<table>
<thead>
<tr>
<th>PAGE</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - 4</td>
<td>INTRODUCTION</td>
</tr>
<tr>
<td>5 - 7</td>
<td>PLANNING CALENDAR</td>
</tr>
<tr>
<td>88</td>
<td>FINANCIAL AID OVERVIEW</td>
</tr>
<tr>
<td>9</td>
<td>OUT-OF-STATE TUITION REMISSION POLICY</td>
</tr>
<tr>
<td>13 - 16</td>
<td>GRADUATE ASSISTANTSHIP POLICIES AND PROCEDURES</td>
</tr>
<tr>
<td>17 - 18</td>
<td>GRADUATE Student ADVISEMENT PROCEDURE AND FORM</td>
</tr>
<tr>
<td>19 - 21</td>
<td>POLICIES REGARDING DEGREE PROGRAMS</td>
</tr>
<tr>
<td>22 - 29</td>
<td>THESIS AND GRADUATION INFORMATION AND REQUIREMENTS</td>
</tr>
<tr>
<td>31</td>
<td>UNIVERSITY COMMENCEMENT</td>
</tr>
<tr>
<td>32 - 50</td>
<td>FORMS</td>
</tr>
</tbody>
</table>
This Manual was adopted January 1996, and was updated August 24, 2015. It is subordinate to East Carolina University Policy, which is subject to change.

Students should carefully review the current Graduate Catalog available at http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm
INTRODUCTION

We are pleased to provide the School of Art and Design (SOAD) MFA Graduate Manual for your use. This handbook should be used in conjunction with the current Graduate Catalog, which is available, online at: http://www.ecu.edu/cs- acad/aa/SrchCatalog.cfm

The Graduate Manual will help to specify requirements, program, and procedures that you will need to understand as you embark upon your graduate degree program. As a graduate student, it is your responsibility to read and know the information in both the Graduate Catalog and the handbook. Given that questions will certainly arise, know that you can consult either your area coordinator or the Director of Graduate Studies for answers.

There are numerous forms in this manual that will be necessary for you to fill out during your graduate studies. Because you will need multiple copies of some of these forms they are also available online at http://www.ecu.edu/cs-cfac/soad/forms.cfm

We are happy that you chose the East Carolina University School of Art and Design to pursue your graduate degree.

Scott Eagle
Director of Graduate Studies
School Of Art And Design
# 2015-2016 School of Art and Design Planning Calendar

(Note: Times/ Dates are subject to change)

[http://www.ecu.edu/fsonline/senate/fscalend.cfm](http://www.ecu.edu/fsonline/senate/fscalend.cfm)

To access the ECU official academic calendars, click the link above

## FALL SEMESTER 2015

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Schedules canceled for all who have not paid fees by 4:00 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>Late processing fee assessed for all who have not paid fees by 4:00 pm</td>
</tr>
<tr>
<td>20</td>
<td>New student orientation with the Graduate School <a href="http://www.ecu.edu/cs-acad/gradschool/New-Student-Orientation.cfm">http://www.ecu.edu/cs-acad/gradschool/New-Student-Orientation.cfm</a></td>
</tr>
<tr>
<td>20</td>
<td><strong>11:30 in Room 1325 Jenkins</strong> - Graduate Student Orientation Luncheon. <strong>Advising, registration, and schedule adjustments will follow.</strong></td>
</tr>
<tr>
<td>21</td>
<td>9:00 - ECU Faculty Convocation</td>
</tr>
<tr>
<td>21</td>
<td>Faculty Meetings, Advising, registration and schedule adjustments.</td>
</tr>
<tr>
<td>24</td>
<td>Classes begin; late registration; schedule changes.</td>
</tr>
<tr>
<td>28</td>
<td>Last day for late registration/ schedule changes (drop and add) by 5:00 p.m.</td>
</tr>
</tbody>
</table>

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Census Day (Official enrollment count taken at 5:00 pm) <strong>GRADUATE STUDENTS THAT ARE NOT ENROLLED BY THIS DAY CANNOT RECEIVE AN ASSISTANTSHIP.</strong></td>
</tr>
<tr>
<td>7</td>
<td>Labor Day Holiday (not classes).</td>
</tr>
<tr>
<td>30</td>
<td>Discuss / Request Spring 2016 semester teaching and assistantship changes with 1) Area Coordinator and with 2) Director of Graduate Studies.</td>
</tr>
</tbody>
</table>

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>1 of 2 Graduate teaching Assistant evaluations distributed, to be completed by Assistantship Supervisor.</td>
</tr>
<tr>
<td>10-13</td>
<td>Fall Break</td>
</tr>
<tr>
<td>14</td>
<td>8:00 am - Classes resume</td>
</tr>
<tr>
<td>15</td>
<td>Deadline for Graduate Program Applications for Spring 2016 admission</td>
</tr>
<tr>
<td>16-31</td>
<td>New applicants reviewed for admission.</td>
</tr>
<tr>
<td>23</td>
<td>1st Graduate Teaching Assistant evaluation returned to Linda Nelson.</td>
</tr>
<tr>
<td>26-30</td>
<td>Advising for spring semester 2016. All graduate students should see their respective Area Coordinators prior to meeting with Graduate Director. Thesis, Independent Study forms, etc. <a href="http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm">http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm</a> should be filled out completely.</td>
</tr>
<tr>
<td>28</td>
<td>Last day for graduate students to drop courses without grades.</td>
</tr>
<tr>
<td>30</td>
<td>Registration for Spring Semester 2016 <a href="http://www.ecu.edu/cs-acad/registrar/RegSched.cfm">http://www.ecu.edu/cs-acad/registrar/RegSched.cfm</a></td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Assistantship contracts ready to sign (if changes were needed).</td>
</tr>
<tr>
<td>2</td>
<td>Begin to notify Spring 2016 applicants about decisions</td>
</tr>
<tr>
<td>17</td>
<td>Provide list of students with assistantships to faculty.</td>
</tr>
<tr>
<td>18</td>
<td>2nd Graduate Teaching Assistant evaluations distributed, to be completed by supervisor.</td>
</tr>
<tr>
<td>25-29</td>
<td>Thanksgiving break.</td>
</tr>
<tr>
<td>30</td>
<td>8:00 am – Classes resume</td>
</tr>
</tbody>
</table>
December
1  Last day to submit thesis to the Graduate School for completion of degree in this term. Those not complete will roll to the Spring graduation.
2  2nd Completed Assistantship evaluations due to Linda Nelson.
7  Classes end. Last day for submission of grade replacement requests.
7  Last day for graduate students to remove incompletes given during fall 2013. **Graduate students with incompletes over 1 year are not eligible for assistantships.**
8  Reading Day.
9  Final examinations begin.
16  Exams for fall semester close.
18  University Commencement.
   Williams Arena in Minges Coliseum at 10:00 a.m.
18  School of Art and Design Graduation Ceremony
   2:00 Speight Auditorium

SPRING SEMESTER 2016

January
9  Advising and schedule adjustments.
11  Classes begin; late registration; schedule changes.
15  **Deadline for Graduate Program Applications for Fall 2016 admission**
15  Last day for late registration/ schedule changes (drop and add) by 5:00 p.m.
18  State Holiday (no classes).
16-31  New applicants reviewed for admission.
TBA  Out-of-State Tuition Remission awards announced.
      Graduate Committee to Assign Assistantships (Summer/ Fall 2016)
      Graduate Assistant Contracts completed/distributed (Summer/ Fall 2016)
22  Discuss / Request Fall 2016 semester teaching and assistantship changes with 1) Area Coordinator and with 2) Director of Graduate Studies.
26  Census Day (Official enrollment count taken at 5:00 pm) **GRADUATE STUDENTS THAT ARE NOT ENROLLED BY THIS DAY CANNOT RECEIVE AN ASSISTANTSHIP**

February
1  Begin to notify Fall 2016 applicants about decisions
2  **Final Day To Submit Abstract For Research And Creative Activity Week (RCAW)** [http://blog.ecu.edu/sites/rcaw/online-abstract-submission/](http://blog.ecu.edu/sites/rcaw/online-abstract-submission/)
8  1st Graduate Teaching Assistant Evaluation distributed
22  1st Graduate Teaching Assistant evaluation returned to Linda Nelson.

