

CHECK LIST: NSU Art Graduate Students

1. Apply to NSU Graduate School

All prospective Art graduate students must first apply to NSU Graduate School.

- Contact the Assistant Director of University Recruiting by phone at 318.357.5851 or via e-mail at Grad_School@nsula.edu to receive instructions.
- You can also find forms and instructions at the NSU Graduate School webpage: <https://graduateschool.nsula.edu>
- **Requirements:**
 - Bachelor's Degree from regionally accredited college/university
 - Minimum GPA of 2.5 OR 2.75 in the last 60 hours of undergraduate study to be determined by department. (See requirements listed below.)
 - Official transcripts from ALL colleges/universities attended
 - Immunization record or immunization waiver form
- **International Students: (in addition to the above)**
 - Obtain a student Visa
 - Official Test of English as a Foreign Language (TOEFL) scores: minimum score of 500/paper and 175/computer or 61/internet based.
 - Official Financial Statement Certification verifying bank funds available in U.S. dollars
 - Educational experience by years list
 - Health form
 - Immunization record

NOTE: All admission records must be on file at least 30 days prior to the date of registration.

2. Apply to NSU Art Department

- All requirements met by the NSU Graduate School (See above list)
- NSU Art Department DOES NOT require a GRE score
- NSU Art Department requires a minimum GPA of 2.5 in the last 60 hours of undergraduate study.
- Letter of Intent of between 500 – 1000 words describing career goals and/or rationale for pursuing graduate study in Art. This statement should demonstrate a substantial commitment to graduate study as well as the ability to write in English.
- A CV showing active gallery, exhibition, and/or art show participation in the last 5 years along with a work experience record.
- A professional digital/electronic portfolio exhibiting 20 images of work produced within the last 5 years
- Two letters of recommendation from people who have supervised the applicant in an academic or professional art setting.

NOTE: All of the above requirements will be used to evaluate applicants. (Refer to the evaluation rubric for values of each requirement on the NSU Department of Fine

and Graphic Arts webpage: <https://capa.nsula.edu/art/>.) There is also a copy attached to this checklist.

The rubric is also used to determine placement of Graduate Assistants.

3. Select Graduate Committee

- Upon acceptance to NSU Art Graduate program, a new student will be appointed a temporary advisor.
- After one successful semester in the program, the student is required to select a Graduate Committee from the art graduate faculty. The committee should consist of a “Head” (this person may/may not replace the temporary advisor) and at least two additional art graduate faculty members. It is acceptable, depending on the student's course of study, to ask one additional graduate faculty member outside of the art department to be a member the student's graduate committee. For example, a student interested in wildlife painting may ask a graduate faculty from the biology department to serve as a committee member.

4. Develop and Follow Degree Plan

- The NSU Art Graduate will meet with the head of their committee and develop a Degree Plan.
- All courses must be passed with an A or a B.
- All Art Graduate students must participate in Graduate Critiques – face-to-face or online forums.
- Off-Campus Students must set up times for online critiques with their committee twice each semester.

5. Creative Research Document (CRD)

The CRD is first and foremost a research document that supports the graduate work a student explores and produces. **It is NOT a thesis.** Expect your CRD to be edited and revised three or more times before it is completed and ready for publication.

- Guidelines for NSU Graduate research papers can be found on the NSU Graduate School's webpage: : <https://graduateschool.nsula.edu> > **Guidelines for Thesis, Research Projects and Field Studies at the bottom of the page.**
- The Turabian style for research documents is used in the disciplines of art. Therefore, the textbook for all research and CRD Art courses is the latest edition of Kate L. Turabian's, *A Manual for Writers of Research Papers, Theses, and Dissertations*.
- CRD Proposal should be developed with the assistance of a student's graduate committee members. The template for the proposal can be found on the NSU Graduate School's webpage: <https://graduateschool.nsula.edu> under, **Guidelines for Thesis, Research Projects, and Field Studies.** Complete and send to the Graduate Dean no later than the third semester of graduate studies.

- All templates for forms associated with the CRD can be found on the NSU Graduate School web page: <https://graduateschool.nsula.edu> under **Graduate School Forms**.
- Important dates for submitting the CRD can be found on the NSU Registrar's webpage: <https://www.nsula.edu/registrar/> under **Commencement Information**.

6. Graduate Exhibition (See a detailed check list at the end of this document.)

- One full semester prior to your commencement semester, you must make known to your advisor/graduate committee and the gallery director that you are preparing to exhibit the following semester.
- **Schedule Meeting the Faculty through the Gallery Director**
- Gallery Director, advisors, and committee members **meet with you to discuss your proposal**. At this meeting you may bring additional support materials including samples of work.
- After the initial discussion, **dates for your exhibition will be approved**. You should now begin working on the pieces for your exhibition and planning for the exhibition logistically.
- It is now **your responsibility to set up critiques and discussion meetings with the appropriate Faculty and the Gallery Director** to note the progress and development of your exhibition. Try to schedule at least one meeting every two weeks during the first semester of planning and one every week during the **semester of your exhibition. WE NEED TO SEE YOUR PROGRESS**.
- Graduates, please remember that focusing on your exhibition in one semester and your thesis in another is often a good game plan.
- The Gallery Director or other faculty member will assist you with lighting your exhibit. Please do not moving lighting on your own.
- Food and drink are allowed in the galleries however, no food should be left on the floor after a reception. You are responsible for cleaning thoroughly after your reception.
- Likewise, you must fill all holes, sand and spot paint with the approved paint after your exhibition is removed. This is to be completed under the supervision of the Gallery Director.
- No adhesives hangers will be used without prior approval of the Gallery Director.

Contact the Gallery Director if you have any additional questions regarding your Graduate Exhibition.

7. Comprehensive Exam/Critique

Comprehensive Critique is a final critique by a student's Graduate Committee held in the gallery were their Graduate Exhibition is displayed.

- A Comprehensive Exam Form is automatically generated and sent to the department Graduate Coordinator when the student registers for graduation. To

register for graduation, go to: <https://www.nsula.edu/registrar/> > **Graduation Information > How To Apply To Graduate.**

- **Schedule Meeting the Faculty through the Gallery Director.** The student is responsible for contacting, via email, the gallery director and their Graduate Committee to set up a time when they can meet and critique their Graduate Exhibition.
- The Graduate Coordinator will forward the student's Comprehensive Exam Form to their Committee Chair to be filled out during the Comprehensive Critique. The Committee Chair will submit the completed for to the Graduate Office.

□ 8. Graduation

Graduation information can be found on the NSU Registrar's webpage, <https://www.nsula.edu/registrar/> under **Graduation Information**. Review all of the information listed.

- Apply to Graduate – follow the directions given in the PDF provided.
- Fill out and submit a Commencement Attendance or Non-Attendance form
- Fill out and submit a WIN-WIN APPLICATION

CONGRATULATIONS!!!!