

**Carnegie Mellon University**

# School of Art

## UNDERGRADUATE HANDBOOK

### **SCHOOL OF ART**

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### **HEAD OF SCHOOL**

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This handbook is a guide to the policies, procedures, and requirements of the School of Art. For additional information or clarification, students should consult with faculty and staff in the School of Art. This document is updated every year, with the current version revised as of September 2024, and is available online at [art.cmu.edu/current-students/academics/](https://art.cmu.edu/current-students/academics/) under "School Policies and Resources."

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# UNIVERSITY POLICIES & EXPECTATIONS

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

The Word Student Handbook: [www.cmu.edu/student-affairs/theword/index.html](http://www.cmu.edu/student-affairs/theword/index.html)  
The Office of Community Standards & Integrity: [www.cmu.edu/student-affairs/ocsi/](http://www.cmu.edu/student-affairs/ocsi/)  
University Policies website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)

## STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, pregnancy or related condition, family status, marital status, parental status, religion, ancestry, 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.

The university's Discriminatory and Sexual Misconduct Policy contains grievance procedures that provide for the prompt and equitable resolution of Complaints alleging any action which would be prohibited by this Policy.

Inquiries concerning the application of and compliance with this statement should be directed to the Office for Institutional Equity and Title IX, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-7125.

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

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

## THE CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

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

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

commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.

The Code may also be found online at:

[www.cmu.edu/student-affairs/theword/code/index.html](http://www.cmu.edu/student-affairs/theword/code/index.html)

## **POLICY ON ACADEMIC INTEGRITY**

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

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

[www.cmu.edu/policies/student-and-student-life/academic-integrity.html](http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html)

# RIGHTS AND COMPLIANCE WITH REGULATIONS

## STUDENT PRIVACY RIGHTS

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

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

The full policy may be found at

[www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html](http://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html)

In keeping with student privacy rights, the School of Art will only ever send correspondence relating to academic records directly to students and never to parents, guardians, or other parties.

## ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

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

For more information about accommodations, services, and accessing these, please visit:

[www.cmu.edu/student-affairs/theword/academic/assistance-for-individuals-with-disabilities.html](http://www.cmu.edu/student-affairs/theword/academic/assistance-for-individuals-with-disabilities.html)

## POLICY AGAINST SEXUAL HARASSMENT & SEXUAL ASSAULT

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

<https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>

If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to contact the Office for Institutional Equity and Title IX (IEX):

- *To report in person:*
  - IEX Office/Title IX Coordinator  
4615 Forbes Avenue, Suite 330  
Pittsburgh, PA 15213

- *To report by phone or email:*
  - Call (412) 268-7125; or,
  - Email [institutionalequity@andrew.cmu.edu](mailto:institutionalequity@andrew.cmu.edu)
- *To report online:*
  - Please complete the Report Form (not anonymous) available at <https://cmu.hracity.net/webform/index/2e196578-4892-4aab-af10-72cc76b5b71f>
- *To report anonymously, online or by phone:*
  - Please go to [cmu.ethicspoint.com](http://cmu.ethicspoint.com); or,
  - Call (844) 587-0793

For more information about the Office for Institutional Equity and Title IX, visit <https://www.cmu.edu/title-ix/>.

Additional resources for victims of sexual harassment or assault include:

- University Police: (412) 268-2323
- University Health Services: (412) 268-2157
- Counseling and Psychological Services (CaPS): (412) 268-2922

# UNIVERSITY RESOURCES

## CAREER & PROFESSIONAL DEVELOPMENT SERVICES

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

To schedule an appointment with a career consultant, register and log onto Handshake at [cmu.joinhandshake.com/login](http://cmu.joinhandshake.com/login).

### CAMPUS EMPLOYMENT & WORK-STUDY

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

[www.cmu.edu/career/students-and-alumni/find-a-job-or-internship/on-campus-employment-for-students.html](http://www.cmu.edu/career/students-and-alumni/find-a-job-or-internship/on-campus-employment-for-students.html)

## COUNSELING AND PSYCHOLOGICAL SERVICES (CaPS)

Counseling and Psychological Services (CaPS) provides a safe, confidential environment for students to talk about personal and academic concerns. **All students currently enrolled at the Pittsburgh campus are eligible for services at CaPS at no additional cost to them, and all services are confidential.**

Counseling and Psychological Services (CaPS) addresses the mental health needs of the CMU community through a variety of services. We provide a safe, confidential environment to talk about personal or academic concerns. We assist students who need to connect with mental health resources in the community and support staff, faculty, and family members who have concerns about the well-being of a student. We strive to promote students' capacity for psychological growth and maturation through greater self-awareness and psychological insight. Services at CaPS are developmental in nature, aimed at supporting students in the moment and in their personal growth and maturation over time.

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

Office hours: Monday through Friday, 8:30 a.m – 4:30 p.m.

Phone number: (412) 268-2922

Emergency help is available 24 hours a day at the number above.

More information about CaPS can be found at [www.cmu.edu/counseling/](http://www.cmu.edu/counseling/).

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

- CaPS: (412) 268-2922
- [resolve Crisis Services](http://www.resolvecrisis.org): (888) 796-8226

If the situation is life threatening, call the police:

- On campus: CMU Police: (412) 268-2323
- Off campus: 911

## **DIVISION OF STUDENT AFFAIRS**

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

More information can be found at <https://www.cmu.edu/student-affairs/index.html>, and a list of offices and resources that support students can be found at <https://www.cmu.edu/student-affairs/resources/index.html>.

## **THE HUB**

The HUB is Carnegie Mellon University's one-stop-shop offering comprehensive services and counsel to enrolled students and families for financial aid, billing and payments, registration activities, and academic records. The HUB also delivers ID Card services for the entire campus community. The HUB is located in Warner Hall on the concourse (lower) level and can be reached at (412) 268-8186.

### **SERVICES AT THE HUB**

- Enrollment Services
- University Registrar's Office
- Student Financial Aid Office
- Student Accounts Office
- ID Card Services

### **HUB ONLINE SERVICES**

The following services can be found online at [www.cmu.edu/hub/](http://www.cmu.edu/hub/):

- Student Information Online (SIO): In SIO, students can:
  - View grades, QPA and enrollment status
  - Store and/or update their name pronunciation, the phonetic spelling of their name, and pronouns via NameCoach (learn more)
  - Order transcripts and verifications
  - Plan course schedules and complete course registration activities (add/drop courses, view waitlist history, etc.)
  - First-year undergraduate students will receive information in late summer from their college/school regarding registering for fall courses
  - View financial aid details, including award letters, application status, and federal loan information

- View student account invoices and activity
  - Make payments via Online Banking and designate a bank account for electronic refunds
  - Manage family and friend contact information and invite other individuals to view student account invoices, make payments, order verifications, and view schedules and grades through My Plaid Student
  - View housing and meal plan assignments
  - Report a lost ID Card, view Plaid Cash balance or deposit Plaid Cash
  - Enroll in a health insurance plan or complete an insurance waiver form
  - View important campus contact information (Academic Advisor and/or Associate Dean, Student Affairs contact and HUB liaison)
- Schedule of Classes (SOC): A real-time searchable database of course information, including course descriptions:  
<https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>
  - Stellic Degree Audit Application: Compares the courses from a student's academic record against degree requirements to assist students with schedule planning and meeting their degree requirements.
  - Faculty Course Evaluations (FCEs): Allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors.
  - 25Live: Search and request reservations for university spaces and classrooms for meetings, review sessions, seminars, etc.

#### ID CARD SERVICES

Students, full-time faculty, and staff are issued CMU ID cards upon arrival at the university. First-time cards and replacement cards can be obtained at the HUB. All students, faculty, and staff are expected to carry their IDs on them at all times as many buildings and spaces are swipe-card controlled.

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

Details about ID Card Services can be found at [www.cmu.edu/idplus/](http://www.cmu.edu/idplus/).

## **INTERNATIONAL STUDENT SERVICES & STUDY ABROAD**

The Office of International Education (OIE) serves CMU's international student and scholar community by advising individuals on immigration, personal, academic, social, and acculturation issues. In addition to providing a variety of resources for foreign students and scholars, OIE facilitates study abroad and international exchange at CMU, and advises students on programs and options. OIE provides many services, including:

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

Further information can be found online at [www.cmu.edu/oie/](http://www.cmu.edu/oie/).

## **LIBRARIES**

From personalized, one-on-one consultations with our librarians, to in-depth research guides on hundreds of subjects, the Libraries connect you with the resources you need to excel in the classroom.

CMU librarians are information specialists with extensive knowledge of disciplinary information sources and methods. They are the primary contact between the Libraries and your department. Turn to them for assistance finding a book, article or database; completing a research assignment; or to navigate the range of Libraries resources available to you.

More information on CMU's libraries and collections can be found at [www.library.cmu.edu](http://www.library.cmu.edu).

## **OFFICE OF DISABILITY RESOURCES**

The Office of Disability Resources strives to provide responsive, reasonable accommodations to help CMU students accomplish their best work.

Students can apply for accommodations if they have a sensory, physical, emotional or cognitive disability and require academic or other accommodations.

More information about accommodations and services can be found at <https://www.cmu.edu/disability-resources/index.html>.

## **OFFICE FOR INSTITUTIONAL EQUITY AND TITLE IX**

The Office for Institutional Equity and Title IX is dedicated to promoting equity at Carnegie Mellon University, which includes coordinating the University's efforts to prevent and effectively respond to forms of discrimination, bias, and sexual misconduct, including sexual assault, sexual exploitation, sexual harassment, dating and domestic violence, and stalking, which impact community members.

This office provides resources for ethics reporting, reporting sexual misconduct, and other types of reporting.

For more information, please visit <https://www.cmu.edu/title-ix/>.

## **OFFICE OF UNDERGRADUATE RESEARCH & SCHOLAR DEVELOPMENT**

The Office of Undergraduate Research and Scholar Development (OURSD) supports student research in every field of study. The OURSD gives SURG grants to cover research expenses, Summer Fellowships for full-time summer research, and Presentation Awards to support students presenting at academic conferences. Students may also access advising on research interests, proposal writing workshops, and assistance with reviewing proposals.

Details on these resources can be found at [www.cmu.edu/uro/](http://www.cmu.edu/uro/)

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

### **Small Undergraduate Research Grants (SURG)**

These grants cover materials and supplies for research, including artistic activity, in any field of study. Funds of up to \$500 are available for individuals, or up to \$1,000 for group projects.

<https://www.cmu.edu/uro/academic-research/SURG/index.html#surg>

### **Summer Undergraduate Research Fellowship (SURF) Grants**

This fund provides grants of \$4500 for 8-10 weeks of full-time, on-campus summer research, which can include artistic activity, at 37.5 hours a week. This award is only awarded to individuals and is subject to all applicable payroll taxes.

[www.cmu.edu/uro/summer%20research%20fellowships/SURF/](http://www.cmu.edu/uro/summer%20research%20fellowships/SURF/)

### **International Small Undergraduate Research Grants (ISURG)**

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

<https://www.cmu.edu/uro/academic-research/isurg/index.html>

### **Presentation Awards**

Presentation Awards are awarded to undergraduates or groups who are presenting their research at academic conferences. The award can be used to fund conference registration, travel, lodging, and food expenses. Individual students can be awarded up to \$250. Groups including two to four students can be awarded up to \$250 each with a cap at \$1,000 for the group.

