

Carnegie Mellon University

# School of Art

MASTER OF FINE ARTS HANDBOOK, 2020-2021

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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.

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

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## **PROGRAM MISSION**

The MFA in the School of Art at Carnegie Mellon University is a three-year program designed to provide students with a challenging and supportive context to expand and develop their work and thinking as artists. The MFA Program is committed to the advancement of contemporary art and applies a dialectical approach toward critique, academic study, research, and practice, with the aim of providing a rigorous intellectual and cultural platform for its cohort of students and faculty. The Program views art making as a social, critical, and intellectual pursuit and supports progressive forms of expression. We expect students to remain porous to broader cultural, political, aesthetic, material, and formal issues in contemporary art, as well as to current discourses across philosophical and historical fields of study. The MFA Program employs a multidisciplinary structure and experimental approach in order to encourage students to expand their notion of what it means to be an artist and to make art within our contemporary condition.

## **UNIVERSITY POLICIES & EXPECTATIONS**

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

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

Academic Integrity Website: <https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

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

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

## **STATEMENT OF ASSURANCE**

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

Inquiries concerning the application of and compliance with this statement should be directed to the 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 of Assurance can 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 Carnegie Mellon Code can also be found online in student affairs policy guide, available here:  
<https://www.cmu.edu/student-affairs/theword/>.

## RIGHTS & COMPLIANCE WITH REGULATIONS

### ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

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

### POLICY AGAINST SEXUAL HARASSMENT & SEXUAL ASSAULT

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The policy can be viewed in its entirety at: <https://www.cmu.edu/policies/administrative-and-governance/sexual-harassment-and-sexual-assault.html>.

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, <https://www.cmu.edu/title-ix/>, 412-268-7125, [tix@cmu.edu](mailto:tix@cmu.edu)
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

Additional resources and information can be found at: <https://www.cmu.edu/title-ix/resources-and-information/index.html>

### MATERNITY ACCOMMODATION PROTOCOL

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

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, Associate Dean, etc.) will be reviewed during this meeting. The University policy on Maternity Accommodations may be found online at:  
<https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>

#### **POLICY CHANGES**

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

## **PROGRAM DIRECTORY**

### **HEAD OF SCHOOL**

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## ACADEMIC CALENDAR

All MFA students should familiarize themselves with the University Academic Calendar, which can be found at <https://www.cmu.edu/hub/calendar/index.html> and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

### 2020-21 MFA CALENDAR

(Deadlines in Bold)

#### FALL 2020

August 26	Orientation for incoming students
August 31	Semester begins
September 7	<b>Labor Day. No Classes</b>
September 11	Deadline to submit signed GA Procedures & Policies Agreements to MFA Assistant Director
September 14	<b>Course Add and Audit Deadline</b> <b>Course drop deadline to receive tuition adjustment</b>
September 15	MFA Research and Practice Presentation Night, 6:30-8:00 pm
September 21	<b>Mini-1 Course Drop Deadline</b>
October 5	<b>Mini-1 Course Withdrawal Grade Deadline</b> <b>Mini-1 Course Pass/ Fail Grade Option Deadline</b>
October 5-16	GA/ Supervising faculty evaluation meetings
October 12	Semester Course Drop Deadline
October 16	<b>No Classes: Day for Community Engagement</b>
October 19	Mini-1 Last Day of Classes
October 23	<b>No classes: Mid-Semester Break</b> GA and Advisor phase one: Distribution of list of available faculty advisors and GA supervisors
November 2	<b>Mini-2 Course Add Deadline</b> <b>Mini-2 Course Audit Grade Option Deadline</b>

	<b>Mini-2 Course Drop Deadline to Receive Tuition Adjustment</b> GA & Advisor phase two: Deadline for submitting ranked GA and Advisor selections for Spring.
November 9	<b>Semester Course Withdrawal Grade Deadline</b> <b>Semester Course Pass/ Fail Grade Option Deadline</b> GA & Advisor phase three: Notification of Spring GA and Advisor assignments. Deadline for 2 <sup>nd</sup> year MFA students to select thesis advisors from Core & SOA faculty
November 13	<b>Mini-2 Course Drop Deadline</b> 1 <sup>st</sup> and 2 <sup>nd</sup> Year Review Committee Times Announced
November 16-20	Spring Registration Week
November 20	<b>Mini-2 Course Withdrawal Grade Deadline</b> <b>Mini-2 Pass/ Fail Grade Option Deadline</b> MFA Open House
Nov. 23- Dec. 13	GA & Advisor Evaluation & Planning Meetings
November 25-27	Thanksgiving Holiday. No Classes
November 30	Return from holiday: all classes remote
December 4	First- and second-year MFA mid-year reviews
December 7-11	Third-year MFA reviews
December 11	Semester and Mini-2 last day of classes; course withdrawal grade deadline

## **SPRING 2021**

January 11	First Day of Classes: Semester & Mini-3
January 15	<b>Mini-3 Course Add Deadline</b> <b>Mini-3 Course Audit Grade Option Deadline</b> <b>Mini-3 Course Drop Deadline to Receive Tuition Adjustment</b>
January 18	Martin Luther King Day. No Classes
January 23	GA Agreements due to Program Administration
January 25	<b>Semester Course Add Deadline</b> <b>Semester Course Audit Grade Option Deadline</b> <b>Semester Course Drop Deadline to Receive Tuition Adjustment</b>
February 1	<b>Mini-3 Course Drop Deadline</b>
February 15	<b>Mini-3 Course Withdrawal Grade Deadline</b> <b>Mini-3 Pass/ Fail Grade Option Deadline</b>
February 22	<b>Semester Course Drop Deadline</b>
March 1	Mini-3 Last Day of Classes Mini-3 Drop Voucher Election Deadline by 11:59 pm
March 1-5	GA/ Supervising faculty evaluation meetings
March 5	Mid Semester Break. No Class
March 8	Mid-Semester Grades Due by 4:00 pm
March 8-12	Spring Break. No Class
March 15	Mini-4 Classes Begin
March 19	<b>Mini-4 Course Add Deadline</b> <b>Mini-4 Course Audit Grade Option Deadline</b> <b>Mini-4 Course Drop Deadline to Receive Tuition Adjustment</b>
March 29	<b>Semester Pass/ Fail Grade Option Deadline</b> <b>Semester Course Withdrawal Grade Deadline</b>
April 2	<b>Mini-4 Course Drop Deadline</b> <b>Deadline for 1<sup>st</sup> and 2<sup>nd</sup> Years to Start Soliciting Outside and University Advisors</b>

	GA & Advisor Phase 1: Distribution of list of available faculty advisors and GA Supervisors
April 9	GA & Advisor Phase 2: Deadline for submitting ranked GA & Advisor Selections for Spring
April 15	No classes
April 16	GA and Advisor phase three: Notification of Fall GA and advisor assignments
April 16-17	Spring Carnival. No classes
April 19	<b>Mini-4 Course Withdrawal Grade Deadline Mini-4 Pass/ Fail Grade Option Deadline</b>
April 19	Fall Registration begins
April 23	MFA reviews for all first- and second-year students
April 30	Last day of classes
May 3	<b>Deadline for first-year students to have secured outside advisors and second-year students to have secured university and outside advisors for the following academic year</b>
May 10	<b>Deadline to submit signed electronic thesis to Assistant Director for upload to CMU's Electronic Thesis Repository</b>
May 13	Final Grades Due by 4:00 pm for Graduating Students
May 14	<b>Deadline for students to apply for On the Ground funding for summer projects</b>
May 15	<b>Deadline for students to complete visits with Outside Advisors and to inform the MFA Assistant Director</b>
May 16	Commencement
May 18	Final grades due by 4:00 pm

## CURRICULUM

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

<b>First Year</b>	
<b>Fall Semester (term 1)</b>	<b>Spring Semester (term 2)</b>
MFA Studio (24 units)	MFA Studio (24 units)
MFA Critical Studies Seminar I (12 units)	MFA Critical Studies Seminar II (12 units)
Integrative Seminar (12 units)	Integrative Seminar (12 units)
	University Elective (9-12 units)
<b>Second Year</b>	
<b>Fall Semester (term 3)</b>	<b>Spring Semester (term 4)</b>
MFA Studio (24 units)	MFA Studio (24 units)
Contextual Practice (12 units)	Thesis Writing Seminar I (12 units)
Integrative Seminar (12 units)	Integrative Seminar (12 units)
University Elective (9-12 units)	
<b>Third Year</b>	
<b>Fall Semester (term 5)</b>	<b>Spring Semester (term 6)</b>
MFA Studio (24 units)	MFA Studio (24 units)
Thesis Writing II (12 units)	MFA Exhibition (12 units)
Integrative Seminar (12 units)	Integrative Seminar (12 units)

## **COURSE DESCRIPTIONS\***

### **MFA STUDIO [every term]**

Studio visits with the MFA Core Faculty are the backbone of the Program and the primary means through which the Program interacts with and guides each student. Core Faculty will visit with first- and second-year MFA students a minimum of three times per term in group or individual sessions. In addition, first- and second-year MFAs will have studio visits with their School of Art advisor every two weeks, for a minimum of seven meetings each semester. Third-year students will meet with the members of their thesis committee approximately once every two weeks; these can be individual or group meetings as determined by the faculty and student.

### **MFA CRITICAL STUDIES SEMINARS [terms 1 and 2]**

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

### **INTEGRATIVE SEMINAR [every term]**

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

### **CONTEXTUAL PRACTICE [term 3]**

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

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

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

MFA students are required to take an elective in both the Spring of their first year and the Fall of their second year. MFA candidates have the option of taking additional electives during any term in which they are enrolled within the Program. If a student

enrolls in an elective their first term, this may count as one of their required electives, however approval for this elective to count towards their requirements must come from the Program Director. Enrollment of additional electives is at the discretion of the student; however, depending on the student's academic standing within the Program, enrollment in these courses may be subject to the Program Director's approval.

#### THESIS WRITING SEMINAR [terms 4 and 5]

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

#### MFA THESIS EXHIBITION [term 6]

Working in close contact with the Program Director, their thesis advisors, and the staff of the Miller Institute for Contemporary Art, third-year MFA students will prepare for, install, and de-install their thesis exhibition work. Students are required to attend all exhibition planning meetings with the Miller ICA staff, and will provide deliverables regarding the exhibition, marketing, and publications on time. Limited funds will be provided to each student to assist in exhibition costs; these funds will be established annually with each student receiving equal support. Satisfactory participation in and completion of the MFA Thesis Exhibition will be determined by the student's thesis advisors.

#### TRANSFER CREDIT

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration on page 19). The MFA Program does not allow for transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on PCHE courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA.

*\*In any of the above courses, the Program or its instructors can require a student to receive extra academic support, such as writing support from the University's Global Communication Center, in order to meet the requirements of passing the course.*

## **COURSE GUIDELINES AND PROCESSES**

### **REGISTRATION**

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

### SCHEDULE CHANGES

The Hub's Forms and Documents webpage (<https://www.cmu.edu/hub/forms.html>) has all of the forms students need to process various registration requests, including late withdrawals, audits, university withdrawals, and pass/fail grade option requests.

