



Columbia 

COLLEGE CHICAGO

**student  
handbook**

FALL 2009

**department  
of  
interdisciplinary  
arts**

## **2 Please note:**

- This handbook is subject to change without notice.
- This handbook is one of a number of documents regarding your education in InterArts. You are also responsible for the information in the “The Guide.”
- There is a tear sheet on the last page of this handbook. You must sign it as evidence that you’ve read the document and have agreed to its terms. Please bring your signed tear sheet to the InterArts office.

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## **Welcome** to the Interdisciplinary Arts Department at Columbia College Chicago!

The Interdisciplinary Arts department is one of the oldest in the nation; our sustained commitment to excellence in graduate arts education has shaped the development of eminent arts professionals for over thirty-three years. Interdisciplinarity is a defining characteristic of contemporary art practice. We believe that interdisciplinarity is a necessary prerequisite for those artists who will shape the future of creative practice. The integration of arts and non-arts disciplines catalyzes radically new inquiries, methods, and forms. Interdisciplinary Arts is a fluid term, meaning different things to different artists. Rather than try to define it, we ask that you think about where interdisciplinarity is located in your work. Is it at the level of research, perhaps through historical, sociological, or environmental investigations that inform your art? Does it reside in the theoretical or conceptual strategies that are the foundation of your artistic inquiry, drawing on ideas from outside the field of art? Is your interdisciplinarity process-based, where you work with artists from other mediums or non-artists in other fields in creating the work? Do you draw on techniques and tools from other art mediums or non-art disciplines? Or is the final artwork itself interdisciplinary, be it an artist book, an interactive digital piece, an installation, a sculptural work, a video, a performance, or anything else you can think of? The definition of interdisciplinarity is limited only by your imagination. Our goal is to provide a graduate education that cultivates the expertise necessary to answer these questions, and that gives you the foundation to create provocative lines of artistic inquiry as demonstrated through a sustained, cohesive, and substantial body of work.

- The InterArts Faculty

## **Calendar**

The InterArts Department will go to an online calendar in fall of 2009 and all students will be accountable for the information and deadlines reflected on that calendar. Columbia College's academic calendar can be found at: [www.colum.edu/Academics/Academic\\_Calendars.php](http://www.colum.edu/Academics/Academic_Calendars.php)

## **About the Interdisciplinary Arts Department** **What is Interdisciplinary Art?**

Interdisciplinarity in art is the act of drawing from two or more disciplines and integrating their methodology in pursuit of a unified project. It breaks open ideas about creating and seeing from very divergent viewpoints rather than just combining ways of making. To do this effectively at the graduate level requires extensive experience and knowledge. Interdisciplinarity depends on the existence of disciplines: areas of expertise and knowledge, mastered in depth, which can then be combined.

### **Mission Statement:**

Our three graduate programs – Master of Arts in Interdisciplinary Art, Master of Fine Art in Book and Paper Arts, Master for Fine Art in Interdisciplinary Arts and Media - are designed for professional artists seeking to deepen and expand their interdisciplinary art practices. This is achieved through a curriculum that combines specific disciplines with cross-disciplinary experiences, innovative studio practice with historical and theoretical perspectives, and a rigorous portfolio or thesis process that prepares students for a life in the arts after graduate school. Within our three graduate programs, students create a coherent body of work, develop the verbal and written skills needed to articulate and support that work, and gain the ability to position themselves as artists in the larger world. Student work ranges from performance to installation, artist books to sculpture, moving images to interactive digital art.

## 6 InterArts Department Administrative Staff:

**Michelle Citron**, Chair

**Jeff Abell**, Associate Chair

and Director of Interdisciplinary Arts MA Program

**Clifton Meador**, Director of Book and Paper MFA Program

**Jeanine Mellinger**, Director of Interdisciplinary Arts and Media  
MFA Program

**Kris Johnson**, Departmental Assistant

**Matt Harris**, Academic Support Specialist

### The Center for Book and Paper Arts:

The Center for Book and Paper Arts is dedicated to furthering knowledge and appreciation of book art and arts on paper, including letterpress & offset printing, bookbinding, papermaking, and artists' books. It preserves historical techniques while promoting research and innovations in the media of book and paper arts. The Center's three studios – paper, printing, and bookbinding – house the Book and Paper MFA. In addition, the Center offers community classes, has a gallery showing national and international exhibitions related to the book and paper arts, and publishes work important to the field.

### Center Administrative Staff:

**Steven Woodall**, Director of the Center

**Anita Garza**, Director of Community Programs

**Gina Ordaz**, Administrative Assistant

**Brad Freeman**, Studio Coordinator

**April Sheridan**, Studio Technician

**Kathi Beste**, Gallery Coordinator

## Faculty and Staff Directory

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## 10 Facilities, Locations and Hours

The Interdisciplinary Arts Department is currently housed in two locations at Columbia College. The departmental offices including all faculty offices, our conference room, two smart classrooms, our large computer lab, three installation labs, and the media equipment center are located on the 2nd floor of 916 S. Wabash. Interdisciplinary Arts and Media MFA students, as well as all other InterArts students who have taken the appropriate classes, have access to video, sound, and digital equipment in the department. Three state-of-the-art television studios in the Television department are used for shooting in the Performance Media course and can be reserved for shooting student projects and thesis projects.

Student work is exhibited over a number of Columbia College's screening and display facilities: the Harrison Flatscreen Project at 600 S. Michigan Ave., located inside Museum of Contemporary Photography; 33 Congress Flatscreen Project, located inside the C33 Gallery space at 33 Congress Ave., which allows for multi-channel programming with five plasma monitors; and a display window on Wabash Ave. in the 33 E. Congress Building.

Building hours change throughout the semester and are posted on the Columbia College website. Please check the website for the most accurate information. [www.colum.edu/Administrative\\_offices/Campus\\_environment/Building\\_Hours/index.php](http://www.colum.edu/Administrative_offices/Campus_environment/Building_Hours/index.php)

### MFA Book and Paper Facilities

The Center for Book and Paper Arts occupies the entire second floor of the Luddington building, 1104 South Wabash and provides facilities and studios for the MFA in Book & Paper students. It consists of a papermaking studio, a letterpress facility, a bookbindery, a gallery, a multi-purpose classroom, which is suitable for performance and lectures, a critique room, studio space for artists, a resource room, and offices for the staff. Book and Paper MFA students, as well as all other InterArts students who have taken the appropriate classes, have access to the studios in the Book and Paper Center. For further information about the guidelines for studio access please see "The Guide."

### Student Studios

MFA students have access to studios in the basement of 1104 S. Wabash. The Book and Paper MFA studios are configured as small office spaces on the south side of the floor; the Media MFA studios are larger, more flexible rooms on the north side of the floor.

## About the School of Media Arts

The School of Media Arts guides, educates, and inspires students to become innovative artists and communicators by fostering creativity, critical thinking, and social consciousness. The students in its eight multi-disciplinary media programs – Audio Arts and Acoustics, Film & Video, Interactive Arts and Media, Interdisciplinary Arts, Journalism, Marketing Communication, Radio, and Television – are challenged to analyze the past, interpret the present and collaboratively shape the future.

### About Columbia College

With more than 120 academic programs and 12,000 students, Columbia College Chicago is the largest and most diverse private arts and media college in the nation. Because of our size, we can offer an unparalleled array of courses with exceptional technological resources in the heart of one of America's greatest cities

The city is our laboratory. We live in 16 buildings that sit in the heart of Chicago's South Loop, home to the Chicago Symphony, the Art Institute, and the Museum Campus. (Chicago is also home to nine independent film festivals, 200 theatre groups and venues, more than 35 radio stations, and more than 25 magazines and newspapers.) Chicago inspires and instructs.

## Interdisciplinary Arts Academic Programs:

### MA in Interdisciplinary Arts

The new MA in Interdisciplinary Arts can help art teachers who want to expand their repertoire of techniques, as well as assist practicing artists in expanding their practice to include new media. Our restructured MA retains its immersion in the five traditional art media that make up the heart of the program: visual art, movement, sound, writing, and drama. In addition, students take 6 hours of History and Theory, 3-6 hours of elective classes, and have a cumulative experience of the arts in the groundbreaking class Connected Images. The degree culminates in a capstone course in which students learn professional art practices and develop a portfolio of their work. Faculty are drawn from some of the most creative artist-teachers in the Chicago area.

The new 30-hour degree program is designed as something that can be taken in one intensive year (3 semesters), or on a part-time basis over a two-year time frame (6 semesters). Classes are offered evenings and weekends to accommodate people with full-time jobs.