<https://www.cmu.edu/uro/PresAward/index.html#pres>

## **PRINTING SERVICES**

Tartan Ink is a full-service copy/print shop with locations in the Cohon University Center, Tepper Quad, and the Hall of the Arts. They offer services including printing and copying, binding and finishing, booklets, lamination, passport photos, photo boards, and poster printing.

More information is available at [www.cmu.edu/tartanink/](http://www.cmu.edu/tartanink/).

## **PUBLIC SAFETY**

The Carnegie Mellon University Police Department is a full-service community-oriented law enforcement agency dedicated to serving CMU's students, faculty, staff, and campus visitors. Students should also always note the locations of the nearest security phones and quickest exit routes.

Students can reach campus police by calling (412) 268-2323.

For more information about public safety, visit <https://www.cmu.edu/police/>.

## **TRANSPORTATION**

The university offers several transportation options on our Pittsburgh campus and around the city, including university-operated shuttles and free access to the Pittsburgh Regional Transit (PRT) system with a CMU ID.

In addition, the university operates an escort shuttle service in the evenings and overnight and provides free transportation from campus to within a block of your home for faculty, staff, and students who live in the Oakland, Shadyside, and Squirrel Hill neighborhoods. Escort buses operate from 6:30 p.m. to 4:15 a.m., cycling every 45 minutes. You must show your CMU ID to board. View the escort bus schedule, pickup locations and zones at <https://www.cmu.edu/parking/transport/escort.html>.

For more information, visit <https://www.cmu.edu/parking/transport/index.html>.

## **UNIVERSITY ACADEMIC CALENDAR**

The Academic Calendar serves as Carnegie Mellon University's information source and planning document for students, faculty, staff, and departments, as well as outside organizations. The calendar includes registration dates, class start dates, add/drop deadlines, exam dates, and more.

The most current calendar can be found at: [www.cmu.edu/hub/calendar/index.html](http://www.cmu.edu/hub/calendar/index.html).

## **UNIVERSITY COMMUNICATIONS**

### **STUDENT CONTACT INFORMATION**

All students can change their address online with Student Information Online (SIO), which will also update the Student Services Suite (S3). Additional information is available at <https://www.cmu.edu/hub/registrar/student-identity/index.html>.

## **CAMPUS MAILBOXES**

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

## **CAMPUS PHONES**

Telephones located in the art office and classrooms are for staff and faculty use only, unless in an emergency. For emergencies, call campus police at (412) 268-2323 (or 8-2323 from a campus phone). There are also yellow call boxes located next to the elevator by the art office and between CFA 414-416 that connect directly to Campus Security.

## **UNIVERSITY HEALTH SERVICES**

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

Additional information about hours, location, services, and fees can be found online at [www.cmu.edu/health-services/](http://www.cmu.edu/health-services/).

To make an appointment or for after-hours medical advice, call (412) 268-2157.

For medical emergencies, call University Police at (412) 268-2323 or 911.

## **UNIVERSITY INFORMATION DESK**

Located on the first floor of the University Center, the Information Desk is the place to find information about student activities, bus schedules, student organization mailboxes, tickets, and more. To ask a question, stop by the desk during operating hours or call (412) 268-2107.

# SCHOOL OF ART PERSONNEL

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### **Leslie Gordon**

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### **Bill Rodgers**

Undergraduate Curriculum Coordinator  
Pre-College Director  
[brodgers@andrew.cmu.edu](mailto:brodgers@andrew.cmu.edu)

### **Wayne Savage**

Business Manager  
[ws2p@andrew.cmu.edu](mailto:ws2p@andrew.cmu.edu)

### **Wendy Willis**

MFA Program Assistant Director  
[wwillis@andrew.cmu.edu](mailto:wwillis@andrew.cmu.edu)

## **ART STAFF RESPONSIBILITIES**

2024-2025 Office Hours: 8:00 a.m. – 5:00 p.m.

### **JENNA BOYLES, DIGITAL & PHYSICAL COMPUTING TECHNICIAN**

Maintains and monitors the School of Art physical computing, 3D printing, and soft sculpture labs, as well as the laser cutters and CNC routers. Establishes and oversees safety protocols and training for use of these spaces. Schedules, trains, and supervises student monitors. Procures equipment and supplies.

### **MARK CATO, ASSISTANT HEAD OF ACADEMIC AFFAIRS**

Undergraduate academic advisor for BFA and BXA students in the School of Art. Faculty contact for students with academic performance problems and/or special circumstances (personal/academic). Approves changes in student status, independent study, internships, etc.

### **PHILLIP CROOK, MARKETING & COMMUNICATIONS MANAGER**

Oversees the creation and distribution of all internal and external communications for the School of Art. Oversees production and distribution of all printed promotional materials related to the school. Manages publication of the Weekly Newsletter, as well as all website and social media content. Photographs School of Art activities. Assists with marketing for Open Studios and the MFA Thesis and Senior Exhibitions.

### **LESLIE GORDON, ADMINISTRATIVE COORDINATOR**

School reception desk and administrative assistant to Head of School, Charlie White. Manages Head's calendar and assists head with communications and correspondences. Oversees School of Art calendar, coordinates staff and faculty meetings, and manages ad hoc reservations for CFA classrooms. Maintains and orders office supplies.

### **KELLIE HAMES, PRINT TECHNICIAN & DOHERTY HALL FACILITIES MANAGER**

Serves as key point person for facility-related issues within Doherty Hall areas occupied by the School of Art. Maintains and monitors intaglio, lithography, and serigraphy studios and related inventory. Assists students and faculty using printmaking facilities. Maintains and monitors the digital print studio and processes digital print requests. Oversees safety procedures for these areas. Manages scheduling for Doherty Hall critique space.

### **CAROL HERNANDEZ, FINANCIAL ASSISTANT**

Assists with School of Art financial transactions. Processes student, staff, and faculty expense reimbursements. Processes purchasing card transactions.

### **KENI JEFFERSON, UNDERGRADUATE ACTIVITIES COORDINATOR**

Provides School of Art and HUB forms, and waitlist and e-grades assistance to faculty. Distributes and monitors CFA undergraduate studio keys. Manages the reservation schedule for hallways, foyers, and Ellis Gallery. Coordinates School of Art events. Books figure drawing models. With the technical manager, manages studio lottery and selection.

**ELIZABETH KELLER, ASSOCIATE HEAD OF SCHOOL**

Assists the Head of School with staffing and structural oversight. Coordinates faculty and staff hiring. Coordinates faculty cases for reappointment, promotion, and tenure. Manages the School of Art Lecture Series and community outreach initiatives.

**BOB KOLLAR, TECHNICAL & FACILITIES MANAGER**

Provides technical support, maintains computers and other electronic media equipment and software, and maintains audiovisual equipment in classrooms. Distributes, monitors, and orders keys for CFA offices and classrooms. Administrates phone and data port activation. Manages Media Equipment Center, which loans equipment to members of the School of Art and College of Fine Arts. (Undergraduates may also borrow equipment from the IDeATe Lending Office in Hunt A29.) Oversees use of Chroma Key Studio, CFA 309. Oversees general upkeep, maintenance, and potential renovations of School of Art classrooms, studios, and offices. With the undergraduate activities coordinator, manages studio lottery and selection.

**SHEIKA LUGTU, DIRECTOR OF UNDERGRADUATE ADMISSIONS & ENROLLMENT**

Works with the Undergraduate Admissions Committee and affiliated faculty and staff on all undergraduate admissions-related issues including recruiting, marketing, admissions, outreach, and events. Meets with prospective undergraduate students, parents, and transfer students.

**MICHAEL MUELHAUPT, SCULPTURE TECHNICIAN**

Oversees 3D fabrication facilities including woodshop, metal shop, moldmaking, and ceramics. Responsible for instructing students, faculty, and staff in the proper and safe use of various tools and equipment, and oversees student and faculty projects. Hires and trains student workers. Procures equipment and supplies.

**BILL RODGERS, PRE-COLLEGE DIRECTOR**

Oversees numerous aspects of the school's curricular planning, scheduling, and implementation. Handles the incoming and forthcoming adjunct community: solicit, hire, and onboard. Supports student transition and retention efforts. Responsible for the direction, operation, supervision, and development of the Pre-College Summer Program in the School of Art. Hires and oversees instructors and teaching assistants for Pre-College.

**WAYNE SAVAGE, BUSINESS MANAGER**

Manages School of Art budgets, payroll, and financials. Manages personnel and human resources matters. Manages graduate student funding. Posts art materials charges to student accounts.

**WENDY WILLIS, MFA PROGRAM ASSISTANT DIRECTOR**

Works directly with MFA Program Director, affiliated faculty, and students on all graduate program-related issues including admissions and prospective student engagement, student enrollment, course registration, studio visit scheduling, special events, and the grad lecture series. Assists in the coordination of graduate reviews, assistantships, and advisors. Reserves rooms on the third floor of Hall of the Arts for School of Art use.

# SCHOOL OF ART COMMUNICATIONS

## SCHOOL OF ART NEWSLETTER & OTHER ANNOUNCEMENTS

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

If you have news or an event you would like distributed through the newsletter or posted on the School of Art website, please send brief information (a short paragraph), an image, and a link (if applicable) to the director of marketing and communications, Phillip Crook, via email at [pcrook@andrew.cmu.edu](mailto:pcrook@andrew.cmu.edu) by Friday at noon for news posted the following week. To keep email communication to a minimum, all news must be submitted for the newsletter, rather than distributed through individual emails.

The director of marketing and communications will also forward opportunities—such as internships, residencies, and calls for artwork—to the appropriate groups. If you receive an opportunity that would be of interest to others in the School of Art community, please forward it to [pcrook@andrew.cmu.edu](mailto:pcrook@andrew.cmu.edu) for distribution.

## SCHOOL OF ART EVENTS

The School of Art maintains current listings for all events relating to the school, students, faculty, and staff at [www.art.cmu.edu/events](http://www.art.cmu.edu/events). To have your event added to the listings, please email Phillip Crook, the director of marketing and communications, at [pcrook@andrew.cmu.edu](mailto:pcrook@andrew.cmu.edu) with details for your event and a good quality image.

## EMAIL

All faculty, staff, and students are given CMU email addresses, which they are expected to use for all school-related matters. Students should use their CMU email addresses for School of Art communications, and not their personal email addresses.

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

## **INFORMATION KIOSK**

A kiosk of pertinent information and paperwork is located outside the art office, including semester schedules and exhibition space request forms. A screen is also located outside the office that features School of Art-related events.

## **SCHOOL OF ART MAILBOXES**

All School of Art faculty and staff have individual mailboxes located in the art office lounge, CFA 300. Students wishing to put anything in these mailboxes may give the items to the administrative coordinator.

## **SOCIAL MEDIA**

Students and faculty are encouraged to follow the School of Art's Instagram page: [@cmuschoolofart](https://www.instagram.com/cmuschoolofart). The School is also happy to consider student contributions to the Instagram account. Please contact the director of marketing and communications for more information.

