

Carnegie Mellon University

School of Art

UNDERGRADUATE HANDBOOK

SCHOOL OF ART

College of Fine Arts 300
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

412-268-2409

www.art.cmu.edu

schoolofart@cmu.edu

HEAD OF SCHOOL

Charlie White
Regina and Marlin Miller Head of School
School of Art
Professor of Art
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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.art.cmu.edu/about under "Student Resources."

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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 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

Office of Community Standards and Integrity: www.cmu.edu/student-affairs/ocsi/

University Policies Website: <https://www.cmu.edu/policies/>

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 university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018.

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

The Statement may also be found online at: <https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.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 Code may also be found online at:

www.cmu.edu/student-affairs/theword/code/index.html

POLICY ON ACADEMIC INTEGRITY

Academic credit awarded to an individual should represent the work of that individual. Therefore, students at Carnegie Mellon are expected to produce their own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). The citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s), the acknowledgement of any collaboration or source of assistance is likewise required. Failure to do so is dishonest and is the basis for a charge of cheating, plagiarism, or unauthorized assistance. Such charges are subject to disciplinary action.

The full policy statement and definition of policy violations can be found at

www.cmu.edu/policies/student-and-student-life/academic-integrity.html

PRIVACY

Under the Family Educational Rights and Privacy Act (FERPA), students have the right to:

- Inspect and review their education records;
- Request an amendment to their education records if they believe they are inaccurate or misleading;
- Request a hearing if their request for an amendment is not resolved to their satisfaction;
- Consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without your consent;
- File a complaint with the U.S. Department of Education Family Policy Compliance Office if they believe your rights under FERPA have been violated.

The full policy may be found at

www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html

The School of Art sends all correspondence to students.

RIGHTS & COMPLIANCE WITH REGULATIONS

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

Qualified individuals are entitled to reasonable accommodations under the guidelines of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA). The Office of Disability Resources serves as links between students with disabilities and the campus community.

For more information about accommodations, services, and accessing these please visit:
www.cmu.edu/student-affairs/theword/academic/assistance-for-individuals-with-disabilities.html

POLICY AGAINST SEXUAL HARASSMENT & SEXUAL ASSAULT

Sexual harassment and sexual assault are specifically prohibited by Carnegie Mellon University, as is retaliation for having brought forward a concern or allegation. The document found at the below URL defines sexual harassment and sexual assault and explains the procedures that are followed when someone reports conduct that is prohibited by this policy:

www.cmu.edu/policies/administrative-and-governance/sexual-harassment-and-sexual-assault.html

If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to contact any of the following resources:

Office of Title IX Initiatives, 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. These can all be found at:

www.cmu.edu/policies/administrative-and-governance/sexual-harassment-and-sexual-assault.html

University Police: 412-268-2323

University Health Services: 412-268-2157

Counseling & Psychological Services: 412-268-2922

INTERNATIONAL STUDENT SERVICES

The Office of International Education (OIE) promotes and coordinates study abroad and acts as a liaison to the university for international students, researchers, and professors.

A few key services they provide are:

- Advising international students and scholars regarding personal, immigration/visa, academic, social, and acculturation issues
- Advising students who wish to study abroad regarding programs and options
- Informing international students and scholars about changes in immigration regulations and upcoming events
- Planning workshops on cultural adjustment, reentry issues, career planning, tax filing, and other topics
- Supporting and advising international and cultural groups, such as the International Student Union and the International Spouses and Partners Organization

- Organizing orientation programs for new students and scholars, as well as for CMU students who study abroad

Further information can be found online at www.cmu.edu/oie/

CALENDARS

SCHOOL OF ART CALENDAR

The School of Art maintains current listings for all events at www.art.cmu.edu/events relating to the school, students, faculty, and staff. To have your event added to the listings, please email Andy Ptaschinski, the Marketing and Communications Manager at aptaschi@andrew.cmu.edu with details for your event and a good quality image.

UNIVERSITY ACADEMIC CALENDAR

The most current calendar can be found at: www.cmu.edu/hub/calendar/index.html

FULLTIME / VISITING FACULTY

Kim Beck (on leave 2019-20)
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STAFF

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Sculpture Technician
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ART STAFF RESPONSIBILITIES

Office Hours 8.30 a.m. – 5.00 p.m.

JULIE AZZAM, MFA PROGRAM COORDINATOR

Works directly with MFA Program Director, affiliated faculty, and students on all graduate program related issues including admissions, student enrollment, course registration, scheduling, and events. Assists in the coordination of graduate reviews, assistantships, and advisors. Maintains MFA website and handbook information. Meets with prospective graduate students.

MARK CATO, ASSISTANT HEAD OF ACADEMIC AFFAIRS & ACADEMIC ADVISOR

Undergraduate academic advisor, administrative support regarding curriculum planning, course scheduling, registration, waitlists and liaison with campus departments on related matters. Faculty contact for students with academic performance problems and/or special circumstances (personal/academic). Approves changes in student status, independent study, internships, etc. Meets with prospective undergraduate students, parents and transfer students.

SIDNEY CHURCH, DIGITAL AND PHYSICAL COMPUTING TECHNICIAN

Maintains and monitors the School of Art Physical Computing Lab, laser cutters, and CNC router. Establishes and oversees safety protocols and training for use of these spaces. Schedules, trains, and supervises student monitors. Shares responsibilities with Sculpture Technician within the areas of Ceramics and Small Metals.

KELLIE HAMES, PRINT TECHNICIAN

Maintains and monitors intaglio, lithography and serigraphy studios and related inventory. Assists students and faculty using printmaking facilities. Maintains and monitors the Digital Print Studio. Oversees safety procedures and student monitors for these areas. Oversees Doherty Hall critique space.

CAROL HERNANDEZ

Assists the business manager in processing expenses and issuing reimbursements.

STEVE GURYSH, SCULPTURE TECHNICIAN

Oversees responsibility of 3-D fabrication facilities such as woodshop, welding shop and mold making/casting area. Shares responsibility for Small Metals, Ceramics and CNC router training with the Digital and Physical Computing Technician. Responsible for instructing students, faculty and staff in the proper and safe use of various tools and equipment. Oversees student projects. Procures equipment/supplies. Schedules, trains, and supervises student monitors. With the Technical Manager, serves as key point person for facility related issues within Doherty Hall areas occupied by the School of Art.

KENI JEFFERSON, UNDERGRADUATE ACTIVITIES COORDINATOR

Assists in the planning and execution of School of Art events. Provides School of Art and HUB forms, and waitlist assistance to faculty. Coordinates BFA reviews. Distributes, monitors, and orders studio/classroom keys. Manages the reservation schedule all School of Art classrooms, hallways, foyers, and Ellis Gallery. With Technical Manager, coordinates studio lottery and

selection. Reserves life models for classes. With faculty, manages the annual School of Art Awards.

LESLIE GORDON, OFFICE ASSOCIATE

Responsible for general front office/receptionist support and is the first point person for questions related to the School from students and visitors. Works closely with the Head of School by managing calendars, coordinating appointments, and assisting with administrative tasks.

ELIZABETH KELLER, ASSISTANT HEAD OF ADMINISTRATION

Assists with staffing and structural oversight of the School. Coordinates faculty and staff job searches, new staff on-boarding, as well as cases of faculty reappointment, promotion, and tenure. With business Manager, oversees planning and logistics of School of Art Lecture Series. Works closely with Marketing and Communications Manager on all communications related projects.

BOB KOLLAR, TECHNICAL MANAGER

Maintains computers and other electronic media equipment and software. Administrates FileServer and website, and computer outlet activation. Provides technical support. Manages Media Equipment Center which loans equipment to members of School of Art and College of Fine Arts. (Undergraduates may also borrow equipment from Hunt Library circulation desk). Oversees use of Chroma Key Studio, CFA 309. Oversees general upkeep, maintenance, and potential renovations of School of Art classrooms, studios, and offices. With the Undergraduate Activities Coordinator, manages studio lottery and selection. Manages small works case, publications case, and ETB foyer projection schedule.

ANDREW PTASCHINSKI, MARKETING AND COMMUNICATIONS MANAGER

Oversees the creation and distribution of all internal and external communications for the School of Art. Oversees production and distribution of all printed promotional materials related to the School. Manages publication of the Weekly Newsletter, as well as all website and social media content. Assists in the coordination of School of Art events.

BILL RODGERS, PRE-COLLEGE DIRECTOR

Responsible for the direction, operation, supervision and development of the Pre-College Summer Program.

WAYNE SAVAGE, BUSINESS MANAGER

Manages School of Art budgets; personnel and human resources matters; graduate student funding; and payroll, including student employment. Posts art materials fees to student accounts. Orders classroom supplies at the request of faculty. Assists in the organization of School of Art special events.

COMMUNICATIONS

UPDATING CONTACT INFORMATION

All students can change their address online with Student Information Online (SIO), which will also update the Student Services Suite (S3). Additional information is available at cmu.edu/hub/registrar/student-records/preferred-name.html

CAMPUS MAILBOXES

Undergraduates have a campus mailbox on the lower level of the Cohon University Center, where they may also pick up large deliveries. The campus post office is also located on the lower level.

All School of Art faculty and staff have individual mailboxes located in the art office Lounge, CFA 300. Students wishing to put something in these mailboxes may give their items to the Office Associate.

CAMPUS PHONES

Telephones located in the art office and classrooms are for staff and faculty use only, unless in an emergency. For emergencies, call campus police at 412-268-2323 (or 82323 from a campus phone). There are also yellow call boxes located next to the elevator by the art office and between CFA 414-416 that connect directly to Campus Security.

INFORMATION KIOSK

A kiosk of pertinent semester information and paperwork is located outside the art office including: Semester Schedules, Printing Resources, Exhibition Space Request Forms, etc. A screen is also located outside the office that features School of Art-related events.

EMAIL

All faculty, staff, and students are given a CMU email address, which they are expected to use for all school-related matters. Personal email addresses should not be used.

Critical information regarding academic requirements, school events, and opportunities are communicated via email. It is vital all members of the community read email daily. All emails requiring a response should be replied to within 24 hours during the work week (Monday–Friday), unless other expectations have been communicated prior. Email should be treated with the same discretion as any written document. School of Art email distribution lists (d-lists) are for administrative use only.

SCHOOL OF ART NEWSLETTER AND OTHER ANNOUNCEMENTS

The School of Art distributes a weekly newsletter on Tuesdays at 11:00 am, which outlines school related events for the week and faculty, staff, student, and alumni news. All members of the School of Art community are expected to review the newsletter each week.

If you have news or an event you would like communicated through the newsletter, on the School of Art website or through the School's social media channels, please send information,

an image, and a link (if applicable) to the Marketing & Communications Manager, Andy Ptaschinski, via email at aptaschi@andrew.cmu.edu. To keep email communication to a minimum, all news must be submitted for the newsletter, rather than distributed through individual emails. News should be submitted a minimum of one week prior to the newsletter date.

The Marketing & Communications Manager will also forward opportunities—internships, residencies, calls for artwork, etc.—as received to the appropriate groups. If you receive an opportunity that would be of interest to others in the School of Art community, please forward it to aptaschi@andrew.cmu.edu for distribution.

SOCIAL MEDIA

Students and faculty are encouraged to follow the School of Art's social media pages:

FACEBOOK: <https://www.facebook.com/CMUSchoolofArt/>

TWITTER: [@CMUSchoolofArt](https://twitter.com/CMUSchoolofArt)

INSTAGRAM: [@cmuschoolofart](https://www.instagram.com/cmuschoolofart)

RESOURCES

UNIVERSITY INFORMATION DESK

Located in the University Center (phone: 412-268-2107), this is the place to find information about student activities, bus schedules, student organization mailboxes, tickets, and more.