## 12 Degree Requirements:

### Interdisciplinary Core

Sound: Theory & Practice (3 credits)

Movement: Theory & Practice (3 credits)

Visual Art: Theory & Practice (3 credits)

Word: Theory & Practice (3 credits)

Drama: Theory & Practice (3 credits)

### Other Requirements

History of Interdisciplinary Art (3 credits)

Connected Images (3 credits)

Art as Discourse (3 credits)

Art as Practice (3 credits)

### Electives

3 Credits from approved selections

## MFA programs:

Our MFA programs conceptualize a different emphasis in each of the three years of study, and cumulatively train students to be interdisciplinary artists.

**Year one** focuses on discipline-based work in book and paper or media arts, and provides students with a foundation in both professional practices and art theory.

**Year two** is centered on interdisciplinary work through a series of thematic classes, both studio and history/theory, which will include students from across programs. Second-year students are also required to take a studio practices course composed of students from both MFA programs, which will help them to further develop their body of work within an interdisciplinary atmosphere.

**Year three** emphasizes the deepening of a student's practice and body of work, leading to the creation and exhibition of a thesis project.

## Interdisciplinary Arts And Media MFA

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The MFA in Interdisciplinary Arts and Media fosters an innovative dialog between the fine, performing and media arts. This is a graduate program for traditional and performing artists who want to incorporate media into their artistic practice and for media artists who want to expand into areas such as performance, installation, interactive, and relational art forms. We seek students who are committed to making art, who want to pursue a course of study that integrates experimentation and collaboration, who are flexible and willing to be self-reflexive in their art practice, and who can engage art from the hands-on practical to the meta-level. We believe that individual art practice must be developed in relationship to the larger world. Access to affordable technology is stimulating artists to incorporate new media forms into an increasingly diverse array of work. Our goal is to be at the cutting edge of this exploration.

## Degree Requirements:

### Departmental Core

Art as Discourse (3 credits)

Art as Practice (3 credits)

Connected Studio Practices (3 credits)

History Requirement (6 credits)

Graduate Studio or Theory/Practice (6 credits)

Thesis One and Thesis Two (6 credits)

### Interdisciplinary Arts And Media: Discipline Core

Media Performance (4 credits)

Screen Media (3 credits)

Space and Pace (4 credits)

### Electives

22 Credits

## Interdisciplinary Arts And Media Thesis

The culminating experience of the MFA program is the Thesis. Working with a thesis committee, the degree candidate develops a body of work that is presented to the public through exhibition, or performance, or publication. The criteria for the granting of the MFA degree are the demonstration of an advanced understanding of the media, aesthetics, critical discourse and con-

**14** text of the media arts. Using the artistic and critical skills developed during MFA study, the student will produce an original body of work expanding and advancing their artistic practice. The candidates are held to a high standard in both conceptual and technical realms of art making, and are expected to make significant professional contributions to the field.

### **Interdisciplinary Book And Paper MFA**

The Interdisciplinary MFA in Book and Paper enables students to participate in the contemporary art world by encouraging them to consider book and paper as a site for interdisciplinary practice. We promote the understanding of hand papermaking and the book arts as artistic media with applications in cultural discourse, community building, and collaborative practice. We seek students who want to pursue a course of study that integrates experimentation with both technical and conceptual considerations in these media. With access to some of the finest bindery, papermaking, and printing equipment and facilities in the country, students pursue their course work in collaboration with media, performance, and installation.

### **Degree Requirements:**

#### **Departmental Core**

Art as Discourse (3 credits)

Art as Practice (3 credits)

Connected Studio Practices (3 credits)

History Requirement (6 credits)

Graduate Studio or Theory/Practice (6 credits)

Thesis One and Thesis Two (6 credits)

#### **Interdisciplinary Book and Paper: Discipline Core**

Thinking Through Making (6 credits)

#### **Electives**

27 Credits

#### **Interdisciplinary Book and Paper Thesis**

The culminating experience of the MFA program is the Thesis. Working with a thesis committee, the degree candidate develops a body of work that is presented to the public through exhibition, or performance, or publication. The criteria for the granting of the MFA degree are the demonstration of an advanced understanding of the media, aesthetics, critical discourse and con-

text of the media arts. Using the artistic and critical skills developed during MFA study, the student will produce an original body of work expanding and advancing their artistic practice. The candidates are held to a high standard in both conceptual and technical realms of art making, and are expected to make significant professional contributions to the field. **15**

## **Academic Policies *within* Interarts**

### **Student Assessments for MA Students:**

The MA program focuses on providing students with an experience in a number of different artistic disciplines, including sound, movement, visual, text, and drama. At the end of the first semester MA students will be assessed to their progress in the program. Faculty teaching MA students will be required to submit a brief analysis of how each student is doing in class. These will be summarized by the Program Director into a First-Semester Report. All first-semester MA students will receive this report, based on assessments of their achievement in classes, as well as a broader perspective of how well the student is adapting to the interdisciplinary approach, and how well they are working with the other students in their group.

The final results of this process may involve prescriptions to do remedial work beyond the resources of the department and the college. Another possibility is a prescription to do work to address English language comprehension and expression. This assessment may be based on judgments of the student's work and experience above and beyond individual grades, assessments, creative consultations and criticisms received in classes and crits from instructors and advisors.

### **Outcomes of the First-Semester Review**

There are three possible results of the First-Semester Review:

- *Unconditional Pass*

The student may continue with their second semester courses as planned.

- *Probation*

Student needs to address certain problems (as noted above). This will require a meeting with the Program Director to formulate an action plan for resolving the problems.

- *Dismissal*

The student's enrollment in the program would be discontinued. This will be conveyed to the student in a meeting with the Program Director, and then in writing. (See Right of Appeal below.)

MA students also participate in the Spring Crits with First-Year MFA students. (MA students who are part-time may elect to participate in Spring Crits their second year rather than their first, by permission of the Program Director.) Successful participation in the Spring crits is essential for full-time MA students, who plan to graduate at the end of the Spring semester.

If the work presented at the Spring crit is in some way found to be inadequate by consensus of the faculty, or the student's presentation is otherwise found not to be consistent with graduate level work, the student will receive notice in writing of the faculty concerns, and should meet with the Program Director to discuss how to ameliorate this situation. Any concerns must be resolved during the required summer session, in the Connected Images and Art as Practice classes. Both of these classes will include input from a panel of faculty working with MA students. A final portfolio of work is presented at the end of the Art as Practice class. A panel of faculty will review this portfolio and a final presentation by each student. Based on faculty acceptance of this portfolio, the student will be confirmed in their degree. Note that, in the unlikely circumstance that a student would not have their portfolio approved, they would receive an Incomplete for the class, and be allowed to resubmit their final portfolio by week 7 of the following Fall, under faculty guidance. On the submission of the revised portfolio, a grade would be submitted, and the student's degree confirmed.

## Summary of Progress Benchmarks for MFA Students:

### First Year

Fall Semester:

- *Meet Program Director (as Graduate Advisor) for Spring registration clearance*

Spring Semester:

- *Meet with Program director to discuss First-Semester Review*
- *Meet Program Director (as Graduate Advisor) for Fall registration clearance*
- *Critique Week Evaluation*
- *Choose MFA Graduate Advisor from Among FT Faculty*

### Second Year

Fall Semester:

- *Meet Graduate Advisor for Spring registration clearance*

Spring Semester:

- *Meet Graduate Advisor for Fall registration clearance*
- *Critique Week Evaluation (Candidacy Review)*

End of Second Spring Semester:

- *Formulate MFA Thesis Committee (Grad Advisor must be member)*

## Third Year

Fall Semester:

- *Thesis Committee Benchmark (#1)*
- *Meet Graduate Advisor for Spring registration clearance*
- *Critique Week Evaluation*

Spring Semester:

- *Thesis Committee Benchmark (#2)*
- *Thesis Committee Benchmark (#3)*
- *Thesis Exhibition End of Final Spring Semester:*
- *Thesis Book*

## The First-Year Review for MFA Students:

The first year of the program focuses on providing the student with a technical, conceptual, theoretical, and professional foundation. There are two steps in this review process. At the beginning of Spring semester all first year MFA students will receive a First Semester Report written by the Inter-Arts faculty that outlines their strengths as well as areas of concern. The First Year Review of each student will occur near the end of their first year of studies in the department.

**The First-Semester Report** is a written report that will be given to the student by the end of the second week of spring semester. This will occur during a meeting that the student has with the director of their program.