# SCHOOL OF ART RESOURCES & INFORMATION

## ART AWARDS

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

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

The awards are announced via email. After the awards are announced, an awards exhibition is organized in CFA's third-floor foyers, hallways, and Ellis Gallery.

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

## AWARDS

- **Four First Year Awards**
- **Four Sophomore Awards**
- **Four Junior Awards**, including one Marjory Glassburn Francis Award for a woman working in painting, printmaking, or sculpture.
- **Four Senior Awards**, including one Marjory Glassburn Francis Award for a woman working in painting, printmaking, or sculpture, and the Dara Birnbaum Senior Award.

Graduate and undergraduate students may also apply for the following awards:

## INTERDISCIPLINARY AWARD

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

## C.G. DOUGLAS "WRONG WAY" CORRIGAN TRAVEL FELLOWSHIP

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

## **ART-SPECIFIC EMPLOYMENT**

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

### School of Art

- Student Ambassadors
- Doherty Hall Shop Monitors
- Equipment Lending Assistants

### Miller Gallery

- Gallery Attendants
- Installation/Event Assistants

### The Frame Gallery

- Co-directors
- Business Manager
- Communications Manager

## **COMPUTER LABS**

There are many computer labs across campus. The most convenient labs for art students are the CFA Multimedia Studio on the third floor of CFA, Hunt Lower Level, and Cyert 100A. Hours and staffing vary throughout the year.

More information can be found at

<https://www.cmu.edu/computing/services/teach-learn/tes/computer-labs/index.html>

## **DIGITAL PRINT STUDIO**

The Digital Print Studio provides digital imaging services support with specific focus on large format printing and scanning. To learn more about the Digital Print Studio, view available equipment, or upload a print request, visit [www.art.cmu.edu/facilities/2d/](http://www.art.cmu.edu/facilities/2d/). More information is also available on page 33 of this handbook.

## **GALLERIES**

### THE FRAME GALLERY

The Frame Gallery is a student-operated gallery located at the corner of Forbes Avenue and Margaret Morrison Street and hosts weekly student exhibitions. Exhibitors are responsible for all of their Frame expenses, including reception and publicity costs. To contact the gallery leadership with questions, please email them at [theframegallery@gmail.com](mailto:theframegallery@gmail.com). Opportunities are also published on The Frame's Instagram account, [@theframegallerycmu](https://www.instagram.com/theframegallerycmu).

## MILLER INSTITUTE OF CONTEMPORARY ART

The Miller ICA is Carnegie Mellon University's contemporary art gallery. It supports experimentation that expands notions of art and culture, providing a forum for conversations about creativity and innovation. The Miller ICA, located in the Purnell Center, hosts rotating temporary exhibitions of contemporary, national, and international interdisciplinary artwork, along with the yearly MFA thesis exhibition and senior exhibition.

More information is available at [miller-ica.cmu.edu/](https://miller-ica.cmu.edu/). The Miller ICA will become ICA Pittsburgh when it moves to the Richard King Mellon Hall of Sciences in 2027. For more information, view the announcement here:

<https://miller-ica.cmu.edu/varia/miller-ica-to-become-ica-pittsburgh--designs-unveiled>

## GRANTS & PROJECT FUNDING

A number of opportunities are available for School of Art students who seek funding to support projects and related expenses. Below are options that are relevant to art students. For more information about grants and project funding through the university, see the section on the [Office of Undergraduate Research & Scholar Development](#) under University Resources on page 14 of this handbook.

### FRANK-RATCHYE FURTHER FUND

Administered through the Frank-Ratchye STUDIO for Creative Inquiry, this fund supports the creation of innovative artworks by faculty, students, and staff at CMU. The fund supports projects over \$500 through a regular grant program, which requires interested parties to apply during specific times. The fund also supports projects of \$500 or less through its microgrants, which are administered on a rolling basis. For questions about student project funding through the STUDIO, please contact Harrison Apple at [happle@andrew.cmu.edu](mailto:happle@andrew.cmu.edu), or find more information at <https://studioforcreativeinquiry.org/frfaf-overview>.

### OUTSIDE GRANTS AND FUNDING

The director of marketing and communications may share information about funding, exhibition, and publishing opportunities as appropriate.

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

Additionally, the Associated Artists of Pittsburgh maintains an ongoing listing of artist opportunities at [www.aapgh.org/artist-opportunities](http://www.aapgh.org/artist-opportunities).

## LIBRARY RESOURCES

Hunt Library is one of three libraries comprising the Carnegie Mellon University Libraries and supports research for the arts, humanities, and social sciences. The fourth floor is home to

Special Collections, and it is generally home to fine arts collections including art, architecture, drama, music, and design. These collections are managed by librarians and staff who specialize in these academic areas. Hunt Library also houses the IDeATe program.

Please note that most of the artists' book collection is temporarily stored off site. Contact Jill Chisnell for more information about collection access.

The Media Collection includes video/DVD collections and video streaming services. The collection and viewing facilities are located on the second floor of Hunt Library. For more information and assistance accessing film and video materials, contact Lauren Calloway at [laurenca@andrew.cmu.edu](mailto:laurenca@andrew.cmu.edu) or at (412) 268-5727.

Students are encouraged to request research help at Hunt Library by contacting Jill Chisnell, the liaison librarian for the School of Art, at [jillianc@cmu.edu](mailto:jillianc@cmu.edu) or by calling (412) 268-6330.

## **PHOTOGRAPHY FACILITIES**

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

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

# COLLEGE OF FINE ARTS (CFA) FACILITIES

The third and fourth floors of the College of Fine Arts (CFA) building are home to the School of Art main office, staff offices, faculty offices, undergraduate studios, classroom studios such as drawing, painting, and media studios, exhibition spaces such as the Ellis Gallery, and the equipment lending center. The College of Fine Arts computer labs are also located on the third floor.

For most CFA classroom studio spaces, students who are enrolled in classes that meet in those spaces will be granted key card access by Bob Kollar. Students may access these spaces at any time, when the space is not booked for a class meeting or otherwise reserved. In addition, students, staff, and faculty may reserve CFA spaces on an ad hoc basis by contacting Leslie Gordon at [leslieg@andrew.cmu.edu](mailto:leslieg@andrew.cmu.edu).

## CFA STAFF FACILITIES CONTACT

Bob Kollar, Technical & Facilities Manager

[kollar@cmu.edu](mailto:kollar@cmu.edu)

(412) 268-5999

## CLASSROOM STUDIO SPACES

### MEDIA PRESENTATION STUDIOS (CFA 303 & 307)

The Media Presentation Studios are regularly scheduled for classes and are also available to faculty and staff to reserve for special events. These rooms are equipped for projection and presentations and are typically used for Electronic and Time-Based Media (ETB) classes. Students may use these spaces only with faculty supervision; access for these studios are not granted to students. Staff and faculty may check availability and reserve these spaces through Leslie Gordon ([leslieg@andrew.cmu.edu](mailto:leslieg@andrew.cmu.edu)).

### PAINTING STUDIO (CFA 304)

Foundations, intermediate, and advanced painting classes are taught in the third-floor painting studio. This studio is equipped with easels, stools, wheeled palette tables and drawers, palette shelves, a model stand, lockers for storage of materials, racks for storage of paintings, and closets for still life materials and studio lamps. This room is also equipped with a ventilation system, exhaust fan, brush-washing machine, and receptacles for solvent and paint waste.

### DRAWING STUDIOS (CFA 308 & 313)

Drawing courses are taught in two different classrooms with natural light. They are equipped with drawing tables, drawing horses, easels, and blackout shades for controlled lighting or projection. Classroom closets store communal tools and materials, still life props, anatomical skeleton models, and studio lamps. Metal lateral file cabinets store artworks on paper.

## THE LOGE (4th-floor special use facility)

The Loge is a large open space available for class meetings or special functions, such as meetings, presentations, reviews, and critiques.

## EXHIBITION SPACES

### CFA ELLIS GALLERY

The Ellis Gallery, located on the north end of the third floor hallway in CFA, is a secure space for installations and exhibitions. Students are encouraged to write proposals for one-week exhibitions. Ellis Gallery proposal forms are located outside the CFA third-floor Art office.

Exhibition schedules are managed by Keni Jefferson; for questions about submitting proposals and scheduling exhibitions, please contact her at [kjefferson@cmu.edu](mailto:kjefferson@cmu.edu) or stop by the Art office to speak with her.

### CFA HALLWAYS

Students' classwork is scheduled to be displayed in the CFA third-floor foyers and central hallway. Exhibitions rotate on a weekly basis through the semester. Students can make ad hoc reservations based on venue availability. Proposal forms are located outside the CFA third floor Art office. These exhibition schedules are managed by Keni Jefferson ([kjefferson@cmu.edu](mailto:kjefferson@cmu.edu)).

## MEDIA FACILITIES

### MEDIA EQUIPMENT CENTER (CFA 307A)

The School of Art Media Equipment Center (MEC) offers a lending collection of electronic media equipment that is available exclusively to members of the School of Art. With support from the College of Fine Arts Dean's Office, an additional collection of equipment is available to all members of the College of Fine Arts.

These collections include DSLR and video cameras, lenses, tripods, audio recording and playback devices, lighting, video displays and projectors, computers and accessories, and other items supporting the Electronic and Time-Based Media (ETB) curriculum, as well as student installations, exhibitions, and documentation. Access to higher-end items may be limited to students who have received training in EMS courses or who have otherwise demonstrated the proficiency and responsibility required to properly utilize advanced-level equipment.

The MEC utilizes Connect2 equipment checkout, scheduling, and reservations software, which allows students to view equipment availability and schedule reservations online at <https://cmuart.getconnect2.com>. An Andrew ID and password are required to access this site. The checkout policy and hours of operation are posted on the homepage of the MEC's Connect2 website.

For further information about the access and availability of the School's equipment collection, please visit the MEC in person, call (412) 268-2424 or email [lending@cmu.edu](mailto:lending@cmu.edu).

### CHROMA KEY STUDIO (CFA 309)

This is a dedicated workspace for video and stop-motion animation projects. It is used by Electronic and Time-Based Media (ETB) classes and can be reserved during off hours on an individual basis. Access is limited to art students and students currently enrolled in art courses. Contact [lending@cmu.edu](mailto:lending@cmu.edu) to reserve.

### MULTIMEDIA STUDIO COMPUTER LABS (CFA 317, 318, 321, and 323)

The CFA Multimedia Studio is a suite of public computer labs managed by Computing Services, tailored to support the Electronic and Time-Based Media (ETB) curriculum and fine arts multimedia creation in general. Flatbed scanners, drawing tablets, a sound recording booth, and a collection of multimedia software are installed in the labs. CFA 317 (Windows PCs) and 318 (Macs) are available for drop-in use 24/7 unless otherwise reserved, such as for classes.

Computer Lab Operators are available Monday through Thursday, 8:30 a.m. to 10:00 p.m.; Fridays from 8:30 a.m. to 6:00 p.m.; and Saturdays from 12:00 p.m. to 8:00 p.m. More information about the CFA Multimedia Studio and other public computer labs on campus can be found at <https://www.cmu.edu/computing/services/teach-learn/tes/computer-labs/index.html>.