March
6-13  Spring Break.
14  8:00 am – classes resume
14-18  Advising for Summer/ Fall 2016. All graduate students should see their respective Area Coordinators prior to meeting with Graduate Director. Thesis, Independent Study forms, etc. [http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm](http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm) should be filled out completely. **To receive an assistantship you must email the Director of Graduate Studies a list of all meritorious research and creative activity completed between May 1, 2015 and April 30, 2016.**
21  Registration for summer session and fall semester 2016 begins. [https://www.ecu.edu/cs-acad/registrar/RegSched.cfm](https://www.ecu.edu/cs-acad/registrar/RegSched.cfm)
23  Last day for graduate students to drop courses without grades by 5:00 pm.
25-26  State Holiday (no classes)
April
4 RCAW Art and Design Presentations http://blog.ecu.edu/sites/rcaw/
TBA Youth Arts Festival http://www.ecu.edu/soad/youtharts.cfm
11 2nd Graduate Teaching Assistant evaluation distributed to GA Supervisors.
20 Provide list of students with assistantships to faculty.
21 Last day to submit thesis to the Graduate School for completion of degree in this term. http://www.ecu.edu/cs-gradschool/ETD.cfm
26 State holiday makeup day (classes which would have met on Friday, March 25, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.)
26 Last day for Graduate students to remove incompletes given during spring and/or summer session 2014. **Graduate students with incompletes over 1 year are not eligible for assistantships.**
26 Classes end. Last day for submission of grade replacement requests.
27 Reading Day.
27 2nd Graduate Teaching Assistant evaluations due to Linda Nelson.
28 Final examinations begin.

May
5 Exams for spring semester close at 4:30 p.m.
6 University Commencement.
TBA School of Art and Design Graduation Ceremony
13 New student registration; schedule changes
16 First Summer Session classes begin; late registration; schedule changes.
17 Last day for registration and schedule changes (drop/add) for first term by 5:00
25 Memorial Day Break (no classes).

June
8 Last day for graduate students to drop courses without grades by 5:00 p.m.
20 Classes end.
21 Final examinations.
22 New student registration; schedule changes.
23 Second Summer Session classes begin; late registration; schedule changes
24 Last day for late registration/ schedule changes (drop and add) by 5:00 p.m.

July
4 State Holiday (no classes)
15* Last day to submit thesis to Graduate School for completion of degree in summer session (tentative date)
18 Last day for graduate students to drop courses without grades by 5:00 p.m.
28 Classes end. Last day to submit grade replacement requests.
29 Final examinations
FINANCIAL AID OVERVIEW

Assistantships

The School of Art and design offers a number of teaching and research assistantship opportunities beginning the first semester of attendance. Teaching assistantships may be awarded once students have completed a teaching observation assistantship and have successfully completed 18 hours of course work. All MFA candidates are guaranteed the opportunity to teach undergraduate courses and many are able to teach several different courses.

Assistantships pay $9000 per academic year for a full-time assistantship of 20 hours per week and requires twenty hours per week of work, which may be assigned in a variety of ways. Often a block of time may be devoted to monitoring the undergraduate studios, overseeing the media center, working on special projects, gallery installation, monitoring the computer lab, teaching a class, or a combination of the above. Each MFA candidate receives a contract, one semester in advance that details his or her assistantship obligations.

Scholar Awards

The Graduate Scholar Award is $4,000 per academic year for two years and is one of the highest honors given by the Graduate School. Applicants must have a 3.3 GPA and a meritorious portfolio and application materials to be eligible. Each concentration area nominates applicants, with the final decision of award made by the School of Art and Design Graduate Committee and the Graduate School. (January 15 deadline only).

Tuition Remissions

There are a limited number of out-of-state tuition remissions, which cover the out-of-state portion of the student's tuition. The remissions are highly competitive and the minimum criteria for eligibility are a 3.0 overall GPA or a 3.0 senior year and a meritorious portfolio and application materials to be eligible. Each concentration area nominates applicants, with the final decision of award made by the School of Art and Design Graduate Committee. (January 15 deadline only).

For more information go to the following sites:
http://www.ecu.edu/financial/ or http://www.ecu.edu/cs-acad/gradschool/funding.cfm

Tuition and Fees
You can get updated information regarding tuition and fees at the following site:

http://www.ecu.edu/financial_serv/cashier/tufee.cfm

Scholarships

The School of Art and Design offers attending students the opportunity to receive scholarships during the Spring semester. Please visit this webpage for the most recent list of awards
http://www.ecu.edu/cs-cfac/soad/scholarships.cfm
OUT-OF-STATE TUITION REMISSION POLICY

Graduate faculty from the major disciplines may recommend particular graduate applicants or graduate students for out-of-state tuition remissions, which cover the out-of-state portion of the student’s tuition. The School of Art and Design Graduate Committee will evaluate their credentials and award the tuition remissions granted to the SoAD according to the following policy:

The awarding of graduate out-of-state tuition remissions will be based on applications received by the January 15 deadline, a minimum undergraduate GPA of 3.0 and a portfolio judged as superior by faculty reviewers. In the event that the number of qualified applicants exceeds the number of remissions allotted to the School of Art and Design, applicants will be ranked considering the quality of the portfolio, undergraduate grade point average, statement of intent, and the overall needs of the School of Art and Design.

Out-of-state tuition remissions shall be awarded for two consecutive semesters. The Graduate Committee may choose to extend the award on a semester basis not to exceed a total of four semesters (except for international students.) Complete information about policies and funding of awards may be found on the Graduate School website at the link below.

http://www.ecu.edu/cs-acad/gradschool/Tuition-Remissions.cfm

A remission may be terminated, in writing, by the Director of Graduate Studies, on the recommendation of graduate faculty in the student’s major discipline area. The recommendation will be evaluated by the School of Art and Design Graduate Committee and forwarded to the School of Art and Design Director and the Dean of the Graduate School for approval.

ESTABLISHING RESIDENCY

The information below is abridged. For the complete policy follow the link below.

Every applicant for admissions is required to make a statement as to the length of his or her legal residence in North Carolina. Every applicant is classified as a resident or non-resident for tuition purposes during the admissions process using information from the application for admissions. All out-of-state tuition remission recipients should read and understand the residency policies outlined on this page http://www.ecu.edu/cs-acad/gradschool/residency.cfm .

After fulfilling all of the residency for tuition purposes requirements, and after living in North Carolina for one full year a student may apply for reclassification of residency by filling out this form http://www.ecu.edu/cs-acad/gradschool/Residency.cfm

and return to:

Residency Officer, The Graduate School, 131 Ragsdale Hall, Mail Stop 570, East Carolina University, Greenville, NC 27858-4353 or fax to 252-328-6071.
GRADUATE ASSISTANTSHIPS

GRADUATE SCHOOL POLICIES FOR GRADUATE ASSISTANTSHIPS

http://www.ecu.edu/cs-acad/gradschool/Assistantships.cfm

Assistantships may only be awarded to graduate students enrolled in on-campus programs that lead to a graduate degree at East Carolina University. At a unit’s discretion, graduate intern assistantships or off-campus students enrolled in off-campus programs may receive graduate assistantships with unit funds; however, they may not be supported with Graduate School funds. Assistantship eligibility does not extend to students who have been admitted by exception, non-degree seeking students, or undergraduates.

