



---

# GRADUATE STUDY

---

## *College of Fine Arts*

---

### **General Requirements**

For admission, an applicant must possess a bachelor's degree from an institution regarded as standard by the University and a regional accrediting agency.

For unconditional admission, the student must have satisfactory undergraduate preparation for the particular degree sought. This is determined by the chair of the major department and the Director of Graduate Studies and includes a "B" average in the last 60 hours of undergraduate work or in all undergraduate work; a "B" average in the major field; and satisfactory scores on the appropriate tests required by the college.

Individual departments may set different standards and require other tests. Please refer to the current Graduate Studies Bulletin for specific requirements for your intended degree.

An application that is otherwise satisfactory may still be rejected if the intended major area has already accepted as many new students as its facilities can accommodate, or if it is felt that the program TCU provides is not suitable to the applicant's vocational goals.

Complete and certified transcripts and application form are required. The application form may be obtained from the Graduate Studies Office, College of Fine Arts.

### **Undergraduate Prerequisites**

In most departments, a minimum prerequisite of 24 semester hours is required for each graduate student in the major field.

### **Deficiencies in Preparation**

A student who lacks certain courses prerequisite to full standing for graduate study must enroll in these as soon as possible by arrangement with the major department.

An applicant for admission who lacks so many undergraduate requirements that attainment of the advanced degree is likely to be unduly prolonged may be advised to postpone application until deficiencies have been reduced.

The department may also recommend that a semester or two of undergraduate leveling work be done prior to graduate admission.

### **Types of Admission**

TCU provides for six types of admission:

#### **1. Unconditional Admission**

Unconditional admission is granted to applicants who have met all of the general requirements for admission as well as the particular admission requirements of the department and college, and who have completed all admission formalities.

#### **2. Conditional Admission**

Conditional admission is granted to applicants who have completed all admission formalities, have a sufficient and superior undergraduate record, but lack certain prerequisites for the graduate program selected.

It is also occasionally granted to qualified students who have been unable to complete all admission formalities (e.g., all transcripts have not yet arrived). The university assumes no responsibility for continued enrollment or for graduate credit if these students are denied admission upon evaluation of the completed records. These students must register during the regular registration period; late registration is not permitted.

Conditional admission will be changed to unconditional admission when the necessary prerequisites and/or admission formalities have been fulfilled.

All conditions for admission must be fulfilled by the end of the student's second semester of full-time graduate study at TCU, or after completion of an equivalent number of graduate semester credit hours (as determined by the department or school). If the conditions are not completed within this time frame the student will not be admitted to candidacy and will not be allowed to continue in the graduate program.

#### **3. Non-Degree Graduate Admission**

Non-degree graduate admission may be given to an applicant who (1) meets the general

requirements for admission, (2) is not an applicant for a degree program, and (3) wishes to enroll for graduate work for credit.

Non-degree admission requires completion of the appropriate application form, a letter stating why the student is requesting non-degree admission, and submission of one official transcript mailed to TCU from the registrar's office showing all work the student has previously completed. Applications for non-degree admission require the approval of the department concerned and the Associate Dean. A maximum of 12 hours of graduate study is ordinarily permitted under non-degree admission.

Courses taken under this status do not necessarily count towards the credit requirements for a degree. If at some later date the student wants to apply for degree admission, he or she must complete all regular admission formalities. At the time of application for degree admission, courses previously taken as a non-degree student may be evaluated for possible degree credit. Upon recommendation of the department to which the student is admitted and with approval of the Associate Dean, a maximum of 12 hours taken in a non-degree status may be credited toward degree requirements.

#### **4. Visiting Graduate Student Admission**

Visiting graduate student admission may be granted to students enrolled in graduate programs at other universities but who desire to take courses from TCU for transfer. Students should get prior approval for this work from their graduate school since the receiving institution has the right to accept or reject transfer courses. Requirements for visiting graduate student admission are a completed application form and a letter of good standing from the student's institution.

#### **5. Admission for TCU Seniors**

Admission for TCU seniors is sometimes permitted. A qualified TCU senior may begin graduate work during the final bachelor's semester. He or she must be within 9 hours of completing all requirements for the bachelor's degree and must be enrolled for the courses, which will fill those requirements. A complete transcript from the registrar at TCU is required, as well as a statement of standing indicating that the student is within the 9-hour limit of completing the degree requirements. These materials must be submitted prior to the registration period. This admission is limited to TCU seniors only and may be for degree admission or for non-degree student admission.

#### **6. Workshop Admission**

Workshop admission is a simplified admission procedure for the student who wishes

to attend a special graduate seminar or workshop offered by TCU. Admission will be granted to applicants who hold at least a bachelor's degree from an accredited institution in the U.S. or proof of equivalent training at a foreign institution and are in good standing at all colleges and/or universities previously attended. Graduate credit will be given for grades of "B" or better. Such a student is not regarded as an applicant for a degree program.