## STUDENT STUDIOS & LOCKERS

### STUDIOS & STUDIO LOTTERY

Individual and communal studio spaces on the fourth floor of CFA and the B level of Doherty Hall are assigned to BFA and BXA juniors and seniors by lottery at the beginning of each academic year. First-year and sophomore students are not eligible for individual studio spaces. Students must sign a contract agreeing to policies relating to the use of the studios; the policies are outlined in the contract and available at <https://www.google.com/url?q=https://art.cmu.edu/wp-content/uploads/2023/05/studio-space-policy-f23.pdf&sa=D&source=docs&ust=1692216887132570&usg=AOvVaw0FYviScdnv-yvWhKbwWLo>.

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

Where communal spaces are available, students may participate in the lottery as a group. If all participants agree to this process, a group designee draws one number for the group. After all groups have chosen their studios, they exit the lottery and the individual lottery proceeds. Juniors can expect to share studio spaces and should approach the lottery with plans for double or triple occupancy. Students who do not need a studio space should not participate in the lottery; the school operates with a “use it or lose it policy,” and students who receive studio spaces but leave them unused may be asked to forfeit their studios. If a student is unable to

attend the lottery, they may designate another student to represent them. Please contact Bob Kollar at [kollar@cmu.edu](mailto:kollar@cmu.edu) for further details.

#### STUDENT LOCKERS

Lockers in CFA are available on a first come, first served basis for first-year and sophomore art students. Students must provide their own locks, and lockers must be labeled with the student's name and Andrew ID; unlabeled lockers may have their locks cut and contents discarded. Storage of hazardous or flammable materials in lockers is prohibited. All lockers must be emptied at the end of the academic year. The School of Art is not responsible for items left behind after Commencement. Please contact [art-facilities@cmu.edu](mailto:art-facilities@cmu.edu) for further details.

## DOHERTY HALL (DH) FACILITIES

Doherty Hall (DH) facilities on B, C, and D levels consist of the First-Year Classroom, Print Media Studios, Digital Print Studio, Ceramic Studios, Moldmaking Studios, Soft Sculpture Lab, 3D Printing and Computer Lab, CNC Router, Laser Cutter, Physical Computing Lab, Wood Shop, Metal Shop, Spray Booth, and various multi-use classrooms. Doherty Hall also houses faculty, staff, and undergraduate (junior and senior) studio spaces.

### DH STAFF CONTACTS

Kellie Hames, Print Technician & Doherty Hall Facilities Manager

[khames@cmu.edu](mailto:khames@cmu.edu)

DH C311, 412-268-6678

Print Media and Digital Print Studio

Jenna Boyles, Digital and Physical Computing Technician

[jboyles@andrew.cmu.edu](mailto:jboyles@andrew.cmu.edu)

DH C312, 412-268-2203

Physical Computing Lab, 3D Printing and Computer Lab, Soft Sculpture, Laser Cutters, CNC Router

Michael Muelhaupt, Sculpture Technician

[mmuelhau@andrew.cmu.edu](mailto:mmuelhau@andrew.cmu.edu)

DH C313, 412-268-5984

Wood Shop, Metal Shop, Moldmaking, Ceramics

## PRINT MEDIA STUDIOS

### SERIGRAPHY (DH C300)

The serigraphy shop is outfitted with five vacuum tables, two large stainless steel tables, a custom fabric table for printing yardage, and numerous communal shop screens for use by enrolled students. A separate area attached to the main room houses a large washout sink and power washers for reclaiming screens, and a darkroom down the hall allows for coating, storage, and exposure on a large vacuum exposure unit in safe-light conditions.

Students requesting a key for the Serigraphy shop and darkroom (DH C300, C300A, C301) who are NOT enrolled in any print media course will be charged a fee of \$50.00 to cover the use of facilities, communal studio materials, and possible flat file storage. Slots are limited and given based on availability and seniority. Students must have completed Introduction to Print Media (or another advanced Print Media course) before requesting non-enrolled access to the shop.

### INTAGLIO & LITHOGRAPHY (DH C301)

The intaglio shop contains two etching presses, a separate room for acid baths with ventilation, a plate cutter/shearer, numerous brayers and flat files, a large water bath, and a vacuum

plate-maker. The lithography shop provides access to over 150 lithographic stones of variable sizes, two lithographic presses, a large graining sink, and a ventilation arm station for processing plates and stones. Aluminum plate, photo plate, and pronto plate lithography are also supported. Additionally, a small section of the room is dedicated to book arts, with a small book press, a perfect binder machine, a large guillotine cutter, and various small tools, supplies and equipment for creating handmade books.

#### DIGITAL PRINT STUDIO (DH C308)

The Digital Print Studio provides digital imaging services support with specific focus on large format printing and scanning. The Studio aims to provide the best possible scanning and digital print to School of Art students, faculty, and staff. Non-major students taking classes within the School of Art may request prints related to the particular class they are taking. Access to the studio and its equipment is restricted.

Individuals requesting large format prints are responsible for all printing charges involved in producing the desired product, including test prints. Prints are completed within two working days, and patrons are notified via email when a job is complete. Payment is due at the time of pick up. Self-service printing on the acetate and Risograph printer must be logged after each use and individuals will be billed at the end of the semester for these charges. Flatbed and slide scanners are self-service and free to use.

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

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

### **DIGITAL & 3D FABRICATION FACILITIES**

These spaces are dedicated to research, pedagogy, and the intersection of digital and physical media and techniques. Part of the Sculpture, Installation, & Site-Work (SIS) area, these spaces include traditional sculpture fabrication facilities including Ceramics, Wood Shop, Metal Shop, and Moldmaking, as well as digital and physical computing facilities including the Physical Computing classroom, CNC router, Laser Cutter Lab, 3D Printing and Computer Lab, and Soft Sculpture Lab.

#### CERAMICS (DH B301)

The Ceramics studios support both wheel-thrown and hand-built clay projects. The studios are equipped with a new 30 cu. Ft. Electric Olympic front loader kiln, 21 cu. Ft. L & L electric kiln, 9 cu. Ft. Skutt electric kiln, and 9 cu. Ft. L & L electric kiln, all fully computerized; 14 electric

pottery wheels (2 Brent CXC, 14 Shimpo Nidac Whisper VL), Brent slab roller, and Brent extruder.

#### WOOD SHOP (DH C202)

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

#### METAL SHOP (DH D200A)

The Metal Shop is equipped with a hydraulic shear/punch, upright bandsaw, horizontal bandsaw, a spot welder, two MIG welders, an ESAB Rebel MIG/TIG welder, plasma cutter, Jet milling machine/drill press, metal bending hand brake, Di-Acro bender, 20" disc sander, tubing rollers, planishing hammer, and hand grinders.

#### MOLDMAKING & CASTING (DH B303 & B306)

The Moldmaking and Casting facility is a multi-purpose lab created to house a wide variety of both cold and hot moldmaking and casting processes. The lab is equipped with general supplies for molding and casting with plaster; wax; a variety of silicones, plastics, and rubbers; paper clay; and additional materials. Students or instructors should plan to supply these raw materials and others needed for their projects (including colorants and release materials), as these materials are not necessarily supplied on demand in this lab. Equipment in the lab includes small mold walls, clamps, personal protective equipment, drills, mixing attachments, scales, measuring cups, buckets, sieves, pressure pot, and vacuum chamber. Additional equipment in B306 includes oxyacetylene torches, forming tools, and small burnout kiln.

#### SOFT SCULPTURE LAB (DH B307)

Students in the School of Art have access to sewing machines, hand tools for various fiber art techniques and a non-circulating library of books on craft, sculpture, fashion, wearables, and electronic textiles. Students gain access through class enrollment or upon completing a general authorization offered at the beginning of each semester. Special authorization is needed for the industrial sewing machine, serger, tufting guns, and digital embroidery machine.

#### PHYSICAL COMPUTING CLASSROOM (DH B305)

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

#### 3D PRINTING & PC LAB (DH B308)

The computer lab located on B Level is outfitted with PCs equipped with CAD, computer graphics, and slicing software including but not limited to Rhino, Blender, Cura and Inkscape. Also housed in the lab are an array of FDM 3D printers capable of PLA printing, which can be

reserved for use during monitors by School of Art students who have received training. Resin printers capable of stereolithography printing are only accessible to students enrolled in an SIS class.

#### **LASER CUTTERS (DH C316)**

The School of Art laser lab contains a 50 watt Epilog Fusion Pro laser cutter/engraver with a maximum bed size of 30"x20" and an 80 watt Boss laser cutter/engraver with a maximum bed size of 48"x36." These CO2 lasers are capable of cutting and etching acrylic plastic, hard and softwoods, plywoods, masonite, cardboards, papers, and leather.

#### **CNC ROUTER (DH D200B)**

School of Art students have access to a 4'x4' CNT Motion CNC Router with 11 piece auto change tool library, vacuum table, dedicated computer control station and 3 axis capabilities. This CNC router is capable of cutting materials such as foam, MDF, and a variety of hard and softwoods.

#### **FABRICATION SPACE (DH D200)**

D200 is a large flexible SIS classroom and mixed-material fabrication space. It includes materials and tools to support a variety of work adjacent to the Metal Shop, Wood Shop, and plenty of tables and ventilation for other sculpture fabrication.

To learn more about Digital Fabrication and Physical Computing, view available equipment, or make a reservation, visit <https://art.cmu.edu/facilities/3d/>.

### **FIRST-YEAR STUDIO (DH B309)**

The newly remodeled, multi-functional First-Year Studio serves as a studio space, instructional facility, and informal community gathering point exclusively for first-year students. The 2,800-square-foot space includes a large main floor, lofted area for students to gather, and an enclosed room specifically for critique and green screen filming. Students have 24/7 access to the room their first year.

Personal items and projects must be stored on either the storage shelves located on the main floor, in the flat files, or in the student's personal locker. All items and work should be properly labeled. The communal lofted space should be kept clean and tidy. Students are not allowed to have permanent residence in the space, and are not allowed onto the roof for any reason. If students use chairs or tables after classroom hours, they must be folded up and put away when finished.

First-year students can access the room 24/7 using their student ID cards. Card swipe access ends the day of final clean up in the spring semester. Any personal belongings must be removed before this deadline.

## **OTHER DOHERTY HALL FACILITIES**

### **MILLER MEETING ROOM (DH B304)**

The Miller Meeting room was made possible by alumna Regina Gouger Miller (A'59) and is a place for small class meetings, screenings, and critiques. A large table and couch, large monitor, video projector, and sound system also allow for some media presentation for instructional or entertainment purposes. Entry codes are changed periodically; art students may obtain them from Kellie Hames ([khames@cmu.edu](mailto:khames@cmu.edu)). Students and faculty are responsible for cleaning up after themselves after each use of the room. The refrigerator is for temporary food storage only and emptied regularly.

