

**Carnegie Mellon University**

# **School of Art**

**MASTER OF FINE ARTS HANDBOOK**

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This handbook is a guide to the policies, procedures and requirements of the School of Art. For additional information or clarification, students should consult with faculty and staff of the School of Art. A new edition of this handbook is updated every year, and available online at [www.cmu.edu/art/resources](http://www.cmu.edu/art/resources).

While this handbook is specific to your academic experience in the Master of Fine Arts program, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about the student handbook (The WORD), the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others can be found at [Carnegie Mellon University Graduate Education](#).

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## PROGRAM MISSION

The MFA in the School of Art at Carnegie Mellon University is a three-year program designed to provide students with a challenging and supportive context within which to expand and develop their work and thinking as artists. As a studio program committed to the advancement of contemporary art, the MFA program applies a dialectical approach toward critique, academic study, research, and practice, with the aim of providing a rigorous intellectual and cultural platform for its cohort of students and faculty. Viewing art making as a social, critical, and intellectual pursuit, the program supports progressive forms of expression and expects its students to remain porous to broader cultural, political, aesthetic, material, and formal issues in contemporary art, as well as to current discourses across philosophical and historical fields of study. Through a multidisciplinary structure and experimental approach, the MFA program seeks to produce artists whose studio practice and critical writing engage with fields of study, discourses, and cultural contexts both related and tangential to their own ideas and objectives.

## UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

The Word/Student Handbook: [www.cmu.edu/student-affairs/theword//index.html](http://www.cmu.edu/student-affairs/theword//index.html)

Academic Integrity Website: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity)

University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)

Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>

## STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at:  
<http://www.cmu.edu/policies/documents/SoA.html>

## THE CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university. The Carnegie Mellon Code can also be found on-line in student affairs policy guide, titled "THE WORD" available here: <http://www.cmu.edu/student-affairs/theword/code.html>

# RIGHTS & COMPLIANCE WITH REGULATIONS

## ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a [Voluntary Disclosure of Disability Form \[pdf\]](#) to [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process. For more information please see <http://www.cmu.edu/education-office/disability-resources/>. Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchel, 412-268-6121, [getchell@cmu.edu](mailto:getchell@cmu.edu) to access the services available at the university and initiate a request for accommodations.

## POLICY AGAINST SEXUAL HARRASSMENT & SEXUAL ASSAULT

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at: [http://www.cmu.edu/policies/documents/SA\\_SH.htm](http://www.cmu.edu/policies/documents/SA_SH.htm). If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

Office of Title IX Initiatives, <http://www.cmu.edu/title-ix/>, 412-268-7125

Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault; Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault; Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault.

University Police, 412-268-2323

University Health Services, 412-268-2157

Counseling & Psychological Services, 412-268-2922

## MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting. For full University policy visit: [Maternity Accommodations](#).

## POLICY CHANGES

Students must utilize the degree requirements, policies, and procedures in effect at the time of matriculation, regardless of changes that may occur during the period of their candidacy in the MFA program.



# PROGRAM DIRECTORY

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# MFA CALENDAR

## THESIS & THIRD-YEAR CALENDAR IN BOLD

### FALL

August 24	Orientation
August 28	Semester begins
September 4	Labor Day / No Classes
September 8	Deadline to submit signed GA Agreement to MFA Coordinator
September 11	Course Add/Drop and Audit Deadline
September 14	MFA Research and Practice Presentation Night
October 9	<b>Deadline for 2<sup>nd</sup> and 3<sup>rd</sup> year students to secure outside advisors and inform MFA Program Coordinator</b>
October 20	Mid Semester Break
October 27	<b>GA and Advisor Phase One:</b> Distribution of list of available faculty advisors and GA supervisors
November 6	Semester Course Drop Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After this Date
November 9	Announcement of first and second year mid-year MFA review committees, times and locations.
November 10	<b>Last date for first draft of thesis submitted to committee.</b>
November 10	<b>GA and Advisor Phase Two:</b> Deadline for submitting ranked GA and Advisor selections for spring
November 14	Spring Registration Begins
November 20	<b>GA and Advisor Phase Three:</b> Notification of Spring GA and Advisor Assignments
November 22-24	Thanksgiving Holiday / No Classes
December 1	First and second year MFA Mid-year Reviews
December 4	<b>Last date for first draft of thesis to be returned with suggested revisions.</b>
December 8	Semester and Mini-2 Last Day of Classes; Course Withdrawal Grade Deadline
December 8	Third year Mid-Year Review

## SPRING

January 16	Semester begins
January 18	Deadline to submit signed GA Agreement to MFA Coordinator
January 22	<b>Last date to submit second draft of thesis to committee.</b>
January 29	Semester Course Add/Drop, Audit Deadline
February 9	<b>Last date for second draft of thesis to be returned with suggested revisions.</b>
March 5-16	Install starts for MFA thesis exhibition
March 9	Mid Semester Break; No Class
March 12-16	Spring Break; No Classes
March 17	MFA thesis exhibition open to public
March 23	MFA thesis exhibition reception
March 30	Announcement of first and second year MFA review committees, times and locations.
March 30	Full-Faculty Thesis Exhibition Critique day
April 2	<b>Last date to submit final draft of thesis to committee</b>
April 2	<b>GA and Advisor Phase One:</b> Distribution of list of available faculty advisors and GA supervisors
April 3	Semester Course Drop and Pass/Fail Option Deadline; Assign Withdrawal Grade After This Date
April 3	Submit thesis abstract to Program Director
April 9-12	Deinstall MFA thesis exhibition
April 9	<b>Last date for final draft of thesis to be returned with final suggested revisions</b>
April 16	<b>GA and Advisor Phase Two:</b> Deadline for submitting ranked GA and Advisor selections for Fall 2018
April 19	MFA reviews for all first and second-year students.
April 24	Fall Registration Begins
May 4	<b>GA and Advisor Phase Three:</b> Notification of fall GA and advisor assignments
May 11	<b>Last day to submit completed and signed thesis to MFA Program Coordinator.</b>
May 19	School of Art Diploma Ceremony and Reception
May 20	Commencement

# CURRICULUM

The MFA curriculum requires three consecutive years in residence. Extensive studio time and structured course work are the focus of the first year. The second year introduces contextual practice in the first term, and work on the written thesis begins in the second term. The third year allows for continued progress on the written thesis alongside studio work toward the thesis exhibition; together, the exhibition and written thesis serve as the capstone of the degree.

