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General Information

Welcome
Welcome to the Arts Administration graduate program at the University of Kentucky! Pursuit of a graduate degree in the field of Arts Administration is challenging, and we hope that you will find your experience at UK to be intellectually stimulating, rewarding and enjoyable. The program has been designed to prepare students to take advantage of the opportunities and tackle the challenges that they will face as professionals in the arts.

University of Kentucky Mission Statement
The University of Kentucky is a public, land grant university dedicated to improving people’s lives through excellence in education, research and creative work, service, and health care. As Kentucky’s flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development, and human well-being.

Arts Administration Mission and Vision
Mission
Dynamic and innovative, the University of Kentucky Arts Administration Program leads national and international initiatives in teaching, research, professional and community service to educate and inspire responsible arts leaders, artists and entrepreneurs.

Vision
The University of Kentucky’s Arts Administration Program will be recognized as a leader in arts administration education and be a reference for its innovation in pedagogical models and the development of new learning frameworks. It will also play an active role in furthering the advancement of research in arts administration and its related disciplines. In partnership with the other units in the College, the Arts Administration Program will actively support the teaching, research and service initiatives of the College of Fine Arts in order to address the academic, cultural and humanistic needs of the University communities.

About the Program
UK’s Arts Administration MA program is designed to teach students the concepts, technologies, and skills necessary to successfully direct an arts organization in a competitive and changing environment. The program advocates a devotion to the arts, an interest in community development and integration, a focus on contemporary and relevant arts trends, and the belief that we can create a positive change by taking skills and knowledge out of the classroom and into the world.
Students in the Arts Administration program take courses that introduce them to the best practices in arts administration. These courses are designed to provide students with a sound basis for meeting the unique political, economic, financial, marketing, and developmental challenges facing the arts community.

UK offers its M.A. in Arts Administration as a completely online program. This provides several benefits to UK graduate students:

- **Time and location flexibility** - For working professionals, an online program provides the flexibility needed to balance work, school and personal obligations. Thanks to asynchronous communication, students complete assignments at their own pace while staying within the course parameters set by the instructor, allowing them to learn and engage with their peers without the conventional restrictions of time and place.

- **Affordability** - All students accepted into the Arts Administration M.A. program pay the in-state tuition rate regardless of residential location (provided that students enroll exclusively in online courses). Additionally, there are a number of financial aid options available to students who meet the requirements.

- **Quality instruction** - The Arts Administration Program has dedicated considerable time and effort to ensuring that our online courses are functional and understandable to both the student and instructor, regularly updated and aesthetically pleasing.

**Faculty Advisors and Director of Graduate Studies**

Upon entering the graduate program in Arts Administration, each graduate student is assigned a faculty advisor. The faculty advisor is the student’s primary mentor throughout the program. Faculty advisors provide guidance on course sequencing, internship options, capstone and portfolio requirements and offer general career advise. Students MUST meet with their faculty advisor every semester that they are enrolled in the MA program. It is the student’s responsibility to ensure that these meetings take place.

In addition to the faculty adviser, students will also work with the Director of Graduate Studies (DGS). The role of the DGS is to maintain records on the progress of students enrolled in the graduate program. The DGS also organizes the various degree requirements including the Capstone Project and the Portfolio Review. The DGS will communicate with students on various administrative matters as they arise.
Program Contact Information
Arts Administration Program
UK College of Fine Arts
205 Fine Arts Building
Lexington, KY 40506-0022
Phone: 859-257-9616
Fax: 859-323-3010
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Program Faculty and Staff

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859-257-9616

Ben Sheridan, Instructional Designer
mr.ben@uky.edu
207A Fine Arts Building
859-219-1347
# Degree Requirements

