

**Columbia College Chicago
Photography Department**



**Graduate Student
Handbook**

Fall 2010

Columbia
C O L L E G E C H I C A G O

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This handbook contains guidelines and procedures for students admitted to the Graduate Program in Photography in Fall 2010. It is the responsibility of the student to read, follow, and be familiar with the content herein. All the regulations in the handbook are effective on publication and should be taken into account by graduate students during their course of study. However, the Photography Department and Columbia College Chicago reserve the right to make changes to policies and procedures at any time.

Introduction

The Graduate Program in Photography prepares students to enter professional life in the creative practice of photography. As the dominant visual form of our time, photography has helped shape our culture. Professionally trained photographers, who possess a thorough knowledge of aesthetics, history, and craft, may move into the practice of fine art, portraiture, industrial, editorial, advertising, fashion, or studio-based photography. Additional opportunities exist in gallery and museum management or photography allied to other fields such as book and magazine publishing, graphic art and design, and education.

School of Fine and Performing Arts, Graduate Office, and Photography Department

The School of Fine and Performing Arts encompasses several disciplines, including the Photography Department. The Dean's office is located in the Alexandroff Campus Center at 600 S. Michigan Avenue in room 907.

The Graduate Office, located at 600 S. Michigan Avenue in Suite 200, maintains all official graduate student records and, with the School of Fine and Performing Arts, monitors the academic progress of students in the Photography Graduate Program.

The Photography Department main office is located on the 12th floor of the 600 S. Michigan Avenue building. The Photography Department is consults with graduate students on their individual course of study, their career plans and goals, and on preparation and completion of the visual thesis and written thesis.

Mission Statement

This program is founded on the belief that advanced education requires intense and serious interaction between motivated students and a committed faculty. Columbia College Chicago's photography program is dedicated to the education of visual artists. The program emphasizes three inter-related goals:

- aesthetic, conceptual, and expressive development
- technical competence and versatility
- critical and historical knowledge of photography

Balancing these goals with flexibility and attention to individual needs while maintaining high standards distinguishes the Graduate Program in Photography at Columbia College Chicago.

We hope that highly educated, ambitious, dedicated, and proficient graduates from our program will make unique and valuable contributions to the field and to the culture of our time.

Admission to the Graduate Program in Photography

Please visit www.colum.edu/Academics/Graduate_Study/ for details on the application process.

In addition to fulfilling the general requirements for admission to the Graduate School, applicants must also submit a portfolio of 20 original photographic prints, through colum.slideroom.com, for evaluation. The portfolio, along with the other required materials (completed application form, self-assessment essay, two letters of recommendation, resume, and official transcripts from each college attended), is submitted to the Graduate School Office and after processing, is forwarded to the Department of Photography. Interviews may be requested of applicants. Visits to the College are strongly encouraged.

If English is not the applicant's first language, a minimum TOEFL score of 100ibt, 250cbt, or 600pbt is required. Scores should be sent to Graduate Admissions. IELTS scores are not accepted.

After a committee of Photography faculty members review the application package, applicants may be admitted, conditionally admitted, or rejected to the Graduate Program. There are two forms of conditional acceptance. One requires the submission of missing documentation (official transcript(s), letters of recommendations, or application fee) before graduate registration. The other requires students to meet specific conditions during their first term. For example, students without a background in art, photography, or art history are required to make up undergraduate deficiencies in these areas as determined by the faculty. Students are expected to enroll for such specified coursework in their first semester, in addition to required graduate courses. Students enrolling only in prerequisite undergraduate courses will not establish graduate-level standing.

Stipulations regarding grades accompany most conditional acceptances. Such stipulations are specified in the letter of acceptance into the program. If a student fails to comply with these conditions, either by failing to enroll and complete the required courses or by failing to maintain the grades specified, the student is removed from the program.

Students applying for admission to the Graduate Program in Photography are automatically considered for institutional financial aid awards including the Graduate Opportunity Award, the Follett Fellowship, and The Departmental Merit Award. To be considered for financial aid, applications must be received by the deadlines posted on the graduate school website: www.colum.edu/Academics/Graduate_Study/.

The Master of Fine Arts Degree

At Columbia College Chicago, the Master of Fine Arts (MFA) degree requires 60 credit hours of study. Students typically will complete the course work in three years. The College Art Association, the professional organization of fine artists and art historians, defines the MFA degree as such:

The master of fine arts (MFA) degree in studio art and design is the recognized terminal degree in the visual arts. It is considered by the College Art Association (CAA), the National Association of Schools of Art and Design (NASAD), and the vast majority of institutions in higher education in the United States to be equivalent to terminal degrees in other fields, such as the PhD or EdD.¹

The MFA degree demands the highest level of professional competency in the visual arts and contemporary practices. To earn an MFA, a practicing artist must exhibit the highest level of accomplishment through the generation of a body of work. The work needs to demonstrate the ability to conceptualize and communicate effectively by employing visual language to interpret ideas. In addition, the MFA recipient must give evidence of applying critical skills that pertain to meaning and content, ultimately encouraging a comprehensive examination and critique of the function and role of art from a variety of views and contexts.

Regardless of the chosen area of concentration, an MFA candidate must be able to prove not only strong conceptual development, but also the skillful execution of tools, materials, and craft. This includes programs rooted in innovative uses of technology, collaborative work, or interdisciplinary projects.

Although the methodology of education is not included in the curriculum of the MFA degree, this degree is the required credential for a teaching career in higher education. The curriculum of the MFA degree stresses versatility and skill in the craft of photographic expression combined with an active intellectual engagement with the medium – all aimed toward the development of advanced visual artists.

For more detailed information, such as suggested course schedules, course descriptions, and department faculty, visit: www.colum.edu/photo

Incoming Students

Incoming students will have the Graduate Program Coordinator as their advisor for the first year of graduate work. S/he will assist in planning a program of study and answer questions about policies and procedures. The Graduate Program Coordinator will also consider students' requests for waiving foundation courses. After the first year, each student will select two members of the faculty to serve as advisors in preparation for candidacy review.

Registration for the first semester in the Graduate Program occurs during Graduate Student Orientation. During orientation students will meet with the Graduate Program Coordinator for course selection and advising.

Degree Requirements - MFA

Candidates for the Photography MFA degree must complete 60 credit hours, including 3 credit hours of Written Thesis and 8 credit hours of Thesis.

