Carnegie Mellon University

School of Art

MASTER OF FINE ARTS HANDBOOK, 2022-2023

HEAD OF SCHOOL
Charlie White
Regina and Marlin Miller Head of School
Professor of Art
chwhite@cmu.edu

MFA PROGRAM DIRECTOR
Katie Hubbard
Associate Professor of Art
katherinehubbard@cmu.edu

MFA PROGRAM ASSISTANT DIRECTOR
Julie Azzam
jazzam@cmu.edu

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.

TABLE OF CONTENTS

CARNEGIE MELLON UNIVERSITY VISION AND MISSION

Vision
Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

Mission
To create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.
To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.
To impact society in a transformative way — regionally, nationally, and globally — by engaging with partners outside the traditional borders of the university campus.

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
Academic Integrity Policy	https://www.cmu.edu/policies/student-andstudent-life/academic-integrity.html
University Policies Website	www.cmu.edu/policies/
Office of Graduate and Postdoc Affairs	http://www.cmu.edu/graduate/policies/index.html
COVID-19	Due to the changing nature of conditions and expectations surrounding public health and safety requirements please visit www.cmu.edu/coronavirus/ for the most up to date information.

Please see Appendix A for additional information about The Word and University resources.

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 ombudsperson 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.

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. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 412-268-7125 or tix@cmu.edu.

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 the 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 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 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
- 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

CHILDBIRTH/ 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

Charlie White
Regina and Marlin Miller Head of School
and Professor of Art
chwhite@cmu.edu

SCHOOL OF ART OFFICE

Leslie Gordon
Administrative Coordinator
leslieg@cmu.edu

Main Office Mailing Address:

College of Fine Arts (CFA) Room 300
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

TEL: 412-268-2409
FAX: 412-268-7817

MFA CORE FACULTY AND ADMINISTRATION

Katherine Hubbard
Assistant Professor of Art
katherinehubbard@cmu.edu

Jon Rubin
Professor of Art
jonrubin@cmu.edu

Devan Shimoyama
Cooper-Siegel Assistant Professor of Art
devans2@andrew.cmu.edu

Angela Washko
Associate Professor of Art
awashko@andrew.cmu.edu

Alisha B. Wormsley
Visiting Core Faculty
awormsle@andrew.cmu.edu

Julie Azzam
MFA Program Assistant Director
jazzam@andrew.cmu.edu

FULL-TIME FACULTY

Lyndon Barrois Jr
Assistant Professor of Art
lbarrois@andrew.cmu.edu

Kim Beck
Associate Professor of Art
kimbeck@cmu.edu

Bob Bingham
Professor of Art
bbigwitz@andrew.cmu.edu

Elizabeth Chodos
Assistant Professor of Curatorial
Practice
chodos@cmu.edu

Johannes DeYoung
Associate Professor of Art
johanned@andrew.cmu.edu

James Duesing (on sabbatical
2021-2022)
Professor of Art
jduesing@andrew.cmu.edu

Isla Hansen
Assistant Professor of Art
ihansen@cmu.edu

Katherine Hubbard
Associate Professor of Art
khubbard@andrew.cmu.edu

Andrew Johnson
Associate Professor of Art
aj1j@andrew.cmu.edu

Jongwoo Jeremy Kim
Associate Professor of Art History &
Theory
jongwoo2@cmu.edu

Golan Levin
Associate Professor of Art
golan@andrew.cmu.edu

Ling-lin Ku
Assistant Professor of Art
Email To Come

Clayton Merrell
Professor of Art
cmerrell@andrew.cmu.edu

Paolo Pedercini
Assistant Professor of Art
paolop@andrew.cmu.edu

Richard Pell
Associate Professor of Art
rp3h@andrew.cmu.edu

Melissa Ragona
Associate Professor of Art History &
Theory
mragona@andrew.cmu.edu

Britt Ransom
Associate Professor of Art
Email To Come

Suzie Silver
Professor of Art
ssilver@andrew.cmu.edu

Devan Shimoyama
Cooper-Siegel Assistant Professor of
Art
devans2@andrew.cmu.edu

Angela Washko
Associate Professor of Art
awashko@andrew.cmu.edu

Alisha B. Wormsley
Visiting Core Faculty
awormsley@andrew.cmu.edu

Imin Yeh
Associate Professor of Art
iminy@andrew.cmu.edu

Maria Elena Versari
Visiting Professor of Art History &
Theory
mversari@andrew.cmu.edu

STAFF

Julie Azzam
MFA Program Assistant Director
jazzam@cmu.edu

Jenna Boyles
Digital & Physical Computing Technician
jboyles@cmu.edu

Mark Cato
Assistant Head of Academic Affairs
mdcato@cmu.edu

Leslie Gordon
Administrative Coordinator
leslieg@andrew.cmu.edu

Kellie Hames
Facilities Manager, Doherty Hall
Print Technician
khames@cmu.edu

Carol Hernandez
Financial Assistant
chernand@andrew.cmu.edu

Keni Jefferson
Undergraduate Activity Coordinator
kjefferson@cmu.edu

Elizabeth Keller
Associate Head of School
eskeller@cmu.edu

Robert Kollar
Technical & Facilities Manager
kollar@cmu.edu

Sheika Lugtu
Senior Admissions Officer
slugtu@andrew.cmu.edu

Andy Ptaschinski
Marketing & Communications Manager
aptaschi@cmu.edu

Bill Rodgers
Pre-College Director
brodgers@cmu.edu

Wayne Savage
Business Manager
wasavage@cmu.edu

TO COME
Sculpture Technician
EMAIL TO COME

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.