CAMPUS EMPLOYMENT / WORK-STUDY

University-wide work-study employment is available to undergraduate and graduate students. Information, including how to sign up for Handshake, the University's online jobs listing website, can be found through the Career & Professional Development Center:

www.cmu.edu/career/students-and-alumni/find-a-job-or-internship/on-campus-employment-for-students.html

ART-SPECIFIC

Work-study opportunities arise on a semester basis. The following areas are generally hiring once a year for part-time assistance. Open positions will be announced via email.

SCHOOL OF ART

- Office Administration Assistant
- Doherty Hall Shop Monitors
- Equipment Lending Assistants

MILLER GALLERY

- Gallery Attendants
- Installation/Event Assistants

THE FRAME GALLERY

- 2 Co-Directors
- Business Manager
- Communications Manager

CAREER & PROFESSIONAL DEVELOPMENT SERVICES

The Career & Professional Development Center offers a variety of resources that are relevant to School of Art students. Resources include counseling and information about career options for BFA/BXA graduates and job search skills and strategies.

To schedule an appointment with a career consultant, register and log onto Handshake at cmu.joinhandshake.com/login.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs (DOSA) is concerned with student growth and welfare and is the best place to start to resolve non-academic problems.

A directory of contacts within the office can be found online at www.cmu.edu/student-affairs/contact.html.

COUNSELING & PSYCHOLOGICAL SERVICES (CaPS)

Office hours: Monday – Friday 8:30 – 5:00 p.m. (evening hours by appointment)

Emergency help is available 24-hours a day at 412-268-2922

The Counseling Center (located in Morewood Gardens, E Tower) is staffed by professionals trained to deal with problems that may impede academic progress, for example, dealing with stress or depression, or working through a difficult personal situation or relationship.

More information about CaPS can be found at www.cmu.edu/counseling/.

If you or someone you know is feeling suicidal or in danger of self-harm, call one of the below numbers immediately, regardless of the time of day or night:

CaPS: 412-268-2922

Resolve Crisis Network: 888-796-8226

If the situation is life threatening, call the police:

On campus: CMU Police: 412-268-2323

Off campus: 911

UNIVERSITY HEALTH SERVICES

Office hours: Monday – Thursday 11:00 a.m. – 7:30 p.m., Friday 8:30 a.m. – 7:30 p.m.,

Saturday 11:00 a.m. – 3:00 p.m.

Morewood Gardens E Tower

412-268-2157

For a medical emergency when Health Services is closed, call campus police at 412-268-2323 if on campus, and 911 is off campus.

Student Health Services Center provides the same level of service available at a family doctor's office. Services include: general medicine, gynecological care and contraception, LGBTQ healthcare, sexual healthcare, allergy injections, first aid, and pharmaceuticals, among others. Appointments to see the physician, nurse practitioners and registered nurses can be scheduled by calling the office Monday through Friday during normal operating hours. Walk-in emergency treatment is also provided.

Additional information about services and fees can be found online at www.cmu.edu/health-services/.

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, Hunt Lower Level, and Cyert 100A. Hours and staffing vary throughout the year.

More information can be found at www.cmu.edu/computing/.

REGISTRATION & TRANSCRIPTS / THE HUB

The HUB is located in Warner Hall on the concourse (lower) level. The HUB is comprised of Enrollment Services, University Registrar's Office, Student Financial Aid, Student Accounts Office, Summer Studies, and Enrollment Systems. The HUB can be reached at 412-268-8186.

HUB ASSISTANCE

- Enrollment and financial aid
- Official transcripts and enrollment verifications
- Student employment information
- Changing a meal plan
- Obtaining a student ID card

HUB ONLINE SERVICES

The following services can be found online at www.cmu.edu/hub/:

- Schedule of Classes (SOC): 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): 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, and grades; and 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.
- Stellar Degree Audit Application: compares the courses from a student's academic record against degree requirements to assist students with schedule planning and meeting their degree requirements
- Faculty Course Evaluations (FCEs): 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: searches, requests and reserves available University Center spaces and Enrollment Services classrooms for meetings, review sessions, seminars, etc.

GRANTS & PROJECT FUNDING

CMU UNDERGRADUATE RESEARCH OFFICE (URO)

The Undergraduate Research Office supports student research in every field of study. The URO gives SURG & SURG/CW grants to cover research expenses, Summer Fellowships for full-time summer research, and Presentation Awards to support students presenting at academic conferences. In May of each year, the URO holds a campus-wide celebration of undergraduate research called the Meeting of the Minds. Help is also available for writing proposals, finding mentors, and applying to academic conferences.

Details on these resources can be found at www.cmu.edu/uro/

Additionally, details on the following specific grants can be found at the web addresses below:

Small Undergraduate Research Grants (SURG)

These grants cover materials and supplies for research, including artistic activity, in any field of study. Funds of up to \$500 are available for individuals, or up to \$1,000 for group projects. There are also SURG/Crosswalk grants available for interdisciplinary work, which provide up to \$500 in additional funds for individuals or \$1,000 for groups.

www.cmu.edu/uro/research%20grants/SURG/index.html

Summer Undergraduate Research Fellowship (SURF) Grants

This fund provides grants of \$3,500 for 8-12 weeks of summer research, which can include artistic activity, at 25 hours a week. This award is subject to all applicable payroll taxes.

www.cmu.edu/uro/summer%20research%20fellowships/SURF/

International Small Undergraduate Research Grants (ISURG)

Administered much the same way as SURG funding, ISURG provides up to \$500 for research, including artistic activity, while traveling or studying abroad.

www.cmu.edu/uro/research%20grants/isurg/index.html

FRANK-RATCHYE FUND FOR ART AT THE FRONTIER (FRFAF) GRANTS & MICROGRANTS

Administered through the Frank-Ratchye STUDIO for Creative Inquiry, this fund supports the creation of innovative artworks by faculty, students and staff of CMU. The fund supports projects over \$500 through a regular grant program, which requires interested parties to apply during specific times. The fund also supports projects of \$500 or less through its microgrants, which are administered on a rolling basis.

studioforcreativeinquiry.org/grants

OUTSIDE GRANTS AND FUNDING

The Marketing & Communications Manager may disseminate funding, exhibition, and publishing opportunities as appropriate.

Students are also encouraged to research other streams of funding. A list of organization where students have had successful track records of receiving funding can be found at www.art.cmu.edu/about/grants-research/.

Additionally, the Associated Artists of Pittsburgh maintains an ongoing listing of artist opportunities at www.aapgh.org/artist-opportunities.

HUNT LIBRARY

Students are encouraged to request research help at the Arts Reference Desk, in person (4th floor), by phone (412-268-7272), by e-mail (artsref@andrew.cmu.edu), or by contacting Mo Dawley, Art and Drama Librarian (md2z@andrew.cmu.edu or 412-268-6625).

Hunt Library is one of three libraries comprising the Carnegie Mellon University Libraries and supports research for the arts, humanities and business. The 4th floor houses the Arts and Special Collections department managed by librarians and staff who specialize in art, architecture, drama, design, and music.

Video/DVD collections and viewing facilities are accessed on the second floor of Hunt Library. For information and help accessing film and video materials, contact Jeff Hinkelman, Video Collection Manager (jh51@andrew.cmu.edu or 412-268-6075).

More information on CMU's libraries and collections can be found at www.library.cmu.edu.

PRINTING & PUBLICATIONS

SCHOOL OF ART DIGITAL PRINT LAB

Please see the section on Doherty Hall Facilities for details on this resource.

TARTAN INK

Tartan Ink is a full-service copy/print shop located in Cohon University Center. They offer the following services: printing and copying; binding and finishing; booklets; lamination; passport photos; photo boards; and poster printing.

Further information online at www.cmu.edu/tartanink/

FACILITIES & POLICIES

Carnegie Mellon University is an urban campus with most facilities open to students 24-hours a day. In giving around-the-clock access to students, the university also becomes open to access by the uninvited. Although campus security officers patrol buildings on a regular basis during the evening hours, students need to take precautions for their personal safety. Students should not work alone. Student should also lock their space when in use and close/lock the door when they leave. This advice comes not from a history of incidents, but as an acknowledgment that the potential for problems exists. Generally, the campus is considered a safe environment.

SECURITY & ACCESS

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 HUB. All students, faculty, and staff are expected to carry their ID on them at all times as many buildings (including Doherty Hall) are swipe-card controlled.

CMU IDs also allow for free bus fare, the ability to pay for School of Art printing services with Plaid Cash, and free admission and discounts at museums and arts organizations including the Carnegie Museum of Art, The Andy Warhol Museum, and the Mattress Factory, among others.

Details about ID Card Services can be found at www.cmu.edu/idplus/

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 7:00 am to 10:30 pm to take students between academic buildings and dormitories or to off-campus university housing. A security escort is available during hours when the shuttle is not available.

Details on these services can be found at www.cmu.edu/police/Shuttle%20and%20Escort/index.html

ACCESS TO ART BUILDINGS & FACILITIES

All classrooms and studios are, and must remain, locked when not in use. Students who have signed out CFA or DH keys are allowed 24-hour access to their studios and non-monitored classrooms to complete work. Scheduled class times are posted next to each classroom door. Art classrooms require key access at all times.

CFA 300 Art Office is CMU ID card-swipe controlled for faculty, staff, and graduate students. The door is open during regular office hours. Monday through Friday, 8:30 am to 5:00 pm.

CFA 304 is the only classroom that may be used as a painting studio.

DH Woodshop, Metalshop, CNC and Laser Labs, Digital Print Studio/Print Media Labs, Ceramics and Small Metals classrooms and workshop areas are open when being staffed by a

monitor. Semester hours will be posted onsite and online at art.cmu.edu/facilities/shop-calendars

PERSONAL RESPONSIBILITY OF STUDENTS, FACULTY & STAFF

Turn off all equipment and lights, and close doors and windows upon leaving a classroom. Close and lock classroom doors behind you.

Do not give classroom or studio access to anyone. People who should be in those spaces will have keys.

KEYS

Students gain access to School of Art classroom spaces each semester by signing a Key Contract Form. You may obtain your key in Keni Jefferson's office (CFA 300) during normal business hours. All keys must be returned by the deadline date listed on the contract.

SPECIAL PERMISSION ACCESS

Chroma Key Studio, CFA 309

Access to the Chroma Key Studio is managed by Bob Kollar and may be reserved by emailing him at kollar@cmu.edu.

SERIGRAPHY, DH C300

Students requesting keys for the Serigraphy studios and darkroom (Doherty Hall C300, C300A, C301), who are NOT enrolled in any Printmaking courses will be charged a \$50.00 materials/equipment fee. Students must get permission and signature from the Print Technician, Kellie Hames (khames@cmu.edu) to obtain a key. Space is limited and varies by semester. Students must have completed Introduction to Printmaking before obtaining non-enrolled access to the shop.

DAMAGE TO UNIVERSITY PROPERTY

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.

REPAIR & MAINTENANCE

When faculty and/or students notice the need for repairs in School of Art facilities (electrical, plumbing, carpentry, etc.) please notify art-facilities@cmu.edu.

If there is an emergency after 5:00 pm or during weekends, students must contact Campus Security at 412-268-2323.

STUDIO & CLASSROOM MAINTENANCE

Studio and classrooms are shared by numerous classes. Students and faculty should act responsibly and clean up after themselves at the end of each class. Recycling bins for paper, glass and plastic containers are located throughout School of Art facilities. Unless work is labeled with a student name, instructor name and date to be removed, it may be considered trash. All trash is removed nightly. All art materials must be put away or may be discarded.

PERSONAL PROPERTY & RENTERS' INSURANCE

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.

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.

It is recommended that all valuable items be padlocked in student lockers, taken home, or otherwise secured when not in use. Valuables should not be left visible or unsecured, even in locked classrooms or studios, when the owner is not present.

STUDIOS AND LOCKERS

ART LOCKERS

Lockers are available along the CFA 3rd floor central hallway and in Doherty Hall B level. No reservations are necessary and students must provide their own locks. Lockers are available on a first come, first served basis. Unauthorized locks will be cut and lockers emptied once the spring semester has ended. The School of Art is not responsible for items left behind after commencement. Please contact art-facilities@cmu.edu for details.

