

EMERGENT DIGITAL PRACTICES  
Graduate Handbook  
2018-19



Please Note: this handbook contains information specific to EDP. Please also refer to the DU Graduate Policy Manual (<http://bulletin.du.edu/graduate/gradpolicy/>) for further information about university-wide policies and procedures.

## CONTENTS

<b>I.</b>	<b>PROGRAM OVERVIEW</b>	<b>3</b>
<b>II.</b>	<b>DEGREE REQUIREMENTS</b>	
	<b>A. Master of Arts in Emergent Digital Practices</b>	<b>5</b>
	<b>B. Master of Fine Arts in Emergent Digital Practices</b>	<b>13</b>
<b>III.</b>	<b>GENERAL PROCEDURES AND POLICIES</b>	
	<b>A. Registration Procedures</b>	<b>19</b>
	<b>B. Provisional Admission Status</b>	<b>19</b>
	<b>C. Incompletes</b>	<b>19</b>
	<b>D. Continuous Enrollment</b>	<b>20</b>
	<b>E. International Students</b>	<b>21</b>
	<b>F. Financial Aid Eligibility</b>	<b>21</b>
	<b>G. Satisfactory Academic Progress</b>	<b>21</b>
	<b>H. Unsatisfactory Performance</b>	<b>22</b>
	<b>I. Advancement to Candidacy</b>	<b>22</b>
	<b>J. Application for Graduation</b>	<b>22</b>
<b>IV.</b>	<b>EDP PROGRAM PROCEDURES</b>	
	<b>A. Admissions Status</b>	<b>24</b>
	<b>B. Advising</b>	<b>24</b>
	<b>C. Facilities &amp; Tech Check</b>	<b>24</b>
	<b>D. Transfer of Credit</b>	<b>24</b>
	<b>E. General Substitution Courses</b>	<b>25</b>
	<b>F. Independent Study, Directed Study, &amp; Interterm Courses</b>	<b>25</b>
	<b>G. Graduate Student Internships</b>	<b>26</b>
<b>V.</b>	<b>COURSE DESCRIPTIONS</b>	<b>27</b>
<b>VI.</b>	<b>FACULTY</b>	<b>28</b>
<b>VII.</b>	<b>IMPORTANT CONTACT INFORMATION</b>	<b>29</b>

## I. EMERGENT DIGITAL PRACTICES PROGRAM OVERVIEW

The Emergent Digital Practices (EDP) program brings together art, design, media, culture and technology studies in a hands-on, collaborative environment. The curriculum encourages students to explore the emerging media landscape by infusing the practices of digital making and writing with contemporary critical approaches to technology, media philosophy, electronic and new media arts, science fiction, trans-global politics and science.

Above all, EDP aims to challenge students to think and create with purpose—to become leaders in the development and application of emerging forms of knowledge, technology, and culture that will shape our collective future.

The EDP program prepares students to innovate in a variety of fields. Our recent graduates, for example, include an artist creating interactive tools to improve strained relations between Iran and the US; a computer programmer making design and storytelling decisions for a game about economics; a writer performing audio-visual remixes to challenge our ideas of narrative form; and a scientist creating virtual spaces and experiences to visualize, explore and convey ideas about climate change.

EDP Graduate students should strive to develop critical awareness, to articulate deep media literacies, to sustain new creative practices, and to foster outlooks engaged with the world around us. While invested in participatory forms of creation, performance, and interactivity, EDP graduate students are expected to engage in technical experimentation outside the realm of industry standards and creative as well as critical undertakings that surpass the limits of single disciplines. Students are also expected to be able to articulate the critical underpinnings of the things they devise and create through writing and speaking.

The M.A. in Emergent Digital Practices combines the pursuit of advanced, investigatory technical media skill-sets with focused researched agendas contextualized within a broad liberal arts and digital humanities framework. The M.F.A. in Emergent Digital Practices emphasizes methods and production of creative scholarly research and works shaped by broader art historical and cultural contexts.

Students in both of the graduate degree threads of the EDP program will share key critical, theoretical, and historical resources, will be expected to excel in areas of creative expression and hands-on media production, and will be asked to acquire specialized

investigatory skills. Students will learn to work together by utilizing advanced technical platforms and facilities combined with opportunities for heightened critical reflection and dialog.

Advanced study in EDP will add scholarly and professional depth to the multiple artistic and cultural practices—both mainstream and alternative—that have developed alongside the powerful, networked, and mobile computing technologies of the 21st century. Advanced research in EDP will provide students with an awareness of broad contexts as well as definitive, professional-level focus and in-depth knowledge of the strategies and collaborative processes for complex, interdisciplinary cultural engagement.

The Masters of Fine Arts (MFA) degree is designed for students interested in careers in art (as makers, critics, historians, and curators). The Masters of Arts (MA) degree is designed for students interested in digital practices in relation to broader cultural, economic, political, and social realities. In both degree programs, scholarly focus can be tailored to students' specific interests and professional goals.

## II. DEGREE REQUIREMENTS

### A. Master of Arts in Emergent Digital Practices

The EDP M.A. degree at the University of Denver is unique in that it is designed for students to develop and combine their technical, critical, and aesthetic skills. It is structured to build on the knowledge of a field or fields that students studied in their undergraduate degree programs and/or have explored professionally. Over the course of their work toward the M.A., students explore the consequences and possibilities that arise from the inclusion of technology within that field.

The M.A. student should also be able to synthesize knowledge of ideas and practices from across the spectrum of historical and contemporary contexts, focusing not just on making the new, but making the needed. The M.A. student's work should demonstrate the ability to critically evaluate the cultural dynamics of emergent digital practices. Each student is required to complete a thesis, which includes both a paper and a project.