- No more than 12 credit hours of tutorial or independent project enrollment may be applied toward fulfillment of graduate degree requirements.
- Degree candidates must maintain a cumulative grade point average at least 3.0 (B) in graduate course work to be awarded the MFA degree.
- No more than 6 credit hours of course work with a grade of “C” may be applied towards the graduate degree requirements.
- Courses where a grade lower than “C” is earned are not applied toward the fulfillment of graduate degree requirements, however, the grades are included in the calculation of the cumulative grade point average.
- All candidates for the MFA degree must submit an acceptable final visual thesis and written thesis.
- Students working on their visual thesis must maintain continuous fall and spring thesis registration until the visual thesis is accepted.
- The time limit for the MFA is seven years. All requirements, including the acceptance of the final visual thesis, must be completed within this time. Approved leave of absence does not extend the time limit.
- 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 seven years old. The original grades for any retaken courses are not replaced, but appear on the academic record along with the “retake” course grade, and are included in the calculation of the cumulative grade point average.
- The MFA degree is granted at the conclusion of any semester or summer session in which the student has satisfactorily completed all coursework and acceptance has been granted for the visual thesis.

Curriculum Requirements*

During the first year of study, the program is highly directed with specific and sequentially arranged courses. Through course work, students gain versatility and competence in the medium, ranging from small format to large format, black-and-white and color processes, and alternative graphic, experimental, and digital processes. As a foundation for creative and intellectual development, the program integrates the history and criticism of photography at every level of study.

Curriculum Breakdown

Core Courses	36 Credit Hours
Graduate Thesis	8 Credit Hours
History/Criticism Electives	6 Credit Hours
Advanced Photography Electives	<u>10 Credit Hours</u>
Total MFA Degree	60 Credit Hours

First Year of Study

During the first year of study, students are required to enroll as full-time students, taking no less than 9 credit hours each semester. Only by making this commitment of time and concentration, can students expect to achieve the growth that characterizes graduate study.

All first-year graduate students will plan a course of study in consultation with their advisors. Unless otherwise informed, all first year students will enroll in the following courses:

1st Semester:

- 23-6645 Issues in the History of Photography (3 Credits)
- 23-6700 Graduate Seminar (6 Credits)

2nd Semester:

- 23-6730 Contemporary Photographic Criticism (3 Credits)
- 23-6700 Graduate Seminar (6 Credits)
- Photography Elective (3 Credits)

Students are encouraged not to specialize during their first year, but to use this opportunity to experiment and enlarge their practice in the field, prior to the intense concentration that will characterize their later, more advanced studies.

Advanced Study

After providing a foundation for creative development and conceptual understanding during the first year, the program allows advanced students to pursue specialized study in photography. In consultation with advisors, students admitted to candidacy will continue to develop their personal vision within the medium, leading to a body of work that will become their graduate visual thesis. Specific course work in these areas is supported by Graduate Seminar and Independent Study electives and further enhanced by workshops with visiting artists. Advanced courses in history and criticism provide an intellectual framework for these concentrations. Seeking the artistic exploration and growth of the individual, the Department encourages advanced students to chart a personalized course of study.

Advanced students who have demonstrated proficiency with specialized equipment owned by the Department, and have paid the customary lab fees, may take advantage of these resources when available. These include: view cameras, studio space, studio and location lighting equipment, specialized darkrooms, and computer and digital imaging systems.

*For more information, please refer to the Graduate Degree Requirement sheets available in the Photography Office, or visit the following website: www.colum.edu/photography

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). The faculty advisor may permit a student to enroll for more than twelve credits, subject to approval by the Photography Director of Graduate Studies (Program Director) or the Chairperson of the Photography 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 and carries no minimum credit requirement.

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

End of Semester Reviews

At the end of each semester of graduate work, students present their work to the Photography Department faculty in formal review sessions. Faculty committees, typically made up of several graduate faculty members, are selected to evaluate the work of each student taking part in reviews. These committees are announced two weeks before the review session. Outside reviewers may be invited by the Department to participate in reviews. In addition, the Department Chair regularly takes part in surveying the progress of students.

At the end of the first year, the review for the first year students will determine whether an individual student will advance to the next level of study. A committee that includes most of the full time faculty and the Department Chairperson will make this determination.

Students are expected to display their photographic work formally and to engage in a discussion with faculty about the work. Students will deliver a short, verbal presentation that addresses their background, their progress in the current term, and the concerns developed in their work.

All students participating in the graduate program are required to participate in end of semester reviews. Only students participating in the thesis show are excused from end of semester reviews.

Candidacy Review and Procedures

Attaining candidacy signifies that students may go on to advanced work with the expectation that they are working toward a degree. One of the main purposes of candidacy review is to see evidence that the student has identified an area of serious visual investigation. This investigation will become the student's visual thesis. At this time, students will be asked to articulate their personal growth and aesthetic development and to demonstrate knowledge of history and criticism of photography and mastery of photographic materials and processes.

During the 3rd semester of graduate study, a committee of five full time faculty members, including the Graduate Program Coordinator, will review all students who have completed 18 credit hours. If a student fails to participate in candidacy review at the appropriate time, the student will not be permitted to register for classes. Therefore, three to four weeks before the end of the semester in which they are eligible for candidacy, students should be ready to identify and demonstrate the seriousness of intent in preparation for thesis work.

In preparation for this review, students should assemble the following:

- A portfolio of artistic work that demonstrates aesthetic maturity and a high level of technical skill. This portfolio should reflect a focused direction developed in close consultation with advisors.
- A statement outlining the intent of the visual thesis.
- A short, written, self-assessment of progress to date and an outline of future study.

During the review process, students will make an oral presentation incorporating the above. While displaying an understanding of the history and critical issues of photography, students are expected to address how their own work is related to those issues. Students must convince the faculty that they have the capacity and commitment to go on to produce a body of work worthy of an MFA in Photography.

At the end of the review, the student will be notified immediately if the student's application for candidacy is accepted. The student will receive a letter stating such by the end of that semester. If a student does not pass, a second meeting may be scheduled at the discretion of the faculty. After passing candidacy review, students work with their primary advisory to develop their visual thesis and written thesis.

Written Thesis

Registration

All MFA students will enroll for 23-6660 Written Thesis during their 4th semester of graduate study (spring semester of the second year). This course meets once a week for three hours for the entire semester.

