Welcome to the Master of Fine Arts Program in the Department of Art & Design at the University of Delaware. This handbook is designed to begin to answer some of the practical and programmatic questions you might have as an MFA student.

Program Focus and Curriculum

The University of Delaware graduate program focuses on each student developing a solid and sustainable studio practice. We accept students on the premise that they want to build a studio practice and work to realize their personal visions. The graduate faculty believes that success in the highly competitive field of art depends on the strength of an artist’s work and the artist’s active participation in the local and global discussion of ideas surrounding creative activity. Our MFA program maintains a high level of discussion about what constitutes a powerful artistic practice and product.

The MFA curriculum consists of three distinct yet interrelated parts of the graduate experience and education: research, practice, and discourse. Students are expected to maintain a dedicated studio practice that challenges and extends their investigations and to participate actively in critique that encourages the open exchange of ideas in a collaborative environment. In addition, students will take an academic course outside of the Art department to augment and expand their studio research.

The program provides for extensive individual studio time, supported by one-on-one discussions with faculty and visiting artists.
Graduate Faculty

Virginia Bradley (fall 2017)
Abby Donovan (Director of Graduate Studies)
Amy Hicks
David Kim (fall 2017)
David Meyer
Greg Shelnutt
Priscilla Smith (sabbatical fall 2017)
Robert Straight (fall 2017)
Peter Williams
Lance Winn (sabbatical fall 2017)

Bi-weekly Faculty Advisor Meetings

Graduate students work with the primary guidance of two advisors each. It is required that advisors and students meet individually every two weeks. These visits are intended to give varied viewpoints on the student’s work. This process is conceived as an informal dialogue between working artists, and might consist of encouragement to pursue certain direction but does not result in assignments or structured requirements.

First Year
For the first year advisors are assigned to the student.

Second Year
MFA students select their advisors (dependent upon availability).

It is the student’s responsibility to maintain contact with the assigned advisors and it is recommended that a schedule of regular meetings be established early in the semester. Consistent dialog with the advisors will help ensure a student-directed education. The student can, and should, take advantage of the feedback of professors who are not their advisors by setting up studio visits or inviting them to group critiques where their work will be discussed.

The MFA is the Terminal Degree in the Visual Arts

As noted by the College Art Association in their Guidelines: “The Master of Fine Arts (MFA) degree in studio art and design is the recognized terminal degree in the visual arts. It is considered by the College Art Association (CAA), the National Association of Schools of Art and Design (NASAD), and the vast majority of institutions in higher education in the United States to be equivalent to terminal degrees in other fields, such as the PhD or EdD. Observations about terminal degree programs in visual arts and design are detailed in the following document:
Statement on Terminal Degrees in the Visual Arts and Design
(CAA, January 2015)

“The MFA degree demands the highest level of professional competency in the visual arts and contemporary practices. To earn the MFA, a practicing artist must exhibit the highest level of accomplishment through the generation of a body of work. The work needs to demonstrate the ability to conceptualize and communicate effectively by employing visual language to interpret ideas. In addition, the MFA recipient must give evidence of applying critical skills that pertain to meaning and content, ultimately encouraging a comprehensive examination and critique of the function and role of art from a variety of views and contexts.

“Regardless of the chosen area of concentration, an MFA candidate must be able to prove not only strong conceptual development, but also the skillful execution of tools, materials, and craft. This includes programs rooted in innovative uses of technology, collaborative work, or interdisciplinary projects.

“CAA supports each program’s determination of specific criteria for achievement. Such an evaluation cannot be formulaic or prescriptive, since art and design support complex relationships and reside within the landscape of continually evolving practices.”

http://www.collegeart.org/standards-and-guidelines/guidelines/mfa

Requirements For The Degree

A minimum of 60 credits, a public exhibition and a supporting paper are required for the MFA degree.

The 60 graduate credit hours required for the MFA degree are distributed in the following manner:

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<td><strong>TOTAL</strong></td>
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### Required Courses, 15 credits each semester

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<td>ART 600, Graduate Critique, 3 cr.</td>
<td>ART 600, Graduate Critique, 3 cr.</td>
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<td>ART 679, Graduate Studio, 9 cr.</td>
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<td>ART 678, Research Seminar, 3 cr.</td>
<td>ART 679, Graduate Studio, 6 cr.</td>
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<td>ART 679, Graduate Studio, 9 cr.</td>
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<td>ART 699, MFA Supporting Paper, 3 cr.</td>
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### Course Descriptions

**ART 679- Graduate Studio (all 4 semesters)**

“Independent studio practice under the guidance and supervision of graduate advisors.”