**The First-Year Review** assesses the student's progress in the first year of the program, using the criteria listed below. It also assesses the student's general preparedness to begin advanced work in the program and most importantly his or her ability to create a body of work and successfully complete a thesis project.

The whole of the student's work and experience is evaluated and assessed, including class work and teachers' evaluations. However, the final, end of year evaluation by the faculty (**the First Year Review**) involves a larger perspective than that of classes and teachers' evaluations. The final results of this process may involve any of the following. A student may receive an unconditional pass and continue with upper-level phases of the program as planned. Or the final results of this process may involve a reshaping of the student's proposed course of study or even termination from the program. It may also involve prescriptions to do remedial work beyond the resources of the department and the college. Another possibility is a prescription to

**18** do work to address English language comprehension and expression. This assessment may be based on judgments of the student's work and experience above and beyond individual grades, assessments, creative consultations and criticisms received in classes and crits, from instructors and advisors.

The end-of-year First-Year Review will take place during the thirteenth week of Spring semester classes. There are no exceptions to the review schedules. Failure to meet the First Year Review deadline for submission of your portfolio may result in delay, probation, or dismissal from the program.

**Materials to be submitted for end of year First-Year Review include:**

*The portfolio should consist of the following:*

1. List of courses fall and spring, with fall grades included. Please fit on one page.
2. Self-assessment that reveals the student's strengths and weaknesses in the first year with an awareness of the learning process of the first year. This should be in prose form, no longer than three pages in length, 500-750 words. It should include (but is not limited to): how your body of work changed since entering the program; your most significant classroom experience; your most significant artistic experience; the short term goals for your work.
3. Artist Statement
4. Two samples of work: these can be work created in the context of a class or any other art work done since starting in the MFA program. All work must be labeled with your name and degree program. Do not submit original work. All work must be on Mac-formatted media, i.e. CD-ROM or DVD - R disc. Your CD or DVD will not be returned, but will be archived by the department. Students need to hand their portfolios to the Department Assistant, for which they will receive a receipt. Do not leave them in any location where they might go astray.

The full Interdisciplinary Arts faculty will review these materials, along with the First-Semester Reports. Students should be aware that individual course grades and/or support from individual faculty, while important in making the end of year evaluations, are not the determining factors in the faculty's decision.

In addition, all first year MFAs are required to present their work during Spring Crit Week, usually the twelfth week of the semester.

**First-Year Objectives**

*The following are the criteria used in the First-Year Review process:*

- Development of a Body of Work that shows technical control and craftsmanship in the student's chosen medium, aesthetic control and understanding,

and conceptual depth;

- Refinement of an ability to communicate with a chosen audience;
- Development of artistic self-awareness, maturity, an understanding of the human experience, and ability to collaborate;
- Assessment of student's work within the curriculum goals of the department.

**Outcomes of the First-Year Review**

There are three possible results of the First Year Review:

- *Unconditional Pass*

The student may continue with upper-level phases of the program as planned.

- *Probation*

The student may continue in the program under certain conditions established by the Faculty. These might include but are not limited to: proscribed work over the summer to improve weak areas in craft, aesthetics, or conceptualization, which may include additional classes needed to address their deficiencies. If the student is put on probation, a second Review will be scheduled in the week before Fall classes begin to assess whether these conditions have been satisfactorily met.

- *Dismissal*

The student's enrollment in the program would be discontinued.

The decision of the First-Year Review will be communicated to each student during an individual meeting with her/his advisor; either the Associate Chair or Chair of the department may be present. At this meeting, the student will be given the opportunity to respond to the assessment of the faculty. Following this meeting, the student will receive a letter concerning the outcome of First-Year Review.

**Right of Appeal**

The student may appeal a dismissal decision to the Dean of the School of Media Arts. To officially begin the appeal process, a student should write a letter of appeal to the Dean with copies to the Chair and the Director of their Program.

**Record Keeping Policy**

Official documents are maintained in the Interdisciplinary Arts Office.

**Yearly Crits:**

In addition, all first year MFAs are required to present their work during Spring crit week.

## 20 Written Evaluation

Within two weeks after the portfolio review, first year MFAs will be notified in writing of one of two decisions: 1. You are on track and can go onto your second year of study; or 2. No: you are not progressing adequately and will be asked to leave the program.

The letter may note specific problems the student needs to address before proceeding with his or her course of study.

### Second year MFA candidates

At the end of his or her second year, an MFA student must be admitted to candidacy in order to proceed with their thesis.

*NOTE: Prior to entering into candidacy MFA students are required to: complete their discipline core classes; take at least one history class; take Art as Discourse, Art as Practice, and Connected Studio Practices; and complete any incompletes on their academic record.*

During student Spring critique week, all second year MFA students will be required to present their work to the faculty. The faculty will evaluate their body of work for evidence of conceptual depth, technical development, and artistic voice. To enter candidacy a student is expected to have a focus of inquiry as well as the ability to create a major work or thesis.

### Written Evaluation

Within two weeks after the spring student critique week, second year MFAs will be notified in writing of one of three decisions:

*Yes:* you have been admitted to candidacy and can start on your thesis;

*Probation:* you need to work over the summer and be re-evaluated in the beginning of the Fall semester by the faculty;

*No:* you are not progressing adequately and will be asked to leave the program.

### Academic and Thesis Advisor

The Director of the MA program is the academic advisor to all MA students.

**MFA Graduate Advisor:** The director of each of our two MFA programs is the advisor to the first year MFA students. At the end of their first year, MFAs must choose an advisor of from among the full-time faculty. This advisor will mentor you as you choose your classes and develop your art practice for the rest of your residency in the department. You may change your advisor at

any time before you formulate your thesis committee. You must meet with your advisor at least once a semester to discuss your course options and be cleared for registration. You will not be allowed to register without this clearance. We encourage you to meet with your advisor more frequently to develop a mentoring relationship with him or her. **Your academic advisor will become one of the two members** of your thesis committee.

**MFA Thesis Committee:** Once they have been accepted into candidacy, an MFA student forms their thesis committee, which is made up of two people. Their advisor is one member of this committee. The second member can be a full time or part time faculty from within InterArts, a faculty member from another department within Columbia College with whom you have worked, or a professional artist from outside the institution. This second member must be approved by the department. The student will select one of these two people to become the chair of his or her thesis committee. The student is required to meet with their thesis committee at least three times during the thesis year. The first time is prior to the thesis proposal crits, the second and third time is during spring semester prior to the thesis show. These committee meetings are meant to give feedback and guidance as you create your thesis project. The two committee members must read and sign off on the thesis paper, along with a third evaluator described below.

Specific guidelines for the thesis book will be distributed during the thesis class.

### Critiques:

Critiques of your work are an integral part of your graduate education. While many students find the process daunting at first, it is a process that you will participate in throughout your career whenever you show your work to a gallery director, a jury, a grants committee, or have it reviewed in a public setting. In graduate school your work will be critiqued in three different settings: within the context of your classes, as one-on-one sessions with visiting artists as well as advisor and thesis committee; and in week-long crit sessions held once a semester during which time all classes are canceled. For all of these crit platforms you will be asked to present your work as it exists at the moment of the critique. Crits are an opportunity to have your work discussed by the faculty and fellow students as you pursue your artistic inquiry. You will attend both your own crits and the crit sessions of fellow students. You will learn much about your own process as an artist from watching the critiques of other students as you will from your own crits.

### Thesis Catalog:

The department will produce a catalog of the thesis shows. By one week after graduation you must submit to the Associate Chair an electronic document (by email or on disc) the following:

- Artist Name
- Artist Statement and Project Description (250 words max – anything longer will be edited)
- Images for two page layout- 1 shot of entire piece and 4 details of work 300 dpi at size 24 bit RGB, TIFF format

*(Note: the department will hire a photographer to document the thesis exhibitions. However, if you have your own images that you feel capture the essence of the work, or have video still from media work that you want to possibly include, those need to be submitted by the deadline.)*

- Captions for images, including name of photographer.

You should also sign and submit in hard copy:

Completed release form for Columbia College Chicago – legal permission to reproduce the artwork.

### Independent Study

Independent Projects are advanced, student-driven learning experiences involving substantial student independence in project design and project execution. Independent Projects are appropriate for students who wish to explore a subject on their own beyond what is possible in regular courses offered in the Interdisciplinary Arts Department. Independent Projects must be approved by the faculty member who you are studying with, who will also evaluate the final results and award a grade. The project form can be found on-line, must be filled out, signed by the cooperating instructor, then approved by the Chair or Associate Chair of the Department, and subsequently approved by the Dean's office.