2022-2023 MFA CALENDAR

FALL 2022

August 24	Orientation for incoming MFA students
August 29	Fall Semester begins
September 2	Mini-1 Course Add/ Audit Grade Option Deadline
September 5	Labor Day. No Classes
September 9	Deadline to submit signed GA Procedures & Policies Agreements to MFA Assistant Director
September 12	Course Add and Audit Deadline Course drop deadline to receive tuition adjustment
September 13	MFA Research and Practice Presentation Night, 6:30-8:00 pm
September 21	Mini-1 Course Drop Deadline
October 3	Mini-1 Course Withdrawal Grade Deadline Mini-1 Course Pass/ Fail Grade Option Deadline
October 3-14	GA/ Supervising faculty evaluation meetings
October 10	Semester Course Drop Deadline
October 14	Mini-1 Last Day of Class
October 17-21	Fall Break; No classes
October 24	Mini-2 classes begin

Mid-semester grades due by 4 pm

October 24	GA and Advisor phase one: Distribution of list of available faculty advisors and GA supervisors
October 28	Tartan Community Day; No classes
October 31	Mini-2 course add/ audit deadline Mini-2 course drop deadline to receive tuition adjustment
November 2	GA & Advisor phase two: Deadline for submitting ranked GA and Advisor selections for Spring.
November 14	Semester Course Withdrawal Grade Deadline Semester Course Pass/ Fail Grade Option Deadline GA & Advisor phase three: Notification of Spring GA and Advisor assignments. Deadline for 2nd year MFA students to select thesis advisors from Core & SOA faculty
November 14	1st and 2nd Year Review Committee Times Announced
November 14-18	Spring Registration Week
November 16	Mini-2 course drop deadline
November 17	MFA Open House
Nov. 21- Dec. 9	GA & Advisor Evaluation & Planning Meetings
November 28	Mini-2 Pass/ Fail Grade Option Deadline Mini-2 Course Withdrawal Grade Deadline
November 23-25	Thanksgiving Holiday. No Classes
December 9	Semester and Mini-2 last day of classes Drop voucher deadline by 11:59 pm
December 9	First- and second-year MFA mid-year reviews Open Studios (Undergraduates)
December 12-16	Third-year MFA reviews

December 12-13;
December 15-16   Final Examinations

December 21   Final grades due by 4:00 pm

December 22   Deadline to submit signed electronic thesis to Assistant Director for upload to CMU's Electronic Thesis Repository (KiltHub)

SPRING 2023

January 16   Martin Luther King Day. No classes

January 17   First Day of Classes for Semester & Mini-3

January 23   Mini-3 Course Add Deadline
Mini-3 Course Audit Grade Option Deadline
Mini-3 Course Drop Deadline to Receive Tuition Adjustment

January 27   GA Agreements due to Program Administration

January 30   Semester Course Add Deadline
Semester Course Audit Grade Option Deadline
Semester Course Drop Deadline to Receive Tuition Adjustment

February 8   Mini-3 Course Drop Deadline

February 20   Mini-3 Course Withdrawal Grade Deadline
Mini-3 Pass/ Fail Grade Option Deadline

February 27   Semester Course Drop Deadline

March 3   Mini-3 Last Day of Classes
Mini-3 Drop Voucher Election Deadline by 11:59 pm

Feb 20-
March 3   GA/ Supervising faculty evaluation meetings

March 4   Mid Semester Break. No Class

March 6-10	Spring Break. No Class
March 13	Mid-Semester Grades Due by 4:00 pm
March 13	Mini-4 Classes Begin
March 13-17; March 20-23	Thesis Exhibition Installation at the Miller ICA
March 17	Mini-4 Course Add Deadline Mini-4 Course Audit Grade Option Deadline Mini-4 Course Drop Deadline to Receive Tuition Adjustment
March 24	MFA thesis reception
March 25-April 16	MFA thesis exhibition
March 31	Distinguished Critics and Full-Faculty Critique in the Miller ICA (tentative date)
March 31	Mini-4 Course Drop Deadline Deadline for 1st and 2nd Years to Start Soliciting Outside and University Advisors GA & Advisor Phase 1: Distribution of list of available faculty advisors and GA Supervisors
April 3	Semester Pass/ Fail Grade Option Deadline Semester Course Withdrawal Grade Deadline
April 5	Mini-4 course drop deadline GA & Advisor Phase 2: Deadline for submitting ranked GA & Advisor Selections for Spring
April 10-14	Third-year MFA reviews (in the Miller ICA)
April 13-14	No classes; Spring Carnival
April 17	GA and Advisor phase three: Notification of Fall GA and advisor assignments Mini-4 pass/ fail and withdrawal deadline
April 17-19	Exhibition De-installation at the Miller ICA

April 17-21	Fall Registration Week
April 28	Last day of classes
May 5	MFA reviews for all first- and second-year students
	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
May 11	Final Grades Due by 4:00 pm for Graduating Students
May 12	Deadline for students to apply for On the Ground funding for summer projects
May 12	Deadline for students to complete visits with Outside Advisors and to inform the MFA Assistant Director
May 13	School of Art Diploma Ceremony
May 14	Commencement
May 16	Final grades due by 4:00 pm for first- and second-year MFA students

CURRICULUM

The MFA curriculum requires three consecutive years in residence. Extensive studio time and structured coursework are the focus of the first year. First and second years in the Program work on building a strong cohort, introducing Critical Studies and Contextual Practice. Work on the written thesis begins in the second term of the second year. 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. The Program is currently modifying the pacing of Critical Studies courses in order to allow first and second-year students to study together. In this new configuration, Critical Studies will only be offered in the Fall, and will alternate year-by-year from Critical Studies I to Critical Studies II. This modification will be a three-year process and will follow the schedule below:

Curriculum for the 2022-2023 Academic Year

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

Curriculum for the 2023-2024 Academic Year

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

Curriculum for the 2024-2025 Academic Year

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

COURSE DESCRIPTIONS*

MFA STUDIO [every term]
MFA Studio is the foundational component of the MFA Program and consists of the development of self-directed studio work, independent research, and ongoing artistic production. Students work independently and in consultation with the MFA Core

Faculty, School of Art advisors, and visiting artists and critics during regularly scheduled studio visits. 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 3]
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 CRITIQUE SEMINAR [every term]
Integrative Critique 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 2]
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 ELECTIVES [18-24 units total; terms 2 and 3; optional every other term]
MFA students are required to take a minimum of 18-24 units of elective coursework; 9-12 of which **must** come from outside of the School of Art.