The M.A. degree is designed around a 2-year structure with 2 courses being taken during each of the three regular quarters per year. It is not unusual for students to be able to have a part time job (up to 20 hours/week) and still be successful in the program.

#### CREDIT-HOUR AND COURSE REQUIREMENTS

M.A. in Emergent Digital Practices (48 credits)

- 12 Graduate Foundations credits required
- 24 EDP Electives (at least one EDP Studio and at least one EDP Cultures)
- 4 Research Methods credits
- 4-8 M.A. Project credits (EDPX 5850 MA Project) or 4-8 M.A. Thesis credits (EDPX 5800 MA Thesis)

Students pursuing an M.A. in Emergent Digital Practices are required to complete one of two components. Either a Master's Thesis for a total of 4-8 credit hours, which combines scholarly research, a major written work of critical theory and scholarship, along with a minor digital component (EDPX 5800 MA Thesis), or a Master's Project, which combines research, a major project design and production, and a minor written component (EDPX 5850 MA Project).

Some details on each are provided, though keep in mind that the exact form, scale and scope of either the M.A. Project or M.A. Thesis will be determined by the student along with the Primary Advisor. This will also determine whether you should devote 4 credit hours (a minimum of 120 hours) or the maximum of 8 credit hours (a minimum of 240 hours) to the Project or Thesis.

### **M.A. Project**

The EDP M.A. Project is a significant digital creation, ranging among artistic, cultural, and scholarly inflected work, which offers an applied investigation/exploration of a clearly defined subject. Every Project, no matter the scale, will at the least typically be accompanied by a supporting paper 30-50 pages in length detailing goals for the project, the research into related work, and a critical analysis of the final results.

The M.A. Project may include any combination of project development & production and written scholarship within the bounds of 70%-30% project and 30%-70% writing. The exact scale will be determined by the student and the primary advisor, with input from the committee. This option is appropriate for the majority of our students.

**Committee.** The M.A. Project is evaluated by a committee of 3 full-time faculty members, at least two of them from the EDP program; one of the full-time EDP faculty will act as your **primary Project advisor**. The submission of the M.A. Project must be accompanied by a public presentation and an oral defense. The M.A. Project does not require a committee chair from outside EDP. Students are responsible for assembling their committee and should find a suitable primary advisor the end of the fall term of their final year before they intend to complete the degree and graduate. If the direction of the M.A. Project changes course, the advisor may require students to re-propose and reassemble the committee. In this event, students should consult the Graduate Director.

### **M.A. Thesis**

The EDP M.A. Thesis is a long-form research investigation, typically 80-120 pages in length, that explores a particular element of the field using critical, theoretical and empirical approaches. The Thesis must be supported by an accompanying digital element. This project element is an actualization of the concepts explored in the Thesis pertaining to emergent digital practices. While the exact nature of this project element will vary, it may act as a sort of appendix to the Thesis, supporting the subject with multimedia, links to resources and examples, or text the ideas of the Thesis in some way.

The M.A. Thesis follows the official processes for Thesis committee memberships (the majority of the committee must hold Ph.D.s), deadlines, Thesis formatting, and other submission guidelines established by the Office of Graduate Studies. This may be the most appropriate option for a student seeking entry into a Ph.D. program.

**Committee.** The Thesis is developed together with and evaluated by a 4-person committee: two full-time faculty from EDP, one of whom will act as your **primary Thesis advisor**; a third full-time faculty from EDP or another department at DU; and the Committee Chair. The Committee Chair must be a full-time faculty member from a DU department or program other than EDP; the Committee Chair is responsible for attending the Thesis presentation and defense, and for submitting the required paperwork to the Office of Graduate Studies, but is not involved in thesis advising. Students are responsible for assembling their committee and should find a suitable primary advisor the end of the fall term of their final year before they intend to complete the degree and graduate. If the direction of the M.A. Thesis changes course, the advisor may require students to re-propose and reassemble the committee. In this event, students should consult the Graduate Director.

### **Proposals for M.A. Project or M.A. Thesis**

The first task to accomplish with your advisor will be to develop a proposal for the Project or Thesis. The proposal must be approved in a meeting with the thesis committee that the student has assembled (excluding, at this time, the outside chairperson). When the proposal is completed including any revisions suggested by committee members, the student should submit the approved proposal to the Graduate Director, listing all of the committee members.

M.A. Project and M.A. Thesis proposals should be 15-20 double-spaced pages, not including bibliography (required for both) as well as any additional pages for production plans, storyboards, mock-ups, sitemaps, and so on (varies according to the specific work). While the final format may vary according to the direction of the primary advisor, all proposals must include the following:

- 1) **Abstract:** Summarize the proposed project or thesis in 150-200 words.
- 2) **Overview & Description:** This may take the form of a general introduction to the topic, research, design, and production of the work being proposed. This section should address the work's critical, intellectual scope, as well as the approach to be used to examine its subject matter. It should clearly convey

the student's specific interest in the subject and the research methods employed. The M.A. Thesis proposal should also address the digital media production necessary for the completion of the project component, including design elements, format and delivery.