An independent project must not be equivalent in content to courses currently offered by the College. However if the graduate school does not offer an equivalent course, you may do an independent study by attending an undergraduate course with two stipulations: you have the permission of the instructor, your program director, and your department chair AND you do additional coursework at a graduate level which you and the instructor agree upon prior to the start of the course.

**Note:** Never attempt to register directly for an undergraduate class through Oasis. You will not receive graduate credit for an undergraduate class.

### Mentorship

The Mentorship experience is designed to perfect the student's craft in a particular medium through an intensive, hands-on experience. This experience is an opportunity to study with an acknowledged expert in a focused area of concentration. For 3 credit hours a student must have 9 contact hours/week (minimum) for a total of 135 hour/semester. The mentor will be paid \$500 per student. The assessment of the student outcome will be based on the initial proposal created by the student and agreed upon by the mentor and the student's advisor.

This is designed to be a genuine apprenticeship situation in an environment of serious scholarship or art making such as a library, lab, or studio.

A mentorship is a collaboration between the student, the student's advisor, and the mentoring environment's point person. The student is expected to initiate the mentorship process, set up meetings to discuss the expectations of the mentorship, draw up a plan detailing the skills they wish to learn and/or expand upon and together, with the mentor, outline the hours they are committing to the process. During the mid-term week, your mentor should evaluate your work with you. Your advisor will visit you and your mentor at your work site at least once. If the mentorship is outside the Chicago area, the interviews will be conducted by telephone. At the end of the semester, your mentor should write an evaluation of your performance and assign you a grade. This grade will be entered onto the Oasis system by your advisor. The advisor will also speak with you and your mentor independently and write an assessment for the department as to the success of both the placement and outcome of the mentorship.

### Email Policy:

All students are assigned a @loop.colum.edu email when they first register. This is the only email that instructors use to contact you about assignments, scheduling, or other classroom issues. It is your responsibility to check this email regularly for information. You can access your @loop.colum.edu email via a link at the bottom of the left hand column of the Oasis portal. (<http://oasis.colum.edu>) We recommend that you either check that email daily or forward it to an email account that you do check daily.

### Backup and Archival Policy

Students are responsible for maintaining their own backup copies of all

**24** digital works. You should never leave a public computer in our computer labs without first making sure you have an electronic backup. Our computers are wiped every week and we can't guarantee the safety of any digital files on any of our computers. Be warned!

### Academic Integrity Policy

Students at Columbia College Chicago enjoy significant freedom of artistic expression and are encouraged to stretch their scholarly and artistic boundaries. However, the College prohibits all forms of academic dishonesty. "Academic dishonesty" is understood as the appropriation and representation of another's work as one's own, whether such appropriation includes all or part of the other's work or whether it comprises all or part of what is represented as one's own work (plagiarism). Appropriate citation avoids this form of dishonesty. In addition, "academic dishonesty" includes cheating in any form, the falsification of academic documents, or the falsification of works or references for use in class or other academic circumstances. When such dishonesty is discovered, the consequences to the student can be severe.

For more information on the use of copyright material please consult the following sources –

- Copyright and Fair Use - <http://fairuse.stanford.edu/>
- The U.S. Copyright Office - <http://www.copyright.gov/>
- Digital Millennium Copyright Act - <http://www.copyright.gov/legislation/dmca.pdf>
- Fair Use of Online Video - <http://tinyurl.com/5gw89s> (American University)

### Policy in Cases of Academic Dishonesty

When a faculty member of the College has evidence that a student has represented another student's work as his or her own or has engaged in any other form of academic dishonesty, the faculty member, in consultation with the chairperson of the department or the chairperson's designated representative, may lower the student's grade, fail the student, or apply such other sanctions as may be appropriate. The faculty member is required to notify the student promptly of the discovery. The student may meet with the faculty member to seek redress from the accusation or from any proposed sanction; but if no mutually satisfactory resolution can be reached, a written and dated appeal may be made within two weeks of the meeting to the chairperson of the department or a designated representative. A copy of any such appeal must also be sent to the faculty member.

### Student Code of Conduct

Columbia is proud of its creative and diverse community of faculty, students, and staff who create and participate in educational opportunities in the arts, media, and communications. The college provides a caring environment; one in which freedom of expression is valued and civility is observed. Students are encouraged to value our community and to accept responsibility for their individual behavior, as well as for the common good. Columbia's "Code of Conduct" is primarily a positive guide to the creation of a community that encourages the personal and intellectual development of each person, and secondly, a list of behaviors that would interfere with the important work of the college community. Each student is expected to be thoroughly familiar with the academic and general requirements and policies of the college, as stated in the College Catalog, Student Information Handbook, course schedule, and other official college materials and publications. In addition, it is understood that students assume responsibility for the behavior of their guests on campus. Students are expected to share information regarding college policies with their guests and to ensure that their guests' behavior conforms to the college's expectations. Faculty and staff are available to provide assistance and guidance to students concerning college requirements and policies; however, the responsibility for understanding and meeting college requirements rests with the student. The Student Code of Conduct can be found at [http://www2.colum.edu/student-affairs/PDFs/The\\_Student\\_Code\\_of\\_Conduct.pdf](http://www2.colum.edu/student-affairs/PDFs/The_Student_Code_of_Conduct.pdf)

Drugs and alcohol are not permitted in the studios, classrooms, or other college facilities; this includes "your" studio. (The only exception is official department receptions, where alcohol intake is carefully monitored.) **Coming to class under the influence of either drugs or alcohol is cause for immediate non-academic dismissal from the department.**

### Anti-discrimination and Harassment Policy

Discrimination and harassment based on race, national origin, ethnicity, sexual orientation, gender, age, disability, or religion are illegal. Copies of Columbia's Anti-discrimination and Harassment Policy may be obtained in the Dean of Students office (623 South Wabash Avenue, Room 301) or the Office of Human Resources (623 South Wabash Avenue, Room 501).

Conaway Center Statement

Students with disabilities are requested to present their Columbia accommodation letters to their instructor at the beginning of the semester so

**26** that accommodations can be arranged in a timely manner by the College, the department or the faculty member, as appropriate. Students with disabilities who do not have accommodation letters should visit the office of Services for Students with Disabilities in room 520 of the Congress building (312.344.8134/V or 312.360.0767/TTY). It is incumbent upon the student to know their responsibilities in this regard.

## **Graduate Academic Policies And Procedures**

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These pages contain information on policies, procedures, and regulations that are specific to graduate study at Columbia College Chicago. Students should check with their individual programs for program-specific regulations that may be more restrictive than those that apply to all graduate programs. This document is the authority for College-wide policies and procedures. Where a variance occurs with publications from individual programs—other than more restrictive departmental policies—this document should be considered authoritative.

Graduate students are also subject to College-wide policies that may be found in the Informer, the College's student handbook. It is the student's responsibility to be aware of all policies, procedures, and regulations that apply to his/her program of study and the College as a whole.

Columbia College Chicago reserves the right to change, amend, modify, or cancel without notice, the statements on these pages.

### **Degree Requirements**

The following requirements apply to all master's degree programs. Individual graduate programs may have additional requirements or more restrictive regulations. Students should consult with their program handbook or website.

MA at least 30 credits at the graduate level

MAT at least 38 credits at the graduate level

MFA at least 40 credits at the graduate level

MAM at least 49 credits at the graduate level

- For degrees requiring 40 credits or fewer, no more than six credits of tutorial or independent project enrollment may be applied toward fulfillment of degree requirements; for degrees requiring 41 credits or more, no more than 12 credits may be applied.
- Candidates for master's degrees and graduate certificates must present a cumulative grade point average of at least 3.0 (B) in graduate course work.
- No more than six credit hours of course work with a grade of C may be applied towards a graduate degree or certificate.
- Courses with a grade lower than C are not applied toward the fulfillment of degree requirements; however, the grades are included in the calculation of the cumulative grade point average (GPA).
- All candidates for master's degrees must submit an acceptable final the-

- 28 sis/project or pass a comprehensive examination.
- Students working on their thesis/project must maintain continuous fall and spring thesis registration.
  - The time limit for MA and MAT degrees is five years. All requirements including acceptance of the final thesis/project must be completed within this time. Approved leave of absence does not extend the time limit.
  - For MFA and MAM degrees, the time limit is seven years. All requirements including acceptance of the final thesis/project or a passing grade on the comprehensive examination must be completed within this time. Approved leave of absence does not extend the time limit. (Please note that the Film/Video Department sometimes extends the period in which a student may complete his/her thesis.)
  - If a student does not complete the degree within the prescribed time limit, the program may require that courses be retaken to replace those more than five or seven years old. The original grades for any retaken courses are not replaced, but appear on the academic record along with the “re-take” course grade and are included in the calculation of the cumulative grade point average.