Course Information

The Written Thesis investigates a contemporary or historical issue in photography and should fulfill the following goals and objectives:

1. The thesis will put forward and maintain an argument on a specific theme.
2. While the theme of the written thesis may or may not relate closely to the theme of the student's visual thesis (ex. landscape photography), the precise *subject matter* of the written thesis must **not** be the student's visual work (ex. an artist statement or self-exploration).
3. The written thesis is expected to articulate an *original idea* supported by research.

In completing the written thesis, students must follow these parameters:

1. In all cases, the thesis must conform to standard academic guidelines regarding the citation of other people's explicit words and/or ideas. Please refer to the departmental guidelines for footnoting and bibliography, which follow the humanities style put forward by *The Chicago Manual of Style*.
2. The length of the paper will vary with the topic, but it is unlikely that one with less than 25 pages of text will be accepted.
3. Any and all images accompanying the text should be captioned according to *The Chicago Manual of Style* regulations.
4. The thesis must have been edited and be free of errors of grammar, syntax and/or spelling since the final copy will reside in the library and be freely accessible to other researchers and scholars.
5. The student must complete course number 23-6660, Graduate Written Thesis, in their 5th semester. Following completion of this course, the student should forward their thesis to their advisors who may suggest additional changes to be made during the 6th and final semester of coursework.
6. The Written Thesis must be completed simultaneously with the Visual Thesis.
7. The Written Thesis, Visual Thesis, and the required number of degree credits must be completed by the end of the 6th and final semester. In rare cases a request for extension may be granted, however, the regulations of the Columbia College Graduate Program require that the student register for one additional graduate credit of Thesis Continuance per semester until all degree requirements are fulfilled.

Written Thesis Submission

Students are responsible for providing the Photography Department with three copies of the written thesis. The Photography Department will have the three copies bound. One copy will be given to the student, one copy will be held in the Photography Department, and one copy will be held in the Columbia College Library.

Please review the guidelines for creating a cover page. (Appendix A) The Library reproduction form and the Written Thesis Acceptance form must accompany the completed thesis. (Appendix B) A signed cover page on each copy of the thesis, a Written Thesis Acceptance form, and a Library Reproduction form are required before a written thesis can be bound and distributed.

Completed paperwork and the three copies of the written thesis must be submitted to the Academic Coordinator by the close of the 6th semester of study.

Visual Thesis

Registration

After passing candidacy and with the approval of the Program Director and student advisors, MFA students will register for 23-6780 Graduate Thesis in Photo in their 5th semester. This course is a variable credit course, which means that students choose in consultation with their advisor, how many credits to register for. All students must complete 8 total credit hours of Graduate Thesis in Photo, typically divided between the last two semesters. At the close of the semester, the thesis advisor awards a grade of S (satisfactory progress) or U (unsatisfactory progress), regardless of acceptance of the visual thesis. If you have not completed your visual thesis after 8 credit hours of Graduate Thesis in Photo, you must register for 23-6785 each fall and spring semester until the visual thesis is accepted.

Visual Thesis Content

The visual thesis is a coherent body of work, representing a serious effort on the part of the student over a period of time (six months usually being the shortest), which, in the view of the faculty, makes an original and significant contribution to the field of photography.

Visual Thesis Advisors

A student's Thesis Committee shall consist of three faculty members: Two full time faculty members, who are chosen by the student, and the Chair of the Photography Department. A study may petition to add an additional member to the committee.

Visual Thesis Deadlines

Deadlines change according to venue ability. Please consult the Graduate Coordinator for visual thesis deadlines in the semester prior to graduation.

Visual Thesis Review and Approval

It is essential for the student to work closely with the members of the Thesis Committee. The committee members are not only a valuable resource, but may guide the student through the difficulties of the project and point out shortcomings early enough for the student to correct them.

Students are expected to work consistently on their projects under the supervision of advisors. Working toward a formal committee review at the end of the semester in which the student expects to graduate, the student must complete a visual body of work and arrange for an exhibition of work prior to graduation. Students may select an outside venue for this exhibition upon committee approval.

A Visual Thesis Acceptance Form (Appendix C) is required for the visual thesis to be considered accepted. This form requires signatures from the student's two faculty advisors and the Chair of the Department. Regardless of completed coursework, a MFA candidate will not graduate until this form is completed. Completed forms must be submitted to the Academic Coordinator at the close of the semester.

Grading Policy

The following grades are awarded in courses taken for graduate credit:

A	Earns 4 quality points per credit hour
A-	Earns 3.7 quality points per credit hour
B+	Earns 3.3 quality points per credit hour
B	Earns 3 quality points per credit hour
B-	Earns 2.7 quality points per credit hour
C+	Earns 2.3 quality points per credit hour
C	Earns 2 quality points per credit hour*
C-	Earns 1.7 quality points per credit hour
D	Earns 1 quality point per credit hour in calculation of GPA (credit hours are not applied toward fulfillment of graduate degree requirements)
F	Earns 0 Quality Points in calculation of GPA (credit hours are not applied toward fulfillment of graduate degree requirements)
I	Incomplete – earns 0 credit hours and 0 quality points
NG	No Grade - earns 0 credit hours and 0 quality points
IP	In Progress – earns 0 credit hours and 0 quality points until changed to a final grade
S	Satisfactory progress on Graduate Thesis - earns 1 credit hour, but is not included in calculation of GPA
U	Unsatisfactory progress on Graduate Thesis – earns 0 credit hours and is not included in calculation of GPA
W	Withdrawn (assigned by the Records Office for courses dropped before the end of the eighth week of the fall or spring semesters or before the fourth week of the summer session) – earns 0 credit hours and 0 quality points

* **No more than 6 credit hours with a grade of “C” may be applied toward fulfillment of degree requirements in the MFA program.** However, a B or higher must be earned in *Graduate Seminar*, *Written Thesis*, and the *Digital Requirement*. Students must maintain a GPA of 3.0 or higher.

Note: Grades of “S” and “U” are awarded only in Thesis and Thesis Continuance.

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 eighth week 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 completes the online change of grade form. The new final grade replaces the IP on the student's academic record.

Change of Grade

The instructor in whose course the original grade was awarded must initiate all grade changes. A change of grade usually results from one of the circumstances listed below. Grade changes are approved by the Chair and then confirmed by the associate dean.