- 3) **Literature and Media Review:** A review of the literature, contributing movements, prior art, media and technologies related to the specific topic, providing a clear and succinct statement of the questions and issues that the Project or Thesis will address. This review should provide a critical analysis examining the approach to the topic and the proposed work's design and production, highlighting the specific issues in the debate about that approach. The discussion should make clear where the student places the work within that debate to justify the approach applied to the Project or Thesis. The M.A. Thesis proposal should include a discussion of anticipated contributions the study will make to the existing discourse on the Thesis' primary topic.
- 4) **Research Methods and Materials:** A review of methods (including theoretical, empirical and/or actualization methods) and materials to be used in the project. Please reference specific tools you will be using (software, hardware, etc) and discuss their historical context and your intended development efforts, addressing the question: *How will you implement these tools to reach the objectives of your work?*
- 5) **Forecast / Discussion of Potential Outcomes:** A discussion of the intended outcomes as well as possible outcomes of the Project or Thesis. This may include venues for exhibition, written work, or other ways of dissemination.
- 6) **Outline and Timeline:** A brief outline of the stages of work anticipated, accompanied by a timeline for completion.

Students should have their proposals approved the quarter before they register for their M.A. Project or M.A. Thesis hours. These hours do not have to be taken at the same time, and students will decide in conversation with their primary advisor and the Graduate Director which to take first. In most cases, this means that students must have an advisor, and have their Proposal approved Fall quarter of their second year if they hope to complete the program and graduate by Spring quarter. Proposals should be submitted no later than advising week (Week 8) of a given quarter. Students processing



their proposal after this time will not be guaranteed Spring graduation. This also means that should students want to sign up for project or thesis hours in the Winter quarter, they need to have the proposal approved in Fall quarter.

**Presentation of the Project or Thesis.** Students must schedule a presentation and defense of their M.A. Project (project and supporting written document) or M.A. Thesis (written component and supporting project) around week five (5) of the quarter in which the student intends to complete all degree requirements and graduate. The exact dates are determined by the Office of Graduate Studies for the given quarter. Students will manage all aspects of their presentation and support technology, including scheduling, setup and takedown. The public presentation will be followed by a closed defense/oral examination of the work with their committee. All members of the Thesis committee, including the Outside Chair, must receive a copy of the candidate's written thesis at least two weeks prior to the scheduled examination. All members of the Project committee should have the written component in hand at least two weeks prior to the scheduled presentation. Students are responsible for working with their primary advisor and the EDP office to schedule these dates and reserve access to the classroom for the presentation or defense. Students are responsible for submitting all required forms to the Office of Graduate Education, and they should consult with that office to confirm all deadlines.

**Evaluation: The M.A. Project will be evaluated for the following:**

- To what extent the Project critically reflects the current state of EDP, provides new and meaningful insights to current issues, as well as participates in emerging trends, ideas, processes, and practices in making;
- To to what extent the Project establishes a foundation for new approaches to making in the field of Emergent Digital Practices;
- To what extent the Project successfully carries out the stated goals and objectives;
- To to what extent the ideas in the Project are rigorously researched;
- To what extent the Project's supporting paper covers and cites related ideas from past scholarship and evidence of production related to its subject.
- To what extent the supporting paper further unpacks the subject of the Project.

### **Evaluation: The M.A. Thesis will be evaluated for the following:**

- To what extent the Thesis critically reflects on the current state of EDP, provides new and meaningful insights into current issues, as well as critically engages with emerging trends, ideas, processes, and theories in scholarship;
- To what extent the Thesis contributes to the advancement of scholarship in the field of Emergent Digital Practices;
- To what extent the Thesis shows provides evidence of mastery of related and relevant scholarship;
- To what extent the Thesis and its supporting project demonstrates a rigorous research plan and execution of its hypotheses;
- To what extent the supporting project provides meaningful, experiential connections to the Thesis.

### **Possible Outcomes for M.A. Project or M.A. Thesis:**

- **Pass with no revisions.** The MA Committee has determined that the project, thesis and its oral presentation have achieved a professional academic caliber. This is interpreted to mean that only grammatical, labeling or numbering changes are required for the major written paper. Only a limited number of sentence additions or deletions should be necessary.
- **Pass with minor revisions.** The MA Committee has determined that the project and/or the written thesis require minor revisions. This indicates that the candidate will be required to reorganize portions of the manuscript, change some of the content, or alter minor elements of the project.
- **Pass with major revisions.** The MA Committee has determined that the project and/or the written thesis require major revisions. This implies that a complete chapter or chapters must be rewritten, additional content will be required, the general format of the written work must be changed, or significant portions of the project must be changed. Responsibility for seeing that needed revisions are made usually rests with the Thesis Advisor, but if major changes are indicated, committee members may also request an opportunity for their approval before final submission.
- **Fail.** A recommendation to fail indicates that the thesis content is not of acceptable quality or that the candidate cannot defend the research. A candidate who fails the defense/oral examination may petition the MA Committee for a maximum of one re-examination.

## **Final Deliverables:**

### Final Thesis, Project Paper & Associated Documentation

1. Two printed copies of your final written thesis or project paper. One copy for your Committee Chair and one for the EDP program (submit to the EDP Program Assistant to include in our MA Thesis/Project collection housed in the EDP office). Ask the other members of your committee if they would like a printed copy of your final written thesis and/or project documentation. Expensive printing/binding is not required, however, if appropriate we encourage creative packaging suited to your subject matter. At the minimum, please use spiral binding.

2. Two USB/jump drives of project documentation, audio/visual materials, code, digital media, and a digital version of your written thesis. For your project portion, include the current version of Processing or other development programs as needed, any libraries, source files, and digital assets, and so on.

### Project documentation

1. A brief video/audio documentation of your MA project (5-15min). This should feature, as applicable: individuals/groups interacting with the project; the project in an exhibition space; additional relevant materials documenting the work in action/interaction.

2. Also, submit hi-res photo documentation, as well as relevant website links, for potential use on the EDP site or for University promotional coverage.

### Exit Video Interview

A brief summary of your graduate project (focusing on: concepts, theories, process, tech, future directions, and anything else that you would like to share relevant to the thesis and/or project). A GTA will be responsible for filming; a few dates will be sent to coordinate filming in the HyperCube.