## First Year

### Fall Semester

MFA Studio (24)  
MFA Academic Seminar I (12)  
Integrative Seminar (12)  
*\*Optional electives allowed*

### Spring Semester

MFA Studio (24)  
MFA Academic Seminar II (12)  
Integrative Seminar (12)  
University Elective (9-12)

## Second Year

### Fall Semester

MFA Studio (12)  
Integrative Seminar (12)  
Contextual Practice (12)  
University Elective (9-12)

### Spring Semester

MFA Studio (24)  
Integrative Seminar (12)  
Thesis Writing Seminar I (9)  
*\*Optional electives allowed*

## Third Year

### Fall Semester

MFA Studio (24)  
Integrative Seminar (12)  
†Thesis Writing Seminar II (9)  
*\*Optional electives allowed*

### Spring Semester

MFA Studio (36)  
Integrative Seminar (12)  
*\*Optional electives allowed*

Total required credits: 291 – 297 (dependent on credit value of electives)

\* MFA students are required to take an elective in both the spring of their first year and the fall of their second year. MFA candidates have the option of taking additional electives during any term in which they are enrolled within the program. If a Student enrolls in an elective in their first term, this may count as one of their required electives, however approval for this elective to count towards their requirements must come from the Program Director. Enrollment of additional electives is at the discretion of the student; however, depending on the student's academic standing within the program, enrollment in these courses may be subject to faculty and/or advisor approval.

† Thesis Writing Seminar II will begin in the fall of 2018

## COURSE DESCRIPTIONS

### MFA STUDIO [every term]

MFA Studio consists of the development of independent research and artistic production in periodic consultation with your graduate faculty advisors.

### MFA ACADEMIC SEMINARS [terms 2 and 3]

The two MFA Academic Seminars apply art history, theory, and criticism to activate dialogue and develop a shared common language within each MFA cohort. This shared inquiry and vocabulary connects a range of intellectual and creative pursuits and enables students, as producing artists, to respond to and situate themselves within the history and theory of creative practice and thought.

### INTEGRATIVE SEMINAR [every term]

Integrative seminar is designed as a group critique course involving the entire graduate cohort, and functions as the collective discussion surrounding each student's individual practice. An anchor within the program, the group critique sessions integrate the discourses of academic seminars, individual studio practices, and visiting artists to function as a weekly forum where the progression of individual and group ideas evolve within a discursive environment.

### CONTEXTUAL PRACTICE [term 3]

Contextual Practice is a seminar that fosters supervised student-initiated projects that connect artistic practices with the public sphere. Each term students work collectively to identify, research, engage with and respond to an organization, site, or audience that pertains to their interests with the goal of expanding their field of discourse, and pushing their relationship with the public beyond the traditional confines of the contemporary art world.

### UNIVERSITY ELECTIVE [required in terms 2 and 3 / optional every other term]

Elective courses allow students to take advantage of the wealth of resources available across Carnegie Mellon and beyond. The electives are meant to enrich, expand, and introduce new ideas, areas of study, and forms of intellectual engagement. Students are strongly encouraged to research course offerings and consult their faculty to find suitable coursework in support of their studio practice and broader intellectual interests. At least one of the required electives must be taken outside of the School of Art.

## THESIS WRITING SEMINAR [term 4 and 5]

The two terms of the Thesis Writing Seminar are designed to engage each student's research goals and foster the process of forming their written thesis. Progressive focus on individual research, bibliographical development, formation of theoretical positions, and the defense of polemical conclusions define the arc of the two seminars. With faculty drawn from either critical studies or art history each student is provided the support required to engage with scholarly material and form a thesis that constitutes the intellectual interests and theoretical positions relevant to their studio practice.

## COURSE GUIDELINES AND PROCESSES

### REGISTRATION

Students obtain University course information and register for most courses electronically at the [HUB](#). Information regarding the registration procedure is distributed to each student prior to the registration period each semester. MFA students are advised to refer to the School's Course Schedule, rather than the University Schedule of Classes when planning to enroll in School of Art courses.

### SCHEDULE CHANGES

Schedule changes must be made within the time period established by the university calendar. Students may add and drop courses online after initial registration through the first two weeks of the semester. After that, students may drop courses by obtaining faculty signatures and contacting the MFA Program Coordinator. Changes after these deadlines may be made only if there are extenuating circumstances.

### COURSE AUDIT

Auditing classes is defined as presence in the classroom without academic credit. Students may take part in class discussion and take examinations, subject to the agreement of the instructor. Auditing courses is permitted, without additional charge, to all students who are already paying full-time tuition and fees. The decision to audit a class must be made by the official university deadline for adding a course, and is irreversible thereafter. If the requirements are met, the instructor will issue an "audit" grade (0) on the final grade roster. To arrange for the audit option for a course, students contact the MFA Coordinator.

### CROSS-REGISTRATION

CMU is a member of the Pittsburgh Council on Higher Education (PCHE), a consortium which allows students from any one of its member institutions to cross-register for any other during the fall and spring semesters. Participating institutions include Carlow College, Chatham College, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park College, Pittsburgh Theological Seminary,



Robert Morris University and the University of Pittsburgh. Students should contact the Registrar's office at participating schools for information on cross registration. Cross-registration information and policies are attached to the PCHE form which is available from the MFA Program Coordinator.

#### PITTSBURGH FILMMAKERS

All Carnegie Mellon students may register for classes at the Pittsburgh Filmmakers during the fall and spring semesters. These courses are offered at the Filmmakers' facility at 477 Melwood Avenue in North Oakland. The College of Fine Arts Dean's office in CFA 100 registers students for Filmmakers courses during university registration week. A list of Filmmakers' courses is available from the School of Art office.

#### UNIVERSITY OF PITTSBURGH COURSES

Through a special agreement, students may register for University of Pittsburgh Art History classes during the CMU registration period. There is no special agreement with other departments at the University of Pittsburgh; registration follows the PCHE guidelines.

# GRADUATE STUDENT ACADEMIC POLICY

## ACADEMIC INTEGRITY

### OVERVIEW

All MFA students are strongly recommended to read the Student Affairs policy guide (The WORD) with regard to Cheating, Plagiarism and Academic Disciplinary Actions Overview for Graduate Students as well as the University policy (Integrity Policy). The School of Art adopts all definitions and practices as stipulated, including:

Statute of Limitation	Decision and Action(s)
Confidentiality	Reporting of Initial Action(s)
Procedures	Second-level Review & Action(s)
Initial Review	

### PROGRAM POLICY

The MFA Program expects its graduate candidates to meet the highest standards of commitment and discipline to their studio practice. Meeting the program's curricular expectations while maintaining a positive and productive relation with the graduate cohort is a key component to the program's success. In addition, as a part of Carnegie Mellon University, the MFA program requires all students to meet university standards of personal, ethical and moral conduct. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Students who cannot maintain the standards established by the University may be asked to leave the program. For a better understanding of these terms, please reference the Carnegie Mellon Code on page 6 of this handbook, as well as the more detailed explanation of these policies in the Carnegie Mellon's Student Affairs office's policy overview in the Student Affairs policy guide (The WORD).