A full time graduate assistantship (20 hours per week - fall and spring semesters) will be worth a minimum of $9,000. Graduate assistants should not work more than twenty hours per week during the academic year. Graduate assistants are limited to thirty hours per week in the fall and spring semesters in any combination of appointments – GIA/GRA/GTA, self-help, College Work Study, EPA/SPA. **Foreign students are limited to twenty hours per week, no exceptions** (this is a federal requirement). During first and second summer sessions, all graduate students (domestic or foreign) are limited to thirty-eight hours per week.

Requests for exceptions to the 30-hour rule must be made via petition to Dean of the Graduate School. All requests must state the following: Student's name and Banner ID, where they are in their program of study, e.g., 1st semester, 2nd year, etc., what impact working more than 30 hours a week will have upon their graduation, why this request is necessary, a summary of the job’s responsibilities and list any other options that have been considered prior to making the request.

Assistantship funds will be allocated based upon each unit’s established rate. Units may opt to pay their assistants at a higher rate per F.T.E. if they deem it appropriate, by using one source or multiple sources of funds. Employees at other state agencies may not hold a graduate assistantship.

**Students are ineligible for assistantships if they are not registered by census day.** Census day is defined as the day that enrollment is captured and, concurrently, how ECU’s funding is awarded. A good rule of thumb to follow is to make sure that anyone on an assistantship is registered on or before the last day to add classes each semester.

In order for graduate assistants to be exempt from FICA tax, they must have a minimum registration of 4 hours for the fall and spring semesters and 3 hours in the summer. If the GA is registered for less than the stated hours FICA will be withheld. Departments paying students from sources other than state appropriated dollars should note that the university’s portion of the FICA (7.65%) will be taken from the funding source used to pay the assistantship and should therefore budget accordingly.

Students in master’s programs should not receive assistantship support for more than five semesters (excluding summer sessions). Students in doctoral programs should not receive assistantship support for more than ten semesters (excluding summer sessions).
Teaching assistants assigned primary responsibility for the administration, instruction, and evaluation of students enrolled in courses must have satisfactorily completed a minimum of 18 semester hours of graduate course work in the field in which instruction is given (SAC 18-hour rule). They must also receive in-service training, be under the direct supervision of an experienced faculty member in the field, and be evaluated each semester. The Graduate School requires units to submit a request for exception to hiring non-degree or undergraduate teaching assistants when using funds awarded to them via the Graduate School. The unit should submit an e-mail request to the Dean of the Graduate School requesting the exception and stating that the student has the qualifications for admission to the program and will be admitted. The request should also state whether or not the student meets the 18 hour rule (if they are responsible for a class) and that they are being trained and monitored. Units utilizing their own funding, e.g., operating dollars, unexpended faculty salary dollars, grants, do not need to request exceptions.

Departments must issue a signed assistantship/fellowship agreement for each graduate assistant or fellowship recipient – (Revised August 2004). For teaching assistants the agreement must state what course(s) they are teaching, name the individual responsible for the course, name of the supervising faculty, state that the TA has been/will be trained, will be monitored and evaluated, and name the individual responsible for the evaluation. All other assistantship agreements must briefly describe the GA’s duties using the descriptions listed in the Graduate Assistant Categories and include the name of the supervising faculty. It is necessary that all units hiring graduate assistants have a copy of the completed agreement in the student’s personnel file and forward a copy of the signed contract to the Graduate School office by Census Day.

SCHOOL OF ART AND DESIGN GRADUATE ASSISTANTSHIPS

General Information Regarding the Awarding of Assistantships

Semester hour awards for positions must always take into consideration the School of Art and Design’s assistantship budget. In making assistantship awards, the overall needs of the School of Art and Design must remain the Graduate Committee’s and the Graduate Director’s primary responsibility. There is no obligation to award a particular assistantship, even when requested. However, the Graduate Committee and the Graduate Director will make every effort to accommodate the graduate student’s and the Area Coordinator’s specific requests. Furthermore, because the SoAD budget is dependent on the State Legislature for funding, the awarding of a graduate assistantship to each graduate student is NOT guaranteed. Any questions or complaints regarding the awarding of graduate assistantships should be formally presented to the Graduate Committee.

Graduate Research Assistant (GRA)

An arrangement in which financial support is given to a graduate student who performs thesis/dissertation research or other directed research. The student is expected to devote considerable time on research that is academically significant and directed by a faculty advisor. Often the faculty advisor is a principal investigator working on an externally-funded grant/contract.

When available, a GRA will be a competitive award selected by the Graduate Committee for an exceptional research proposal, as well as a meritorious portfolio, GPA and overall excellent reviews on all previous assistantship evaluations.
Summer Session Assistantships

A limited number of summer assistantships will be awarded when funds are available. Flexibility will be maintained relative to the work period during the summer sessions. Assistants have the responsibility of working out a mutually agreeable time schedule with their assigned supervisor. Assistants must work the full clock hour value of their assistantship regardless of the mutually agreed upon time to begin or end fulfilling assistantship duties.

Time Limit on Assistantship Awards

Graduate assistantships are viewed as an adjunct to graduate programs providing students with marketable experience and limited monetary support.

Toward these ends, the School of Art and Design is committed to support the MFA candidate for a maximum of 3 academic years or 7 semesters (excluding summer sessions.) First consideration will be given to funding full-time students at a higher level. Other considerations include: academic record and performance in previous assistantship positions.

Students who are part time in the graduate program and have extended beyond 3 years or 7 semesters of graduate study must make a written request to the Graduate Director explaining the circumstances and need for an extension of funding. The SoAD makes no guarantee to fund such requests.

Criteria Used For Awarding Teacher of Record Assistantships

Teacher Of Record assistantships are of the highest priority. Therefore, the factors that most determine the distribution of awards are:

1. The best course of action for School of Art and Design.
2. The experience and qualifications of the applicants.
3. Compliance with University and NASAD policy requiring graduate students (MFA/MAEd) have 18+ graduate semester hours completed before being awarded a teaching assistantship.

Eighteen Graduate Semester Hour Rule

Teaching assistants assigned primary responsibility for the administration, instruction, and evaluation of students enrolled in courses must have satisfactorily completed a minimum of 18 semester hours of graduate course work in the field in which instruction is given (SACS 18-hour rule). They must also receive in-service training, be under the direct supervision of an experienced faculty member in the field, and be evaluated each semester.

Teaching assistantships are compensated at a .75 time position (15 hours/week).

This Graduate Committee policy is subject to change relative to budget considerations and total School of Art and Design needs.
Procedures For Awarding Graduate Assistantships

1. At the date noted on the SoAD Graduate Calendar enrolled graduate students should discuss requests for changes in assistantship assignments with 1) their area coordinator and 2) the Graduate Director.

Students that wish to be considered for Teacher Of Record positions in the Foundations must complete the Teacher Mentoring Assistantship to be considered.*

Students that wish to be considered for Teacher Of Record positions for sophomore courses within their discipline must discuss this possibility, and the related requirements with their area coordinator.**

2. Area Coordinators will provide the Graduate Director with a list of job assignments within their area and number of hours requested for each student.

3. In consultation with the Area Coordinators, the Graduate Director will assign assistantships in the following order;
   1. Teacher Of Record
   2. Lab assistantships that are safety related and/or assistantships that require specialized training***
   3. All remaining assistantships

4. The Graduate Director consults the Graduate Committee and then the Director of the School of Art and Design and makes any necessary adjustments.

5. Contracts are logged into Banner.

6. Contracts are reviewed and approved by the College of Fine Arts and Communication then the Graduate School.

7. Graduate students are notified to review their assignments and sign contracts. New students will be mailed their contract, and tax forms. If a student rejects any part of their assignment, they drop to the bottom of the list and will be offered any remaining assignments if available.