### DROP/ADD/WITHDRAW PROCEDURES

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html>

### COURSE AUDIT

Auditing classes is defined as presence in the classroom without academic credit. Students may take part in class and take examinations, subject to the agreement of the instructor. Auditing courses is permitted, without additional charge, to all students who are already paying full-time tuition and fees. The decision to audit a class must be made by the official university deadline for adding a course, and is irreversible thereafter. If the requirements are met, the instructor will issue an "audit" grade (0) on the final grade roster. Students should complete a Course Audit form, available at the Hub and online at: <https://www.cmu.edu/hub/docs/course-audit.pdf>.

### CROSS-REGISTRATION

CMU is a member of the Pittsburgh Council on Higher Education (PCHE), a consortium that allows students from any one of its member institutions to cross-register for any other during the Fall and Spring semesters. Participating institutions include Carlow College, Chatham College, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park College, Pittsburgh Theological Seminary, Robert Morris University and the University of Pittsburgh. Students should contact the Registrar's office at participating schools for information on cross registration. A cross-registration request forms available from the Hub and at: <https://www.cmu.edu/hub/docs/pche-cross-reg.pdf>.

### UNIVERSITY OF PITTSBURGH COURSES

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

### GRADUATE STUDENT ACADEMIC POLICY

## ACADEMIC INTEGRITY

Please review the University Policy on Academic Integrity [here](#). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance. A review of the [University's Academic Disciplinary Actions procedures](#) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

## PROGRAM POLICY

The MFA Program expects its graduate candidates to meet the highest standards of commitment and discipline to their studio practice. Meeting the Program's curricular expectations while maintaining a positive and productive relationship with the graduate cohort is a key component to the Program's and students' success. In addition, as a part of Carnegie Mellon University, the MFA Program requires all students to meet university standards of personal, ethical and moral conduct. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Students who cannot maintain the standards established by the University may be asked to leave the Program. For a better understanding of these terms, please reference the Carnegie Mellon Code on page 5 of this handbook, as well as the detailed explanation of these policies in the Carnegie Mellon's Student Affairs office's policy overview in the Student Affairs policy guide (The Word).

## STUDENT'S RIGHTS

The School of Art adopts the University's practices regarding student rights. Students who believe that they have been treated inappropriately are encouraged to raise their concern(s) with their MFA Program Director, Head of School, Assistant Director, or other designated people in the College or central administration. Additionally, students may confer with the Vice Provost for Graduate Education on issues of process or other concerns as they navigate conflicts. For further information about procedures that graduate students can pursue when addressing concerns and grievances, consult the University's Grievance Procedures.

## SUMMARY OF GRADUATE STUDENT APPEAL AND GRIEVANCE PROCEDURES

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage (<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>).

This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the School of Art before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures apply to students in all graduate programs of the University. Students should refer to the specific information in this

handbook for information about the administration and academic policies of the MFA program at the school level. Additionally, students may confer with the Vice Provost for Graduate Education on issues of process or other concerns as they navigate conflicts.

#### **COMMUNICATION BY EMAIL**

The MFA Program relies on email communications for making and changing studio visit schedules and conducting other MFA-related business, which makes it imperative that all students read and reply to email messages sent to their Andrew email addresses in a timely manner. Each student is issued a University email address upon admittance. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications.

#### **GRADUATE STUDENT GRADING POLICY**

##### **GRADING POLICY**

School of Art graduate courses are graded as a Pass (P) / Fail (N) basis. All required graduate studio and academic courses in art must be completed with a grade of "P." Failure of any required art courses may result in a student's dismissal from the MFA Program.

##### **MID-SEMESTER GRADES**

All MFA students will receive mid-semester grades for their School of Art graduate courses. These grades will be posted online. Mid-semester grades are crucial opportunities for faculty and advisors to signal the quality of a student's performance; students are therefore expected to check their mid-semester grades and engage in dialog with faculty and advisors with any concerns about their mid-semester standing.

##### **REQUIRED ELECTIVES OUTSIDE THE SCHOOL OF ART**

Required academic electives may be taken either for a grade or pass/fail. A "pass" is sufficient in order for the course taken to count as one of the two required. If an "N" grade is received, the course must be repeated or replaced by another elective course. Physical education courses are not considered academic courses and will not count for elective credit. Graduate students are required to discuss their elective choices with the Program Director and/or Assistant Director prior to the registration period for each semester. We recommend that students make appointments with the Director and/or Assistant Director during Advising week (see MFA calendar). Students must successfully pass a minimum of two electives (or 18-24 units) during their 3 years in the program. It is suggested that students take their electives during the 2nd and 3rd semesters, but students may take electives during other terms with approval from the Graduate Director. Students must take and pass a minimum of 18 unit hours of electives in order to successfully satisfy the elective requirement for the program.

Students who do not take enough elective units or do not pass the required number of units will be required to do so before they can successfully complete the Program.

#### PROCESS OF ESTABLISHING A PASS/FAIL GRADE

University courses by default register as letter-grade option. If students choose to take a university academic elective as pass/fail, they must make arrangements for the grading to be changed to pass/fail. In order to set up an elective course as pass/fail, the student must first register for the course through the normal registration process. Before the end of the second week of the semester, students must submit an Enrollment Services "Pass/Fail Form" to the Registrar's office, located in the Hub in Warner Hall. Pass/Fail forms are available at the Hub (<https://www.cmu.edu/hub/docs/pass-fail.pdf>) and will require the signatures of both advisor (MFA Assistant Director ) and Head of Department (MFA Program Director).

#### PASS/FAIL GRADING

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

#### INCOMPLETE GRADES

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

#### ATTENDANCE & CLASS PARTICIPATION

Regular attendance in all studio, academic classes, and MFA-related business meetings is expected and required. In no case can a student expect to receive a passing grade without regular attendance and participation in class. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the semester will not result in a passing grade. Students are responsible for obtaining information missed through lateness or absence. Not showing up or arriving late to studio visits with visiting artists without prior notification to the relevant people may result in a loss of future studio visits with visitors.

## REASONS FOR DISMISSAL OR PROBATION

Students may be dismissed from the program or put on academic probation if they fail any required MFA course (i.e., MFA Studio, Critical Studies seminars, Integrative Seminar, Contextual Practice, or Thesis Writing seminars). Students may also be dismissed from the Program or put on academic probation if their behavior violates University policies on [academic integrity](#) and [community standards](#) as outlined in the general student handbook, *The Word*. Students who are dismissed from the Program or put on academic probation will receive notification by writing by the MFA Program Director.

## PROCEDURES FOR ACADEMIC ACTION

Incidents of suspected academic disciplinary violations will be handled initially at the level at which the incident occurred (i.e., the course or project) and at the School level and will be reported immediately to the MFA Program Director and Head of School. Review, decision, and action on academic and community standard violations will involve the instructor(s) or academic supervisors and MFA Program Director. In the most severe instances, the instructor and Program Director may recommend suspension or dismissal from the Program. The student will be notified immediately by the instructor and/or the Program Director, in writing, of the decision and the basis for the decision and the penalty imposed. We stand by the University's policies for [academic integrity](#) and [community standards](#) as written in CMU's student handbook, *The Word*.

## INTELLECTUAL PROPERTY POLICY

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

## MASTER'S CANDIDACY TIME LIMIT

Students should complete all requirements for the MFA degree within three years from original matriculation as a master's student. Once this time-to-degree limit has lapsed, the student may resume work towards a master's degree only if extensions are given to the student due to extraordinary circumstances, such as a medical leave of absence, military or public service, family or parental leave, or temporary disability. The Program may, upon the approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption.

After completing course requirements and commencement, students may not use university facilities, unless given explicit permission for a defined purpose and limited period of time has been granted by the School.

## GRADUATE ASSISTANTSHIP POLICY

### OVERVIEW

Graduate Assistantships are a required component of the MFA program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate Assistants are expected to work no more than 8 hours per week, inclusive of time spent in the classroom.

## RESPONSIBILITIES

Graduate Assistantships can follow one of several tracks—teaching or research. A graduate teaching assistant, which comprises the majority of assistantships, supports faculty in the pedagogy of the classroom, including but not limited to preparing class materials, evaluating student work, and developing workshops. Research assistants support faculty studio work and independent research projects. The specific duties for each graduate assistant is determined in agreement with the supervising instructor or staff member at the start of each semester, and indicated on a Graduate Assistant Agreement form, which is signed by all parties involved. A copy of this form is included in the Appendix.

## REQUIREMENTS FOR NON-NATIVE SPEAKERS OF ENGLISH

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at: <https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>. The fluency of all instructional personnel will be rated by the Language Support Center to determine at what level of responsibility the student can TA.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), the Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Language Support website for additional information: <https://www.cmu.edu/student-success/>.

## REQUESTING & ASSIGNING ASSISTANTSHIP SUPERVISORS

Assignment of Graduate Assistant supervisors is overseen by the MFA Program Director and is based on the school's needs, faculty requests, and the year of the MFA student. Assistantships are directly assigned in the student's first term of study; following that, students will request four faculty with whom they would like to work, and order their preferences. The dates for these requests are on the MFA calendar. The Program aims to meet the requests of the MFA student community, however final assignment of assistantships is determined by the Program Director and based on the needs of the faculty and school.

## ACCOUNTABILITY

Graduate Assistants are accountable to the faculty and staff they are working with and expected to fulfill the basic expectations of a support faculty or administrator, being present in all classes, offering the support needed in-and-outside of the classroom, engaging professionally with all students, and following the guidelines set by the university regarding integrity, honesty, and professionalism. Failure to adequately fulfill Graduate Assistantship responsibilities may affect a student's standing in the Program.

## EVALUATION

Graduate students and their supervising faculty are required to meet at midterm, and again at the conclusion of the semester in order to give feedback on the GA's performance, and to revisit a GA's and supervising faculty's goals. Basic guidelines for that conversation will be circulated to all faculty and students in advance. If needed, these evaluation meetings may involve the MFA Program Director or Head of School. It is the goal of the School to provide a supportive environment for all of its Graduate Assistants, with constructive criticism and clear expectations. However, if the Graduate Assistant fails to meet the expected standards of their assistantship, their assignment may be altered. Graduate students who experience concerns or conflicts with their supervising faculty are counseled to first take up those issues with the faculty directly and/or the MFA Program Director.

## CONSENSUAL INTIMATE RELATIONSHIP POLICY REGARDING UNDERGRADUATE STUDENTS

This policy addresses the circumstances in which romantic, sexual, or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy. The policy may be accessed [here](#).

## GRADUATE STUDIOS

### STUDIO SELECTION PROCESS

The selection process for graduate student studios is based on the year of the student, with the third-year students selecting first, then the second-year, and first-year having their studios assigned by the MFA Program Director. Rising second- and third-year students may elect to keep their studio from the previous year, unless those spaces are reconfigured or reassigned for School of Art needs. The Studio selection period occurs at the close of each year. If a student is moving from their studio they will be given a deadline to have their studio cleared and returned to its original state, which often occurs no later than two weeks after the conclusion of the academic year. Students who retain their studio will have full access over the summer, while those who move studios will have access to their new studio following the prior occupant's deadline to vacate, and the School's need to restore the space to working condition. Third year students are required to move out of their studios by May 30.