## **Summary of Key M.A. Project or M.A. Thesis Milestones**

Fall (Year Two):

- Take EDPX 5700 Research & Theoretical Methods;
- Assemble committee and have topic approved;
- Draft and present proposal.
- Advancement to candidacy.

Winter (Year Two):

- Typically, take 4 of the 8 M.A. Project (EDPX 5850 MA Project) or M.A. Thesis (EDPX 5800 MA Thesis) credits.

Spring (Year Two):

- Typically, take 4 of the 8 M.A. Project (EDPX 5850 MA Project) or M.A. Thesis (EDPX 5800 MA Thesis) credits.
- M.A. Project presentations and M.A. Thesis defense takes place approximately Week 5-8 (refer to specific OGS deadlines).
- Final deliverables, revised if required, submitted according to OGS deadlines.

## **B. Master of Fine Arts in Emergent Digital Practices**

M.F.A. students are expected to create art that combines innovative technology with critical reflection in a publically engaged way. Students should be able to articulate an in-depth understanding of historical and contemporary overlap among the fields of arts, technology and sciences, while also demonstrating an understanding of emergent digital practices within interdisciplinary contexts. The program will prepare students to engage with cultural institutions such as galleries, museums, festivals, and other public spaces at a professional level.

The M.F.A. Degree is structured as a 3-year program with students taking 2-3 courses during each of the three normal quarters per year. It is recommended that students pursuing the M.F.A. degree are able to focus full time on their studies without simultaneous employment. The M.F.A. degree is considered a "terminal degree" providing the necessary credentials to teach at an institute of higher education.

The M.F.A. culminates in the creation and public showcase of a significant body of work coupled with an analytical paper that describes the overall concepts of the work and contextualizes it within an appropriate artistic and theoretical framework. All M.F.A. students must have a public solo exhibition of work created during their tenure in the program. The final major paper should engage with the work created for their exhibit.

### **CREDIT-HOUR AND COURSE REQUIREMENTS**

M.F.A. in Emergent Digital Practices (92 credits)

- 12 Graduate Foundations credits required
- 24 Art History/Grad Seminar/Grad EDP Cultures (12 hours of ARTH maximum, Contemporary Art History required)
- 20 4000-level EDP Studio/Make credits
- 20 Grad Critique credits
- 4 Research Methods credits
- 12 M.F.A. Exhibition credits (EDPX 5900 MFA Exhibition)

Students pursuing an M.F.A. in Emergent Digital Practices are required to complete 12 credit hours, which covers design and development, exhibition, and major paper. These credit hours are typically spread out over several quarters.

## **M.F.A. Exhibition and Major Paper Requirements**

**Exhibition:** Each student is responsible for the creation of a new body of artwork for arranging a public offsite local (within 1 hour drive of DU) exhibition of the work in an appropriate venue reflecting the conceptual needs of the student's Exhibition and Major Paper. The venue must be pre-approved by the Chair of the Exhibition and Major Paper Committee. The Exhibition and Major Paper Exhibition must be physically accessible to the full Exhibition and Major Paper Committee. Students will manage all aspects of their Exhibition and Major Paper Exhibition including scheduling, promotion, set up and take down.

**Major Written Paper:** Students must produce a Major Paper, which is 40-60 pages in length detailing: the goals for the scholarly research into related work, a critical analysis of the final results, contextualized with the personal, intellectual, technical, cultural and historical references to the field. The Exhibition and Major Paper **MUST INCLUDE THE FOLLOWING:** 1) A description of the work exhibited, 2) A literature review that demonstrates scholarly knowledge of emerging trends, ideas, processes, and theories; 3) A clear critical reflection on the work in the both context of the current state of EDP and related historical contexts. Of course, the Major Paper must be free of grammatical or copy editing errors; it should be properly formatted using the Chicago Manual of Style note and bibliography reference system.

**Committee:** The Exhibition, Major Paper, and Final Presentation are evaluated by a 4-person committee: two tenured or tenure-track faculty from EDP, one of whom will act as your **primary Exhibition advisor**; a third tenured or tenure-track faculty from EDP or another department at DU; and the Committee Chair. The Committee Chair must be a DU full time tenured or tenure-track faculty from a department or program other than EDP and is responsible for attending the final Exhibition and Final Presentation, and submitting the required paperwork to the Office of Graduate Education, but is not involved in Exhibition and Major Paper advising. Students are responsible for assembling their committee and will ideally find a suitable primary advisor the end of the fall term of their final year before they intend to complete the degree and graduate. If the direction of the MFA Exhibition and Major Paper changes course, the advisor may require students to re-propose and reassemble the committee. In this event, students should consult the Graduate Director.

**Proposals:** The first task to accomplish with your advisor will be to develop a proposal an Exhibition and Major Paper. The Exhibition and Major Paper proposal must be

approved in a meeting with the Exhibition and Major Paper committee that the student has assembled (excluding, at this time, the outside chairperson). When the proposal is completed including any revisions suggested by committee members, the student should submit the approved proposal to the Graduate Director, listing the Exhibition and Major Paper committee members.