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.

MFA students are recommended 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. 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 Director of the Miller ICA, 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 and the Director of the Miller ICA.

TRANSFER CREDIT
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, 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. As semester dates are different at other universities, please make sure that you are aware of any start, off, and end dates for the university at which you are cross-registered. If students wish to take a cross-registered course pass/ fail, they need contact the Registrar's office at participating schools for the appropriate forms and deadlines. A cross-registration

request forms available from the Hub and at:
https://www.cmu.edu/hub/docs/pche-cross-reg.pdf.

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 6 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 Office of Graduate and Postdoc Affairs 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

PROCESS FOR APPEALING FINAL GRADES

https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

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 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 Office of Graduate and Postdoc Affairs 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 prior to registration. 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 a 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 a "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). 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 in 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.

POLICIES AND PROCEDURES GUIDING DEGREE PROGRESS

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU

POLICY ON MASTER'S STUDENT STATUTE OF LIMITATIONS (www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

ADDITIONAL GUIDANCE FOR STUDENTS
Program of study. Students seeking guidance about their program of study and degree requirements should consult with their academic advisor and/or appropriate associate dean.

FINANCIAL AID AND STUDENT ACCOUNT
Students are expected to make normal progress toward their degree in order to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment in and successful completion of courses that are counted as credit toward their current degree program. To receive the maximum amount of federal financial aid for which they may be eligible, students must enroll each semester in at least 36 units that count toward their current degree level. (See separate guidance regarding integrated degree completion.)

Students should consult with their designated college liaison in The HUB regarding billing and financial aid.

INTERNATIONAL STUDENTS
Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering taking a leave of absence should consult

with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

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 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 31.

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 AND SEMESTER

YEAR	Fall Semester	Spring Semester
1st	- Core Faculty - SoA advisor	- Core Faculty - SoA advisor
2nd	- Core Faculty - SoA advisor - Outside Advisor	- Core Faculty - SoA advisor - Outside advisor - Two SoA Thesis Advisors (one of which is core faculty and one from SoA faculty)
3RD	- Outside Advisor - Thesis Committee: - Two SoA Advisors (one of which is core faculty) - University Advisor	- Outside Advisor - Thesis Committee: - Two SoA Advisors (one of which is core faculty) - University 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. It is recommended that students set up regular meeting times with their SoA advisors to ensure their occurrence. 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. 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 three times 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 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.

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, and conclude the final visit prior to the last day of the Spring term (typically mid-May). 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. Four of the five meetings will consist of attending meetings and reviews (two written thesis meetings in the Fall, one Fall term review, and one spring term review). University Advisors 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 second-year students selecting first, then the first-year students. 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 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 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 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 are scheduled to take up to ninety minutes. Students should expect to give a presentation of approximately 15-20 minutes in which they present examples of recent and current work, speak to goals and objectives moving forward with their practice, and touch on their written materials (noted below). A discussion with the review committee will follow the student's presentation.

MATERIALS FOR REVIEW
Students should provide to the 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 seven days prior to reviews.

SCHEDULING OF REVIEWS
All MFA students have reviews near the end of each semester. Third-year MFA reviews occur at the end of the Fall semester and during the MFA thesis exhibition at the Miller ICA and are attended by all thesis committee members. Reviews may be held in the student's own studio, or in another location agreed upon. The Assistant Director arranges all reviews. Students must notify the Assistant Director of any requests for reviews to be held in alternative locations two weeks in advance of reviews. The Assistant Director will provide the names of committee members and review details to the student in advance of all reviews.

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 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 completed and signed PDF version must be submitted to the MFA Assistant Director for KiltHub, an institutional repository granting open access to intellectual work produced by CMU faculty and students by the end of the Fall semester. 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 35.

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 relates to the student's studio practice and expands their research and broader

interests. 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.

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.

Please visit the MEC website at https://cmuart.getconnect2.com to view and reserve the available equipment. A valid AndrewID is required to log in. The terms and conditions for borrowing equipment from the MEC, and guidelines for care and handling of the equipment, are included in Appendix B. For additional information about the MEC, please contact the School of Art Facilities & Technical 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.

WORK ALONE POLICY
To gain access to the Woodshop, metalshop, and print shop, MFA students must complete all university safety and 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.

Upon completion of this training, MFA students may gain card-swipe or key access and work independently. 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, 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. Access 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
Doherty Hall facilities are communal spaces used by the entire undergraduate and graduate student body. Extended overnight or multi-day usage is discouraged, however if heavy usage is anticipated, we ask that you coordinate with the appropriate School of Art staff technician prior to that usage. The only exception to this rule is the Grad Project Space on D-Level (D315), in which MFA students are free to organize independently. Graduate students must work out the reservation calendar for this space independently.

PROJECT STORAGE
Graduate student storage should be contained to your studios in Hall of Arts; if storage in Doherty is necessary, students may use the grad student storage shelves (between D314 and D315) or the graduate student storage room (D314B). Students may request a key to D314B from Keni Jefferson. 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; Jenna Boyles, 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 Appendix B.

GRANTS & PROJECT FUNDING SUMMARY

There are different sources of grants available to students. While more detailed information on each grant is included below, it is important for graduate students to know what each grant can be used for, and each's unique application requirements and processes. It is important to keep in mind that for a MFA student in Art at a research institution, the term "research" within the art context is the work you do to make your artwork. It is the applicant's responsibility to explain what that work is, and how it is essential to making the artwork.