## STUDIO USAGE AGREEMENT

All MFA students will be required to sign agreements that outline policies established by the School, college, and university regarding health and safety guidelines as they relate to their studio occupancy. A copy of the School's Studio Usage Agreement is in the Appendix.

## PERSONAL PROPERTY & RENTERS' INSURANCE

In accordance with university policy, students are responsible for properly using and maintaining all Carnegie Mellon property assigned to their use. Students will be charged with the cost of restoring all property damaged or defaced through negligence or misuse. School of Art equipment is to be used by students who have received direct permission of faculty or staff responsible for the equipment.

The University insurance policy does not cover a student's personal property (even if that personal property is used in your artmaking) that may be damaged or stolen from classrooms or studio spaces.

It is strongly recommended that students take all reasonable precautions to avoid loss or theft of their personal items and obtain renters' or student personal property insurance from an outside insurance agency for coverage against loss or damage.

## GRADUATE ADVISING STRUCTURE & EXPECTATIONS

### INTRODUCTION

The advising structure for the MFA program is intensive and varies depending on the year of the student.

### GRADUATE ADVISING, BY YEAR

YEAR	ADVISORS NEEDED
1st	Core Faculty and one SoA Advisor
2nd	Core Faculty, one SoA Advisor, one Outside Advisor, and Thesis Advisors (made up of one SoA advisor and one Core Faculty member). Note: in the Spring semester, second year students begin to work with a thesis advisor from the Core Faculty and an

	additional thesis committee member from the School of Art faculty
3 <sup>RD</sup>	Thesis Committee (consisting of one Core Faculty, one SoA Advisor, and one University Advisor) and one Outside Advisor

**FIRST-YEAR MFA STUDENTS**

First year students are advised by each of the four Core Faculty members and by one SoA faculty member; students should plan to meet with each of the four Core Faculty a minimum of three times per semester, for a total of twelve meetings. These meetings will occur on a regularly-scheduled rotation, which will be established by the Assistant Director at the outset of the semester. First-year students should plan to meet with their SoA faculty advisor every other week, for a total of seven meetings per semester. Incoming MFA students are assigned a SoA advisor for their first semester, but will have the opportunity to request a different SoA advisor in each subsequent term.

**SECOND-YEAR MFA STUDENTS**

Second-year MFA students are advised by each of the four Core Faculty members and by one SoA faculty member; students should plan to meet with each of the four Core Faculty a minimum of three times per semester, for a total of twelve meetings. Students should plan to meet with their SoA faculty advisor every other week, for a total of seven meetings per semester. In addition to this, second-year students meet with an Outside Advisor four times over the course of an academic year either in person or remotely.

**THIRD-YEAR MFA STUDENTS**

Third-year students are advised by their Thesis Committee, which consists of one Core Faculty, one SoA faculty advisor, and one University Advisor, a tenure-track faculty member from a department or school outside of the School of Art, but within CMU. Third-year students will also work with an Outside Advisor four times over the course of an academic year either in person or remotely (i.e. via Skype). The Outside Advisor should be different from the one they worked with from their second year and is not involved with the written thesis, nor is a member of the thesis committee. Meetings with the Core Faculty advisor and SoA advisor should occur individually, once every two weeks (i.e., every other week, for a total of seven meetings per semester per advisor; University Advisors should meet with students at least five times over the course of a student’s third year). University Advisors attend a student’s Fall and Spring reviews, and sign off the final written thesis.

**THESIS COMMITTEES FOR SECOND AND THIRD-YEAR MFA STUDENTS**

As noted above, thesis committees comprise two tenure-track faculty from the School of Art (one of whom is a Core Faculty member) and one University Advisor (a Carnegie Mellon faculty member from a university department or research unit outside of the

School of Art). Second-year students will meet twice with their SoA thesis committee members in conjunction with the Thesis Writing Seminar in the spring semester. See the section that follows for a more detailed description of each's responsibilities and roles. The Program Director must be consulted and approve the selection of all committee members.

## **GRADUATE ADVISOR ROLES & EXPECTATIONS**

### **CORE FACULTY ADVISORS**

The MFA Program is guided by a core of four faculty that collectively provide critical oversight and intellectual support for students through one-on-one advising, mentorship, and studio visits. MFA Core Faculty will conduct a minimum of three hour-long studio visits with each MFA student per semester. While the majority of these visits will likely occur individually, they may occasionally be conducted in groups, as needed by the Core Faculty and students.

### **SCHOOL OF ART ADVISOR (SoA Advisor)**

School of Art advisors are expected to meet with advisees at least once every two weeks for 45 minutes to an hour, for a total of seven meetings per semester. The studio visit is meant to allow for in depth discussion, review of studio progress, research support, and critique. First and second-year students can change their SoA advisor each semester. Third year students will keep their SoA advisor for the full year and that advisor will serve on their thesis committee.

### **OUTSIDE ADVISORS**

Second and third-year students work with an advisor outside of the University who can critically inform their artistic practice. This Outside Advisor can be an artist, curator, writer or anyone else who can strategically help the student in the development of their work and career. Students are expected to meet with their Outside Advisor four times over the course of the year either remotely or in person. It is encouraged that students spread out these meetings over the course of the year. The School of Art will provide up to \$600 each year as an honorarium to the outside advisor. The process for selecting, confirming, and contracting outside advisors will be presented by the Program Director and administered by the Assistant Director.

### **UNIVERSITY ADVISOR**

University Advisors work closely with third-year MFA students, and are expected to meet and/or review materials approximately five times over the course of the academic year to provide guidance that will critically inform a student's artistic practice and written thesis. Meetings should last about 45 minutes. Students are encouraged to distribute these meetings evenly over the course of the year. University Advisors attend a student's Fall and Spring reviews and sign off on a student's final written thesis.

### **THE ADVISEE'S RESPONSIBILITY TO ALL ADVISORS**

While the majority of advisory appointments with Core Faculty advisors will be set by the Assistant Director, graduate students are responsible for scheduling their meetings with their SoA Advisor, University Advisor, and Outside Advisor, and making sure that these meetings occur with the appropriate frequency and duration. It is imperative that students attend all advisor meetings, and that the meetings are approached with a level of preparation and forethought in keeping with the expected standards of the Program. If a student cannot attend an advisory meeting, it is their responsibility to contact the advisor as far in advance as possible, and to reschedule that meeting. If the student has concerns about the availability of their advisor, or the degree of engagement they experience with them, they are urged to speak with the MFA Program Director.

#### **SOA ADVISOR SELECTION POLICY**

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

#### **CHANGING ADVISORS**

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

#### **SOA ADVISOR AVAILABILITY**

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

### **VISITING LECTURERS & OTHER GUESTS**

#### **STUDIO VISITS**

The School of Art's Visiting Lecture Series brings artists, writers, and critics to the school throughout the year. Attendance at these lectures is mandatory for all graduate students; please notify the Assistant Director in the event of extenuating circumstances. In addition to a public lecture, most visitors hold studio visits with MFA students. Each term the graduate students will work with the Program Director and Program Assistant Director to determine the studio visit schedule and logistics. The year of the student within the Program, as well as individual practice, and areas of interest, will be a factor in the decision process. The goal will be to make the most logical and fair pairing between visiting artist and student, with the balance of meetings assigned equally across the graduate cohort. In addition to those coming through the SoA Lecture

Series, the CAS series, and the STUDIO for Creative Inquiry, the MFA Program will invite other visiting and local artists, writers, and curators to conduct workshops or studio visits with graduate students. After one “no show” (not showing up) for a studio visit with a visiting artist without prior notification to the relevant people (the graduate assistant director and/or those who are meeting with the artist before or after you), a student may result in a loss of future studio visits with visitors.

#### HOSTING VISITORS

Graduate students hosting visitors will be expected to work with the Graduate Assistant Director to organize the visitor’s calendar, help with transportation when needed, attend informal meals, and introduce the visitor at the outset of the lecture.

### GRADUATE REVIEWS

#### GRADUATE REVIEW POLICY

The MFA Program includes a comprehensive review for all students at mid-year and the end of the year. All students are expected to show steady progress in their creative work at each review. Reviews are conducted by the MFA Core and School of Art faculty and scheduled to take an hour and a half. Reviews take approximately 90 minutes. Students should expect to give a presentation of approximately 30 minutes in which they present examples of recent and current work, speak to goals and objectives moving forward with their practice, and touch on the written materials noted below. In all cases, a discussion with the review committee will follow the student’s presentation.

#### MATERIALS FOR REVIEW

Students should provide to the Program Assistant Director a review packet consisting of an updated c.v., an artist statement that briefly frames their practice and research; an overview of courses taken to date, a list of intended courses they foresee being valuable for their work; as well as a bibliography of reference materials (texts, films, television, websites, or any other influences ) they currently engage with in their studio research. Review packets are due to the MFA Assistant Director 7 days prior to reviews.

#### SCHEDULING OF REVIEWS

First- and second-year MFA reviews are held near the end of each semester. Third year reviews occur at the end of the Fall semester and during the MFA thesis exhibition at the Miller Gallery. Third year reviews are attended by all thesis committee members. Reviews may be held in the student’s own studio, or in another location agreed upon. The MFA Assistant Director arranges all reviews. Students must notify the MFA Assistant Director of their equipment needs and room preferences two weeks in advance of reviews. The MFA Assistant Director will provide the names of committee members and review details to the student in advance of all reviews.

#### REVIEW FEEDBACK

At mid-year reviews the assigned committee's assessment is conveyed through discussion after the presentation; no written reports are issued for any mid-year reviews. At the end of year reviews (first-and second-year students only) the committee assesses the presentation and makes a recommendation to the MFA Program Director and Head of the School regarding the student's progress; the student is notified of this decision in writing. The review committee may recommend other courses of action. The committee's written recommendation becomes part of the student's record. An appeals process is available should the need arise.

### **THIRD-YEAR THESIS EXHIBITION REVIEW & CAPSTONE CRITIQUE**

Third-year students have a thesis committee review that takes place in their thesis exhibition space. The final committee review is meant to offer substantial feedback on the thesis exhibition and post-graduate career guidance, while giving students the opportunity to summarize their experience at CMU in relation to the work on view. In addition, while the thesis exhibition is up, each third-year student participates in a capstone critique that is open to all full-time faculty and distinguished critics and curators. This review, combined with the thesis committee's approval of the written thesis at the end of the first term, concludes the candidate's review for completion of the Program.

## **THESIS GUIDELINES**

### **THESIS EXHIBITION**

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

### **WRITTEN THESIS**

In conjunction with the culminating graduate studio work, MFA candidates are required to complete a written thesis. This thesis must be approved by the thesis committee and submitted by the date specified on the MFA Calendar. The degree will not be conferred until the thesis has been submitted and approved. The general requirements for the thesis are outlined below. Following the approval of the thesis, by the Committee members, one signed print copy and one PDF version must be submitted to the MFA Assistant Director for the University Library's Research Showcase, an institutional repository granting open access to intellectual work produced by CMU faculty and students. The MFA Program Assistant Director will forward the necessary forms and instructions to all third-year students.