### STUDENT'S RIGHTS

The School of Art adopts the University's practices regarding student rights. Students who believe that they have been treated inappropriately are encouraged to raise their concern(s) with their MFA Program Director, Head of School or other designated people in the college or central administration. For further information about procedures that graduate students can pursue when addressing concerns and grievances, go to (Grievance Procedures).

# GRADUATE STUDENT GRADING POLICY

## GRADING POLICY

School of Art graduate courses are graded as a Pass (P) / Non-Compliance (N/C) basis. All required graduate studio and academic courses in art must be completed with a grade of "P." Required art courses in which a grade of N/C is received must be repeated.

## REQUIRED ELECTIVES OUTSIDE THE SCHOOL OF ART

Required academic electives may be taken either for a grade or pass/fail. A "pass" is sufficient in order for the course taken to count as one of the two required. If an "N" grade is received, the course must be repeated or replaced by another elective course. Physical education courses are not considered academic courses and will not count for elective credit.

## PROCESS OF ESTABLISHING A PASS/FAIL GRADE

Most university courses carry letter grades, so if the student chooses to take a university academic elective as pass/fail, they must make arrangements for the grading to be changed to pass/fail. In order to set up an elective course as pass/fail, the student must first register for the course through the normal registration process. By the 10th day of classes the student must submit an Enrollment Services "Pass/Fail Form" to the MFA Program Coordinator. This form is available from the HUB or from the MFA Program Coordinator's office.

## PASS/FAIL GRADING

The registrar does not inform the instructor when a student takes a course as pass/fail. The instructor submits a letter grade and the registrar converts the letter grade to a pass/fail (P or N) grade. Grades "A" through "D" will receive credit for units passed and be recorded as a "P" on the student's academic record. A failing grade will receive no credit and will be recorded as "N" on the student's academic record. No quality points are assigned to "P" or "N" grades, thus pass/fail units are not factorable when calculating the QPA.

## INCOMPLETE GRADES

Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of “I” (incomplete) may be given when a student, for reasons beyond his or her control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students. In awarding an “I” grade, an instructor must specify the requirements for completing the work and designate a default letter grade in case the student does not follow through. Students must complete the required coursework no later than the end of the following academic semester, or sooner if required by the instructor. The instructor must record the permanent grade by the last day of the examination period of that following semester, or the default grade will be administratively assigned by the Registrar.

## ATTENDANCE & CLASS PARTICIPATION

Regular attendance in all studio and academic classes is expected and required. In no case can a student expect to receive a passing grade without regular attendance and participation in class. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the semester will not result in a passing grade. Students are responsible for obtaining information missed through lateness or absence.

## INTELLECTUAL PROPERTY POLICY

The School of Art follows university policy on intellectual property as it applies to graduate students. This policy is binding for graduate students when they are admitted. The complete university policy is in the University Graduate Student Guidebook. <http://www.cmu.edu/policies/documents/GradDisc.html>

# GRADUATE ASSISTANTSHIP POLICY

## OVERVIEW

Graduate Assistantships are a required component of the MFA program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate assistants are expected to work 8 hours per week.

## RESPONSIBILITIES

Graduate assistantships can follow one of several tracks—teaching, administrative, research, or a hybrid of any of the three. A teaching assistant, which comprises the majority of assistantships, supports faculty in the pedagogy of the classroom, including but not limited to preparing class materials, evaluating student work, and developing workshops. An administrative assistant supports faculty or staff with administrative responsibilities. Research assistants support faculty studio work and independent research projects. The specific job description for each graduate assistant is determined in agreement with the supervising instructor or staff member at the start of each semester.

## ASSIGNING ASSISTANTSHIP SUPERVISORS

Assignment of graduate assistant supervisors is overseen by the MFA Program Director and is based on the school's needs, faculty requests, and the seniority of the MFA student. MFA students are able to request instructors, and the program aims to meet the requests of the MFA student community, however final assignment of assistantships is determined by the Program Director and based on the needs of the faculty and school.

## SUBMITTING REQUESTS

Assistantships are directly assigned in the first term, following that, students will be asked to submit a list of three faculty who they would like to assist in order of preference. The dates for these submissions can be viewed on the MFA calendar.

## ACCOUNTABILITY

Graduate Assistants are accountable to the faculty they are working with and expected to fulfill the basic expectations of a support faculty, being present in all classes, offering the support needed in-and-outside of the classroom, engaging

professionally with all students, and following the guidelines set by the university regarding integrity, honesty, and professionalism. Failure to adequately fulfill Graduate Assistantship responsibilities may affect a student's standing in the program.

## EVALUATION

Graduate students will receive a short written evaluation of their performance by their supervisor at the end of the semester. If needed, evaluations may occur prior to the end of term, and may involve the MFA Program Director or Head of School. It is the goal of the School of Art to provide a supportive environment for all of its graduate assistants, with constructive criticism and clear expectations. However, if the Graduate Assistant fails to meet the expected standards of their assistantship, the MFA Program Coordinator may move or alter their assignment.

## GRADUATE STUDIOS

### STUDIO SELECTION PROCESS

The selection process for grad studios is based on student seniority, with the third-year students selecting first, then the second-year, and first-year having their studios assigned by the MFA Program Director. Students moving into their second and third year may elect to keep their studio from the previous year, unless those spaces are reconfigured or reassigned for School of Art needs. The Studio selection period occurs at the close of each year. If a student is moving from their studio they will be given a deadline to have their studio cleared out and returned to its original state, this often occurs no later than two weeks after the end of the academic year's close. Students who retain their studio will have full access over the summer, while students moving studios will have access to their new studio following the prior occupant's deadline to have moved out. Third year students are required to move out of their studios two weeks after the end of the academic year's close.

### STUDIO USAGE AGREEMENT

All MFA Students will be required to sign agreements that outline policies established by the school, college, and university regarding health and safety guidelines.

### PERSONAL PROPERTY & RENTERS' INSURANCE

As per university policy, students are responsible for properly using and maintaining all Carnegie Mellon property assigned to their use. Students will be

charged with the cost of restoring all property damaged or defaced through negligence or misuse. School of Art equipment is to be used by students who have received direct permission of faculty or staff responsible for the equipment.

The university insurance policy does not cover any personal property for faculty, staff or students that may be damaged or stolen from classrooms or studio spaces, unless these items individually meet the following criteria: they are used specifically in your art-making, they have a value over \$1,000, and each item is registered with Carnegie Mellon's Property Accounting office.