STUDENT STUDIOS

Individual and communal studio spaces on the fourth floor of CFA and the B level of Doherty Hall are assigned to BFA and BXA juniors and seniors by lottery at the beginning of each academic year. Freshman and sophomore students are not eligible for individual studio spaces.

STUDIO LOTTERY

Senior BFA and BXA students are entitled to individual studio spaces in the first round of the lottery. Studio spaces remaining after the senior lottery are then distributed to juniors at a second lottery. Maps of available studio spaces are distributed and posted in advance of the lotteries. Larger studio spaces are designated as “double occupancy” studios.

Where communal spaces are available, students may participate in the lottery as a group. If all participants are agreeable to this process, a group designee draws one number for the group. After all groups have chosen their studios, they exit the lottery and the individual lottery proceeds. Juniors can expect to share studio spaces and should approach the lottery with plans for double or triple occupancy. Students who do not need a studio space should not participate in the lottery. If a student is unable to attend the lottery, they may designate another student to represent them. Please contact Keni Jefferson at kjefferson@cmu.edu for further details.

STUDIO SUPERVISION & RULES OF USE

Students who are assigned studios must sign a contract agreeing to abide by studio rules and regulations. A key is required for access to studio spaces and students are responsible for keeping studio spaces locked.

For health and safety reasons, FMS and Custodial Services must have access to studios at all times. Therefore, individual padlocks cannot be affixed to doors. Only School of Art and university locks and keys are permitted for studio doors. If you must leave valuables in your studio, they should be physically secured or kept in a secure, locked cabinet.

Studio use is monitored on a regular basis. If there is evidence that a studio is not being used or is improperly used, it may be reassigned, or a student will be assigned to share it.

Students may only use the studio space assigned to them. Students may not take over a studio that “appears” to be unused.

Students are expected to keep their belongings in check and to use their studio space in a responsible manner.

Blatant disregard of the School of Art Studio Space Policy may result in loss of studio privilege.

Students may not move partitioned walls to change the size of the studio.

All items furnished by the School of Art (flame-retardant curtains, easels, stools, tables and lockers) must be left in the space.

Studios must be returned to their original condition by the stated deadline.

Juniors who fail to restore their spaces are charged a clean-up fine and may have lowest priority in the senior studio draw. Seniors do not receive diplomas until their spaces have been cleaned and inspected.

If graduating in December, or studying abroad for the spring semester, the student must clean the studio space by the last day of classes in the fall semester and contact art-facilities@cmu.edu to schedule a final studio inspection.

If students wish to exchange studios with other students, changes should be reported to and approved by Undergraduate Activities Coordinator Keni Jefferson at kjefferson@cmu.edu. Otherwise, the original contract holder will be held responsible for the condition of the space.

EXHIBITION SPACES

A number of venues on and off campus exhibit student artwork. Scheduled exhibitions and opportunities are announced on the School of Art calendar and in email notices.

CFA HALLWAYS & DH DISPLAY CASES

Students' classwork is scheduled to be displayed in the CFA 3rd floor foyers and central hallway. Exhibitions rotate on a weekly basis through the semester. Ad hoc reservations can be made, based on venue availability. Proposal forms are located outside the CFA 3rd floor main Art Office. These exhibition schedules are managed by Keni Jefferson (kjefferson@cmu.edu).

CFA ELLIS GALLERY

The Ellis Gallery, located off the north end of the 3rd floor hallway of CFA, is a secure space for installations and exhibitions. Students are encouraged to write proposals for one-week exhibits. Ellis Gallery proposal forms are located outside the CFA 3rd floor main art office. These exhibition schedules are managed by Keni Jefferson (kjefferson@cmu.edu).

THE FRAME GALLERY

A student-operated gallery located at the corner of Forbes Avenue and Margaret Morrison Street, hosts weekly student exhibitions on its first floor. Exhibitors are responsible for all of their Frame expenses, including reception and publicity costs. More information about The Frame Gallery and how to apply for exhibitions at www.theframeatcmu.org.

MILLER INSTITUTE OF CONTEMPORARY ART

The Miller ICA is Carnegie Mellon University's contemporary art gallery. It supports experimentation that expands notions of art and culture, providing a forum for conversations about creativity and innovation. The Miller ICA hosts a rotating temporary exhibitions of contemporary, national and international interdisciplinary artwork, along with the yearly MFA thesis exhibition and Senior exhibition. More information at miller-ica.cmu.edu/.

SCHOOL OF ART FACILITIES & POLICIES

The following rules also apply for ALL School of Art facilities:

- Food and drink are strictly prohibited from art studios or other areas where hazardous chemicals are present.
- Food and beverages should not be stored in refrigerators used to chill hazardous chemicals or in glassware that is also used for hazardous chemicals.
- Hazardous or inappropriate materials should not be stored with food or in eating areas. Food storage areas such as cabinets, refrigerators and freezers, must only contain items intended for human consumption. Hazardous chemicals, biological specimens or other materials with the potential to contaminate food or eating areas must be used or stored elsewhere.
- Smoking is not permitted in any School of Art building at any time.
- Alcoholic beverages at social events (such as art openings) requires a special permit, a "host," and security personnel. This must be arranged with the Undergraduate Activities Coordinator well in advance of the event. Otherwise, alcohol is prohibited.
- The use of illegal drugs in the School of Art is prohibited.
- Doors leading to the outsides of buildings may not be propped open when staff and/or faculty are not present. Doing so constitutes a serious breach of security and safety, especially after hours.

FACILITIES CONTACTS

School of Art facilities: art-facilities@cmu.edu

INSTALLATION GUIDELINES

- Leave a clear path to offices, classrooms, restrooms, elevators and/or stairs.
- Remove nails, tacks, tape & signage.
- Patch, sand and paint display walls after removing installation.
- If furniture is moved (benches, tables, chairs, etc.), put it back.
- Extension cords must be entirely attached to the floor with tape and tape is to be completely removed when done.
- Put pedestals away in the CFA storage closet across from the women's restroom and in DH B305A storage closets.
- When using sound, use moderate to low volume or provide headphones when possible.
- Do not exhibit on stairwell walls, landings or on stairs.
- Do not exhibit in elevators.
- No nails/holes in ceilings or floors.
- No candles, fuel lamps or other types of open flames.
- Do not leave light bulbs on indefinitely. This is a potential fire hazard.
- Do not hang anything from sprinkler pipes, ceiling cable trays or electrical tracks.
- Do not use uncontained water, rice, marbles or any other materials on floors that would cause a person to slip.
- Do not paint ceilings, floors or stairwells.

- Do not use spray paint, fixative or spray-mount inside the building.
- No exposed electrical wires, use electrical tape.

Proposal forms are located in the hallway kiosk to the right of the main art office door. For installations within School of Art jurisdiction, use the Art in CFA and/or the Art in DH forms. For installations beyond School of Art jurisdiction, use the Art in the College of Fine Arts Building and/or the Art on Campus forms.

STUDIO SPACE POLICY (For assigned studio and classroom spaces)

The quality of the working and physical environment in the School of Art at Carnegie Mellon is everyone's responsibility. Communal studios/shops and classrooms, as well as the studio that has been designated as your workspace, are all part of the School of Art physical community. What you do in your studio may affect not only your own health and safety, but also that of others. If you are aware of a safety issue in your studio, your communal workspaces or your building, or if you are unsure if a process or material that you want to use is safe, you should seek guidance from your professors, the School of Art Technical Manager, or the Office of Environmental Health and Safety.

The intention of this agreement is for students, faculty and staff to work towards ensuring that studio conditions are acceptable for the individual student and the collective good of all. In addition to environmental concerns, this agreement also addresses some general rules of civility and safety.

In accepting a studio assignment, you agree to the following terms and conditions, with the understanding that if these terms and conditions are breached or for other reasonable cause, the School may be forced to close your studio, terminate your studio privileges and/or restrict access to other School facilities.

The studio shall be used only for educational purposes, and only by students in the School of Art or by students taking an art course, unless by special permission from the Head of School, as per the course schedule published each semester.

At the conclusion of the term, your assigned studio shall be left clean and in good condition, notwithstanding reasonable wear and tear.

The studio will be maintained in a clean and orderly condition, consistent with its proper use. All designated fire corridors must be kept free of obstructions. Stairways, hallways and other common areas must be kept open and free of obstructions as well. Windows may not be blocked (except by appropriate shades or blinds). Defacement of public places (graffiti) is subject to disciplinary action.

All paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in the provided safety cabinets or metal lockers. Whenever possible, non-toxic materials should be used. The

student is advised to obtain the Material Safety Data Sheet (MSDS) for any material used and to obtain and use personal safety equipment (goggles, gloves, respirators, etc.) when using toxic materials. Processes that create high levels of toxic fumes must not be used in the shared studios. No inks, paints, solvents or toxic chemicals can ever be used in or rinsed down the sinks or drains.

Chemicals specifically prohibited by faculty may not be used.

Clay and plaster may only be used in designated sculpture areas; and residual dust must be contained for proper disposal.

Trash or rags that contain or have come in contact with flammables must be disposed of in provided metal waste disposal containers.

Open flames, torches, welding equipment, etc. can only be used in designated areas.

Personal electrical appliances, such as portable heaters, hot plates and quartz lamps are not permitted, unless the Head of School, Academic or Administrative Assistant Head or Technical Manager grants special permission. Extension cords must be heavy gauge. School of Art representatives may confiscate any of the above items.

No aerosol sprays may be used in interior spaces unless fume/ventilation hoods appropriate for the particular sprays are available, such as in the DH sculpture area. If spraying outdoors, protective materials should be laid down first to prevent overspray from defacing the work surfaces.

It is understood that officers of the University, staff of the College of Fine Arts or School of Art may at any time inspect the studio and any School of Art facility. In the event that unsafe conditions are found to exist, use of the studio shall immediately cease and not be resumed until the condition is remedied. Certain safety issues may require that the use of all studios in a suite of studios be suspended until conditions are remedied.

COLLEGE OF FINE ARTS [CFA] FACILITIES & POLICIES

CFA 3rd & 4th FLOORS

The College of Fine Arts (CFA) 3rd and 4th floors are generally considered “clean” work spaces (concept studios, drawing, critical studies, electronic media, and painting classes are typically housed here). The 4th floor is home to undergraduate studios (Juniors and Seniors), as well as faculty offices and studio spaces.

MULTIMEDIA STUDIOS COMPUTER LABS, CFA 317, 318, 321 and 323

The CFA Multimedia Studio is managed jointly by Computing Services and all five schools in CFA. CFA 317 and 318 are open 24 hours a day to all students on campus, but is only staffed between 8:00 am and midnight. CFA 321 and 323 are open only during the staffing periods, and after-hours to those individuals who have been granted access. Questions about the CFA Multimedia Studio should be directed to Mark Jovanovich, Multimedia Studio Administrator at mjx@cmu.edu (office: CFA 320).

MEDIA EQUIPMENT CENTER, CFA 307A

In addition to the technology lending collection in Hunt Library (details here www.library.cmu.edu/using/techlending), the School of Art maintains separate collections of School of Art and College of Fine Arts equipment. The School of Art’s collection is limited to art students, faculty, and staff, and students currently enrolled in art courses. Access to certain items may be further limited to students enrolled in Advanced ETB courses. The College of Fine Art’s collection is limited to CFA students, faculty, and staff, and students enrolled in CFA courses.

Because of the high demand and limited supply of equipment, advanced reservations are strongly recommended and made by emailing lending@cmu.edu. A late fee of \$25 per day will be assessed for each overdue item. The checkout period is normally 24 hours, although extended loans can be arranged for certain items by consulting the Technical Manager before borrowing the equipment. Students will be billed for expenses related to loss or damage to equipment while it is checked out under their names. For further information about the access and availability of the School’s equipment collection, email lending@cmu.edu.