## THESIS COMMITTEE

For a full description of the makeup, roles, and expectation of the MFA thesis committee, please see page 28.

## EXPECTATION OF WRITTEN MFA THESIS

The written thesis should be no less than 6,000 words, or 24 double-spaced typed pages. The goal of the thesis is to offer an in-depth analytical or theoretical argument. The subject matter, focus, and objectives of the thesis are left to students in consultation with their advisors, however the expectation is that the written thesis relate to the studio practice in a direct or tangential manner inasmuch as it expands the research and broader interests of the artist. The subject of the thesis must constitute a researchable subject relevant to the artist, and appropriate for the length and form of the thesis paper.

## THESIS MILESTONES

### **Second Year, Spring Term**

Feb. 15: Review of the abstract and 5 keywords; provide feedback and ideas for writing

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April 12: The first half of the thesis and working bibliography are due for review by thesis committee before final paper is submitted to Thesis Writing instructor by end of term

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### **Third Year, Fall Term**

Sept. 28: Faculty will discuss an 18-page draft of the thesis. Students and faculty will address any major structural issues or content related problems in the text. Students will share an outline that addresses their goals for the remainder of the writing. This meeting, ideally, should be the last time that students discuss and plan major, global changes to the text.

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Oct. 26: Discussion with faculty on a 24-page draft of the thesis. By this point, the draft should be more or less complete — featuring an abstract, title page, bibliography, introduction and conclusion sections. In the conversation, student and faculty will discuss stylistic aspects of the text — how to improve organization, ways of enhancing clarity of argument, sentence-level edits, etc.

Nov. 30: All aspects of the thesis project, including title page, abstract, bibliography, and body of text is finished in order to pass the course. Faculty meet to review the completed document

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**Third Year, Spring Term**

May 10: Deadline to submit completed and signed thesis to MFA Program Assistant Director (electronically)

**EXPECTED STRUCTURE OF THE WRITTEN THESIS**

**TITLE PAGE**

The title page of the thesis should follow the following example:

(THESIS TITLE)

by

(Candidate's Name)

(Prior Degree(s), Where Earned, Year Conferred)

Thesis

Submitted in Partial Fulfillment of the Requirements of the Degree of

MASTERS OF FINE ART

in

ART

at Carnegie Mellon University

Pittsburgh, Pennsylvania

Approved By:

---

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

---

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

---

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

---

Jon Rubin, MFA Program Director

---

Charlie White, Head of the School

---

Dan Martin, Dean, College of Fine Arts

Date Degree Conferred: (Month, Year)

## ABSTRACT

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

## DOCUMENT FORMAT

Unless otherwise required by an instructor or advisor, students should format their theses according to the Chicago Manual of Style. For a condensed version of these guidelines that target the thesis specifically, see Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition.

Your thesis should follow the following general formatting specifications: 8 ½ by 11 inch paper, double-spaced typed, 12-point Times New Roman or 10-point Arial font, with all pages numbered in the lower right-hand corner. Left margin, 1 1/2" (minimum), while other margins are 1" (minimum) for all text and illustrations.

## TABLE OF CONTENTS

A basic table of contents should show the topics and organization of your thesis. Each major section or chapter should be recognized in your table of contents, along with the page number it is located on. You may also wish to include subsections or subheaders, if your thesis includes these in its organization. For guidelines on formatting the Table of Contents, please review this [example](#).

## ACKNOWLEDGMENTS [optional]

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

## BODY OF THESIS

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

## NOTES & BIBLIOGRAPHY

Students should use the *Chicago Manual of Style's* Notes and Bibliography style of citing sources (not the author-date style). This style uses footnotes at the end of each page to cite direct quotations, paraphrases, and ideas, and a bibliography at the end of the thesis, which should include full publication information for all of the works cited in your notes. Discursive notes (i.e. footnotes) should be kept brief or avoided altogether. Notes should be numbered throughout the essay or chapter in an unbroken sequence, in superscript, and placed at the end of the sentence to which they refer. Per Chicago style guidelines, Op. cit., loc. cit. and idem should not be used as forms of reference, but ibid. may be used when referring back to the previously cited source. When a reference is identical with the immediately previous one apart from the page numbers cited, the abbreviation 'ibid.' (a contraction of *Ibidem*, meaning 'in the same place') may be used instead of the short title of the book or article concerned.

Apply the following conventions when composing your notes and bibliography:

### BOOK

#### Note

1. Salman, Rushdie. *Joseph Anton: A Memoir* (New York: Random House, 2012), 135.

#### Bibliography

Salman, Rushdie. *Joseph Anton: A Memoir*. New York: Random House, 2012.

### PERIODICAL

#### Note

24. "Our Place in the Universe: Face to Face with the Infinite," *Harper's*, December 2012, 34.

#### Bibliography

Lightman, Alan. "Our Place in the Universe: Face to Face with the Infinite," *Harper's*,

December 2012, 33-38.

## WEBSITE

### Note

32. Chesapeake and Ohio Canal National Historical Park, National Park Service, last modified November 25, 2012, <http://www.nps.gov/choh/index.htm>.

### Bibliography

Chesapeake and Ohio Canal National Historical Park. National Park Service. Last modified November 25, 2012. <http://www.nps.gov/choh/index.htm>.

## JOURNAL

### Note

23. Catherine Foisy, "Preparing the Quebec Church for Vatican II: Missionary Lessons from Asia, Africa, and Latin America," *Historical Studies* 78, no. 2 (2012): 8.

### Bibliography

Foisy, Catherine. "Preparing the Quebec Church for Vatican II: Missionary Lessons from Asia, Africa, and Latin America," *Historical Studies* 78, no. 2 (2012): 7-26.

## FILM

### Note

38. *The Dust Bowl*, directed by Ken Burns (Washington, DC: PBS, 2012), DVD.

### Bibliography

*The Dust Bowl*. Directed by Ken Burns. Washington, DC: PBS, 2012. DVD.

## WORK OF ART

### Note

42. Aaron Siskind, *Untitled (The Most Crowded Block)*, gelatin silver print, 1939, Kemper Museum of Contemporary Art, Kansas City, MO.

### Bibliography

Siskind, Aaron. *Untitled (The Most Crowded Block)*. Gelatin silver print, 1939. Kemper Museum of Contemporary Art, Kansas City, MO.

A sample paper that uses Chicago notes and bibliography style is available at Purdue OWL. ([www.owl.purdue.edu](http://www.owl.purdue.edu))

## APPENDICES

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

## ILLUSTRATIONS

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

## FACILITIES

### MAILBOXES

Each graduate student will have a mailbox in the School of Art main office that should be checked on a regular basis.

### MEDIA EQUIPMENT CENTER

The Media Equipment Center (MEC), located in CFA 307A, maintains a growing collection of equipment available for art students to borrow, including: digital cameras, lenses, tripods and other supports; video cameras, audio equipment, displays and projectors, lighting equipment, computers, and input devices. Access to the School's Chroma Key Studio, a reservable space with lighting and backdrops for video recording, is also managed through the MEC.

Students must sign a Lending Agreement form, which outlines the procedures and guidelines to borrow equipment, to be added to the list of authorized borrowers. A copy of this form is included in the Appendix. To request extended loans, equipment reservations, or general information about the MEC, contact: [lending@cmu.edu](mailto:lending@cmu.edu) or call 412.268.2424.

### GRADUATE STUDENT STUDY ROOM

Until the Program moves to the renovated Hall of Arts building, the graduate student study room is provided for the School of Art MFA student body to use for study, research, and class preparation. This space has been established as a quiet workspace, and it is expected to remain clean and organized. It is available to MFA students at all times, except during School of Art classes or special events scheduled in the room. Please consult the class schedule posted outside the door for availability. All students will receive, review, and sign off on the room's policies at the start of the academic year. A copy of the policy is located in the Appendix.

### OFF-CAMPUS PLATFORM (MELWOOD GALLERY)

The MFA Program's off-campus exhibition space at 477 Melwood Avenue, Platform, is owned by the University and shared with the Miller Institute for Contemporary Art, the School of Drama, and the Masters of Arts Management program. Graduate students who make use of Platform for exhibition, academic, or other extra-academic use must

conduct themselves in accordance with the Carnegie Mellon Student Code of Conduct (mentioned above and here). In particular, they are expected to conduct themselves in a professional manner, and meet the highest standards of personal, ethical and moral conduct possible and to agree, in writing, to follow the space's Policies and Procedures. Students must inform the MFA Program Director immediately of any issues that arise.

#### USE OF BRANDS AND LOGOS IN PROMOTIONAL MATERIAL FOR PLATFORM

All websites, press releases, promotional material for exhibitions, social media, and other promotional material associated with the School of Art needs to include the School's logo. In addition, any promotional material for Melwood Platform exhibitions need to contain the School of Art logo and include specific language that acknowledges the funding sources and school affiliation for the space, which will be provided to you. Any questions about the usage or placement of these logos or credits should be directed to the Marketing and Communications Manager.

#### DOHERTY HALL FABRICATION FACILITIES & POLICIES

##### 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 <https://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.

##### AUTONOMOUS USE POLICY

To gain access to any School of Art fabrication facility, MFA students must complete all university safety training requirements as well as participate in an in-person training session provided by School of Art technicians. These training sessions are typically scheduled at the beginning of the Fall and Spring semesters. It is the responsibility of the student to attend these sessions before accessing any School of Art facility. Upon completion of this training, MFA students may gain key access and work independently in the following facilities: Woodshop (C202), Metalshop (DH C202), and Print Studio (DH C300). Key access may be retained throughout the duration of your enrollment, including over the summer.

##### LIMITED ACCESS FACILITIES

Some facilities within the School of Art are not permitted to be operated without the presence of a trained monitor, technician or faculty advisor. In particular, these facilities include the CNC Router, Laser Lab, Digital Print Lab and Ceramics Kiln Room. Only MFA students who have been trained by a School of Art Technician and are currently employed as a student monitor may have key access to these facilities. Keys to these spaces must be returned during the summer sessions.

## STUDENT MONITORS

Each semester, all MFA students are eligible to apply to become a student monitor in a specific area within Doherty Hall. Student monitors may work a minimum of 3 hours per week and a maximum of 12. Student monitors will receive facility-specific training from a School of Art technician and will be responsible for facilitating student use of the equipment during their scheduled work time. Monitors will also be given key access to their area and will be responsible for returning keys at the end of each semester of employment.

## SHARED OPEN-ACCESS FACILITIES

For spaces that do not require keyed access we ask that you coordinate with the appropriate School of Art staff technician if you are planning extended overnight or multi-day usage. The only exception to this rule is the Grad Project Space, in which MFA students are free to organize independently.

## PROJECT STORAGE

MFA Students who wish to store materials, projects, or equipment outside of their studio must coordinate with the Sculpture Technician prior to doing so. Students must also be aware that all storage of personal belongings is done at their own risk. Students must clearly label all property. The School of Art is not responsible for theft, loss, or damage to stored student property.

## PROJECT CONSULTATION

School of Art technicians are available by appointment to consult on technical, material, and fabrication-based needs. This personnel includes the 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. In the event this is determined, a technician may request that a student seek resources outside the School or University.

More specific shop safety guidelines may be found in the Appendix.