### Course loads

All graduate students are expected to maintain at least part-time status (six graduate credits) each term they are registered—the only exception being when a student is enrolled in Thesis. Full-time graduate enrollment is nine to twelve graduate credits each regular semester (fall and spring). In some departments, the faculty advisor may permit a student to enroll for more than twelve credits, subject to approval by the program director or department chair.

Part-time graduate students enroll for six to eight credits or a minimum of two courses each regular semester until they have completed the course work requirements of their degree program. Enrollment in the summer session or J-Session is optional for most departments and carries no minimum credit requirement.

Students holding a Follett Fellowship must enroll for a minimum of nine graduate credits during the semester(s) for which the fellowship is awarded. Students awarded the Graduate Opportunity Award (GOA), a Getz Graduate Award, or a Departmental Merit Award (DMA) must enroll for a minimum of six graduate credits during the semester(s) for which the award is given.

Students who wish to waive the minimum credit requirement for a par-

29 ticular term must submit a request in writing to the program director prior to registration. Approval of such a request is not automatic and should not be expected unless the student is in good standing and has completed at least nine credits of graduate course work at Columbia

A student who has been placed on academic probation may request a waiver for the probationary semester, in addition to any previous waiver, from the program director. Approval of the request precludes any future waiver, regardless of academic standing.

Students who wish to drop or withdraw from one or more courses after registration, thereby decreasing their enrollment below the six-credit minimum, must also submit a request for waiver to the program director. Such request will be approved or denied according to the same criteria as an advance request. Before dropping or withdrawing from any courses, students should seek advice about the impact on their federal and other financial aid.

A waiver of the minimum credit requirement may adversely affect a subsequent request for a leave of absence. Before submitting a request for waiver, a student should meet with a faculty advisor to develop an overall plan that ensures progress toward degree completion.

### Candidacy and status reviews

Some graduate programs require periodic reviews of student achievement at specific points in their program of study. In MFA programs, this typically involves a review of student work prior to the commencement of the thesis project (a “candidacy review”). Some departments also review students at either the completion of their first semester or first year of study. A student who does not successfully pass such an assessment may be placed on academic probation until he/she makes a suitable adjustment—in grade point, work quality, etc.—or may be asked to leave the program.

### Master’s thesis/project and comprehensive examination

All of Columbia’s graduate programs require either an acceptable final thesis or project or a passing grade on a comprehensive examination. Description of the nature, scope, and format of the thesis/project for each graduate program appears in departmental publications along with a summary of the departmental procedures for submission, review, and (if required) revision and resubmission. Currently, the Arts, Entertainment, and Media Management (AEMM) program is the only program that allows students to take a comprehensive examination in lieu of submitting a thesis/project. Students

**30** interested in pursuing this option must work with their AEMM faculty advisor to determine their eligibility.

Except as otherwise specified in departmental publications, each master's thesis or project is reviewed departmentally by a thesis committee. At least one committee member is selected by the student who may request a member from outside the department program. The thesis advisor serves as a member of the committee.

At the close of a semester of thesis registration, the thesis advisor awards a grade of S (satisfactory progress) or U (unsatisfactory program), whether or not the thesis/project has been completed. A student who has not completed the thesis/project by the close of the semester must register for the next semester or term for at least one credit of Thesis or Thesis Continuance before the thesis can be submitted for final review. A grade of S earns credits in progress toward a thesis/project but is not included in the calculation of the grade point average; a grade of U does not earn credit and is not included in the calculation of the grade point average.

Some graduate programs require a thesis defense. This defense must be completed before a student graduate and receive his/her degree.

### Grading Policies

Columbia College Chicago uses a 4.0 scale to calculate the cumulative grade point average. Individual graduate programs vary in the awarding of pluses and minuses. Students should consult with their programs for program-specific grading policies.

A (4.0) A- (3.7) B+ (3.3) B (3.0) B- (2.7) C+ (2.3) C (2.0) C- (1.7) D (1.0) F, I, IP, W, NG (0)

The following departments do not make use of plus/minus grades in assessing graduate student work: Architectural Studies, Dance Movement Therapy and Counseling, Music, Photography.

### Incomplete (I) grade

A graduate student whose performance in a course has been satisfactory and who finds, due to extraordinary and unforeseeable circumstances, that he/she is unable to complete one or more course requirements by the close of the term, may request a grade of Incomplete. Incompletes will not be issued without a properly completed request and approval form. Approval of a request for an Incomplete should be on file no later than the last day of the semester. A student may request Incomplete grades for some or all classes taken in a given semester.

The award of an Incomplete is never automatic. It requires consultation between student and instructor and commits each of them to a specific agreement concerning submission of the outstanding course work.

The maximum period allowable for the completion of course work is the close of the following academic term; individual circumstances may result in shorter periods. Incompletes in a spring semester course must be cleared no later than the end of the following summer session; fall Incompletes, in spring; summer, in fall, J-Session, in spring. A leave of absence or failure to enroll in the next academic term does not extend this deadline.

Incompletes that accumulate beyond the semester in which they must be cleared may result in consultation between the department and the appropriate school dean. In some cases, this may result in a student's being placed on probation, suspended, or dismissed from the graduate program. Students holding a grade of Incomplete in a course that is a prerequisite for another course will not be permitted to register for the more advanced course until the Incomplete is resolved.

### In Progress (IP)

For graduate courses, the grade of IP is assigned only for those courses that are designed with the expectation that the students will not complete the course work in one semester's time. Course work such as internships or field placements may warrant an IP. When the student completes the course, usually within the next term, the instructor submits a Change of Grade form to the Records Office. The new final grade replaces the IP on the student's academic record.

### 32 **Withdrawal (W) from course(s)**

Following the fourth week of an academic term and prior to the end of the eighth week (or, from the second through the fourth week of the summer session), a student who wishes to withdraw from one or more courses must complete a withdrawal form in the Records Office. For each such course, a grade of W is entered on the permanent record. Courses with a grade of W do not earn credit and are not included in the calculation of the grade point average (see Course Loads).

Official withdrawal with a grade of W is not possible after the eighth week of classes (or fourth week of the summer session). Thereafter, if discontinuation is dictated by circumstances beyond the student's control, the grade of Incomplete (I) may be appropriate (see Incomplete Grade). Otherwise, the instructor will assign a course grade based upon the amount and quality of work completed prior to discontinuation.

Continuing students who drop or withdraw from all course work during any term following the first semester should first request a leave of absence. Spaces in graduate programs are limited, and a space may not be available when a student desires to return. If a student has left the program without an approved leave of absence, he/she will need either official approval from the program director/department chair or official readmission based upon a new application form in order to resume study. (see Resuming Students and Returning Students). In either case, the five-year (or seven-year) limit for completion of degree requirements will be calculated from the initial term of entry.

Students who are planning to withdraw from course work should discuss their decision with the graduate program, the Records Office, and Student Financial Services. It is the student's responsibility to make sure he/she has met any and all withdrawal requirements and to be aware of any consequences, financial or otherwise, associated with the decision to withdraw. It is especially important that international graduate students also meet with the assistant dean of international student affairs to learn how their decision may affect their status (also see Withdrawal from Program).

#### **Change of grade**

All grade changes must be initiated by the instructor in whose course the original grade was awarded. A change of grade usually results from one of the circumstances listed below.

- Removal of Incomplete or In Progress following completion of outstanding

requirements.

- Discovery of a posting error.
- Discovery of a violation of academic integrity.
- Reconsideration following an appeal.

### **Course Credit, Course Transfer, and Academic Records**

A graduate student seeking transfer credit must submit a written request to the program director or department chair along with an official transcript showing the course(s) in question. If the request is approved, a written recommendation of transfer credit is then forwarded to the Office of Graduate Admission along with supporting documents. The transfer credit is then posted to the student's academic record/transcript. To be eligible for transfer, course work must meet the following criteria:

- Courses must have been taken at a regionally accredited institution.
- Courses must have been taken for graduate credit.
- Courses must have earned an A or B or equivalent on a numerical scale.
- Credits earned cannot already have been applied toward the completion of a previous degree.
- Course work must have been completed not more than five years before the student's first semester of graduate study at Columbia.
- Some departments do not allow transfer of credit for required courses.