**Degree Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AAD 520</td>
<td>The Arts and Artists in Society</td>
<td>3</td>
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<tr>
<td>AAD 600</td>
<td>Arts Administration Technologies</td>
<td>3</td>
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<tr>
<td>AAD 610</td>
<td>Financial Management for Arts Organizations</td>
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<td>AAD 620</td>
<td>Management and Leadership in the Arts</td>
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<tr>
<td>AAD 630</td>
<td>Marketing Research and Planning for Arts Organizations</td>
<td>3</td>
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<tr>
<td>AAD 640</td>
<td>Principles of Fundraising</td>
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<tr>
<td>AAD 650</td>
<td>Arts and the Law</td>
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<td>AAD 660</td>
<td>Social and Cultural Entrepreneurship in the Arts</td>
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<tr>
<td>AAD 730</td>
<td>Marketing Strategies and Applications for Arts Organizations</td>
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<tr>
<td>AAD 740</td>
<td>Fundraising Techniques</td>
<td>3</td>
</tr>
<tr>
<td>AAD 750</td>
<td>Capstone Course in Arts Administration</td>
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Degree Options

*Any 500-level AAD course except AAD 520 or AAD 699: Arts Administration Internship

*Students are required to complete an internship or take an elective course offering. This decision is determined in consultation with a faculty advisor.*
Course Offerings by Semester

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>AAD 520: Artists and Arts Organizations in Society</td>
<td>AAD 500-level Elective</td>
<td>AAD 500-level Elective</td>
</tr>
<tr>
<td>AAD 600: Arts Administration Technologies</td>
<td>AAD 610: Financial Management for Arts Organizations</td>
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</tr>
<tr>
<td>AAD 620: Management and Leadership in the Arts</td>
<td>AAD 630: Marketing Research and Planning for Arts Organizations</td>
<td>AAD 650: The Arts and the Law</td>
</tr>
<tr>
<td>AAD 640: Principles of Fundraising</td>
<td>AAD 650: The Arts and the Law</td>
<td>AAD 699: Internship in Arts Administration</td>
</tr>
<tr>
<td>AAD 660: Social and Cultural Entrepreneurialism</td>
<td>AAD 660: Social and Cultural Entrepreneurialism</td>
<td>AAD 750: Capstone Course in Arts Administration</td>
</tr>
<tr>
<td>AAD 699: Internship in Arts Administration</td>
<td>AAD 699: Internship in Arts Administration</td>
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<tr>
<td>AAD 730: Marketing Strategies and Applications</td>
<td>AAD 740: Fundraising Techniques</td>
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<td></td>
<td>AAD 750: Capstone Course in Arts Administration</td>
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Suggested Course Sequencing
Students may choose to take 1-3 courses per semester. Three 3-credit courses per semester (not including summer) is considered “full-time” for graduate students. Students must be enrolled in a minimum of two 3-credit courses per semester to be eligible for federal financial aid.
### Three Courses Per Semester, No Summer

#### Year One

<table>
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<tr>
<th>Year One</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
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#### Year Two

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<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
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<tr>
<td>AAD 640: Principles of Fundraising</td>
<td>AAD 500-level Elective*</td>
</tr>
<tr>
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<td>AAD 699: Internship in Arts Administration*</td>
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*Students are required to complete an internship or take an elective course offering. This decision is determined in consultation with a faculty advisor.*
# Two Courses Per Semester, No Summer

## Year One

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<th>Year One</th>
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<td><strong>Fall</strong></td>
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## Year Two

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<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
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<tr>
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<td><strong>Fall</strong></td>
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*Students are required to complete an internship or take an elective course offering. This decision is determined in consultation with a faculty advisor.*
### Two Courses Per Semester, With Summer

#### Year One

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year One Fall</th>
<th>Year One Spring</th>
<th>Year One Summer</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>AAD 600: Arts Administration Technologies</td>
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#### Year Two

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<tr>
<th>Year Two</th>
<th>Year Two Fall</th>
<th>Year Two Spring</th>
<th>Year Two Summer</th>
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<tr>
<td></td>
<td>AAD 730: Marketing Strategies and Applications</td>
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</table>

*Students are required to complete an internship or take an elective course offering. This decision is determined in consultation with a faculty advisor.*
Course Descriptions

AAD 520 The Arts and Artists in Society
The arts and artists have influenced concepts of love, war, religion, race, ethnicity and gender and helped societies face problems, celebrate accomplishments, mourn losses, beautify environments and drive economies. The course will investigate the intersection of arts and civic life. Through writing research papers, exploring topics including the intrinsic and extrinsic value of the arts, and through analyzing social, economic and political trends, students will learn the role of the arts and artists in historical and contemporary society.