- 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 Chair along with an official transcript showing the course(s) in question. If the request is approved at the departmental level, a written recommendation of transfer credit is then forwarded to the associate dean for approval. If approved, the Registrar is notified and the change is made to the student's academic record. 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.

The total of all hours earned through transfer and credit-by-examination may not exceed twelve credits for the MFA degree.

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 office; 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 made at the outset of the student's program and be approved by the student's Program Director and Chair. The regular instructor of the course in question generally administers the examination.

The results of the examination, including a recommended grade of A or B, are submitted to the Program Director and Chair for final approval. The course title, number, credits, and grade are then submitted to the Registrar 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 (equal to the current tuition rate, per credit) 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 twelve credits for the MFA degree.

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 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.

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 substitute the required course in lieu of retaking it for graduate credit. The student petitions the Program Director for approval to substitute the required course with another course in the program curriculum. The form is then submitted to the Chair with a copy to the Program Director. The Chair compares the student’s prior knowledge attained with the course curriculum and may approve course substitution. If approved, the Registrar is notified with a copy to the associate dean. The approval of course substitution does not in any way reduce the credit requirements for earning a graduate degree in a particular program.

Dropping Courses

After registration and prior to the end of the second week of classes (one week in the summer), a student wishing to drop one or more courses completes the drop process online. Dropped courses will not appear on the student’s academic record.

Retaking Courses

Any course in which a W was assigned may be retaken 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. Please consult your advisor for more information on this process.

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.

Transcripts

The Records Office maintains official Columbia College Chicago transcripts. Students may request official transcripts from that office located at 600 South Michigan Avenue, 6th floor. For more information, call 312-369-7224.

Withdrawal from Courses

Following the second 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 withdraw from the course online. 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.

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. 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/Chair or official readmission based upon a new application form in order to resume study. In either case, the 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 their advisor 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.

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 seven-year limit for completion of degree requirements will begin with the new term of entry.

If a student wishes to withdrawal from the graduate program they must submit a letter of resignation to the Program Director, Chair, and the Graduate Office.

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. 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/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/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. In the case of any instance of leave, the Dean is notified.

Time Limits

For MFA degrees, the time limit is seven years. All requirements, including acceptance of the final visual thesis, must be completed within this time. Approved leave of absence does not extend the time limit. 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 seven years old. The original grades for any retaken courses are not replaced, but appear on the academic record along with the “retake” course grade and are included in the calculation of the cumulative grade point average.

Tuition and Fees

Each academic year, graduate tuition is set as a dollar amount per credit hour with some individual course fees. A number of graduate courses, particularly in advanced technical areas, require additional class fees, which are published in the Course Catalog for each semester. Please refer to the Student Financial Services website for specific information and figures for the term.

All tuition charges and fees for the semester, less the prepaid confirmation deposit required of newly admitted students, are due and payable at the time of registration. Time payment plans may be arranged with the Bursar during the registration process.

During the first two weeks, of the semester, if a student officially withdraws from Columbia, a portion of that semester's tuition charges is refundable, according to the following schedule:

1st week	100% tuition refund
2nd week	100% tuition refund
3rd week - End of term	Full tuition charged

This policy is subject to change. Students are advised to contact the Bursar's Office for current information.

Financial Aid

Follett Fellowship: The Graduate School of Columbia College currently funds a limited number of fellowships for full-time fall applicants in each graduate program. This award, the Follett Fellowship, awards \$12,000 of tuition/fees for the first year of the program to new graduate students. Award winners are selected based on merit by the department during the admission process. Award winners are typically notified of their selection soon after admission to the program is offered.

Departmental Merit Awards: Department Merit Awards are small tuition-remission awards that range from \$500 to \$3,000 for the academic year. These awards are available to new students only and winners are selected based on merit by the department of choice during the admission process. Award winners are typically notified of their selection soon after admission to the program is offered.

Graduate Opportunity Award: The Graduate Opportunity Award was established to assist outstanding full-time continuing graduate students defray tuition costs. Awards are based on academic achievement and demonstration of financial need. Eligible students must have 9 credit hours completed of graduate course work and a 3.5 GPA. Members of minority groups and the physically handicapped are especially encouraged to apply. The maximum award amount is \$5,000.

Albert Weisman Fund: The Albert Weisman Scholarship was established in 1974 to encourage Columbia College Chicago students to complete a significant body of work marking the passage from experimentation and exploration and to making a singular artistic statement. Funding is available to a limited number of continuing students in a variety of media who need financial assistance in order to finish a significant project or thesis project, up to \$4,000.

Loans: A number of private lending institutions make educational loans for graduate study. Consult with the Financial Aid Office of the college for information on such loans.

Student Employment

Columbia College Chicago departments hire enrolled students for part-time jobs as student workers (sometimes called work-aids), tutors, and teaching assistants.

General Eligibility Requirements

- Be enrolled for at least 6 credit hours in a degree program
- Be in good academic standing with at least a 3.0 cumulative GPA as a continuing student
- Have a valid social security number
- International students must be enrolled full-time (9 credit hours for graduate students) and have a valid passport, F1 Visa, and I-20

Please visit the Student Employment website for more information at: www.colum.edu/Student_Life/Student_Employment/index.php

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 MFA students.

- 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.

- 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.
- 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 Department, may be continued on probation. The Dean is notified, in writing, of any student 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.

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 oversees conditions for suspension and reinstatement after suspension. The dean is notified, in writing, of the academic suspension of any student.

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.

The dean is notified, in writing, of the academic dismissal of any student.

Dismissal for Non-Academic Reasons

The school dean or another member of the College's upper administration may dismiss a student whose behavior is inconsistent with the College's code of conduct summarily.

The dean is notified, in writing, of the non-academic dismissal of any student.

Resuming Studies 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. 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/Chair. This request must be made at least six weeks prior to the start of the term in question.

Appeals Procedure

Graduate students may appeal non-academic, administrative decisions (e.g., late withdrawals, refunds of tuition) by submitting a written petition to the Assistant Dean of Student Development with copies to the Program Director, faculty advisor, and associate dean of the school. The Assistant Dean of Student Development will, in consultation with the School of Fine and Performing Arts Dean's office and the department, review and research the case and will either approve or deny the appeal. Written notification of the assistant dean's decision is mailed to the student with copies to the Program Director, the associate dean, and the Registrar. This closes the appeals process 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 Chair with a copy to the student's faculty advisor, the Program Director, and the course instructor. Following review at the department level, the written decision of the 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 Chair, a written petition must be submitted to the dean of the relevant school with copies to the faculty advisor, the 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, 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 Visual Thesis Acceptance Form. (Appendix C) 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 deadlines for these forms. The student and their faculty advisors complete the Visual Thesis Acceptance Form once the visual thesis has been approved.

