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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**

- Abby Donovan (Director of Graduate Studies)
- Amy Hicks
- David Meyer
- Greg Shelnutt
- Priscilla Smith
- Aaron Terry
- Peter Williams
- Lance Winn

**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 CAA (formerly 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 credit hours, 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:

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>Graduate Studio</td>
<td>33</td>
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<tr>
<td>Graduate Critique</td>
<td>12</td>
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<tr>
<td>Critical Issues Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Research Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Pedagogy (UNIV 601) <em>NOTE: Pending Requirement</em></td>
<td>0</td>
</tr>
<tr>
<td>Non-art Academic</td>
<td>3</td>
</tr>
<tr>
<td>MFA Supporting Paper and Exhibition</td>
<td>6</td>
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<tr>
<td>TOTAL</td>
<td>60</td>
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The Thesis Committee

Required Courses, 15 credits each semester

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td><strong>1st year</strong></td>
<td><strong>1st year</strong></td>
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<tr>
<td>ART 600, Graduate Critique, 3 cr.</td>
<td>ART 600, Graduate Critique, 3 cr.</td>
</tr>
<tr>
<td>ART 677, Critical Issues Seminar, 3 cr.</td>
<td>3 cr. Non-art Academic (a course selected from outside the department)</td>
</tr>
<tr>
<td>ART 679, Graduate Studio, 9 cr.</td>
<td>ART 679, Graduate Studio, 9 cr.</td>
</tr>
<tr>
<td>UNIV 601, Pedagogy, 0 cr.</td>
<td>UNIV 601, Pedagogy, 0 cr.</td>
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*NOTE: UNIV 601 is a Pending Requirement.*

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<th><strong>2nd year</strong></th>
<th><strong>2nd year</strong></th>
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<tbody>
<tr>
<td>ART 600, Graduate Critique, 3 cr.</td>
<td>ART 600, Graduate Critique, 3 cr.</td>
</tr>
<tr>
<td>ART 678, Research Seminar, 3 cr.</td>
<td>ART 679, Graduate Studio, 6 cr.</td>
</tr>
<tr>
<td>ART 679, Graduate Studio, 9 cr.</td>
<td>ART 698, MFA Exhibition, 3 cr.</td>
</tr>
<tr>
<td></td>
<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.

**UNIV 601, Pedagogy**  
*NOTE: UNIV 601 is a Pending Requirement*
However, since you will be teaching in the Spring, it is highly recommended that you take this course this semester.

Wednesdays from 6:00pm-8:00pm (REC008A)  
Independent Study (0 credit hours)

This course familiarizes participants with sound teaching principles and effective teaching strategies. The coursework has a practical orientation and seeks to help participants prepare to teach or enhance their classroom performance in their respective disciplines. This course is open to graduate students and post-docs interested in developing their teaching.
3 Credit 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 6XX. 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://www1.udel.edu/gradoffice/forms-new/Advanced_Degree.pdf](http://www1.udel.edu/gradoffice/forms-new/Advanced_Degree.pdf)

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 the last Friday in June with everything returned to “move in” conditions. Keys and space-use contracts are available from Cindy Delaney, Business Manager. 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;
- Do nothing to your assigned studio that cannot be returned to its previous condition;
- Do not bring pets into your space; and that you
- Take advantage of the studios to make work.

**Living in Your Studio, Sleeping in Your Studio, and Furniture:** Under no circumstances may you or anyone else live in your studio. You may not keep a futon or similar bedding-like items or furniture in it either. This prohibition includes: love seats; inflatable mattresses, chair or couches; hammocks; sleeping mats; sleeping bags; etc. Anyone found living, even temporarily, in their studio is subject to dismissal from the program. The presence of furniture-like items goes against fire code will result in disciplinary action. Students will also be responsible for costs incurred to remove unauthorized furniture or fixtures in the family it the items indicated above.

**Structural Changes to the Studios:** You are not permitted to make any structural changes to the studios.
**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.

**Forklift Certification:**
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 Aaron Terry 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.

**24-hour Access:**
Graduate students have 24-hour access to studios, but should not allow strangers or undergraduate students into the buildings after hours.