Only registered personal property valued at \$1,000 or more will be considered for university insurance coverage. University policy requires a \$250 deductible on all reimbursement claims. Please see the Business Manager with any questions regarding this policy, or to have personal property registered with Property Accounting. It is strongly recommended that students obtain renters' or student personal property insurance from an outside insurance agency for coverage against loss of personal property. An example of this insurance is the Student Personal Property Plan offered through National Student Services, Inc. (NSSI). Information about this plan may be obtained from Student Housing Services or by contacting NSSI directly at 1-800-256-6774.

# GRADUATE ADVISING POLICY

## ADVISOR POLICY

Each term, graduate students have two faculty members as their advisors. Incoming students are assigned their first set of advisors, and in subsequent semesters, graduate students select their own advisors, subject to securing agreement from the faculty member. In the second year, graduate students have two faculty advisors and one outside advisor. In the third year, graduate students have four advisors; two School of Art faculty advisors (one of whom is their thesis chair), one faculty from a university department or research unit outside of the School of Art, and one outside advisor.

## ADVISOR SELECTION POLICY

The selection process of faculty advisors is based on student seniority, with the third-year students selecting first, then the second-year, and then the first-year. However, faculty preference and availability is also taken into consideration. In addition, the MFA Program Director may intervene in the process to best match students with faculty most relevant to their practice. Prior to each selection deadline, students will be asked to submit a list of three faculty members who they would like as advisors in order of preference. Before submitting this list, students should contact the faculty members they would like to work with.

## CHANGING ADVISORS

Students may change their advisors each semester, except for the third year, as outlined below. If students need to change advisors at any time during the course of a term, they should consult with the MFA Program Director.

## ADVISOR AVAILABILITY

Faculty are expected to advise no more than two students per term, and of these two, chair no more than one thesis committee. If there are more than two students who have requested a particular faculty member, faculty work in conjunction with the MFA Program Director to make the decision, considering seniority and assessing which students they believe they can advise most effectively.

## ADVISOR'S RESPONSIBILITY

Advisors are expected to meet with their advisee at least once every two weeks for 45 minutes to an hour. The studio visit is meant to allow for in depth discussion, review of studio progress, research support, and critique. Upon the



conclusion of the term advisors will designate a grade for the student and draft a brief statement regarding the progress of the graduate student over the course of the semester. Thesis Chairs hold the primary responsibility of guiding a student's development of the written thesis and exhibition, the responsibilities include assuring the student maintains the schedule established for submitting thesis materials to the committee, as well as a focused and productive studio practice that will meet the goals they have established with their committee for their thesis exhibition.

#### ADVISEE'S RESPONSIBILITY

Students are responsible for setting up regular appointments with their advisors in order to meet at least once every two weeks for 45 minutes to one hour. It is imperative that MFA students make all meetings set with or by their advisors, and that the meetings are approached with a level of preparation and forethought in keeping with the expected standards of the program. If the student has concerns about the availability of their advisor, or the degree of engagement they experience with them, they are urged to speak with the MFA Program Director.

#### THIRD-YEAR THESIS COMMITTEES

It is recommended that one of the advisors from the second semester of the second year be retained as an advisor for the third year in order to take part in the thesis committee. Thesis committees are to be comprised of two tenure track faculty from the School of Art, one faculty from a university department or research unit outside of the School of Art, and one individual from outside of the university who relates to the student's practice. The thesis committee chair and Program Director must approve the selection of the two outside committee members.

#### OUTSIDE ADVISORS

During the second and third years of the program graduate students will select and work with an advisor outside of the university who can critically inform their artistic practice. This outside advisor can be an artist, curator, writer or anyone else who can strategically help the student in the development of their work and career. Outside advisors should be selected in consultation with a student's faculty advisors and must be approved by the MFA Program Director. Students are expected to meet with their outside advisor four times over the course of the year either remotely or in person. It is encouraged that students spread out these meetings over the course of the year. The School of Art will provide up to \$600 each year as an honorarium to the outside advisor in recognition of their time.

The process for selecting, confirming, and contracting outside advisors will be presented by the program director and administered by the program coordinator.

## VISITING LECTURERS

### STUDIO VISITS

The School of Art's Visiting Lecture Series brings artists, writers, and critics to the school throughout the year. In addition to a public lecture the visitors hold studio visits with the MFA students. Each term the graduate students will work with the program director to determine the studio visit schedule. Seniority will be a factor in the process, as well individual practice, and areas of interest. The goal will be to make the most logical and fair pairing between visiting artist and student, with the balance of meetings assigned equal across the graduate cohort.

### HOSTING VISITORS

Graduate students hosting visitors will be expected to work with the Director to organize the visitor's calendar, help with transportation when needed, and present the visitor at the outset of the lecture.

## GRADUATE REVIEWS

### GRADUATE REVIEW POLICY

The MFA program includes a comprehensive review for all students at mid-year and the end of the year. All students are expected to show steady progress in their creative work at each review. Reviews are scheduled to take an hour and a half.

### REVIEW EXPECTATIONS

It is expected that first-year students will be productive and take an experimental approach to their work. Second-year students are expected to show evidence of a developing, coherent direction by the end of the second year. Third-year students must show a coherent body of ambitious creative work and present a written thesis at the end of the third year.

### MATERIALS FOR REVIEW

Students will be expected to present examples of recent and current works, as well as speak to goals and objectives moving forward with their practice. Students should also provide an artists statement that helps to briefly frame their

practice and research; an overview of courses taken to date, and any intended courses they foresee being valuable for their work; as well as a bibliography of the of reference materials (texts, films, websites, films, etc.) they are currently engaged with in their studio research.

### SCHEDULING OF REVIEWS

First and second year reviews are held near the end of each semester. Third year reviews happen at the end of the fall semester and during the MFA thesis exhibition. Reviews may be held in the student's own studio, or in an art classroom. The MFA Coordinator arranges all reviews. Each student must notify the MFA Coordinator of their equipment needs and room preference two weeks in advance of reviews. The MFA Coordinator will provide the names of committee members and review details to the student at least two weeks before reviews are held.

### REVIEW FEEDBACK

At mid-year reviews the assigned committee's assessment is conveyed through discussion after the presentation; no written reports are issued for any mid-year reviews. At the end of year reviews (1<sup>st</sup> and 2<sup>nd</sup> year students only) the committee assesses the presentation and discussion, writes a report, and makes a recommendation to the MFA Program Director and Head of the School, and the student is notified through a written Graduate Review Report. The review will be a determinant of the candidate's continuation in the program, and may recommend other courses of action such as required written work, required course work, expected outcomes for the following review, or stipulated project completion. The Graduate Review Report becomes part of the student's record, and students receive a copy of this report. An appeals process is available should the need arise.