AAD 540 Seminar in Arts Administration (subtitle required)
A seminar that covers special topics in arts administration. Examples may include the exploration of management issues affecting specific arts institutions such as theatres, museums, orchestras, art centers, operas, and dance companies. Or it may explore a specific topic, such as copyright issues in the arts, public support of the arts, censorship versus freedom of expression in the arts and the impact of new media on the arts.

AAD 550: Grant Writing
The competitive grant proposal process is the ultimate exercise in organizational capacity, yet the process itself can be elusive. In AAD 550 Grant Writing, students will develop proposal writing, development and research skills. Specific topics will include writing style and format, advanced analysis of tone, institutional prospect research, program design, strategic planning, building a case for support, identifying funding sources, creating the letter of intent, evaluation, sustainability, organizational capacity, and grant writing ethics. Throughout the course, students will write a complete grant proposal for an organization of their choice.
**AAD 560: Teaching Artistry for School-based Programs**

By giving students both the understanding and skills necessary to create engaging artistic experiences, AAD 560: Teaching Artistry for School-based Programs provides students preparation for reaching out to people and communities of diverse backgrounds. Participants will learn the essential skills, strategies and through processes of teaching artistry and arts education for arts organizations. Building from a historical perspective of teaching artistry, students will practice teaching artistry by learning how to “open up works of art” and create interactive performances and art exhibits. Course content will also include classroom lesson and assessment creation as well as models of education utilized in professional arts organizations.

**AAD 565: Community Engagement**

All arts programming activities are meant to engage attendees at some level. This seminar examines various ways arts administrators provide community engagement activities within their organizations, including performing arts producing and presenting organizations, museums and art centers and other types of arts organizations. In Community Engagement, students will discuss the risks audience members take in order to participate in the arts, why community engagement is important, types of community engagement activities, how to develop community engagement programs and activity evaluation and assessment.

**AAD 600 Arts Administration Technologies**

From brochures to websites to video, arts organizations are investing more time and resources in effectively communicating with the public. As such, arts administrators must be skilled in utilizing current technology to convey messages. In this course, students will learn a variety of software applications that will aid in the successful creation of print materials, websites, video and other multi-media presentations. Additionally, the course will introduce concepts of design principles and relevant theories.

**AAD 610 Financial Management for Arts Organizations**

Financial management is a central function of successful arts management. It is the foundation in which human, physical and financial resources are maintained and monitored. In the nonprofit sector, the relationship of "mission to money" is a key conceptual framework that must be understood by arts managers. Arts managers are the source of financial information to both internal and external stakeholders and successful financial analysis is essential for sound strategic planning and governance. This course guides students through key topics of financial management including accounting practices, interpreting financial statements, creating mission-driven budgets, analyzing cash-flow, developing cost-benefit analyses and managing investments.

**AAD 620 Management and Leadership in the Arts**

People are the basis of arts organizations. Understanding the factors that determine individual actions and interactions, being able to solve problems, capitalize on new opportunities and reach
goals is necessary for being a successful leader in a work environment. As such, this course focuses on the planned, systematic process in which applied organizational theory and behavioral science principles and practices are introduced into organizations, toward the goal of increasing organizational and individual effectiveness. The course prepares students to organize and motivate people within an arts organization, manage social environments, and execute strategic change. Topics explored include organizational design, decision-making, conflict resolution, designing effective reward systems, team building, and organizational dynamics and culture. Additionally, students will focus on reflecting upon their own leadership skills and abilities.

