

# SMFA HANDBOOK 2016-2017

## ACADEMIC POLICIES – GENERAL

### **Enrollment Status: Matriculated Students**

A student's enrollment status in a given semester is determined by the student's total number of course credits. A matriculated student, who has been accepted by Admissions through a formal application to SMFA at Tufts and is registered for 12 or more credits (cumulative credits between studio and academic courses), will be classified as full-time for financial aid, student loan deferments, insurance, and other federal reporting purposes. International students attending on an F-1 visa are required to maintain full-time status at all times. Students registered for six to 10 credits are considered part time. Undergraduate students registered in fewer than six credits are considered "less than halftime" for certification purposes. Certification of undergraduate, graduate, baccalaureate, and combined degree students is administered by the Registrar's Office. Graduate students must be registered for 9 or more credits to be classified as full-time.

### **Attendance**

SMFA at Tufts has an institutional attendance standard that expects students to attend and fully participate in all class meetings. More than two absences may result in a grade reduction, course withdrawal, or course failure. Faculty are given the authority to set stricter attendance policies than the institutional standard for their courses but must clearly state the requirements on their course syllabi. Students should refer to the course syllabus if they have specific questions related to the attendance policy of one of their courses. Students are responsible for knowing and adhering to the attendance policy and communicating with faculty if they must miss a class for any reason. In some cases of noncompliance, students will be urged to withdraw from the class. It is a student's responsibility to withdraw from a course, and this act of withdrawal cannot be performed by a faculty member on a student's behalf. In cases of course withdrawal, tuition refunds will not be considered. Students who wish to appeal the records or decision of a faculty member regarding absences should contact the Associate Dean of Undergraduate Advising for the SMFA at Tufts or the Associate Director of Graduate Programs.

Students who are out of class for legitimate medical and/or personal issues may contact the Assistant Dean of Students for the SMFA at Tufts and/or the Associate Dean of Undergraduate Advising. In cases of illness or personal tragedy, a short-term leave may be granted by the Dean of Students. All requests of this type require documentation verifying the circumstances for which the absence or short-term leave is requested. Without formal pre-approval from the Assistant Dean of Students for the SMFA at Tufts, the Associate Dean of Undergraduate Advising for the SMFA at Tufts or the Associate Director of Graduate Programs, all students are expected to arrive on campus and begin attending classes at the start of the semester. Any student who has not arrived by the end of the Add/ Drop period will be subject to an Administrative Withdrawal from the school.

### **Grades**

#### *Studio Courses*

Studio courses at SMFA at Tufts use a Credit/No Credit grading system. Grades are awarded by the instructor upon the conclusion of each course. Successful completion of a course will result in a grade of “CR” for Credit. Unsuccessful completion of a course will result in a grade of “NC” for No Credit.

### ***Academic Courses***

Academic courses use a traditional letter grade system and grades are submitted by instructors upon the conclusion of each course.

### ***Incomplete Grades***

Instructors may on occasion allow a student more time to complete the requirements of a particular course. There are, however, very strict guidelines for doing so. An incomplete may be awarded only if a student has done substantial work in the course (at least 75% of all requirements). The instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be done by the incomplete deadline—six weeks into the following semester. It is the responsibility of the student to request an incomplete before the required work is due. Instructors are responsible for specifying on the incomplete form the reason for the incomplete grade and the conditions that must be satisfied for the awarding of a grade/credit. A copy of this form must be submitted to the Registrar’s Office at the time final grades are reported.

In cases of approved incompletes, the student’s work will be evaluated without prejudice and a grade/credit should be submitted within two weeks of the work being received by the instructor. Under special circumstances, a student may request an extension of the deadline from the instructor.

### **SMFA at Tufts Transfer Students**

A transfer student is any student who has completed one or more college-level, credit-bearing courses after graduating from high school, or who has earned a GED. Students who have completed college-level courses prior to graduation from high school, or prior to the receipt of their GED, are not considered transfer students but may be considered for transferable credit based on the same guidelines outlined in the SMFA at Tufts Transfer Student Policy. Students who are prior-degree students, meaning they have earned a baccalaureate-level or higher degree prior to enrolling at SMFA at Tufts, are considered transfer students if applying to the BFA or Studio Diploma and may be considered for transferable credit based on the guidelines outlined below.

Students who wish to take courses outside of Tufts University, or one of our formal cross-registration partnerships during their studies, must have these courses pre-approved by an academic advisor prior to enrolling in these courses. After matriculation, all studio coursework taken during the school year (fall and spring semesters) must be completed at SMFA at Tufts.

During the Summer semester, BFA students may take up to 12 undergraduate-level studio credits (6 maximum per summer) through SMFA at Tufts or an outside institution; pre-approval is required by an academic advisor. For BFA and Combined Degree students, post-matriculation, all courses must be completed at a four-year institution; community college courses will not be transferable after matriculation. Coursework completed elsewhere, post-matriculation, will be counted as transfer credit and the

commensurate transfer policies and limits will apply. Additional details regarding ProArts cross-registration for studio coursework is available below in the ProArts Registration and Policy section of the *SMFA Student Handbook*.

Residency Requirement for BFA students: The last full-time term must take place in residence. If more than eight semesters are required to complete the program, then the final credits up to six may be taken outside of SMFA in order to complete the degree requirements.

***External Transfer Applicants:***

Transfer students must submit all necessary materials at the point of admission in order to be considered for admission, scholarship, and federal financial aid – regardless of whether they wish to receive transfer credit to SMFA at Tufts. All final, official transcripts from any previous institution must be received prior to the end of the student’s initial semester at SMFA at Tufts; transfer credit for coursework completed prior to matriculation, which was not reviewed or awarded credit at the point of admission will not be reviewed or awarded once a student completes their first semester of study at SMFA at Tufts. SMFA at Tufts only accepts transfer credit from regionally accredited colleges and universities or their international equivalent. For students who have completed coursework at an international college or university, an official course-by-course evaluation of the transcript is required before transferable credit can be determined.

**Maximum transferable credit by program:**

- BFA students may transfer up to 38 studio art credits and 28 academic credits into the program (the equivalent of 7 Tufts courses).
- Combined Degree students may transfer up to 38 studio art credits and 48 academic credits (the equivalent of 12 Tufts courses) into the program; please see the Combined Degree Program section of the student handbook for additional details.
- Northeastern BFA students may transfer up to 38 studio art credits, which includes coursework taken at NEU prior to matriculation into the BFA program, and is evaluated by the Registrar’s Office. The transfer of academic credit into the NEU BFA is evaluated by Northeastern.
- Northeastern MFA students who wish to be considered for transfer credit must speak to their advisor at NEU regarding this.
- Studio Diploma students may transfer up to 24 studio art credits into the program. Academic courses are not transferable into the Studio Diploma program.
- MFA students may transfer 1 academic course into the program pending approval by the graduate program; no studio courses may be transferred into the MFA program. Information about transfer of credit is available in the *Graduate Student Handbook* ([http://asegrad.tufts.edu/sites/default/files/Graduate\\_Student\\_Handbook\\_16-17.pdf](http://asegrad.tufts.edu/sites/default/files/Graduate_Student_Handbook_16-17.pdf)) and online at: <http://students.tufts.edu/registrar/what-we-assist/transfer-credit/graduate-students>
- Post-baccalaureate Certificate students may not transfer credit into the program.

**Studio art transfer guidelines (BFA, Combined Degree, and Studio Diploma):**

- Transferable studio art credits consist primarily of undergraduate-level, visual art coursework; students who have completed college-level coursework in music and or theater/performance may be considered for up to 24 transfer credits on a case-by-case basis.
- Transferred studio courses are entered onto the studio transcript and appear as part of the student's record.
- A grade of C or better must have been earned in order for a course to be eligible for transfer credit.

**Academic credit transfer guidelines (BFA program only):**

- A grade of C- or better must have been earned in order for a course to be eligible for transfer credit.
- No more than 20 of the maximum 28 transferable credits into the BFA program may be completed through summer study; no more than 12 credits may be completed in any one summer.
- In order for courses to be transferable, they must fulfill the distribution requirements of the BFA program and must include a total of 42 contact hours of instruction or more.
- Transferred courses are entered onto the academic transcript without a grade and are not computed into the cumulative GPA of the student.
- Students should be prepared to provide course descriptions from previous institutions in addition to final transcripts in order to expedite the transfer process; in some cases, additional back-up material such as course syllabi or accreditation information may be required.
- Online coursework is not transferable into the BFA or the Combined Degree programs.
- For NEU BFA students, the evaluation of academic transfer credit is done by Northeastern.

**High School Examination credits:**

- Studio art credits: BFA, Combined Degree, and Studio Diploma students are eligible to receive credit for studio art classes completed through the AP exam or International Baccalaureate program. A score of 4 or higher is required for AP exam credits to be transferable. A score of 6 or higher is required for IB credits to be transferable.
- Academic course credits: BFA students are eligible to receive up to 8 credits (the equivalent of two courses) and Combined Degree students are eligible for up to 20 credits (the equivalent of five courses) for credit earned from AP exams, SAT II exams, and certain international diploma examinations. These guidelines are published fully in the Tufts Bulletin, available here: <https://students.tufts.edu/registrar/bulletin>
- NEU BFA students should speak to their advisor at Northeastern regarding examination credits for transfer credit.

**Internal Transfer Students:**

- BFA to Studio Diploma: must apply through the SMFA at Tufts Admissions Office and may be required to submit additional materials. May be applicable for studio transfer credit beyond the external limit of 24 credits.
- BFA to Combined Degree: must apply through the Tufts Admissions Office and may be required to submit additional materials. May be applicable for studio transfer credit beyond the external limit of 38 credits.

- NEU BFA to SMFA at Tufts BFA: contact SMFA at Tufts Admissions Office. May be applicable for studio transfer credit beyond the external limit of 38 credits.
- NEU BFA to Combined Degree: contact SMFA at Tufts Admissions Office and apply through Tufts Admissions Office and may be required to submit additional materials. May be applicable for studio transfer credit beyond the external limit of 38 credits.
- NEU BFA to Studio Diploma: contact SMFA at Tufts Admissions Office. May be applicable for studio transfer credit beyond the external limit of 24 credits.
- Studio Diploma to SMFA at Tufts BFA: must apply through the SMFA at Tufts Admissions Office and may be required to submit additional materials. May be applicable for studio transfer credit beyond the external limit of 38 credits.
- Studio Diploma to Post-bac or SMFA at Tufts MFA: must apply through the Graduate Admissions Office and may be required to submit additional materials.
- Studio Diploma to MAT: must apply through the Graduate Admissions Office and may be required to submit additional materials.
- Combined Degree to SMFA at Tufts BFA: notify Joe Waranyuwat, Associate Dean of Undergraduate Advising, and Leah Gadd, Associate Dean of Undergraduate Advising. May be applicable for studio transfer credit beyond the external limit of 38 credits.
- Combined Degree to Post-bac or MFA: must apply through the Graduate Admissions Office and may be required to submit additional materials.
- Post-bac to SMFA at Tufts MFA: must apply through the SMFA at Tufts Admissions Office and may be required to submit additional materials.
- Post-bac to Studio Diploma, SMFA at Tufts BFA, NEU BFA, or Combined Degree: Students who have completed the Post-bac Certificate are not eligible for admission to Studio Diploma, BFA, or Combined Degree.
- SMF at Tufts MFA or NEU MFA to Studio Diploma, SMFA at Tufts BFA, NEU BFA, Combined Degree, or Post-bac: Students who have completed the MFA are not eligible for admission to Studio Diploma, BFA, Combined Degree, or Post-bac.
- SMFA at Tufts BFA, NEU BFA, Combined Degree, Studio Diploma, Postbac, SMFA/Tufts MFA, or NEU MFA to MAT: must apply through Graduate Admissions Office and may be required to submit additional materials.
- MAT to Studio Diploma, SMFA at Tufts BFA, NEU BFA, Combined Degree, or Post-bac: Students who have completed the MAT are not eligible for admission to Studio Diploma, BFA, or Combined Degree.
- MAT to SMFA at Tufts MFA: must apply through the Graduate Admissions Office and may be required to submit additional materials.
- Students who have completed SMFA at Tufts continuing education-level studio courses prior to January 2015, may receive transfer credit for these courses: BFA students may receive up to 8 transfer credits based on this coursework and Studio Diploma students may receive up to 12 transfer credits based on this coursework. Please note, this does not include undergraduate or graduate-level coursework that has been completed through the Continuing Education division of a regionally accredited college or university.