MFA Exhibition and Major Paper proposals should be between 15-20 double-spaced pages, with additional pages for bibliography as well as storyboards, mock-ups, sitemaps, references and so on. While the final format may vary according to the direction of the primary advisor, all Exhibition and Major Paper proposals should include the following:

- 1) **Exhibition and Major Paper Abstract:** Summarize the proposed Exhibition and Major Paper in 150-200 words.
- 2) **Overview of the proposed Exhibition and Major Paper:** This may take the form of a general introduction to the topic, research, design, and production of the work being proposed. This section should address the work's scope, the approach to be used to examine its subject matter, the student's interest in the subject and the research methods employed. The Exhibition and Major Paper proposal should also address the media production necessary for its completion, including design elements, format and delivery.
- 3) **Literature and Media Review:** This should include scholarly literature and media related to the specific Exhibition and Major Paper topic, providing a clear and succinct statement of the questions and issues that the Exhibition and Major Paper will address. This review should provide a critical analysis of the approach adopted and the proposed work's design and production, highlighting the specific issues at stake in that approach. The discussion should make clear where the student places herself or himself within that debate to justify the approach applied to the Exhibition and Major Paper. The proposal should include a discussion of the contributions the study will make to the existing discourse on the Exhibition and Major Paper topic.
- 4) **Outline and Timeline:** A brief outline of each major stage of production, component of Exhibition development, and chapters of the Major Paper, accompanied by a timeline for completion.

Students should have their proposals approved the quarter before they register for their MFA proposal hours. In most cases, this means that students must have an advisor, and have their MFA proposal approved by the end of Fall quarter of their final year, if they hope to complete the program and graduate Spring quarter. Proposals should be submitted no later than advising week (week 8) of a given quarter. Students processing their proposal after this time will not be guaranteed Spring graduation. This also means that if students want to sign up for Exhibition and Major Paper hours in the Winter quarter, they need to have the proposal approved in Fall quarter.

**Final Presentation:** Once the Exhibition and Major Paper are complete, students will participate in a presentation of their work with their committee. The public presentation should take place at least three weeks before the end of the quarter in which they intend to graduate.

Students are responsible for working with their primary advisor and the EDP office to schedule the final presentation and to reserve a classroom. All members of the Major Paper committee, including the Outside Chair, must receive a copy of the candidate's Major Paper at least two weeks prior to the scheduled presentation and defense/oral examination. Each presentation is one hour long, followed by a question and answer session with the student and the Major Paper Committee, and a committee-discussion of the work. Students are also responsible for submitting all required forms to the Office of Graduate Studies, and they should consult with that office to confirm all deadlines.

**Evaluation: The M.F.A. Exhibition, Major Paper and Final Presentation should demonstrate:**

- Depth and breadth of research and professional production based in conceptual and technical methods found in the field.
- Evidence of mastery of related scholarship in the field and technological skills to execute the work.
- Thorough consideration of the implications, outcomes, and trajectory of this new research as they match the overarching goals of the student, the program, along with those of the University.
- Clarity in writing, conceptual synthesis, along with proper grammar and formatting.



## Possible Outcomes for M.F.A. Major Paper:

- **Pass with no revisions.** The MFA Exhibition and Major Paper Committee has determined that the exhibition, major written paper and oral presentation have achieved a professional academic caliber. This is interpreted to mean that only grammatical, labeling or numbering changes are required for the major written paper. Only a limited number of sentence additions or deletions should be necessary.
- **Pass with minor revisions.** The MFA Exhibition and Major Paper Committee has determined that the exhibition, major written paper and/or its oral presentation require minor revisions. This indicates that the candidate will be required to reorganize portions of the manuscript and change some of the content.
- **Pass with major revisions.** The MFA Exhibition and Major Paper Committee has determined that the exhibition, the major written paper and/or its oral presentation require major revisions. This implies that a complete chapter or chapters must be rewritten, additional content will be required, or the general format must be changed. Responsibility for seeing that needed revisions are made usually rests with the Advisor, but if major changes are indicated, committee members may also request an opportunity for their approval before final submission.
- **Fail.** A recommendation to fail indicates that the Major Paper content is not of acceptable quality or that the candidate cannot defend the research. A candidate who fails the oral presentation may petition the Committee for a maximum of one re-examination.

## Final Deliverables:

### Final Major Paper & Associated Documentation

1. Two printed copies of your final written paper. One copy for your Committee Chair and one for the EDP program (submit to the EDP Program Assistant to include in our MFA Exhibition collection housed in the EDP office). Ask the other members of your committee if they would like a printed copy of your final major paper and/or project documentation. Expensive printing/binding is not required, however, if appropriate we encourage creative packaging suited to your subject matter. At the minimum, please use spiral binding.

2. Two USB/jump drives of project documentation, audio/visual materials, code, other digital products, and digital version of your full/final written Major Paper. Include the

current version of Processing or other development programs as needed, any libraries, source files, and digital assets, and so on.

### Exhibition documentation

1. A brief video/audio documentation of your MFA exhibition (5-15min). This should feature, as applicable, individuals/groups interacting with the works; the exhibition in the original space exhibited; additional relevant materials documenting the work in action/interaction.

2. Also, submit hi-res photo documentation, as well as relevant website links, for potential use on the EDP site or for University promotional coverage.

### Exit Video Interview

A brief summary of your exhibition (focusing on: concepts, theories, process, tech, future directions, and anything else you would like to share relevant to the exhibition). A GTA will be responsible for filming; a few dates will be sent to you to coordinate filming in the HyperCube.

## **Summary of Key M.F.A. Exhibition Milestones**

Spring (Year One):

- Annual reviews for M.F.A. students happen last 2-3 weeks.

Fall (Year Two):

- Take EDPX 5700 Research & Theoretical Methods;
- Assemble committee, propose exhibition;
- Proposal presentation.

Spring (Year Two):

- Annual reviews for M.F.A. students happen last 2-3 weeks.
- Oral presentation for advancement to candidacy.

Winter (Year Three):

- Initial draft of Major Paper due to your exhibition advisor;
- Exhibition (must be opened by or before April 1);

Spring (Year Three):

- M.F.A. Major Paper final draft and oral defense due 2 weeks before graduation.