The Program of Study Form 401 serves three purposes:

- (1) Advising and monitoring: Working from an approved program of study, a faculty advisor is better able to counsel a student prior to each semester's registration. It is the student's responsibility to schedule a meeting with his or her advisor. A program of study also affords the longer-term perspective needed to monitor a student's progress toward the degree.
- (2) Eligibility for graduation: At the beginning of a student's semester of intended graduation, the program of study is reviewed for the completion of course work distribution requirements and the student is promptly notified of any deficiencies.
- (3) Departmental planning: The program of study of all students enrolled in a graduate program indicates which courses should be offered each semester to meet the needs of continuing students.

To fill out the Form 401:

PART I: BIOGRAPHICAL AND CONTACT INFORMATION

PART II: ACADEMIC INFORMATION

PART III: OTHER COURSEWORK/CREDIT

PART IV: PROGRAM OF STUDY ORGANIZED BY CURRICULAR REQUIREMENTS

Block Letter A – Information about your core courses.

Block Letter B – Information about your specialty courses.

Block Letter C – Information about your workshops.

Block Letter G – Information about your thesis.

Now, total the credit hours from the corresponding block letters in the space provided. This shows how many credit hours have been completed and will help determine what is lacking. Finally, print and sign your name at the top of the first page and obtain the signatures of your Program Director and department Chair.

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 courses 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.

Academic Integrity Policy Statement

Academic integrity is giving credit to the ideas, research, and creations of others; and part of one's education is learning how to give this credit. When a writer inserts a citation into his/her work, he/she is not only being honest about the source of his/her knowledge, but also making visible the ways in which his/her work depends on the support of others--whether they are students or faculty members at his/her institution or thinkers and writers from distant times and places. The citation is a way of paying tribute to the contributions of others and to situate one's own work in the broader intellectual tradition. Citations may be particular to writing; however, every area of creative endeavor requires some form of acknowledgement of sources. Academic and artistic integrity require scrupulous care for these forms.

Sometimes acknowledging sources is a way of insulating work against criticism, a way of saying to the audience, "You can check my facts on this; I've done my homework; and I know what is my own thinking and what I owe to others." But avoiding charges of dishonesty, fabrication, or theft is not the only reason for making clear the influences on a work. It can also be a way of inviting colleagues, present and future, near and far, to join in the project at hand. Acknowledging sources gives others the information they need to follow in the author's footsteps and become part of an ongoing intellectual or artistic journey.

Collaboration is at the heart of academic work. In a college setting, students and faculty join together to benefit from each other's work, to share knowledge and ideas, to engage in open debate, and to influence and be influenced by other people. Because there is an active exchange of information and ideas, it is essential that members of the community recognize the importance of acknowledgement and learn the conventions of citation and attribution.

Violations of Academic Integrity

Plagiarism is copying another person's work and presenting it as one's own. Plagiarism is committed when a student knowingly represents another person's work as his/her own. A student who has tried in good faith to credit his/her source but has "misused a specific citation format, or incorrectly used quotation marks" has not plagiarized. Such a student has "failed to cite and document sources appropriately," according to the Council of Writing Program Administrators.

Plagiarism is often associated with written work when a writer copies a section of another writer's work and fails to acknowledge the source by using quotation marks and proper academic citation. However, plagiarism may exist in other works, such as painting, music, dance, and film as well. Sources must be acknowledged in a manner appropriate to the discipline when images, composition, or conceptions are copied, even when the appropriated material is reconfigured to make a new meaning. Other types of plagiarism are 'mosaic plagiarism' and paraphrasing. In mosaic plagiarism, pieces of other people's work are rearranged without acknowledgement. Paraphrasing is rewording someone else's work without acknowledging the original author's research or thinking.

Information that is "common knowledge" does not need attribution (for example, George Washington was the first president of the United States). However, common knowledge is relative to specific contexts, and it may be difficult for a student to distinguish between alluding to material that is commonly known and plagiarizing. Therefore, students are advised to credit anything that was new to them when they encountered it in the course of their research.

Recycling: Columbia does not have a College-wide policy on students reusing or reworking the contents of one assignment to meet the requirements of another. Therefore, students should not assume that recycling of assignments is acceptable; they must disclose their intention to reuse or rework material at the outset of the project to be sure that they have the faculty member's approval.

Cheating: Assignments and examinations should be the products of the student's own efforts. Cheating includes, but is not limited to, the use of unauthorized materials for examinations or assignments, unauthorized assistance from other people, and papers from commercial companies or the Internet. Students should assume, unless told otherwise, that examinations and assignments should be completed without the use of books, notes, or conversation with others; however, individual faculty members may authorize certain types of materials or collaborations for specific assignments. Students should therefore follow the expectations of their instructor regarding the use of materials for their assignments.

Denial of access: Denying access of materials to other students is a particularly heinous violation of academic integrity. Examples of this violation include deliberately misplacing or destroying reserve materials; altering computer files that belong to another; unduly tying up equipment needed to complete an assignment; making library material unavailable to others by stealing, hiding, or defacing books or journals.

Fabrication: Fabrication occurs when there is falsification or invention of any information, citation, or data in an academic exercise with the intent to deceive. If a student believes that the nature of a particular assignment allows for fabrication, he/she must disclose his/her intention to fabricate to be sure she has the faculty member's approval.

Facilitation: Facilitation occurs when a student knowingly allows his/her work to be used by another student or otherwise aids another student in a violation of academic integrity. Students who facilitate the dishonesty of others have violated academic integrity even though they may not themselves benefit from the act.

Falsification: Forgery of a grade change form or having a substitute take an examination are serious violations of ethics (see Categories of Violations).