## **Registration Policies and Procedures**

### ***SMFA at Tufts Course Registration***

Students register for courses taught at SMFA at Tufts online through mySMFA. Open registration begins in early November and early April of the academic year for returning

students. Notifications are sent to current students via email regarding designated registration windows and start dates, which are based upon student's specific programs and earned credits.

There are a few courses at SMFA at Tufts that have an application process and require faculty approval. In these cases, upon acceptance, a Special Enrollment registration form must be completed and submitted to the Registrar's Office for processing.

### ***Add/Drop at the SMFA at Tufts***

The Add/Drop period at the beginning of each semester offers students the opportunity to make adjustments to their course schedules. This may be done online via mySMFA during the first six school days of the semester. During this time period, students are advised to check their course schedules on mySMFA to be sure that they are accurate and complete. Once the Add/Drop period is over, course schedule adjustments will not be permitted.

### ***Course Registration on the Medford Campus***

For courses taught on the Medford campus, degree students register online via Tufts' Student Information System (SIS) at <https://www.tufts.edu/info/students>. For dates and deadlines, please see the academic calendar: <http://students.tufts.edu/registrar/what-we-assist/course-registration-and-scheduling/academic-calendars>

### ***Add/Drop on the Medford Campus***

Similar to SMFA at Tufts, at the beginning of each semester, the Medford campus at Tufts offers an Add/Drop period that allows students the opportunity to make adjustments to their Tufts course schedules. Student should make these adjustments online at <https://www.tufts.edu/info/students>. Unlike SMFA at Tufts, there is one deadline for adding courses and another deadline for dropping courses on the Medford campus. The add period extends through the first two weeks of the semester, while the drop period lasts for the first five weeks. These deadlines are strictly enforced and add/drop activity attempted outside of these periods will not be permitted.

### **ProArts Registration and Policies**

The ProArts Consortium is a group of six visual and performing arts schools in the Boston area:

Berklee College of Music, Boston Architectural College, The Boston Conservatory, Emerson College, Massachusetts College of Art and Design, and SMFA at Tufts. SMFA at Tufts full-time undergraduate students (including full-time Studio Diploma) are eligible to register for studio courses through the ProArts Consortium. Graduate students are not eligible for ProArts cross-registration. Students may not cross-register during the first semester of their program. Students may *not* take academic courses through ProArts.

### **ProArts Studio**

SMFA at Tufts students must have full-time enrollment status inclusive of ProArts studio credits to qualify for ProArts studio cross-registration. Students may cross-register for a maximum of two studio courses not exceeding four credits in a given semester. Students enrolled in ProArts studio courses will have these credits applied to their enrollment status and tuition.

### **ProArts Registration Procedures**

Students have the ability to cross-register for ProArts courses during the published cross-registration period and during the Add/Drop period at the beginning of each semester. Courses available for cross-registration are posted on [www.proarts.org](http://www.proarts.org) in advance of each registration period. Cross registration forms are available online. Students interested in ProArts cross-registration should stop by the SMFA at Tufts Student Services Office before going to the host school's Registrar's Office. Interested students should come to the SMFA at Tufts Student Services Office to fill out a ProArts registration form including all known course details. The SMFA at Tufts Student Services Office will check each interested student's eligibility and sign the ProArts registration form for eligible students. The student should then take the signed form to the host school's Registrar's Office for enrollment processing. A copy of the processed registration form will stay with the host Registrar's Office, another will remain with the student, and a third copy will be returned to the SMFA at Tufts Student Services Office.

### **Course Withdrawals**

Students who wish to withdraw from a course with a grade of 'W' after the add/drop deadline may do so any time before the last day of class. To withdraw from courses taught at SMFA at Tufts, students are required to complete withdrawal form and submit it to the Student Services Office at SMFA at Tufts. To withdraw from courses taught on the Medford campus, students must make these adjustments online at <https://SIS.tufts.edu>. Course withdrawals never result in refunded tuition.

### **Directed Study**

Directed Study courses are for upper classmen and advanced students (Post-Baccalaureate, Diploma, or Third and Fourth year BFA Students) only. They may be taken a maximum of two times in the same area. A maximum of two Directed Study courses may be taken in one semester but cannot be in the same area. Directed Study courses consist of a combination of individual and group meetings and are required to meet at the officially scheduled time. Students may not enroll in a Directed Study and another course that meets at the same time. Permission of the instructor is required to register for a Directed Study course.

### **Repeated Courses Academic Courses**

Undergraduate students may choose to repeat a course after receiving a D+, D, or D-. Both the repeated course, if passed, and the original course receive one-half their credit value in computing both grades for the grade point average and both grades remain on the transcript. Students who earn a grade of C- or above for a course may choose to repeat the course for a variety of reasons. Degree credit and cumulative average will reflect only the first passing grade earned in the course; record of the repeat and subsequent grade will appear. Some studio art classes and performance classes in dance and music may be repeated for credit. See department for details. Creative writing classes at the introductory level may be taken twice in each genre (fiction, poetry, journalism). Creative writing classes in fiction and poetry at the intermediate level may also be taken twice for credit.

*Please note:* Graduate students should consult the Graduate School of Arts and Sciences (GSAS) grading policies available in the *Graduate Student Handbook*:  
[http://asegrad.tufts.edu/sites/default/files/Graduate\\_Student\\_Handbook\\_16-17.pdf](http://asegrad.tufts.edu/sites/default/files/Graduate_Student_Handbook_16-17.pdf).

### **SMFA at Tufts Studio Art Courses**

Studio courses may be taken a maximum of two times, although students may only take 1000 level courses once. Students who do not receive credit in a studio course may take it as many times as desired until credit is awarded.

### **Review Boards**

The Review Board is an assessment and critique of a student's entire semester of studio art work. The Review Board provides each student with the opportunity to articulate their intent, discuss process, and receive critical and insightful feedback. Review Boards occur at the end of every semester. With few exceptions\*, all matriculated students who are enrolled in eight credits of studio or more are required to take part in their own Review Board and participate as a Student Reviewer on two other boards assigned to the student by the Student Services Office at SMFA at Tufts.

\*MFA students do not have a Review Board in the semester in which they present their Thesis Show. MAT students do not participate in Review Boards.

### **Review Board Participation**

Each student is given a particular time slot, during which two instructors (three for MFA students) and two student reviewers (one for MFA students) evaluate the student's work. The student being reviewed participates fully in the critique and is also encouraged to bring a Statement of Self-Reflection/Artist's Statement to the Review Board. During the review, each student is given formal advising and criticism on the work presented. A written evaluation from all four reviewers is placed in the student's permanent Review Board file. Review Boards are administered by the Student Services Office at SMFA at Tufts and take place during the last two weeks of the semester. Students are expected to continue working until the last day of the semester, regardless of when their Review Board takes place. Students who need to travel should wait to do so until after the last day of Review Boards.

### **Review Board Postponements/Cancellations/No-Shows**

Students who are not able to attend their own Review Board due to extraordinary circumstances must notify the Student Services Office at SMFA at Tufts in advance of the postponement. Availability for rescheduling boards is limited in any given semester. Reschedules occur on a first-come, first-served basis. Review Boards cannot be scheduled off-site or outside of the regular Review Board period. If the Student Services Office at SMFA at Tufts is unable to reschedule a missed Review Board then the student is required to make up the board in their next semester of enrollment. Extra work must be presented in the student's following Review Board that is clearly delineated from the work done in that semester. When the outstanding requirements are made up, any related unsatisfactory progress status will be deleted from the student's record. The Student Services Office at SMFA at Tufts will contact all

students who have unmet Review Board requirements to inform them of how and when rescheduling will take place.

If a student is 15 minutes late or more to their Review Board, it will be canceled.

### **Invited Guests**

Guests who are invited by the reviewee are welcome at the discretion of the faculty reviewers of a given Review Board. In order to preserve the integrity of the critique and the educational and advising experience, faculty have the right to ask any guests to leave the Review Board meeting. Invited guests are not permitted to participate in Review Boards. Please inform faculty if you anticipate inviting guests to your Review Board.

### **Student Reviewing**

In addition to attending their own Review Board, all students scheduled for a Review Board are required to participate in the Review Boards of two other students (one for MFA students). Participation in student reviewing helps students hone their conceptual and evaluative skills.

#### ***Student reviewers must:***

- Arrive at least 15 minutes in advance of assigned student reviewing time to receive specific board assignment (MFA students receive specific assignments in advance);
- Remain at their assigned board for the entirety of the session;
- Complete a written evaluation for the student they are reviewing; and
- Obtain faculty signatures and turn in their completed student reviewing verification form when finished to the Student Services Office.

Students who are more than 15 minutes late for their student reviewing assignment will not be placed on a board, yet will be required to participate on another board in compliance with the policies stated above.

Failure to participate as a student reviewer, or failure to do so in compliance with the policies stated above will result in the student being placed on an unsatisfactory academic progress status of Academic Alert, Probation, or Required Withdrawal. Student reviewing must be made up in the next semester of enrollment in order for the student to return to good academic standing. The Student Services Office at SMFA at Tufts will contact all students who have unmet student reviewing requirements to inform them of how and when rescheduling will take place.

All efforts are made to assign two students reviewers per Review Board, however in some exceptional situations there may be fewer or more than two students assigned. Student reviewers may not exceed a maximum of the four students per Review Board. Student reviewing assignments are only guaranteed at the student's formally scheduled time. If the Student Services Office at SMFA at Tufts is unable to accommodate a change request that results in unmet requirements, then the student will be required to make up the assignment in a subsequent semester and will be charged the missed Student Review fee. All tuition bills must be paid in full or TMS monthly payments must be current in order to be eligible to participate in student reviewing. If a student does not participate in student reviewing then they will be required to make up the student reviewing in a subsequent semester and will be charged all related fees.

### **Internships**

SMFA at Tufts Internships allow students to earn studio art credit for hands-on professional work experience in the visual arts in a setting outside the SMFA at Tufts. Advanced students can become familiar with the professional arts community in a variety of traditional and new visual media and community-engaged practices. SMFA at Tufts Internships are available to full-time and part-time students.

Students enrolled in post-baccalaureate and graduate programs are eligible with permission from the respective program directors. Students may engage in credit-bearing internships after they have been a student at SMFA at Tufts for at least one year. When the internship commences, the student must have a minimum of two review boards prior to graduating.