**AAD 630 Marketing Research and Planning for Arts Organizations**

Arts managers are consistently faced with the challenge of connecting arts offerings with an audience. Understanding the possible markets and developing strategies to reach the desired audience are part of every arts organization's primary administrative activities. Throughout this course, students will explore theories and frameworks crucial to the marketing function including product development, market research, consumer behavior, pricing strategies, brand integration and promotion techniques. Student will utilize the knowledge to analyze marketing strategies, investigate consumer behavior and conduct primary and secondary marketing research for an arts organization.

**Prerequisite: AAD 600 Arts Administration Technologies**

**AAD 640 Principles of Fundraising**

Most nonprofit organizations earn at least half of their annual revenue from fundraising activities involving contributions from individuals, corporations, foundations and government entities. In this course, the philosophies and theories that underlie the concept of charitable giving will be examined with special emphasis placed on values-based philanthropy. Students will learn the
principles and methods of philanthropy, fundraising and development as well as the ethical considerations inherent in the fundraising process.

**Prerequisite:** AAD 600 Arts Administration Technologies and AAD 610 Financial Management for Arts Organizations

**AAD 650 The Arts and the Law**
How does art interact with law? How does law impact artistic creation? How can arts administrators ensure that their organization legally protects itself? Understanding the legal environment in which arts organizations exist and artists create empowers arts administrators to make sound and reasoned decisions. Throughout this course, students will be exposed to a variety of legal topics related to artistic creation and the managing of arts organizations. The course will provide historical and contemporary introduction to the laws and policies related to intellectual property, First Amendment, cultural property, human resource management, labor relations, immigration and cultural exchange, and contract development and enforcement.

**AAD 660 Social and Cultural Entrepreneurialism**
Utilizing entrepreneurial concepts, social entrepreneurs use innovative solutions in order to achieve social change. Social entrepreneurialism is a burgeoning field that is garnering attention from investors, philanthropists, foundations and nonprofit leaders in order to achieve meaningful social returns while maintaining financially viable organizations. This course introduces students to the field of social entrepreneurship and explores how to start, grow and maintain successful mission-driven cultural ventures.

**AAD 699 Internship in Arts Administration**
An internship in arts administration provides students the opportunity to work with an arts organization on contemporary, relevant issues in the field. In the course, students will develop their knowledge in the chosen arts discipline, enhance their skills in working with superiors and colleague and build their professional network.
AAD 730 Marketing Strategies and Applications for Arts Organizations
Effective implementation of a marketing plan and marketing strategies brings an audience and arts organization together. During this course, students will learn the components and construction of a strategic integrated marketing communications plan. The process will allow students to make reasoned and sound marketing decisions for an arts organization based on marketing research conducted in AAD 650: Marketing Research and Planning for Arts Organizations. Additionally, students will utilize their skills in writing, graphic design and communications to create effective marketing messages in a variety of mediums.

Prerequisite: AAD 630 Marketing Research and Planning for Arts Organizations

AAD 740 Fundraising Techniques
Building on the theoretical knowledge and plans created in AAD 660: Principles of Fundraising, this course focuses on the implementation of fundraising techniques. The course will focus on the creation of appropriate initiatives and the implementation of techniques that can garner contributed income from individuals, corporations, foundations and government entities. Special emphasis will be placed on key tools for successful implementation including databases, fundraising software, and technology advancements in the field.

Prerequisite: AAD 640 Principles of Fundraising

AAD 750 Capstone Course in Arts Administration
As the final course in the graduate program in Arts Administration, students will demonstrate their knowledge of the field through the completion of a case study research project. (Students will design an independent study utilizing recognized research methodology under the guidance of their faculty advisor and graduate committee.) The research findings, conclusions and
recommendations will be presented as both a formal research paper and oral presentation. Must be taken in final semester of coursework.

**Internships**

**Internship Overview**
Graduate-level internships are considered preparatory work for employment in the field rather than exploratory (to see if you would want to be employed in the field). Thus, internships are an important part of a graduate student’s preparation to enter the Arts Administration field.

**Internship Field Work**
Over the course of an internship, students must complete 150-work hours with the sponsoring arts organization. The work must be administrative in nature.