SCHOOL OF ART LENDING RULES & REGULATIONS

Before checking out equipment, all students, faculty, and staff need to sign a form agreeing to the rules and regulations. Below are a few key points, which are covered in further detail in the agreement form:

It is recommended that you reserve equipment in advance to ensure its availability.

24-hour weekday checkout, or Friday to Monday at noon weekend checkout is strictly enforced.

Extended reservations must be made 1-week in advance.

No hand-offs to other students or faculty.

Reserve and borrow keys to Chroma Key Studio from the Media Equipment Center.

MEDIA PRESENTATION STUDIOS CFA 303 & 307

The Media Presentation Studios are regularly scheduled for classes and also available to university faculty and staff to reserve for special events. Unless they are in regularly-scheduled classes in the media presentation room, students may use this space only with faculty supervision. Faculty may check availability and reserve this space through Keni Jefferson (kjefferson@cmu.edu).

CHROMA KEY STUDIO, CFA 309

This is a dedicated workspace for ETB video and stop-motion animation projects that is used by classes and reserved during off-hours on an individual basis. Access is limited to art students and students currently enrolled in art courses. Contact lending@cmu.edu to reserve.

PAINTING STUDIO CFA 304

Introductory painting is taught in the 3rd painting studio which has a ventilation system and exhaust fan and a brush-washing machine with receptacles for solvent and paint waste. This studio is equipped with easels, stools, wheeled palette tables and drawers, palette shelves, a model stand, lockers for storage of materials, racks for storage of paintings, and closets for still life materials and studio lamps.

Advanced painting, drawing and some 2D mixed-media courses are taught in senior and junior studios on the 4th floor of the College of Fine Arts with group critiques held in the 4th floor Loge, a clean and well-lit display space.

DRAWING STUDIOS CFA 308, 313

Drawing courses are taught in two different classrooms with natural light. They are equipped with drawing tables, drawing horses, easels and blackout shades for controlled lighting or projection. Classroom closets store still life equipment, including bone and plastic skeletons, studio lamps and some student projects. Metal lateral files store works on paper.

THE LOGE 4th floor, special use facility

The Loge is available for special faculty, staff, and student functions, such as meetings, presentations, reviews, and critiques. The space may be reserved through Keni Jefferson (kjefferson@cmu.edu).

PAINTING & PRINTMAKING BEST PRACTICES

As with any chemical, utilizing appropriate personal protective equipment (PPE) should minimize product exposure. Skin protection and eye protection, as well as adequate ventilation, should be used as necessary to reduce personal exposure. Proper handling and disposal of oil paint waste, including used paint tubes, rags, towels, and wipes, is mandatory in all areas on campus.

Used or spent solvents must be handled in a way that is safe to students, faculty, staff, and the environment. Different types of solvents used in School of Art studios currently include Isopar-L (CFA 304, 400, 401, 419, 420 & 420A brush washing stations), Gamsol, Sansodor, and other low-odor mineral spirits. Inks and oil paints are usually packaged in small tubes or containers and sold on campus in the University Center Art Store.

Students may also use paints purchased from other locations. Please review Material Safety Data Sheets (MSDS) and Technical Data Sheets for all products used, as they provide useful application information as well as information about the environmental, health and safety impacts of the material.

Thinners, solvents or oil-based paints should never be used in or near the sink areas which are for non-toxic water-based media use and cleanup only. Do not wash paint containers, excess paint, towels, rags or other debris containing paints into the sinks.

Apply only as much paint to the palette as can reasonably be expected to use during one session. This technique saves money and reduces waste.

Unused oil paints may be discarded in solid form into safety cans for disposal.

Wipe excess oil paint from brushes using either a rag or a disposable wipe (paper towel/cloth rag.) Be sure to deposit the used wipe in the proper waste receptacle. All used paper towels or cloth rags must be put into safety cans for disposal.

After brushes are wiped of excess material, they may then be washed (either in a personal container of solvent with a proper lid) or in the brush washing station until clean. If using the brush washing station, follow the posted operational procedure.

When a personal container of solvent is no longer useable, carefully pour the waste into one of the designated containers (i.e. 2.5 gallon safety can) labeled with yellow, red, and black hazardous waste stickers reading "Waste Paint Related Material." Wear appropriate safety equipment when transferring solvent, taking care to avoid spills.

DOHERTY HALL, DH FACILITIES

Doherty Hall (DH) facilities on B, C, and D levels are comprised of a woodshop, welding shop, small metals area, printmaking lab, sculpture classrooms, clay area, spray booth, vacuum former, and digital print studio. Doherty Hall also has faculty, graduate, and undergraduate (junior and senior) studio space.

MILLER MEETING ROOM B304

The Miller Meeting room was made possible by alumna, Regina Gouger Miller (A'59) and is a place for small class meetings and/or screenings and critiques. Couches, a computer, a video projector, and a sound system also allow for some media presentation for instructional or entertainment purposes. Entry codes are changed periodically; art students may obtain them from the Office Associate. Students and faculty are responsible for cleaning up after themselves after each use of the room. The refrigerator is for temporary food storage only and emptied monthly.

DH STAFF CONTACT

Steve Gurysh, Sculpture Technician

stevegurysh@cmu.edu

DH C312, 412-268-5984

Woodshop, Metal Shop, CNC Router, Small Metals, Ceramics

Kellie Hames, Print Technician

khames@cmu.edu

DH C311, 412-268-6678

Digital Print Studio, Printmaking Lab

Sidney Church, Digital and Physical Computing Technician

sidneyc@andrew.cmu.edu

DH D315A, 412-268-2203

Physical Computing Lab, 3D Printing, Laster Cutters, CNC Router, Small Metals, Ceramics

SHOP ACCESS POLICY

School of Art Doherty Hall facilities and equipment are primarily for the use of School of Art students (including students from other schools who are currently registered for School of Art classes). Others wishing to use the equipment must contact the appropriate staff.

SAFETY TRAINING REQUIREMENTS

CMU Environmental Health & Safety requires that all students who work in university labs and fabrication shop facilities must complete a series of online courses that introduce best practices and safety guidelines. This training software, known as BioRAFT, is available online at www.cmu.edu/ehs/BioRAFT/.

Students must complete all training requirements before approaching School of Art staff for in-person training on specific fabrication facilities and equipment and prior to accessing School of

Art equipment. Failure to observe and adhere to university and School of Art safety guidelines may result in loss of equipment or facility access, fines, and/or removal from the program.

SHOP TRAINING REQUIREMENTS

All students must take shop safety training to assure personal safety and the safety of others working around them. Area specific safety training will be conducted by School of Art faculty and/or staff. Training must be completed before students can access the woodshop, welding shop, CNC router, laser cutters, small metals shop, vacuum former, printmaking shop, and spray booth. Students who have not taken the safety training are not allowed to use the shops under any circumstances.

HOURS OF OPERATION

Doherty Hall shops are open to student use during staff or monitor hours. Monitor schedules are posted at the entry of each shop and online at art.cmu.edu/facilities/shop-calendars.

UNIVERSITY GENERAL SAFETY RULES

HAZARDOUS PROCESSES / SAFETY RULES

Never work alone; a supervisor, monitor or trained partner must be present at all times. Training and approval are required to operate any power equipment.

Appropriate protective equipment must be worn at all times. This includes safety glasses or goggles, and gloves for sheet metal. Open-toed shoes, and short pants and skirts are prohibited.

All guards and shields must be secured and in place prior to operating equipment. Exceptions must receive prior training or assistance from shop staff.

Inspect equipment. If equipment does not appear to be operating normally, report the issue immediately to shop staff.

BEFORE BEGINNING WORK

- Secure loose clothing including ties, scarves, and loose sleeves.
- Remove jewelry before beginning work. This includes rings, necklaces, bracelets, lanyards and watches.
- Secure long hair. Hair must be contained and pulled back so it cannot come in contact with machinery. This includes beards.
- Aisles, exits, and access to emergency equipment must be kept clear.
- Food and drink are permitted in designated areas only.
- Compressed air must not be used to clean skin or clothing.
- Stop any person you see working unsafely if it is safe to do so. Report continued unsafe practices to the shop staff.
- Supervisors and monitors have full authority to prohibit shop or tool access and/or use any time.

- Do not distract others. Concentrate on your task. Distracting others and horseplay are forbidden.
- Personal electronic devices such as music players, cell phones, earphones, etc., must not be used when working at any machine. Loud music is prohibited.
- Attend all running machines. Never leave a running machine unattended.
- Never work impaired. You must be alert at all times. Do not work under the influence of alcohol, drugs, sleep deprivation, etc.
- Notify shop staff if you have an issue that could impair or limit your ability to work safely (seizures, physical limitations, medication, lack of sleep, illness, etc.)
- Obey and adhere to all additional local shop rules.
- Report all injuries and accidents to the shop supervisor.

Any observation of a failure to adhere to the rules stated may result in a forfeiture of keys and access to any facility at any time at the discretion of School of Art staff.

PRINT MEDIA STUDIOS, C-LEVEL

SERIGRAPHY, C300

The serigraphy shop is outfitted with five vacuum tables, two large stainless steel tables for 48" x 78" screens, power washers, aluminum screens with interior dimensions of 34" x 40", 18" x 24", and 46" x 72", a washout sink, and a vacuum exposure unit. Students requesting a key for the Serigraphy shop and darkroom (DH C300, C300A, C301) who are NOT enrolled in any print media course will be charged a fee of \$50.00 to cover the use of facilities, communal studio materials, and possible flat file storage. Slots are limited and given based on availability and seniority. Students must have completed Introduction to Printmaking before obtaining non-enrolled access to the shop.

INTAGLIO & LITHOGRAPHY, C301

The intaglio shop contains two etching presses, a book press, a separate room for acid baths with ventilation, a plate cutter/shearer, numerous brayers and flat files, and a vacuum plate-maker. The lithography shop provides access to over 150 litho stones of variable sizes, two litho presses, and a ventilation arm station. Aluminum plate, photo plate, and pronto plate lithography are also supported.

DIGITAL PRINT STUDIO, C308

The Digital Print Studio provides digital imaging services in support with specific focus on large format printing and scanning.

The Studio aims to provide the best possible scanning and digital print to School of Art students, faculty, and staff. Non-major students taking classes within the School of Art may request prints related to the particular class they are taking. Access to the studio and its equipment is restricted.

Individuals requesting large format prints are responsible for all printing charges involved in producing the desired product, including test prints. Prints are completed within two working days, and patrons are notified via email when a job is complete. Payment is due at the time of pick up.

Self-service printing on the acetate and Risograph printer must be logged after each use and individuals will be billed at the end of the semester for these charges. Flatbed and slide scanners are self-service and free to use.

While the School of Art supports freedom of expression and creativity, the Digital Print Studio reserves the right to decline service for projects involving excessive multiples; images or content deemed inappropriate for the School of Art, University, or larger community; and for projects not related to the production of art. In such cases, appeals may be made directly to the Head of School.

To learn more about the Digital Print Studio, view available equipment, or upload a print request, visit www.art.cmu.edu/facilities/2d/.

DIGITAL AND PHYSICAL FABRICATION

The digital and physical fabrication studios are dedicated to research, pedagogy, and the intersection of digital and physical media and techniques. Part of the Sculpture, Installation, & Site-Work area, these facilities include a physical computing classroom, CNC router, Laser Lab, and Vacuum Former.

PHYSICAL COMPUTING CLASSROOM DH B305

B305 contains the following making capabilities: 3D printing, soldering stations, oscilloscope, power supplies, RaspberryPis and Arduinos. B305 stocks an array of components and parts including electronic components, analog and digital sensors, breakout boards, cameras, sound equipment, lighting equipment, and electromechanical components.

CNC ROUTER RULES AND SPECIFICATIONS

CNC router maximum material size 48"x48".