The total of all hours earned through transfer and credit-by-examination may not exceed six credits in programs requiring 40 credits or fewer, or twelve credits for programs requiring 41 hours or more.

Transfer credit is applied only toward credits earned and does not affect the cumulative grade point average.

Transfer credit evaluations are conducted only for admitted graduate students. While some preliminary transfer credit evaluation may be possible for prospective students, it is at the discretion of the graduate department; and it is not official or binding.

#### **Credit by examination**

Graduate students may also request the award of credit by examination in lieu of enrolling for some Columbia courses. The request must be approved by the student's faculty advisor and the program director or department chair. The examination is generally administered by the regular instructor of the course in question.

**34** The results of the examination, including a recommended grade of A or B, are submitted to the program director or department chair for final approval. The course title, number, credits, and grade are then submitted to the Office of Graduate Admission along with the name of the examining instructor for entry onto the student's academic record. Student Financial Services prepares the appropriate statement of charges (currently \$50) for each posting of credits.

Credit by examination earns credit toward completion of degree requirement and the grade is included in the calculation of the cumulative grade point average. A total of all hours earned through transfer credit and credit by examination may not exceed six credits for programs requiring 40 credits or fewer or twelve credits for programs requiring 41 hours or more.

### **Internal transfer**

Graduate students may study in only one Columbia graduate program at a time. In the rare instance of program change within Columbia, the College does not specify a limit on internal transfer. Instead, such transfers are handled on a case-by-case basis by the programs involved.

A graduate student who wishes to change degree programs within his/her current graduate department must submit the following to the Office of Graduate Admissions by the appropriate application deadline:

- A letter of intent addressed to the director of graduate admissions.
- A new application form for the new program.
- An approval letter from the chair/director of the new program detailing any supplemental requirements.
- Any supplemental documents/work samples, etc., required by the new program.

A graduate student who wishes to withdraw from one degree program and enter an entirely different degree program must submit a new application package with all supporting materials to the director of graduate admissions. Such students must follow the regular guidelines and deadlines as outlined in the admission instructions. These students will be reviewed for admission along with other applicants for that cycle.

The College does not permit vertical transfer of credits from undergraduate courses. When prospective graduate students elect to enroll for undergraduate course work, such course work is not subsequently applicable toward the requirements of the graduate degree.

### **Course waivers**

Graduate credit is awarded only through regular enrollment, transfer credit, and credit by examination.

Columbia College does not offer course waivers or other exemptions, such as life experience credentialing, at the graduate level. Therefore, graduate students do not receive credit by "placing out" of courses; however, the admissions committee of a program may recommend waiving prerequisite undergraduate courses normally required for admission. Some departments do not allow waivers for required courses.

### **Course substitutions**

When a required graduate course would essentially duplicate life experience or a course previously taken for undergraduate credit, a graduate student may request departmental approval to replace the required course in lieu of retaking it for graduate credit. The student petitions the program director or department chair for approval to replace the required course with another course in the program curriculum. The department chair/program director compares the student's prior knowledge attained with the course curriculum and may approve course replacement. The approval of course replacement does not in any way reduce the credit requirements for earning a graduate degree in a particular program. Some departments do not allow substitution for required courses.

### **Dropping courses**

After registration and prior to the end of the fourth week of classes, a student wishing to drop one or more courses completes the drop/add process online or in the Records Office. Dropped courses will not appear on the student's academic record.

### **Retaking courses**

Any course in which a W was assigned may be taken for credit. Within limits established by individual programs, certain courses required for the degree may be taken for credit more than once. The original grade for the course is not replaced. Both the original grade and the "retake" course grade appear on the academic record and are included in calculation of the cumulative grade point average.

Before a student decides to retake a course, he/she should first consult with a faculty advisor and Student Financial Services to determine whether such a decision would have any impact on his/her federal or other financial aid.

## 36 Transcripts

Official Columbia College Chicago transcripts are maintained by the Records Office. Students may request official transcripts from that office located at 600 South Michigan Avenue. For information, call 312-369-7224.

## Student Standing

### Leave of absence

Graduate students may be granted a leave of absence, unconditional or conditional, for up to one calendar year upon the recommendation of the program director or department chair. In either case, an approved leave of absence does not extend the time limit for completion of degree requirements. The circumstances necessitating the leave will be taken into consideration if an extension of the time limit is requested.

Unconditional leave may be granted to students in good standing who have not previously taken a leave of absence and who have maintained the required minimum credit course load. The request must be submitted to the program director/department chair at least six weeks prior to the registration period for the first term of absence. At the close of the authorized period of leave, students must contact the program director/department chair to begin the process of resuming study.

Conditional leave may be granted to students who have been placed on academic probation in lieu of enrollment for the probationary semester. If leave is granted, a letter of approval will specify the conditions that must be met prior to resumption of study. These conditions will include, but not necessarily be limited to, the conversion of any outstanding Incomplete grades to a grade of C or better. Conditional leave will be granted only once.

### Withdrawal from program

Applicants who have accepted an offer of admission but have not yet registered for classes may withdraw from the program by canceling their confirmation of intention to enroll. Applicants should do this by contacting the director of graduate admissions before the beginning of the originally intended term of study.

Students who drop or withdraw from all course work during their first term of graduate enrollment will not have established graduate standing and may be required to reapply. If a subsequent application for readmission is approved, calculation of the five-year (or seven-year) limit for completion of degree requirements will begin with the new term of entry (see Time Limits).

## Academic probation

A student whose progress in a graduate program fails to meet minimum academic standards is placed on academic probation for one regular semester. The following requirements apply to all graduate students. Individual graduate programs may have additional requirements.

- A student who earns a semester grade point average of 2.5 or less in any term (fall, spring, or summer) is placed on probation for the next regular semester (fall or spring).
- A student whose cumulative grade point average falls below 3.0 for two consecutive academic terms is placed on probation for the following fall and spring semesters.
- Regardless of grade point average, a student whose cumulative academic record shows two grades less than B (totaling six credits or more) is placed on probation for the fall or spring semester following the semester in which the second grade is earned.

In matters relating to academic probation, the summer session is treated differently from the fall and spring semesters. Poor performance in the summer session may result in placement on probation; however, since summer enrollment is optional, the summer session is not calculated as a probationary term for students whose spring semester performance results in probation. For such students, the following fall semester is the term of probation.

Academic probation does not preclude continued enrollment in graduate study. It does attach the following two conditions to enrollment.

1. The student must earn at least a B in all courses attempted during the probationary semester; the normal minimum credit requirement may be waived upon request (see Course Loads).
2. The student may not arrange for an incomplete in any course attempted during the probationary semester.

A student who meets these conditions is automatically restored to good standing at the close of the probationary semester. A student who fails to meet these conditions may be suspended from the graduate program or, at the discretion of the program/department, may be continued on probation.

## Academic suspension

Suspension is a temporary withdrawal of permission to enroll. It is possible for a student to be reinstated after at least one fall or spring semester on suspension.

**38** Academic suspension is the consequence of continuing unsatisfactory academic performance following placement on academic probation. A student may be suspended under the following conditions:

- The student does not fulfill the conditions of probation by the end of the probationary semester.
- The student has been placed on probation before the current probation and, as a result of the current probation, again fails to meet minimum academic standards.

The program director or department chair oversees conditions for suspension and reinstatement after suspension.

### **Reinstatement after suspension**

A student who has been suspended for academic reasons is not eligible to enroll in the next regular semester (fall or spring). The student may petition the program for reinstatement after a period of one regular semester. The petition should describe any changes in those circumstances that may have hindered academic performance and must offer clear evidence of potential for further progress toward the degree. In order for a petition for reinstatement to be considered by the program, it must be submitted no later than six weeks before the start of the semester for which reinstatement is sought.

### **Academic dismissal**

A student who has been reinstated following academic suspension and again fails to meet minimum academic standards will be dismissed from the graduate program. Following academic dismissal, a student is not eligible for readmission to any of Columbia's graduate programs.

### **Dismissal for non-academic reasons**

A student whose behavior is inconsistent with the College's code of conduct may be dismissed summarily by the school dean or another member of the College's upper administration.

### **Resuming students and returning students**

Students who have interrupted their studies for one full academic year or longer and who have not been granted an official leave of absence must obtain permission to resume their studies from the program director or department chair. Students who wish to resume must discuss this possibility with their

department advisor and send a written request with an explanation of their absence to the program director/department chair. This request must be made at least six weeks prior to the start of the term in question.