THE OFFICE OF GRADUATE AND POSTDOCTORAL AFFAIRS

The Office of Graduate and Postdoctoral Affairs offers two different types of grants to graduate students:

> (1) the Graduate small project help fund (GuSH) offers a $750 grant, which is a "last chance" grant to be applied for only after departmental resources have been exhausted for the completion of research required for the graduate degree.

> (2) Conference Funding, also a $750 grant, which funds a student's travel to a conference, exhibition, performance, or workshop.

THE MFA PROGRAM

The "On the Ground" grant (maximum of $500), which is intended to enrich graduate research and academic engagement within the student's field of interest and to support unique opportunities.

THE SCHOOL OF ART

The School of Art offers two different types of grants, which are awarded in the late spring semester:

(1) The Interdisciplinary Award offers a $5,000 award for an undergraduate or a graduate student who are engaging in an interdisciplinary project with a collaborator from another area of CFA or CMU.

(2) The C.G. Douglas "Wrong Way" Corrigan Summer Travel Fellowship, which offers $1,500 for a summer project that involves travel.

THE STUDIO FOR CREATIVE INQUIRY

The Studio for Creative Inquiry offers three sources of funding:

(1) The FRFAF (Frank-Ratchye Fund for Art @ the Frontier)
(a): FRFAF Microgrants (up to $500): available to assist arts-research projects that require modest support, and/or which arise between scheduled cycles for major funding.

(b): FRFAF "Full" Grants (from $501 to $5,000): to encourage the creation of innovative artworks by the faculty, students and staff.

(2) The Steiner Grant ($500 honorarium for a guest): to bring a guest lecturer to virtually visit CMU.

(3) Maddy Varner's Mastication ($500 award) for "work that chews the cud," such as art about chewing, or creative inquiry which takes a long time to realize.

DETAILED DESCRIPTION OF GRANTS & PROJECT FUNDING

GRADUATE SMALL PROJECT HELP FUND (GuSH)

GuSH Research grants provide grants of $750 to graduate students for forwarding their research at Carnegie Mellon University. Grants are provided by the Graduate Student Assembly and the Office of Graduate and Postdoc Affairs 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 Small Project Help Fund can cover costs associated with purchasing books, transportation and lodging to archives, labs, clients, research subjects (but not conferences); software, art supplies, programmer fees, and equipment. Before requesting equipment make sure that your department does not have the equipment available. If they do but, usage fees are required, the grant can support usage fees. If they don't, then you can include purchase costs in the grant. Equipment that is

purchased must be donated to the graduate program and in the application the student must indicate which faculty/staff member or area will manage the equipment. Computers may not be purchased with this funding.

GuSH applications will be ranked by an interdisciplinary faculty and graduate student selection committee according to how well they meet the above criteria. Turnaround on GuSH applications typically takes 3+ weeks. 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(s); 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/research-funding/index.html

Application period deadlines:

Fall 2022: Application opens 8/22 and closes 9/6
Check the GuSH site above for updates on upcoming deadlines for the Spring and Summer 2023 application periods.

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 Graduate and Postdoctoral Affairs. The goal of the funding is to enable more Carnegie Mellon graduate students to make presentations at key conferences (or attend exhibitions) in their fields or attend conferences and learn about the broader field of study to which they belong. [Note: For Art students, the category of conferences can include attending exhibitions and performances] This funding opportunity is available to individual graduate students, a group of graduate students attending the same conference/ exhibition, and/or a group of members from a registered club/organization attending the same conference/ exhibition. If you are planning to present at a conference/ exhibit your work somewhere and have submitted an abstract to a conference or a proposal to an exhibition, you do not have to wait until it is accepted to apply. Graduate students that apply for Conference Funding MUST be enrolled students at the time they attend the conference/ exhibit.

Graduate Conference funding awards amount up to **$750.00 per individual student** with a maximum amount of up to **$1,500.00 per group**. Graduate students may not receive more than one Conference Funding award per academic year, **July 1 to June**

30 *(fiscal year)*. Please note this applies to the award date of funding, not the conference date.

Note: Funding is not available to applications outside of the application period dates.

Awardees are selected through a **lottery process** as there is limited funding available. This is considered a **partial source of support** and applicants should seek funds from other sources, and identify in their application where they are seeking additional funding.

If there are more than two students who applied separately as individuals for the same conference, they will be manually grouped and treated as a group in the selection process.

The applicant's advisor is required to complete the **Advisor Support Form (one per student application; will be paired by email address)** and provide a short statement of support for the student to attend the conference and address other funding resources, indicating whether there are department - and college - level options for alternative funding.

For more information on Conference Funding, visit:
https://www.cmu.edu/graduate/professional-development/conference-funding/index.html

GRADUATE STUDIO RESEARCH FUNDING ("ON THE GROUND")
The MFA Program's "On the Ground" grant provides limited funding for unique opportunities that contribute to a student's larger research, which will affect and feed their studio practice. The Program considers research to be the work you do in order to make your artwork. What makes this thing you're applying for unique to your research? Demonstrate that you cannot make your work without access to this opportunity.

On the Ground grants are up to $500 and are available once per academic year, pending fund availability. Application for funds should be submitted via this form. Applicants must address what makes this a "unique opportunity," and also must include a budget and timeline for the research undertaken. The Program accepts applications from the start of the Fall semester through May 1st. Funding applications are evaluated once a month by the entire MFA Core Faculty. All recipients of funding must report back on their use of the funds within 30 days of using the funds. A selection of these reports may be developed into website posts or newsletter stories.

Money for production is generally not supported financially by the School or MFA program. On occasion materials or production costs may be considered essential to your research, but in those rare cases, it will be up to the applicant to define and support that in their application, and why that is a unique opportunity. Grants cannot be awarded for something that the School or Program already owns.