The student’s two advisors determine the grade of the Graduate Studio with input from the graduate faculty as a whole, after the reviews at the end of each semester. When registering for courses each student will select a lead instructor from the list of available faculty, who will be responsible for submitting their grade.

Creative practices will take on different forms, but we expect the consistent and dedicated pursuit of personal work. The department does not set specific required studio hours, but each credit of studio practice should equal approximately three hours of work per week; 9 studio credits equals 27 hours per week in the studio. We strongly encourage the student to take advantage of the time here to work as much as possible.
ART 677, Critical Issues Seminar
“Introduces foundational language and ideas used to talk about qualities of works of art and the creative practice. Emphasis on development of language that helps individuals to respond to each other’s work during group critiques, and to elevate the level of discourse within personal practice. Prepares students to develop their supporting paper during the second year.”

ART 678, Research Seminar
“Introduction to graduate study focusing on developing research strategies as an integral component of studio practice. Includes critical reading and writing. Emphasis on students’ identifying directions within their own work.”

The two department-taught seminar classes for graduate students introduce methods of research and encourage discussion that examines proposed ideas.

ART 600, Graduate Critique
“Multidisciplinary graduate critique class in which students share and discuss creative work.”

Our graduates take one group critique class during each of their four semesters in the MFA program. All students participate in each critique so that each student’s work might receive the broadest range of feedback.

3 cr. course selected from outside the department
During the second semester of the MFA program students register for a class outside of the department. This presents students with the opportunity to make use of the larger University resources and to expand their thinking and personal research.

The student should find a course of interest that will support their individual research. While the course does not need to be at the 600 level it is recommended that it not be below the 400 level, though exceptions can be made.

Students should register for the class in the fall during spring registration. Finding courses just prior to the beginning of the semester can be difficult and may result in less desirable choices.

To register for the course outside the department:
1. The student requests permission from the faculty teaching the course and gives the professor a letter from the department indicating our reasoning for and expectations of the class.
2. Upon receiving permission the office of the department of the course must enroll the student using the departmental number of 666. For example, a graduate student who attends PSYC 425 and fulfills additional graduate level requirements to earn graduate credit should register for PSYC 666, not PSYC 425.
3. The department will give each student a letter explaining our reason for and expectations of the class. If the professor feels like there should be additional work assigned to meet the qualifications of a grad-level class we can assign an additional project and assess it through the department so that we do not add additional work to the load of the professors.

*If the faculty or outside department does not approve your taking the course, then, unfortunately, you will have to find another option.*

**ART 698, MFA Exhibition**

“Selection, presentation and installation of art work in an exhibition space culminating the studio component of graduate study.”

The MFA thesis exhibition is intended to reflect the development of each artist’s work over their two years in graduate school and should suggest a set of investigations that are sustainable after graduate school.

**ART 699, MFA Supporting Paper**

“Development of a written and photographic document in support of issues and concerns characterizing personal artistic development experienced during graduate study.”

The written supporting paper should describe, in depth and detail: the student’s artwork and studio practice, clearly delineate its underlying concepts and ideas, and provide a context for this work within an art and cultural history.

The MFA supporting paper is meant to be a “written accompaniment” to the Thesis Exhibition that attempts to frame the work therein. The supporting paper has many of the demands of a traditional written thesis document, but with less writing. It constitutes three credit hours of the final semester with the preponderance of evidence for the degree being the work completed in the studio during the two years of graduate study.

**The Thesis Committee**

At the beginning of the second year the student must build a thesis committee. This committee should include a lead advisor/reader plus two other advisors/readers who should help direct you in the development of your thesis exhibition and support paper. The thesis committee will meet as a group with the student after winter break, and the final paper is due at the end of spring semester when it should be approved and signed by the student’s committee members. At that point two hard copies of the final paper should be submitted to the office.
You must ask professors to be on your thesis committee and receive their acceptance. Your thesis committee is not automatically made up of your advisors though you may ask them if you feel like they would be best able to guide you with your research and writing.

**Reviews**
At the end of each of the four semesters during the graduate program there is a review of the student’s work by the entire graduate faculty. These individual reviews run 30 to 45 minutes and culminate with feedback and a group recommendation of pass, pass with warning, or probation. If the student is put on probation he or she has a semester to change their effort according to the recommendations of the graduate faculty. Both the Graduate Teaching Assistantships (GTAs) and Tuition Scholarships are merit-based and contingent on the successful reviews.