8. There will always be unforeseen circumstance that may require adjustments. The most common is when a graduate student’s class does not make the minimum enrollment. The class will be cancelled and the student will be reassigned.

* We recommended that MFA students request the Mentoring Assistantship for the second semester of study because you must complete 18 hours of coursework to be eligible to teach.

** All students that successfully complete the Foundations Mentoring Assistantship have an obligation to teach a Foundations Course the subsequent semester.

*** If you have training, experience or expertise out side your concentration area (Technology, Art History, etc.) please inform the Graduate Director.
Unlawful Harassment and Discrimination Training

Unlawful harassment and discrimination endanger the environment of tolerance, civility and mutual respect that must prevail if the University is to fulfill its mission. East Carolina University is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Therefore, no acts of harassment of discrimination will be tolerated among any of the faculty, staff or students who comprise our academic community.

To that end, in 2007, a mandatory harassment and discrimination training was established to ensure that all employees are informed about Equity laws and policies. Our commitment has been formalized in clear and accessible policies that can be found at [http://www.ecu.edu/prr](http://www.ecu.edu/prr)

To receive your first assistantship, you will be required to complete the Preventing Sexual Harassment (PSH) and Preventing Employment Discrimination (PED) training modules.

You will be contacted by the Director of Graduate Studies with details. The training certification lasts for 2 years and must be renewed to receive subsequent assistantship awards.

Individuals with question about unlawful harassment and discrimination, equity policies or PED/PSH training should contact the Office of Equal Opportunity and Equity at 328.6804

Supervision of Teacher Of Record Graduate Assistantships

Each graduate Teacher of Record will be assigned a supervisor.

Supervisors are responsible for providing graduate assistants with an orientation in and written information on, items stated in the Faculty Manual, [http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/manual.pdf](http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/manual.pdf) including:

1. Course pre-requisites and required class standing
2. Course content
3. Objectives of the course and the value to be derived from the course
4. Complete requirements of the course and class attendance regulations
5. The weight of various requirements of the course in determining the final grade
6. Any other items warranted for instruction/administration of course purposes.

Written material and any text for the course should be provided to the graduate teaching assistant after the assistantship award is made and prior to formal in-service training covering these items. The first training session should occur prior to the first meeting of the class.

Supervisors are responsible for scheduling and providing a written notification of periodic in-service training sessions to assigned graduate teaching assistants prior to and during the semesters in which the graduate student is teaching. In-service session attendance is required and must be announced as required of graduate teaching assistants. These in-service training sessions collectively cover administration, instruction and evaluation of the course taught by the graduate assistant.

Supervisors are responsible for arranging a minimum of two (2) actual classroom observations of a graduate teaching assistant that occur each semester. A written evaluation of each observation must be provided to the Director of Graduate Studies. These observations and written evaluations are in addition to the brief summation currently required on graduate assistant performance.
It is not required that the supervisor be the person, or the only person, involved in in-service training or evaluations of teaching assistants. It is, however, the responsibility of the supervisor to see that in-service training and evaluations occur.

Written materials provided to graduate teaching assistant by supervisor should include:
1. Sample course syllabus
2. Sample course outline of objectives and course content
3. Sample project assignments
4. Grade book
5. Any additional support materials

Supervisors are responsible for assisting students in gaining access to any audio/visual materials through the School of Art and Design's Media Center needed to teach the course.

Responsibilities of School Of Art And Design Graduate Assistants

1. Reporting to an assigned supervisor one day prior to registration day of each semester (see below for summer school exceptions). The period extends through the last day of exams (university schedule) for the semester.

2. Meeting with an assigned supervisor once a week at a mutually agreed upon time and location.

3. Fulfilling duties in a timely manner, as outlined in the position job description under the direction and to the satisfaction of the assigned supervisor by the weekly/hourly rate as indicated on the job description, located in the Job Description Book in the main office.

4. Keeping the assigned supervisor informed, on a regular basis, of time spent in the performance of duties.

5. Attending all announced, required meetings with the assigned supervisor.

6. Maintaining good academic standing. See Graduate Catalog http://www.ecu.edu/cs-acad/grcat/regulations.cfm#acadprobation

7. Informing the School of Art and Design Graduate Director and the assigned supervisor of impending absence from performance of assistantship duties and filling out appropriate paperwork prior to absence. See Faculty Manual for procedures relative to professional trips or illness; https://author.ecu.edu/cs-acad/sonline/customcf/facultymanual/part6/part6.htm

8. Graduate Teaching assistantship instructor of record must be available for 1.5 office hours per week with time and location noted on syllabus and .5 hours available by appointment.

Rights Of The School Of Art And Design Assistantship Recipients.

1. Performance of only those duties outlined in the job description for the position awarded.

2. Time spent in the performance of the duties of the position is not to exceed the total time allotment specified for a semester or a summer session.
3. When an infraction of responsibilities/duties/standards occurs, where such notice or complaint is addressed to the student in writing, the student may address, in writing, a rebuttal of charges. Such rebuttal must be addressed to the student's assigned supervisor and a copy must be sent to the Director of Graduate Studies.

4. Timely notification of specific duties that are to be performed to allow for personal and/or academic schedule adjustments when such duties are outside the usual performance required of the position.

5. To meet all scheduled classes in which the student is enrolled and to inform the supervisor when specific duties will interfere with class/study degree program requirements and to work out a compromise with the assigned supervisor.

6. To address, in writing, infractions of rights as listed herein to the assigned supervisor, with a copy sent to the Director of Graduate Studies.

7. To receive timely written notice of special (required) meetings with the student’s assigned supervisor.

8. To have access to all written evaluations of the assistantship performance with the right to provide written rebuttals.

9. To receive, from the assigned supervisor, adequate orientation, instruction and guidance, in the fulfillment of the responsibilities and duties of the assistantship.

Due Process and Procedure
Should the graduate assistant fail to meet the responsibilities listed herein, the supervisor will, in writing, document and inform the student of specifics relative to responsibilities/duties/standards not met. A copy of this letter will be forwarded to the Director of Graduate Studies. Should a second infraction occur and written documentation is received by both the graduate student and the Director of Graduate Studies, the School of Art and Design Graduate Committee will convene with both the student and immediate supervisor in attendance, to receive any additional evidence. A majority vote by the School of Art and Design Graduate Committee shall determine recommendations/actions to be taken.

Should the initial infraction of responsibilities/duties/standards be of a nature which has jeopardized the safety of student(s), property and/or School of Art and Design educational programs, the School of Art and Design Graduate Committee will convene, with both the student and immediate supervisor in attendance, to receive additional evidence. A majority vote by the School of Art and Design Graduate Committee shall determine recommendations/actions to be taken.
Each semester students should refer to the university calendar

http://www.ecu.edu/fsonguide/rep/fscalend.cfm

to determine the dates for advisement, pre-registration and registration.

The Director of Graduate Studies is the official advisor for all MFA and MAEd students in the School of Art and Design and oversees the advisement process. All graduate students are to be advised by their area coordinator with regard to their curriculum. Any questions about Art History courses, elective courses, independent study, etc. may also be addressed by the Director of Graduate Studies.

1. Review the next semester course offerings by following the steps outlined on this webpage;

http://www.ecu.edu/cs-admin/studentbanner/ or on the next page.

2. Determine your schedule in consultation with your Area Coordinator.

3. If you need a section of ART 6500, 5500 or ART 6991-6994 IMBED LINK created, have the course instructor fill out and email me the form at this link;

http://www.ecu.edu/cs-cfac/soad/forms.cfm

4. If a MFA students need a section of ART 7000 (Thesis,) download a Thesis Committee/Prospectus form http://www.ecu.edu/cs-cfac/soad/forms.cfm fill it out and have it signed by your thesis committee. Make a copy for yourself and your Thesis Director. Give the original to the Graduate Director to create the class.