**Cadet Walking Escort Service**
A free walking escort service is available for students, staff and faculty to or from any University property or contiguous street, and specific areas off campus that immediately border the Late Bird bus route. University of Delaware Police Cadets utilize the University's bus service as the primary mode of transportation for UD's escort service. In other circumstances, depending on the length of trip, Cadets will walk individuals to their final destination. Late Bird bus stops are regularly reviewed for safety and lighting and are patrolled by University Police Officers.

The escort service is designed to enhance your safety and peace of mind if you must walk after dark. This service is available during the hours of darkness every night of the week.

**To arrange for an escort, please call (302) 831-2222,** use your LiveSafe app, or use one of the more than 200 blue light emergency phones located throughout campus. Blue light phone locations are indicated by blue dots on this map. When calling, please be prepared to give the following information: your name, your exact location and your destination.
The University of Delaware Police Department carefully screens and selects its Cadets who provide the escorts. Escort Cadets are outfitted with blue Cadet shirts or jackets, a traffic vest and two-way radios.

**Valuable Property Registration:**
During the school year, the University of Delaware Police Department recovers thousands of dollars’ worth of property. Much of the property cannot be returned as the rightful owner cannot be identified. The Crime Prevention Unit uses voluntary property registration to help solve this problem. The property owner completes an “Operation Identification” registration form with specific information about the property and the Police Department keeps the information on file. If the property is reported stolen, the police will have the needed information to enter it into a nationwide computerized network. When the property is recovered, the recovering police agency will be able to access the owner’s information via computer. When engraving an item DO NOT use your social security number or other personal information. Think of something that will have meaning only to you.

UD Police recommend registering all valuable equipment (computers, stereos, televisions, etc.). Bicycles should also be registered; however, they are handled by Parking Services; there is a separate Bicycle registration form.

*There is no fee for registration services.*  [https://www1.udel.edu/police/services/](https://www1.udel.edu/police/services/)

**Personal Studios and Art Studios:**

**Spray-painting:** The Department of Art & Design strongly discourages the use of spray paints. As noted by the Centers for Disease Control (CDC): “Hazardous components of paint spray include metals such as lead and chromium, polyisocyanates, and liquid organic solvents. Autobody workers may develop nervous disorders, skin and eye irritation, respiratory sensitization, asthma and reduced lung function from exposure to paint.”  [https://www.cdc.gov/niosh/docs/hazardcontrol/hc2.htm](https://www.cdc.gov/niosh/docs/hazardcontrol/hc2.htm)

*The use of spray paints is not permitted in individual studios.* Spray painting may only be done in well-ventilated areas. It is highly recommended that students who wish to use spray paints use a National Institute for Occupational Safety and Health (NIOSH)-approved respirator with an organic vapor cartridge.

**Fit testing:** The department also highly recommends that those wishing to use spray paint comply with the CDC’s recommendation for an annual respirator fit test to confirm the fit of any respirator that forms a tight seal on the wearer’s face before it is used in the workplace. This ensures that users are receiving the expected level of protection by minimizing any contaminant leakage into the facepiece.  [https://www.cdc.gov/niosh/npptl/pdfs/n95info2-2015-508.pdf](https://www.cdc.gov/niosh/npptl/pdfs/n95info2-2015-508.pdf)
Drop cloths: If students do choose to use spray paint, use of a drop cloth, tarp, or other barrier is also required to protect grass and pavement (concrete, bricks, asphalt, etc.). Additionally, be sure to take into consideration nearby structures (other’s works of art, walls, cars, etc.) and wind direction (if outside) to avoid getting spatter and wind-borne paint on such objects. Failure to use a crop cloth or other barrier may result in the assessment of a cleaning fee.

Trash and Recycling Policy:
All Graduate students assigned stipend studio support hours are responsible for emptying "Bulk Trash" 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. Custodial staff will not enter personal studios for the purpose of emptying trash or recycling cans. All graduate students are also responsible for emptying/removing recycling generated in their personal studio spaces.

➤ 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. There is also a most useful dumpsite behind the Studio Arts Building.