### **DOHERTY UNDERGRADUATE STUDIOS (DH B310, B311, MB311) & LOCKERS**

A number of undergraduate studios are located on the B level of Doherty Hall, and student lockers are located in the C-level hallway and outside of the print studios. Please see pages 30-31 for more information about undergraduate studios and lockers.

### **PROJECT STORAGE**

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

### **CRITIQUE SPACE (DH C316)**

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

### **SPRAY BOOTH (DH D LEVEL)**

The D-level houses a large walk-in spray booth intended to accommodate all painting, staining, and finishing with water- or oil-based materials or solvents. The spray booth is equipped with a large ventilation system that must be manually turned on by the user. Users must not spray directly into the filters or the surrounding enclosure. Graffiti in the booth and on the loading dock is prohibited.

### **EXHIBITION SPACES**

Two spaces in Doherty Hall are available for small installations which are usually limited to one week long. One space is adjacent to the Physical Computing Lab (DH B305) and is typically used for exhibiting physical computing artworks; it can be reserved using a QR code located at the space. The other display space is outside B314 and can be reserved by emailing Kellie Hames ([khames@cmu.edu](mailto:khames@cmu.edu)).

# SCHOOL OF ART FACILITIES-RELATED POLICIES

## FACILITIES CONTACTS

School of Art facilities general contact: [art-facilities@cmu.edu](mailto:art-facilities@cmu.edu)

CFA Facilities Manager: Bob Kollar, [kollar@cmu.edu](mailto:kollar@cmu.edu)

Doherty Hall Facilities Manager: Kellie Hames, [khames@cmu.edu](mailto:khames@cmu.edu)

## DAMAGE TO UNIVERSITY PROPERTY

Per university policy, students are responsible for properly using and maintaining all Carnegie Mellon property assigned to their use. If any CMU or School of Art property assigned to a student is damaged or defaced through negligence or misuse, the student will be charged the cost of restoring it. School of Art equipment is to be used only by students who have received direct permission of faculty or staff responsible for the equipment; this includes keys to School of Art spaces and equipment loaned through the Media Equipment Center.

## REPAIR & MAINTENANCE

If students notice the need for repairs in School of Art facilities – such as electrical, plumbing, or carpentry issues – please notify [art-facilities@cmu.edu](mailto:art-facilities@cmu.edu).

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

## STUDIO & CLASSROOM MAINTENANCE

Studios and classrooms are shared by multiple classes. Students and faculty should act responsibly and clean up at the end of each class. Recycling bins for paper, glass, and plastics are located throughout School of Art facilities.

Trash is removed nightly from bins in the school's facilities. Materials and student work may be considered trash and discarded if not labeled and stored properly: work should be labeled with students' and instructors' names and stored in designated areas; art materials should be returned to the appropriate storage areas.

CFA 304 is the only classroom that may be used as a painting studio; drawing studios and other classrooms may not be used for painting.

## PERSONAL PROPERTY & RENTERS INSURANCE

The university insurance policy does not cover any personal property for faculty, staff, or students that may be damaged or stolen from classrooms or studio spaces.

It is strongly recommended that students obtain renters or student personal property insurance from an outside insurance agency for coverage against loss of personal property. An example of this insurance is the Student Personal Property Plan offered through National Student Services, Inc.

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

## **ENVIRONMENTAL HEALTH & SAFETY**

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

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

### **NO SMOKING**

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

### **NOXIOUS FUMES**

Indoor use of aerosol sprays (paint, fixatives, adhesives, etc.) is prohibited within School of Art facilities. Students must either spray outdoors away from any building air intakes, using a drop cloth or other material to protect sidewalks and vegetation from overspray, or use the spray booth provided in Doherty Hall outside the D200 fabrication space. All paints, solvents, cements, and other flammable or hazardous chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in the yellow safety cabinets provided. Whenever possible, non-toxic materials should be used.

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

## ACCESS TO ART BUILDINGS & FACILITIES

All classrooms, studios, and facilities require key or card-swipe access at all times and must remain locked when not in use. Students who have signed out CFA or Doherty keys are allowed 24-hour access to their studios and most classrooms (outside of scheduled class periods and other times when the rooms may be reserved). Scheduled class times are posted next to each classroom door.

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

Some facilities in Doherty Hall are open and accessible to undergraduates only when a monitor or staff technician is present. These spaces include: Digital Print Studio and Traditional Print Media Studios, Ceramics (for non-majors), Moldmaking (back work area), Wood Shop, Metal Shop, CNC Router, and Laser Cutters.

- The CNC and Laser Cutters require reservations during monitored hours. Students may make reservations at [http://www.supersaas.com/schedule/SchoolofArt/CNC\\_Router&Laser\\_Cutters](http://www.supersaas.com/schedule/SchoolofArt/CNC_Router&Laser_Cutters)
- Monitor hours will be posted onsite and online at [art.cmu.edu/facilities/shop-calendars](http://art.cmu.edu/facilities/shop-calendars).

The School of Art office (CFA 300) is open during regular office hours, Monday through Friday, 8:00 am to 5:00 pm.

## KEYS & CARD ACCESS

Keys and card access to School of Art spaces are issued to:

- Students currently enrolled in a class for which card access has been granted by the professor (such as the painting studio or drawing classrooms)
- Students who have special permission from an instructor
- Monitors who have been hired for the current semester and have completed training
- Juniors and seniors who have participated in the Studio Lottery and signed the Studio Space Agreement

To obtain studio keys, students must fill out a [Key Request Form](#) online. Studio keys are distributed by Keni Jefferson (CFA 300). Students may retrieve keys during normal business hours.

When obtaining keys for the first time, students will also receive a numbered key ID tag; these round tags are used to help identify the owner of a set of keys in the event that they are lost and returned to the main office.

All keys must be returned at the end of the semester unless otherwise stipulated when checking them out. Students must return CFA and Doherty keys directly to Keni Jefferson or to the key return box located outside the main Art office, next to the elevator. Students must fill out the provided envelope and seal their keys and ID tag inside before dropping them into the return box. Students who receive keys but do not return them by the deadline may incur a fee.

Most Doherty Hall spaces are now accessible via CMU ID cards; keys are no longer distributed for these spaces. Access to these spaces is managed by staff technicians and may be granted based on class enrollment, completed trainings, current student monitors, or other special permissions. For card-swipe access issues for the Doherty undergraduate studios, contact Kellie Hames ([khames@cmu.edu](mailto:khames@cmu.edu)). The Laser Cutter, CNC Router, and Metal Shop are among the few spaces that still require keys.

### SPECIAL PERMISSION ACCESS

- **Chroma Key Studio** (CFA 309): Contact [lending@cmu.edu](mailto:lending@cmu.edu) to reserve.
- **Ellis Gallery**: Access is managed by Keni Jefferson and may be reserved for installations by emailing her at [kjefferson@cmu.edu](mailto:kjefferson@cmu.edu).
- **Serigraphy studios and darkroom** (DH C300, C300A, C301): Students requesting access for these spaces who are NOT enrolled in a Print Media course will be charged a \$50.00 materials/equipment fee. This fee does not include the use of communal screens; screens must be provided by the student. Students must get permission and signature from the print technician, Kellie Hames ([khames@cmu.edu](mailto:khames@cmu.edu)), to obtain access. Space is limited and varies by semester. Students must have completed Introduction to Print Media or another advanced Print Media course before requesting non-enrolled access to the shop.

### PERSONAL RESPONSIBILITY OF STUDENTS

Students who are granted classroom keys and access are responsible for helping to maintain the security of these spaces. Do not give classroom or studio access to anyone. People who have permission to access spaces will have keys or card-swipe access. When leaving a classroom, turn off all equipment and lights, close any open windows, and be sure that you close and lock the door behind you.

### GENERAL POLICIES

The following rules apply to all School of Art facilities:

- Food and drink are strictly prohibited from art studios or other areas where hazardous chemicals are present. Food and beverages should not be stored in refrigerators used to chill hazardous chemicals or in glassware that is also used for hazardous chemicals. Hazardous or inappropriate materials should not be stored with food or in eating areas. Food storage areas such as cabinets, refrigerators, and freezers, must only contain

items intended for human consumption. Hazardous chemicals, biological specimens, or other materials with the potential to contaminate food or eating areas must be used or stored elsewhere.

- Smoking is not permitted in any School of Art building at any time.
- The presence of alcoholic beverages at social events (such as art openings) requires a special permit, an eligible Social Host, and security personnel. This must be arranged with the Undergraduate Activities Coordinator well in advance of the event. Otherwise, alcohol is prohibited.
- The use of illegal drugs in the School of Art is prohibited.
- Doors leading to the outsides of buildings may not be propped open when staff and/or faculty are not present. Doing so constitutes a serious breach of security and safety, especially after hours.

## **FABRICATION & FACILITY POLICIES**

### **COLLEGE OF FINE ARTS BUILDING**

The College of Fine Arts third and fourth floors are generally considered “clean” work spaces. The spaces in this building are appropriate for drawing and painting, though the only classroom where oil painting is permitted is the painting studio, CFA 304. No sculptural materials are to be used in CFA spaces, including the undergraduate studios. These sculptural materials include but are not limited to plaster, clay, spray paint, and aerosols; in addition, students may not engage in work such as cutting wood, mixing and cutting concrete, or creating large amounts of dust. Other materials prohibited in CFA spaces include resins and other materials with strong odors. To use these materials and processes, students must use the appropriate fabrication facilities in Doherty Hall.

### **PROJECT CONSULTATION**

School of Art technicians are available by appointment to consult on technical, material, and fabrication-based needs. This personnel includes Michael Muelhaupt, 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, at which point a technician may request that a student seek resources outside the school or university.

## SHOP ACCESS POLICY

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

Doherty Hall shops are open to student use during staff or monitor hours. Monitor schedules are posted at the entry of each shop and online at [art.cmu.edu/facilities/shop-calendars](http://art.cmu.edu/facilities/shop-calendars). Some general classrooms are accessible 24/7 to students enrolled in a class that utilizes the space.

## SAFETY RULES

Students using Doherty Hall fabrication facilities must adhere to each shop's specific safety policies; policies are posted in each shop. Never work alone; a supervisor, monitor or trained partner must be present at all times. Training and approval are required to operate any power equipment. Appropriate protective equipment must be worn at all times. If equipment does not appear to be operating normally, report the issue immediately to shop staff.

## SHOP TRAINING REQUIREMENTS

All students must take shop safety training to ensure personal safety and the safety of others working around them. Area specific safety training will be conducted by School of Art faculty and/or staff. Training must be completed before students can access the Wood Shop, Metal Shop, Moldmaking, Ceramics, CNC router, Laser Cutters, 3D Printing, Soft Sculpture, and Print Media Studios. Students who have not completed safety training are not allowed to use the shops under any circumstances. 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.

## BIORAFT SAFETY TRAINING REQUIREMENTS

CMU Environmental Health & Safety requires that all students who work in university labs and fabrication shop facilities must complete a series of online courses that introduce best practices and safety guidelines. This training software, known as BioRAFT, is available online at [www.cmu.edu/ehs/BioRAFT/](http://www.cmu.edu/ehs/BioRAFT/). Each lab or studio will require its own training or set of trainings. These are in addition to any in-person training from the technician or faculty member. Students must complete all BioRAFT training requirements before gaining access to the facilities or equipment.