### III. GENERAL PROCEDURES AND POLICIES

#### A. Registration Procedures

New graduate students will receive an email with instructions from the university on how to register for classes through Pioneer Web. Instructions for online registration are available on the Registrar's website and are included with the initial registration materials. Students can also register during the Graduate Orientation session scheduled by the EDP Graduate Director. In all subsequent quarters, registration should take place after your advising session with the Graduate Director during the Advising Weeks.

It is the student's responsibility to meet all University deadlines for timely registration and other procedures.

**Late Registration Fee.** Students who do not register prior to the first day of classes will be assessed a non-waivable late registration service charge. The late registration charge does not apply to students who have registered and are making schedule changes (drop/add). For additional information, visit the Registrar's website.

**Other Service Charges.** Tuition, lab fees, and any other charges are due as specified on the billing statement. Contact the Bursar's Office for more information on service charges.

#### B. Provisional Admission Status

Some students are admitted to our Master's programs on provisional status because we have not received their scores on the Graduate Record Exam (GRE) and/or have not received proof of the completion of the baccalaureate degree. Others have GRE scores or undergraduate GPAs that are below the minimum criteria required for admission to the Master's programs. Students must make the necessary efforts to achieve regular status as soon as possible so that neither their enrollment nor graduation plans will be impaired. Please consult the current Graduate Bulletin <http://bulletin.du.edu/> for further details.

#### C. Incompletes

According to University Policy, an incomplete grade can be given only when the student is unable to complete the class due to circumstances beyond the student's control. Incomplete grades for all graduate and professional students will appear on the transcript as an "I" for one year. During that time, the "incomplete" will have no impact on the grade point average. After one year, or at the time of graduation, any unresolved

incomplete(s) will change to an "F" on the transcript and will enter the grade point average as an F.

Academic Deans may approve one or more extensions of an incomplete for up to one or more academic years. However, the Emergent Digital Practices Program has the discretion to institute stricter rules. The Program's policy requires that an incomplete grade must be removed by the Wednesday of the fourth week of the next quarter that the student is in residence. It is the policy of the Emergent Digital Practices Program that this deadline for removal of incompletes may be extended only with the permission of the instructor of record for the course involved. Such permission must be communicated to the EDP Graduate Director in writing.

Students with two or more unremoved incompletes (due to extended deadlines) must receive approval from the EDP Graduate Director to take an additional incomplete. Requests for additional incompletes will be submitted in writing, with proper rationale, to the Graduate Director, and must be supported by the course instructor.

To receive and then remove an incomplete, students must complete the "Incomplete Grade Application" form found on the Registrar's website:

[https://www.du.edu/registrar/media/documents/incomplete\\_application.pdf](https://www.du.edu/registrar/media/documents/incomplete_application.pdf)

For students who are near graduation, please refer to the Schedule of Deadlines for removing incompletes. Persons not meeting these deadlines will automatically be delayed one quarter in receiving their degree.

**D. Continuous Enrollment.** Students who have completed all required course work but are working on their M.A. Thesis after two years, or M.F.A. Exhibition after three years, may receive loans, defer loans, and/or use university facilities or health insurance by completing a Graduate Enrollment Certification form (available from Graduate Studies). They will then be charged fee which is good for 4 quarters. Students who wish to defer a loan or maintain eligibility for one year (they may receive a loan for two years after completing coursework) will be registered into a course called "Continuous Enrollment" (CE), effective for four quarters. The class will be without credit and will not appear on the transcript. Students who wish to have access to the library and computer lab while working on a Master's thesis should take the completed form to the I.D. Card Access Office in Driscoll Center where it will be processed. Graduate students desiring health insurance should similarly take the completed form to Health Services. Further details are included in the current Graduate Bulletin.

**E. International Students.** International students must be continuously enrolled and must purchase health insurance to maintain their student status at DU. International students must register for three consecutive quarters each academic year to maintain full-time student status with the university. International students should consult with International Student and Scholar Services regarding their specific case. Information is available on the ISS website and covered in the current Graduate Bulletin.

**F. Financial Aid Eligibility**

United States citizens and permanent residents participating in Continuous Enrollment are eligible for student loans and loan repayment deferment while they are within the financial aid limits (seven years for master's, six years for MSW, eight years for EdS, and 10 years for doctoral.) The eligibility for loans and loan repayment deferment does not continue when the student exceeds the eligibility limit for the degree. However, there are alternatives to the "in school" loan repayment deferment that may be applicable during an extension of time to complete a degree. To find out more information about these forbearance or economic hardship deferments, please contact the Office of Financial Aid or your lender. Students must follow the loan procedures established by the Office of Financial Aid. Registration in Continuous Enrollment does not guarantee eligibility for financial aid.

Satisfactory progress towards the degree must be verified. Student loans will be automatically set up for the traditional academic year. Those students planning to enroll for summer term should complete a loan change form (available online in April) to have their loans adjusted to include Summer term.

Students registered in Continuous Enrollment are not eligible for waivers, scholarships, or other forms of financial aid, including work-study, which require the student to be enrolled on a full-time basis (eight credit hours or more).

**G. Satisfactory Academic Progress.** Continuous enrollments are not an automatic given. The student must demonstrate signs of "satisfactory progress" toward completion of the program's degree requirements beyond course work. For EDP, this involves having worked with an advisor from the EDP faculty on an M.A. Thesis or M.F.A. Exhibition proposal, and having this proposal approved by the appropriate committee.

Since the EDP program does not approve work done on an M.A. Thesis or M.F.A. Exhibition without an advisor's direction, any work completed outside of these guidelines will not necessarily count as signs of satisfactory progress toward completion of the degree requirements.