**AAD 699: Internship in Arts Administration**
AAD 699: Internship in Arts Administration is a parallel 3-credit course that the student must enroll in during the semester in which they are completing internship hours. AAD 699 serves two purposes: 1) as a mechanism for awarding credit for the completion of an internship; and 2) as a way to share and reflect on the experiences within the internship. AAD 699 has a required textbook, discussions, and assignments although it does not have lecture material each week. The purpose of AAD 699 is for reflection and guidance.

Students must have completed at least 9 credit hours in the MA program in order to register for AAD 699.

**Finding an Internship**
Students are ultimately responsible for finding an appropriate internship for his or her interests. However, students should work closely with their faculty advisors to identify and secure their internship. Often faculty advisors have contacts at various arts organizations which may help in securing internships. Additionally, students should be sure that they receive the Arts Administration Listserv emails as many internship opportunities are sent out via the listserv.

**Internship Learning Contract**
In order to register for AAD 699: Internship in Arts Administration, students must complete the three-party internship learning contract. The contract requires that the student, the internship provider and the Arts Administration Program Director all agree as to the duties and activities that
will be completed during the internship. This contract must be completed and approved with the Arts Administration Program prior to any work hours being completed.

**Internship Exemption**

If a student is currently employed in an arts organization in an administrative capacity or has had significant arts administration experience, he/she may apply for an internship exemption. In order to apply for an exemption, please complete the Internship Exemption Form and submit to the Director of Graduate Studies. Students granted an exemption must complete any AAD 500-level elective (except AAD 520).

**Capstone Requirements**

**Capstone Overview**

As the final course in the graduate program, students will demonstrate their knowledge of the arts administration field through the completion of a case study project. Findings, conclusions and recommendations will be presented as both a formal paper and online presentation. Additionally, students will complete an online portfolio highlighting their professional and academic work.

**Graduate School Final Examination**

In order to meet the UK Graduate School requirements for graduation, students must complete a master’s Final Examination. For Arts Administration students, the Final Examination is the oral defense of the capstone project. Students will be required to schedule their oral defense at least four weeks in advance of the oral defense date. Oral defenses are complete by synchronous (live) video conference.

Students will be eligible to sit for the Final Examination only if they have completed all coursework requirements for the degree, or if the remaining course work is in progress at the time of the examination. Students with “I” grades in credit-bearing courses are not eligible to sit for the final examination. The overall graduate GPA of the student must be 3.00 or better to sit for the examination. The final examination must be conducted no later than eight days before the last day of classes for the degree to be awarded at the end of that term (see the University Calendar or the Graduate School Graduation Deadlines at the end of this section).

If the candidate fails the final examination, the committee may recommend to the Dean of the Graduate School the conditions under which a second examination may be administered. Insofar as it is practicable, the same examining committee gives this examination. In all decisions the majority opinion of the committee prevails. If the committee is evenly divided, the
candidate fails. A third examination is not allowed.

**AAAE Statement on Research and Ethics**

The Arts Administration Program seeks to promote the highest ethical standards for research and scholarship. Academic misconduct and infractions of the [UK Student Code of Conduct](#) are considered unethical and unprofessional. Students should conduct themselves at all times in the manner consistent with the best practices of the profession. To that end, the Arts Administration Program follows the policies established by the Association of Arts Administration Educators on Research and Ethics. These policies include:

- Respect the rights of individuals and organizations to maintain the confidentiality of any data collected by researchers.
- A consent form or statement of free consent must be signed by any individuals or on behalf of any organization involved in interviews, surveys, focus groups, audits, case studies or observations where that individual or organization can be identified from the data.
- Permission must be obtained to see, collect or copy primary data such as minutes, files and internal reports.
- Data must be retained for an appropriate period of time after the research is completed.
- Published material must be checked by the source individual or organizational representative for accuracy and possible breach of privacy.
- Organizations’ and/or individuals’ input into the research and the source of data should be properly acknowledged. Dates and places should be included to avoid any misunderstanding or misuse by later researchers.
- Acknowledgments, when necessary, should be made that the research findings of a specific study, while based on evidence, are the author’s/s’ opinions.
- In order to be considered as credible acceptable research, work will avoid making sweeping generalization or assumptions, using inadequate samples, or leading interviewees and survey respondents. Research tools being utilized should be scrutinized in order to ensure that accuracy and reliability in data collection and analysis are achieved.
Portfolio Review