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### **Appeals Procedures**

Graduate students may appeal administrative decisions by submitting a written petition to the Petition for Exceptions Committee in the Office of Student Affairs with copies to the program director and faculty advisor. Following review at the department level, the program director or department chair will attach a written recommendation to the original petition and forward both to the dean of the relevant school. Written notification of the dean's decision is mailed to the student with copies to the originating department and the faculty advisor. This closes the appeals dossier and a copy is also placed in the student's permanent file.

Similarly, graduate students may appeal for review of any academic decision, such as the award of a course grade. Typically, such issues are resolved informally between the student and the instructor. If the informal appeal is not successful, the student may elect to file a formal appeal by submitting a written petition to the program director or department chair with a copy to the student's faculty advisor and the course instructor. Following review at the department level, the written decision of the director or chair is mailed to the student with copies to the faculty advisor, course instructor, and student's permanent file.

If the student wishes to appeal the decision of the program director or department chair, a written petition must be submitted to the dean of the relevant school with copies to the faculty advisor, the program director or department chair, and the course instructor. The decision of the dean is final. Written notification of the decision is mailed to the student with copies to the faculty advisor, program director or department chair, course instructor, and the student's permanent file.

### **Graduation Procedures**

There are three required forms that must be submitted by students completing their graduate degrees: Graduation Application Form, Program of Study Form 401, and the Thesis Acceptance Form. The Graduation Application Form and Form 401 are initiated and completed by the student. Both forms are available on the graduate website and are due at different points during the final term of student. The website also provides specific instructions and

**40** deadlines for these forms. The Thesis Acceptance Form is completed by the program once the thesis paper/project/exam has been approved.

### **Academic Year**

Each academic year at Columbia includes two 15-week semesters (fall and spring) plus a summer session. Courses taken in the J-Session are counted as part of the spring term. The regular academic year for most programs is fall and spring semesters. Some programs encourage their students also to take full advantage of the summer semester. For purposes of the awards such as Follett, GOA, and assistantships, only fall and spring semesters are included. Students who receive financial aid and wish to take summer courses must budget for the in their existing financial aid package.

While the usual term of a class is a full 15 weeks, some subjects may be offered in shorter periods, ranging from one to eight weeks. These intensive courses meet more frequently than the 15-week courses.

Courses are scheduled during the day and evening as well as on Saturdays to accommodate the schedules of working students. The number of evening and weekend courses varies by department.

### **Interarts Facilities Policy**

The rules and policies listed below have been created so that we may serve students and facilitate the success of student projects. Remember that use of departmental equipment and facilities is a privilege, not a right. Students must be respectful of the fact that we have a limited supply of equipment and space that must be shared between ALL students. Think of it as the golden rule: “Do unto others” equipment as you would have others do unto your equipment.

### **The Studios at Book and Paper**

Access to any of the studios at the Center is granted only after a student has completed the qualifying class for that area. In the fall of 2009, that will mean Thinking Through Making, Paper, Print, or Bookbinding.

The Center operates these studios for the use of the graduate and undergraduate classes and the community program. It is important that every single person who works here cleans up after him/herself and operates all the equipment correctly. Before students will be allowed to use the studios, they must attend a mandatory studio orientation. Students must show respect and consideration for the other artists who will be working here: think before acting, and clean up after themselves. Here are some general suggestions for a better experience in these studios:

- CLEAN up after yourself.
- Lock up anything you don't want stolen or damaged.
- Do not store personal belongings in the studios.
- Wash and squeeze out all sponges at each sink you use, when you are done using them (paper studio).
- Do not wash dishes in the Bindery sink.
- No small children or pets allowed.
- No alcoholic beverages and/or drugs in the studios ever. Ever.
- No working in the studio under the influence of any kind of intoxicant.
- If you should have a problem with equipment (i.e. something breaks, stops, quits, falls off, etc.) do not try to fix it. Find a staff member in the office or an instructor.
- All aprons and other supplies found in the studios should remain there. They are there for all the other folks—community classes, outreach school groups and others who are not part of the MFA program. MFAs should have all their own supplies and equipment.
- Always, always, always give yourself at least an hour to clean up, especially in the paper studio. Often times, people think it will take far less time than

**42** it actually does to clean, press and stack your paper to dry!

*Violations of studio policies and procedures will result in the following:*

**First incident:** you will receive a verbal warning.

**Second incident:** you will lose all access to the studios for a week.

**Further infractions** will result in a more permanent loss of access and privileges. equipment.

### **Interdisciplinary Arts Department Computer Labs**

The InterArts Department will post lab hours every semester, based upon availabilities of work-aides and staff.

A graduate assistant lab monitor will be on call to answer questions and troubleshoot hardware/software issues during the above hours. For help, please telephone (312) 369-6564.

### **1104 S. Wabash, room 203 (Book & Paper Center)**

Building Hours of Operation are subject to change: please see college website.

### **916 S. Wabash, room 202**

Building Hours of Operation are subject to change: please see college website.

### **Editing and Computer Facilities Policy**

1. No eating, drinking or smoking is permitted in any of the editing suites, computer labs, or classrooms, at any time.
2. Do not prop any doors open, this includes editing suites, computer labs, and classrooms. This will assist in the protection of your fellow students, their personal belongings, and the equipment. A graduate assistant will be happy to let you back into the room in the event you have to leave temporarily. Columbia College is not liable for your tapes, books, purses, backpacks or other personal items left in the labs, suites, or classrooms.
3. Computers desktops will be cleaned off weekly and without prior notice. Do not leave anything on the desktop or saved to other folders. Always use your personal hard drive or burn to disc to prevent losing your projects.

### **Computer Lab Reservations**

1. You may reserve only 4 hours per week on a specific piece of equipment. If you arrive 15 minutes late for your reserved time, you may lose that time.
2. After you have used your four hours you may use walk-in time. Walk-in

time is limited to 4-hour increments but can be used as often as is available. **43**  
You must check with the lab monitor and use whatever unit is available at the time.

### **Interdisciplinary Arts Equipment Reservation & Checkout**

916 S Wabash, Room 208

Equipment Center Reservations: 312-369-6563

**Hours of Operation:** will be posted be posted outside the equipment room window.

### **Equipment Reservations**

Wednesday 3:00 PM (In-person reservations begin)

1. Only students on the course list for a particular piece of equipment will be allowed to reserve that equipment. This access list is based on the courses that you have successfully completed.
2. All equipment usage is limited to current class projects and currently enrolled students. Non-course related projects are NOT allowed.
3. Only one student can reserve the equipment per checkout period.
4. You may reserve equipment for only one period of time per week.
5. You must present a valid Columbia College ID to reserve equipment.
6. All reservations must be made in advance.
7. The reservation book for the following week will be available at the equipment center check-out window on Wednesdays. In-person reservations start at 3:00 PM, phone reservations at 4:00 PM.
8. You may reserve and check out equipment for a period of two nights or the next reservation, whichever is SOONER.

Example:

Pickup	Return
Monday before 7:00 PM Wednesday	by 5:00 PM
Tuesday before 7:00 PM Thursday	by 5:00 PM
Wednesday before 7:00 PM Friday	by 2:00 PM
Thursday before 7:00 PM Monday	by 5:00 PM
Friday before 4:00 PM	Monday by 5:00 PM

### **Equipment Pickup**

1. You must present a valid Columbia College ID to check out equipment.
2. Plan enough time to make sure all the equipment is in the case and that the equipment is working before you leave the equipment center

- 44 3. Once you have signed the contract, you are responsible for the equipment.  
\*\*Equipment may be picked up during cage hours prior to 5:00 PM, if it is available.

### Equipment Return

1. If there is a problem with the equipment contact the equipment cage immediately at (312) 369-6563. Do not attempt to fix it yourself.
2. All equipment must be returned during cage hours before 5:00 PM on the day it is due. Equipment returned any time after 5:00 PM will be considered late.
3. When returning equipment, students must be present for check in.
4. You are responsible for the condition and return of all equipment signed out. If the equipment is misused, broken, stolen or lost, YOU, the student who signed the equipment contract, are liable for all replacement and/or repair costs.

### Walk Up Check Out

Check out is available for unreserved equipment during equipment cage hours, subject to the same policies as above.

### Breaking the Rules

**First incident:** you will receive a verbal warning

**Second incident:** you will lose all departmental privileges for a period of 1 week. This includes all equipment, computer labs, and editing suites.