## GENERAL SHOP POLICIES

**Attire:** Before beginning work, students must secure loose clothing including ties, scarves, and loose sleeves, and remove jewelry including rings, necklaces, bracelets, lanyards, and watches. Long hair, including long beards, must be pulled back and contained so it cannot come in contact with machinery.

**Safe machine use:** Students must adhere to all posted shop rules and use machines only as intended. Attend all running machines and never leave a machine unattended. Do not distract others or engage in horseplay. Never work impaired; students must be alert at all times and not

under the influence of drugs or alcohol or visibly sleep deprived. Notify shop staff if you have any limitations that could impair your ability to work safely, such as illness, seizures, or medications. All injuries and accidents must be reported to the shop supervisor. Stop any person you see working unsafely if it is safe to interrupt them; report continued unsafe practices to the shop staff. Supervisors and monitors have full authority to prohibit shop or tool access and/or use at any time.

**Other:** Aisles, exits, and access to emergency equipment must be kept clear at all times. Food and drink are permitted in designated areas only. Personal electronic devices such as cellphones and earbuds must not be used while working at any machine. Loud music is prohibited.

Any observed failure to adhere to the rules may result in forfeiture of access to any facility at any time at the discretion of School of Art staff.

#### WOOD SHOP TOOLROOM CHECKOUT POLICIES

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

- Faculty: 48 hours
- Graduate students: 48 hours
- Undergraduate students: 24 hours
- Students must sign out tools from a technician, monitor, or faculty.
- Tool room lending is available Monday through Friday 9:00 am to 5:00 pm by contacting Michael Muelhaupt or during woodshop monitor hours.
- If the tool(s) are not returned after a period of one week, the borrower will be charged the full replacement cost of the tool(s).

#### END-OF-SEMESTER CLEAN UP

Students are responsible for removing all personal belongings and projects before the posted end of semester clean up date each semester. This includes work stored in classrooms, communal storage areas, First Year Studio (B309) and lockers. Work left after the clean up deadline will be considered abandoned and thrown away, and any student who leaves considerable work for the clean up crew to throw away may face penalties including limited access the following semester. Undergraduate studio spaces will have a separate clean out deadline at the end of the Spring semester.

#### SOLVENTS & SOLVENT CLEANUP

A variety of solvents are used in painting and printmaking. Students who work in oil-based painting and printmaking, whether in their own studios, the painting studio, print studios, or wood shop should know the guidelines outlined below.

Isopar-L, Gamsol, Sansodor, and other low-odor mineral spirits are the only acceptable solvents for use in the painting facilities. All solvents must be in properly labeled, airtight containers.. Brush washer stations are located throughout CFA and Doherty Hall.

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

Thinners, solvents or oil-based paints should never be used in or near the sink areas which are for non-toxic water-based media use and cleanup only. All used paper towels or cloth rags must be put into safety cans or properly designated rag containers for disposal.

When a personal container of solvent is no longer usable, carefully pour the waste into one of the designated containers (2.5-gallon safety cans) labeled with yellow, red, and black hazardous waste stickers reading "Waste Paint Related Material." Wear appropriate safety equipment when transferring solvent, taking care to avoid spills. Designated containers are located within the painting studios and undergrad studio spaces.

Further information about safety practices surrounding the use and disposal of such materials is posted in the painting studio. Students are responsible for adhering to these rules.

## **SCHOOL OF ART INSTALLATION GUIDELINES**

When installing artwork in any School of Art spaces, such as for class critiques or exhibitions, please observe the following best practices.

**Exhibition guidelines & safety:** Do not exhibit on stairwell walls, landings, stairs, or in elevators. Do not put nails or holes in ceilings or floors. Do not paint ceilings, floors, or stairwells. Do not use spray paint, fixative, or spray-mount inside the building. Do not hang any objects from sprinkler pipes, ceiling cable trays, or electrical tracks. Do not use uncontained water, rice, marbles, or any other materials on floors that could cause a person to slip. Candles, fuel lamps, and any other open flames are prohibited. Do not leave exposed electrical wires. Extension cords must be entirely attached to the floor with tape. Do not leave light bulbs on indefinitely; doing so is a potential fire hazard. When using sound, use moderate to low volume or provide headphones when possible.

**Repair and cleanup:** Remove all nails, tacks, tape, and signage. Patch, sand, and paint display walls after removing installations. If furniture (benches, tables, chairs, etc.) has been moved, return it to its original location. In CFA, return pedestals to the storage closet on the south end of the long hallway (near the MEC); in Doherty Hall, return pedestals to the C316 critique space.

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

## STUDIO SPACE POLICY

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

Each student who is granted a studio space must sign the Studio Space Policy in order to gain access to a studio. The intention of these policies is for students, faculty, and staff to work toward ensuring that studio conditions are acceptable for individual students and the collective good. Students who violate these terms may forfeit studio privileges. The full studio policy is available at <https://art.cmu.edu/wp-content/uploads/2023/05/studio-space-policy-f23.pdf>.

### STUDIO SUPERVISION & RULES OF USE

Undergraduate studios are to be used for educational purposes only, and only by students in the School of Art or by students taking an art course, unless by special permission from the head of school. In CFA, a key is required for access to studio spaces, while Doherty studios have an access control reader at the entrance. To maintain security, studio doors should remain closed and locked at all times.

Officers of the University or staff of the College of Fine Arts or School of Art may inspect studios and any School of Art facility at any time. If there is evidence that a studio is not being used or is improperly used, it may be reassigned, or a student will be assigned to share it. In the event that unsafe conditions are found to exist in a studio, 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.

For health and safety reasons, FMS and Custodial Services must have access to studios at all times. Therefore, individual padlocks cannot be affixed to doors. Only School of Art and university locks and keys are permitted for studio doors. Students who must leave valuable items in their studios should physically secure those items or keep them in locked cabinets.

Students may only use the studio space assigned to them. Students may not take over a studio that appears unused. Students are expected to keep their belongings in check and to use their studio spaces in a responsible manner. Students may not move partitioned walls to change the size of the studio. All items furnished by the School of Art (flame-retardant curtains, easels, stools, tables and lockers) must be left in their respective studio spaces.

Studios must be vacated and returned to their original condition (notwithstanding reasonable wear and tear) by the studio clean-out deadline, typically the day after Commencement.

Students are not permitted to occupy a studio space or store materials in the studios over the summer, and any personal belongings remaining after the clean-out deadline will be recycled or discarded. Exceptions may be granted to:

- Students enrolled in summer studio art courses
- Students employed by the School of Art during the summer
- Recipients of university grants for summer art projects

In these cases, approval must be obtained from the Facilities Manager before the clean-out deadline ([art-facilities@cmu.edu](mailto:art-facilities@cmu.edu)).

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

Students graduating in December or studying abroad for the spring semester must clean their studio spaces by the last day of classes in the fall semester and contact [art-facilities@cmu.edu](mailto:art-facilities@cmu.edu) to schedule a final studio inspection.

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

# **BFA / BXA PROGRAMS**

## **BFA DEGREE REQUIREMENTS**

### LEARNING OBJECTIVES

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

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

The minimum number of units required for the degree is 384.

### I. FOUNDATION COURSES

In their first year of study, BFA-Art students take a total of six foundation studio courses, exploring a range of mediums and conceptual processes. These studios ensure that all students have an exploratory experience with all of the media resources of the school. They also serve as preparation for intermediate and advanced studio work.

In addition, the Art First-Year Seminar introduces students to facilities, faculty, staff, resources, and many opportunities accessible within the School of Art and the broader university. All first-year students take the seminar together, allowing students to build a strong community that will help them develop as artists during their time at CMU and beyond.

### II. INTERMEDIATE STUDIOS

Students take a minimum of six intermediate studio courses of their choosing in preparation for advanced studios in their junior and senior years. Intermediate studios will build on foundational knowledge and allow students to direct their studies to those mediums and topics most strongly of interest.

### III. ADVANCED STUDIOS

Students take a minimum of six advanced studio elective courses in their junior and senior years. These courses address specialized studio work in one of the four artistic concentration areas in the school, which are:

- Drawing, Painting, Print Media, and Photography (DP3)
- Sculpture, Installation, and Site Work (SIS)
- Electronic and Time-Based Media (ETB)

- Contextual Practice (CP)

In addition, students complete another six studio courses, which can be either intermediate or advanced studios. This allows for significant exploration and integration across mediums within the program.

A minimum of four courses must be taken in one of these concentration areas. One of the intermediate or advanced courses can be a studio-based course within the College of Fine Arts, IDeATe, or other programs.

#### IV. CRITICAL STUDIES COURSES

Students are introduced to critical studies in the spring of their first year with the course Foundations: Critical Studies. After the first year, students take four elective critical studies courses to broaden their knowledge and inform their studio practices. Critical Studies courses are discussion-based seminars examining theoretical texts in relation to periods of artistic practice. Readings will introduce students to the historical and critical background of the themes discussed in class and familiarize them with the varied methodologies and argumentative styles proper to art criticism, critical theory, and philosophy.

#### V. UNIVERSITY ACADEMIC COURSES

Ten academic courses outside of Art and Computing @ Carnegie Mellon are required.

##### First Year

In the first year of study, the student is expected to complete the following three requirements:

- Computing @ Carnegie Mellon (99-101)
- One First-Year Writing option
- One Global/Cultural Studies elective

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

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

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

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

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

## BFA CURRICULUM

Below is the recommended distribution of courses in the four-year B.F.A curriculum. After the first year, students may begin to choose studio and university electives.