SCHOOL OF ART AWARDS: THE INTERDISCIPLINARY AWARD
The School of Art's Interdisciplinary Award is awarded annually, in the Spring. Grants teams consisting of at least one Undergraduate or Graduate student in the School of Art and at least one collaborator from another department within CFA or CMU to pursue an interdisciplinary project or facilitate interdisciplinary research. A single grant of $5,000, or several smaller grants based on proposed budgets amounts will be awarded each year. Award applications are typically due in late March of every year; awardees are notified in April. Details on how to apply for the award are typically sent to all undergraduate and graduate students in March. For more information on this award, please contact Keni Jefferson, the Undergraduate Activities Coordinator.

SCHOOL OF ART AWARDS: THE C.G. DOUGLAS "WRONG WAY" CORRIGAN SUMMER TRAVEL FELLOWSHIP
This fellowship is awarded annually, in the Spring. It provides $1,500 to an Undergraduate or Graduate student in the School of Art to expand their studies through a summer travel project. This fellowship was co-founded by graduate students Leslie McAhren (MFA '10) and Courtney Dow (MFA '11). Award applications are typically due in late March of every year; awardees are notified in April. Details on how to apply for the award are typically sent to all undergraduate and graduate students in March. For more information on this award, please contact Keni Jefferson, the Undergraduate Activities Coordinator.

IMPORTANT: On the Ground and other School of Art Awards Grants are dispersed by the School of Art Business Manager. Money transfers made to students and are considered non-qualified scholarships, which is considered taxable income. Transfers made to foreign nationals are subject to tax withholding prior to disbursement. Please plan on this when budgeting for your project.

FRANK-RATCHYE FUND FOR ART @ THE FRONTIER GRANTS (the FRFAF)
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. With this fund, the STUDIO seeks to develop a cache of groundbreaking projects created at CMU — works that can be described as "thinking at the edges" of the intersection of disciplines. The Frank-Ratchye Fund supports approximately forty projects per year through a

combination of full grants and Microgrants. Any faculty, student or staff person actively affiliated with Carnegie Mellon is eligible to apply, regardless of their home department. *FRFAF Funding is available through two funding programs:*

- FRFAF "Full" Grants ($501–$5000)
  The FRFAF program awards multiple 'Full' grants twice during the school year. Full grants range from $501–5000 and are available to any faculty, staff member or student actively affiliated with CMU. Funding awards are decided by a five-member jury comprised of the STUDIO Director, the Head of the School of Art, and three rotating jury members. For funding deadlines, please refer to our Funding Policies and Proposal Guidelines page.
- FRFAF Microgrants ($500 and Under)
  'Microgrants' are made available to assist arts-research projects that require modest support, and/or which arise between scheduled cycles for major funding. The FRFAF Microgrant program exists to spur investigations at their earliest and most fragile state, enabling "rapid-response research". Unlike 'Full' Grants, these grants are available on a rolling basis within each semester *while funding remains.* Like the Full grants, FRFAF Microgrants are available to any person actively affiliated with CMU—whether student, faculty, or staff. Please check our Funding Policies and Proposal Guidelines page for more information.

For more information on the FRFAF grants, see:
https://studioforcreativeinquiry.org/frfaf-overview

STEINER VISITOR INVITATIONAL GRANTS

The Sylvia and David Steiner Speaker Series brings creative individuals who push boundaries, defy definition, and demonstrate excellence in the arts, to our campus for deep engagement with our students and faculty. This grant program provides support to CMU faculty, staff and students who wish to organize a Steiner visitor for their courses, departments, degree cohorts, or student clubs. For more information on the Steiner grants, visit: https://studioforcreativeinquiry.org/steiner-visitor-invitation-grants

THE MADDY VARNER MASTICATION GRANT FOR TIME AND/OR TEETH BASED WORKS

STUDIO Alumna Maddy Varner's generous gift supports a $500 award for "work that chews the cud," such as art about chewing, or creative inquiry which takes a long time to realize. Awards are made at the Director's discretion. For more information on this grant, visit:
https://studioforcreativeinquiry.org/maddy-varner-mastication-grant-for-time-and-or-teeth-based-work

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, visitor transportation, and social gatherings. 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.

FINANCES & 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, which are 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 before the change will go into effect. If funding is lost or reduced, students may file an appeal with the Head of the School. 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.

NONQUALIFIED SCHOLARSHIPS
Money that students may receive in the form of CMU grants and other awards (i.e. GSA/Provost Conference Funding, GuSH Research Grants, or FRFAF Grants from the STUDIO) are paid as nonqualified scholarships. Nonqualified scholarships are any

income a student receives that is above the cost of required tuition, fees, books, supplies, and equipment. Examples of nonqualified education expenses include room and board, travel, research costs, clerical help, equipment not required for a course, and other expenses that are not required for enrollment. This income is considered taxable. The University is not required to report to the IRS nonqualified scholarship or fellowship awards made to U.S. citizens or U.S. Resident Aliens, or to withhold tax from these awards. It is advised that you contact your personal tax advisor regarding the self-reporting and tax consequences. Note that the University is required, in most cases, to report to the IRS awards made to Foreign Nationals (Non-Resident Aliens), and to withhold tax from these awards. Foreign nationals are subject to 14% tax withholding and reporting on nonqualified scholarships. The only way to be exempt from the tax is if there is a treaty agreement between the foreign national's home country and the United States, and if the individual is qualified to take advantage of the treaty. Note that a tax treaty benefit cannot be granted unless the foreign national individual has a U.S. Social Security Number.

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
Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about the types of emergency funding available to enrolled students.

HEALTH, HOUSING & EMPLOYMENT

It is recommended that all graduate students familiarize themselves with the guidelines from University Health Services regarding immunizations and insurance. All students will be required to be vaccinated against the COVID-19 in order to be on campus. More details on vaccination can be located here:
https://www.cmu.edu/health-services/new-students/index.html

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. 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 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 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. Carnegie Mellon University will require all enrolled students to be vaccinated for COVID-19, effective in the Fall 2021 semester.