To receive studio (non-academic) credit for an internship, you must register for your internship as a course through the Career Center. You may register for two or four credits, depending on the number of hours you commit to your internship. (See also: summer study opportunities for summer internship program.)

Informational meetings are organized through the Career Center at the beginning of each semester to educate students about procedures and details of the program. The Career Center generates internship sponsor listings locally and nationally. The internship director and graduate internship mentors work individually with students to provide guidance to the appropriate internship, help with the application process, and offer supervision and evaluation. Mid-term and final evaluations are required as part of the program.

### **Summer Internships**

Students interested in summer internships can earn studio credit with pre-approval through the Career Center. Staff provides advising, resources, and reviews of proposals for credit-bearing summer internships. Summer internship credits earned are limited to six credits per summer term. Students must obtain pre-approval for summer studio credit by the last day of the spring term. Registration for summer internship credit is processed through Continuing Education after pre-approval is granted through the Career Center. Students may register for two, four, or six credits depending upon the nature of the internship and the total hours proposed. A graduate internship mentor is assigned to all summer interns for the duration of the internship. Mid-term and final evaluations are required as part of the program. Contact the Career Center for more information on summer internship opportunities.

## **ACADEMIC POLICIES – UNDERGRADUATE DEGREE PROGRAMS TUFTS BACHELOR OF FINE ARTS**

### **Program Requirements**

The BFA degree requires 14 academic credits and 76 studio art credits. The requirements are as follows:

History of Art 5 courses

English I & II 2 courses

Humanities 1 course

Social Science 1 course

Language/Culture 1 course

Science/Technology 1 course

Electives 3 courses  
Studio Art: 76 credits

### **Graduation Requirement**

BFA students must achieve a cumulative GPA of 1.67 or higher in order to graduate.

### **English Writing Requirements**

Degree students are required to complete two semesters of College Writing. In general, students should complete this requirement in the first year by taking ENGS 001 & 002. These courses are offered at both the Medford/Somerville campus and the SMFA at Tufts Fenway campus, although most students take them at the Fenway campus because the scheduling is more convenient. Creative writing courses do not count toward the writing requirement.

Students may be exempted from English I if they have attained a score of 4 on the Advanced Placement Test in English Language and Composition or English Literature and Composition. They may be exempted from both English I and English II if they have attained a score of 5 on the above mentioned tests. Creative writing courses do not satisfy the Humanities requirement.

Students with foreign diploma credit, such as the International Baccalaureate, should consult with Associate Dean of Undergraduate Advising for the SMFA at Tufts for possible exemption from the writing requirement.

With prior approval, Philosophy I may be taken in place of English II. A Philosophy I class transferred from another college will not count for English II.

Students for whom English is a second language may take English III in place of English I (Writing I) with consent of the instructor. Students may NOT repeat English I or II for the elective requirement. It is also not possible to take English I & II at the same time. Similarly, approved replacement courses for English II (e.g., Introduction to Philosophy) may not be taken before or at the same time as English II.

### **History of Art Requirement**

The BFA requires five History of Art courses taught either on the Medford campus or on the SMFA at Tufts Fenway campus.

Students may take any five courses and there is no required sequence that must be followed. SMFA at Tufts History of Art courses are offered through the Visual and Critical Studies area, and they are scheduled in convenient three-hour time blocks. Members of the Visual and Critical Studies area share a commitment to creating courses that provide stimulus and challenge for the artist. Courses are taught from a variety of perspectives and may focus on a particular medium, such as sculpture, film, or photography, or on a historical period. There are also courses that specifically address contemporary critical issues such as postmodernism, post-colonialism, and gender studies.

### **Language/Culture Requirement**

BFA students are required to take one Language/Culture course. The language/culture requirement may be fulfilled in two ways and students must choose one option or the other.

**Language** – Students choosing language must take one course in a language at the elementary level or above. Placement exams are offered during orientation and by the individual departments.

**Culture** – Students choosing culture must take one course in a culture area from the approved list (available on SIS: <https://sis.uit.tufts.edu>). Note that there are additions to the list each year. Culture courses should preferably focus on an area that is not native to the student.

International students whose native language is not English are not exempted from the language/ culture requirement at SMFA at Tufts. International students may request permission from Associate Dean of Undergraduate Advising to take courses in their home culture area if they can provide a valid argument for doing so (such as living away from home for a substantial period of time).

### **Science/Technology Requirement**

BFA students are required to take one Science/Technology course. The science/technology requirement is unique to BFA students. It includes all courses on the Natural Sciences list and the Mathematics list for liberal arts students at Tufts, plus additional approved technology courses. Check the listings each semester on SIS: <https://sis.uit.tufts.edu>.

### **Elective Requirement**

Three Electives are required for the BFA. This is an opportunity to pursue a topic of interest in more depth. Students may take any courses except Studio Art or Physical Education to fulfill the elective requirement. One History of Art course may be taken as an elective. English I & II may not be taken as electives. Courses taken previously may not be repeated.

### **Enrollment Limits and Course Loads**

To stay on track to graduate, BFA students should be enrolled in at least 6 credits per semester. The maximum credits per semester a student can be enrolled in without being charged overload tuition is 18.

Students enrolling in 12–14 credits of studio art may also enroll in one academic course. If a student plans to take academic courses only, they must enroll in a minimum of three (12 credits) in order to be considered full time. Students may take a maximum of four academic courses in one semester. This may be supplemented by two studio credits for a credit total of 18.

### **Time Limit for Completion of Degree**

Tufts does not have a time limit for completion of the BFA degree and all earned credits remain viable for degree completion. However, there are financial aid limitations (see Financial Aid section).

### **Transfer Credits**

Students who wish to have credit earned prior to SMFA at Tufts matriculation evaluated for transfer must submit all necessary materials prior to the end of the student's initial semester at SMFA at Tufts. Materials received after that will not be considered for

transfer credit evaluation. SMFA at Tufts only accepts transfer credit from regionally accredited colleges or universities. Community college credit must be earned prior to SMFA at Tufts matriculation. Coursework included in a previous Bachelor's degree that has been conferred or used in fulfillment of high school graduation requirements may not be transferred. Students may not complete their final full-time semester with transfer work.

### **High School Examination Credits**

- **Academic Course Credits** - Students may be awarded up to eight credits or the equivalent of two academic courses. These credits are defined as credits earned from certain scores on Advanced Placement, SAT II examinations, and scores on examinations of certain international diplomas. These scores are published in the Tufts Bulletin. If a student has additional scores beyond the two allowed courses, they may be counted toward requirement exemptions. Note that the combined total of all academic pre-matriculation credits and transfer credits may not exceed 28 credits (seven courses).
- **Studio Art Credits** - BFA students are also eligible to receive studio art pre-matriculation credits. Students with scores of 4 or 5 on the Advanced Placement exam or scores of 6 or 7 on the International Baccalaureate will be awarded four studio credits, and these credits are counted separately from those awarded in academic areas. The total of all studio transfer credit allowed, including high school examination credits and transfer coursework, is 38 credits.

### **Studio**

- Studio credits earned prior to admission to SMFA at Tufts will be transferred on a course-by-course basis through a transfer credit evaluation.
- A maximum of 38 studio credits may be transferred.

### **Academic**

- A maximum of 28 credits (seven courses) may be transferred into the BFA program.
- A grade of C- or better must have been earned in order for a course to be eligible for transfer.
- After SMFA at Tufts matriculation, all courses must be completed at four-year institutions.
- No more than five of the maximum seven courses may be completed through summer study.
- No more than three courses may be completed in any one summer.
- Courses must fulfill the distribution requirements of the BFA program.
- Courses must include a total of 42 contact hours of instruction or more in order to transfer as one academic course (4 credits).
- Transferred courses are entered onto the academic transcript without a grade and are not computed into the cumulative GPA of the student.
- Students should be prepared to provide course descriptions and catalogs from previous institutions in addition to final transcripts in order to expedite the transfer process. In some cases, additional backup material such as course syllabi or accreditation information may be required.

- Online coursework is not transferable.

### **Letter Grades and GPA for Academic Courses**

- BFA students receive letter grades for all academic courses, including Art History and English courses taken at SMFA at Tufts.
- In addition to letter grades, the following symbols are also used: I = Incomplete with default grade; W = Withdrawn; NR = No record; usually used when the student registered for the class but did not attend; IP = In Progress.
- A grade point average is calculated for letter-graded courses each semester and also on a cumulative basis. The GPA appears on the academic transcript. The following figures are used to calculate the GPA: A = 4.0; A- = 3.667; B+ = 3.333; B = 3.0; B- = 2.667; C+ = 2.333; C = 2.0; C- = 1.667; D+ = 1.333; D = 1.0; D- = 0.667; F = 0.

### ***Pass/Fail Option for VISC courses***

Students may request a Pass/Fail option for Art History courses at SMFA at Tufts only. Request forms are available in Student Services Office. Requests for Pass/Fail must be submitted by the regular add/drop deadline for academic courses.

### ***GPA requirement for Graduation***

BFA students must achieve a cumulative GPA of 1.67 or higher in order to graduate.

### ***Satisfactory Academic Progress Requirements***

- BFA students must receive a minimum of 75% of credits attempted each semester and maintain a cumulative grade point average of C- (1.67) or better on four or more academic courses in order to make satisfactory progress. For satisfactory academic progress purposes, grades of INC will be considered “credit not earned.” Two or more grades of INC within a given semester will result in unsatisfactory progress. Grades of W will also be considered “credit not earned” for the purposes of satisfactory academic progress. Grades of W will factor into the credits earned vs. attempted calculation yet will not be factored into the GPA calculation. Repeated coursework is included in the GPA and attempted/earned credits.
- All students enrolled in eight or more studio credits must attend their scheduled Review Board and fulfill the student reviewing requirement each semester in order to maintain good standing.
- For financial aid purposes, students must complete all requirements within 150% of the expected time for program completion (i.e., six years) in order to maintain eligibility for funding. Otherwise, there is no time limit for completion.

### ***Failure to Make Satisfactory Academic Progress***

- Academic Alert: Students in good standing who do not make satisfactory academic progress as defined above during any semester will be given an Academic Alert. Students who make satisfactory academic progress for the semester in which they are on Academic Alert will return to good standing.
- Probation: Students who fail to make satisfactory academic progress as defined above for a semester in which they are on an Academic Alert will be placed on Probation. Students on Probation are still eligible to enroll at SMFA at Tufts but are ineligible for federal financial aid. Students on Probation have the right to appeal to retain financial aid

one time during their academic career. Appeals and supporting documentation must be submitted to the Financial Aid Office and will be reviewed by an administrative committee. Students who make satisfactory academic progress for the semester in which they are on Probation will return to good standing.

- **Required Withdrawal (1 semester):** Students who fail to make satisfactory academic progress for a semester in which they are on Probation will be required to withdraw for 1 semester. Students on a required withdrawal are not allowed to enroll at the School. A student who returns after being on a required withdrawal will be placed on financial Probation. It is important that a student who successfully petitions for reentry gives thoughtful consideration to their readiness to resume academic studies. Any student who reenters after a required withdrawal who falls into that status for a second time will be irrevocably and permanently withdrawn from the School.

- Students on Probation are required to meet with the Associate Dean of Undergraduate Advising for the SMFA at Tufts prior to the beginning of the next semester of enrollment in order to develop an academic plan for the purpose of returning to good academic standing and successful completion of the program.