### FIRST YEAR

Fall		Units
60-104	Foundations: Art First-Year Seminar	6
60-110	Foundations: Time-Based Media	10
60-131	Foundations: Sculpture	10
60-150	Foundations: Drawing	10
76-10X	First-Year Writing	9
99-101	Computing @ Carnegie Mellon	3
		<b>48</b>

Spring		Units
60-107	Foundations: Critical Studies	9
60-120	Foundations: Digital Media	10
60-135	Foundations: Expanded Media Sculpture	10
60-170	Foundations: Paint/Print	10
xx-xxx	Cultural/Global Studies elective	9
		<b>48</b>

### SECOND YEAR

Fall		Units
60-2xx	Intermediate Studio Elective	10
60-2xx	Intermediate Studio Elective	10

60-2xx	Intermediate Studio Elective	10
60-3xx	Critical Studies Elective	9
xx-xxx	Academic Elective	9
		<b>48</b>

Spring		Units
60-200	Sophomore Review	0
60-2xx	Intermediate Studio Elective	10
60-2xx	Intermediate Studio Elective	10
60-2xx	Intermediate Studio Elective	10
60-3xx	Critical Studies Elective	9
xx-xxx	Academic Elective	9
		<b>48</b>

### THIRD YEAR

Fall		Units
60-xxx	Intermediate or Advanced Studio Elective	10
60-xxx	Intermediate or Advanced Studio Elective	10
60-xxx	Intermediate or Advanced Studio Elective	10
60-3xx	Academic Art Elective	9
xx-xxx	Academic Elective	9
		<b>48</b>

Spring		Units
60-xxx	Intermediate or Advanced Studio Elective	10
60-xxx	Intermediate or Advanced Studio Elective	10
60-xxx	Intermediate or Advanced Studio Elective	10
60-3xx	Academic Art Elective	9

xx-xxx	Academic Elective	9
		<b>48</b>

#### FOURTH YEAR

Fall		Units
60-401	Senior Studio	10
60-4xx	Advanced Studio Elective	10
60-4xx	Advanced Studio Elective	10
xx-xxx	Academic Elective	9
xx-xxx	Academic Elective	9
		<b>48</b>

Spring		Units
60-400	Senior Review	0
60-402	Senior Studio	10
60-4xx	Advanced Studio Elective	10
60-4xx	Advanced Studio Elective	10
xx-xxx	Academic Elective	9
xx-xxx	Academic Elective	9
		<b>48</b>

### **BXA DEGREE REQUIREMENTS**

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

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

Art Concentration

(114 units minimum)

First-Year Seminar (1 course, 6 units)

60-104	Foundations: Art First-Year Seminar	6
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Foundation Studios (3 courses, 30 units)

Complete three courses:

60-110	Foundations: Time-Based Media	10
60-120	Foundations: Digital Media	10
60-131	Foundations: Sculpture	10
60-135	Foundations: Expanded Media Sculpture	10
60-150	Foundations: Drawing	10
60-170	Foundations: Paint/Print	10

Intermediate Studios (3 courses, 30 units)

Complete three courses:

60-2xx	Intermediate Studio Elective	10
60-2xx	Intermediate Studio Elective	10
60-2xx	Intermediate Studio Elective	10

Advanced Studios (3 courses, 30 units)

Students may take courses in any media area (ETB, SIS, CP, or DP3). They may take all courses in one media area if a focus is desired. With approval from the Art advisor, BXA students can take an additional intermediate studio in lieu of an advanced studio to increase breadth.

Complete three courses:

60-401/402	Senior Studio	10
60-403	Senior Critique Seminar	10
Advanced Electronic and Time-Based Media (ETB) (course numbers 60-410 through 60-429) *		10
Advanced Sculpture, Installation, and Site-Work (SIS) (course numbers 60-430 through 60-447) *		10
Advanced Contextual Practice (CP) (course numbers 60-448 through 60-449) *		10
Advanced Drawing, Painting, Print Media, and Photography (DP3) (course numbers 60-450 through 60-498) *		10
60-499	Studio Independent Study (one only)	10

\* Courses offered intermittently; speak with a BXA advisor to determine course availability.

Critical Studies (2 courses, 18 units)

60-107	Foundations: Critical Studies – Spring	9
60-3xx	Critical Studies Elective	9

Review Requirement (1 required review, 0 units)

A Sophomore Review is required at the end of sophomore year. Reviews are pass/fail only.

60-200	Sophomore Review – Spring	0
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## **BFA & BXA REVIEWS**

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

### **SOPHOMORE REVIEW**

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

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

Each sophomore prepares an information packet that consists of:

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

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

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

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

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

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

Once students receive the review schedule with assigned locations, they are encouraged to familiarize themselves with the equipment and review their presentation materials in advance of their review date. Please contact Bob Kollar ([kollar@cmu.edu](mailto:kollar@cmu.edu)) for technical assistance and Keni Jefferson ([kjefferson@cmu.edu](mailto:kjefferson@cmu.edu)) for temporary room access. Laptop video adapters and wireless presenter remotes can be borrowed for reviews; please reserve these items in advance.

## **ACADEMIC ADVISING, COURSE REGISTRATION, AND CREDITS**

### **ACADEMIC ADVISING & ADVISING MEETINGS**

The assistant head of academic affairs of the School of Art, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu), 412-268-1531) is the primary academic advisor for all undergraduate art students. The faculty, staff, and head of the School of Art may also provide academic assistance and advice as it relates to their experience and expertise.

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

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

expected to give these meetings priority. If they anticipate a conflict, they should inform Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)) of the issue.

#### ONLINE REGISTRATION

Students register themselves for most courses electronically. Information regarding the procedure is distributed by email and via the HUB website prior to registration each semester. Online registration for classes takes place in November (for spring semester) and April (for fall semester). Before that time, students meet as a class with the assistant head of academic affairs, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)), to discuss curriculum requirements. Students with individual or personal academic questions are encouraged to make an appointment or stop in and meet individually with the assistant head of academic affairs.

#### STELLIC DEGREE AUDIT

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

#### ADDING/DROPPING COURSES

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

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

Undergraduate art students who want to drop a course should meet with the assistant head of academic affairs in the School of Art to discuss the impact of the action on degree requirements and other aspects of the student's academic situation.

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

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

Undergraduates who are registered as full-time students as of the tenth day of classes are expected to remain full-time for the duration of the semester. Full-time is defined as registered for a minimum of 36 units. Art students who want to drop a course that will result in going below the 36-unit minimum must meet with the assistant head of academic affairs in the School of Art.

#### CROSS-REGISTRATION

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

#### OVERLOADS

A student schedule is considered overloaded when it exceeds 48 units per semester. All first-semester students are limited to 48 units in the first semester of attendance. Students may carry additional units provided they have earned at least a 3.0 grade point average in the previous semester. The assistant head of academic affairs in the School of Art, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)), must be contacted in order to have the maximum unit limit increased for overload registration.

#### ADVANCED PLACEMENT (AP) CREDIT

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

A score of 5 (and sometimes 4) for an Art AP test provides course credit as a “general art elective.” These appear as earned units on the student’s record, but these units do not substitute for CMU art courses and no art courses will be waived. An AP score of 5 (and sometimes 4) for a non-Art AP test (math, sciences, languages, etc.) provides course credit for one or more university academic elective courses in that topic. BFA students can count these courses as university elective credit towards their degree.

#### TRANSFER CREDIT

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

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

## **INDEPENDENT STUDY, INTERNSHIPS, AND STUDY ABROAD**

### **INDEPENDENT STUDY**

Independent study courses are advanced studio or critical studies electives in which a student works individually with an art instructor on a self-generated project. Students may conduct an independent study in studio work (60-499, 5-10 units) or in critical studies work (60-399, 9 units). To register for an independent study, students must submit an Independent Study Proposal form signed by the student and the instructor to the assistant head of academic affairs in the School of Art, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)). It is not possible to register online for an independent study.

Students may take only one independent study course in a single semester. A 3.00 QPA is required in order to register for an independent study course. Independent study is open to junior and senior students, and to second-semester sophomores with prior approval of the assistant head of academic affairs. A total of two independent study studio courses and one independent study critical studies course may be taken during the four-year BFA program.

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

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

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

### **INTERNSHIPS**

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

When a student pursues an internship for credit, the student contacts the organization and makes arrangements for the internship with someone who agrees to be a site supervisor.

### **Policies**

Only one (1) internship for credit is permitted. It will be counted as one of the two required “unspecified academic electives.” In order to count as a nine-unit course (the maximum permitted), the student must work a minimum of 120 hours at the internship. Grading is pass/fail only.

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

The University’s liability insurance for students does not cover a student while conducting an off-campus internship.

### **Agreement Form, Supervisor Evaluation, and Summary Report**

The student must complete an Internship Agreement Form with a clearly written internship proposal and obtain the signature of the site supervisor. The student should give the completed form to the assistant head of academic affairs in the School of Art, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)), who will register them for the internship. Students may not register themselves for an internship.

The site supervisor is required to send a final performance evaluation to the assistant head of academic affairs. This evaluation must be received by the last day of classes in order for a passing grade to appear on the student’s grade report that semester.

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

### **STUDY ABROAD**

Art students are encouraged to consider a summer or semester of travel and study in another country. Study abroad should be undertaken during the junior year, but the first year is not too soon to begin planning. Students may not study abroad in their senior year. Students who are not in good standing may not study abroad. The assistant head of academic affairs in the School of Art, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)), can provide information about how various study abroad opportunities affect curriculum planning.

Registration for a semester abroad requires completion of the Study Abroad Transfer Credit (SATC) form, which is available only from the Office of International Education (OIE) after students attend the required pre-departure orientation. Students cannot study abroad unless they attend this orientation. The SATC grants approval for the semester abroad and for transfer credit, therefore it must be signed by the assistant head of academic affairs. Registering for a

semester abroad through another institution allows the student to retain CMU student status, but without financial obligation to CMU.

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

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

All arrangements for CMU study abroad are the responsibility of the student, who must consult with CMU's director of international programs and the assistant head of academic affairs in the School of Art.

### **Eligibility**

Juniors in good academic standing are eligible to study abroad for one semester only. A junior may transfer credits/units for one semester of study abroad only (48 units maximum). Students placed on Academic Probation in the semester preceding study abroad may not study abroad.

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

### **Course Requirements**

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

- 2-3 advanced studios
- 1 or more Art History/Critical Studies
- 1 or more electives

### **Study Abroad Transcript & Transfer Credit**

Students must arrange for an official record (transcript) of their semester abroad to be mailed to the assistant head of academic affairs, or they may bring an official transcript with them.

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

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

### **Required Report and Follow Up**

All returning students will be expected to submit a summary report self-evaluation (recommended minimum of two pages) and a site evaluation to the assistant head of academic affairs. A copy will be kept on file for prospective study abroad students.

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

## **CLASSROOM ATTENDANCE, CONDUCT, AND PARTICIPATION**

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

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

### **ATTENDANCE AND ABSENCES**

Punctual attendance is expected for all classes.

Students must notify faculty in advance of a planned absence for a religious holiday or an event of personal importance. If the absence is unplanned, for medical or personal reasons, students must contact faculty as soon as possible. In the case of an extended absence for medical or personal reasons, the assistant head of academic affairs, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)), should be contacted by email or phone, so that he can notify appropriate faculty.

### **CLASSROOM CONDUCT**

The School of Art's commitment to students' professional development addresses much more than the creative process and artistic production alone. Developing a community of practice with

classmates and teachers is a critical part of undergraduate education in art. This practice must be based on relationships of mutual trust and respect. Conduct in the classroom is an integral part of professional development and will affect feedback and evaluations.

#### RESPECT FOR OTHERS, CAMPUS RULES, AND SCHOOL PROPERTY

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

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

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

#### CHEATING & PLAGIARISM

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

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

The complete academic integrity policy can be found here:

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

#### **BFA & BXA GRADING**

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

#### GRADING SCALE

<i>Factorable Grades</i>	<i>Quality Point Value</i>
A – Excellent	4
B – Good	3
C – Satisfactory	2
D – Passing	1
R – Failure	0

#### *Non-Factorable Grades*

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

#### PASS / FAIL GRADES (P / N)

Undergraduate art majors must earn a letter grade in all School of Art courses with the exceptions of sophomore reviews and internships. A student may choose the pass/fail option for a course, but though the units earned will be included in the total units, the P/N course will not be counted as fulfilling a curriculum requirement. Once changed to pass/fail, the course cannot be changed back to a letter grade course. In order to set up a course as pass/fail, the student follows the normal procedure for course registration. Then the student submits an Enrollment Services Pass/Fail Form to the assistant head of academic affairs, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)), by the published pass/fail grade option deadline.