Procedures for Violations of Academic Integrity

Once a faculty member is aware of a possible violation of academic integrity the steps listed below should be followed:

Step One: If a faculty member believes a violation of academic integrity has occurred (see Violations of Academic Integrity above), the faculty member will notify the student and meet with him/her to discuss the issue. The student may not bring anyone to this meeting. At that meeting the student will be presented with the evidence supporting the claim of a violation and may choose to present evidence either in support of or contradicting such violation. The faculty member will consider the evidence and render a decision in writing as soon as practicable after the meeting. Such decision will include a penalty appropriate to the level of violation (see Categories of Violations below).

The student will:

- A. Accept the decision and the penalty, or
- B. Appeal the decision.

If the student accepts the decision, the faculty member will impose the penalty. If the incident is *minor*, the faculty member may use his/her judgment as to whether formal notification should be made. If the violation was of a significant or serious nature (see Categories of Violations below) the faculty member must notify both the Chair or chair's designee and the academic officer or office charged with monitoring academic integrity violations.

Step Two: If the student wishes to appeal the decision of the faculty member, he/she must submit a written appeal to the Chair within two weeks of the written decision of the faculty member. (If the faculty member is the Chair, the student will appeal directly to the school dean). The Chair (or dean) will convene a meeting as soon as practicable after receiving the student's letter of appeal. The meeting will include the Chair (or dean), the student, and the faculty member. Based upon a review of the evidence the Chair (or dean) will either support or overrule the original decision. If the Chair (or dean) finds the evidence supports the faculty member's decision, he/she should not alter the consequence already imposed. Again, the designated academic officer or office must be notified of the results of the appeal.

Step Three: If the student wishes to appeal the decision ratified by the Chair (or dean), he/she may appeal to the school dean (or to the vice president for academic affairs if the faculty member is the Chair). This appeal must be made in writing within two weeks of the Chair (or dean) decision and include a summary of the student's position with supporting evidence. The Chair (or dean) will provide the dean (or vice president of academic affairs) with a written summary of the faculty member's findings, supported by the Chair's (or dean's) opinion and buttressed with examples key to the original findings. The dean (or vice president for academic affairs) will render a decision as soon as practicable after receipt of the student's letter. If the original finding is supported, the student's right of appeal has ended and the case is closed.

If the dean (or vice president for academic affairs) finds sufficient evidence to change the original decision, the dean (or vice president for academic affairs) will consult with the faculty member and Chair (or dean); and an appropriate remedy will be devised which may include, but is not limited to: 1) a retraction of the original charge, an apology to the student, and a cleansing of the student's record, or 2) a reduction *or an increase* in the original classification, and, commensurate with this reduction or increase of severity, an adjustment of the original penalty.

The dean (or vice president for academic affairs) will submit a written summary of the final action taken to the designated academic officer or office, the Chair (or dean), the faculty member, and the student.

Should the academic integrity officer or office find multiple violations of academic integrity occurring in the student's record, the student will be notified and will meet with said designated officer for further review. Additional penalties as a result of multiple violations may be imposed including, but not limited to, probation, suspension, or dismissal from the College. The Chair of the student's major department will be notified if additional sanctions are imposed.

Categories of Violations

Misuse of Sources (not a violation):

Students who have made every effort to acknowledge others' work but have failed to use proper citation format or to acknowledge sources accurately or fully have not committed plagiarism.

Minor (not a violation): These instances go beyond misuse of sources but may occur due to lack of awareness or inexperience. Examples include (but are not limited to): failure to acknowledge sources of information and/or contributors who helped with an assignment; quoting directly or paraphrasing without acknowledgment; unauthorized assistance on academic work.

Significant: These violations usually involve dishonesty on a significant portion of course work, such as a major paper, project, or examination. In these cases, the student has intent to deceive.

Examples include (but are not limited to) copying from or giving others assistance on an examination, plagiarizing major portions of an assignment, using unauthorized material on an examination, using a purchased term paper, presenting the work of another as one's own, or altering a graded examination.

Serious: These violations often include repeated offenses and may include (but are not limited to) forgery of grade change forms; theft of examinations; having a substitute take an examination; sabotaging another's work; and/or the violation of the ethical code of a profession.

Consequences

There is a gradation of consequences that can be applied, depending on the severity and frequency of the violation. Consequences include (but are not limited to) a) repetition of the assignment; b) grade reduction of the assignment; c) grade reduction for the course; d) failure of the course; e) repetition of the course; f) probation; g) suspension; and h) dismissal from the College.

For more information please visit the Office of Academic Affairs website at: http://www.colum.edu/Administrative_offices/Academic_Affairs/Documents.php

Student Code of Conduct

Section I: Community Standards

I: Introduction

Columbia College Chicago 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. We provide 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.

Our 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 our community. The Code of Conduct is intended to be a flexible document, which provides guidance to students concerning their contribution to the College community. As a result, it should not be viewed as a contract.

Each student is expected to be thoroughly familiar with the academic and general requirements and policies of the College, as stated in the Catalog, Student 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 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.

In an emergency situation where there is an immediate threat to health and safety, any member of Columbia College Chicago's faculty or staff is authorized to remove a student and/or a guest from the College. In these situations, it is expected that the individual would exercise reasonable judgment when responding to such an emergency. Campus security involvement should be elicited as necessary and campus administrators should be immediately informed. In an emergency, the Vice President of Student Affairs, the Dean of Students, and the Provost each has the authority to: a) impose an immediate temporary suspension; or b) immediately restrict access to designated areas of the campus, upon any student who, in their sole judgment, poses a threat to the safety or well-being of any member or guest of Columbia College Chicago. A student's violation of an article of the Code of Conduct may subject the student to disciplinary action.

While students can ask advisors or others to provide guidance as to the meaning and interpretation of the policies contained in the Student Code of Conduct, only the Vice President for Student Affairs, Dean of Students, or Provost has the authority to officially interpret the meaning of the Code. Therefore, students with questions about the policies contained in the Student Code of Conduct should direct those questions to the Dean of Students' office.

Columbia College Chicago reserves the rights to change, suspend, revoke, or amend any or all policies or procedures contained in this code, at its sole discretion, with or without notice. If any portion of the Code has been changed, revoked, amended, or suspended, then students should no longer rely upon the changed, revoked, amended, or suspended portion.

II: General Safety and Security

Undergraduate and graduate education is a time of exploration and informed risk-taking in academic, artistic, and social endeavors. The College seeks to achieve an environment in which all its members know they have personal and social safety. This means observing the legal guidelines that govern the behavior of individuals in a social setting; it also means allowing members of the College community the right to differences in opinion, appearance, and personal behavior. To clarify the above principles, the College notes occasions and activities, that curtail individual and group freedoms, and the sanctions, that may occur if those guidelines are violated.