### THIRD-YEAR THESIS EXHIBITION REVIEW

Third-year students have a thesis committee review that takes place in their thesis exhibition space. The final committee review is meant to offer substantial feedback on the thesis exhibition, written thesis completion, and post-graduate career guidance. In addition, while the thesis exhibition is up, each third-year student participates in a crit that is open to all full-time faculty. This review concludes the candidates review for completion of the program, factoring the thesis committee's approval of the written and exhibited thesis project.

# THESIS GUIDELINES

## THESIS EXHIBITION

A culminating exhibition is required of all students in the spring semester of their third year. This exhibition provides a platform for the MFA candidate and is understood as the capstone presentation of their work. The exhibition may vary in form and location depending on the opportunities afforded the program. The standard exhibition platform would be The Miller Gallery, however the MFA Program Director can work with the graduating class on platform options. The thesis exhibition is mandated for graduation, and every student must take part. Limited funds will be provided to each student to assist in their exhibition costs, these funds will be established annually with each student receiving equal support.

## WRITTEN THESIS

In conjunction with the culminating graduate studio work, MFA candidates are required to complete a written thesis. This thesis must be approved by the thesis committee and submitted by the date specified by the MFA Program Coordinator. The degree will not be conferred until the thesis has been submitted and approved. The general requirements for the thesis are outlined below. Following the approval of the thesis, first by the Chair of the Committee and then by the remaining members of the Committee, one signed copy must be submitted to the MFA Coordinator to be forwarded to the University Library's Research Showcase. The MFA Program Coordinator will forward all of the necessary forms and instructions to all third-year students.

## EXPECTATION OF WRITTEN MFA THESIS

The written thesis should be a publishable text no less than 6000 words / 24 double-spaced pages. The goal of the thesis is to offer an in-depth analytical, theoretical, or polemical argument. The subject matter, focus, and objectives of the thesis are left to the student, however the expectation is that the written thesis relate to the studio practice in a direct or tangential manner inasmuch as it expands the research and broader interests of the artist writer. The subject of the thesis requires the approval of the thesis chair, and must constitute a researchable subject relevant to the artist, and appropriate for the length and form of the thesis paper.

## THESIS MILESTONES

### **Year Two / Spring Term**

Apr 3<sup>rd</sup>: Thesis subject and rough abstract submitted to continuing\* advisor and MFA Program Director for approval.

### **Year Three / Fall Term**

Nov 10<sup>th</sup>: Last date for first draft to be submitted to committee

Dec 4<sup>th</sup>: Last date for first draft to be returned with suggested revisions.

Jan 22<sup>nd</sup>: Last date for second draft to be submitted to committee.

Feb 9<sup>th</sup>: Last date for second draft to be returned with suggested revisions.

Apr 2<sup>nd</sup>: Last date for final draft to be submitted to committee

Apr 9<sup>th</sup>: Last date for final draft of thesis to be returned with final suggestions for revision.

May 11<sup>th</sup>: Last day to submit completed and signed thesis to MFA Program Coordinator.

\* It is **advised** that one of the advisors from the second semester of the second year be retained as an advisor for the third year in order to take part in the thesis committee.

# EXPECTED STRUCTURE OF THE WRITTEN THESIS

## TITLE PAGE

The title page of the thesis follows university guidelines and can be found at the end of this section.

## EXAMPLE THESIS COVER PAGE:

(THESIS TITLE)  
by  
(Candidate's Name)  
(Prior Degree(s), Where Earned, Year Conferred)  
Thesis

Submitted in Partial Fulfillment of the Requirements of the Degree of  
MASTERS OF FINE ART  
in  
ART  
at Carnegie Mellon University  
Pittsburgh, Pennsylvania

### Approved By:

(Committee Chair's Name), Project Advisory Committee Chair  
(Committee Member's Name), Project Advisory Committee Member  
(Committee Member's Name), Project Advisory Committee Member  
(Committee Member's Name), Project Advisory Committee Member

Jon Rubin, MFA Program Director  
Charlie White, Head of the School  
Dan Martin, Dean, College of Fine Arts  
Date Degree Conferred: (Month, Year)

## ABSTRACT

The abstract is an important component of your thesis. Presented at the beginning of the thesis, it is likely the first substantive description of your work read by an external examiner. You should view it as an opportunity to set accurate expectations. The abstract is a one-page (maximum of 350 words) summary of the thesis. Abstracts should be written in the third-person and provide a concise overview of the thesis contents.

## TABLE OF CONTENTS

A basic table of contents should show what topics have been covered in your writing and how your piece has been organized. Each major section or chapter should be recognized in your table of contents, along with the page number it is located on. For guidelines on formatting please review this [overview](#).

## ACKNOWLEDGMENTS [optional]

This section acknowledges any individuals or organizations that provided noteworthy support and encouragement of the student's work in pursuit of the degree. A dedication and/or preface may be included here if desired.

## BODY OF THESIS

The body of the thesis should be a multi-section text that pragmatically argues, proves, presents, and/or theorizes on the topic chosen. There are myriad approaches to how the MFA Thesis can be constructed; journalistic or literary essay form, traditional scholarly dissertation style, hybrid narrative that includes research materials, or other experimental formats. However the thesis is formed, it is required to meet the "expectations of the written thesis" and cannot use style or form to avoid the expected research outcomes of the thesis. As with the subject matter, if the candidate plans an experimental approach to the written thesis, the chair must approve its proposed form in order to assure that the thesis offers an in-depth analytical, theoretical, or polemical argument.

## NOTES & REFERENCES

Generally notes (i.e. footnotes) should be kept brief. Source references should be given with as little additional information as possible. Notes should be numbered throughout the essay or chapter in an unbroken sequence Op. cit., loc. cit. and idem should not be used as forms of reference, but *ibid.* may be used. Where a reference is identical with the immediately previous one apart from the page numbers cited, the abbreviation '*ibid.*' (a contraction of *ibidem*, meaning 'in the same place') may be used instead of the short title of the book or article concerned. Apply the following conventions when listing references;

BOOK	Last Name, First Name. <i>Title of Book</i> . Publisher City: Publisher Name, Year Published.
PERIODICAL	Last Name, First Name. <i>Article title</i> . Magazine Title, Month Date, Year of publication.
WEBSITE	Last Name, First Name. "Page Title." Website Title. Web Address (retrieved Date Accessed).