## **FINANCES, GRANTS & PROJECT FUNDING**

### GRADUATE SMALL PROJECT HELP FUND (GuSH)

GuSH Research grants provide small grants of \$750 to graduate students for forwarding their research at Carnegie Mellon University. Grants are provided by the Graduate Student Assembly and the Provost's Office, and are managed by the Office of the Assistant Vice Provost for Graduate Education. GuSH grants are intended to be used against costs incurred in the completion of research required for a graduate degree at Carnegie Mellon and by students whose personal or departmental resources have been

exhausted. A graduate student is eligible for one grant in each fiscal year (July 1 to June 30) they are a graduate student. The GuSH application form can be accessed [here](#).

Application period deadlines:

Fall 2020: Application opens 8/24 and closes 9/7

Spring 2020: Application opens 1/11 and closes 1/24

Summer 2020: Application opens 4/26 and closes 5/9

#### GRADUATE CONFERENCE FUNDING

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

This award amount is \$750 per student with a maximum amount of \$1,000 per group. Awardees are selected through a lottery process on a quarterly basis. This is considered a partial source of support and applicants are required to seek funds from the following other sources first, before applying for these funds, including: funds from the conferences they will be attending; their own advisor; their department; their college. A letter from the applicant's advisor is required. Information and details about the application process can be found at: <https://www.cmu.edu/graduate/professional-development/index.html>.

#### GRADUATE STUDIO RESEARCH FUNDING (“ON THE GROUND”)

Graduate Students may be awarded limited funding for individual research related to their studio practice. The goal for the funds is to enrich graduate research and academic engagement within the student's field of interest and to support unique opportunities that can not be funded by other sources. Graduate students will only be awarded research funds once per academic year, and the Head of School will determine the availability of funds. Funds will not be awarded for the production or fabrication of work or travel to see exhibitions or performances. The funds are awarded by the MFA Program Director through direct application. Application for funds should be submitted via email to the Program Director and Assistant Director and include a paragraph outlining the intended research and its relevance to the student's practice, a timeline for the use of the funds, and a budget that includes any other funding the student is using for the travel/research. Students receiving travel-related research funds will be required to write a summary of their research trip for the On The Ground student dispatch series published on the school's website and in the weekly electronic newsletter. On the

Ground dispatches may follow the interview-style template and include 2-3 images from travel. They are due to the Program Director and Program Assistant Director within 30 days of return from travel; failure to deliver a dispatch in a timely manner will result in a student being prohibited from receiving graduate studio research funding for the subsequent academic year. All On the Ground requests must be submitted to the Program Director by May 15<sup>th</sup> for summer research projects.

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

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

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

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

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

#### **PURCHASING AND REIMBURSEMENT PROCEDURES AND POLICIES**

The MFA Program allows for limited, budgeted, and approved purchases made by students, or staff on behalf of students, for exhibitions. Student purchases for On the Ground funding, exhibitions (Melwood, MFA Thesis exhibition, parking fees accrued while transporting guests of the Program, etc) that fall within budgeted amounts, and that receive prior approval by the Program Director, may be reimbursed. Students who need staff members to purchase items on their behalf are advised to request these purchases as far in advance as possible. Students need to submit itemized receipts that indicate items purchased and proof of payment (a receipt must show the last 4 digits of a credit card), along with an explanation of the purpose for the items purchased within 30 days of purchase to the MFA Program Assistant Director. Students who purchase items themselves are responsible for all applicable state and federal taxes. Students who wish to avoid taxes should contact the MFA Program Assistant Director or School of Art Business Manager to make necessary purchases on their behalf.

#### **FINANCIAL AID**

New graduate students will be informed of financial aid awards in their acceptance letters. Returning graduate students are informed of financial aid during the Summer

preceding the coming academic year. Signing and returning the initial acceptance or follow-up award letter constitutes agreement of the offered aid. Information on all Federal Student Loan Programs can be obtained from the Department of Financial Aid, Warner Hall 315, x8-2068. Graduate students should consult the graduate student financial aid information found on the HUB website: <https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options, and how to apply for financial aid and other helpful links.

#### **MAINTAINING AWARDED FINANCIAL AID**

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

#### **INTERNAL FUNDING OPPORTUNITIES THROUGH CARNEGIE MELLON**

Graduate students should consult the graduate student financial aid information found on The HUB website. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

#### **EMERGENCY LOANS**

The Office of the Dean of Student Affairs offers short-term emergency loans for supplies, medication, food or other unexpected circumstances. The loans are interest-free and for short periods of time (not longer than a month). Students who need to obtain an Emergency Loan should visit the Student Affairs Office or call 412-268-2075 for an appointment.

### **HEALTH, HOUSING & SUPPORT PROGRAMS**

It is recommended that all graduate students familiarize themselves with the 2018-19 Graduate Health and Immunization Guide, which may be found here. Details on required immunizations, insurance, and university medical insurance plans are located therein.

#### **HEALTH INSURANCE**

The University requires that all students be covered by a medical insurance plan. The University offers several health insurance plans for graduate students. These plans,

designed with input from graduate students, provide catastrophic, moderate, and comprehensive levels of coverage depending on the chosen plan. All students, whether on one of these plans or not, must inform the Health Center of their insurance coverage. Students can enroll for insurance coverage at Student Health Services.

Students must submit a health history form to Student Health Services and be up-to-date on required immunizations by June 29 in order to start the Fall semester. Immunization requirements for new students may be found here. Students may contact Lisa Lonchar, [llonchar@andrew.cmu.edu](mailto:llonchar@andrew.cmu.edu) or 412-268-2157 (option 4) with questions about immunization requirements. Students born after 1956 are required to show proof of having has two doses of measles vaccine or of having had the disease. Religious and medical exemptions are honored with the understanding that if a measles outbreak would occur, these students would be unable to attend classes until the outbreak was over.

## HOUSING

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

## PARKING

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

## EMPLOYMENT

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

## EMPLOYMENT ELIGIBILITY VERIFICATION

If you have a position with CMU, then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below.

To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy \[pdf\]](#) covering the university's I-9 and E-Verify requirements:

Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.

Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources. For more information, please see CMU's [Guidance for Completing the Form I-9 and E-Verify Requirements at CMU \[pdf\]](#), or visit the Human Resources Service website to [learn more about Form I-9 and E-Verify](#) and to [schedule an appointment to complete the Form I-9](#).

## LEAVE OF ABSENCE

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

## LEAVING THE UNIVERSITY

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

## REGISTRATION & TRANSCRIPTS

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

## ONLINE SERVICES

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

## SCHEDULE OF CLASSES

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

## STUDENT INFORMATION ONLINE

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

## ACADEMIC AUDIT ONLINE

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

## FACULTY COURSE EVALUATIONS

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

## SPACE QUEST

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

## COMPUTER LABS

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

## CMU ID CARD

Students are issued CMU ID cards upon arrival at the University. First time cards and replacement cards can be obtained at the Card Office in Warner Hall. Carry your ID at all times as many buildings (including Doherty Hall) require card swipe access. For questions about ID cards, contact: [idplus@andrew.cmu.edu](mailto:idplus@andrew.cmu.edu); (412) 268-5224.

## CMU ID PERKS

Valid student IDs enable various benefits and admission, including free Pittsburgh Port Authority transportation fare, and free or discounted admission to museums and local art organizations such as the Carnegie Museum of Art, the Andy Warhol Museum, the Mattress Factory. You may also pay for printing or digital fabrication services with PLAIDCASH. Click here for more information on these and other ID Perks.

## APPENDIX

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## Appendix A

2020-2021  
**Highlighted University Resources for Graduate Students  
and  
The WORD, Student Handbook**

### **Key Offices for Graduate Student Support**

#### **Graduate Education Office**

[www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include- but are not limited to:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly email to all graduate students with information on activities, resources and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)
- Consultations on issues related to the graduate student experience

The Graduate Education Office also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally we partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

#### **Office of the Dean of Students**

<https://www.cmu.edu/student-affairs/dean>

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below (not an exhaustive list).

Graduate students will find the enrollment information for [Domestic Partner Registration and Maternity Accommodations](#) in the Office of the Dean of Students or on their [website](#). This Office also manages the [Emergency Student Loan \(ESLs\)](#) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

Additional resources for graduate students include [College Liaisons](#) and the [Student Support Resources](#) team. [College Liaisons](#) are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. [Student Support Resources](#) staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs includes (not an exhaustive list):

- [Athletics, Physical Education and Recreation](#)
- [Career and Professional Development Center \(CPDC\)](#)
- [Center for Student Diversity and Inclusion](#)
- [Cohon University Center](#)
- [Counseling & Psychological Services \(CaPS\)](#)
- [Dining Services](#)
- [Office of Community Standards and Integrity \(OCSI\)](#)
- [Office of Student Leadership, Involvement, and Civic Engagement \(SLICE\)](#)
- [University Health Services \(UHS\)](#)
- [Wellness Initiatives](#)

### **Center for Student Diversity & Inclusion**

<https://www.cmu.edu/student-diversity/>

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives

coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically-focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
- Transgender and non-binary student programs

### **Assistance for Individuals with Disabilities**

<http://www.cmu.edu/disability-resources/>

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources' secure online portal](#) or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu), or call (412) 268-6121.

### **Eberly Center for Teaching Excellence & Educational Innovation**

[www.cmu.edu/teaching](http://www.cmu.edu/teaching)

We offer a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, our goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at [www.cmu.edu/teaching/graduatestudentsupport/index.html](http://www.cmu.edu/teaching/graduatestudentsupport/index.html).

### **Graduate Student Assembly**

[www.cmu.edu/stugov/gsa/index.html](http://www.cmu.edu/stugov/gsa/index.html)

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA

is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. <https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3<sup>rd</sup> floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at <[gsa@cmu.edu](mailto:gsa@cmu.edu)> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

### **Office of International Education (OIE)**

<http://www.cmu.edu/oie/>

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation and pre-departure programs.

### **Veterans and Military Community**

<http://www.cmu.edu/veterans/>

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

## **Carnegie Mellon Ethics Hotline**

<https://www.cmu.edu/hr/resources/ethics-hotline.html>

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

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

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

## **Policy Against Retaliation**

It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

Additional details regarding the Policy Against Retaliation are available at <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

## **Key Offices for Academic & Research Support**

### **Computing and Information Resources**

[www.cmu.edu/computing](http://www.cmu.edu/computing)

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible

for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy (<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or [it-help@cmu.edu](mailto:it-help@cmu.edu).

### **Student Academic Success Center**

<https://www.cmu.edu/student-success/>

Student Academic Support Programs

### ***Tartan Scholars***

- The Tartan Scholars program was created to provide support for limited resourced students through an intentional first year undergraduate experience with the goals of enhancing the cohort's skill and community building through a lens of self-authorship, growth mindset, and a sense of belonging. As part of the Student Academic Success Center, Tartan Scholars are invited to join the University and participate in summer initiatives and pre-orientation activities prior to their first year at the University.
- There are opportunities for graduate students to serve as accountability, learning, or development partners, workshop facilitators, and presenters. Contact Diane Hightower at [ddhighto@andrew.cmu.edu](mailto:ddhighto@andrew.cmu.edu) for more details.