### **Summer School**

Many students elect to take academic courses through Tufts' Summer Session in order to lighten their course load during the school year. Tufts offers two summer sessions and students may take a maximum of two courses during each session, unless they receive permission from the Associate Dean of Undergraduate Advising. Course listings and registration is typically available by March. Financial aid is not available for Summer School. Students should note that limited culture offerings are available in Summer School.

### **Away Programs**

SMFA at Tufts offers BFA students the opportunity to engage in study outside of the School at renowned institutions both internationally and domestically. These programs are primarily open to full-time students who are in their third year. Fourth year students may be considered, but the final semester must be spent in residence at SMFA at Tufts and those students interested in a Senior Thesis should recognize that it is a two semester commitment. Second year students may be considered by special request. Students on leave of absence must return to SMFA at Tufts for at least one semester in order to be eligible for any Away Programs. Students must be in good academic standing to participate in the away programs and all requirements of the Residency Requirement apply. Further eligibility requirements may be imposed for application approval, if deemed necessary. Decisions are made based upon the student's level of preparedness, program requirement status, and other related circumstances.

### **AICAD Mobility Program**

The AICAD (Association of Independent Colleges of Art and Design) Mobility Program provides an opportunity for advanced students from art and design colleges throughout the United States and Canada to study studio art for one semester at a member institution.

### **Graduation Requirements**

### ***Academic Honors***

Because studio classes are taken on a credit/no credit basis, it is not possible for BFA students to graduate with academic honors from Tufts.

### ***Petition for Graduation***

Students must petition Student Services Office in order to be reviewed for graduation. Degrees are awarded upon completion of all requirements. Students may graduate in May, August (for requirements completed over the summer), and February (for requirements completed during the fall semester). Degree students may participate in commencement ceremonies at both Tufts and SMFA at Tufts. Both ceremonies are held on the same day. Only one ceremony is held each year in May and students who graduated in the preceding February are invited to participate.

### ***Walking-only status***

Students who anticipate graduation but have not completed all requirements may participate on a walking-only basis in commencement ceremonies at both schools if they are within six studio credits of completion or have two or fewer academic courses left (but not both) and expect to complete all remaining coursework over the summer. Degree students who are walking only have their degrees conferred in August.

## **ACADEMIC POLICIES—GRADUATE PROGRAMS MASTER OF FINE ARTS**

The below policies and guidelines are for students enrolled in the MFA program. For additional overarching policy information and further information about resources available to students, please consult the *Graduate Student Handbook*:

[http://asegrad.tufts.edu/sites/default/files/Graduate\\_Student\\_Handbook\\_16-17.pdf](http://asegrad.tufts.edu/sites/default/files/Graduate_Student_Handbook_16-17.pdf).

### ***Advising***

#### **Faculty Advisors**

20 working artist professionals and teachers make up the cohort of SMFA at Tufts graduate faculty advisors. All graduate faculty advisors work with six advisees (MFA graduate students). Graduate students are required to meet with their graduate faculty advisor at least four times a semester to discuss the progress of their current work.

#### **Academic Advisor**

Students must meet with their academic advisor (the Associate Director of Graduate Programs) once each semester for guidance in selecting studio and academic courses that are most appropriate to each student's path of study. These sessions are scheduled in advance of registration for the following semester. For information regarding academic advising please contact the Graduate Programs Office at 617-369-3870.

### ***Program Requirements***

- **Studio Art at SMFA at Tufts 32 studio credits (8 academic credits)**
  - Studio Electives 22 studio credits (5.5 academic credits)
  - Grad Group Critique 8 studio credits (2 academic credits)
  - Grad Cap Seminar 2 studio credits (0.5 academic credits)
- **Academic Courses at Tufts 16 credits (4 studio credits)**

- 2 Art History 8 studio credits (2 academic credits)
  - 2 Electives 8 studio credits (2 academic credits)
  - **Thesis/Exhibition 12 studio credits (3 academic credits) 6 studio credits per term**
- second year**
- **Review Boards 0 studio credits (first three semesters)**
- First Year Total 24 studio credits (6 academic credits)**  
**Second Year Total 36 studio credits (9 academic credits)**  
**Grand Total 60 studio credits (15 academic credits)**

### ***Studio Art at SMFA at Tufts***

MFA students must complete a total of 32 studio credits (8 academic credits) in studio art. This includes the mandatory MFA Contemporary Art Practice (CAP) seminar and three graduate seminar electives. Students are eligible to take studio art courses at the 3000 level or higher. Students may NOT register for 1000 or 2000 level studio courses unless there is a parallel 4000 level course number offered. Studio courses that are successfully completed may only be repeated once.

MFA Candidates at SMFA at Tufts University must register for at least 8 and may take no more than 10 studio credits for each of their four semesters. If a student has a compelling reason to register for 12 credits, they may do so by obtaining special permission from their Graduate Faculty Advisor. The Special Permission for 12 Studio Credits form can be obtained in the Graduate Programs office and must be submitted to the Associate Director of Graduate Programs before the end of the add/drop period.

### **Graduate Seminars**

The graduate seminars (CAP seminar and three approved elective seminars) are part of the studio credit requirements for successful completion of the MFA degree. A student who fails to attend the CAP seminar and/or successfully complete the course must repeat the CAP seminar the following year.

### **Graduate Critiques**

MFA students must complete a section of Graduate Group Critique in each of the four semesters of the program. During the second year, students may substitute MFA 6305 Individual Critiques: One-to-One for MFA 6300 Graduate Group Critique in the fall or spring semester. This substitution may occur in only one semester. In addition to these requirements, it is mandatory that all graduate students attend the topic graduate colloquia scheduled during the fall and/or spring semester.

### **Colloquia**

The SMFA at Tufts Graduate Colloquia are conceived, proposed, and coordinated by Graduate advisors and MFA students. The Graduate Steering Committee reviews and selects proposals. These all-day events, generated around a topic relevant to contemporary art and culture, take place at the Museum of Fine Arts, Boston. Speakers include invited guests, SMFA at Tufts faculty, and MFA students. Colloquia are an instituted part of the Master of Fine Arts curriculum. Attendance is mandatory for all first and second year MFA students. SMFA at Tufts Graduate Colloquia are open to the general public.

### **Art History/Academic Electives**

MFA students must register for academic course work through SIS. Over the course of the program, four upper-level or graduate-level courses (those courses numbered 100 and above) are required, and must include two art history and two academic electives. Electives may be art history, humanities, or an academic field other than humanities with

advisor's approval. SMFA at Tufts Visual and Critical Studies courses (VISC) and Tufts Studio Art courses (FAM) cannot be taken as contribution towards the MFA degree. Graduate students may take a maximum of two of their four academic courses in Summer School. Students are encouraged to meet with their SMFA at Tufts academic advisor to help determine which academic courses are appropriate for graduate credit.

## **Registration Procedures**

### ***SMFA at Tufts Registration (mySMFA)***

- MFA students register for all studio art courses through SMFA at Tufts's registration system mySMFA. This includes all studio courses, Grad Group Critiques, and Grad CAP Seminars. There is no need to register for anything further at SMFA at Tufts.

### ***Tufts Registration (SIS)***

- MFA students register for all academic-based courses through Tufts' registration system, SIS.
- MFA students also register into FAMB 0504 01 each semester of the program through SIS. This is a "placeholder" course (not an actual course) that allows Tufts to reflect all SMFA at Tufts studio courses on official transcripts.
- In the second year of the program, MFA students register for FAMB 0295 01 in the first semester and FAMB 0296 01 in the second semester through SIS. These courses represent students' participation in Thesis.

## **Tufts Consortium Cross-Registration**

Full-time students in the Graduate School of Arts and Sciences may enroll for a maximum of two graduate courses in the Graduate School of Arts and Sciences at Boston College, Boston University, Brandeis University, and a limited number of courses offered through the Graduate Consortium of Women's Studies at MIT. Cross-registration is not available in the summer. To cross-register at schools in the Tufts consortium, please consult your academic advisor at Tufts or the Graduate Programs Office at SMFA at Tufts to discuss particular course listings. Thereafter, students should consult the instructor of the course. The student is expected to satisfy the prerequisites and requirements of that course. Two graduate level courses satisfactorily completed (B- or better) at one of the consortium schools may be automatically applied to Tufts' degree requirements.

## **To Register**

Identify a graduate level course at the host school by checking with the host school's Registrar's Office or the department offering the course. Obtain a consortium Cross Registration Request form from the Office of the Registrar's Student Forms page:

<http://students.tufts.edu/registrar/student-forms>

Obtain the signature of the professor teaching the course and deliver the signed cross registration form to the host school's Registrar's Office. The student will be placed on the class roster and Tufts will be notified of the registration via the host school's Registrar's Office. The host institution reserves the right to terminate the student's participation at the host institution at any time.

## **Museum Studies Certificate Program at Tufts**

Tufts University's program in Museum Studies is designed to train students in the preservation, administration and interpretation skills required for employment in the majority of American museums (<http://museumstudies.tufts.edu/graduate>). The program, a combination of courses and an internship, prepares the student to work in a variety of capacities in museums and historic settings. MFA students may apply to the Museum Studies Certificate program and, if accepted, pursue this certificate concurrently with the Master of Fine Arts degree. Application to the Museum Studies Certificate program may be made in advance of beginning the MFA program or during the second semester of the first year. The Museum Studies course "Museums Today: Mission and Function" is to be taken during the 12-week summer session and is the prerequisite for the remaining coursework of the Museum Studies Certificate program. To obtain the certificate, MFA students take:

- One graduate level art history course;
- Three museum studies courses, including "Museums Today: Mission and Function"; and
- One internship.

Since the art history and museum studies courses count as meeting MFA academic requirements when the student is enrolled in both programs, the Museum Studies Certificate adds just one course (the internship) to the total academic course load. The application deadline is April 1 to begin the program the following fall.

<http://museumstudies.tufts.edu/certificate/apply.htm>

### **Transfer Credits**

In the MFA program, no studio courses may be transferred from other institutions. Tufts University restricts the number of academic courses eligible for transfer to the MFA to one graduate level course. This transfer must be approved by the SMFA at Tufts' Graduate Programs Office. Please visit the Registrar's website for instructions for completing this process using SIS: <http://students.tufts.edu/registrar>

### **Reinstatement**

Students who fail to register and make financial arrangements by the end of the second week of classes will be administratively withdrawn from Tufts University and charged a \$350 reinstatement fee. The request for reinstatement form can be found under "Administration" at <http://students.tufts.edu/registrar/what-we-assist/transfer-credit/graduate-students>

### **Satisfactory Academic Progress**

Tufts has adopted the following policy regarding academic standing and degree progress: "In order to remain eligible to continue in a degree program and/or receive various types of financial assistance, including federal aid, a graduate student must maintain good academic standing and be making adequate progress toward the degree." Guidelines regarding academic policies are printed in the Tufts Graduate Student Handbook.

<http://asegrad.tufts.edu/sites/default/files/GraduateStudentHandbook.pdf>.

In order to continue in the MFA program, a student must remain in good academic standing and be making progress toward their degree. To be making satisfactory academic progress students must earn all credit (studio and academic) for which they are registered in any given semester and complete all academic courses with a grade of B- or above.

## **Thesis**

All second-year MFA students are required to develop a thesis throughout the year and present a thesis exhibition at the end of the year. MFA students will apply theory and method in a project, formulating a question and developing a potential answer that has a consideration of the broader implications of their practice (such as aesthetic, social, political, economic, and scientific, among others). A thesis is never a definite conclusion, but a moment within the student's development that demonstrates their ability to carry on their work outside the confines of the institution. The thesis carries a total of 12 studio credits (3 academic credits), 6 studio credits (1.5 academic credits) in both semesters of the second year. The Thesis Committee awards the final 6 credits based on each student's exhibition.