MAEd students should download the Thesis Committee/Prospectus form and email it to your Thesis Chair. He or she will complete the process.

5. Sign up for courses using the directions below. Contact the Graduate Director and CC Linda Nelson nelsonl@ecu.edu if there problems or questions about registering for classes with your Banner ID and the complete course information with the CRN like this

Hi can you please enroll me in Problems in Interdisciplinary Studies in Art - 83441 - ART 6991 - 001 my banner ID is BOO123456

All Graduate level DE courses are listed as ART 6000+ with section 601+ . Campus classes are listed as ART 6000+ with section 1-10

DO NOT USE THE GRADUATE CATALOGUE TO PICK OUT CLASSES. Courses that are available are listed on BANNER. Make sure that you are looking at the correct semester and year.
How students access their Banner Self Service Account

Step 1: Log onto the ECU home page at http://www.ecu.edu/
Step 2: At the top right of the ECU home page, select the stop sign icon to go to your OneStop account.
Step 3: Enter your Pirate ID and Passphrase located on the left side of the OneStop screen.
Step 4: Look for the “Banner” box on your OneStop tools page.
Step 5: Select “Banner Self Service”
Step 6: From the Banner main menu, select the information you need.

How Students register for courses on Banner

Step 1: From the Banner main menu, select “Student and Financial Aid”.
Step 2: Now Select “Registration”.
Step 3: Select “Add or Drop Classes” from the Registration menu.
Step 4: Select the term.
Step 5: Select “Class Search” to search for courses.
Step 6: Choose the subject, course number, time of day, or other attributes about the course you wish to take.
Step 7: Once you have entered the course information, select the “Class Search” link at the bottom of the page. This returns a list of all the courses that match the search you just entered.
Step 8: Select the section you want by checking the box next to that section. After checking the appropriate section, select the “Register” link at the bottom of the page.
Step 9: You will be taken back to your schedule to view it with the new class added.
Step 10: Repeat steps 5—9 to add additional classes.

How to Drop for courses on Banner

Step 1: Go to your schedule page, under “Add or Drop Classes”
Step 2: Pull down the drop down box beside the course you wish to drop and select “Web Dropped”
Step 3: At the bottom of the page, select “Submit Changes” to remove the course from your schedule.

Always check with your faculty advisor before dropping a course.
MFA CONCENTRATION POLICIES

Studio Space

Only MFA degree candidates (those accepted into graduate study by the Graduate School as well as the School of Art and Design) are assured studio space (see NASAD requirements). Such studio space is only guaranteed within the SoAD area for which the graduate student’s application was accepted. Non-degree students are NOT guaranteed studio space.

MFA Annual Review

An MFA candidate will receive 2 formal evaluations of his or her progress through the curriculum and potential for the successful completion of the thesis. A committee of no less than 3 faculty members, including the candidate’s Area Coordinator will evaluate the candidate’s creative work, grades, research, use and knowledge of appropriate tools, materials and technology, writing, and verbal skills.

Portfolio Review

Because the art or design work is considered the actual thesis for the MFA degree, the review of the candidate’s creative activity will be considered most significant. Each year the candidate’s committee will evaluate the quality of the submitted portfolio of work completed during the previous year, based on criteria established by the area.

Verbal Review

The candidate will be assessed on their verbal proficiency through the defense of that body of work of art or design. The specific means should be made clear to the candidate well in advance of the evaluation.

Criteria for the verbal evaluation will include the following (Each area may have additional criteria);

- Presents information in a logical manner
- Speaks clearly and articulately
- Understands and effectively communicates the historical and contemporary context of their personal work in terms of formal issues, concept and technique.
- Answers questions in a logical and concise manner
- Is confident and persuasive in verbal responses to questions
- Professional in appearance and attitude

Written Review

Candidate will demonstrate written proficiency through the completion of a 5 page (minimum) research paper following either the MLA or Kate L. Turabian's A Manual for Writers of Term Papers, Thesis and Dissertations. The research paper must have an appropriate bibliography for the chosen topic.

Criteria for an evaluation will include the following (Each area may have additional criteria);

- Presents information in a logical manner
- Uses proper grammar and punctuation.
- Uses proper writing style and citation system.
- Effectively communicates the historical and contemporary context of their research topic or personal work in terms of formal issues, content and technique.
- Effectively communicates the means in which their research builds on the generalized
knowledge of their research area
· Has a bibliography that is appropriate to the topic
· Presents paper in a timely manner and appropriate format for reviewers

When the committee has completed its evaluation, the committee and/or a committee representative will meet with the candidate to discuss the evaluation and provide the student with the results and documentation of the evaluation, including any required remedial work, or justification for termination.

Copies of all materials submitted for review including visual documentation of creative work, must be submitted to the Director of Graduate Studies within two weeks of the review. These will be placed in the student’s file.

Upon successful completion of the second review, the MFA candidate will submit the signed and approved Thesis Research Approval Form to the Director of Graduate Studies and begin work on the final Thesis Exhibition and written thesis support documentation if they have not already done so.

Transfer Credit/Waiver Information

The information below is abridged. For the complete policy follow the link below.

http://www.ecu.edu/cs-acad/grcat/regulations.cfm#transfer

Up to 20 percent of the credit hours in a program may be earned in any regionally accredited college. No credit hours completed as part of a previously earned master’s degree can be counted toward a second master’s degree.

Graduate-level course work taken elsewhere is not automatically applicable to a graduate degree program at East Carolina University. College, school, or departmental petitions for application of transfer credit must be approved by the Graduate School.

Students who have been admitted to the Graduate School at East Carolina University may enroll at other regionally accredited graduate-level institutions for course work which is applicable to their programs provided they have obtained advance permission from their college, school, or graduate program director and the dean of the Graduate School.

To make a transfer credit inquiry or request, download the transfer request form

http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm

and email to the Graduate Director.

Transfer credit decisions will be made by the Area Coordinator of the concentration to which that credit would be applied. For example; Art Education credits must be approved by the Area Coordinator of Art Education; Art History credits must be approved by the Area Coordinator of Art History, etc.

The Graduate Director will inform the applicant of the decision. If the request is approved, the Graduate Director will forward the application to the Graduate School for consideration.

CHANGE OF DEGREE or STUDIO MAJOR

http://www.ecu.edu/cs-acad/grcat/regulations.cfm#changeprogram
School of Art and Design graduate students who wish to change degree programs or studio majors are subject to the same standards of faculty review as the initial graduate applicant.

The following procedures will be observed:

1. Student must file a petition to change program using the form available on the Graduate School website
   http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm

2. The completed form is submitted to the Director of Graduate Studies and the student's credentials will be sent to the new school or department for evaluation and recommendation.

3. The petitioning student will be notified by the program concerning the outcome of the petition.

A student who petitions successfully for transfer to a new degree program must complete new program requirements in force at the time of the change of program. Any courses credited from the old program must meet the time frame requirements for completion of the new program.

Non-Degree Status

MFA studio courses are not usually open to non-degree seeking students. Inquiries should be emailed to the Area Coordinator for that particular course.

ATTENDANCE AS A NON-DEGREE STUDENT AND ESTABLISHING ADMISSIBILITY IN THE GRADUATE SCHOOL DOES NOT ASSURE THE STUDENT OF BEING ADMITTED/ACCEPTED BY THE SCHOOL OF ART AS A GRADUATE STUDENT.

A non-degree student enters without the benefit of the School of Art and Design graduate faculty’s formal acceptance. This student may find that remedial undergraduate course work will be prescribed if the student does not have the equivalent of the SoAD’s appropriate undergraduate degree relevant to the graduate degree program to which the student is planning to apply. If remedial course work totals more than six semester hours in the area in which the student plans to major, the student cannot complete a graduate application and must be formally reviewed by the graduate faculty until all remedial work is complete. Additionally, a non-degree student must complete all remedial work by the end of the semester in which he/she files an application for admission.