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 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 or visit them online here: https://www.cmu.edu/parking/.

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](#).

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.

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 one year 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.

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 Digital Print Studio computers in DHC308, the Digital Print Studio (DHC308), 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 will be distributed by the MFA Program beginning August 1st. Carry your ID at all times as many buildings require card swipe access. For questions about ID cards, contact: 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 campus shuttle and escort service. Through the sponsored Arts Pass Program, Carnegie Mellon students may use their ID Card to gain free admission to a number of museums and other venues in the Pittsburgh area. Students are encouraged to experience these popular Pittsburgh attractions. You may also pay for printing or digital fabrication services with PLAIDCA$H. Click here for more information on these and other ID Perks.

APPENDIX

APPENDIX TABLE OF CONTENTS

Highlighted University Resources for Graduate Students and
The WORD, Student Handbook

Key Resources for Graduate Student Support
- Office of Graduate and Postdoc Affairs
- Office of the Dean of Students
- Center for Student Diversity and Inclusion
- Assistance for Individuals with Disabilities
- Eberly Center for Teaching Excellence and Educational Innovation
- Graduate Student Assembly
- Office of International Education
- Veterans and Military Community
- Ethics Reporting Hotline
- Policy Against Retaliation

Key Resources for Academic and Research Support
- Computing and Information Resources
- Student Academic Success Center
- University Libraries
- Research at CMU
- Office of Research Integrity & Compliance

Key Resources for Health, Wellness & Safety
- Counseling and Psychological Services
- University Health Service
- Campus Wellness
- Religious and Spiritual Life Initiatives
- University Police
- Shuttle and Escort Services
- The WORD

KEY OFFICES FOR GRADUATE STUDENT SUPPORT

OFFICE OF GRADUATE AND POSTDOC AFFAIRS
www.cmu.edu/graduate; grad-ed@cmu.edu

The Office of Graduate and Postdoc Affairs provides central support for all master's and doctoral students, as well as academic programs, with a focus on supporting graduate student success at Carnegie Mellon.

Examples of resources offered through the Office of Graduate and Postdoc Affairs 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 newsletter 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 Office of Graduate and Postdoc Affairs 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 Register and Childbirth/Maternity Accomodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund. These funds are made available through generous gifts of alumni and friends of the University as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the

Dean of Students team. Tuition costs are not eligible for Student Emergency Support Funding.

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 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, or call (412) 2686121.

EBERLY CENTER FOR TEACHING EXCELLENCE & EDUCATIONAL INNOVATION
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.

GRADUATE STUDENT ASSEMBLY
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 3rd 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 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 urovaedbenefits@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, violations of university policy, or violations of law.
Topic areas for reporting may include, but are not limited to:

• Academic and Student Life
• Bias Reporting
• Discriminatory Harassment / Sexual Misconduct / Title IX
• Employee Misconduct
• Employment Related
• Environmental Health and Safety / Pandemic Safety
• Financial Matters
• Health and Wellness
• Information Systems and Data Privacy
• Public Safety & Criminal Activity
• Research & Intellectual Property

Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting cmu.ethicspoint.com. All submissions are reported to appropriate university personnel and handled discreetly.

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
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 ithelp@cmu.edu.

STUDENT ACADEMIC SUCCESS CENTER
https://www.cmu.edu/student-success/
Student Academic Support Programs

LANGUAGE AND CROSS-CULTURAL SUPPORT
Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues. Students can choose from sessions on writing, speaking, building fluency, and more general cross-cultural support.

The Student Academic Success Center is also charged with certifying the language of the International Teaching Assistants (ITAs), ensuring language proficiency for all TAs at CMU.

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 skillbuilding opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

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

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

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

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/
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.

RELIGIOUS AND SPIRITUAL LIFE INITIATIVES (RSLI)
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 4551 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, fingerprint 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 handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains

university-wide academic policy information and resources, community policies and resources, and describes the university-level procedures used to review possible violations of these standards. 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 Mellon Code

Academic Standards, Policies and Procedures
Educational Goals
Academic and Individual Freedom
Academic Disciplinary Actions Overview
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
Active Medical Assistance Protocol
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

APPENDIX B: SCHOOL OF ART POLICIES

School of Art Graduate Assistantship Policy and Agreement

Student: _____   Andrew ID: _____

Faculty:_____   Andrew ID: _____

Semester (circle):   Fall   Spring   Year: 20_____

All students in the School of Art's MFA Program receive Graduate Assistantships 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 (check those that apply):

- ☐ 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
- ☐ Preparing studio demonstration
- ☐ 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 no more than 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.

_____

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 labeled 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.

- 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.

- Aerosol sprays may not 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 to request the room. 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 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 publicly 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 floor contains two trash cans in the storage closet (304A) where students may use to transport larger waste materials to the dumpster outside of CFA. Janitorial services do not dispose of these larger materials, so it is the student's responsibility to dispose of their own larger waste items and to return the trash cans to 304A.

- 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 labeled 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: Katie Hubbard (khubbard@cmu.edu)
MFA Program Assistant Director: Julie Azzam (jazzam@cmu.edu)

MFA Program Assistant: Inbar Hagai (ihagai@cmu.edu)
School of Art Technical Manager: Robert Kollar (kollar@cmu.edu)
Environmental Health & Safety (EHS): safety@andrew.cmu.edu; 412-268-8182

COVID-19 Related Safety Protocols for Using MFA Studios
Given the highly fluid nature of COVID-19, the Program will heed all University guidance on safety and wellness, and may implement and modify safety guidance (such as masking, no eating in congregate settings) accordingly.

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

EQUIPMENT LENDING GUIDELINES

• Equipment checkout and returns may only take place during the regular hours of operation, which are posted on the MEC homepage, https://cmuart.getconnect2.com

• 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.

Media Equipment Center: 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.