#### **H. Unsatisfactory Performance**

According to University policy, a grade point average (GPA) of B (3.0) or better is required for the M.A. and M.F.A. degree. It is the policy of the Emergent Digital Practices program that when a graduate student receives a third grade below a B, his/her progress will be reviewed by the EDP Graduate Committee. The Committee will normally terminate the student from the program if his/her GPA is maintained below a 3.0 for consecutive quarters. However, if evidence is presented suggesting that special circumstances account for the poor performance, the Graduate Committee shall have the option of allowing the student to continue in the program with the understanding that the GPA must be raised to a 3.0 at the time of the next grade reports or the student will be terminated from the program. Graduate student performance will be reviewed on a quarterly basis by the Graduate Director of EDP. Students who receive a second grade below a B will be reminded of the program's policies in this area.

#### **I. Advancement to Candidacy**

Students are responsible for keeping track of their own credit hours and satisfaction of the degree requirements in consultation with the EDP Graduate Director. Students seeking to graduate should meet with the Graduate Director at the beginning of the quarter before they intend to graduate. At that time, the EDP office will check the students' transcript credit hours and any other requirements and file the paperwork necessary to advance a student to candidacy for the Master's degree. Two to three weeks later, the EDP office will notify approval of the advancement to candidacy. The student will then need to complete an Application for Graduation form.

#### **J. Application for Graduation**

Students must file a formal application for graduation in the Office of Graduate Studies at least one quarter prior to the quarter of graduation; i.e., if a student plans to graduate in the Spring quarter, the application must be filed before the end of Winter quarter. Failure to do so will automatically delay graduation to a subsequent quarter.

If students apply for graduation for a specific quarter but then do not graduate at that time, the application will be deferred for one quarter, and the student will be charged a

processing fee. The student must then reapply for graduation for the subsequent quarter.

Application forms are available online and must be signed by the EDP Graduate Director. The Graduate Director can choose NOT to sign a student's application for graduation if the student is not expected to meet all graduation requirements by the intended date of graduation. Generally, students should have a plan for completing all remaining course work requirements as well as be making satisfactory progress on their thesis.

## IV. EDP PROGRAM PROCEDURES

Items below are presented in the approximate order in which they need attention. The student assumes full responsibility for meeting the basic requirements and deadlines as set forth by the Office of Graduate Studies, as well as specific requirements as outlined by the Emergent Digital Practices program.

### A. Admissions Status

If admitted provisionally, check with the program about being moved to regular status as soon as conditions are met.

### B. Advising

The Emergent Digital Practices Graduate Director acts as general advisor for all graduate students. After the initial Orientation sessions, students should schedule an appointment with the Graduate Director every quarter before registering, during the announced Advising Weeks. Students will choose an advisor for their M.A. Thesis or M.F.A. Exhibition based on the needs of the project as well as the availability and willingness of EDP faculty.

### C. Facilities & Tech Check

The C-Cubed Studios is open to currently enrolled students with their Pioneer DU ID cards. Please enter swiftly so the door alarm does not ring. To get an access code for the EDP computer lab in Sturm 211, students need to complete and sign a form for Lab Access, which they should deliver to the EDP Program Assistant in Sturm 216.

This main administrative office is open Monday-Friday, 7:30am to 3:30pm.

Tech Check is located in C-Cubed Studios in Shwayder Art Building. Tech Check hours change every quarter. They are posted on the EDP website and on the door of Tech Check.

### D. Transfer of Credit

When students first begin their graduate studies in the EDP program, they must be sure to petition the EDP Graduate Director for any transfer credit they hope to have accepted for courses completed *prior* to their enrollment in this program. The EDP office will process any accepted hours. **All transfer of credit must be completed at least one quarter prior to quarter of graduation.** Courses taken for Pass/Fail or S/U may *not* be transferred; all transfer credit must carry a minimum grade of "B." Students should



check the University of Denver Graduate Bulletin for specific university requirements on transfer of credit.

### **E. General Substitution Courses**

Occasionally, students may have already taken courses that are comparable to our required courses. Such students may petition the EDP Graduate Director to waive a required course in such a situation. Substitutions for course requirements must be approved by the Graduate Director. To request a substitution, these students should write a letter to the Graduate Director stating the request, with details of the coursework they wish to have considered.

### **F. Independent Study, Directed Study, & Interterm Courses**

Of the 48 course hours that must be completed for the Emergent Digital Practices M.A. degree, or the 92 course hours for the M.F.A. degree, students will have the opportunity to take elective courses. Students have several options beyond the traditional quarter course offerings, including both an independent, directed study, and an interterm course.

**Independent Study.** Students may register for EDPX 4991: Graduate Independent Study with the approval of an EDP faculty member, who will direct the independent study, and the Graduate Director. The student will need to write a one-to-two page proposal outlining what the independent study will encompass, giving a copy to both the faculty member directing the independent study and the Graduate Director. Academic grades are assigned for such work. The assignments must be completed within the quarter in which they are undertaken. **Only eight** (8) Graduate Independent Study credits will count toward the 48 hours needed to complete the Emergent Digital Practices M.A. program or the 92 hours needed to complete the M.F.A. program.

**Directed Study.** Students may occasionally have need to register for EDPX 4995: Graduate Directed Study when they require a course listed in the catalogue but which is not offered in the quarter of study. The course operates like an independent study, and must meet the approval of an EDP faculty member, who will direct the study, and the Graduate Director. Academic grades are assigned for such work. The assignments must be completed within the quarter in which they are undertaken.