**JOURNAL** Last Name, First Name. "Article Title." *Journal Name* Volume Number (Year Published): Page Numbers.

**FILM** Last Name, First. *Film Title*. Medium. Directed by First Name Last Name. Distributor City: Distributor, Year of Release

## APPENDICES

This section is used to document any highly technical or detailed material, which might hinder the flow of reading in the main body of the text, but provides useful information for the interested reader. Appendices should be numbered and referred to in the text by their number.

## STYLE GUIDE

The MFA Thesis should follow the Chicago Manual of Style, available in any library. One of the most widely used and respected style guides for American English grammar, the *CMOS* deals with aspects of editorial practice, grammar and use for document preparation.

## ILLUSTRATIONS

Considerable attention should be given to presentation of illustrations in the thesis. All copies of the thesis should contain the same high quality illustrations. Cite the image following the style for the source where the image was found, such as book, article, website, etc. If there is a photographer or illustrator use his or her name in place of the author. If there is a caption, use the caption in place of the title of an article, or add the caption title in quotation marks with proper capitalization. Add a page number where the image is found. If a numbered figure is given, add it after the page number.

## OVERALL PRESENTATION

Double-spaced typed, 12 point or larger. Left margin, 1 1/2" (minimum), other margins 1" (minimum) for all text and illustrations. Printed on letter-sized (8 1/2" x 11"), non-erasable, 20-pound (minimum) paper. 1 copy signed by all committee members and the dean. Must be submitted as a PDF to the MFA Program Coordinator. The MFA Program Coordinator will provide information on the electronic thesis for the Library's Research Showcase.



## MASTER'S CANDIDACY TIME LIMIT

After completing course requirements and commencement, students may not use university facilities. Once students have finished course requirements, except for the written thesis and/or the culminating exhibition, their master's degree candidacy shall continue for a maximum of four full academic years. At the expiration of the four-year period, candidacy status shall lapse. A student may resume work towards a master's degree in the School of Art only if re-admitted to the program through regular admission procedures. It will be at the School of Art's discretion to evaluate their previous work and decide to what extent it may be accepted toward the degree. This four-year term of maintenance of candidacy shall not be affected or interrupted by a leave of absence or withdrawal from the university; however, under extraordinary circumstances, such as military or public service or temporary disability, the School can recommend that the Dean defer the lapse of candidacy status for a period commensurate with the duration of that impediment.

## GRANTS AND PROJECT FUNDING

### GRADUATE SMALL PROJECT HELP FUND (GuSH)

GuSH Research grants provide small grants of \$750 to graduate students for forwarding their research at Carnegie Mellon University. Grants are provided by the Graduate Student Assembly and the Provost's Office, and are managed by the Office of the Assistant Vice Provost for Graduate Education. GuSH grants are intended to be used against costs incurred in the completion of research required for a graduate degree at Carnegie Mellon. These funds are intended to be utilized by students whose personal or departmental resources have been exhausted. A graduate student is eligible for one grant in each fiscal year (July 1 to June 30) they are a graduate student. The GuSH application form can be accessed [here](#).

Application period:

Fall 2017: Application opens on Aug 29 and closes on Sep 15

Spring 2018: Application opens on Jan16 and closes on Feb 2

Summer 2018: Application opens on May 1 and closes on May 18

Fall 2018: Application opens on Sep 4 and closes on Sep 21

## GuSH CROSSWALK SEED GRANT

The GuSH Crosswalk Seed Grant is provided to graduate students and teams for research project pilots that cross two or more departments or colleges through the new ProSEED Initiative. These grants are to promote creative interdisciplinarity and collaborations among researchers across campus. Unlike standard GuSH grants, the research projects proposed do not have to meet the requirements of research for a required degree but can be for pursuing pilot projects, creating entrepreneurial opportunities and exploring interdisciplinary domains. Information and details about the application process can be found [here](#).

## GRADUATE CONFERENCE FUNDING

Graduate Student Conference Funding is provided by the Graduate Student Assembly and the Provost's Office, and is managed by the Office of the Assistant Vice Provost for Graduate Education. The goal of the funding is to enable more Carnegie Mellon graduate students to make presentations at key conferences and exhibitions in their fields or attend conferences and learn about the broader field of study to which they belong. This funding opportunity is available to individual graduate students, a group of graduate students attending the same conference and/or a group of members from a registered club/organization attending the same conference. If you have submitted an abstract to present at a conference, you do not have to wait until it is accepted to apply.

This award amount is \$500 per student with a maximum amount of \$1,000 per group. Awardees are selected through a lottery process on a quarterly basis. This is considered a partial source of support and applicants are required to seek funds from the following other sources first, before applying for these funds, including: Funds from the conferences they will be attending; their own advisor; their department; their college. A letter from the applicant's advisor is required. Information and details about the application process can be found [here](#).

## GRADUATE STUDIO RESEARCH FUNDING

Graduate Students may be awarded limited funding for individual research related to their studio practice. The funds are awarded by the head of school, and must be approved in advance by the MFA Program Director. The goal for the funds is to enrich graduate research and academic engagement within their field of interest. Graduate students will only be awarded research funds once per academic year, and the head of school will determine the availability of funds. Funds will not be awarded for the production or fabrication of work. Students

receiving travel-related research funds will be required to write a summary of their research trip for the *On The Ground* student research series published on the school's website. An example *On The Ground* can be read [here](#).

#### FRANK-RATCHYE FUND FOR ART @ THE FRONTIER GRANTS

The STUDIO for Creative Inquiry administers the Frank-Ratchye Fund for Art @ the Frontier (FRFAF): an endowment to encourage the creation of innovative artworks by the faculty, students and staff of Carnegie Mellon University.

Regular Grants can range from \$100 to \*\$10,000, with proposals evaluated twice annually. Application dates will be posted at the start of the fall semester. Applicants for regular Grants are encouraged to contact the Associate Director of the STUDIO, [Tom Hughes](#), in advance of the deadline to discuss your application.

Microgrants are available to assist projects that require modest support (under \$500). The FRFAF Microgrant program exists to spur investigations at their earliest and most fragile state, enabling "rapid-response research". Applications are accepted on a rolling basis throughout each semester, while funds remain. For more information and to access application forms please visit [STUDIO for Creative Inquiry](#).

\*FRFAF grants that exceed \$5000 are rare, so applicants should consult the STUDIO if planning larger funding requests.