## **Approval for Thesis**

At each student's second Review Board, a determination is made as to whether a student can move on to their thesis year. This approval process is managed, and approval is ultimately determined, by the specific faculty members participating in each Review Board. The outcome of the approval process is recorded in the student's Review Board folder and submitted back to the Registrar's Office.

## **Thesis Committee**

The Thesis Committee is comprised of two graduate faculty advisors (the student's primary graduate studio advisor and a second graduate studio advisor), and is established in the fall semester of the second year. A third member, an arts professional, will be provided by SMFA at Tufts to participate in the student's final Thesis Committee meeting and review. At no time may a current faculty member teaching at SMFA at Tufts who is not a Graduate Advisor serve on a student's Thesis Committee. The student must establish their Thesis Committee, schedule the committee meetings, and submit the names of committee members and dates of the planned committee meetings to the Graduate Programs Office by the published deadline. The student must also provide a 1000-word thesis statement—a clear and coherent textual narrative of a student's process and intention of the student's artistic practice—to the committee at each meeting. This thesis statement should continue to develop and evolve throughout the course of the thesis year and the most up-to-date version should be presented at the committee meetings. The Thesis Committee meets three times over the course of the year in order to supervise the student's development and to bring support to their project. At the end of this first meeting, the committee will determine if additional meetings will be required beyond the mandatory meetings. The meetings are typically one hour long. Failure to stay on schedule may result in delay or cancellation of the student's thesis exhibition.

## **Final Thesis Review**

Students are required to schedule a final review of their thesis with their Thesis Committee in their exhibition space. In the case of the large group exhibition, an exhibition-wide schedule is created for Thesis Committees by the Associate Director of Graduate Programs. Graduate Advisors serving on the student's Thesis Committee have the responsibility of extending or withholding credit for the exhibition. They award a

grade of Satisfactory or Unsatisfactory, and each committee member provides a written evaluation.

### **Final Exhibition**

The thesis and thesis year culminate in a final exhibition which is usually held at the end of the final semester of study. A local off-site venue is provided by SMFA at Tufts for students to present their exhibitions—this is done as a group exhibition that includes all presenting MFA students. A student may choose to exhibit at another local venue at their own expense.

### **Thesis Visual Documentation**

During the week of a student's third and final Thesis Committee meeting and Thesis Exhibition, they must submit 15 high-resolution images on CD of artwork created during their two year program to the Associate Director of Graduate Programs. 10 of the 15 images must be documentation of their thesis exhibition. QuickTime, AIFF files, or DVDs of moving image and sound projects should be submitted.

### **Thesis and Review Board Policies**

MFA candidates who are not making satisfactory progress as outlined below at any Review Board or Thesis Committee meeting may be placed on academic Probation or withdrawn from the program.

#### ***First Year (Review Boards) Review Board #1 (end of first semester):***

- Students present their current research and art production
- Students demonstrate a growing ability to engage in discourse about their own work

#### ***Review Board #2 / Approval for Thesis (end of second semester):***

- Students present their current art production
- Students present a 500-word Thesis Statement based on their current work, research and practice (this will be placed in the student's official folder.)
- Students present a one paragraph description of their proposed thesis with a 10-minute presentation of their proposed thesis plan (the written description will be placed in each student's official folder.)

### **Second Year (Review Board and Thesis Committees)**

#### ***Thesis Committee Meeting #1 (must take place by the mid-point of the third semester):***

- 15-minute presentation of student's thesis plan
- Concrete work examples of student's proposed thesis
- Production schedule for proposed project, including dates and goals
- Draft #1 of 1,000-word Thesis Statement (this will be placed in the student's folder)

#### ***Review Board #3 (end of third semester):***

- 15-minute presentation of student's thesis plan
- Evidence of thesis progress and concrete examples of thesis work
- Draft #1 of Thesis Statement

#### ***Thesis Committee Meeting #2 (must take place by the mid-point of the fourth semester):***

- 20-minute presentation of thesis plan with in-depth discussion of work and ideas
- Significant progress and demonstrated evidence of meeting benchmarks and goals for proposed thesis exhibition
- Updated production schedule for proposed project
- Draft #2 of 1,000 word Thesis Statement (this will be placed in the student's folder)

***Final Thesis Committee Meeting (end of fourth semester):***

- Students present Thesis Exhibition at the exhibition site
- 30-minute presentation of Thesis Exhibition with in-depth discussion of work and ideas
- Final 1,000 word Thesis Statement document (this will be placed in the student's folder)

**REVIEW BOARD POLICIES:**

**Review Boards**

The Review Board is an assessment and critique of a student's entire semester of work. The Review Board provides each student with the opportunity to articulate their intent, discuss process, and receive critical feedback and direction from faculty and peers. MFA students are required to have Review Boards in each of the first three semesters of the program. MFA students are required to peer-review one student in each of the three Review Board semesters. Specific Review Board scheduling and procedural information is communicated by the Student Services Office each semester. Following each Review Board a written review from two Graduate Faculty members (including the student's Graduate Faculty Advisor) and one MFA student reviewer are placed in each student's file in the Student Services Office.

Graduate Faculty Advisors sit on their advisees' Review Boards and Thesis Committees. At Review Board #3, Graduate Faculty Advisors determine whether each of their advisees has satisfactorily completed the Review Board and is making satisfactory progress on their thesis. At the conclusion of Review Board #3, Graduate Faculty Advisors sign a form that awards or withholds the six credits for MFA Thesis Exhibition that each student is attempting in the third semester of the program.

**Approval for Thesis**

Review Board #2 is utilized to grant or deny approval to move on to the second year of the program and thesis by determining whether an MFA student is producing work at a graduate level. Any MFA student who is not meeting the graduate level work production standard will not be approved for thesis and may be put on Probation or withdrawn from the program. Approval is determined by each student's Graduate Faculty Advisor in consultation with the other faculty reviewer(s) on their second Review Board. The thesis approval decision is notated on a form that is submitted to the Student Services Office and filed in the student's Review Board folder.

***Unsatisfactory Progress at Review Board #2 (Not Approved for Thesis)***

MFA students who are not producing work at a graduate level as determined by the faculty members on Review Board #2 may be put on Probation or withdrawn from the program. For students placed on Probation, the faculty reviewers outline the following in writing at the conclusion of Review Board #2:

1. Clear expectations for returning to good standing and progressing to the second year of the program and thesis
2. Directives for work
3. Deadlines, which will not exceed the start of the following semester

A Probation Assessment Meeting (made up of the student's Review Board Faculty and a Senior Graduate Faculty) is scheduled for the second week of the student's third semester. At this meeting the faculty determine if the student will be allowed to continue in the MFA program. If the student has made satisfactory progress they receive Approval for Thesis. MFA students who have not met the standards outlined by the faculty at Review Board #2 will be subject to program withdrawal.

## **THESIS POLICIES:**

### ***Failure to Make Progress Through Thesis Year***

At any point during the student's thesis year (second year), the Thesis Committee evaluating the student's work may decide not to approve a student to show their work in the final Thesis Exhibition if the student is not demonstrating proof of development of their thesis. In severe cases, evaluation of the student's work will be discussed and evaluated by the SMFA at Tufts Graduate Steering Committee.

Following the first and/or second Thesis Committee Meeting, students who are not making satisfactory progress are given the following in writing by their Thesis Committee:

1. Clear expectations for returning to satisfactory Thesis Year progress
2. Directives for work
3. Deadlines

### **Thesis Exhibition Failure**

Students who have not successfully produced their proposed thesis project and final draft of their thesis statement on the day of their Final Thesis Committee meeting may be denied the opportunity to exhibit.

Students must meet the expectation of the Thesis Committee in their final defense. If the Thesis Committee does not find the artwork and the defense satisfactory, students will be denied the opportunity to exhibit.

If the student is denied the opportunity to exhibit, a committee is convened of three Senior Graduate Faculty (Final Thesis Committee Evaluators). This team of Final Thesis Committee Evaluators will evaluate the student's progress and make a final determination regarding whether the student should be withdrawn from the program.

### **Appeal Process for MFA Program Withdrawal**

Individuals who have been dismissed from the Graduate School of Arts and Sciences for poor academic performance or progress may appeal the dismissal decision to the Office of the Dean. The full appeals process is detailed at <http://asegrad.tufts.edu/academic-dismissal-appeals-process>

### **Thesis Postponement for Non-academic Reasons**

A student who is forced to postpone their thesis due to external factors (non-academic reasons) will have the opportunity to exhibit in the fall at the Mission Hill Gallery or in an external venue chosen by the student at their expense. Students who postpone their thesis exhibition during the fall semester are not guaranteed a studio at the Mission Hill Building.

*Please note:* Any postponement that warrants a leave of absence should be processed via Student Services. The time to degree for the MFA program is two years. If a delay or postponement requires an extension of time, the GSAS Executive Committee must approve the extension. The form to apply for such an extension is available at <http://asegrad.tufts.edu/academic-dismissal-appeals-process>

### **Graduation**

Graduate degrees are conferred by the Board of Trustees in August, February, and May. For information about applying for graduation, please visit <http://students.tufts.edu/registrar/what-we-assist/apply-graduation/graduate-students>

### **Summer Session**

MFA students may take a maximum of two of their four academic courses through the Summer Session. Course offerings during the summer are very limited and students are therefore strongly encouraged to complete their academic requirements during fall and spring semesters. Online catalogs are available in mid February. For the summer session, MFA students register online following the instructions found on the Tufts Summer School website.

There are two Summer Sessions at Tufts <http://ase.tufts.edu/summer/index.asp>:

- Session 1 begins at the end of May and runs through the end of June.
- Session 2 starts the first week in July and ends in mid-August. The same registration procedures apply for both sessions. <http://ase.tufts.edu/summer/registration.asp>

### **SMFA at Tufts Teaching Opportunities**

#### ***Teaching Assistantships (TA)***

Graduate teaching assistantships in studio courses are available to students in the MFA program on a competitive basis. Although graduate teaching assistantships are considered an important part of the educational experience of the program, it is not mandatory and not all students are selected to be matched with teachers for assistantships. Available positions are posted in the fall and spring for graduate students. Awarding of a TA is an application based process. Faculty members request these positions through their department chair. These positions are submitted to the Student Services Office at the SMFA at Tufts for approval of a teaching assistantship.

Student Services, upon recommendation of the area representatives, hires students who have been approved for an assistantship after submission of a CV and application.

Awards are based on faculty recommendation and previous TA performance, when applicable. As part of the placement process, students apply directly to the areas of study. A first year graduate student interested in working as a teaching assistant in a specific area is advised to take at least one course in this area.

A list of studio courses available for teaching assistantships will be posted on mySMFA and published by the Student Services Office at the SMFA at Tufts twice a year (in the fall for the spring semester and in the spring for the following fall). Once students have been awarded a teaching assistantship they must contact the Student Employment representative in Financial Aid and complete the necessary personnel paperwork. Teaching assistantships are for a maximum of 13 of the 15 weeks of any given semester. A semester TA contract will be issued to the student.

### **Post-Graduate Teaching Fellows (PGTF)**

Post-graduate teaching fellowships provide opportunities for qualified MFA students to teach a course offered in the curriculum. Post-Graduate Teaching Fellowship opportunities are announced by the Student Services Office at the SMFA as jobs become available. All PGTF courses are approved according to area curriculum needs. Applicants may obtain more information from the Student Services Office at the SMFA.