#### **Procedures for Making Application for Graduate Study**

Application should be sent to the:

**Graduate Studies Office  
College of Fine Arts  
Texas Christian University  
TCU Box 297550  
Fort Worth, Texas 76129**

In addition to the application for admission, prospective students must have a statement of experience and vocational goals, three letters of recommendation, and two official transcripts showing all previous college work sent to the Director of Graduate Studies directly from the registrar's office at the college or university attended. If the last school attended was TCU, the appropriate office will obtain the necessary records.

Notices of admission to graduate study are not held for release on any particular date but are sent as soon as action is taken. Successful applicants are notified of the date for which acceptance has been granted.

#### **Graduate Record Examinations**

**Art History, Musicology, Music Theory, Music Education applicants are required to take the General Aptitude Graduate Record Examination.** Call 1-800-GRE-CALL to schedule these tests. A combined score of 1000 on the Verbal & Quantitative exams is required for unconditional admission.

**All** graduate students in music will be given a comprehensive examination covering music history and theory during the first ten days of their first semester in order to determine placement. Deficiencies must be strengthened by coursework specified by the department.

#### **Graduate Admission for International Students**

##### **1. Admission of International Students**

Applicants from countries other than the U.S. must meet the same standards required of all other applicants. In addition, each international student must be proficient in the English language at the time of admission. The Test of

English as a Foreign Language (TOEFL) is required; minimum scores are 550 on the written test or 213 on the computer-administered test. Check with your department for any other language or writing prerequisites that may apply.

Transfer students from an English speaking university must provide evidence of successful college work.

While all new international students are required to attend a special orientation for new international students, those who have earned an Undergraduate degree in a U.S. university or have successfully completed at least one year of graduate studies in a U.S. university may be permitted to skip certain sessions of the orientation. Requests regarding this matter should be submitted to the Director of International Student Services prior to the scheduled dates of orientation.

The TCU English Language Center staff will provide personal interviews and/or English language exams during the orientation to ensure that every student meets the university's minimum standards with regard to the student's ability to understand, speak, read and write the English language with sufficient proficiency for graduate level studies. Any deficiencies are reported to the student's graduate director, and the student is informed as to which English and/or speech course must be taken. It is essential that any necessary language instruction be taken in the student's first term and be continued as long as is necessary to reach adequate proficiency.

## **2. Financial Capability and Affidavits**

**International students must be able to prove financial capability in order to receive an 1-20 or IAP-66. Unless they have been awarded a scholarship sufficient to cover all expenses, students must provide a notarized TCU affidavit accompanied by original current bank statement/ records indicating that they have sufficient funds available to cover all their educational and living expenses in the United States for the completion of their total program, or students must provide a TCU Financial Statement completed by themselves, by a member of the family or other sponsor approved by TCU verifying financial capability and promise of support for all expenses, and by the sponsor's bank or employer verifying such financial capability and intent.**

When the student is admitted, he/she is also notified that there is a non-refundable \$50 advance orientation fee payment (which will be applied toward orientation/testing/ processing/programming for international students) prior to the 1-20 or IAP-66 issuance.

It should be noted that some countries have strict regulations regarding amount and

frequency of monetary flow out of the country. Therefore, certain international students may also be required to send the university the estimated amount needed for the first semester of study prior to issuance of the 1-20.

International students should not anticipate employment as a means of financing their academic and living expenses in the U.S.

## **3. Accident and Medical Insurance Coverage and Health Center Requirements**

All non-immigrant international students, i.e., those on student visas, including those who are sponsored by an agency, must have medical insurance coverage for themselves and any accompanying dependents throughout their entire student program at TCU.

(Agency-sponsored students must have an identification card indicating that all medical expenses are covered by a U.S. insurance company provided and paid by the agency or that the sponsoring agency will promptly pay all medical expenses to the medical institution involved.)

A reasonably priced student plan is made available by the Office of International Student Services during registration for individual students.

All international students pay a medical fee each semester (which is included in the General University Fees) which entitles them to the care and treatment of physicians in the University Health Center whenever necessary and without charges, except for the supplies and medicinal expenses incurred by the University (which may be reimbursed by the insurance plan for international students).

All students must provide the university with a completed TCU Health Record prior to initial registration.

## **Financial Aid**

### **Tuition and Fees**

Tuition is usually set in the spring for the following academic year. Current costs are available from the Controller's Office.

### **Applying for Graduate Financial Aid**

Candidates for fall admission who want to be fully considered for financial aid must complete all application procedures by March 1 preceding the fall semester they plan to begin study. Be sure to indicate your interest in an assistantship in the appropriate place on the application for admission. There is no separate application for financial aid (merit-based assistantships).

### **Assistantships**

A number of assistantships are available to full-time graduate students. Applicants must be admissible to a graduate program, have a strong academic record, and present favorable recommendations.