## FINANCIAL AID

### FINANCIAL AID

New graduate students will be informed of financial aid awards in their acceptance letters. Returning graduate students are informed of financial aid during the summer preceding the coming academic year. Signing and returning the initial acceptance or follow-up award letter constitutes agreement of the offered aid. Information on all Federal Student Loan Programs can be obtained from the Department of Financial Aid, Warner Hall 315, x8-2068. For information and forms: [\\_http://admission.enrollment.cmu.edu/pages/financial-aid](http://admission.enrollment.cmu.edu/pages/financial-aid)

### MAINTAINING AWARDED FINANCIAL AID

Failure to fulfill the assistantship requirements of the M.F.A. program may result in termination of the scholarship. See the section on Graduate Assistantship

Policy. With the exception of several special scholarships that are for one year only, and will be identified as such, students can expect that the School will maintain the same level of funding throughout their three years in the MFA program. Students will be notified in writing of any change in support at least two months before the change will go into effect. If funding is lost or reduced, students may file an appeal with the Head of the School, Charlie White, (chwhite@cmu.edu). To retain their financial aid packages, students are required to be enrolled as full-time students (36 units or more), obtain a “P” in all School of Art courses, and successfully complete year-end reviews.

## EMERGENCY LOANS

There are currently two loan sources on campus for graduate students who may need transitional or emergency funds. The first is the Emergency Student Loan, which may be granted at any time in the academic year. The stated limit is \$100, but quite often exceptions are made depending on the student’s situation. The emergency-based loan is an interest-free loan repayable within 30 days. Payment plans that extend over several months are possible in some cases. Students who need to obtain an Emergency Loan should visit the Student Affairs Office or call 412-268-2075 for an appointment. The second loan available on campus is the Graduate Student Transition Loan. These loans are designed to help first-year graduate students with initial expenses. The application requires School approval. Questions regarding this program may be directed to an Enrollment Services counselor at The Hub (x8-8186).

## HEALTH, HOUSING & SUPPORT PROGRAMS

### HEALTH INSURANCE

The university requires that all students be covered by a medical insurance plan. The university offers several health insurance plans for graduate students. These plans, designed with input from graduate students, provide catastrophic, moderate, and comprehensive levels of coverage depending on the chosen plan. All students, whether on one of these plans or not, must inform the Health Center of their insurance coverage. Students can enroll for insurance coverage and payroll deduction at Student Health Services.

Students must submit a health history form to Student Health Services. The immunization section on the back must be completed. Students born after 1956 are required to show proof of having has two doses of measles vaccine or of

having had the disease. Religious and medical exemptions are honored with the understanding that if a measles outbreak would occur, these students would be unable to attend classes until the outbreak was over. Students will be unable to register for spring classes until they comply with this requirement.

## HOUSING

Many of our graduate students live in off-campus houses and apartments in the many neighborhoods surrounding the university. Public transportation and university shuttle buses make nearby communities extremely accessible to the campus. Housing Services does provide some local area information, resource links, and CMU Off-Campus Housing, which can be found in the Community Housing section. Please contact Housing Services at [housing@andrew.cmu.edu](mailto:housing@andrew.cmu.edu) or 412-268-2139 for any questions you may have regarding graduate housing.

## PARKING

If students wish to obtain a parking permit for a campus lot, application forms are available from the Parking Office, located in the parking garage, starting mid-May for the following fall semester. Students should contact the Parking Office directly (x8-2052) to request that an application packet be mailed to them. Applications are due in the beginning of May. The Parking Office allocates space requests in this order: Faculty/Staff, Graduate Students, Undergraduate Commuters, and Undergraduate Residents.

## CONCERNS & GRIEVANCES

<http://www.cmu.edu/adm/gpo/concerns>

Students who believe that they have been treated inappropriately by faculty are encouraged to raise their concerns first with the faculty member involved. If there is no resolution, students should meet next with MFA Program Director/Administrator, and, if not resolved, with the Head of the School. The Head of the School may appoint a separate ad hoc and advisory grievance committee. In cases where the head is party to the complaint, presentation will be made directly to the Dean of the College of Fine Arts. For more information on graduate student concerns, advocates, and resources:

<http://www.cmu.edu/graduate/index.html>

## EMPLOYMENT

The School of Art recommends that graduate students not obtain employment outside the School during the academic year. Few, if any, summer employment opportunities are available for graduate students in the School of Art, although

students are encouraged to apply for any available teaching positions in the School of Art's Pre-College Program.

### LEAVE OF ABSENCE

Leave of Absence means temporarily leaving the university with a stated intention to return. A leave of absence may be voluntary or involuntary. If the leave is voluntary, the student may return any time within four years following the beginning of the leave by filing an Application for Return from Leave of Absence form. If the leave is involuntary, that is, required for academic or disciplinary reasons, the conditions for return will be stated. Forms are available in the Art Office or the HUB.

### LEAVING THE UNIVERSITY

A student who decides to leave the university must meet with the Head of the School and complete a Withdrawal or Leave of Absence form located in the Art Office or HUB. Withdrawal means leaving the university with no intention of returning. A withdrawal or leave of absence from the university at any time up to and including the last day of classes (excluding the final examination period), means that no grades will be recorded for the semester. Financial responsibility for the semester is dependent upon the date of and the reasons for filing the form. Questions about financial responsibility should be directed to the HUB.

## RESOURCES FOR GRADUATE STUDENTS

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development. [www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: <http://www.cmu.edu/graduate/>.

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Students of Color Series (SOC)

#### OFFICE OF THE DEAN OF STUDENT AFFAIRS

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Athletics
- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Housing Services
- Office of Community Standards and Integrity
- Office of Student Leadership, Involvement, and Civic Engagement
- University Health Services
- Wellness Initiatives

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also

manages the Emergency Student Loan (ESLs) process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances. The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity).

#### ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

The [Office of Disability Resources](#) at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a [Voluntary Disclosure of Disability Form \[pdf\]](#) to [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

For more information, please see <http://www.cmu.edu/education-office/disability-resources/>. Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchel, 412-268-6121, [getchell@cmu.edu](mailto:getchell@cmu.edu) to access the services available at the university and initiate a request for accommodations.

#### EBERLY CENTER

Support for graduate students who are or will be teaching is provided in many departments and centrally by the [Eberly Center for Teaching Excellence & Educational Innovation](#). The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students can be found [HERE](#).

#### CARNEGIE MELLON ETHICS HOTLINE

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the



university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting [www.reportit.net](http://www.reportit.net) (user name: tartans; password: plaid). All submissions will be reported to appropriate university personnel.

The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

#### GRADUATE STUDENT ASSEMBLY

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, <http://www.cmu.edu/stugov/gsa/resources/index.html>. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

#### INTERCULTURAL COMMUNICATION CENTER (ICC)

The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs)

who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

#### OFFICE OF INTERNATIONAL EDUCATION (OIE)

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

#### VETERANS AND MILITARY COMMUNITY

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying veteran education benefits, campus services, veteran's groups at CMU, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The Naval ROTC and Veteran Affairs Offices are located at 4615 Forbes Avenue, [uro-vaedbenefits@andrew.cmu.edu](mailto:uro-vaedbenefits@andrew.cmu.edu), 412-268-8747.

