



Department of Art

MA Graduate Program Guidelines *Art Education Option / Art History Option Fashion & Textiles Option*

PRIMARY ADVISOR

Upon admission to the graduate program, the student is assigned a Primary Advisor from the **full-time** faculty in the Option. The student may request a change of advisor at any time.

It is the **student's** responsibility to meet with the Primary Advisor on a regular basis. It is also expected that the student contact other faculty in the Option to keep them informed about the progress of their work and to solicit comments.

The Primary Advisor's role is to provide information and answer questions regarding progress through the graduate program, as well as advise the student during the process of researching and writing the Thesis.

MA DEGREE PROGRAM FORM

During the first quarter of study at CSULA, it is the student's responsibility to meet with the Primary Advisor and complete an official **MA Degree Program Form**. This form must be signed by the Primary Advisor, submitted to the Department of Art, and approved by the College Graduate Dean no later than the end of the first quarter. Once the Degree Program is approved, the student is granted Classified graduate status. *Failure to file an approved Program Form during the first quarter may result in the loss of completed coursework.*

After the MA Degree Program is filed with the College Graduate Dean, changes in the coursework may be made only when there is a compelling reason (such as scheduling problems, change in research, etc.)

A change in coursework must be approved **in advance** by submitting the Permission for Course Substitution Form (GS-5) by the fifth week of the quarter prior to the student's enrollment in the course.

A course may not be added to or deleted from the Degree Program after it has been completed.

GRADUATE WRITING ASSESSMENT REQUIREMENT (GWAR)

All graduate students are required to satisfy the Graduate Writing Assessment Requirement (GWAR) within the first three quarters of their graduate program or prior to the completion of 16 units (whichever occurs later). If the student has questions about this requirement or would like to verify that this requirement has been met, see the University Catalog or the Graduate Advisor.

ADVANCEMENT TO CANDIDACY AND GRADUATE THESIS COMMITTEE

The student is eligible to submit an application for Advancement to Candidacy (GS-10 form) when:

The Thesis Proposal has been approved by the Primary Advisor.

At least half of the coursework (23 units) for the degree has been completed with a minimum 3.0 GPA.

The Graduate Writing Assessment Requirement is satisfied.

There are no courses with Incomplete (I) grades.

At the same time as the application for Advancement to Candidacy, the student is also required to submit the Request

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for Graduate Thesis Committee form (GS-12). It is the student's responsibility to secure the commitment of a **three-person** committee consisting of the Primary Advisor to serve as Thesis Director and two additional full-time faculty members of the department. One member may be from another academic department if approved by the Primary Advisor. It is the Thesis Committee's responsibility to provide guidance during the research and writing of the Thesis.

After the Thesis Committee has been established, the student is required to meet with the Primary Advisor and the other committee members at least once a quarter to review the progress on the Thesis, particularly during the quarter the student plans to graduate.

Once Advancement to Candidacy has been approved and the Graduate Thesis Committee has been established, the student may enroll in ART 599 Thesis units.

THESIS

A written Thesis is required that is the result of research and scholarship in the student's particular field of study. The Thesis clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion. It demonstrates originality, critical and independent thinking, appropriate organization, and the ability to thoroughly document the research.

The Thesis must follow the guidelines established by the university found in the "Guide to Preparation of Master's Theses and Project Reports," copies of which are available on the CSULA website, in the Library, or in the campus bookstore for purchase. This guide provides information about the following: procedures, regulations, and responsibilities governing the Thesis; general requirements for thesis preparation and acceptance; and format requirements for the thesis.

In addition, students are required to attend a Thesis Advisement Workshop, offered each quarter by the University Thesis Coordinator to assist students who are in any phase of thesis preparation. The specific dates are available in the University Library and in the Department of Art office.

GRADUATION REQUIREMENTS

In order to complete the graduation process, the student must:

- 1) File a Graduation Application during the application filing period for the intended quarter of graduation as listed in the Schedule of Classes.
- 2) Register for ART 599 or ART 900 in the quarter that the student plans to graduate.
- 3) Submit the Thesis for final review to all Thesis Committee members by the 5th week of the quarter in which the student plans to graduate.
- 4) Three copies of the Title Approval Page (on 100% rag paper) must be signed by all faculty members of the Thesis Committee by the last day of instruction (10th week) of the quarter in which the student plans to graduate.
- 5) Submit one copy of the Title Approval Page with original signatures to the Department of Art.
- 6) Submit two copies of the Thesis, each with a Title Approval Page with original signatures, to the University Thesis Coordinator (Library North 1018) according to the deadline established each quarter. Each copy of the Thesis, including the Title Approval Page, must be on 100% rag paper.

Please Note: The student must plan to graduate during a quarter that the Primary Advisor and the Thesis Committee members are available for consultation and for signing the Title Approval Pages.

CONTACT

Department of Art, Cal State L.A.,
5151 State University Drive,
Los Angeles, CA 90032-8111

Telephone: (323) 343-4010

<http://www.calstatela.edu/dept/art>