**Interterm Courses.** Students may occasionally have an opportunity to register for an interterm course to count for credit towards the M.A. or M.F.A. degree. These courses are offered between the Fall and Winter, or Winter and Spring Quarters, as well as

during the summer. These courses vary so students should check the new listings each quarter to see what will be available. Interterm classes are usually cross-listed as both undergraduate and graduate courses. Graduate students who register for inter-term classes are expected to fulfill special or extra requirements to receive credit toward their EDP degree. These should be approved by the Graduate Director.

### **G. Graduate Student Internships**

Students may take EDPX 4980: Internship as part of their course electives. Emergent Digital Practices graduate students are limited to **eight** (8) internship credits in their program hours (48 for M.A. students, 92 for M.F.A. students). Internship availability varies, and they have included local, regional, national or international corporations, agencies and organizations.

Students who wish to take internship credits must have completed **at least 24 hours** of course work. Students should schedule the internship in consultation with the Graduate Director. The Graduate Director will notify students of internship opportunities as they come up. All internships are administered and supervised by the Director of Internships for the Emergent Digital Practices program: Erika Polson, Assistant Professor in the Department of Media, Film & Journalism studies. Prof. Polson will also have a list of available internships. It is also possible for students to develop their own internships, but this must be done in consultation with the Internship Director and meet the approval of both the Internship and Graduate Directors.

Most 4 credit hour internships require 12 to 16 hours of work per week. Whether students are paid for the internship depends on the employer. Grades are issued by the Internship Director, in consultation with the internship provider, based on a written report, a portfolio and an oral presentation at the end of the internship. Grades will be based on the evaluation of these items and on the written evaluation of the internship employer.

## V. COURSE DESCRIPTIONS

Course descriptions may be found on the EDP website:

<https://www.du.edu/ahss/edp/degree/courses.html>

## **VI. FACULTY**

### **Christopher Coleman**

Professor, EDP  
MFA, SUNY, Buffalo

### **Bill Depper**

Teaching Professor, EDP  
EDP Director  
MFA, University of Iowa

### **Rafael Fajardo**

Associate Professor, EDP  
MFA, Rhode Island School of Design

### **Daniel Jolliffe**

Visiting Teaching Assistant Professor, EDP  
MFA, Ohio State University

### **Laleh Mehran**

Professor, EDP  
MFA, Carnegie Mellon University

### **Trace Reddell**

Associate Professor, EDP  
EDP Graduate Director  
PhD, University of Colorado, Boulder

### **Timothy Weaver**

Professor, EDP  
Undergraduate Director  
MFA, University of Colorado, Boulder

Faculty bios may be found on the EDP website:

<https://www.du.edu/ahss/edp/faculty/index.html>

## VII. IMPORTANT CONTACT INFORMATION

**BOOKSTORE** - Driscoll Center South 303-871-3251

**CAREER CENTER** –Driscoll Center South Rm. 046 303-871-2150

**EMERGENT DIGITAL PRACTICES OFFICE** – Sturm Hall 216 303-871-7716

Christopher Coleman	christopher.coleman@du.edu   303-871-7423
William Depper, Director	william.depper@du.edu   303-871-4661
Rafael Fajardo	rafael.fajardo@du.edu   303-871-3265
Laleh Mehran	laleh.mehran@du.edu   303-871-3264
Erika Polson, Internship Director	erika.polson@du.edu   303-871-3831
Trace Reddell, Graduate Director	trace.reddell@du.edu   303-871-3874
Timothy Weaver, Undergraduate Director	timothy.weaver2@du.edu   303-871-3279
Dorian Weissman, Program Assistant	dorian.weissman@du.edu   303-871-7716

**ENGLISH LANGUAGE CENTER** 303-871-3075

1958 South Josephine Street, Room 001

**OFFICE OF STUDENT FINANCIAL AID** 303-871-4020

University Hall, Room 255

**BURSAR'S OFFICE** 303-871-4944

University Hall, Room 223

(Business transactions such as tuition, holds, fines, etc.)

**CASHIERS** - University Hall, Room B125 303-871-4111

**INTERNATIONAL STUDENT ADMISSIONS** 303-871-2790

International Student Advisor (International House) 303-871-4912

2200 South Josephine

**GRADUATE ADMISSION AND GRADUATE EDUCATION**

Graduate Education (Mary Reed Building, Room 5) 303-871-3119

Graduate Records & Graduation (University Hall, Room 216) 303-871-2302

**REGISTRAR** 303-871-2284

**RECREATION** (Campus) Athletics, ice arena, pool, equip. room, etc. 303-871-2275

**STUDENT HEALTH SERVICES**

303-871-2205

**DISABILITY SERVICES PROGRAM**

303-871-2372

If you qualify for academic accommodations because of a disability, medical or other issue, please submit a Faculty Letter to your instructor from **Disability Services Program (DSP)** in a timely manner so that your needs may be addressed. Disability Services determines accommodations based on documented disabilities/medical issues. DSP is located on the 4<sup>th</sup> floor of Ruffatto Hall, 1999 E. Evans Ave. Information is also available online.

<https://www.du.edu/studentlife/disability-services/>

**DU CARE**

303-871-2400

Pioneers CARE (Communicate, Assess, Refer, Educate) outreach program helps find solutions for students experiencing academic, social and crisis situations including mental health concerns.

**THE OFFICE OF EQUAL OPPORTUNITY**

303-871-7016

The Office of Equal Opportunity, in collaboration with University partners, fosters an environment of equal opportunity for students, faculty, and staff in all aspects of educational programming and employment. The Office of Equal Opportunity is responsible for ensuring compliance with the University's anti-discrimination policies and promoting full compliance with all federal, state and local discrimination laws.