial Arts (Letter Grade) requires a MINIMUM of six (6) meetings with the Supervising Instructor
- ART 219 Tutorials in Spatial Art (Letter Grade) requires a MINIMUM of six (6) meetings with the Supervising Instructor
- ART 220 Tutorials in Digital Media Art (Letter Grade) requires a MINIMUM of six (6) meetings with the Supervising Instructor
- ART 222 Tutorials in Photography (Letter Grade) requires a MINIMUM of six (6) meetings with the Supervising Instructor
- ART 260 Special Tutorials in Art (CR/NC Grade) requires a sample [ART 260 Syllabus](#) for the desired class to TA for
- ARTH 291 Graduate problems in Art History (Letter Grade)

Courses listed below are allowed for enrollment AFTER passing Advancement to Candidacy.

****The second page of this form must also be completed****

MA Art History Culminating Experience Courses

- ART 297A Master’s Special Study (CR/NC Grade)
- ART 297B Master’s Project (CR/NC Grade)
- ART 299 Master’s Thesis or Project (CR/NC Grade)

MFA Art Special Study/Culminating Experience Course

- ART 298B MFA Project (CR/NC Grade) requires a MINIMUM of six (6) meetings with the Supervising Instructor

Brief description of your project (For ART 260, also include a sample [ART 260 Syllabus](#) for the desired class to TA for)

Supervising Instructor: _____ Signature: _____ Date: _____

Department Chair*: Rhonda Holberton Signature: _____ Date: _____

*Department Chair approval is required if Supervising Instructor is a non-Tenure/Tenure-track faculty member.

MA/MFA Advisory Committee

ART 297A, ART 297B, ART 298A, ART 298B & ART 299

(This second page must be filled out **after** passing Advancement to Candidacy)

STUDENT NAME: _____ **STUDENT ID:** _____
MAJOR: _____ **FOR:** **FALL** **SPRING** **20** _____

The Department of Art and Art History faculty members below agree that the student above has completed the minimum requirements to enroll in the Project/Exhibition course selected on the first page of this form and accept to serve on the student’s Advisory Committee. The chair must be a tenured/tenure-track faculty member.

Committee Chair: _____ Signature: _____ Date: _____
 Committee Member: _____ Signature: _____ Date: _____
 Committee Member: _____ Signature: _____ Date: _____

Optional Additional Committee Member:
 To be completed by an additional committee member who is NOT a Department of Art and Art History faculty member.

Company/Business Name	Affiliation/Professional Status/Position	Phone #
Additional Committee Member	Signature	Date

MA/MFA Advisory Committee Requirements

1. The Committee Chair of the Advisory Committee must be a full-time Tenure/Tenure-track faculty member of the Department of Art and Art History within the Program of Concentration in which the student’s degree will be conferred.
2. At least half of the student’s Advisory Committee must be faculty members of the Department of Art and Art History. Additional Advisory Committee member(s) must be faculty at SJSU (including faculty from other departments) or from an equivalent institution. Exceptions to this requirement must be approved by the Art Graduate Committee.
3. An optional 4th Committee Member may serve on the committee. This position may be filled by a non-academic professional in the art field (subject to approval of the Art Graduate Committee).
4. Graduate students (including Graduate Teaching Assistants) may not serve on the Advisory Committee.
5. Changes to the Advisory Committee may be made either by the student or by the Committee Members. Notify the department office immediately of any changes to the Advisory Committee and to complete the appropriate forms.
6. The student listed above is responsible for setting up a MINIMUM of six (6) meetings with the ART 298A or ART 298B Supervising Instructor during the semester and completing the project described on the first page of this form. Failure to meet with the Supervising Instructor and/or completing the project can result in a failing grade. Incomplete grades must comply with SJSU’s policy.
7. When possible, arrange to meet with the Advisory Committee as a group. This is especially important for the final meeting during the graduating semester for the “Thesis Orals.” The Thesis Orals is the committee critique for the thesis exhibition/project. ART 298B is the exhibition installation during the Thesis Exhibition Weeks.