**Further infractions** will result in loss of reservation and equipment privileges for the remainder of the semester.

### Support for Students

#### Financial Aid:

*First year students are eligible for:*

**The Follett Fellowship**, a three-year tuition remission of up to \$12,000 each year, awarded to new graduate students. The Follett is renewed each year after an evaluation by the faculty. No separate scholarship application form necessary if the graduate application is received by the recommended/early admission deadline. There is no application, the recipient is chosen by Columbia faculty.

**The Graduate Opportunity Award (GOA)**, a one-year award offered to continuing graduate students in all graduate programs. Successful candidates will have significant academic and artistic achievements. The award amount varies. Application procedure: Applications are available for download at: [http://](http://www.colum.edu/Admissions/scholarship/Scholarships/The_Graduate_Opportunity_Award.php)

[www.colum.edu/Admissions/scholarship/Scholarships/The\\_Graduate\\_Opportunity\\_Award.php](http://www.colum.edu/Admissions/scholarship/Scholarships/The_Graduate_Opportunity_Award.php) 45

**Caxton Club Scholarship Award**, a project-based award of \$2,500 for graduate students working in the book arts. This grant is awarded by the scholarship committee of the Caxton Club during the spring. Application information is available at <http://www.caxtonclub.org>

**The Aiko Fellowship**, which provides approximately \$5,000. This fellowship is from an endowed fund at the Center for Book and paper, and is awarded for a project selected by an outside juror. Application procedure: First year Book and Paper students are invited to submit a project proposal, including a budget, a timeline, and work samples in March of every year. Awards will be announced in May.

**The Offset Fellowship**, a three-semester award of \$3,500 per semester The Offset fellow assists the studio coordinator in the production of the center's and department's printed promotional materials, the center's publications, any workshop or class-related printing, and in performing some aspects of general studio maintenance. The fellow receives training in prepress production, press operation, and other aspects of offset production. Application procedure: Students are invited to apply during the fall and recipients are announced in December.

**The Union League Civic and Arts Foundation Awards** for \$5,000, \$4,000, and \$3000, awarded to a graduate student based on merit and financial need. The Union League selects the recipient. Application procedure: Applications and guidelines are available at: <http://www.civicanarts.org>

In addition to the above, second and third year students are also eligible for: **The Weisman Award**, which provides funding to a limited number of students in a variety of media who need financial assistance in order to finish a significant project, up to \$4,000. Book & Paper students often apply for this award to complete their thesis work.

Application procedure: Applications are available at: [http://www.colum.edu/Portfolio\\_Center/Weisman/index.php](http://www.colum.edu/Portfolio_Center/Weisman/index.php)

### Student Employment In the Department

A limited number of graduate assistantships and graduate work-aide positions involving departmental administrative and facilities duties are available each year. Students may apply for these positions, usually at the start of the fall semester.

The graduate assistantships are funded through tuition remission, which is credited to your account once a semester. There are currently three GAs in

**46** the Center for Book and Paper each semester, and these GAs are selected by the faculty from the pool of applicants.

The graduate work-aide positions are for students who are in good academic standing and enrolled in at least 6 credit hours per semester. International students must be enrolled full-time, 9 credit hours per semester, have a valid passport, F1 Visa, and I-20. Student may work up to 8 hours a day with a total of 20 hours per week. Earnings are not applied to your tuition and fees and will be paid on the 1st and 15th of each month through direct deposit.

Students should note that accepting a graduate assistantship for tuition remission can and will effect your loans, as it lowers what is referred to as the “cost of attendance.” A student interested in taking on a graduate assistantship position should consult with Student Financial Services, with a full understanding of how this “award” will affect your overall graduate school expenses. Further questions can also be directed to the Associate Chair.

### **Student Health and Support Services:**

The Student Health and Support staff assists students in reaching their academic goals through advocacy and education that promote health and well-being. The Student Health and Support offices, which include Counseling Services, Student Relations, Services for Students with Disabilities, and the Student Health Center, are managed by the Assistant Dean of Student Health and Support. For further information about Counseling Services, Student Relations, Services for Students with Disabilities, Student Health Center, Campus Suicide Prevention Program, or Fitness Facilities, please go to: [http://www.colum.edu/Student\\_Life/Health/index.php](http://www.colum.edu/Student_Life/Health/index.php)

## **Other Useful Information**

### **Professional Organizations**

#### College Art Association

This is the most important professional organization for college professors of studio art and art history. The annual conference, usually in February, is the best hiring opportunity for college professors.

Student membership: \$45.00/year.

[www.collegeart.org](http://www.collegeart.org)

#### College Book Art Association

Student membership \$20.00/year

[www.collegebookart.org](http://www.collegebookart.org)

#### Chicago Hand Bookbinders

Student membership: \$20.00/year.

<http://www.chicagohandbookbinders.com>

#### International Digital Media & Arts Association

Student Membership \$35 a year

[www.idmaa.org/](http://www.idmaa.org/)

#### New Media Caucus

Membership is free

[www.newmediacaucus.org/](http://www.newmediacaucus.org/)

#### Guild of Bookworkers

Student Membership: \$40.00/year.

<http://palimpsest.stanford.edu/byorg/gbw/>

#### The Friends of Dard Hunter

Student membership: \$15.00/year.

[www.friendsofdardhunter.org/](http://www.friendsofdardhunter.org/)

#### The American Printing History Association

Student membership: \$20.00/year

[www.printinghistory.org](http://www.printinghistory.org)

International Association of Hand Papermakers and Paper Artists  
 Student membership EU 45  
[www.iapma.info](http://www.iapma.info)

## Important Organizations

### IMAGe Unit

IMAGe Unit, Interdisciplinary Media and Arts Group, is a collective of Columbia College Chicago Interdisciplinary Arts and Media MFA candidates dedicated to the principles of collaborative and individual creative excellence. IMAGe Unit artists come from diverse cultural and creative backgrounds in visual, sound, writing, performance, dance, and digital arts. We are committed to the exchange of ideas across media, taking risks across artistic disciplines and to the creation of exceptional works of art.

Goals:

- Promote Interdisciplinary Arts and Media MFA student work
- Improve campus community via creative exchange
- Empower emerging artists in professional development
- 

IMAGe Unit co-sponsors an annual Student Salon. Students from the MA and MFA programs displayed, performed, and screened their work; discussion with students and faculty followed each piece. .

### P.I.T.

Pulp, Ink & Thread (P.I.T.) is the official Interdisciplinary Book & Paper Arts organization that seeks to maximize our learning experience through collaboration, departmental discussions, and raising awareness about the program in the outside world. As a Book & Paper graduate student you are automatically a member and entitled to participate in any of the events that are held by the organization as well as benefit from any scholarship or travel opportunities. All students in the Interdisciplinary Arts Department are welcome to join and add their experience and opinions.

P.I.T. works with the Inter-Arts and Book & Paper administration, staff, and faculty in regards to policy, curriculum, and studio concerns by holding a monthly meeting where you, the dutiful member, can air grievances, praise current policy, or suggest new ideas. Every other month we invite said administration, staff, and faculty to hear our suggestions and answer our questions. Often times delicious food and drink will be served. Establishing a working relationship with the Book & Paper Alumni Association is also a

priority that can help keep us connected when we go and start a new Book Arts Revolution. **49**

We provide exhibition and curatorial opportunities for Book & Paper students and sponsor a twice-yearly sale of Book & Paper student work to raise funds for P.I.T. activities. Ever vigilante, our members research opportunities for and organize educational field trips. We are looking to represent our program at such conferences as the Annual Meeting of the Friends of Dard Hunter, Southern Graphics Council, CODEX, Pyramid Atlantic, and College Art Association. Not by any means least, we strive to establish and begin funding a much needed new Book & Paper Scholarship fund. For more information or details on how you can get involved please email us at [Pulpinkthread@yahoo.com](mailto:Pulpinkthread@yahoo.com). Note also our charming P.I.T. mailbox nestled amongst the others in the hallway.

### Alumni Organization

Columbia's Alumni office is anxious to keep our graduates connected to the institution. InterArts is currently in the midst of forming an Alumni Advisory Board for the department, to develop ideas for alumni events, alumni exhibitions, alumni performances, etc. Current students are encouraged to work with the Alumni office, as a way of networking with professionals who share your educational experience, and you are encouraged to stay involved with us after graduation through the networking opportunities the Alumni Office makes available. More information is available from the Associate Chair, or the Office of the Director of Alumni Operations.

*Please sign and return to the main office in the 916 S Wabash Building.*

I have read this handbook and I agree to abide by all the policies herein.

Name

Date