The Columbia College Chicago Code of Conduct prohibits the following:

(This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited and that any conduct, which the Vice President for Student Affairs, Dean of Students, or Provost determines, could endanger the safety of members of the College community is prohibited.)

- Consuming alcoholic beverages on campus or at events sponsored under the auspices of the College; the Code of Conduct further prohibits students and their guests from the sale, possession, and service of alcoholic beverages on campus or at College-sponsored events without written permission from the Vice President of Student Affairs.
- The use and/or possession of controlled substances, narcotics, or any other drug, without an authorized prescription issued by a medical authority; the use, possession, sale or distribution of illegal drugs and controlled substances; the intentional misuse of legally prescribed drugs or medications, and/or the sale or distribution of these drugs to other persons.
- Tampering with or disabling fire and safety equipment, systems, or posted instructions on their use, as well as causing false alarms of fire or emergency systems; failing to exit College facilities when an alarm is sounded; failing to comply with other emergency procedures as directed by College officials or those acting in their stead.
- The use and/or possession of firearms, weapons, ammunition, explosive devices, and fireworks; the intentional misuse of chemical or flammable substances normally used in the educational process; the irresponsible use of smoking materials, smoking on campus in any area other than those designated as smoking lounges, and the use of candles or flammable materials. *Note:* Firearms are *never* permitted on the College campus; an enrolled student who may be otherwise authorized to carry a firearm (such as employment as a police officer) is strictly prohibited from bringing his weapon onto College premises, or to any off-campus event sponsored by the College.
- Failing to comply with the directive of a College official, or those appointed to act on behalf of the College, including refusing to display or relinquish his identification card to College officials and failure to comply with oral or written directives that arise from College judicial proceedings.
- The unauthorized possession or duplication of keys or key cards to College property and the distribution of such keys to other persons.

III: Personal Responsibility

Columbia College Chicago faculty, staff, and administrators believe that students should make it their responsibility to participate in activities inside and outside of the classroom that are designed to enrich their learning experience. Students are encouraged to use the college resources to enhance their academic skills, develop an array of out-of-class learning experiences, and view their learning as a priority.

Students are responsible for contributing to and respecting Columbia's diverse community and learning approaches. Most important, a student is responsible for conducting him/her self in a manner that does not infringe upon the rights of others to learn or teach in a collaborative setting.

Integrity, respect, and responsibility are expected from each member of our community, which includes the expectation that students conduct themselves while attending Columbia College Chicago or while attending Columbia-sponsored events in accordance with the policies of the College, and to follow local, state, and federal laws. Respect for others extends to the responsible use of property, including tangible personal property, College property and real estate, and intellectual property.

The Columbia College Chicago Code of Conduct prohibits the following:

(This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Vice President for Student Affairs, Dean of Students, or Provost determines could endanger the safety of security of members of the College community, or is harmful to the Columbia environment, is also prohibited.)

- Harassment, including sexual harassment, hazing, and any behaviors which intimidate, threaten, coerce, or endanger the safety of others, or which interfere with the safety of any member of the Columbia College Chicago community or its guests. *For a complete copy of the College's Anti-Discrimination and Harassment Policy please contact the Equity Issues Office.*
- Physical assault and/or physical abuse of any member of Columbia College Chicago or its guests.
- Disruptive behavior on College property, which tends to break the peace or interfere with the educational process for other students; interference or obstruction of classes, lectures, seminars, workshops, critiques, performances, exhibits, or any other college-sponsored activity.
- Discrimination on the basis of race, color, gender, national or ethnic origin, sexual orientation, or age, and behaviors which interfere with the rights of others to experience an educational environment free from such discrimination.
- All forms of dishonesty including cheating, plagiarism, intentionally furnishing false information to the College, forgery, alteration or unauthorized or fraudulent use of College documents, records and/or instruments of identification.
- Inappropriate, illegal, or unauthorized use of College facilities, equipment or services, including telephone, e-mail, and Internet services.
- Abuse, vandalism (including all forms of graffiti), or theft of College property, or unauthorized entry to College facilities. Theft of College property includes theft of college services and products, even when those services or products are provided by independent vendors, and include, but are not limited to, telephone service, computer services, software licensing infringements, and illegal copying of copyrighted materials as defined by current statute, contract, license agreement, or law.
- Theft or abuse of personal property of Columbia College students, employees, or guests.
- Careless or irresponsible use of College equipment made available or on loan to students for the pursuit of their educational endeavors or allowing unauthorized persons to use such equipment.
- Unauthorized use of the College's name or logo, especially in a manner that implies College endorsement of activities or events that have not been approved by the College, or any attempt to defraud another person through unauthorized representation of yourself as an agent of the College.
- Unauthorized selling or soliciting on campus, including any actions that support these activities, such as the unauthorized posting of flyers, posters, or handbills.

- Violation of any federal, state, county, or municipal law, ordinance or regulation; violation of any College policy, regulation, or rule, as outlined in the Columbia College Student Handbook.

IV: Responsible Use of Computers, Technology, and Information Services

The kinds of vistas that open with the use of electronic technology — computers, data and graphics software, and other technology tools — have great potential for the College community. The ease with which burdensome tasks can be accomplished through software renders lengthy academic and artistic processes easier and faster than they have ever previously been. This ease and speed result from the intellectual property of software developers, and great care must be taken not to infringe upon the rights of those who have created this work. It is a point of honor that no one in the College community will make improper or illegal use of the intellectual property of others. The College exhorts its members to be scrupulous in the matter of using and transferring software. In order to ascertain that the members of the community understand and observe the guidelines that govern the use and transmission of software, the College publishes standards to which students must adhere in order to protect the rights of those whose intellectual property is the software we use.

The College further observes that all forms of communication and behavior that are conducted in an electronic environment demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect in person. Students are, therefore, expected to govern their behavior in the electronic landscape with the same care and self-control they exhibit when participating in the life of the College in person.

The Columbia College Chicago Code of Conduct prohibits the following:

(This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Vice President for Student Affairs, Dean of Students, or Provost determines could endanger the safety or security of members of the College community, or is harmful to the Columbia College environment, is also prohibited.)