Portfolio Overview
Students in the Arts Administration M.A. program are required to complete a Portfolio Review in order to meet all graduation requirements. The purpose of the portfolio is 1) to demonstrate competency in program content areas; 2) to ensure that the student has appropriate professional portfolio materials; 3) to provide the student an opportunity to organize key work samples to be utilized in employment searches, and 4) to assess the effectiveness of the Arts Administration program in reaching its academic outcomes.

Portfolio Format
In AAD 600: Arts Administration Technologies, students will build the shell for their online ePortfolio. Throughout the program, students will add to the portfolio by revising projects from their various courses.

Portfolio Review
As part of the last course in the program, AAD 750: Capstone Course in Arts Administration, students submit their ePortfolio for review to the Arts Administration graduate faculty. Students must successfully pass the ePortfolio review in order to graduate.
**Academic Policies**

**Academic Probation**
Arts Administration students are required to maintain at least a 3.0 graduate grade point average (GPA). If the cumulative graduate GPA drops below 3.0, the student will be placed on academic probation. A student on academic probation will have 9 credit hours to raise the GPA to a 3.0 or higher. If the GPA is below 3.0 following these 9 credit hours, the student may be dismissed from the program. Further details about this policy, including procedures for readmission, are found in the *UK Graduate School Bulletin*.

**Appeals of Academic Actions**
Details about appeals procedures are located in the *University's Student Rights and Responsibilities*.

**Course Registration**
Advanced registration for enrolled students takes place according to the Registrar’s Registration Windows Schedule. Students are responsible for accurate registration of coursework. It is a student’s responsibility to meet with their faculty advisor in advance of registration. Registration is done through MyUK.

**Change of Name or Address**
Report a change of name or address via your myUK account, which will update your current information for the College of Fine Arts, University Registrar, and the Graduate School.

**Degree Application**
To be eligible for a degree you must file an Application for Degree through MyUK. The deadlines for filing for a degree are listed in the academic calendar. Although degrees are awarded at the end of the fall, spring and summer II semesters, formal University commencement exercises are held only in spring (May) and fall (December). Online students are encouraged to attend commencement exercises. If you plan on attending the commencement ceremony, please also notify the Arts Administration Director of Graduate Studies.

**Grading System**
The College's graduate faculty uses the standard University grading scale (*A* = 90-100; *B* = 80-89; *C* = 70-79). Official grades as a graduate student for University credit are recorded in the Office of the Registrar as follows:
D-grades are not awarded to graduate students. Graduate courses (400G-799) may not be taken Pass/Fail.

* A grade of "I" (incomplete) may be assigned if coursework is incomplete and there is a reasonable possibility that a passing grade will result from course completion. An "I" is decided by the faculty and must be discussed with the course faculty member. It must be removed by the deadline established with the faculty member and program director. An Incomplete Grade Assignment/Agreement Form must be completed and signed by the student and the course instructor, noting requirements for completion of the coursework. An “I” grade in a prerequisite course must be converted prior to enrollment in courses that require the prerequisite. “I” grades automatically convert to an “E” grade (failing grade) after the deadline on the form passes or 12 months whichever comes first.

Students must attain a minimum 3.0 GPA on all graduate coursework before an advanced degree may be awarded.

Once a grade (other than an “I”) has been reported to the Registrar’s Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written approval of the professor, the program director, and the dean of the Graduate School.

**Leave of Absence / Readmission**

Enrolled graduate students at the University of Kentucky that sit out for one or more semesters will need to complete a new application and pay the application fee in order to be considered for readmission. In many instances this requirement can be avoided by requesting a “leave of absence.” In addition to avoiding the application process, this status will allow the student to priority register in preparation for their return to UK.