### ***Learning Support***

- **Supplemental Instruction:** Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.
- **Peer Tutoring:** Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.
- **Academic Coaching:** Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

- **“Just in Time” Workshops:** The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.
- **Study Partners:** Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

### ***Language and Cross-cultural Support***

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on

- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom. Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

### **University Libraries**

[www.library.cmu.edu](http://www.library.cmu.edu)

The University Libraries offers a wide range of information resources and services supporting

graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and management of data. Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

### **Research at CMU**

[www.cmu.edu/research/index.shtml](http://www.cmu.edu/research/index.shtml)

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

### **Office of Research Integrity & Compliance**

[www.cmu.edu/research-compliance/index.html](http://www.cmu.edu/research-compliance/index.html)

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

### **Key Offices for Health, Wellness & Safety**

#### **Counseling & Psychological Services**

<https://www.cmu.edu/counseling/>

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no

cost. Appointments can be made in person, or by telephone at 412-268-2922.

### **Health Services**

[www.cmu.edu/HealthServices/](http://www.cmu.edu/HealthServices/)

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

### **Campus Wellness**

<https://www.cmu.edu/wellness/>

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. Sign up for the Be Well monthly newsletter via <https://bit.ly/BeWellNewsletter> or by contacting the Program Director for Student Affairs Wellness Initiatives, at [alusk@andrew.cmu.edu](mailto:alusk@andrew.cmu.edu).

### **Religious and Spiritual Life Initiatives (RSLI)**

[www.cmu.edu/student-affairs/spirituality](http://www.cmu.edu/student-affairs/spirituality)

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

## **University Police**

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

412-268-2323 (emergency only), 412-268-6232 (non-emergency)

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

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

## **Shuttle and Escort Services**

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The [Shuttle & Escort website](#) has full information about these services, stops, routes, tracking and schedules.

## **The WORD**

<http://www.cmu.edu/student-affairs/theword//>

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

Carnegie Mellon Vision, Mission  
Statement of Assurance  
Carnegie Code

Academic Standards, Policies and Procedures  
Educational Goals

Academic and Individual Freedom  
Statement on Academic Integrity Standards for Academic & Creative Life  
Assistance for Individuals with Disabilities  
Master's Student Statute of Limitations  
Conduct of Classes  
Copyright Policy  
Cross-college & University Registration  
Doctoral Student Status Policy  
Evaluation & Certification of English Fluency for Instructors  
Final Exams for Graduate Courses  
Grading Policies  
Intellectual Property Policy  
Privacy Rights of Students  
Student's Rights

#### Research

Human Subjects in Research  
Office of Research Integrity & Compliance  
Office of Sponsored Programs  
Policy for Handling Alleged Misconduct of Research  
Policy on Restricted Research

#### Tax Status of Graduate Student Awards

#### Campus Resources & Opportunities

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

Parking and Transportation Services  
Shuttle and Escort Services  
Spiritual Development  
University Police  
Student Activities  
University Stores

Community Standards, Policies and Procedures

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

Spiritual Development University  
Police  
Student Activities  
University Stores

**APPENDIX B: SCHOOL OF ART POLICIES**

## School of Art Graduate Assistantship Policy and Agreement

Student: \_\_\_\_\_

Andrew ID: \_\_\_\_\_

Faculty: \_\_\_\_\_

Andrew ID: \_\_\_\_\_

Semester (circle):      Fall          Spring          20\_\_\_\_\_

All students in the School of Art's MFA Program receive Graduate Assistant Scholarships for each semester in residence. Graduate assistantships are a required component of the MFA Program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate assistantships can follow a teaching or research track. A teaching assistant is involved with the pedagogy of the classroom, including but not limited to paper/project assessment, critiques, and occasional lectures. Research assistants perform library, community, or site research for a faculty project or course. Any combination of tracks that results in professional or pedagogical development may be negotiated as a hybrid graduate assistantship.

### Graduate Assistant Responsibilities

Graduate assistants are expected to take initiative to encourage quality educational experience for themselves. The specific job description for each graduate assistant is determined in agreement with the supervising instructor or staff member. Graduate assistant responsibilities may include any of the following duties:

- Attending classes taught by their supervisor
  - Observing and participating in group and individual critiques
  - Developing and explaining assignments
  - Class prep including research, still-life set-up, AV equipment, technical demonstrations, and furniture
  - Preparing studio demonstrations
  - Collecting, organizing, preparing teaching materials, and presenting slides and other media
  - Informal student advising
  - Evaluating artwork, papers, and exams
  - Making class presentations
  - Monitoring facilities
  - Assisting faculty in their artmaking and/or research
  - Assisting with special projects: \_\_\_\_\_
  - Other (specify): \_\_\_\_\_
- 

### Workload

Graduate assistants are expected to work an average of 8 hours per week, including time spent in the classroom.

**Responsibilities of the Supervisor**

The primary responsibilities of the supervising instructor or staff member are to communicate the specific job description to the graduate assistant, to endeavor to make the work of the graduate assistant a worthwhile learning experience, to integrate graduate assistantships with the Undergraduate Program, and to monitor the effectiveness of the assistantship. Graduate supervisors are expected to meet with and give feedback to Graduate Assistants at midterm and end-of-term.

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Graduate student signature

Date

Faculty Signature

Date

# **Studio and Facility Agreement for the Hall of Arts**

## **Studio Spaces**

### **Carnegie Mellon School of Art Studio Space Policy**

(For assigned studio and classroom spaces)

The quality of the working and physical environment in the Hall of Arts (HoA) at Carnegie Mellon is everyone's responsibility. The HoA space consists of communal areas, classrooms, and individual studios, the latter of which is a designated workspace for each student. What students do in the studio may affect the health and safety of others. If you are aware of a safety issue in the studio, communal workspaces, or building, or if you are unsure if a process or material is safe, seek guidance from faculty, the School of Art (SoA) 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 SoA may be forced to close your studio, terminate your studio privileges, and/or restrict access to other SoA facilities. The terms and conditions are:

- The studio shall be used only for educational purposes, and only by students in the MFA program.
- Students' use and occupation of their studios may not disrupt other students' abilities to work. Music, conversations, and other noise that may interfere with others' work must be kept at a reasonable volume. Students should confer with their neighbors to establish what is considered a "reasonable volume" for their neighbors and areas.
- At the conclusion of the use of the assigned studio, your assigned studio shall be left clean and in good condition, returned in the state in which you found it. The studio will be maintained in a clean and orderly condition, consistent with its proper use.
- No permanent or semi-permanent alterations to studio floors may be made, including (but not limited to) painting, drilling, and attaching tiling or linoleum. Students are responsible for cleaning up any spilled materials or substances. Installations must be constructed such that they can be removed and do not cause damage to floors. Usage that involves installation beyond standard wall hangings require prior authorization from the SoA Technical Manager.
- Students are prohibited from hanging items from or attaching items to the studio ceiling, light frame, and ducts. Fire code also prohibits the attachment of any items to the building's sprinkler system.
- Windows should be left closed at all times when students are not present in their studios, as unattended open windows may cause damage to studios due to inclement weather.

- Appliances that may pose a fire hazard may not be permitted in the studio unless special permission is given. This includes hot plates, toaster ovens, space heaters, and quartz lamps.
- All paints, solvents, cements, and chemicals must be kept in properly labeled containers appropriate to their use. Flammable materials totaling more than five gallons must be stored in the safety cabinets or metal lockers; these cabinets will be provided by the Technical Manager upon request and must be labelled clearly with the student's name and material. Whenever possible, nontoxic materials should be used. Students are required to have on file with the Technical Manager and Assistant Director the Material Safety Data Sheet (MSDS) for any hazardous material used and to obtain and use personal safety equipment (goggles, gloves, respirators, etc.) when using toxic materials. Students may access the MSDS sheet [here](#). Processes that create high levels of toxic fumes must not be used in any studio or shared studios.
- No inks, paints, solvents, corrosive, hazardous, poisonous, or toxic chemicals can never be used in or rinsed down the sinks or drains. Contact the Technical Manager and/or complete a [Hazardous Waste Pickup Request form](#). Contact the Technical Manager for clarification or with questions on specific materials.
- Chemicals specifically prohibited by Environmental Health and Safety may not be used. A list of particularly dangerous chemicals may be found [here](#).

No aerosol sprays may be used in Hall of Arts studios or common areas. Aerosols may be used in the designated spray booth in Doherty.

- Clay and plaster may only be used in designated sculpture areas in Doherty Hall; any 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. Contact the Technical Manager to obtain a metal waste disposal container.
- Open flames, torches, welding equipment, etc. can only be used in designated areas of Doherty Hall.

## **Kitchen**

- The MFA Program kitchen is a shared space, intended for use by graduate students, the Program Director and Assistant Director, MFA Core Faculty, and any guests the Program may invite. As a site for both individual and communal meals, it is incumbent upon all users to keep the kitchen in a clean and usable condition. Each person is responsible for cleaning up any messes they create and leaving the kitchen in the same or better state than it was found. Members of the direct community whose studios and offices are in Hall of Arts will take turns making sure that the kitchen, refrigerator, and other appliances are clean. One person will be assigned to empty the fridge at the end of each week, and this assignment will be rotated and shared amongst the entire MFA community (students, staff, and faculty).

administrator). At the end of each week, unlabeled, unclaimed, or spoiled food items will be thrown away.

- Any shared items provided by the SoA that need restocking should be reported to the MFA Program Assistant Director or School of Art Office Associate.
- Kitchen appliances including (but not limited to) refrigerator, microwave, and coffee maker are to be kept in clean and usable condition. Students shall clean up any spills or other messes they create. Students may not leave personal items on tables or counters when they are not occupying the kitchen.
- The kitchen sink should only be used in a domestic capacity (food and drink for consumption). The sink does not have a garbage disposal; please do not put food items down the drain. The kitchen sink may not be used for the disposal of any art-making material.
- Appliances with heating elements, such as a coffee maker, must be turned off before leaving the kitchen. Repeated failure to do so may result in the forfeiture of these items.
- Used dishes and utensils are not to be left in the sink and should be cleaned immediately following use. Items that belong to the MFA program may not be removed from the program area.
- The refrigerator is used for food storage only. Hazardous chemicals or non-food items are not permitted in the food refrigerator. Food storage in the refrigerator must not prevent others from being able to use it. Stored items should take up reasonable amounts of space for one meal and leave room for others. Personal food items must be labeled with the owner's name and date, and such labeled items are off-limits to others; students may help themselves only to clearly marked communal items. Long-term food storage is not permitted; MFA program representatives reserve the right to dispose of any food items that have spoiled.
- Do not throw food waste into the garbage. Please place these items in the compost bin in the kitchen.
- Courtesy items such as coffee, tea, sugar, and creamer are only for preparation in the Hall of Arts kitchen. Students may not take these items home for personal use.
- The removal of any kitchen items, including appliances, furniture, media equipment (monitor), and cleaning supplies is not permitted.