Non-Degree Applications http://www.ecu.edu/cs-acad/gradschool/Admissions-Information.cfm

Non-Degree Credit Policy

With permission of the area advisor, a maximum of 6 hours of course work on the graduate level taken as a non-degree student may apply toward the credit requirement of your degree program.

Incomplete Policy

A grade of I (incomplete) must be removed within one year from the date of receiving that grade, following the procedures outlined in the graduate catalog. Any exceptions to this policy will be made through appeal to both the Graduate Committee and the student's area coordinator. Any student that does not remove an Incomplete in one year, will not be able to receive an assistantship until the incomplete has been removed.
Policy on Completion of Degree Requirements and Graduation

Graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. **Students must be enrolled for at least one credit hour during the semester of graduation except summer, if registered for the prior spring semester.** Students may request a leave of absence for special circumstances, but are not permitted to use university resources during the period of their leave of absence. Students may petition the Graduate School for an exception to the continuous registration requirement if all degree requirements are completed prior to the first day of class in the next term.

For information on leave of absence, view Absence and Readmission found at [www.ecu.edu/cs-acad/grcat/admission.cfm#LOAReadmit](http://www.ecu.edu/cs-acad/grcat/admission.cfm#LOAReadmit)

For **Academic Calendar Dates** download the pdf or go to the [Graduate School Homepage](http://www.ecu.edu/cs-acad/grcat/admission.cfm#LOAReadmit).

Information About The MFA Thesis Exhibition

A final exhibition is the formal presentation of the student’s artwork in which the student demonstrates advanced professional competence. The work in the final exhibition is selected by the student under the direction of studio faculty in his/her major concentration. A written document, in support of the student’s artwork, which follows the guidelines of the East Carolina University Graduate School, is also required. The final exhibition and the written documentation are the concluding requirements of an MFA degree in studio art. The MFA degree is recognized as the terminal degree in the studio arts.

The required written thesis follows the format and procedures for thesis requirements as defined by the EAST CAROLINA UNIVERSITY Graduate School. The written thesis for the MFA degree is a support document to the thesis itself, which is the thesis exhibition of artwork.

The SOAD Wellington B. Gray Art Gallery will offer a MFA Thesis Exhibition each spring semester. Applications for all graduate thesis exhibitions (fall or spring) must be made through the Director of Graduate Studies.
To initiate the process for an MFA exhibition, the student must deliver a completed and signed Intent to Exhibit Form to the Director of Graduate Studies two (2) semesters prior to the anticipated exhibition. This Intent to Exhibit Form is available in this Manual and at this webpage http://www.ecu.edu/cs-cfac/soad/forms.cfm. Failure to do so will withdraw the option to exhibit. The Intent to Exhibit Form must be signed by the student, the thesis chairperson, the Director of Graduate Studies and, the Gallery Director of the exhibition venue. For the spring exhibition in the Gray Gallery, the Gallery Director will also receive a copy of the completed Intent to Exhibit Form. If a student intends to exhibit during the fall semester, it will be the responsibility of the student to find an exhibition space, provided the student has the approval of the thesis chairperson. Other possible exhibition sites include, but are not limited to: CCA in Kinston, Burroughs/Wellcome Senior Gallery, Emerge Gallery or the Greenville Museum of Art (GMA). The Burroughs/Wellcome Senior Gallery is scheduled thru the School of Art and Design main office. As gallery schedules are traditionally established one to two years in advance, it is recommended that arrangements be made by the student as soon as feasible. The procedure for initiating an exhibition at the CCA in Kinston, Emerge Gallery or the GMA is the same as for any artist and images of artwork should be submitted to their Directors two to four (2-4) semesters in advance. ANY EXHIBITION VENUE OUTSIDE OF GREENVILLE, NC MUST BE APPROVED BY THE THESIS COMMITTEE.

The printed announcement for the MFA Thesis Exhibition must be approved by the thesis chairperson if it is a solo exhibition. Posters and invitations for group exhibitions in the Gray Gallery must be approved by the Gallery Director.

Wellington B. Gray Gallery Thesis Exhibition

The Wellington B. Gray Gallery hosts an MFA Thesis Exhibition during the spring semester of each school year. Thesis students intending to exhibit must have obtained the signature of the Gallery Director using the appropriate form two (2) semesters in advance of the exhibition date. A copy of this form must be provided to the Gallery office.

Students will meet as a group with the Gallery Director in January of the semester of said thesis exhibition.

The process for the thesis exhibition in the Wellington B. Gray Gallery has been established in order to familiarize graduate students with the practice of gallery work. Each student will be responsible, as a group, for the following:

1. Elect a chairperson of committee
2. Design an exhibition announcement and the gallery exhibition space
3. Assist with mailing
4. Install and de-install all artwork
5. Organize opening reception
6. Meet all calendar commitments

The Gallery Director is responsible for providing participating graduate students with exhibition space and has final approval of the exhibition and announcement design.

The Wellington B. Gray Gallery waives commissions on the sale price of all work of graduate students sold during the MFA Thesis Exhibition.
MFA Thesis Procedures

Graduate students pursuing a MFA degree will adhere to the following procedures unless their area of concentration has annual progress toward tenure reviews. Contact your area coordinator for details.

1. After completing 30 hours of graduate coursework for the MFA, the student’s body of work will be reviewed by the studio faculty within his/her declared concentration. Each concentration has specific procedures the student must follow. The student will become a candidate for the degree upon approval of the faculty within their declared concentration.

2. Once approved, the student will select a thesis director and a thesis topic http://www.ecu.edu/cs-acad/gradschool/upload/Definition_of_Thesis_Dissertation.doc within his/her area of study. Candidates should review several successful theses before deciding on a topic. The Thesis Director should advise the candidate on specific thesis examples.

The Thesis Director must have graduate faculty status in the student's major declared concentration. Should the student wish to change his/her thesis director, the matter will be brought before the Director of Graduate Studies with the student and the Thesis Director present. If not resolved then, the matter will be brought before the School of Art and Design Graduate Committee.

3. The student will select a thesis committee in consultation with the Thesis Director. The thesis committee is composed of a faculty member from the student’s area concentration who serves as Thesis Director, two other graduate faculty from the School of Art and Design, who serve as readers, and one faculty member who may be from another school or department who serves as consultant. All committee members with the exception of the consultant must hold either full or associate graduate faculty status. Any subsequent changes in the thesis committee must have the approval of the thesis director and the student.

4. After the thesis topic has been selected and approved by the thesis director, the student will write a thesis prospectus. Although there is no required form for the prospectus, generally it will contain three parts:
   a) A statement of the purpose, method and scope of the topic
   b) An outline showing the projected organization of material
   c) A bibliography of materials on the topic

5. The student will submit the thesis prospectus to each thesis committee member. Shortly thereafter, the student will meet with the thesis director and committee members to discuss the thesis topic and prospectus.

6. Each student must receive approval for his/her thesis title from the Thesis Director.

7. The student will submit a Thesis Title and Committee form signed by all thesis committee members to the Director of Graduate Studies. The Graduate Director will then create a section of ART 7000 (Thesis) for the student.

All students whose thesis projects involve clinical research with human subjects must submit, with the title of the thesis, a brief description of the manner in which said human subjects will be used for the purpose of research and receive IRB approval.

The MFA degree in studio art considers the thesis to be the exhibition of artwork created by the student under direction of studio faculty in their major concentration.
WRITTEN THESIS PROCEDURES

1. Committee Meetings

The thesis director is the only individual who can endorse a committee meeting of a graduate student’s thesis committee. All written material for consideration in any meeting of the committee must be delivered to the committee members one week prior to the meeting. In cases where the graduate student is doing a creative thesis, it is the thesis committee director who, after consultation with the committee, has the final responsibility for accepting the thesis (visual) work for the thesis committee.


