

REQUIREMENTS FOR GRADUATION RELEASE Master's of Fine Arts

- 1. **Submit 1 or 2 complete copies** of the final project paper for binding (one for department & one for student).
- 2. **Place in order**: Title page, copyright page, Supervisory Committee Approval form with the original signatures in black ink, Final Reading Approval form with the original signatures in black ink.
- 3. Take complete manuscripts to University Bookstore (Campus Sales desk) to be **bound.** Student will pay a fee of \$59 to have one manuscript bound. Turn around time is 3 weeks.
- 4. **Return the bound manuscript** to Grad secretary in the Art/Art History Office.
- 5. **Submit a digital copy of your project paper and high-resolution exhibition documentation.** A maximum of 20 high-resolution of images and media to Department of Art & Art History Visual Resources Specialist via CFA server, Ubox, thumb drive, or disc. Acceptable formats: jpg, tiff, WAV, MP3, AVI, MPEG, MP4, PDF. This documentation will be housed in the Department of Art & Art History Visual Resources Collections and at the Marriott Library Institutional Repository of Theses and Dissertations, MFA Final Projects Collection.

Organize the order of your files and indicate ownership, for example: 001_Smith_art_sample.jpg; 002_Smith_narrative.pdf, Smith_video1.mp4, etc.

Select and identify four keyword sea	arch options to aid as a substitute for a title, author or
call number search to perform a basic search in the MFA Collection.	
Keyword #1	Keyword #2
Keyword #3	Keyword #4
For example: community art, concer	ptual art

6. **Sign and return** the Marriot Repository Release Form to Grad secretary

Final grades cannot be processed until manuscript is bound and returned along with the flash drive or upload of the Digital Project Paper, MFA Exhibition/Repository Collection Documentation Portfolio and Release Form for submission to the Marriott Library Repository.