**Applying for the MFA Degree**
In order to receive your diploma, during your second year you must submit an “application for advanced degrees” to the University's Office of Graduate Studies by Mid-February. You can download the application from their website.
[http://www.udel.edu/gradoffice](http://www.udel.edu/gradoffice)

**Grading**

Students will earn a letter grade for each of the courses listed. As stated in the *Graduate Catalog*, “To be considered in good academic standing, a student must maintain a minimum cumulative graduate grade point average (GPA) of 3.00 on a 4.00 scale each semester. To be eligible for an advanced degree, a student’s cumulative grade point average shall be at least a 3.00 and the student’s grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a C- will not be counted toward the course requirements for a degree but is calculated in the student’s cumulative grade point average.”


In other words, students must earn a grade of B or better in all courses in order to continue in the program and enroll in the next semester’s courses.

**Studio Areas and Responsibilities**

**Individual Studio Protocol**
First-year graduate students may move into their studios on August 1. Second-year students must vacate their studios by June 30 with everything returned to “move in” conditions. Keys and space-use contracts are available from Nate Sherman, Facilities Coordinator. All graduate students are allowed, and encouraged, to be in their studios over the summer and winter breaks.
Your studios are the property of the University of Delaware and, while it is not common, they may be entered by employees of the University of Delaware. Your studio is given to you with the understanding that it will be used as a space to conduct your MFA research. Though it is understood that creative research can be extremely broad we ask that you respect the space allocated to you, that you do nothing to the structure that cannot be returned to its previous condition, that you do not bring pets into your space, and that your space not be treated as a residence—which is simply to say that you should take advantage of the studios to make work.

**Studio Area Responsibilities**

All Graduate students are required to contribute to general upkeep and studio maintenance. The particular details of these expectations will be outlined by Studio Area Heads (graduate faculty in charge of the various areas). The Chair and the Director of Graduate Studies will assign additional responsibilities to those students with GTA appointments.

All graduate students with studios in the 3-D areas (sculpture and ceramics) are required to get their certification on the forklift. This should be done within the first couple weeks of school and requires a scintillating class taken through the facilities department. Please contact our Art Studios Coordinator, Nate Sherman, for details.

All students may have access to areas and tools necessary for their work. However, areas with machinery and other equipment will have training workshops or other forms of orientation that you must attend in order to be assigned a key. Nate Sherman and Peter Schwenk will have the specific forms that need to be signed for each area.

Please exercise caution and safety in the studio and when operating any equipment. Graduate students have 24-hour access to studios, but should not allow strangers into the buildings after hours.

**Personal Studios and Art Studios trash/recycling policy**

Responsibility:
All graduate students are responsible for emptying/removing trash/recycling generated in their personal studio spaces. Custodial staff will not enter personal studios for the purpose of emptying trash or recycling cans.

All Graduate students assigned stipend studio support hours are responsible for emptying "Bulk Trash cans" in the main and supporting studios, these are cans without black plastic liners. The smaller "Custodial" cans with liners are emptied by the custodial staff; these are for food and normal trash disposal.

*note: if a trashcan is over 50 lbs the custodial staff cannot empty the can.

Disposal of Trash:
The graduate student is responsible for getting their trash and recycling into an External dumpster.

Taylor Hall/Recitation Annex- the Trash Dumpster(GREEN) is located on the north side(backside) of Old College accessible from the road that runs between Old college and Taylor Hall. The Recycle Dumpster(BLUE) is located right outside Recitation Annex as you head toward Taylor Hall.

Studio Arts- the Trash Dumpster(GREEN) is located to the left side of the buildings main entrance inside a white fence. The Recycle Dumpster(BLUE) is currently located in the parking lot on the south(train track) side of the building to the left when exiting the rear yard rolling gate.

Resources
Desks, chairs, and other random outdated paraphernalia can be found for FREE at the General Services building- see Nate for assistance.

You will find Morris Library to be an excellent resource for your research. Be sure to check out the Special Collections and become familiar with the electronic databases.

Questions about computer software and/or issues with hardware can and should be taken to the IT Help Center. Look for them online or call them at (302) 831-6000. They have thousands of online tutorials that UD faculty and students can use for free. www.udel.edu/help

Graduate students are responsible for the purchase of any materials needed for the creation of their artwork.