In general, assistantships carry tuition grants and stipends. The following appointments are available:

Graduate Assistantships provide tuition grants only, and require at least 10 hours of work experience weekly in the department. These are available in most graduate departments.

Departmental Assistantships provide tuition and a stipend for the academic year for a teaching or research assignment and/or other departmental duties. The minimum number of hours of work experience is defined by the size of the stipend and the needs of the department.

TCU adheres to the following resolution of the Council of Graduate Schools in the United States:

*In every case in which a graduate scholarship, fellowship, traineeship or graduate assistantship for the next academic year is offered to an actual or prospective graduate student, the student, if he/she indicates his/her acceptance before April 15, will have complete freedom through April 15 to submit in writing a resignation of his/her appointment in order to accept another scholarship, fellowship, traineeship or graduate assistantship. However, an acceptance given or left in force after May 1 commits him/her not to accept another appointment without first obtaining formal release for the purpose.*

The University makes financial awards without regard to race, color, religion, sex, national origin, age and veteran or handicapped status.

### Terms of Appointment

1. An appointee must enroll as a full-time graduate student each semester and summer session during which a stipend or tuition grant is drawn.

2. If a student's graduate work is not satisfactory, the appointment may be terminated.

3. Recipients of awards are required to pay the fees required of all other students. However, nearly all awards provide for free tuition.

4. Outside employment for students, holding financial aid carrying stipends is discouraged. The University assumes that the student's primary obligation is toward graduate study. The Department Chair and the Director of Graduate Studies reserve the right to review any outside employment and require that the student modify the commitment to the outside employment or relinquish the financial aid appointment. International students must receive permission from immigration before they can

work off-campus. Permission would be granted only in cases of extreme or unusual circumstances.

5. Stipend payments will be in accordance with the schedule set by the Controller's Office:

6. If the appointee drops courses that cause the enrollment to fall below the minimum full-time academic load, he or she will be requested to vacate the appointment.

7. The tuition remission grant is to be used during the duration of the appointment and may not be carried over for another term or semester.

8. The tuition remission grant only covers courses that will be credited toward the student's degree.

**NOTE:** *The following guideline is used by the Controller's Office to determine taxable income: in general, any portion of an award covering services not required of all students enrolled in a particular degree program is considered payment for part-time employment and is therefore taxable.*

### Loan Funds

Long-term loans for tuition and living expenses are available to qualified persons. This should be arranged prior to arrival on campus. For information, contact the Office of Scholarships and Financial Aid, Texas Christian University, TCU Box 297012, Fort Worth, Texas 76129.

### Continuing Education Financial Aid Program

The Professional Development Grant is available to qualified part-time students wishing to pursue academic credit courses. For further information, contact the:

**Office of Scholarships and Financial Aid  
Texas Christian University  
TCU Box 297012  
Fort Worth, Texas 76129**

### Graduate Education of Ex-Service Men and Women

The benefits available to undergraduate veterans are also permitted for graduate students. For more information contact the:

**Veterans Certification Officer  
Room 18, Sadler Hall  
TCU**

Please see enclosed sheet "Financial Aid" for other possibilities for aid.

### For Further Information

This packet contains almost all of the information needed for applying to the University.

Additional information may be found at [www.graduate.tcu.edu](http://www.graduate.tcu.edu) or from the:

Office of Graduate Studies  
College of Fine Arts  
TCU Box 297550  
Texas Christian University  
Fort Worth, Texas 76129.

Revised October 2002

Phone: 817-257-7603  
E-mail: [d.smolik@tcu.edu](mailto:d.smolik@tcu.edu)  
Fax 817-257-5672.

The toll-free number for Graduate Studies inquiries is 1-(800) 828-3764 or 1-(800) TCU-FROG.

*TCU does not discriminate on the basis of personal status, individual characteristics or group affiliation, including but not limited to classes protected under federal and state law.*

## APPLICATION CHECKLIST

- \_\_\_\_\_ Application for Admission
- \_\_\_\_\_ Statement of Experience and Vocational Goals
- \_\_\_\_\_ 3 Letters of Recommendation
- \_\_\_\_\_ GRE Scores — Required for Art History, Musicology, Music Theory, Music Education
- \_\_\_\_\_ 2 Official Transcripts sent from all colleges or universities attended
- \_\_\_\_\_ Audition Tape, CD, or Video (if required for your program)
- \_\_\_\_\_ Portfolio of Approximately 20 Slides — studio art majors
- \_\_\_\_\_ TOEFL Scores — International Students
- \_\_\_\_\_ Writing Sample (if required for your program)



TEXAS CHRISTIAN UNIVERSITY  
H. Joseph Butler, DMA  
Associate Dean and Director of Graduate Studies  
College of Fine Arts  
TCU Box 297550  
Fort Worth, Texas 76129