**Assignment:** The graduate instructor is fully responsible for the class (from course design to preparation, ordering supplies, scheduling models, grading, attendance, awarding credit, syllabus, and 13 weeks of instruction).

**Fellowship Stipend:** Please contact the Associate Director of Graduate Programs for further information.

### **Graduate Travel Opportunities**

#### ***Montague Grant***

Graduate students may apply for a Montague Grant to travel to international locations prior to the completion of their degree. Applications are reviewed twice a year by a committee of two Graduate Advisors, the Associate Director of Graduate Programs, and the MFA Graduate Program Director.

The Montague Grant application deadlines are:

- October 15 for travel in January–June
- January 15 for travel in July–December

Proposals should include:

1. Letter of intent describing proposed project and research activity
2. Travel location, itinerary, and dates
3. Budget of related travel expenses

#### ***Hamburg Exchange***

The University of Fine Arts, Hamburg (HFBK) has created a program for students from several international art schools. Students live and work together in loft studio apartments in the creative hub of Hamburg. The selected SMFA at Tufts student will receive a scholarship from HFBK to cover rent and tuition fees. Travel funds are available from SMFA at Tufts. Students are expected to cover their day-to-day expenses. Students will be given tutorials by the professors at HFBK such as Werner Buttner, Thomas Demand, Jeanne Faust, Jutta Koether, Michaela Melian, Matt Mullican, Anselm Reyle, Andreas Slominski, and Pia Stadtbaumer. Students do not have to be fluent in German to attend. First year students are eligible to apply. The term dates are typically April– September.

The school semester ends in July, however students can take part in field trips (i.e., excursion to the Venice Biennial) within the months of July and August.

The Hamburg Exchange application deadline is in December.

Proposals should include:

1. A one-page (hard copy) proposal addressing the specific ways in which the Hamburg Exchange will support your work and your interests. Please describe your current work and research and a proposed future project.

2. Curriculum Vitae

3. 5–10 images and/or 10 minutes of time based media, produced during the last two years. Include a CD, DVD, or url.

Applications are reviewed twice a year by a committee of two Graduate Advisors, the Associate Director of Graduate Programs, and the MFA Graduate Program Director.

## **ACADEMIC POLICIES: NON-DEGREE PROGRAMS**

### **STUDIO DIPLOMA**

#### ***Program Description***

The Diploma Program is organized so that students attending full-time can complete the Diploma in 5 semesters. The Program draws from the general studio curriculum. In addition the Diploma Seminar is required each semester for first and second year students that serve as the center of the Program, providing additional instruction in areas pertaining to art practice not covered by general curriculum courses, plus intensive individual guidance, mentoring, and critique.

#### ***Program Requirements***

##### **Studio**

The Studio Diploma Program draws from the general studio curriculum.

##### **Diploma Seminar**

The Seminar will be required both Fall & Spring Semesters for the first 4 semester. Serving as the center of the Program, this provides additional instruction in areas pertaining to art practice not covered by general curriculum courses, plus intensive individual guidance, mentoring, and critique. The special Seminar provides cohort building as an integrated group, working together toward individual goals.

##### **Independent Project**

A special Independent Project will be planned and carried out by each student while in the Diploma Program, earning 6 credits. The Project is required and will be conceived and arranged individually in consultation with faculty. It may be carried out in Boston, nationally, or internationally.

#### ***Enrollment Limits and Course Loads***

Diploma students enrolled in the 68-credit Diploma Program may enroll in up to 14 studio credits per semester. All other returning Diploma students may enroll in up to 12 credits per semester.

### ***Advising***

Students are individually guided in all aspects of their program at all stages, with mentoring and critique of work. The Associate Dean of Undergraduate Advising for the SMFA at Tufts monitor program credits and Faculty mentors will provide linkage via the Diploma Seminar and individual consultation.

Students on Probation are required to meet with the Associate Dean of Undergraduate Advising prior to the beginning of the next semester of enrollment in order to develop an academic plan for successful completion of the program.

### **Transfer Credits**

The maximum transfer credit from Continuing Education or other programs outside of the SMFA at Tufts towards the Diploma Program is 24 studio credits.

### ***Satisfactory Academic Progress***

Studio Diploma students must receive a minimum of 75% of credits attempted each semester in order to make satisfactory progress. Grades of INC will impact student records by their impact on the assessment of credit attempted/ credit received and two or more grades of INC will result in unsatisfactory progress. Grades of “W” are not included in credits attempted/ earned. Repeated coursework is included in attempted/earned credits. In addition, all students enrolled in 8 or more studio credits must attend their scheduled review board and fulfill the student reviewing requirement each semester in order to maintain good standing. For financial aid purposes, students must complete all requirements within 150% of the expected time for program completion (i.e. 6 years) in order to continue eligibility for funding. Otherwise, there is no time limit for completion.

### ***Failure to Make Satisfactory Academic Progress***

The School’s deans may adjudicate satisfactory progress cases involving special circumstances. The final decision regarding Probation/Required Withdrawal rests with the Dean of the School.

In most instances, students will receive written notification of failure to make satisfactory progress.

However, it is the student’s responsibility to know the regulations established by the SMFA at Tufts and their status with regard to the above definitions of satisfactory and unsatisfactory progress. Students experiencing difficulty in their studio work are strongly encouraged to seek assistance and advice from the deans or from a faculty advisor.

Satisfactory progress is tracked internally and Academic Alert, Probation, or Required Withdrawal are not recorded on official transcripts from the School.

### ***Graduation Requirements***

The Studio Diploma is awarded to students who successfully complete 68 semester hours of credit in studio art (96 hours for students matriculated prior to fall 2014 and 112 hours for students matriculated prior to fall 2011).

## **POST-BACCALAUREATE CERTIFICATE**

### ***Program Description***

The one-year (2-semester) Post-Baccalaureate Certificate offers an intensive year of studio art study and practice, closely advised and supported by SMFA at Tufts faculty. The program is ideal for students who have completed a bachelor's degree and want to immerse themselves in intensive studio art and art history. The program provides excellent preparation for graduate degree study in art or for professional practice as an artist. Post-Baccalaureate students actively engage the contemporary art world through field trips and dialogue with visiting artists. Readings, gallery visits and class discussions focus on contemporary art—and examine how each student's art fits into that historical context. Each student has the use of a semi-private studio space. The one year program consists of two full-time semesters of studio courses including a Post-Baccalaureate Seminar, Consultations, and one Visual and Critical Studies art history course. Students register for 14 credits of studio art coursework each semester chosen from across the SMFA at Tufts curriculum.

### ***Program Requirements***

The Post-Baccalaureate Certificate Program is a one-year program that consists of two full-time semesters of studio courses (including the Post-Baccalaureate Seminar and Consultations), plus one Visual and Critical Studies (art history) course. The Post-Baccalaureate Certificate is awarded to students who have been formally admitted to the program and have successfully completed two full-time studio semesters, one art history course, and the Post-Baccalaureate Seminar and Consultations. Art history may be taken in either the spring or the fall.

### ***Studio Art***

Post-Baccalaureate students register for 14 credits of studio art coursework each semester of the program, chosen from across the SMFA at Tufts curriculum.

### ***Post-Baccalaureate Seminar and Consultation***

The Seminar and accompanying Consultation is a mandatory core component of the curriculum during both fall and spring semesters. The Seminar includes professional presentations, student presentations, directed group discussions and writing projects, critiques of work, and visits to museums, galleries, collections, and other sites.

### ***Visual and Critical Studies (Art History)***

All Post-Baccalaureate students take one course in art history, either in the spring or the fall semester.

### ***Advising***

The Program Director works closely to advise each student. Advising is also a part of the Post-Baccalaureate Seminar and Consultation.

### ***Time Limit for Completion of Certificate***

The Certificate must be completed in one year.

Fall Semester: 14 credits of studio art, including the Post-Baccalaureate Seminar and Consultations, plus one course in Visual and Critical Studies (may be taken fall or spring semester)

Spring Semester: 14 credits of studio art, including the Post-Baccalaureate Seminar

### ***Graduation Requirements***

Students must successfully complete 28 studio credits and 1 Visual and Critical course

## **FINANCIAL INFORMATION**

### **Student Services Office at SMFA at Tufts**

The Student Services Office at SMFA at Tufts is responsible for billing and collecting payment for tuition, housing, meal plans, health insurance, tuition insurance, MBTA passes, fines, and any other applicable fees. Our objective is to work with students and parents to resolve outstanding bill balances. We understand that students and their families may experience financial difficulties and it is important for those types of issues to be communicated to our office as early as possible. SMFA at Tufts offers payment plans through an outside vendor to assist with the budgeting of the cost of higher education. We urge students and/or parents to contact our office prior to the due date of their bill to discuss any financial concerns they may have. The earlier it is brought to our attention, the more tools we have to assist students in resolving a payment issue. Please note that in order to discuss a student account with another family member or interested party, the student must have a FERPA Release Form (Family Educational Rights and Privacy Act) on file. Federal law prohibits SMFA at Tufts from discussing a student's information with others without a signed release on file. The Student Services Office at SMFA at Tufts is open Monday through Friday from 9 am–5 pm. Students and their families are encouraged to contact the office by email, telephone, fax, or in person at any time.

***Please note: MFA and Combined degree students are billed by the Medford Bursar's Office (not the Student Services Office at SMFA at Tufts.) Please visit <https://students.tufts.edu/financial-services/billing> for full information.***

### **Billing Policies**

Monthly billing statements are issued for the BFA, Studio Diploma, and Postbaccalaureate programs. All graduate and Tufts combined degree students are billed by Tufts University. Northeastern University's MFA and BFA joint degree students are billed by Northeastern. Billing statements include all charges and credits that have been posted to the student account by the bill date. Fall semester charges are billed in early July and payment is due in August. Spring semester charges are billed in December and are due early January. Bills are mailed to the billing address on file for domestic students and are emailed to international students via their Tufts email address. SMFA at Tufts students can also view their statements on mySMFA at any time or request an updated bill from the Student Services Office. The student is responsible for maintaining the correct billing address in School records. The Student Services Office should be informed

when the billing address is changed. Non-payment of a bill by the due date because the bill is returned by the post office will be subject to the late charge. Upon receipt of the first bill, students are expected to review the statement for accuracy. Charges on the bill include program tuition, a mandatory comprehensive fee, orientation fee (a one-time fee for new students), housing fee (if applicable), meal plan (if applicable), health insurance premium (full year premium for students enrolled in nine or more credits) and the Tuition Refund Plan (full year premium for students enrolled full-time). The health insurance and tuition refund premiums may be waived.

### **Payment Policies**

It is SMFA at Tufts' policy that students are responsible for their bill. This responsibility includes reviewing the billing statement for accuracy each month and making sure that payments are made by the due date. Students who do not pay their own bill must ensure that parents and others who do pay are able to access the student bill. Tuition and fees must be paid in full in order for students to register each term. SMFA at Tufts may deny registration to those students whose bills are not paid by the established deadlines. No degree can be conferred until all indebtedness to the School is paid in full. Additional charges that may be billed after degrees are conferred must also be paid in full.

### **Methods of Payment**

SMFA at Tufts recognizes the need for flexibility in meeting financial obligations related to higher education. To make payment via eMarket: 1) log into mySMFA 2) click the "My Finances" tab 3) click "Billing" on the left menu bar 4) click "Payment options" on the left menu bar to find the link. We offer students and families the several different payment options.