Student use of the CNC router is through an online reservation system. Students are limited to four hours of reservation time per week. Students who need to reserve additional time beyond the four hours for complicated projects should contact Steve Gurysh.

Students should have their file ready for the CNC when arriving for their reserved time slots. Information and help on preparing files and reservations can be found at www.art.cmu.edu/facilities/3d/.

CMU LASER CUTTERS DH C316, CNC ROUTER DH D200B

School of Art students who would like to use the CNC Router or Laser Cutters should create reservations through www.supersaas.com/schedule/SchoolofArt/CNC_Router&Laser_Cutters.

School of Art students and faculty can log into the reservation system using their Andrew ID.

LASER CUTTER RULES AND SPECIFICATIONS

Laser cutters have the following maximum material sizes: 18" x 24", 32" x 20", and 56" x 37".

Students should have their file prepared for laser cutting prior to arriving for their reserved time slots.

Materials to use: acrylic (Plexiglas), Delrin, hardwoods, plywood, Masonite, cardboard, paper, and Leather.

Prohibited materials: plastics containing vinyl and foam core board, and any materials containing Chlorine, Fluorine, Epoxies, Bromine, or Iodine. These materials may produce toxic gases that cannot only harm the user, but destroy the machine. If you are unsure if your material is permitted, please contact Sidney Church at sidneyc@cmu.edu.

Students can reserve one-hour reservations for the laser cutters. Students are limited to a single one-hour reservation per day and three hours of reservation time per week.

DH D200

D200 is a large, flexible SIS classroom and mixed-material fabrication space. It includes materials and tools for vacuum forming, mold making, and steam bending.

WELDING SHOP DH D200A

The welding shop is equipped with a hydraulic shear/punch, upright bandsaw, horizontal bandsaw, a spot welder, two 115v MIG welders, Millermatic 200 MIG welder, TIG welder, plasma cutter, drill press, metal bending hand brake, Di-Acro bender, 20" disc sander, tubing rollers, planishing hammer, and hand grinders.

WOODSHOP DH C202

The woodshop is equipped with two 10" SawStop table saws, panel saw, 12" sliding miter saw, 17" and 20" bandsaws, drill press, 20" wood turning lathe, 80" edge sander, spindle sander, planer, jointer and scroll saw. The woodshop also houses various electric power hand tools, pneumatic air tools, traditional hand tools, and clamps.

WOODSHOP TOOLROOM CHECKOUT POLICIES

Designated tools may be checked out for the following periods of time:

- Faculty: 48 hours
- Graduate students: 48 hours
- Undergraduate students: 24 hours
- Students must sign out tools from a technician or monitor.
- Tool room lending is available Monday through Friday 9:00 am to 5:00 pm by contacting Steve Gurysh or during woodshop monitor hours.

- If the tool(s) are not returned after a period of one week, the borrower will be charged the full replacement cost of the tool(s).

Tools Available for Check-out:

- Drills: powder drills, impact drivers, hammer drills
- Grinders: angle grinders, electric die grinders and bits
- Sanders: orbital sanders, palm sanders
- Saws: circular saw, jigsaws and blades
- Miscellaneous tools: Dremel and bits, power carvers

SMALL METALS, B303

The small metals shop is equipped with tools and equipment for tooling, forming, annealing and etching a variety of metal alloys. This area also houses small metals casting machines consisting of a computerized electric furnace, heat press, Kasto-Vac and Injectomatic machines. The shop is equipped with tools for basic metalworking and electronics/robotics work.

CERAMICS, B301

The Ceramics Area is equipped with a 90 cu. Ft. gas Alpine car kiln, 30 cu. ft. gas Alpine front loader, three new L & L electric kilns with Dynatrol control units (21 cu. ft., 9.5 cu. ft. and 7 cu. ft.), Bluebird stainless steel clay mixer, Brent CXC wheels, Brent slab roller and clay extruder and an electric pallet cart.

PROJECT STORAGE

Shared storage shelves are located on C and D level of Doherty Hall. Students must label all artwork and materials with their name, semester date, and course name. Students must remove all personal belongings at the end of each semester. The School of Art is not responsible for theft, loss, or damage to stored student property.

CRITIQUE SPACE, C316A

The critique space is a large, flexible room for group or individual critique. The room may be reserved by contacting Kellie Hames (khames@cmu.edu), and students, faculty, and staff may check availability at www.art.cmu.edu/facilities/shop-calendars. Reservations should not exceed 48 hours, and all work must be removed and the room returned to its original state at the time of deinstallation.

END OF SEMESTER CLEAN UP

Students are required to participate in a group cleaning session at the end of each semester. Students will clean and organize the spaces they utilized during the semester. Students who do not participate may have restricted access the following semester.

PROJECT CONSULTATION

School of Art technicians are available by appointment to consult on technical, material, and fabrication-based needs. This personnel includes Steve Gurysh, Sculpture Technician; Sidney

Church, Digital and Physical Computing Technician; Kellie Hames, Print Technician; and Bob Kollar, Technical Manager. While School of Art technicians may advise on best practices, safety training, and project specific guidance related to facilities available within the School of Art, technicians are not obligated to be involved in the production of student work. The School also reserves the right to determine whether student usage of a facility is beyond the scope of our capabilities. At which point, a technician may request that a student seek resources outside the School or University.

PHOTOGRAPHY FACILITIES

School of Art students may be allowed access College of Fine Arts photographic facilities.

Located on the B-level of Margaret Morrison, the CFA photo facility comprises an analog darkroom, shooting studio, and digital lab devoted to photography. The facility is managed by Jamie Gruzka, Special Faculty and CFA Photography Administrator (gruzka@andrew.cmu.edu). Additional information about CFA facilities and access is available online at cfaphoto.cfa.cmu.edu.

ENVIRONMENTAL HEALTH & SAFETY

We live and work in a shared environment. Some materials and equipment used for art-making pose a potential hazard if students do not follow safe practice procedures. Federal and state laws require that students be informed regarding the materials used in the classroom. Safe practice procedures are an integral part of instruction in studio classes. Students are responsible for being aware of the properties of materials they use and the proper procedure for using equipment in the school.

All material safety data sheets (MSDS) describing properties, cautions and procedures for dealing with exposure to those materials are searchable online at www.cmu.edu/ehs/sds/index.html. If students bring their own potentially hazardous materials to the classroom, they are responsible for notifying the professor or technician in charge. All hazardous materials must be labeled and stored properly. If personally owned hazardous materials are stored on university property (such as personal lockers or studios), proper labels must be posted and proper storage procedures must be followed. Hazardous materials left unattended in the classroom will be removed by faculty, staff, or student monitors.

NO SMOKING

Smoking is prohibited in all University facilities, and throughout most of campus. Smoking is only permitted at the designated locations.

NOXIOUS FUMES

The spraying of noxious and odorous chemicals (spray paint, adhesives, etc.) is not permissible inside or around the school building. Students must either spray outdoors on a grassy area or use the spray booth provided in Doherty Hall outside the Sculpture Shop area. In buildings where they are allowed, all paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in safety cabinets provided. Whenever possible, non-toxic materials should be used.

For questions, additional information, or to learn more about safe environmental practices, please contact Environmental Health & Safety at safety@andrew.cmu.edu or 412-268-8182.

BFA / BXA PROGRAMS

BFA DEGREE REQUIREMENTS

LEARNING OBJECTIVES

On completion of the BFA program, graduating students will be able to:

- Demonstrate creativity, experimentation and invention in the development and realization of artwork;
- Utilize technical skills appropriate to their chosen discipline or medium(s)
- Apply quantitative, critical and analytical reasoning in relation to processes, materials and forms;
- Conduct and apply critical and contextual research in terms of historical and contemporary theoretical, social and cultural issues;
- Effectively communicate in visual, written and oral forms;
- Employ professional and organizational skills to work independently or collaboratively within a specific discipline or in an interdisciplinary context.

The minimum number of units required for the degree is 387.

A unique series of Concept Studios is the core of the four-year curriculum. Concept studios focus on a synthesis of all the components of the curriculum. During the first three semesters, students are exposed to a broad spectrum of media studios which cover 2-dimensional, 3-dimensional and time-based media including drawing, painting, print media, sculpture, video and computer-based work.

A concentration of at least four advanced studios in one of the following areas is required in the final five semesters: 1) Drawing, Painting, Print Media, and Photography (DP3); 2) Sculpture, Installation and Site Work (SIS); 3) Electronic and Time-Based Work (ETB), or 4) Contextual Practice (CP).

A four-semester critical studies sequence of courses is required of all students:

- First Year (fall), Critical Theory in Art I
- First Year (spring), Critical Theory in Art II
- Sophomore year (fall), Critical Theory in Art III
- Sophomore year (spring), Critical Theory in Art IV

After the sophomore year, students must take two critical studies electives.

For all students, 11 academic courses outside of art are required as follows:

- Three academic courses are required in the first year:
 - Global Histories
 - First-Year Writing

- Computing at Carnegie Mellon

After their first year, the student must take one course in each of the following academic areas or “options”:

- Humanities and Languages or “Culture Option”
- Math, Science and Engineering or “Technical Option”
- History, Psychology, Economics or “Social Science Option”

The student must then take at least three additional courses from one of the academic area/options listed above.

Finally, the student must take two additional, but unspecified, academic electives.

In selecting courses for the university academic component of the curriculum, students are encouraged to complete a cluster of courses that appeals to and develops their interests as emerging artists. In the process of taking their university electives, students can often simultaneously earn a minor.

BFA CURRICULUM

Below is the recommended distribution of courses in the four-year B.F.A curriculum. After the freshman year, students may begin to choose university electives. After the sophomore year, students have more options regarding the sequencing and selection of their coursework.

FIRST YEAR

FALL	UNITS
Concept Studio: Self & the Human Being	10
2D Media Studio: Drawing	10
3D Media Studio I	10
Critical Theory in Art I	9
Computing at Carnegie Mellon	3
First Year Writing	9

SPRING	UNITS
2D Media Studio: Imaging	10
Electronic Media Studio: The Moving Image	10
3D Media Studio II	10
Critical Theory in Art II	9
Global Histories	9

SOPHOMORE YEAR

FALL	UNITS
Concept Studio: Time and Space or Systems and Processes	10
2D Media Studio: Painting or Printmaking	10

Electronic Media Studio: Interactivity	10
Critical Theory in Art III	9
University Academic Elective	9
SPRING	UNITS
Introduction to Contextual Practice	10
Advanced Studio Elective	10
Advanced Studio Elective	10
Critical Theory in Art IV	9
University Academic Elective	9
JUNIOR YEAR	
FALL	UNITS
Advanced Studio Elective	10
Advanced Studio Elective	10
Advanced Studio Elective	10
Academic Art Elective	9
University Academic Elective	9
SPRING	UNITS
Advanced Studio Elective	10
Advanced Studio Elective	10
Advanced Studio Elective	10
Academic Art Elective	9
University Academic Elective	9
SENIOR YEAR	
FALL	UNITS
Senior Studio	10
Advanced Studio	10
Advanced Studio	10
University Academic Elective	9
University Academic Elective	9
SPRING	UNITS
Senior Studio	10
Advanced Studio	10
Advanced Studio	10
University Academic Elective	9
University Academic Elective	9

BXA DEGREE REQUIREMENTS

THE BHA / BSA / BCSA DEGREE WITH A FOCUS IN ART

Carnegie Mellon University offers a Bachelor of Humanities and Arts (BHA) degree, Bachelor of Sciences and Arts (BSA) degree, and a Bachelors of Computer Science and Arts (BCSA) degree, which combine the strengths of the College of Fine Arts (CFA) with the Dietrich College of Humanities and Social Sciences (DC), the Mellon College of Science (MCS), or the School of Computer Science (CS). Along with general education requirements, students work closely with the BXA advisor to develop individualized curricula that include significant coursework in both colleges.