### **Flex Space**

This room is to be used by the Program for classroom use and is scheduled for Integrative Critique on a weekly basis, Additional uses will include workshops, roundtables and panels scheduled by and for the Program. When not reserved for Integrative, the Flex Space may be used as a common area among the entire MFA program community. Such extra-curricular usage of the space must be approved in advance by emailing the Program Director and Assistant Director a room request form. A completed room request form does not guarantee the

room's availability. The Flex Space is to be used at the discretion of the SoA Head, MFA Program Director, or Assistant Director.

- Students must reserve the Flex Space in order to use it; the first step in reserving the Flex Space is to send a room reservation request to the Program Director and Assistant Director. The room is automatically reserved on Monday nights for classroom use (CP, CS, Thesis Writing) and is unavailable for individual bookings at that time. The Flex Space is reserved all day Wednesdays solely for Integrative critique; students who are not presenting that day will not be allowed to reserve the space.
- Student artwork can only remain installed during the time the student has reserved the space.
- Students are not permitted to hang any items from the ceiling, lights, ducts, or sprinklers.
- Students must repair any damage or wear-and-tear immediately following de-installation. The room should be returned to its original state, including repairing walls with spackle and paint. Touch-up kits will be available for checkout from the Technical Manager.
- Storage of artwork and personal items in the Flex Space is not permitted.
- Furniture is not to be removed from this room at any time.
- As entry to the MFA program space is allowed via key card access only, the door to the public-access stairwell that connects to the Flex Space must be kept closed at all times. Do not prop it open.
- Turn off A/V systems after use.
- Food and drink are permitted, with the expectation that you will clean up after yourself. Please dispose of waste in the large trash can in the hallway. A failure to clean up after yourself will result in a loss of reservation privileges for the space for the remainder of the semester.
- The Program needs to take the time to assess not just its usage, but the process by which usage is granted.

### **Seminar Room**

This room is provided for the School of Art MFA student body to use for classes, study, and research. This space has been established as a quiet workspace, and it is expected to remain clean and organized. It is available to MFA students at all times, except when School of Art classes are scheduled in the room or it is otherwise booked for private meetings or reviews by MFA students. Please consult the class schedule posted outside the door for availability.

- No furniture should be removed from this room at any time.
- Storage of personal items is not permitted in this space.
- Students are not permitted to install any artwork in the seminar room.

- Turn off the lights and A/V when the room is not occupied.
- Make sure the door is closed when you leave.
- Food and drink are permitted, with the expectation that you will clean up after yourself. Please dispose of waste in the large trash can in the hallway.

### **Grad Critical Theory Library**

- Books and MFA theses are stored in the Program Director's office. A full list of books available is posted in the lounge. Books can be checked out through the Program Director or Assistant Director.

### **Corridors & Communal Spaces**

All designated corridors must be kept free of obstructions to be in keeping with fire code. Stairways, hallways and other common areas must be kept open and free of obstructions. Storage of any materials in the corridors is not permitted at any time.

- Students are not permitted to alter or modify common areas in any way, including the front waiting area, student common area, and corridors.
- The printer is for use with plain 8.5 x 11 office paper only. Do not print transparencies or other materials from this printer.
- We expect reasonable usage of the printer and paper; if you need to print long documents, copies of your MFA thesis or for your GA class, please do not use the MFA printer for this purpose.
- Contact the Technical Manager when paper or toner supplies are low, for assistance connecting to the printer from your computer, or to report any maintenance or technical issues.
- The lounge is a common space for all MFA students in the Program and should be kept clean at all times.
- The front waiting area is a public space accessible to the entire community and is to be kept clean at all times. Do not leave personal items unattended in this space, as it is publically accessible. Students using this area are responsible for cleaning up after themselves.

### **Equipment, Storage, Cleanup, and Miscellaneous**

- The shared storage space (room 304A) houses ladders, rolling carts, dollies, tools, and other shared items. This space is only to be used for program materials; students are not permitted to use it for personal storage, including artwork or packages.

- The MFA program owns two dollies for students to transport materials between campus buildings. One dolly will be designated for storage in the Hall of Arts, while the other will be designated for storage in Doherty. Students who use these dollies are responsible for returning them to their respective buildings.
- Items for the restoration of walls (paint, spackle, putty knife, etc) are available for check out from the Technical Manager.
- The slop sink must be kept clean and free of items; students may not leave any items in the sink. Hazardous, poisonous, or corrosive materials may not be disposed of in the slop sink. Please complete [a hazardous waste pickup request form](#) for such items. No inks, paints, solvents, corrosive, hazardous, poisonous, or toxic chemicals can ever be used in or rinsed down the sinks or drains. Contact the Technical Manager and/or complete a [Hazardous Waste Pickup Request form](#). Contact the Technical Manager for clarification or with questions on specific materials

**The following rules also apply for ALL School of Art (SoA) facilities:**

- SoA staff may enter an office or studio.
- 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. Students must label all appliances or containers that are used for storing or containing 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 separately (in mini-fridge or cabinets designated and labelled for this purpose).
- Smoking is not permitted in any SoA building at any time. We ask that all members of the SoA community help maintain the quality of our environment by maintaining a smoke-free environment. This is a health and safety issue.
- The use of alcoholic beverages at social events (such as art openings) requires a special permit, a "university Social Host," and security personnel (in some cases). Arrangements for the permit, Social Host and security must be made 2-3 weeks in advance through appropriate university offices. Otherwise, it is prohibited.
- The use of illegal drugs in the SoA is prohibited.

Doors leading to the outsides of buildings may not be propped open. Doing so constitutes a serious breach of security and safety, especially after hours.

**Safety/Security:**

- Students need a valid CMU ID card to access the third floor. Keep all doors to the third floor closed at all times; do not prop doors open.
- Close windows before you leave for the day and before you leave on winter, spring, and/or summer break.

**In an Emergency:**

CMU Emergency Response Line: 412-268-2323

Medical emergency: Call 9-1-1

First aid kit located in kitchen and in slop sink closet

For safety issues or concerns: Call campus police at (412) 268-2323

**Contacts**

MFA Program Director: Jon Rubin (jonrubin@cmu.edu)

MFA Program Assistant Director: Julie Azzam (jazzam@cmu.edu)

MFA Program Assistant: Max Spitzer (maxspitz@cmu.edu)

School of Art Technical Manager: Robert Kollar (kollar@cmu.edu)

Environmental Health & Safety (EHS): [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu); 412-268-8182

In accepting the terms listed above, it is understood that the SoA is not responsible for the loss or theft of items left in the studio, Flex Space, Seminar Room, Kitchen, or common areas. It is also understood that officers of the University, College, or School 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.

I have read, understood, and agree to all the terms in these guidelines.

---

Student Signature

Date

## COVID-19 Related Safety Protocols for Using MFA Studios in Hall of Arts

The following protocols need to be followed in order to use your studio in Hall of Arts (HoA). Many of these protocols are University-wide, and include the new University-wide set of standards for all students, [“A Tartan’s Responsibility”](#) to minimize the introduction, prevent the spread, contribute to the spread, and support the containment of covid-19. These protocols are written to ensure the safety and health of yourself and others specifically on the third floor of the Hall of Arts. This is an unprecedented situation, and can change rapidly; therefore, these protocols may change in response to the situation.

### Arrival to Campus and Quarantine

If you arrive from outside of Southwestern Pennsylvania (whether living on-campus or off-campus), you will be expected to monitor your health daily for 14 days before joining in-person coursework. If you do plan to study on campus this fall, we encourage you to come to Pittsburgh early enough that you will complete your quarantine prior to the start of classes on August 31. This expectation, a result of the very recent acceleration of the pandemic in the Pittsburgh region, has been strongly endorsed by the Allegheny County Health Department and CMU.

### Maintain minimum of 6 feet physical distancing

- Only two people may be in a studio at the same time while preserving physical distancing. Remember to stay a minimum of 6 feet apart.
- The hallway is 6 feet 10 inches wide; keep this in mind as you maintain distance while passing in the hallways.

### Face Masks

Always wear a face mask that covers both your nose and mouth at all times, both walking outside while on campus and inside the building. Masks may be removed if you are in your studio alone with the door closed. Each student will be provided with two masks at the start of the term; if additional masks are needed, please contact the Director or Assistant Director of the MFA Program to procure additional masks.

### Hand-Washing

Wash your hands after coming into contact with high touch surfaces. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

### Protocol for entering and exiting the building and third floor (including trips to the bathroom)

- Enter the building via the Tech Street entrance.
- Go up the staircase to the third floor. Do not use the elevator.
- Wash your hands in the bathroom prior to entering the third floor .
- Use a hand sanitizing wipe to touch the door handle.
- We recommend you wipe down the door handle to your studio with a sanitizing wipe and sanitize your hands with gel sanitizer once you enter your studio.
- Any time an occupant leaves the floor or needs to use the bathroom, these same protocols for washing hands prior to entry, using a wipe to open the door, and sanitize hands after entry into their studio will apply.
- Exit the floor and building via the Peace Garden staircase (the door closest to the kitchen).

### Signing In and Out

- As a courtesy to those who are on the floor and with whom you may need to communicate, you will be asked to indicate when you enter and leave the floor on the white board in the lounge area.
- For contact tracing purposes, we also ask that you log your time in the studios using a Google form. There will be a QR Code placed in the hallway by the doors to make this easier. If you forget to do this on each day you use the facility, please complete the form as soon as possible.

### **Ensuring Safety and Communication**

We require feedback from you on the efficacy of these safety protocols, and any new safety issues that may arise after you start using the space. To facilitate this, we will be sending a daily email reminder at noon, which will include any new information regarding these protocols and a link to report safety issues, dwindling supplies, or anything else that may help contribute to the safety of the community.

### **If You Become Sick**

If you suspect or know you have been exposed to COVID-19, call University Health Services at 412-268-2157 immediately for a consultation. If you experience shortness of breath or difficulty breathing while on campus, call Campus Police at 412-268-2323. Anyone who receives a positive COVID diagnosis will not be able to return to their studios until they have received clearance by a healthcare provider. The University is still finalizing its protocols in this regard.

### **Temperature Screenings**

Students, faculty, and staff on the third floor of HoA must comply with any required screening or temperature testing, if mandated by the University.

### **Emergency/ Ramp Down Procedures or Temporary Suspension of Work**

If a positive COVID-19 is identified in the floor, the floor will need to be shut down within 24 hours in order for a deep cleaning, and occupants will need to rapidly ramp down their own work. In addition, if state authorities order a temporary suspension of occupancy, you will also need to be prepared to leave the building and work remotely until the space is activated again. We ask you to plan for these situations by doing the following:

- Students need to submit to us their own individual emergency/ ramp down procedures that detail what they would need to do in order to cease working in HoA and move all work remotely within a 24 hour window.
- Give the Program up-to-date contact information, and check your CMU email on a regular basis for time-critical messages.
- Students should make back-ups of any data (or use cloud computing) so if they need to work remotely, they will have access to their data
- In the event of a building closure or temporary suspension, occupants will be given the opportunity to enter the building to retrieve personal belongings and work before it's closed down. Occupants will sign up for a time in which they can re-enter the building to retrieve any critical supplies or research materials. Only small numbers (1-4) of occupants will be permitted to enter the building at the same time. Any occupant with a pre-existing health condition or compromised immunity will be allowed to enter the building at a separate time so as to minimize their exposure.