Morris Library
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. Here are a Few examples:

- Art & Design: http://guides.lib.udel.edu/art
- Art History: http://guides.lib.udel.edu/arthistory
- Foundations and Grants: http://guides.lib.udel.edu/c.php?g=85347
- Material Culture: http://guides.lib.udel.edu/c.php?g=85375
- Museum Studies: http://guides.lib.udel.edu/c.php?g=85380
Graduate Student Carrels
The University of Delaware offers dedicated library research space for a limited time in the Morris Library to University of Delaware matriculated graduate students who have a valid University of Delaware I.D. There are 86 graduate carrels located on the second and third floors of the Morris Library.

https://library.udel.edu/circulation/graduate-students/graduate-student-carrels/

Computers and Software:
University of Delaware students, faculty, and staff can download software licensed for their use from UDeploy. The extensive list of free downloads may be found at:

https://udeploy.udel.edu/

Information Technologies:
Questions about computer software and/or issues with hardware can and should be taken to the IT Help Center:

- Web site: http://www1.udel.edu/it/
- Phone: (302) 831-6000
- Text: (302) 722-6820
- Email: consult@udel.edu
- Help Requests: http://www1.udel.edu/it/help/request/
- Live chat: http://www1.udel.edu/it/

Search for Search for official UD forms, apps, and online tools:

- https://udel.onecampus.com/

They have thousands of online tutorials that UD faculty and students can use for free.

www.udel.edu/help

Materials:
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

Alcohol: Statement of Policy

All students must comply with applicable laws and these alcohol regulations.

Medical Amnesty/Good Samaritan Protocol

Student health and safety are of primary concern at the University of Delaware. As such, in cases of intoxication or overdose due to the consumption or use of alcohol or drugs, the University encourages individuals to seek assistance for themselves or others. If assistance is sought due to a serious and immediate risk from the consumption or use of alcohol or drugs, the Office of Student Conduct will not pursue conduct charges against a student for violations of the Alcohol Policy, Drug Policy or policies related to the consumption or use of alcohol or drugs. Additionally, those students who actively assist an individual under the influence of alcohol or drugs will not receive conduct charges for violations of the Alcohol Policy, Drug Policy or policies related to the consumption or use of alcohol or drugs.

Active assistance requires an individual to contact 911 or a University official (such as University of Delaware Police or Residence Life and Housing staff). Once an active call for help has been made, that individual must remain with and monitor the student’s condition until assistance arrives, and cooperate fully during the medical and investigative process. Medical Amnesty will not be granted where there was no active call for medical assistance. Students who are confronted by University officials (such as University of Delaware Police or Residence Life and Housing staff) will be referred to the Office of Student Conduct for conduct charges.

When Medical Amnesty is granted, the student under the influence of alcohol or drugs (and possibly the referring student) will be required to meet with the Dean of Students or designee, who will require the completion of educational interventions such as BASICS or a Decision Making Seminar. In most cases, notification will be sent to the student’s parents or legal guardian. While there is no limit to the number of cases for which a student can receive Medical Amnesty, serious or repeated incidents will prompt a higher degree of concern and response. Failure to complete educational interventions required under this protocol will result in the application of student conduct charges.
Prohibited Activities

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:

a. 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

Medical Amnesty/Good Samaritan Protocol

The Medical Amnesty/Good Samaritan Protocol does not preclude conduct charges due to any other violations of the Code of Conduct (not related to the Alcohol Policy or Drug Policy). In addition, it does not extend to the sale, distribution, or manufacturing of alcohol or drugs. All incidents are examined on an individual basis to determine if Medical Amnesty is applicable, as well as the most appropriate educational interventions.

Medical Amnesty will be granted to students who may have violated the Alcohol Policy or Drug Policy at the time of an incident when they became a victim of sexual assault, sexual harassment or other forms of sexual misconduct. Therefore, a charge of violating the Alcohol Policy or Drug Policy will not be applied to a student who reports being under the influence of alcohol or drugs at the time of an incident involving sexual assault, sexual harassment or other form of sexual misconduct. Please see more information in the Sexual Misconduct Policy.