Policies
The University of Delaware’s Alcohol / Drug Policy

The University is committed to encouraging and maintaining an academic and work environment that sustains the operation of the University, that respects individual freedom and that promotes the health, safety and welfare of all members of the community.

The University prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this offense includes, but is not limited to:

- The possession, use, consumption, manufacture, sale or distribution of alcohol by anyone under the legal age to do so;
b. The possession, use, consumption, manufacture, sale or distribution of alcohol in any University building, facility or property except in the confines of a student’s own residence hall room if the student is over the legal age to do so;
c. The possession of beer kegs in any University building, facility, or property;
d. The possession or use of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games; or
e. A violation of any University policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol; or
f. A violation of any applicable law of the State of Delaware or City of Newark, Delaware relating to alcohol (including, but not limited to, possession of an open container of alcohol, public intoxication and underage entry into a liquor store).

http://www1.udel.edu/stuguide/16-17/code.html#alcohol

The illegal possession, use, consumption, manufacture, sale or distribution of drugs and drug paraphernalia is prohibited. Any violations of this drug policy may be subject to sanctions by the Student Conduct System and may be reported to all appropriate law enforcement authorities. The claim that the use of marijuana was for medicinal purposes will not automatically be sufficient for dismissal of any pending charges nor for a determination that the student is not responsible for violating this policy. All University buildings, including residence halls, are designated as smoke-free for all substances.

**Definitions**

The term "drugs" broadly includes, but is not limited to, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term “Drug Paraphernalia” broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, hookahs, grinders, vaporizers, hypodermic needles and syringes.

**Prohibited Activities**

Specific violations of this standard include, but are not limited to:

a. The possession, use, consumption, manufacture, sale or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
b. The transfer, delivery or manufacture or intent to transfer, deliver or manufacture any drug or drug paraphernalia;
c. The possession of a prescription or prescription drug not issued to the student;
d. The misuse, sale, delivery or transfer of a prescription or prescription drug;
e. Driving while impaired by any drug, whether it be legal or illegal; or
f. A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia.

The use of your studio as a graduate student is a privilege. Abuse of the University alcohol and drug policies may lead to a student being denied the use of their studio and/or dismissal from the program and/or University. This means that you must not consume alcohol or drugs in your studio.

**MFA Graduate Student Funding Policy**
The MFA Degree at the University of Delaware is typically a two-year program. Funding is awarded to applicants and continuing students on a competitive basis.

1. **Incoming students are awarded funding on the following qualifications:**
   a. Quality of artistic work, artist statement
   b. Letters of recommendation
   c. Transcripts
   d. Departmental priorities (including teaching and studio coordination)
   e. Recommendation of the Graduate Faculty and Coordinator

2. **Continuing second year students are awarded funding on the following qualifications:**
   a. Performance in the first year of the MFA Program
      1) Quality of artistic development and vision
      2) Successful completion of the 30-hour review
      3) Teaching evaluations when applicable
   b. Recommendation of the Graduate Faculty and Coordinator
   c. Departmental priorities (including teaching and studio coordination)
   d. Adherence to University, Department and studio policies

3. The Department does not award Funding to students who do not complete the program in the initial two years.
Grad TA activities and time expectations
Those students who are awarded Graduate Teaching Assistantships (GTAs) are expected to follow the guidelines regarding this as found at:
http://www.udel.edu/gradoffice/financial/index.html
Click on “assistantships” and read the descriptions under “Teaching Assistants” and “Graduate Assistants”.

Typically the GTA assignments within the Department of Art include teaching one class plus 10 hours of assistance to the department in the form of either studio or project support. This may vary, as some might be assigned to teaching two classes, or another mixture of assignments. All fully funded GTA awards have the expectation of working approximately 20 hours per week.

The GTA assignments are based on experience and performance, as well as contribution to the student’s goals. Decisions on particular assignments are made by the Department Chair and the Graduate Program Coordinator.

Assignment of Teaching for Summer and Winter-session Classes
In the attempt to help each of our graduate students with the opportunity for funding and teaching experience, we work to follow these basic guidelines for the assignment of Winter and Summer classes:
– Faculty have first choice teaching classes
– Second Year MFA’s (in order from those who have received the least to the most previous funding) are the next in priority order to teach Winter-session classes.
– First year MFA’s (again, in order, from those who have received the least to the most previous funding) follow Second Year MFA’s in priority order to teach Summer classes.