- Check, credit/debit cards (MasterCard and Visa accepted)
- Wire: for wiring instructions, please visit <http://flywire.com/smfa>.
- Tuition Management Systems (TMS) monthly payment plan. Students/ families may sign up for an interest free payment plan through our outside vendor, TMS, which allows families to spread annual expenses over 10 monthly payments. The cost for this service is a \$65 annual enrollment fee. Semester plans are also available. Visit Tuition Management Systems or call 800-722-4867. The School only offers payment plans through our vendor, TMS.
- 529 Plans: an education savings plan operated by a state or educational institution designed to help families set aside funds for future college costs. It is named after Section 529 of the Internal Revenue Code which created these types of savings plans in 1996.
- The school accepts VA benefits if the student is a veteran. The school participates in the Yellow Ribbon program.

Federal and State Aid based on eligibility determined by the Financial Aid Office.

- Institutional Aid–SMFA at Tufts grants and scholarships.
- Loans
- Outside/Third Party Scholarships
- Any combination of the above

### **Due Dates of Payments**

Payment due dates are 30 days from the first semester billing for each semester.

### **Late Payments/Outstanding Balances**

Financial arrangements are required using the above methods of payment by the due date each semester. A \$300 late fee is assessed for late payments and outstanding balances. Students cannot move into a dorm or start classes until their student account is current. Payments, if using the TMS monthly payment plan, have to be kept current during the semester. Plans will be cancelled by TMS if two subsequent payments are missed. At that time the school will assess a \$300 late charge and the student's remaining balance for the semester will be due to the school directly in order for the student to remain in classes. If loans are cancelled after the start of school, students will not be able to remain in classes unless the semester's balance is paid. Students will be placed on Business Office Hold if delinquent with the TMS payment plan or if there is an outstanding balance. Once on Business Office Hold, a student may not:

- attend his or her review board;
- register for classes;
- start a new semester with a prior semester balance;
- obtain a transcript; or
- attend graduation or receive their diploma.

Any student who leaves the School with an amount due on their student bill that is unpaid for 60 days or more may be subject to collection activities. The costs associated with collecting an unpaid account will be added to the student's outstanding debt and must be paid in full. The account will be assigned to a Collection Agency and reported to the credit bureaus. This may prevent the student from obtaining credit in the future.

### **Dishonored Payments**

There is a \$25 fee assessed for the first dishonored check and subsequent dishonored payments.

After the initial dishonored payment, SMFA at Tufts may also, at its discretion, require that all future payments be made Cashier's check or money order. A payment is regarded as dishonored when it has been returned because of insufficient funds, lack of a bank account, or because payment has been inappropriately stopped.

### **Insurance**

#### ***Health Insurance***

All undergraduate students enrolled in at least 75 percent of the full-time credit level (9 or more credits) are required to be covered by qualifying health insurance. (The student insurance policy is also available to MFA students to purchase.) The SMFA at Tufts sponsored insurance is billed annually to students enrolling in the fall term. This premium will be prorated for students first entering in the spring term. Students covered through outside insurers must provide proof of insurance coverage prior to the end of the first week of classes each year to be exempted from the SMFA at Tufts insurance premium. To waive the SMFA at Tufts health insurance charge students have to submit a waiver on the website of the School's insurance carrier, <https://students.tufts.edu/health-and-wellness/health-insurance/smfa-tufts>.

Tufts graduate and combined degree students and Northeastern BFA students waive/accept health insurance through their respective institutions. The Student Health

Insurance Plan will be considered in force unless proper proof of alternate insurance is provided as indicated. Premiums, once permanently charged, are not refundable. The policy year runs from September 1–August 31.

***Insurance Regulations for Students who Experience a Loss of Coverage Mid-Year***

Massachusetts state law requires all students participating in at least 75 percent of the full-time credit level (9 or more credits) to be continuously enrolled in a qualifying health insurance plan. Students who waive the SMFA at Tufts sponsored insurance program at the beginning of the applicable policy period and then subsequently lose their alternative coverage are obligated to seek immediate enrollment in either the SMFA at Tufts sponsored plan or a qualifying alternate insurance plan. In either case, the student is responsible for notifying the Tufts Health Service to enroll in the sponsored insurance plan or update their insurance waiver with the pertinent information regarding their new qualifying alternative plan. There is a prorated premium available for the sponsored insurance plan when coverage begins after the start of the applicable policy period.

***International Students***

Massachusetts law does not consider coverage by insurance carriers outside of the United States, including coverage by foreign national health services programs, as comparable under a qualifying student health insurance program.

***Medical/Psychological Tuition Refund Insurance Plan***

Elective Tuition insurance is available through the Dewar Tuition Refund Insurance. This insurance provides coverage for medical withdrawals/medical leaves of absence (LOAS) above and beyond the School refund schedule. The Tuition Refund Plan will cover 70 percent of the insured term tuition and fees in the case of a medical withdrawal/LOA, and 70 percent of the insured term tuition and fees in the case of a mental health withdrawal/LOA, less any refund or credit due from the School. For further information, or to waive the insurance coverage, contact A.W.G. Dewar Inc. at 617-774-1555 or go to [www.tuitionrefundplan.com](http://www.tuitionrefundplan.com).

If the health insurance and/or the Tuition Refund Insurance Plan are not waived, the charges will remain on the student's account for the school year.

***MBTA Discounted Passes***

Undergraduate BFA students, post-baccalaureate, and diploma may order an MBTA discounted pass through mySMFA. The only forms of acceptable payment for the passes are credit card or electronic check. The deadline for fall MBTA orders is August 1 and for spring pass orders is early January.

An order form is available on mySMFA. Continuing Education students are not eligible. The fall pass covers the months of September, October, November, and December. The spring pass covers the months of February, March, April, and May. The School is bound by the MBTA deadlines and no order can be accepted after the publicized deadline.

***1098-Ts***

The 1098-T tax form is an important form that reports all payment and aid for the previous tax year to the IRS. Students, or the persons claiming the student as a dependent, may be able to use this form to claim a tax credit when filing their tax returns. The school

uses an outside vendor, Vangent/General Dynamics, to issue the forms which are mailed to the students by the last day of January. Students can also access their forms online. If students have difficulty logging into the Vangent/General Dynamics website, they can call their Help Desk at 800-223-0043.

## **Refund Policies**

### ***Withdrawal/Leave of Absence***

#### **Tuition**

The School policy provides for a refund of tuition for withdrawals/leaves of absence through the first week of a given term (until end of add/drop), but does not provide for refund of other fees. After the first week of school, the student is responsible for the entire semester's tuition. The tuition deposit is non-refundable and forfeited if the student does not attend at least one term.

#### **Housing**

For information about payments for Housing, please visit the Housing and Dining page on the SMFA at Tufts website: <http://www.smfa.edu/student-housing>

#### **Meal Plan**

Students on a meal plan, who take a leave of absence or withdraw within the first four weeks of the semester, are charged per week for the full week for their selected meal plan. A week runs from Saturday - Friday. After the fourth week of the semester, a student is responsible for the total semester's meal plan charge.

#### **Rhino Bucks Cards**

Refunds for students with a Rhino Bucks card are governed by the Rhino Card Cardholder Terms and Conditions, <http://rhinocard.com>.

#### **Financial Aid**

Students with Federal Aid funding should refer to the Financial Aid section.

#### **Credit Balance Refunds**

If a student borrows more than the total of the semester tuition and fee charges, a credit balance will be created on the account once the loans are disbursed. The Business Office will issue a refund check to the student for the credit balance in accordance with federal regulations. If the credit balance is created by a Parent Plus loan, the parent must submit written instructions in order to have the refund issued directly to the student; otherwise the refund is issued to the parent borrower.

Each student/parent borrower is asked to complete the Refund Request Form designating the desired payee, which can be downloaded from MySMFA|My Finances|Business Office|Refund Request Form. Refund checks are mailed to the student's billing address on file. Refund checks for students taking studio classes only will be issued after add/drop ends for studio classes and all loans/aid are disbursed to the students' accounts in September and January. Refund checks for students taking academic classes are issued after the end of Tufts' add/drop period in October and February. It takes approximately 10–14 days after a credit balance is created for the checks to be processed and mailed.

## **Meal Plan Policies**

For information about payments for Meal Plans, please visit the Housing and Dining page on the SMFA at Tufts website: <http://www.smfa.edu/student-housing>

## **FINANCIAL AID**

SMFA at Tufts maintains a very strong commitment to assisting students and parents in making a high quality private education affordable. We encourage you to review the information provided in each section of our website and contact us if you have any questions or need additional information regarding your options. Our goal is to make planning for your educational expenses as easy as possible. Scholarships and financial aid resources may be awarded individually or in combination, depending on the applicant's need and qualifications.

SMFA at Tufts offers a variety of scholarships, grants, loans, and employment opportunities to assist students in meeting the costs of education that cannot be met through family's own resources.

Complete information about application procedures and deadlines, as well as program details can be found at [www.finaid.tufts.edu](http://www.finaid.tufts.edu).

### **Financial Aid Overview for Undergraduate Students**

For students admitted before the Fall of 2017 at the undergraduate level, we offer institutionally funded merit scholarships and need-based grants in addition to our participation in the major federal and state student aid programs. Parents may also consider additional funding alternatives through the Federal Direct Parent Loan Program (PLUS) and the Tuition Management System (TMS) monthly payment plan.

For students admitted at the undergraduate level beginning in the Fall of 2017, we will meet the full financial need of every admitted student. No merit scholarships will be offered.

### **Financial Aid Overview for Post-Baccalaureate Students**

At the Post-Baccalaureate level, we sponsor institutionally-funded need-based grants in addition to our participation in the major federal and state aid programs.

### **Financial Aid Overview for Graduate Students**

At the graduate level, students may be considered for institutionally-funded merit scholarships.

- Graduate Teaching Assistantships
  - A highly competitive application process managed through Academic Affairs
  - For more information please see the Student Employment Handbook located at [www.SMFA.edu](http://www.SMFA.edu)
- Federal Direct Student Loan Program
- Federal Direct Graduate PLUS Loan

## **Application Process**

Undergraduate and graduate degree programs at SMFA at Tufts are eligible federal student aid programs. The Post Baccalaureate and Studio Diploma Certificate program are also eligible federal student aid programs. A student's standing as an undergraduate or master's student is an important factor in the financial aid process. The FAFSA requires students to identify whether they are in an undergraduate or masters or professional program.

SMFA AT TUFTS determines degree standing as follows:

- BFA, Studio Diploma and Post Baccalaureate are considered undergraduate programs
- MFA is a graduate program. Students who have a prior baccalaureate degree are not eligible for certain grant and work programs, including:
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (SEOG); and
  - Most State Scholarship/grant and loan programs
  - Federal Work Study

### **Enrollment Status**

The Financial Aid Office reviews the enrollment status for all students receiving financial aid at the end of the official add/drop period each semester. Necessary adjustments to financial aid awards and the cost of attendance are made before disbursement of any aid. If charges remain on your account after disbursements due to adjustments/changes, then it is your responsibility to make payment.

### ***Undergraduate Enrollment per Semester***

#### **BFA Full Time:**

- 12 minimum 18 credits maximum

#### **Studio Diploma**

- Full time: 12 credits minimum 14 credits maximum

#### **Post Baccalaureate**

- Full time: 14 credits of studio, must complete 1 art history per academic year
- Graduate Enrollment per semester
- Full time: 8 credits

The following programs require full time undergraduate enrollment. Less than full time enrollment will result in complete loss of the award.