The minimum number of units required art courses for the degree is 108.

* Most first semester BXA students will be enrolled in these studios.

CONCEPT STUDIOS (Complete 2 Courses)	UNITS
60-101 The Self and the Human Being	10*
60-201 Space and Time	10
60-202 Systems and Processes	10

FOUNDATION STUDIOS (Complete 3 courses)	UNITS
60-150 2D Media Studio: Drawing	10*
60-160 2D Media Studio: Imaging	10
60-250 2D Media Studio: Painting	10
60-251 2D Media Studio: Print Media	10
60-130 3D Media Studio I: two minis	10
60-131 3D Media Studio II: two minis	10
60-110 Electronic Media Studio: The Moving Image	10
60-210 Electronic Media Studio: Interactivity	10

ADVANCED STUDIOS (Complete 4 courses)	UNITS
60-408-29 Advanced Electronic Time-Based Work	10-12
60-430-49 Advanced Sculpture, Installation	10
60-450-79 Advanced Drawing, Painting, Print Media and Photography	10
60-448-49 Contextual Practice	10
60-499 Studio Independent Study	10

Courses may be offered in fall and/or spring. Students may take courses in any media area (ETB, DP3, SIS, or CP). They may take all courses in one media area if a focus is desired.

CRITICAL STUDIES (Complete 2 courses)	UNITS
60-205 Critical Theory in Art III	9
60-206 Critical Theory in Art IV	9

REVIEW REQUIREMENT (Complete 2 reviews)

60-200 Sophomore Review (Spring)

60-400 Senior Review (Spring)

Reviews are required at the end of sophomore year and at the end of the first senior semester. Reviews are pass/fail only.

BFA, BXA COURSE REGISTRATION

Students register themselves for most courses electronically. Information regarding the procedure is distributed by email and via the HUB website prior to registration each semester.

ONLINE REGISTRATION

Online registration for classes takes place in November (for Spring semester) and April (for Fall semester). Before that time, students meet as a class with the Assistant Head of Academic Affairs to discuss curriculum requirements. Students with individual or personal academic questions are encouraged to make an appointment or stop in and meet individually with the Assistant Head of Academic Affairs.

STELLIC DEGREE AUDIT

All enrolled students can access this audit here: www.cmu.edu/es/stellic/index.html

The audit allows each student to compare courses taken with the course requirements for the BFA in Art (and other degrees/minors). This valuable planning tool permits students to access their record at any time and determine which degree requirements are fulfilled and which remain to be taken. Students are responsible for how and when they fulfill their curriculum requirements. They should review their academic audit before registering and whenever there are changes to or questions about their program of study.

ADDING/DROPPING COURSES

All add/drop deadlines are published in the official university academic calendar, which is linked to the HUB website (www.cmu.edu/hub/). Mini courses have different add/drop deadlines than full semester courses.

Students may add courses using Student Information Online (SIO) during the first two weeks of the semester if the course has space and the course's department policies permit. If students are unsuccessful at registering themselves during this period, they should contact the course professor and/or the office of the department that is offering the course they want to add. In order to add a course after the first two weeks of the semester, students must meet with their academic advisor. For art students, this person is the Assistant Head of Academic Affairs of the School of Art.

Undergraduate art students who want to drop a course should meet with the Assistant Head of Academic Affairs of the School of Art to discuss the impact of the action on degree requirements and other aspects of the student's academic situation.

Students may drop courses through SIO through the sixth week of the term. After the drop period, students may withdraw from a course through the 10th week of the term. A "W" (withdrawal) is assigned. Students must complete the Course Withdrawal Request and obtain their academic advisor's signature.

A late drop voucher system was implemented beginning with the fall 2018 semester to permit a limited number of late course drops. Undergraduate students are permitted three drop vouchers over the course of their undergraduate career and may use only one voucher per semester (including summer).

Undergraduates who are registered as full-time students as of the 10th day of classes are expected to remain full-time for the duration of the semester. Full-time is defined as registered for a minimum of 36 units. Art students who want to drop a course that will result in going below the 36-unit minimum must meet with the Assistant Head of Academic Affairs of the School of Art.

CROSS-REGISTRATION

Cross-registration offers students the opportunity to enroll for one course per semester at a number of other Pittsburgh institutions including: Carlow University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park University, Pittsburgh Theological Seminary, Robert Morris University and the University of Pittsburgh. There is no extra tuition charge to the student for this course. Cross-registration policies and enrollment information are available on the HUB site at www.cmu.edu/hub/registrar/registration/cross/.

THE PITTSBURGH GLASS CENTER

The College of Fine Arts and the School of Art co-sponsor four seats in Pittsburgh Glass Center courses for art majors every fall and spring. The School of Art requires completion of 3D Media Studio I and 3D Media Studio II prior to enrollment in PGC courses. Interested students must contact the Assistant Head of Academic Affairs to secure a sponsored seat. Priority will be given to students who have not taken a glass studio before.

BFA, BXA ACADEMIC REGULATIONS & PROCEDURES

ADVANCED PLACEMENT [AP] CREDIT

Credit may be awarded for Advanced Placement (AP) scores of 4 or 5 using guidelines established by each academic area at CMU and the School of Art. Students are responsible for having AP/IB scores sent to CMU.

Non-Art AP Tests

An AP score of 5 (and sometimes 4) for a NON-Art AP test (math, sciences, languages, etc.) provides course credit for one or more university academic elective course in that topic. BFA students can count these courses as university elective credit towards their degree.

Art AP Tests

A score of 5 (and sometimes 4) for an ART AP test provides course credit as a “general art elective.” These appear as earned units on the student’s record, but these units do not substitute for CMU art courses and no art courses will be waived.

ACADEMIC ADVISING

The Assistant Head of Academic Affairs of the School of Art, Mark Cato (markcato@cmu.edu, 412-268-1531) is the primary academic advisor for all undergraduate art students. The faculty, staff, and Head of the School of Art will also provide academic assistance and advice as it relates to their experience and expertise.

Small studio classes provide many opportunities to develop close working relationships with faculty. Students are encouraged to discuss academic, professional, and personal issues with them. They will refer students to others if they are not able to provide assistance themselves. Students are encouraged to seek advice and assistance from all possible resources on and off-campus in order to get the most out of their undergraduate experience. Art faculty, administrators, staff, students, and personnel in other CMU schools/departments should all be considered resources.

ACADEMIC ADVISING MEETINGS

Every semester each class in the School of Art has one or two group academic advising meetings. Important information about program requirements and options are discussed, such as how to prepare for sophomore and senior reviews, how to arrange for study abroad, which art courses are required and how to register for them, how to choose electives, earning a minor or second major, getting credit transferred, getting career information, summer internships, jobs, etc.

These meetings are required since they are vital to success as an art student. Attendance is taken and make-up sessions are not possible. Students are expected to give these meetings priority. If they anticipate a conflict, they should inform Mark Cato (markcato@cmu.edu) of the issue.

ACADEMIC ACTIONS

The academic performance of each student is reviewed at the end of each semester. An Academic action is initiated by the School of Art when a student has not met minimum academic progress standards. A recommendation is presented to the Academic Actions Committee of the College of Fine Arts for confirmation. An appeals process is available to the student. The academic actions listed below do not follow a particular sequence; any of the actions may be imposed at any time.

WARNING

Imposed for receiving an R grade (Failure) in an elective academic or non-art studio course for an overall quality point average (QPA) below 2.0, or for failing to complete the semester's coursework as required by the curriculum. A warning action is intended to notify the student of unsatisfactory performance and to suggest that the student take steps to determine and correct the cause of the difficulty.

PROBATION

Imposed for earning less than a C grade in a required course taught in the School of Art regardless of the grade point average for the semester. In the next semester in residence, the student must earn at least a C grade in all required School of Art courses and must earn 48 units with a 2.5 semester QPA in order to be removed from Probation. If the student does not meet this standard, they may be continued on probation, suspended, or dropped at the end of the semester. Students who are on academic probation are not eligible to study abroad or to receive School of Art annual awards.

FINAL PROBATION

Imposed for significantly poor performance or for continued failure to meet the standards of the School as outlined above. In the next semester in residence, the student must earn at least a C grade in all required School of Art courses and must earn 48 units with a 2.5 semester QPA in order to be removed from final probation. A student not doing so may be continued on final probation, suspended, or dropped at the end of the semester. This action may be taken without previous academic action. Students who are on academic probation are not eligible to study abroad or to receive School of Art annual awards.

UNIVERSITY SUSPENSION

Imposed for a history of poor performance. The student is required to withdraw from the university for a specific period. Readmission is subject to the conditions specified in the suspension. A student who has been suspended from the university is required to leave the campus, including dormitories and fraternity houses, within a maximum of two days after the action and to remain off the campus for the duration of the time specified. The student is excluded from part-time and summer study and from employment at the university for the duration of the period of the action.

DROP FROM THE SCHOOL

Imposed when progress is considered insufficient to warrant continuing in the School of Art program. This action is taken when a student is lacking qualities essential to the practice of art, but whose general scholastic ability, habits, and character may justify an opportunity in some other field. This action terminates the student's enrollment in the School of Art, but is not intended to prejudice admission to another department, school, or college of the university, or to another institution.

This academic action allows the student two choices:

- Transfer to another Carnegie Mellon University department or school (s student must contact the department/school of choice to discuss possible transfer);
- Withdraw from Carnegie Mellon University.

ACADEMIC HONORS

Academic honors are awarded to any art student who meets the criteria below. An "Incomplete" and "Blank/No Grade" usually disqualifies a student from receiving honors. If a grade report has an error that results in disqualification for academic honors, it is the student's responsibility to notify the Assistant Head of Academic Affairs of the error so that corrections can be made.

COLLEGE OF FINE ARTS DEAN'S LIST

CFA Semester Dean's List honors are awarded to the top 35% of full-time School of Art undergraduate students. The registrar will determine eligibility and will notify the CFA Dean who will in turn notify the School of Art. Dean's List status is recorded on the student's transcript and the Dean's Office sends a letter of recognition to the student at their permanent address.

HONORS AT GRADUATION

College of Fine Arts Honors at Graduation are based on School of Art criteria. CFA honors are awarded to graduating art seniors (BFA and BXA) who have received an annual juried School of Art award at any time during their School of Art experience. CFA/Art honors can also be awarded to graduating seniors by faculty commendation. This honor is given to a select few art students who have demonstrated overall excellence academically and artistically. Honors recipients and their families are invited to attend a special honors ceremony on the Saturday of commencement weekend. Students receive college honors "cords," and the names of the recipients are listed in the programs for the Honors Ceremony and the School of Art Diploma Ceremony. College Honors do not appear on the diploma.

University honors at graduation are awarded to art students who have been in residence at Carnegie Mellon University in the School of Art for at least four semesters, have earned at least 180 units during that residence, and earned a quality point average (cumulative average) of 3.5 or higher in their Carnegie Mellon University courses. Recipients and their families are invited to attend a special honors ceremony on the Saturday of commencement weekend. University honors are recorded on the transcript and on the diploma. A medal is awarded at the Saturday Honors Ceremony and the names of the recipients are listed in the programs for the Honors Ceremony and the School of Art Diploma Ceremony.

ART AWARDS

Each spring semester all full-time art BFA and BXA students in good academic standing may participate in the annual awards competition. Students on probation and part-time students are not eligible. Receiving an end-of-year School of Art award qualifies a student for College of Fine Arts Honors at graduation.

A detailed email will be sent to students outlining submission guidelines and due dates. A faculty jury evaluates submissions using the following criteria: conceptual depth, technical expertise and development, evidence of creative growth, engagement with the culture from which it emerges, sense of exploration, and demonstrated commitment.

The awards are announced via email, and all award winners are invited to a luncheon to celebrate their accomplishment. After the awards are announced, an awards exhibition is organized in CFA's third floor foyers, hallways, and in the Ellis Gallery.