Students should contact the Director of Graduate Studies to seek approval for the leave prior to the beginning of the semester in question. If approved, the DGS will contact their Graduate School
admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters in leave of absence status may be requested.

Repeat Option
Students may repeat one graduate course and count only the second grade as part of the graduate grade point average. A student wishing to exercise this option should first discuss this with his/her faculty advisor. The student then completes a Repeat Option form and petitions for approval from the Director of Graduate Studies and the Program Director. The DGS will send approved requests forward to the Graduate School dean. Only one course may be repeated as part of a particular degree program or in post-baccalaureate status. Students must file a Repeat Option form with the Graduate School prior to the end of the semester that he/she is repeating the course.

Student Responsibility
It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including 1) the section presenting the requirements for degrees and 2) the specific program offerings and requirements. It is to be noted that the Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive requirements stated in this Bulletin.

The student should consult the Arts Administration Graduate Student Handbook and/or the Director of Graduate Studies for issues concerning course requirements, any deficiencies, the planning of a program, and special regulations.

Scholastic Probation
When students have completed 12 or more semester hours of graduate coursework with a cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA.

If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the eight-week summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only
by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for the final examination.

**Termination**
The Dean of The Graduate School may terminate enrollment in a graduate program for the following reasons:

1. Scholastic probation for three enrolled semesters.
2. Having failed twice the final examination for the master’s degree or the qualifying examination.
3. In cases where the student’s Advisory Committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of The Graduate School.

**Transfer of Credits**
With the approval of the Director of Graduate Studies (DGS) and the dean of the Graduate School, a maximum of 9 credit hours of graduate coursework, completed at an accredited university, may be transferred from another institution toward the requirements for a degree. The request for transfer is to be made prior to advanced registration of the student’s final semester of enrollment. The following rules apply: course credits applied toward a previously awarded graduate degree cannot be transferred; transfer of independent work; research, thesis or dissertation credit is not permitted; only courses assigned a grade of B or better can be transferred; and students must be in good academic standing at the time of transfer.

Requests for transfer of credit should be made with the student’s faculty advisor and the DGS. To transfer credits, students must submit a course syllabus and official transcript to the DGS. If the DGS judges the transfer of credits to be appropriate for the planned program of study, the DGS submits the request and a copy of the official transcript to the dean of the Graduate School. The transfer of credits should be included in the student’s program of study plan approved by the faculty advisor.
Resources

Academic Calendar
Official dates from the Registrar's office for registration, drop/add, withdrawal, etc. can be located on the Academic Calendar.

Academic Ombud Services
The UK Ombud's office provides a safe, neutral, and confidential setting in which to ask questions, discuss problems and seek assistance with academic-related conflicts and disputes. It is independent of all colleges and programs.

Career Center
In seeking employment opportunities now and after graduation, students are strongly urged to contact or visit the UK James W. Stuckert Career Center or by phone at 859-257-2746.

Registration Windows
All UK students must register during specific time period for courses in the upcoming semester. The Registrar’s office assigns students a registration window based on the number of completed credit hours. Students are only permitted to register during these time periods.

Software Downloads
The University of Kentucky provides access to download or access specific software on your own computer. There are several programs that you will need for the MA including the Adobe Creative Cloud, Microsoft Office Suite, and Adobe Acrobat. Visit UK Software in order to download any software you may need.

Writing Center
The University of Kentucky Writing Center offers free and friendly assistance to all students, faculty, and staff. They help with the process of composing and communicating in all media, including essays, reports, posters, visuals, websites, slide presentations, and videos. Online appointments are available for distance learning students.

UK Graduate School
The University of Kentucky began offering graduate work in 1870 and awarded its first graduate degrees in 1876. The Graduate School became a distinct unit in the University organization in 1912. The mission of the Graduate School is to promote advanced study, graduate instruction, and research by the faculty and students of all colleges and departments. The total graduate resources of the University are merged under the Graduate School for the purpose of promoting the
acquisition of knowledge in an atmosphere of free and lively inquiry. Graduate work is offered in most colleges in the University.