The East Carolina University Manual of Basic Requirements for Thesis and Term Papers [http://www.ecu.edu/cs-acad/gradschool/ETD-Formatting-Requirements.cfm](http://www.ecu.edu/cs-acad/gradschool/ETD-Formatting-Requirements.cfm) outlines the basic requirements for all East Carolina University theses. These requirements must be met in full. Information on Graduate School thesis procedures is also available at the graduate school link on the East Carolina University web site [http://www.ecu.edu/cs-acad/gradschool/Required-Elements-of-Theses-and-Dissertations.cfm](http://www.ecu.edu/cs-acad/gradschool/Required-Elements-of-Theses-and-Dissertations.cfm) (see bottom of this webpage link). In addition to the East Carolina University Manual of Basic Requirements, the MFA student will select either the MLA or Kate L. Turabian’s A Manual for Writers of Term Papers, Thesis and Dissertations (latest edition) as the manual of style for their written thesis. MAEd candidates will use the APA Manual. The creative thesis requires documentation of the artwork in the form of photographs. The East Carolina University Graduate School Website should be consulted for further information for which the student is held responsible. Any format deviations from the above sources must be referred to the Director of Graduate Studies in the School of Art and Design.

Oral Defense Of Thesis

When the written thesis is complete, an oral defense of the thesis must be scheduled. This is done with the student’s thesis director and committee members.

The Director of the Graduate Studies must receive confirmation of date, time and location for the oral defense of the thesis.

The thesis director must notify the Director of Graduate Studies in writing if the oral defense of a particular thesis has been passed. The thesis director must then complete the MFA Thesis Assessment Form [http://www.ecu.edu/cs-cfac/soad/forms.cfm](http://www.ecu.edu/cs-cfac/soad/forms.cfm) to verify completion of the requirements for the degree.

NOTE: MFA candidates will have 2 oral defenses of their theses; 1) defense of the exhibition of artwork and 2) the written thesis. Contact the Area Coordinator for details.

The Electronic Submission Process [http://www.etdadmin.com/cgi-bin/main/resources?siteId=152;geoclass=USA#guides](http://www.etdadmin.com/cgi-bin/main/resources?siteId=152;geoclass=USA#guides)

Be sure to check the Graduate School website for the most up to date information.

Please note that there is a deadline for submission of the final copy of your thesis or dissertation to the Graduate School. Please see the University Academic Calendar at [http://www.ecu.edu/fsonline/senate/fscalend.cfm](http://www.ecu.edu/fsonline/senate/fscalend.cfm) -for the final deadline for the term in which you wish to graduate.
1. After you have successfully defended your thesis or dissertation and made the changes recommended by your committee, obtain committee members' signatures on the signature page and complete the ECU Non-Exclusive Distribution Agreement [http://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf](http://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf).

2. Deliver signed signature page and the ECU Non-Exclusive Distribution Agreement to the Graduate School, 105 Ragsdale, via campus mail, email or in person. These two forms must be on file in the Graduate School before your thesis/dissertation will be reviewed. Please note that at the time of your electronic submission, you are to submit an unsigned signature page with committee members' names as part of your PDF. Do not submit the signed signature page or include the ECU Non-Exclusive Distribution Agreement with your electronic submission.

3. To submit your thesis or dissertation electronically, go to the following web address: [http://dissertations.umi.com/ecu](http://dissertations.umi.com/ecu). In order to log into ECU's ETD Administrator site, you need to create a valid account. Creating an account requires a username and a password.

4. Your username is your email address, and the system selects a password for you. If you forget your password, please enter your email address with a password, and the system will send you your password immediately by email. If you want to change your password to something easier to remember, please go to the My Account page and choose the Edit Profile option.

Before you begin, be sure you have the following:

- Title of your dissertation
- Abstract in a separate text file.
- Full text of the dissertation in PDF format. (PDF conversion software is available on the site. Your document must be one file.)
- Optional supplementary files (images, sound, etc.)
- Committee chair’s name
- Subject category (See site)
- Keywords (see site)

5. ProQuest Publishing Agreement

You will be presented with a Publishing Agreement during the submission process. No actual signature is needed but you must accept the online agreement in lieu of signing in order to continue. Please take a few moments to familiarize yourself with the text of the ProQuest/UMI Publishing Agreement. **If you have questions about which publishing option to choose, discuss with your committee chair.**

6. About You

When you begin your submission, you will be required to complete several screens of information. Please enter all the information ProQuest will need to identify you and to contact you regarding your submission. Your name and affiliation should be entered exactly as you wish to have them appear on your dissertation. As indicated on the form, certain pieces of information are required.

**Personal Email Address**

Most graduate students stop using their university email account after graduation. In order to make sure we have accurate contact information, please provide us with an email address you plan to continue using after graduation. We recommend that you use your ECU alumni account which can be created at [http://www.piratealumni.com/s/722/index.aspx?sid=722&gid=1&pgid=274](http://www.piratealumni.com/s/722/index.aspx?sid=722&gid=1&pgid=274).

**Country of Citizenship**

Providing your Country of Citizenship is optional and is used only for helping libraries identify graduate works of interest. For example, some national libraries collect graduate works written by graduate students from the country the library serves.

**Future Mailing Address**
If you plan to move after graduation, please be sure to provide us with a future mailing address so we can contact you, if needed. If you don’t know what your address will be after graduation, you can always provide ProQuest with a new address later by contacting them at 1-800-521-0600, ext. 7020.

Notes to the Administrator
You can use this form to send questions about your submission to the Graduate School staff person who manages your ETD Administrator site. Your administrator will see the notes after you submit your manuscript. If you will be unreachable via email, note the best way to contact you here as well.

7. About Your Work-Bibliographic Details
Title
Please enter the title using Headline Capitalization. It should be entered exactly as you want it to appear on the final dissertation.

Keywords and Subject Categories
Putting in the proper Keywords and Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Please choose one primary subject category from the list below that best represents your graduate work. In addition to the primary subject category, you may choose up to two additional personal subject categories.
A list of Subject Categories can be found here: http://dissertations.umi.com/brandeir/subject_categories.html
To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.
If you need assistance choosing subject categories or keywords, call UMI Dissertation Publishing toll free at 800-521-0600 ext. 4883 for social sciences and humanities, or ext. 4881 for sciences and engineering.

The Abstract
You have the option of copying and pasting or typing the abstract into a text window in this area of the form. Do not include the title and your name with the abstract in this window. The abstract must be formatted according to the guidelines below. You will be offered the following options from a dropdown window on the site:

- One paragraph: Select this setting if you're abstract should be formatted as a single paragraph.
- 2+ paragraphs, separated by carriage returns.
- 2+ paragraphs, separated by blank lines.
- Paragraphs formatted with HTML tags: The following HTML tags are recognized by the dissertations.umi.com system and may be used to format an abstract. Please be sure to use lowercase characters.

It is recommended that you check the formatting of your abstract after you have entered it by logging out of the site and then logging back in.

8. Uploading the Full Text of your Thesis/Dissertation:
After you have entered the required information about you and your work, the next step will be to upload the PDF file of your dissertation. Click the “Browse” button next to the option button to upload a file. This will open a window allowing you to choose the appropriate file on your computer. For instance, if you wanted to upload the PDF of a paper called MyPaper.pdf which was located in a folder called My Documents, you would place the cursor in the text area labeled “Please upload your paper in PDF format,” click the Browse button, open the folder My Documents, click on MyPaper.pdf to highlight it, and then click “Open.” Depending on your operating system and browser, you will now see something like -“C:\MyDocuments\MyPaper.pdf” in the “Please upload your full text file in PDF format” area.
If you have trouble locating your document after clicking the Browse button, be sure that the setting at the bottom of the dialog is set to show files of all types.