Carnegie Mellon University
School of Art

Doherty Hall SIS Facilities Shop Safety and General Lab Guidelines

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.

Required Safety Training
Environmental Health and Safety **requires** that all Woodshop student shop users and key holders must complete the following BioRAFT courses online:

Student Shop Safety   Fire Extinguisher Use
Hand and Power Tool Safety Training   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 following facilities:

Wood Shop (C202)
SIS Foundations classroom (C200)
Metal Shop (D200 and D200A)
CNC router (D200B)
Laser Lab (C316A)
Moldmaking + Casting Studio (B303, B306)
Physical Computing Lab (B305)
PC+ 3D Printing Lab (B308) - coming Nov 2021
Soft Sculpture Studio (B307) - coming Nov 2021
Ceramics Studio (B301, B300)
Imaging + Documentation Lab (B303B)
Vacuum Former (D200)
Spray Booth (D200 hallway or D272)
Digital Print Studio (C308) - DP3 area, contact khames@andrew.cmu.edu
Printmaking Lab (C300-301) - DP3 area, contact khames@andrew.cmu.edu

Students are not allowed to use shops, labs, equipment, or any of these facilities 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 Digital and Physical Computing Technician (Jenna Boyles).

A note on dust masks and voluntary respirators:

Our shops and labs use ventilation systems and filtration to reduce exposure to harmful dust particles and fumes. For this reason, it is not mandatory to require masks or respirators in any of our shops, except those masks that may be required as part of CMU's response protocol to COVID-19. We do provide general dust masks in our woodshop that we would recommend wearing if you are sensitive to dust particles.

However, if you are interested in seeking additional respiratory protection from the dust particles and fumes you will be exposed to, please contact CMU Environmental Health and Safety [safety@andrew.cmu.edu] about their respiratory protection program.

The respiratory protection program sets guidelines for respirator selection and use, medical surveillance and physician's approval. All respirator use by employees and students must be coordinated through EH&S. Persons wishing to enroll in the respiratory protection program should contact EH&S. For additional information on respiratory protection, please review the reference links here:
https://www.cmu.edu/ehs/Workplace-Construction/respiratory-protection.html

This program will require a medical evaluation and registration for a respirator fitting.

General Shop and Lab Safety Rules:

1. **Injuries** - For immediate help notify the SoArt Technician or monitor on duty and call 412-268-2323 or x82323 on campus phones. Do not attempt to remove foreign objects from the eye or body; report to the student health service for medical treatment.

2. **Never work alone** - a supervising SoArt Technician or student monitor must be present at all times. Trained graduate students may work outside of monitor hours in specific labs by signing the work-alone waivers. These waivers are available through the Sculpture Technicians.

3. **Signing in -** students must sign in to spaces where required.

4. **Training and approval is required** to operate any equipment. Upon being trained by a shop technician and signing the Shop Use Agreement, a record of the date you were trained will be kept and be available to monitors and technicians. After 1 year of non-use of shops or equipment, you will be required to be re-trained.

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. **Appropriate clothing is required to enter a shop facility.** See various shop and lab policies for different requirements. For wood and metal shops, 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.

7. **All guards and safety shields must be secured** and in place prior to operating equipment, where this is relevant and available. Exceptions must receive prior training or assistance from shop staff.

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

9. **Before beginning work with powered equipment and machines**:
   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.

10. Ensure any appropriate **dust collection** or fume extraction systems have been **turned on** prior to working.

11. **Aisles, exits, and access to emergency equipment** must be kept clear.

12. **No smoking and no food or drink.**

13. **Compressed air** must NOT be used to clean skin or clothing.

14. **Stop** any person you see working unsafely if it is safe to do so. **Report continued unsafe practices to the shop staff.**

15. **Shop Monitors and Staff** have full authority to prohibit shop or tool access and/or use any time.

16. **Do not distract others**. Concentrate on your task. Distracting others and horseplay is forbidden.

17. **Personal electronic devices** such as cell phones, earphones, etc,. must not be used when working at any machine. Loud music is prohibited. Laptops are only permitted in specific areas, see lab policies.

18. **Attend all running machines**. Never ever leave equipment running unattended.

19. **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.

20. **Health, safety or other concerns?** 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.)

21. **Report all** injuries and accidents to the shop supervisor or monitor.

22. **Project Storage is not permitted** in any shop facility without permission from staff or faculty. Leave all projects only in designated areas.

23. **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.

24. **Lab-specific materials storage is provided in various shops and labs** and other locations throughout Doherty Hall. All materials permitted in the Wood Shop may be kept in C203 for short term storage. Materials specifically intended for the CNC router and cut down to 4'x4' may be stored in D200 outside the CNC room. Excess metal stock may be stored in the Welding Room on provided storage racks. If you have questions, please see specific lab policies or a shop technician.

25. **All materials and projects stored in Doherty Hall in designated storage areas must be labeled** with your name and date or semester (such as "F22") that you will be using this material. If your material or project is not labeled correctly it may be removed.

26. CNC router and Laser cutter are to be used on an appointment-basis and operated by a trained technician, monitor, or faculty.

27. **Flammable or combustible** materials must be stored in approved flammable storage cabinets.

28. Please refrain from using materials you are unfamiliar with that have not been addressed in a class setting. **The use of any potentially harmful or hazardous materials needs to be approved by sculpture technicians**. The use of flammable or combustible materials are **limited to designated areas, such as the spray booth or loading dock**. If you have questions about specific materials, please reach out to a technician. Please see

the moldmaking and casting policies for more guidelines on material usage acceptable in the moldmaking area.

29. **Solvents and chemicals** must be disposed of in designated chemical disposal containers.

30. **All painting, staining, and finishing** with oil-based materials or solvents should be conducted in the **Spray Booth or on the Loading Dock**. Only water-based paints can be used inside in designated areas, protecting all surfaces (floors / tables) with tarps or paper.