Art Award funds will be sent as a check to students that are not employees of the university, while student employees will have their awards processed through Payroll, as per IRS regulations.

AWARDS

Four First Year Awards

Four Sophomore Awards

Four Junior Awards

includes one Marjory Glassburn Francis Award for a woman working in painting, printmaking or sculpture.

Four Senior Awards

includes one Marjory Glassburn Francis Award
One Dara Birnbaum Senior Award
Interdisciplinary Project Award
C.G. Douglas "Wrong-Way" Corrigan
Travel Fellowship

Students may also apply for the following awards:

INTERDISCIPLINARY AWARD

First Years, Sophomores and Juniors and first and second-year grads are eligible to apply for funding up to \$5,000 for a project that combines fine arts with other fields of study and/or students across campus. More than one award can be disbursed based on project budget.

C.G. DOUGLAS "Wrong Way" CORRIGAN TRAVEL FELLOWSHIP

First Years, Sophomores and Juniors and first and second-year grads are eligible to apply for funding up to \$1,500 for a summer travel project. The fellowship recipient is expected to give a brief summary presentation in the fall following the travel period.

CLASSROOM ATTENDANCE, CONDUCT & PARTICIPATION

The School of Art has a clear and concise policy regarding attendance and class participation. Regular attendance in all studio and academic classes is expected and required. The dynamics of a class and the student's ability to learn are directly related to class participation, which requires regular attendance. Since classes in the School of Art have a variety of structures, the specific attendance/participation requirements of each class should be presented in writing by the instructor on the first day of class. Unless faculty indicate otherwise, students are expected to arrive on time and to remain for the entire class period. Studio time is expected to be a productive time for all. Frequent breaks, late arrivals and early departures are disruptive and inconsiderate in all classes and will adversely affect grades. In most classes, the instructor will take attendance regularly and will indicate that class participation counts for a specific portion of the grade.

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.

WHOM TO NOTIFY IN CASES OF ABSENCE

Students must notify faculty in advance of a planned absence for a religious holiday or an event of personal importance. If the absence is unplanned, for medical or personal reasons, students must contact faculty as soon as possible. In the case of an extended absence for medical or personal reasons, the Assistant Head of Academic Affairs should be contacted by email or phone, so that he can notify appropriate faculty. Official medical documents should be given to the Assistant Head of Academic Affairs for filing; copies will be distributed to faculty as appropriate.

CLASSROOM CONDUCT

The School of Art's commitment to students' professional development addresses much more than the creative process and artistic production alone. Developing a "community of practice" with classmates and teachers is a critical part of undergraduate education in art. This practice must be based on relationships of mutual trust and respect. Conduct in the classroom is an integral part of professional development and will affect feedback and evaluations.

The School of Art expects the following conduct of students while in class:

ATTENDANCE

Punctual attendance is expected for all classes.

RESPECT FOR OTHERS

Students who are disrespectful to the instructor, fellow students or the classroom space or equipment will not be tolerated. Sleeping in class is disrespectful. Cell phones and other personal electronic devices should be turned off.

RESPECT FOR CAMPUS RULES

Smoking is NOT permitted in any campus building. Food and drink are permitted at the discretion of the instructor.

RESPECT FOR THE CLASSROOM SPACE, MATERIALS, AND EQUIPMENT

Students are responsible for cleaning up all food and drink and for restoring the classroom at the end of each class period. Trespassing, vandalism, graffiti and theft are grounds for dismissal from the School of Art.

CHEATING & PLAGIARISM

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

CURRICULUM REQUIREMENTS & CLASS STANDING

Requirements for graduation are defined in the art curriculum. BFA students must follow the course sequence and earn 48 units each semester in order to meet curriculum requirements. Failure to meet semester requirements will result in appropriate academic action. Academic actions can keep a student from studying abroad and from receiving an end-of-the-year award.

According to university policy, a full-time student is one who is registered in a degree program for 36 or more units. Under-enrollment may affect financial aid and scholarships and will have an impact on the expected date of graduation. Sophomore status is achieved when a student earns passing grades in a minimum of 72 units; junior status is achieved when a student earns a minimum of 168 units; and senior status is achieved when a student earns 264 units. The Assistant Head of Academic Affairs can help remedy errors in class standing.

INDEPENDENT STUDY

Independent study courses are advanced studio or critical studies electives in which a student works individually with an art instructor on a self-generated project. Students may conduct an independent study in studio work (60-499, 10 units) or in critical studies work (60-399, 9 units). To register for an independent study, students must submit an Independent Study Proposal form signed by the student and the instructor to the Assistant Head of Academic Affairs of the School. It is not possible to register online for an independent study.

Students may take only one independent study course in a single semester.

A 3.00 QPA is required in order to register for an independent study course.

Independent study is open to junior and senior students, and to second-semester sophomores with prior approval of the Assistant Head of Academic Affairs.

A total of two independent study studio courses and one independent study critical studies course may be taken during the four-year BFA program.

Studio independent study courses are applicable to the required courses in one of the concentration areas (DP3, SIS, ETB, CP) with the approval of one of the faculty members in the concentration area.

During the fall and spring semesters, students may take an independent study with any full-time art faculty member (tenure-track or visiting) who agrees to this arrangement. Independent study is not available during the summer.

Only one independent study course may be taken with each instructor. The School of Art does not recommend taking an independent study course with an instructor who is concurrently teaching a student's regular course. Faculty members may work with no more than two independent study students during a given semester.

INTERNSHIPS

The School of Art offers art majors the opportunity to set up an internship (60-590, 9 units) for elective credit. An internship is a supervised, professional work experience with clear links to a student's academic goals. Sophomore, junior, and senior art students in good academic standing are eligible to receive academic credit for one internship. Students must find and arrange for their own internship opportunities. Information is available through the CMU Career and Professional Development Center and/or campus email announcements. Most local arts organizations welcome CMU art students as interns.

INTERNSHIP POLICIES

Only one (1) internship for credit is permitted. It will be counted as one of the two required "unspecified academic electives."

In order to count as a nine-unit course (the maximum permitted), the student must work a minimum of 120 hours at the internship. Grading is pass/fail only.

A student may earn both credit and pay for an internship.

The University's liability insurance for students does not cover a student while he or she is doing an off-campus internship.

INTERNSHIP PROCEDURES

INTERNSHIP SITE AND SITE SUPERVISOR

The student contacts the organization and makes arrangements for the internship with someone who agrees to be a site supervisor.

INTERNSHIP AGREEMENT FORM

The student must complete an Internship Agreement Form with a clearly written internship proposal and obtain the signature of the site supervisor. The student should give the completed form to the Assistant Head of Academic Affairs, who will register them for the internship. Students may not register themselves for an internship.

SUPERVISOR EVALUATION

The site supervisor is required to send a final performance evaluation to the Assistant Head of Academic Affairs. This evaluation must be received by the last day of classes in order for a passing grade to appear on the student's grade report that semester.

SUMMARY REPORT

The student is required to submit a final summary report to the Assistant Head of Academic Affairs. This report should describe the internship experience in detail. It must be at least three (3) pages. In order for the grade to appear on the student's semester grade report, the summary must be handed in by the last day of classes.

SEMESTER ABROAD

Art students are encouraged to consider a summer or semester of travel and study in another country. Study abroad should be undertaken during the junior year, but the first year is not too soon to begin planning. Students may not study abroad in their senior year. Students who are not in good standing may not study abroad. The Assistant Head of Academic Affairs of the School can provide information about how various study abroad opportunities affect curriculum planning.

Registration for a semester abroad requires completion of the Study Abroad Transfer Credit (SATC) form, which is available only from the Office of International Education (OIE) after students attend the required pre-departure orientation. Students cannot study abroad unless they attend this orientation. The SATC grants approval for the semester abroad and for transfer credit, therefore it must be signed by the Assistant Head of Academic Affairs. Registering for a semester abroad through another institution allows the student to retain CMU student status, but without financial obligation to CMU.

Registering for an exchange program establishes the student's status as an active CMU student with only tuition liability. Dates and locations of pre-departure orientations are available from the OIE.

STUDY THROUGH OTHER INSTITUTIONS

There are many study abroad possibilities available to art students, most of them through other American colleges and universities or directly through international programs or institutions. Libraries of program information are maintained by the Office of International Education.

ELIGIBILITY

Juniors in good academic standing are eligible to study abroad for one semester only. A junior may transfer credits/units for one semester of study abroad only (48 units maximum).

Students placed on Academic Probation in the semester preceding study abroad may not study abroad.

A request for an exception to the above policies must be proposed in writing to the Head of the School of Art. In order to maintain the standards of the Art BFA program, the School discourages a second semester of study abroad. A second semester of study abroad if approved, must be non-exchange, and every course must be approved by the Head of the School of Art prior to enrollment. Credits earned during the second semester may be transferable to the BFA Art curriculum only by approval. While CMU faculty and staff may be available for advising in this situation, the School of Art is not responsible for administering second semester study abroad.

ARRANGING FOR SEMESTER ABROAD

All arrangements for CMU study abroad are the responsibility of the student, who must consult with the CMU Director of International Programs and the Assistant Head of Academic Affairs of the School of Art.

COURSE REQUIREMENTS ABROAD

Students should take courses abroad that correspond as closely as possible to the comparable 5-course semester at CMU:

2-3 Advanced Studios

1 or more Art History/ Critical Studies

1 or more electives

COMPLETION OF STUDY ABROAD

TRANSCRIPT

Students must arrange for an official record (transcript) of their semester abroad to be mailed to the Assistant Head of Academic Affairs, or they may bring an official transcript with them.

Courses taken abroad can be transferred to their CMU record if they have a C grade or higher.

REQUIRED REPORT AND SURVEY

All returning students will be expected to submit a "Summary Report" self-evaluation (recommended minimum of two pages) and a site evaluation to the Assistant Head of Academic Affairs. A copy will be kept on file for prospective study abroad students.

TRANSFER CREDIT

After the official transcript is received, exchange students will receive a 48-unit block of transfer credit. Non-exchange students will receive appropriate transfer credit for each course transferred.

FOLLOW-UP

Upon their return to CMU, students must arrange to meet individually with the Assistant Head of Academic Affairs to plan for the completion of their remaining study abroad and curriculum requirements. Students should also be available to participate in semester abroad exhibits and presentations to prospective study abroad students.

MINORS & SECOND MAJORS

In the course of completing the undergraduate curriculum, there is potential for completing a minor, a second major, or a second degree. Carnegie Mellon offers a wide variety of educational opportunities, some closely related to the pursuit of artmaking, some addressing interests not obviously related to art, and others directed towards the acquisition of practical, marketable skills. Students must contact the home department of the minor to arrange for the minor. The School of Art does not offer a minor in art history.

DOCUMENTING COURSE WORK

Students will need photo/video/computer documentation of their work for sophomore and senior reviews, for future exhibition and employment opportunities, and for public presentations. It is important for artists to consistently document their work; therefore, a high-quality digital camera is recommended for this purpose.

High-quality cameras and video cameras are available for check out from the School of Art and CFA lending collections in room 307A. Room reservations to document work can be made with Keni Jefferson.

RETENTION OF STUDENT WORK

The School of Art reserves the right, in conformity with university policy, to retain indefinitely any student work the faculty may select. All work not retained by the faculty must be removed from School of Art facilities by the end of the semester. Work left behind will be discarded.

RESIDENCE REQUIREMENT

To earn an undergraduate degree from the School of Art at Carnegie Mellon University, students must complete a minimum of four semesters of full-time study and 180 units in residence.

CLASS MATERIALS & MATERIAL FEES

In most cases, art students purchase their own art supplies. When the materials necessary for a class are not readily available or when they are more expensive to purchase on an individual basis, the instructor will purchase course materials and provide them to the class. The student's university account will be billed for instructor-provided course materials in the following ways:

SET COURSE MATERIAL FEES

Some courses are assessed a materials fee based upon actual materials used by the class. This set course materials fee will be charged to the student's university account after the mid-semester break. All students registered for the course at that time are presumed to have been in the class and have used materials, and are therefore responsible for the fees.