- Mass Grant
- Mass No Interest Loan
- Most State Grants

The following programs are pro-rated based on undergraduate enrollment status. For these programs, undergraduate student will have their awards reduced by 25% if they are enrolled  $\frac{3}{4}$  time 9 to 11 credits, will have their awards reduced by 50% if enrolled  $\frac{1}{2}$  time 6-8 credits, and are not eligible for these programs if they are enrolled in 1-5 credits.

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- SMFA at Tufts Scholarship
- SMFA at Tufts need Based Grant

- SMFA at Tufts Endowed Grant The following programs requires at least half- time undergraduate enrollment. Less than half- time enrollment will result in complete loss of the award. Half time enrollment is defined as six to eight (6-8) credits.
- Federal Direct Parent PLUS loan
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Work Study
- Most Private Loans

### **Satisfactory Academic Progress**

SMFA at Tufts is required to establish minimum standards of satisfactory academic progress (SAP) for students receiving financial aid. SMFA at Tufts applies these standards to all federal, state and institutional funds. The Financial Aid Office will only disburse financial aid to those undergraduate students who are in good academic standing and are making satisfactory progress toward completion of their degree.

An undergraduate student is not making satisfactory academic progress if any of the following conditions exist:

- The student's cumulative grade point average (GPA) is below the GPA requirement for good academic standing.
- The student's earned credits (completed with a passing grade) are less than 75% of all attempted credits, as calculated at the end of each semester.
- The student may not exceed the maximum time frame of attempted credits (150%) of the published length of their program. Satisfactory Academic Progress is reviewed at the end of each semester. The following are how types of coursework are used in the SAP calculation:
  - Dropped course work is not included
  - Failing grade (F) is included in GPA and earned and attempted credits
  - Incomplete grade (I) is included in GPA and earned and attempted credits
  - Withdrawals (W) are NOT included in earned and attempted credits
  - Repeated coursework is included in GPA and earned and attempted credits
  - Pass/Fail coursework is included in earned and attempted credits
  - Audit coursework is NOT included
  - Transfer coursework is NOT included in earned and attempted credits
  - Pro-Arts Studio coursework is included in GPA and earned and attempted credit
  - Pro-Arts Academic coursework is NOT included in GPA and earned and attempted credits

### ***Financial Aid Warning:***

If a student is not making satisfactory academic progress they will be placed on financial aid warning. A student then has one semester to make satisfactory progress. If after one semester on financial aid warning, a student is not making satisfactory academic progress, the student becomes ineligible for federal financial aid.

### ***Regaining Eligibility:***

Students who are ineligible for financial aid because they are not making satisfactory academic progress may appeal to regain eligibility for the subsequent semester to achieve

the SAP standards. Students may also continue to take coursework without the use of financial assistance until eligibility is reinstated by achieving the required SAP standards.

***SAP Appeals:***

Appeals are considered when a student can demonstrate that an extraordinary circumstance existed (for example, student illness, the illness or death of a family member) that prevent them from achieving satisfactory academic progress. Students considering a satisfactory academic progress appeal should contact the Financial Aid Office to make an appointment to discuss their circumstances and complete an SAP Appeal Form.

***SAP Appeals Must Include:***

- An explanation of the extenuating circumstances surrounding your academic performance along with supporting Documentation (any documentation submitted is confidential and only used to verify the identified circumstance.) A special circumstance may be an injury, illness, the death of a relative or other special circumstance.
  - A statement that explains what has changed in your current situation to allow you to academically progress
  - A plan of action to return to satisfactory academic standing by the next review.
- Incomplete appeals will not be reviewed. Students may only appeal once during their academic career to regain eligibility. Once a complete appeal is received students are notified of the decision within ten business days.

***Financial Aid Probation:***

Students with an approved appeal will be placed on probation and have one semester to achieve satisfactory academic progress. If the student fails to achieve the SAP standards after probation, then they will not be eligible for aid until the standards are achieved.

**Penalties for Drug Law Violations**

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act (HEOA) states that a federal or state drug conviction while receiving federal financial aid for any offense involving the possession or sale of illegal drugs will result in the loss of student eligibility. Without federal eligibility students would be ineligible for state and institutional aid.

Federal and state convictions count only if they were for an offense that occurred during a period of enrollment for which the student was receiving federal aid. A federal or state conviction does not count if it was reversed, if it was removed from the student's record, or if the conviction occurred when the student was a juvenile, before the age of 18 (unless the student was tried as an adult).

According to the law the following chart indicates the period of ineligibility for federal student aid (A federal or state conviction for sale of drugs includes convictions for conspiring to sell drugs).

Possession of Illegal Drugs Sale of Illegal Drugs

1st Offense: 1 year from date of conviction; 2 years from date of conviction

2nd Offense: 2 years from date on conviction;

Indefinite period

3rd offense: Indefinite period

Also in accordance with an HEOA provision, a student whose eligibility has been suspended due to a drug conviction is allowed to regain eligibility if the student successfully passes two unannounced drug tests conducted by a qualified drug rehabilitation program that satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federal, state, or local government program.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state licensed hospital, health clinic, or medical doctor.

### **Appeal Process**

Students may appeal their financial aid award due to a significant and unforeseen change in circumstances or if there is information that was not provided on the original application materials. Appeals that are typically considered include:

- A significant reduction in income
- Unusually high uninsured paid medical expense (in excess of 7.5% of student's or parent's Adjusted Gross Income)
- Adjustment for separation or divorce after the application materials were completed
- Adjustment for death of parent or spouse
- Private elementary and secondary school costs.

Consideration is not granted for appeals made due to discretionary expenses such as home improvements, credit card debt, weddings, the purchase of a car, anticipated loss of over-time pay, or housing and other costs above those that can be reasonably expected for a college student. Students whose costs of attendance exceed the standards used in awarding financial aid may appeal their financial aid budget for increased loan legibility. Typical considerations for increased costs of attendance include:

- Tuition charges above the standard allowance due to extra coursework in a particular semester
- Cost associated with dependent child care
- Costs associated with documented disability
- Costs associated with traveling for Exchange Programs
- Travel expenses beyond the standard allowance due to atypical commuting situations.

Student and parents are encourage to contact the Financial Aid Office to discuss their situation and determine what details and documentation will be required for the office to fully evaluate the appeal. All appeals must be in writing and include documentation of the reasons for requesting the reevaluation of the financial aid package. Notification of the decision will be sent to the student, usually within two weeks. An appeal in process does not free the student from the established tuition due date deadlines.

### **Financial Aid Programs**

Federal, state and institutional aid is available to eligible SMFA at Tufts students. These programs may include, merit based, need based and non-need-based aid, including scholarships, loans, grants and employment opportunities. SMFA at Tufts automatically considers all students applying for financial aid for each program for which they may

qualify. Major programs providing financial aid are described below, and additional information can be obtained at [www.SMFA.edu](http://www.SMFA.edu)

### **SMFA AT TUFTS Scholarship Policy**

For student admitted prior to the Fall of 2017, merit awards are based primarily on an appraisal of the student's ability as demonstrated in their portfolio.

- Scholarships are given for four years or eight semesters.
- They are divided by semester and credited directly to the student's account.
- Scholarships are awarded based on full-time enrollment. A minimum of 12 credits is full time for undergraduate students.
- Students who register for full time and drop to below full time after the add/drop date but before the last day of tuition refunds will have their scholarship pro-rated by the appropriate percentage.

### **Scholarship Renewal**

To be eligible for scholarship renewal, the recipient must have:

- Successfully earned enough credits to equal full time enrollment
- Must have achieved satisfactory academic progress SMFA at Tufts

### **Need-Based Grant:**

This institutional program provides grants to students demonstrating financial need. The Expected Family Contribution (EFC) used to determine level of grant is defined annually.

Grants are based off a budgeted amount and cannot be guaranteed to every eligible student.

### **SMFA at Tufts Endowed Grants:**

- Numerous endowed grants have been established through the generous contributions of friends, supporters, and alumni of SMFA at Tufts.
- Financial need and academic performance are the most common criteria in awarding these grants.
- Student **MUST** apply for financial aid each year in order to be considered for these awards. These grants are awarded annually and are not automatically renewed for subsequent years.
- Students are automatically considered for endowed grants as part of their financial aid package there is not a separate application for these grants
- Endowed Grants in most instances replace the SMFA at Tufts Grant in a student's aid package.

### **Student Account Statements**

- Each month the Business Office will send a monthly student account statement.
- Statements include all recent account activity, charges, credits, financial aid disbursements, loan disbursement, and any account adjustments.
- The balance due must be paid by the payment due date to avoid late payment fees.
- All pending financial aid is contingent upon completion for all required paperwork.
- Please be sure to complete all necessary steps to ensure timely disbursements.

## **Payments**

SMFA AT TUFTS accepts Visa, MasterCard, Discover, American Express, and payments from checking and savings account. Interest –free monthly payment plans are also available. To enroll please visit [www.SMFA.afford.com](http://www.SMFA.afford.com).

## **Student Health Insurance**

The Commonwealth of Massachusetts and SMFA at Tufts policy requires all students enrolled in nine or more credits be covered by a comprehensive health insurance program. SMFA at Tufts has a general health insurance program that meets these standards and student will be automatically enrolled in this plan unless an online waiver is completed. The waiver stipulates that personal coverage will be maintained during the enrollment period and requires confirmation of coverage.

The waiver must be completed annually, to waive the health insurance visit [www.consolidatedhealthplan.com](http://www.consolidatedhealthplan.com).

## **Late Payment Fees**

Student with outstanding student account balance and/or students who have not completed the required steps to ensure timely disbursements of funds (MPN, entrance counseling, endorsing loans, etc.) will be charged a late payment fee. To avoid late payment fees, student must ensure that all financial obligations (including tuition, fees, and health insurance and housing charges) will be met by the following dates:

## **Tuition Payment Deadline**

– Fall Semester: August 1st

– Spring Semester: December 1st

- Student's accounts must be paid in full before a student may attend classes.
- Students receiving financial aid and/or private alternative loans must ensure that proper documentation is completed and aid and/or payment is received by SMFA at Tufts on or before the payment due date in order to avoid a late fee.
- Students participating in the Tuition management Systems (TMS) payment plan must ensure that the payment plan budget for each term will cover all outstanding charges.
- Payment plan budgets that will not result in a paid in full status by the end of the payment term will be assessed a late fee.
- For student with outstanding balances, SMFA at Tufts reserves the right to hold official transcript, the diploma certifying graduation, and any registration for future terms.

## **Applying Financial Aid to Your Student Account**

If the student and parents submit all necessary information, financial aid will be applied to a student's account at the end of add/drop each semester.

## ***Excess Funds***

Students will automatically receive a refund for any excess funds (credit balance) on their account each semester. Refunds will be mailed to the current address maintained by the Business Office seven to ten days after the completion of the add/drop period each semester following verification of student enrollment. Students should be sure to make arrangements each semester for the purchase of books and payment of rent (if housed off-

campus since refunds are not available during the first few weeks of each academic term).

- Student refunds will be issued via mail. Students and Parents must complete a Refund Request form the Business Office.
- Parent Plus loans will be issued in the form of a paper check and mailed to the borrower directly.
- Students wishing to carry a credit balance on their student account must notify the Business Office in writing in advance.