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

#### PLUS / MINUS GRADES (+ / -)

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

#### QPA (QUALITY POINT AVERAGE)

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

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

## SAMPLE QPA CALCULATION

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

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

Total Units Carried = 57

Total Units Factored = 48

Total Quality Points = 120

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

## APPEALING A GRADE

Students who believe that a grade is incorrect should contact the professor of the course. If the professor determines that the grade should be changed, the professor will contact the assistant head of academic affairs for assistance. If the professor determines that the grade should remain as is, the student may appeal by following the university procedure for a grade appeal. This procedure is available in the “The Word” Handbook available here:

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

## AUDITING A COURSE

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

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

## INCOMPLETE GRADE (I)

Students are expected to complete a course during the academic semester in which the course is taken. However, if the instructor agrees, a grade of I (incomplete) may be entered when a student, for reasons beyond their control, has been unable to complete the work of a course but the work to date is of passing quality and the incomplete grade provides no undue advantage to the student over other students.

In awarding an I grade, an instructor must specify the requirements for completing the work and designate a default letter grade in case the student does not follow through. Students must complete the required coursework no later than the end of the following academic semester, or sooner if required by the instructor. The instructor must record the permanent grade by the last day of the following semester, or enrollment services will assign the default grade. The I grade is not awarded quality points and is not factorable when calculating the QPA.

#### MID-SEMESTER GRADES

Mid-semester grades provide valuable feedback to students as they assess their performance in courses. Furthermore, mid-semester grades are reviewed by advisors to identify students who may be struggling academically. Therefore, it is imperative that mid-semester grades accurately reflect student performance. Mid-semester grades are entered at the midpoint of each semester and may include a plus or minus (+/-) to more accurately reflect the student's status.

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

#### REPEATING A COURSE

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

#### WITHDRAWAL GRADE (W)

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

#### UNIVERSITY GRADING POLICIES

Complete information about university grading policies can be found at [www.cmu.edu/policies/student-and-student-life/grading.html](http://www.cmu.edu/policies/student-and-student-life/grading.html)

### **COLLEGE OF FINE ARTS ACADEMIC ACTIONS**

The College of Fine Arts reviews every CFA student's academic performance and progress towards graduation at the end of each semester. If a student's academic record falls below the standards outlined in their student handbook, they receive an academic action. These actions are designed to notify the student of specific academic and graduation requirements, outline goals for completion, and identify avenues of support to help them succeed.

A student who is not making satisfactory progress toward meeting course standards, or toward completing graduation requirements in their declared degree path, will receive an academic

action. Each academic action will be reviewed by the relevant school's appointed reviewers and then confirmed by the CFA Academic Advisory Committee, which makes the final decision. The CFA Dean's office will disseminate the academic action letters directly to the students and their advisors via their CMU email.

Actions are assigned based on the most recent semester under review but include a cumulative review of a student's performance to date. The actions listed below may be given out of sequence, if a student meets the listed criteria.

Incomplete grades will be conditionally actioned by the default grades until the student completes the missing coursework. If the student does not complete their missing coursework by the faculty deadline agreed upon, their default grade and action will become permanent. In order to support academic success, a student placed on an escalated academic action (probation and final probation) is not permitted to overload, undertake independent studies, or study abroad until they return to good standing.

### **WARNING**

A Warning notifies the student of unsatisfactory performance and suggests that the student take steps to determine and correct the cause of the difficulty. Warnings are issued when one or more of the listed criteria are met within the semester under review:

- Receiving an R, D, or N in one elective or general education course;
- Failure to complete the semester's coursework as required by the student's major curriculum (one course);
- Failure to earn the minimum 2.00 quality point average.

If the student meets new actionable criteria in the following semesters, they may be assigned an escalated academic action.

### **PROBATION**

Probation notifies the student of severe and/or continuous performance issues and suggests that the student take immediate steps to correct the cause of the difficulty. A previous action is not required. A student will be placed on Probation for failure to meet the academic and professional standards of their program including:

- Receiving one or more R, D, N, or W grade(s) in a required major course(s);
- Receiving two or more R, D, N, or W grades in elective or general education courses (either during one semester or over two semesters);
- Failure to complete the semester's coursework as required by the student's major curriculum (either two or more courses during one semester or over multiple semesters);
- Failure to earn the minimum 2.00 quality point average.

In order to return to good standing, a student must:

- Receive a C or better in all courses in the next semester;
- Complete required courses within the defined school timeline;
- Have a minimum of 2.00 QPA.

If the student does not meet these standards, they may continue on Probation or be assigned a successive academic action. Students who are on academic Probation have restrictions from participating in some school, college, and university activities, including eligibility for study abroad or school awards. Refer to school/program handbooks for specific information.

### **FINAL PROBATION**

A student will be placed on Final Probation for continued poor performance, or for continued failure to meet the requirements of their declared degree path, as outlined under the previous section on Probation. At least one previous action (warning and/or probation) must have been assigned prior to assigning final probation.

- Receiving multiple R, D, N, or W grades in a required major course(s) for two or more semesters;
- Receiving three or more R, D, N, or W grades in elective or general education courses over multiple semesters;
- Failure to complete the semester's coursework as required by the student's major curriculum (three or more semesters);
- Continued failure to earn the minimum 2.00 quality point average (two or more semesters).

In order to return to good standing, a student must:

- Receive a C or better in all courses in the next semester;
- Complete required courses within the defined school timeline;
- Have a minimum of 2.00 QPA.

If the student does not meet these standards, they may continue on Final Probation or be assigned a successive academic action. Students who are on academic Final Probation have restrictions from participating in some school, college, and university activities, including eligibility for study abroad or school awards. Refer to school/program handbooks for specific information.

### **ACADEMIC SUSPENSION**

All University Suspensions are a required, temporary leave from the university. This section covers **Academic Suspension** from the University. *(For more information on Disciplinary Suspension or Administrative Suspension visit the student life sections on the university website:*

*<https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html>*).

An Academic Suspension is intended to allow the student time to address or rectify any issues impeding or affecting their performance and progress towards meeting the academic standards of their declared degree path. The student is required to temporarily withdraw from the university for a specific period as defined in their suspension letter. Return from suspension is also subject to the conditions specified in the suspension letter and approval of the CFA Dean's

office. At least two previous actions must have been assigned prior to assigning Academic Suspension.

A student will be placed on Academic Suspension for:

- Continued history of poor academic performance (three or more semesters);
- Continued lack of progress towards their declared degree (three or more semesters);
- Continued failure to meet the requirements of their declared degree path for continuing in the program; (three or more semesters)
- Failure to earn the minimum 2.00 quality point average (three or more semesters).

A student returning from an Academic Suspension will be placed on Probation for the semester. In order to return to good standing, a student must:

- Receive a C or better in all courses in the next semester;
- Complete required courses within the defined school timeline;
- Have a minimum of 2.00 QPA.

If the student does not meet these standards, they may be considered for an Academic Drop.

A student who has been suspended from the university is required to leave the campus, including residence halls and fraternity/sorority houses, within a maximum of two days after the action and to remain off the campus for the duration of the time specified in the suspension letter. In addition, the student may not:

- register for courses at Carnegie Mellon
- attend classes
- live in residence halls or fraternity/sorority housing
- use campus facilities, including athletic facilities, library and computer clusters
- participate in student activities
- be members of student organizations
- have student jobs

(Note: students on academic suspension may still be eligible for a summer campus job if they accepted the job before they were suspended.) Go to the university policy webpage on student life for more information on a University Suspension:

<https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html>

### **ACADEMIC DROP**

Students receive an Academic Drop from their School only when the student's academic progress is insufficient to warrant continuing in the current professional field of study. This action terminates the student's enrollment in their current School/Program but is not intended to prejudice admission to another academic program within Carnegie Mellon University, or to another institution. Once a student receives an Academic Drop they may choose to:

1. Transfer to another CMU Department or School. Noting that the student must successfully transfer *prior* to resuming study at Carnegie Mellon.
2. Withdraw from Carnegie Mellon University. A link to the application for Withdrawal/Leave of Absence form is embedded with the letter notifying the student of this academic action, and is also available at [www.cmu.edu/hub](http://www.cmu.edu/hub).

## **FURTHER INFORMATION**

### **CLASS MATERIALS & MATERIAL FEES**

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

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

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

Questions about materials fees may be directed to the School of Art business manager, Wayne Savage ([wasavage@cmu.edu](mailto:wasavage@cmu.edu) or 412-268-8180).

### **CURRICULUM REQUIREMENTS, CLASS STANDING, AND RESIDENCE REQUIREMENT**

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

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

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

## DOCUMENTING COURSEWORK

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

High-quality cameras and video cameras are available for check out from the School of Art and CFA lending collections in room 307A, the Media Equipment Center (MEC). For more information on the MEC, see page 29 of this document. To reserve a room to document work, please contact Leslie Gordon at [leslieg@cmu.edu](mailto:leslieg@cmu.edu).

## HONORS

### **College of Fine Arts Dean's List**

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

### **Honors at Graduation**

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

University honors at graduation are awarded to art students who have been in residence at Carnegie Mellon University in the School of Art for at least four semesters, have earned at least 180 units during that residence, and earned a quality point average (cumulative average) of 3.5 or higher in their Carnegie Mellon University courses. University honors are recorded on the transcript and on the diploma. Students receive a medal and the names of recipients are listed in the program for the School of Art Diploma Ceremony.

## LEAVE OF ABSENCE/WITHDRAWAL FROM UNIVERSITY

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

university with no intention of returning. Forms are available from the HUB site at [www.cmu.edu/hub/forms.html](http://www.cmu.edu/hub/forms.html).

A student who decides to leave the university must meet with the assistant head of academic affairs in the School of Art, Mark Cato ([markcato@cmu.edu](mailto:markcato@cmu.edu)), and complete a Leave of Absence or Withdrawal form. A withdrawal or leave of absence from the university at any time up to and including the last day of classes (excluding the final examination period) means that no grades will be recorded for the semester. Financial responsibility for the semester is dependent upon the date of and the reasons for filing the form. Questions about financial responsibility should be directed to the HUB.

#### MINORS & SECOND MAJORS

In the course of completing the undergraduate curriculum, students may be able to complete a minor, second major, or second degree. Carnegie Mellon offers a wide variety of educational opportunities, some closely related to the pursuit of artmaking, some addressing interests not obviously related to art, and others directed towards the acquisition of practical, marketable skills.

Art students interested in pursuing a minor must contact the home department of the minor to make arrangements. Students from other departments (outside the School of Art) who are interested in pursuing an Art minor should contact Keni Jefferson ([kjefferson@cmu.edu](mailto:kjefferson@cmu.edu)). The School of Art does not offer a minor in art history.

#### THE PITTSBURGH GLASS CENTER

The College of Fine Arts partially funds seats in the Pittsburgh Glass Center each fall and spring. The School of Art requires completion of Foundations: Sculpture prior to enrollment in PGC courses. Registration for PGC courses is managed through the CFA Dean's Office.

#### RETENTION OF STUDENT WORK

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

#### TRANSCRIPTS

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