PER-ITEM MATERIAL FEES

Throughout the semester, cost-per-item fees (for special papers, intaglio and photo plates, etc.) are assessed based upon an individual's use of supplies. In most cases these materials fees are charged to the individual's account at the end of the semester. All materials fees are billed to the student's university account and are to be paid in the same manner as the student's tuition bill. Materials fees cannot be paid in the art office. Faculty approval must be obtained for removal of a materials fee.

Questions about materials fees may be directed to the Business Manager of the School of Art, Wayne Savage (wasavage@cmu.edu or 412-268-8180).

BFA and BXA REVIEWS

The BFA and BXA art undergraduate programs require comprehensive reviews for all sophomores and seniors. Review committees consist of members of the art faculty and may include art MFA students and academic advisors. Sophomore and senior class meetings held during the year provide students with the opportunity to discuss review policies and procedures in preparation for the review. Review committees, schedules and locations are announced two weeks before the reviews. After the review, the committee submits a review report for the student's permanent record. A copy of this report is mailed to the student at their permanent address.

SOPHOMORE REVIEW

The educational purpose of the sophomore review is for students to reflect on the progress and direction of their work toward the end of the second year and to consider how to make the most effective use of their third and fourth years, in relation to their short-term and/or long-term ambitions. All art students are expected to show steady progress in their creative work each year. At this point, a student should demonstrate:

- Application of methods and strategies to aid the development and technical execution of independent work;
- Integration of form and content in work via questioning, experimentation, problem solving and invention;
- Gathering and integrating research and analysis to inform work;
- Effective communication of information, ideas and proposals in visual, verbal, and written forms;
- Capacity for self-direction and pursuit of a course of study that suitably utilizes the resources and opportunities of the school, college, and university.

Each sophomore prepares an information packet that consists of:

- Reflective statement;
- List of works presented;
- Lists of courses, completed and planned with names of instructors and grades earned;
- Resume

Students must provide copies of these packets to each member of their review committee and to the Undergraduate Activities Coordinator, by the deadline announced in the review memo. Failure to provide the complete packets can result in an "N" grade for the review and affect the committee's evaluation.

During the first portion of the review session, the student summarizes work to date and presents ten to twenty creative works in either original or documented form with a brief account of all coursework completed to date. The student addresses intention, media choice, conceptual development, and context, and outlines their plans for the next two years. The remainder of the time is a discussion between the student and the review committee.

After the review, the committee assesses the presentation and discussion, and issues a written recommendation for one of the following courses of action:

- Continue in the program as scheduled;
- Temporary withdrawal from the program
- Withdrawal from the program

The committee may specify qualifications related to any of the above courses of action, or may recommend other courses of action as appropriate and necessary.

Once students receive the review schedule with assigned locations, they are encouraged to familiarize themselves with the equipment and review their presentation materials in advance of their review date. Keni Jefferson can provide temporary room access. Consult Bob Kollar for technical assistance. Laptop video adapters and wireless presenter remotes can be borrowed for reviews; please reserve these items in advance.

SENIOR REVIEW

The Senior Review occurs midway through the Senior year, and affords graduating BFA and BXA students an opportunity to review, analyze, and summarize their current projects. Conceptually, this event is regarded as a public presentation of the student's work.

Each senior prepares an information packet that consists of:

- Artist's statement;
- Documentation/inventory list of the works presented;
- List of all courses taken towards the degree, with instructors and grades received;
- Resume;
- Plan of artistic/professional goals for the two years following graduation

Students must provide copies of these packets to each member of their review committee and to the Undergraduate Activities Coordinator by the deadline announced in the review memo. Failure to provide complete packets according to the guidelines will result in an "N" grade for senior review.

Because the reviews take place in the studios, each student should prepare for the review by installing work in a way that shows it to best effect. Students should arrive early to set up and should be thoroughly familiar with any equipment they are using. Students may use their own equipment or equipment borrowed from the School. If borrowing school equipment, all of the usual lending policies apply. Students may also request a presentation space.

The student will present a succinct summary of their current artwork. Work-in-progress and collaborative works may be included. The committee will respond to and discuss the work. It will also address issues that confront the artist who is preparing to embark on a career, such as: employment, graduate school, travel, exhibitions, galleries and commissions, maintaining a

regular practice, residencies, internships, grants, and developing/maintaining faculty references, contacts, and professional networks.

BFA & BXA GRADING

Grading is based on the degree to which the student achieves the learning objectives as specified in each class syllabus. Each professor or instructor establishes the learning objectives for their class in relation to the overall learning objectives for the BFA program. The professor or instructor enters grades at mid-term and at the end of the session. When a conditional grade (I or X) is given, the instructor must provide a default grade. They should also specify the time and manner in which the work is to be completed.

GRADING SCALE

FACTORABLE GRADES	QUALITY POINT VALUE
A – Excellent	4
B – Good	3
C – Satisfactory	2
D – Passing	1
R – Failure	0

NON-FACTORABLE GRADES

AD – Credit granted for work at another institution or examination credit
I – Incomplete (When it reverts to the default grade, the default grade will be factorable.)
P – Passing (used only with Pass/Fail Option)
N – Not Passing (used only with Pass/Fail Option)
O – Audit (used only with Audit Option)
W – Withdrawal

PASS / FAIL GRADES (P / N)

Undergraduate art majors must earn a letter grade in all School of Art courses with the following exceptions: internship, sophomore review, and senior review. A student may choose the pass/fail option for a course, but though the units earned will be included in the total units, the P/N course will not be counted as fulfilling a curriculum requirement. Once changed to pass/fail, the course cannot be changed back to a letter grade course. In order to set up a course as pass/fail, the student follows the normal procedure for course registration. Then the student submits an Enrollment Services “Pass/Fail Form” to the Assistant Head of Academic Affairs by the published pass/fail grade option deadline. The registrar does not inform the instructor when a student takes a course as pass/fail. The instructor will submit a letter grade. The registrar converts the letter grade to a pass/fail 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.

PLUS / MINUS GRADES (+ / -)

For undergraduates, plus/minus grading is available for mid-term grades only. Any +/- grades received by undergraduate students when taking graduate-level courses will automatically convert to the corresponding letter grade as listed in the scale above.

QPA (QUALITY POINT AVERAGE)

The QPA (Quality Point Average) is determined by dividing the total Quality Points by the Total Factorable Units earned. The Quality Points for each course is determined by multiplying the course units by the Quality Point Value of the grade earned for that course.

For example, if a student earns a C grade in a 9-unit course, the course carries 18 Quality Points = (9 units x 2 [Quality Point Value for a C grade] = 18 Quality Points).

SAMPLE QPA CALCULATION

COURSE	UNITS	QUAL. PT. VALUE	GRADE & QUAL. PTS.
60200 Sophomore Review	0	P = 0	0
60206 Critical Theory in Art III	9	A = 4	36
60210 EMS: Interactivity	10	B = 3	30
60251 2D Media Studio: Print Media	10	R = 0	0
60453 Advanced Painting	10	A = 4	40
85421 Language & Thought	9	C = 2	18
60590 Internship	9*	P = 0	0

*Pass/Fail courses earn "P/N" grades, which are non-factorable. Thus these 9 units are subtracted from the total factorable units for purposes of calculating the QPA.

Total Units Carried = 57

Total Units Factored = 48

Total Quality Points = 120

Quality Point Average QPA (120 divided by 48) = 2.58

APPEALING A GRADE

Students who believe that a grade is incorrect should contact the professor of the course. If the professor determines that the grade should be changed, the professor will contact the art office for assistance. If the professor determines that the grade should remain as is, the student may appeal by following the university procedure for a grade appeal. This procedure is available in the "The Word" Handbook available here: www.cmu.edu/student-affairs/theword/

AUDITING A COURSE

Auditing is presence in the classroom without receiving academic credit, a pass/fail or a letter grade. The extent of a student's participation must be arranged and approved by the course instructor. A student wishing to audit a course is required to register for the course, complete the Course Audit Approval Form, obtain permission of the course instructor and their advisor, and return the form to The Hub prior to the last day to add a course.

Any student enrolled full-time (36 units) may audit a course without additional charges. Part-time or non-degree students who choose to audit a course will be assessed tuition at the regular per-unit tuition rate.

INCOMPLETE GRADE (I)

Students are expected to complete a course during the academic semester in which the course is taken. However, if the instructor agrees, a grade of I (incomplete) may be entered when a student, for reasons beyond their control, has been unable to complete the work of a course but the work to date is of passing quality and the incomplete grade provides no undue advantage to the 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 following semester, or enrollment services will assign the default grade. The I grade is not awarded quality points and is not factorable when calculating the QPA.

MID-SEMESTER GRADES

Mid-semester grades provide valuable feedback to students as they assess their performance in courses. Furthermore, mid-semester grades and the QPAs they generate are used by Deans and advisors in identifying and dealing in a timely way with students in academic trouble. Therefore, it is imperative that mid-semester grades accurately reflect student performance. Mid-semester grades are entered at the midpoint of each semester and may include a plus or minus (+/-) to more accurately reflect the student's status.

Mid-semester grades are not permanent and are kept only until final grades are recorded. Because mid-semester grades are not permanent, changes of mid-semester grades as a rule will not be accepted.

REPEATING A COURSE

If a course is repeated, both courses and grades appear on the official transcript and are calculated in the QPA.

WITHDRAWAL GRADE (W)

A student may drop a course by selecting the drop option via SIO (Student Information Online). When a course is dropped before the drop deadline, the course is removed and does not appear on the academic record. After the deadline to drop, the student must complete the Course Withdrawal Request form through the tenth week of class. Withdrawing after the drop deadline results in a W grade for the course. W grades are not awarded quality points and are non-factorable units when calculating the QPA.

UNIVERSITY GRADING POLICIES

Complete information about university grading policies can be found at www.cmu.edu/policies/student-and-student-life/grading.html

OVERLOADS

A student schedule is considered over-loaded when it exceeds 48 units per semester. All first-semester students are limited to 51 units in the first semester of attendance. Students may carry

additional units provided they have earned at least a 3.0 grade point average in the previous semester. The Assistant Head of Academic Affairs of the School must be contacted in order to have the maximum unit limit increased for overload registration.

TRANSCRIPTS

Official transcripts are required for such situations as application to study abroad programs, graduate programs and potential employment. In most cases, the transcript must be mailed from the HUB directly to a designated person in another institution. Sometimes a transcript must be mailed along with an application. The HUB will either mail the transcript directly to the institution or to the student, depending upon the request. All students may generate an unofficial academic record through SIO (Student Information Online). Students are responsible for the accuracy of their record. Errors should be reported to the Assistant Head of Academic Affairs.

TRANSFER CREDIT

Transfer of credit is considered on an individual basis. CMU course credit for equivalent elective courses taken at another college or university may be granted when the grade is a “C” or better. Elective credit may be awarded for courses with no equivalent at CMU. Grades do not transfer, only credits transfer, so transferred credit does not affect the QPA.

Continuing students must receive prior approval from the Assistant Head of Academic Affairs of the School before pursuing summer coursework or study abroad with another institution. After completing such coursework, students must request that an official transcript be sent to the Assistant Head of Academic Affairs. Students transferring into the School of Art are not awarded transfer credit until October of the first semester at Carnegie Mellon. Graduation depends upon the time needed for completion of full degree requirements.

LEAVE OF ABSENCE/WITHDRAWAL FROM UNIVERSITY

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 two years following the beginning of the leave by filing a Petition to 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. Withdrawal means leaving the university with no intention of returning. Forms are available from the HUB site here:

www.cmu.edu/hub/forms.html.

A student who decides to leave the university must meet with the Assistant Head of Academic Affairs of the School and complete a Leave of Absence or Withdrawal form. 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.