#### COMPUTING AND INFORMATION SERVICES

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at [it-help@cmu.edu](mailto:it-help@cmu.edu).

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The

policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available [HERE](#).

## RESEARCH AT CMU

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

## OFFICE OF RESEARCH INTEGRITY & COMPLIANCE

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

## HEALTH, WELLNESS, AND SAFETY

### COUNSELING & PSYCHOLOGICAL SERVICES

Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CAPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

### HEALTH SERVICES

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU student insurance plan covers most visit fees to see

the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees. UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

### CAMPUS WELLNESS

At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. There are a wide variety of resources, opportunities, and people that help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.

### UNIVERSITY POLICE

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

EMERGENCY: 412-268-2323

NON-EMERGENCY: 412-268-6232

### SHUTTLE & ESCORT SERVICES

University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. Full information about these services, stops, routes, tracking and schedules can be found online at:

<http://www.cmu.edu/police/shuttleandescort/>

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at [www.cmu.edu/police/annualreports](http://www.cmu.edu/police/annualreports).

## STUDENT ONLINE HANDBOOK

Carnegie Mellon University's [student on-line handbook](#) known as The WORD, and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

Carnegie Mellon Vision, Mission

Carnegie Code

Academic Standards, Policies and Procedures

- Educational Goals

- Academic and Individual Freedom

- Statement on Academic Integrity

- Standards for Academic & Creative Life

  - Assistance for Individuals with Disabilities

  - Master's Student Statute of Limitations

  - Conduct of Classes

  - Copyright Policy

  - Cross-college & University Registration

  - Doctoral Student Status Policy

  - Evaluation & Certification of English Fluency for Instructors

  - Final Exams for Graduate Courses

- Grading Policies
- Intellectual Property Policy
- Privacy Rights of Students
- Research
  - Human Subjects in Research
  - Office of Research Integrity & Compliance
  - Office of Sponsored Programs
  - Policy for Handling Alleged Misconduct of Research
  - Policy on Restricted Research
- Student's Rights
- Tax Status of Graduate Student Awards

## Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center
- Copying, Printing & Mailing
- Division of Student Affairs
- Domestic Partner Registration
- Emergency Student Loan Program
- Gender Programs & Resources
- Health Services
- Dining Services
- The HUB Student Services Center
- ID Card Services
- Leonard Gelfand Center
- LGBTQ Resources
- Multicultural and Diversity Initiatives
- Opportunities for Involvement
- Parking and Transportation Services
- SafeWalk
- Survivor Support Network
- Shuttle and Escort Services
- Spiritual Development
- University Police

Student Activities  
University Stores

#### Community Standards, Policies and Procedures

Alcohol and Drugs Policy  
AIDS Policy  
Bicycle/Wheeled Transportation Policy  
Damage to Carnegie Mellon Property  
Deadly Weapons  
Discriminatory Harassment  
Disorderly Conduct  
Equal Opportunity/Affirmative Action Policy  
Freedom of Expression Policy  
Health Insurance Policy  
Immunization Policy  
Missing Student Protocol  
Non-Discrimination Policy  
On-Campus Emergencies  
Pets  
Political Activities  
Recycling Policy  
Riotous and Disorderly Behavior  
Safety Hazards  
Scheduling and Use of University Facilities  
Sexual Harassment and Sexual Assault Policy  
Smoking Policy  
Student Accounts Receivable and Collection Policy and Procedures  
Student Activities Fee  
Student Enterprises  
Workplace Threats and Violence Policy

#### REGISTRATION & TRANSCRIPTS

The HUB is located in Warner Hall on the concourse on the lower level. The HUB is comprised of Enrollment Services, University Registrar's Office, Student Financial Aid, Student Accounts Office, Summer Studies, and Enrollment Systems. HUB services includes; enrollment and financial aid official transcripts and enrollment verifications; student employment information; changing a meal plan; obtaining a student ID card; and a PAT transit imprint on Student ID.

## ONLINE SERVICES

Carnegie Mellon University's Online Services offer a number of important processes for enrolled students:

## SCHEDULE OF CLASSES

The SOC is a real-time searchable database of course information, including course descriptions, FCEs and Course Information Online links. There is also a view-only schedule of classes.

## STUDENT INFORMATION ONLINE

SIO is where students can check for the availability of course sections and get specific information about a course; register for waitlist and classes in and make some modifications to their course schedule; check their enrollment data, schedule, student account balance, financial aid award and documents, HOPE tax credit information, grades; apply for graduation, view and verify their academic data, and update important information that will be used to print their diploma and the University's Commencement Program. It is also where students update their address information and order an unofficial academic record, and official enrollment verifications.

## ACADEMIC AUDIT ONLINE

The Online Academic Audit compares the courses from a student's academic record against degree requirements.

## FACULTY COURSE EVALUATIONS

The FCE system allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors.

## SPACE QUEST

Space Quest searches, requests and reserves available University Center spaces and Enrollment Services classrooms for meetings, review sessions, seminars, etc.

## COMPUTER LABS

There are many computer labs throughout campus. The most convenient to art students are the CFA Multimedia Studio on the third floor of CFA (x8-2054) Hunt Lower Level, and Cyert 100A (x8-8477). Hours and staffing vary throughout the year. To learn more about computer labs throughout campus go [HERE](#).



## CMU ID CARD

Students, full-time faculty, and staff are issued CMU ID cards upon arrival at the university. First time cards, and replacement cards, can be obtained at the Card Office in Warner Hall. Carry your ID on you at all times as many buildings (including Doherty Hall) are swipe-card controlled. Questions & concerns: [idplus@andrew.cmu.edu](mailto:idplus@andrew.cmu.edu) or by phone at (412) 268-5224.

## CMU ID PERKS

<http://www.cmu.edu/idplus/services/index.html>Ex: Free bus fair, pay for School of Art printing/digi-fab services WITH PLAIDCASH, Free admission and discounts at museums & art organizations (Carnegie Museum of Art, Warhol Museum, Mattress Factory, etc.).

## CAMPUS POLICE & SECURITY SERVICES

The locations of nearest security phones and quickest exit routes should always be noted. Campus Security offers a shuttle service from 7am-10:30pm to take students between academic buildings and dormitories or to off-campus university housing. An escort service is available during hours when the shuttle is not available. The Information Desk in the University Center has more detailed information about these services.