If you are having difficulty submitting the full text of your dissertation, you may continue with your submission and upload the full text later via the Revise option.

Please Remember: Do not submit signed signature page and the ECU Non-Exclusive Distribution Agreement Form to the site. Please use an unsigned signature page with committee members’ names for the electronic submission.

Do not destroy the original file from which you created the PDF file. You may need this version for subsequent revisions.

After entering copyright registration information, the Web site goes into secure mode and the site changes from http: to https (secure mode). If your browser seems very slow, you may need to change your security settings and add the ETD Administrator Web site as a trusted site in your Web browser. If you are using your school’s computer, it may be blocked by a heavy firewall and you will have to make it a trusted site.

9. Supplementary Files
Inserting external links to supplementary multimedia files in your dissertation or thesis is acceptable. To include supplementary files with your submission:

- From the top left Menu, select the **ADD SUPPLEMENTAL CONTENT** option.
- Upload the new file, by clicking the BROWSE button and selecting the appropriate file on your hard drive.
- At the bottom of the page you will see the history of all supplemental files that have been uploaded for your submission. Each item has a check box next to it: Items that are checked will appear with the published dissertation/thesis.
- To include your new file with your dissertation/thesis, be sure to check the box next to the file you recently uploaded. Uncheck the boxes next to those files you do not wish to include.

10. Copyright Filing and Information
During the submission process, you will have the option to request that UMI Dissertation Publishing file for copyright on your behalf. If you choose this option, there will be an additional $55 fee (payable by credit card at the time of initial submission). Please have your credit card ready if you choose this option. You also have the option of filing your own copyright registration.

*Authors who publish with UMI retain all right to their original works. If you request that ProQuest file a copyright claim, ProQuest merely acts as your agent in filing the form, paying the fees and providing the copy. It is filed in your name only.*

Since the U.S. joined the Berne Convention, the Copyright Office has been recommending that a copyright notice be included in all published or non-published manuscripts. However, if it goes to court for plagiarism, you can not claim your lawyer and court fees as part of the settlement unless you have actually filed a claim (in any country that is a member of Berne).

11. Bound copies
During the submission process, you may order printed copies from UMI Dissertations Publishing. This can be done online with a credit card. Hardcover bound copies have black covers with gold lettering. Printing is double-sided. Once UMI receives the manuscript from your school, it can take up to 12 weeks before it is delivered to you. If you have questions, contact the Author and School Relations group directly: at 800-521-0600 ext. 7020.

You are not required to order your bound copies from ProQuest. You have the option of using other vendors to print and bind your manuscript. Recommended companies are: thessisondemand.com (http://www.thesisondemand.com) and printondemand.com (http://www.printondemand.com).

12. Confirmation of Receipt
A designated graduate school staff person is notified immediately when a new submission arrives. You will receive an email from the Graduate School confirming receipt of your ETD and informing you that your ETD has been successfully uploaded.

13. Revising Your Submission
After review by the Graduate School thesis/dissertation editor, you will receive an email indicating any necessary formatting corrections. Make the corrections in your original Word document, save again and convert to a PDF. Email notices from ECU’s ETD Site Administrator are delivered to the email address you entered at the time of your submission. Submit the revised PDF file.

Making revisions or checking the status of your submission.
At any point before it is delivered to UMI Dissertation Publishing, your submission will be available for revising and revisions through your My Account page, unless the ETD Administrator has locked your submission for review.
To view and check the status of your submission, log into your account. By clicking on the title of your submission you will be able to see the status of your submission in the column next to the title.
To revise your submission details about you and/or your paper:

- Log in to your My Account page.
- Click the title of your manuscript
- Click Revise dissertation/thesis from the list in the top left.
- Enter your changes in the Revise Submission form and click Submit at the bottom of the page to submit your changes. You only need to modify the portion of the form that corresponds to the changes you wish to make.
- Continue to the next screen if you need to revise the actual body of your manuscript.
- The administrator will be notified via email of your corrections.

14. Final Approval of Manuscript
You will be notified by the Graduate School via email upon final approval of your ETD document. The approved document is designated on the Administrator Site as the official copy to be submitted to Proquest. Once the Graduate School accepts/approves the final document, your account will be locked, and no revisions or resubmissions are allowed. Your approved manuscript will be submitted to Proquest and the ECU Institutional Repository at the end of the term upon verification of your graduation by the Registrar’s Office. If you would like to inquire about the status of your submission after it has been submitted to ProQuest by the Graduate School, you may contact the Author and School Relations group directly: at 800-521-0600 Ext. 7020.

Comprehensive Assessment Requirement [http://www.ecu.edu/cs-acad/grcat/regulations.cfm#compAssess](http://www.ecu.edu/cs-acad/grcat/regulations.cfm#compAssess)

All graduate programs require students to successfully complete a comprehensive assessment. The assessment may include a comprehensive examination (written and/or oral), a research project, thesis, capstone course, portfolio, and/or equivalent. The specific requirements may be found in descriptions of degree programs.
Several MFA concentrations require that their graduate students complete a comprehensive assessment in addition to the thesis. Thesis candidates should discuss the parameters of this assessment with their thesis committee director. Members of the graduate faculty with expertise in the student’s major area/discipline will be appointed by the thesis committee director to formulate and administer the comprehensive assessment. The thesis committee director must provide verification, in writing, of the pass/fail status for the comprehensive to the Director of Graduate Studies in Art and Design. Comprehensive assessment forms may be obtained from the Graduate Studies Secretary. In lieu of the comprehensive exam, MAEd candidates can complete a culminating project approved by the Area Coordinator.

Application For Graduation

Application for graduation must be made by the student at the Registrar’s Office at least one (1) semester prior to the anticipated graduation date.

- Application for graduation must be made on a form provided by the Office of the Registrar at least one semester prior to completing the requirements of the degree as stated by the Graduate Catalog. Click here for the website: http://www.ecu.edu/cs- acad/registrar/upload/Apply_For_Graduation-2-2.pdf
- Print, complete and return to the Office of the Registrar in person, via mail or fax.
- Students are advised to consult with their departmental advisor for the processing of the graduate summary form.
- Obtain a form from the Registrar's Office or the above links.
- Submit both parts of the graduation application to the Graduation Services office in the Office of the Registrar.
- Graduate graduation application should be taken to Whichard 108
- Graduate graduation application may be faxed to (252) 328-4232
- Graduate graduation application may be mailed to: Office of the Registrar, East Carolina University, Whichard Building, Greenville, NC 27858
- Complete exit survey on OneStop.
- For more information regarding graduation services, please e-mail shepards@ecu.edu.

Continuous Enrollment (or Registration)

Graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. Students must be enrolled for at least one credit hour during the semester of graduation except summer, if registered for the prior spring semester. Students may request a leave of absence for special circumstances, but are not permitted to use university resources during the period of their leave of absence. Students may petition the Graduate School for an exception to the continuous registration requirement if all degree requirements are completed prior to the first day of class in the next term.

For information on leave of absence, view Absence and Readmission found at www.ecu.edu/cs- acad/grcat/admission.cfm#LOAReadmit.

SOAD RECOGNITION CEREMONY

Graduates of the School of Art and Design are recognized in a special ceremony usually the Saturday morning after the University graduation ceremony each semester.
UNIVERSITY COMMENCEMENT

At the beginning of the Fall/Spring semester in which the student plans to fulfill all degree requirements, the student needs to pick up his/her MFA/MAEd gown, cap and hood at the Student Supply Store located on campus in the Wright Building. The cap and gown are included in your graduation fee but the student must rent an MFA/MAEd hood at the Customer Service Desk at the Student Supply Store. All are to be worn by the graduate during the University Commencement.
FORMS AND CHECKLISTS
http://www.ecu.edu/cs-cfac/soad/mfa-forms.cfm