Students are encouraged to read the complete Medical Amnesty/Good Samaritan Protocol.
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).

Use of Alcohol On-Campus

As described above, the possession, use, consumption, manufacture, sale or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by this Alcohol Policy.

a. Student Organizations

No student organization that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by the University shall serve alcohol or permit the possession, use, consumption, manufacture, sale or distribution of alcohol except as provided here.

i. No alcoholic beverages shall be distributed, served, or sold at a function or event on-campus without the explicit, prior approval of the Director of the University Student Centers (or designee).

ii. Outside functions or events involving the use of alcohol are not permitted on campus.

Use of Alcohol Off-Campus

The University accepts no responsibility for the possession, use, consumption, manufacture, sale or distribution of alcoholic beverages by students off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the University may also pursue student conduct charges for such behavior.

Drugs: Statement of Policy

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.

Endangering the Safety of Others: Statement of Policy

A student shall not endanger the lives or safety of oneself or others.

Prohibited Activities

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

a. Creating an unsafe condition or environment which could cause harm to the student or others;

b. Acting in a manner that endangers or reasonably could endanger the health, safety or welfare of the student or anyone else; or

c. Instigating, participating or otherwise encouraging others to engage in a fight, riot or other disruption.
Failure to Comply: Statement of Policy

It is a violation to ignore, disobey, disregard or otherwise violate any provision of this Code of Conduct or any applicable rule.

Prohibited Activities

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

a. Failing to comply with the directive of any University official or faculty member, including any sanction imposed by the Office of Student Conduct;

b. Failing to comply with the terms of any policy, procedure or agreement, including the University’s Housing and Dining Agreements, University Student Centers policies, Facilities policies or any other agreement between a student and a University official or department;

c. Failing to comply with any applicable federal, state or local law; or

d. Failing to advise the University of any off-campus criminal charge or conviction.

Complicity: Statement of Policy

A student shall not, through act or omission, assist another student, individual or group in committing or attempting to commit a violation of the University of Delaware Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove themselves from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

http://www1.udel.edu/stuguide/17-18/code.html

Discriminatory and Other Harassment: Statement of Policy

Any verbal, written or physical conduct toward another that unreasonably creates an intimidating, hostile or offensive learning, living or working environment or unreasonably interferes with an individual’s academic or work performance is prohibited.

If the conduct is directed toward a person on the basis of race, color, national origin, sex, disability, religion, age, marital status, veteran status, gender identity or expression, or sexual orientation, or any other characteristic protected by
applicable law, the incident will resolved through the University's Non-Discrimination Policy.

Note: Contact Susan L. Groff, Director, Institutional Diversity and University Title IX Coordinator, in the Office of Equity and Inclusion for more detailed information regarding discriminatory harassment.

Disruptive Conduct: Statement of Policy

A student shall not impair, interfere with or obstruct the orderly conduct, process or function of the University or any of its students, faculty members, University officials, guests or the surrounding community.

Prohibited Activities

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

a. Committing or threatening to commit any act of physical violence against self or another. This includes, but is not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning or restraining;
b. Threatening the health, safety, or welfare of another;
c. Interfering with the freedom of movement of another;
d. Invading the privacy of another;
e. Interfering with the right of another to enter, use, or leave any University building, facility, property, service, resource or activity;
f. Interfering with a faculty member or University official in the performance of their duty;
g. Interfering with the freedoms of speech, religion, or association of another;
h. Trespassing or the unauthorized entering or accessing of any University building, facility, property, service, resource or activity or any location within the jurisdictional boundaries of the Student Conduct System;
i. Making, exhibiting, or producing any inappropriate, loud or disruptive noise or behavior;
j. Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the University;
k. Exhibiting public nudity or lewd behavior; or
l. Urinating in any area of University buildings, facilities or property other than restrooms.
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:


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 are the next in priority order to teach Winter-session classes.
– First year MFA’s 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

***During the year you are required to use your University of Delaware email. After Orientation all UD and departmental related emails will be sent to your @udel.edu address. Please check it regularly!!!***

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 2:30 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.