You should the Director of Graduate Studies know, as soon as possible during the year, if you are interested in additional teaching, so that we may compile a list and distribute any available classes accordingly.

Communication Policies
A basic chain of contact should be followed in order to save time and limit unnecessary e-mails or phone calls. Most problems or other concerns should be able to be solved with the student’s Advisors or Studio Area Heads. If there are programmatic issues that cannot be solved by these resources then the student should contact the Director of Graduate Studies who will bring any broader departmental concerns to the Chair as needed.

Any concerns or questions regarding your funding, pay schedule, or contracts need to be directed to Cindy Delaney, Business Administrator. Any questions regarding courses or registration issues please see Cindy Delaney, Business Manager.
We hope that this simple chain of communication (Advisors/Studio Area Heads, Director of Graduate Studies, Chair) will make it as easy as possible to get the information and help that you need.

Basic Office Policies

Department Office Hours
The office is open from 8:00 a.m. till 5:00 p.m., Monday through Friday. No new work or other requests will be processed after 4:30 p.m. in any one given day.

Mail and UPS Deliveries
Campus mail is picked up and delivered once a day to the art office around 10:30 a.m. every day. UPS shipments are usually received between 12:00 and 1:00 p.m. each day. Please check your mailbox on a daily basis. The outgoing mailbox is located to the left of the mailboxes. If you are mailing a package or more than 10 first class (#10) envelopes at one time, the office staff must be informed of this for budgetary reasons.

Should you be expecting a large package, please check the office regularly to see if it has come in and remove it from the mailbox area as soon as it arrives. We cannot be responsible for your packages, and we do not have the space to house large packages for more than 24 hours.

Should you miss the morning mail pick-up, there is a large white mailbox located on the east side of Old College where you can place your outgoing mail. It will be picked up there at approximately 3:30 p.m. every day.

Photo Copying
The department copy machine is located near the mailboxes and is available only for small copying jobs. No more than 20 copies are permitted per original and no more than two originals may be copied.

Any photocopying beyond 20 copies should be emailed to artdepartment@udel.edu. The office staff will submit your request to University Printing.
Department of Art & Design
Student Key and Studio Policy and Agreement for the Art & Design Department

This document constitutes a contract between the student and the University of Delaware Art & Design Department. By signing this agreement you agree to the terms and conditions of this contract.

Keys and studio spaces are the property of the University of Delaware and all University policies are applicable.

General
Occupancy in University of Delaware Art & Design Department studio spaces brings with it certain legal obligations and responsibilities. This document, together with the Student Guide to University Policies and the MA and MFA Handbooks constitutes “The Agreement” including other material incorporated by link or reference and is subject to change as deemed necessary by the University without prior notice.

Student guide to University Policies
http://www.udel.edu/stuguide/10-11/index.html

Student Liability
The Student agrees to accept responsibility and be held accountable for his/her actions, for proper use and care of the assigned space, common areas, and all other University property, and for the actions of his/her guest(s).

Personal Responsibility & Insurance
The University cannot and does not assume responsibility for personal accident, injury, or illness to occupants, guests or visitors, or for damage, theft, or loss of personal property, and the Student hereby releases the University, its officers, agents, and employees from any liability on account of any accident, injury, illness, property damage, theft, or loss not caused by the University’s gross negligence or intentional act or omission. The University of Delaware does not reimburse students or parents for damaged, lost, or stolen personal property.

http://www.facilities.udel.edu/perpropreimburseappeal.aspx

Damage to University Property
Students are financially responsible for any damage caused to University property. The University reserves the right, when individual responsibility cannot be determined, to hold occupants collectively responsible for damage, theft, loss, or special service to the common areas or to University property within them.

http://www.facilities.udel.edu/damagebilling.aspx
Right of Entry
The University reserves the right to enter any room at any time without advance notice for the purposes of inspection, repair, maintenance, and protecting the health, safety and security of residents and in cases of emergency, as determined by the University. University officials, the Fire Marshal, and other officials periodically make unannounced inspections to ensure compliance with health, fire, safety and maintenance codes. They are obligated to report evidence of non-compliance observed during such inspections. Similarly, while maintenance and custodial personnel will not search personal property, the performance of their duties may require them to move items of personal property in a studio space. They are obligated to report any observed evidence of unlawful conduct or conditions.