### **Miscellaneous**

To limit the spread of the virus in high-traffic, high touch-point spaces, we are closing the MFA kitchen and will remove the computer and furniture from the lounge off the kitchen. In order to limit the chance of infection, please do not share food or drinks while using your HoA studios.

The flex room (HoA 322) will remain open, but has an occupancy limit of 19. Please remember to preserve adequate social distancing while in this space.

Facilities Management and Campus Services (FMCS) will be entering the floor nightly (between 10 pm and 6 am) to clean bathrooms and all high touch-point surfaces (door handles, etc). They will not be entering studios or removing trash from studios. Trash removal from your studio is your responsibility.

*Revised August 11, 2020 by JHA.*

**EQUIPMENT LENDING GUIDELINES**

- Equipment checkout and returns may only take place during the regular hours of operation. These are Monday through Friday, 8:30am-10:00am, 11:30am-1:30pm, and 4:30pm-6:00pm.
- Equipment borrowed from the MEC must only be returned to a lending assistant on duty in the MEC, and not to any other location or person on campus. Never drop off equipment outside of the MEC when the room is closed.
- Equipment must be returned the next business day. Items borrowed on a Friday are due the following Monday.
- Permission to borrow equipment for longer periods of time must be obtained *before* signing out the equipment.
- Late fees are assessed per item, per day. Borrowing privileges are suspended until late fees have been paid. The maximum late fee for an item is the replacement cost of the item.
- Items are not considered returned until all parts and accessories associated with the item are also returned. Overdue fees will accrue until missing parts are returned or replacements are ordered.
- Equipment may be reserved in advance via email, phone, or in person at the MEC. The contact for requesting extended loans, equipment reservations, or general information about the MEC is:

lending@cmu.edu / 412.268.2424

**By signing out equipment, you agree to:**

- **Accept full responsibility for those items. This includes covering any costs related to loss, damage, or theft.**
- **Handle equipment with care, as outlined in the *Equipment Care and Handling guidelines***
- **Return equipment on time**

The Media Equipment Center reserves the right to refuse service to borrowers who fail to abide by the guidelines described above.

***I have read, understood, and agree to all the terms in these guidelines.***

**Signature:**\_\_\_\_\_ **UserID:**\_\_\_\_\_

**Print name:**\_\_\_\_\_ **Today's date:**\_\_\_\_\_

**CFA Affiliation:** Art    Architecture    Design    Drama    Music  
Other: \_\_\_\_\_

## **Equipment Care and Handling**

- ☞ You are advised to read the manuals for the equipment you use if you are unfamiliar with its operation and functions.
- ☞ Allow yourself enough time to properly unpack, set up, adjust, configure and test equipment before beginning your project.
- ☞ Do not leave equipment unattended in an un-secure location.
- ☞ Do not expose equipment to moisture, extreme heat or extreme cold, sand, dirty or dusty environments.
- ☞ Notify the Lending Assistant of any problems you encounter while using the equipment.

## **PACKAGING**

- ☞ Do not remove or damage the identification tags attached to equipment cases, or any labels on equipment or accessories.
- ☞ Cases with customizable foam are configured to hold specific equipment and accessories. Therefore,
  - ☞ Note how the items are packaged and put them back in the same configuration.
  - ☞ Do not place additional items in the cases.
  - ☞ Do not make any alterations to the foam padding.

## **CORDS AND CABLES**

- ☞ Note how cables are wound and secured with twist ties. Borrowers are expected to re-wind cables neatly and re-secure with the included twist-ties before returning them.
- ☞ Do not leave cables plugged into equipment when placing back in cases/bags. This may damage the cable and/or ports on the equipment.
- ☞ Do not tie cables in knots.
- ☞ Do not wrap cables around equipment, chargers, etc.
- ☞ If tape is used to secure cables/cords, all traces of the tape and adhesive residue must be removed before return.

## **CAMERAS**

- ☞ Camera lenses are provided with UV filters to protect the lenses. Do not remove these filters.
- ☞ Keep the lens cap on the lens when not in use.
- ☞ Please format the SD card before returning. Use the format function in the camera's menu to format the card - deleting photos when the SD card is attached to a computer does not properly erase all data.
- ☞ Only change lenses in a clean, dust-free environment. Place the base cap on the unused lens immediately. Never touch the mirror, sensor, or other internal components of the camera.

## **LIGHTS**

- ☞ Extend light stand legs fully to avoid tipping over.
- ☞ Tungsten lights generate intense heat. Keep them away from flammable materials.
- ☞ Do not leave lights on while unattended. This is a fire hazard.

- ⚠ Do not move lights when they are turned on - this can cause the bulb filament to break.
- ⚠ Tungsten lights are high-wattage. Do not overload electrical outlets with multiple lights - this may trip the circuit breaker.
- ⚠ Allow lights to cool before placing back in carrying case.

## **VIDEO PROJECTORS**

- ⚠ Set up projectors on a flat, stable surface.
- ⚠ Do not block airflow around the projector. This will cause overheating and will damage the projector.
- ⚠ Power off projectors with the power button and wait until shutdown is complete (fan stops running) before unplugging.

## **TRIPODS**

- ⚠ Do not over-tighten the quick-release plates. This can damage the plate and/or the mounting thread on the item being attached.
- ⚠ Make sure quick-release plate is attached to tripod before returning.
- ⚠ Extend tripod legs fully to avoid tipping over.
- ⚠ Do not exceed the tripod's rated weight capacity.

## **THINGS WITH KNOBS** (Tripods, light stands, magic arms, etc.)

- ⚠ Only unscrew knobs enough to adjust height / tilt / position / etc. Do not unscrew completely or remove knobs - this may result in the loss of washers, nuts, or other small parts necessary for the proper functioning of the item.
- ⚠ Do not over-tighten knobs - this may damage the item.

**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 and Safety **requires** that all student shop users and key holders must complete the following BioRAFT courses online:

Student Shop Safety Hand and  
Power Tool Safety Training Fire  
Extinguisher Use Compressed  
Gas and Toxic Gas Procedures

Area specific safety training will be conducted by School of Art faculty and staff. Training must be completed before students can access the Wood Shop, Welding Shop, CNC router, Laser Lab, Small Metals Shop, Ceramics Studio, Vacuum Former, Spray Booth and Print Lab. Students are not allowed to use the shops under any circumstances without first completing training.

**Hours of Operation:** Doherty Hall shops are open to student use during staffed or monitored hours. Monitor schedules are posted at the entry of each shop and online at <http://www.art.cmu.edu/facilities/shop-calendars/>

Access to the CNC, Laser Lab and Vacuum Former is limited to a reservation schedule ([available here](#)) and may be booked by appointment via the SoArt Sculpture Technician or Digital and Physical Computing Technician.

**Staff Contacts:**

**Sidney Church**

Digital and Physical Computing Technician  
[sidneyc@cmu.edu](mailto:sidneyc@cmu.edu)

**Lauren O'Connor-Korb**

Sculpture Technician  
Email TBA

**Kellie Hames**

Print Technician  
[khames@andrew.cmu.edu](mailto:khames@andrew.cmu.edu)

**Emergency Contacts:**

For **ALL** on-campus emergencies, call **412-268-2323** or **x82323** on campus phones

CMU Environmental Health and Safety, **412-268-8182** or **x88182** on campus phones

### **Shop Safety Rules:**

1. **Never work alone** - a supervising SoArt Technician, student monitor or partner must be present at all times.
2. **Training and approval is required** to operate any power equipment.
3. **Before beginning work:**
  - a. **Secure loose clothing** including ties, scarves, and loose sleeves.
  - b. **Remove jewelry.** This includes rings, necklaces, bracelets, lanyards and watches.
  - c. **Secure long hair.** Hair must be contained and pulled back so it cannot come in contact with machinery. This includes beards.
4. **Appropriate clothing is required to enter a shop facility:** Rubber sole shoes with full foot coverage must be worn in the shop. No sandals, open toe shoes, heels or shoes exposing the top of your feet are allowed. Shorts and skirts are prohibited.
5. **Appropriate personal protective equipment must be worn at all times.** This includes safety glasses or goggles, gloves, respirators and hearing protection.
  - a. Gloves **should not** be worn when operating rotary equipment.
  - b. Appropriate clothing, coverings, face shields and eye protection must be worn during hot work.
6. **All guards and safety shields must be secured** and in place prior to operating equipment. Exceptions must receive prior training or assistance from shop staff.
7. **Inspect equipment prior to use.** If equipment does not appear to be operating normally, report the issue immediately to shop staff.
8. Ensure **dust collection** or fume extraction systems have been **turned on** prior to working.
9. **Aisles, exits, and access to emergency equipment** must be kept clear.
10. **No smoking and no food or drink.**
11. **Compressed air** must NOT be used to clean skin or clothing.

12. **Stop** any person you see working unsafely if it is safe to do so. Report continued unsafe practices to the shop staff.
13. **Shop Monitors and Staff** have full authority to prohibit shop or tool access and/or use any time.
14. **Do not distract others.** Concentrate on your task. Distracting others and horseplay is forbidden.
15. **Attend all running machines.** Never ever leave equipment running unattended.
16. **Stay alert, never work impaired.** Do not enter a shop or use equipment while under the influence of drugs, alcohol, and/or while deprived of sleep, or under stress. 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.)
17. **Report** all injuries and accidents to the shop supervisor.
18. **Clean up.** You are responsible for cleaning sawdust, shavings, debris, scrap, etc. and disposing of these materials in the appropriate trash can or recycling bin. You are responsible for putting tools away and leaving the shop in as good if not better condition than when you entered.

**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.**

#### **Wood Shop Material Guidelines:**

1. You may only use **dimensional lumber** in the wood shop. Discard any material that is excessively bowed or warped, too small to be safely cut, or is remotely damp.
2. Stock must be large enough to be safely cut using power tools or machinery. Wooden dowels and small pieces should only be cut or sanded with hand tools.
3. **Pressure treated lumber, reused, distressed or found, painted wood is not allowed** to be used in conjunction with any wood shop equipment and is prohibited to be cut or sanded in any of the shops. Care should be taken to see that all wood is free of warps, nails, staples, screws, paint, dirt, or loose knots prior to cutting, sanding, or machined in any way.
4. **Galvanized or painted metal** should never be cut or welded.
5. **Flammable or combustible** materials must be stored in approved flammable storage cabinets.
6. The use of flammable or combustible materials are **limited to designated areas.**

7. **Solvents and chemicals** must be disposed of in designated chemical disposal containers.
8. **All painting, staining, and finishing** should be conducted in the **Spray Booth or on the Loading Dock**.
9. **Paint and solvents are not permitted** in the Wood Shop at any time.
10. **Material storage** is permitted and provided in designated locations throughout Doherty Hall. All materials permitted in the Wood Shop such as wood composites, cardboard, foams and plastics may be kept in C203 for long term storage. Excess metal stock may be stored in the Welding Room on provided storage racks.
11. **Small project storage** is provided for Undergraduates along the C-level hallway in Doherty Hall. Graduate project storage is provided along the D-level hallway leading to the Doherty Hall Loading dock.

**For questions regarding materials, storage of projects, and special facilities requests please contact the School of Art Sculpture Technician.**