31. **Clean up**. You are responsible for cleaning and disposing of materials you have used and any garbage or scraps in the appropriate trash can or recycling bin. You are responsible for putting tools away and leaving the shop or lab 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.

For questions regarding materials, storage of projects, and special facilities requests please contact the appropriate staff member:

Staff Contacts:

Sculpture Technician, To Come
Woodshop, Metal shop, Foundations Classroom, Moldmaking + Casting studio, Ceramics studio, Spray Booth

Jenna Boyles, Digital and Physical Computing Technician
CNC Lab, Laser Lab, Physical Computing Lab, PC + 3D Printing Lab, Soft Sculpture Studio
jboyles@andrew.cmu.edu

Kellie Hames, Print Technician
Digital Print Studio, Printmaking Lab
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

MFA Studio (24 units)
Fall 2023
School of Art | Carnegie Mellon University

Instructors:
MFA Core Faculty: Katie Hubbard, Jon Rubin, Devan Shimoyama, Angela Washko, and Alisha B. Wormsley

Description
MFA Studio is the foundational component of the MFA Program and consists of the development of self-directed studio work, independent research, and ongoing artistic production. Students work independently and in consultation with the MFA Core Faculty, School of Art advisors, and visiting artists and critics during regularly scheduled studio visits.

Learning Objectives
On satisfactory completion of the MFA Studio, students will:
- Demonstrate conceptual and technical growth in their studio and/or post-studio practice
- Demonstrate a greater understanding of their work within the context of historical and contemporary practices
- Develop a research-based methodology for the production of their work
- Effectively articulate the concepts and processes behind their work to a variety of peers, curators, critics, and non-art educated audiences
- Understand the work needed to maintain a sustainable artistic practice

Requirements
Students are required to continually work and make progress in the studio. While faculty understand that students' research and processes vary, and that at times students may require periods of in-depth reading, research, and reflection, students must demonstrate diligence, effort, intellectual growth, and conscientiousness in their studio at all times.

Studio visits with the MFA Core Faculty are 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 SOA advisor, which should occur 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.

Student attendance at scheduled meetings with School of Art lecture series guests and additional artists and thinkers invited by the Program are also expectations of MFA Studio. Additional meetings with Core Faculty, School of Art Advisors, or additional full-time School of Art faculty may occur depending on the faculty's availability and at the faculty's discretion.

MFA Core Faculty Studio Visit Schedule:
The MFA Core Faculty will conduct individual studio visits with MFA students on Thursday evenings between 5:30–9:20 pm. These studio visits will be scheduled in advance by the MFA Assistant Director; any changes in the schedule to accommodate a faculty or student can be made individually. Your studio visit schedule will be emailed to you by the MFA Assistant Director and put on the MFA Studio Visits Google calendar. (Individual faculty may subsequently contact you to reschedule meetings due to schedule shifts.) Students who cannot make a studio visit must cancel with the faculty member and notify the MFA Assistant Director in writing at least 48 hours in advance. This time period may also be used for the scheduling of group meetings or critiques, faculty-student interactions, roundtable discussions or other communal or programmatic activity.

Assessment:
Students are graded on a Pass/Fail basis and are evaluated on the following:
- Punctual attendance at all scheduled meetings
- Engaged and consistent development and production of art work throughout the term
- Engaged research related to practice and mode of inquiry
- Preparation for and professional conduct in all studio visits (with faculty and external visitors)
- Effort and perseverance through any artistic- or research-related impediments or difficulties

Grading
Grades for first- and second-year students will be determined by taking the most commonly occurring of the pass/ fail grades assigned to the student by each of the Core faculty plus the School of Art faculty advisor. A student may fail MFA Studio if the majority of the faculty assign a failing grade. Grades for third-year students will be determined by taking the average pass/ fail grade assigned to the student by the two School of Art faculty advisors on the thesis committee. In the event of a split vote amongst the faculty members the Graduate Director will determine the deciding vote.

A failing grade may occur when a student is absent from, late to, and/or unprepared for two or more scheduled studio visits per semester. A failing grade may also occur if a student does not make adequate progress in their studio due to lack of time, effort, and/or diligence necessary to progress. Graduate students with a failing grade in MFA Studio may be placed on probation or required to leave the Program.

Access

If you have a disability and require accommodations, please contact Catherine Getchell, Director of Disability Resources ([412] 268-6121; getchell@cmu.edu). If students have an accommodations letter from the Disability Resources office, they are encouraged to discuss their accommodations and needs with the instructor as early in the semester as possible. After the third week of the semester, the instructor may not be able to coordinate with Disability Resources at all.

Diversity and Inclusivity

The School of Art recognizes the diversity of racial identities, religious backgrounds, sexual orientations, and gender identities that are fundamental to our culture. All classes and studios in the School of Art are safe spaces for self-identification, self-expression, and inclusivity. It is our intent that students from all diverse backgrounds and perspectives be well served by this course, and that the diversity that students, faculty and visitors bring to this class be viewed as a resource, strength and benefit.

Students, faculty and visitors are expected to treat everyone with respect in their studio visits, critiques and classroom activities, which includes open debate and the free exchange of ideas. If you observe or experience unfair or hostile treatment on the basis of identity, we encourage you to speak out for justice and support, within the moment of the incident or after the incident has passed. Anyone can share these experiences with the program director, your advisor, or the following resources:

- o   Center for Student Diversity and Inclusion: csdi@andrew.cmu.edu, (412) 268-2150
- o   Report-It online anonymous reporting platform: reportit.net username: tartans password: plaid

University Statement on Physical and Mental Well-Being

Take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often

helpful. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and visit their website at http://www.cmu.edu/counseling/. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.

If you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night:

CaPS: 412-268-2922
Resolve Crisis Network: 888-796-8226
If the situation is life threatening, call the police:
On campus: CMU Police: 412-268-2323
Off campus: 911