Prohibited Appliances
Possessing and/or using prohibited appliances such as halogen lamps, toaster ovens, immersion heaters, hot plates, grills, space heaters, personal air conditioning or dehumidifying units, large microwaves (greater than 700 watts) or more than one refrigerator per room is prohibited. See the list of prohibited items and actions and appliance use guidelines.

http://www.udel.edu/reslife/students/prohibited.html

Safety and Security
Security is the responsibility of all students, and students are personally responsible for abiding by the security policies pertaining to University buildings. Actions that compromise the security of studio space or common areas will subject the individuals responsible to disciplinary action and related fees. See regulations regarding Keys and Access Cards, Fire Drills and Safety, and other Facilities Regulations for more details.

Items Blocking Hallways, Stairways or Egress
Blocking stairways, hallways or egress with bicycles, room trash, boxes, or other items is hazardous and is prohibited. Art materials and personal items must be kept within a student’s studio space.

Lab Area/ Tool Use
Students using a Lab area during lab open hours and outside of class must sign in and out. In lab areas with monitors, students must sign in with the lab monitor prior to starting work and sign out with the monitor before leaving the lab area.

Students using tools outside a lab must sign the tools out before use and sign the tools back in after use. All tools must be returned to the lab when the student is not working with them.

Materials Storage
All materials stored in the lab, common areas or temporarily in hallways must be labeled with the student name and contact info. Any item left in the hallways for more than 5 Days may be removed.

**Under Grad Student Access**
Access to the studios is during open building hours only (see attached page for building hours). Access to studios is during class time and open studio hours only.

**Drugs and Alcohol**
There is no smoking allowed on campus. There is no alcohol or drugs allowed on UD property. Please see policies and elsewhere in this document and the University’s website.

**Vacating at the End of the Semester, Academic year, Graduation**
Students are required to vacate, return all keys to the Art & Design office, and remove all personal belongings, personal furniture, art, art materials and trash from studio space by the stated date.
Note* Students enrolled in summer courses or Summer Research may have the option to remain in their studio spaces

- Fall semester: Last Day of exams
- Spring semester: Last Day of exams
- MFA Students June 30th
Building/Studio/Cage Access for Studio Arts, Taylor Hall, Recitation Hall

**Studio Arts Building:**

Open building hours: Monday through Friday ..........................6 am* - 2 am  
Saturday and Sunday ...........................................10 am - 2 am  
Open Studio hours for each studio area (Ceramics, Sculpture, Printmaking) will be posted outside each area. Open studio hours are based on Studio Monitors being scheduled and available.

**Taylor Hall:**

Open building hours: Monday through Friday ..........................6 am* - 2 am  
Saturday and Sunday ...........................................10 am - 2 am  
* 6am is typical, but the buildings open during the week when the custodial staff unlocks them.

Open Cage hours; Open Lab/Studio hours will be posted outside the UDArts Cage located on the ground floor. Cage hours will be based on Cage Monitors being scheduled and available.

**Recitation Hall:**

Open building hours: Monday through Friday ..........................6 am* - 2 am  
Saturday and Sunday ...........................................10 am – 2 am  

The computer lab, 203 Recitation is only open during posted hours.
Open Lab/Studio spaces will be open during Open Building hours.
Visual communication studio areas are only open to students holding keys, and only during open building hours.

Open Studio hours(painting); Open Lab/Studio spaces will be open during Open Building hours.

Open Studio hours(foundation); Open Lab/Studio spaces will be open during Open Building hours.
Art & Design Department  
MFA/BFA Studio Key and Use Agreement

By signing this agreement you pledge to adhere to the guidelines set forth in this document. Failure to do so will result in the revoking of your space and keys.

In Addition to the  
“Student Key and Studio Policy and Agreement for the Art & Design Department”

Students must keep his/her art materials and projects within their assigned space

Students must keep the hallways clear of all materials and trash

There is no smoking allowed within your studio space or on UD property.

There is no alcohol and/or drugs allowed on UD property

MFA Students*
At years end “June 30th” 2nd year students must return their keys to the Art & Design office and have your studio space inspected. 1st year students who are switching studios must return their keys to the Art & Design office and sign out the new keys from the Art & Design office. (Do NOT accept keys or give keys directly to other students)

Students who fail to return their space to it’s original state may be assessed a cleaning fee.

I have read and understand the policies set forth in this document.

Initial __________

Student ID # _______________________________

Student Name_______________________________________________________

Phone # __________________________ E-mail _____________________________

Keys:  
_______________________________________________________________________  
_______________________________________________________________________  

Student Signature _______________________________________  Date ___________