- Unauthorized access to College networks, tampering with or restricting access for others, or providing access to unauthorized users; violation of the confidentiality of information stored on the College network, computers, and software.
- Disruption of the normal operation of computers, networks, or peripherals.
- Installation or temporary usage of any program or code that damages computer files, data or hardware, or that limits access to these items, or that replicates itself with the intention of damaging or interfering with the normal operation of or access to these items.
- Harassment (including sexual harassment), intimidation, or threats delivered through the College's computers or networks.
- Inappropriate, illegal, or unauthorized use of college servers, networks, computers, peripherals, or other equipment including that which might be considered commercial or resulting in monetary gain for the user.
- Unauthorized use, duplication or distribution of copyrighted software, or of intellectual property as defined by the College.
- Monopolizing computer resources in violation of established use policies, including excessive mailings, printings, transfer of oversized data files or graphics, or any other use that would occupy computer resources to the exclusion of others.
- Failure to follow posted rules that govern student access, behavior, and appropriate use of all computers

that are available for student use in classrooms, studios, and open labs.

- Tampering with any other person's files, e-mail communications, or software.
- Any use of computer resources that violates any federal, state or local law, or that is a violation of any other article of the Columbia College Student Code of Conduct.

For more information please visit the Student Code of Conduct web page at: http://cms.colum.edu/student_handbook/policies_procedures/student_code_of_conduct/

Anti-Discrimination and Harassment Policy

Section I: Statement of Policy

Columbia College Chicago is committed to maintaining an environment, which respects the dignity of all individuals. Accordingly, Columbia will not tolerate harassment or discrimination based on religion, race, sex, sexual orientation, national origin, age, disability, or ethnicity by or of its students, faculty, or staff. This conduct may also be illegal under state, local, and federal law. To the extent practicable, Columbia will attempt to protect the Columbia community from harassment and/or discrimination by vendors, consultants, and other third parties who interact with the Columbia community. Columbia is promulgating this policy to reaffirm its opposition to harassment and discrimination and to emphasize that learning opportunities and employment opportunities must not be interfered with by such behavior.

No member of the Columbia community shall engage in discrimination or harassment in any program, activity, or place over which the College exercises control. It is expected that every member of our community will take responsibility for refraining from any form of discrimination or harassment, reporting any incident that is made known, cooperating in preventing such behavior, and assisting with corrective measures when, despite our serious commitment, these acts occur.

Recipients of discrimination or harassment often fear reprisals for reporting such conduct. To address this concern, Columbia will investigate any allegation of retaliation for reporting or assisting in the investigation of a complaint of any form of discrimination or harassment. Columbia will discipline those found to have engaged in retaliation.

The purposes of this policy include:

- prevent harassment and discrimination
- prohibit harassment and discrimination
- encourage good faith complaints if such conduct has occurred
- provide multiple options for addressing and resolving complaints of harassment or discrimination

Columbia will attempt to take prompt corrective action against any harassment or discrimination by or of its students, faculty, or staff. This policy is designed to encourage persons who believe that they have been harmed by discrimination or harassment to bring the conduct to the attention of appropriate individuals within the College so that the College can take prompt corrective action. All managers/supervisors are directed to implement the procedures outlined in this policy.

All complaints will be taken seriously and no one reporting harassment or discrimination will suffer retaliation or reprisal. Complaints of harassment and/or discrimination will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. If it is determined through an appropriate and prompt investigation that harassment or discrimination has occurred, effective corrective action will be taken to stop the conduct and to attempt to ensure that it does not reoccur. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

Section II: Responsibilities of Community Membership

It is the responsibility of each Columbia community member to be knowledgeable about discrimination and harassment, its negative impact and the means by which it can be effectively addressed. Every member has a role in the implementation of this policy. All members of the community who serve in a supervisory capacity,

such as deans, managers, program directors, chairs, and administrators are responsible for reporting all complaints of harassment or discrimination to the appropriate office as outlined below. A person who engages in discrimination or harassment must reform his or her behavior or be subject to disciplinary action up to and including termination or expulsion from the College. A person who witnesses or learns of any form of discrimination or harassment is expected to cooperate in the College's efforts to address this conduct.

Section III: Academic/Artistic Freedom

Academic/artistic freedom protects the presentation and discussion of ideas and artistic works. It does not include demeaning or intimidating individuals because of a personal characteristic. As is stated in the College's Academic Freedom Policy, "The concept of academic/artistic freedom is accompanied by an equally demanding concept of academic/artistic responsibility," and this requires "responsible service, consistent with the faculty member's obligation to the College."

In considering what are appropriate statements or conduct, a faculty member should consider 1) whether the statements or conduct advance a valid educational objective related to the subject matter of the academic experience, and 2) whether they are made or occur in an academically appropriate manner as part of a valid educational objective.

Similarly, while in the normal course of student-faculty exchange it may sometimes be of value to discuss or present a controversial matter or experience that has no direct relation to the immediate academic subject, nevertheless the faculty member must also be cognizant that under the College's Academic Freedom Policy that he or she may not have a right to discuss such a matter.

Section IV: Consensual Relations

Under Columbia's Academic Freedom Policy, a faculty member is expected to adhere to his or her proper role as an intellectual or artistic guide and avoid any exploitation of his or her students. Additionally, the Policy states that a faculty member has the responsibility to assure that his or her evaluation of students reflects the true merit of each student. Because it may easily involve or appear to involve a conflict of interest, an amorous or sexual relationship between a faculty member and a student entails serious ethical concerns when the faculty member has professional responsibility for the student, such as when the student is in the faculty member's class.

Therefore, faculty members or other instructional staff shall not initiate, pursue, or be involved in any amorous or sexual relationship with any student whom they are in a position to evaluate or supervise by virtue of their teaching, research, or administrative responsibilities. Such a relationship is a violation of this policy, and consent by a student to such a relationship will not be a defense against a later sexual harassment charge by the student.

Likewise a supervisor shall not initiate, pursue, or be involved in any amorous or sexual relationship with any subordinate employee. A supervisor will be prohibited from assessing, determining or influencing another person's employment, performance progress or potential, entitlement to or eligibility for institutionally conferred rights, benefits or opportunities with an individual with whom the supervisor has or has had an intimate relationship. Such a relationship is a violation of this policy, and consent by the subordinate employee to such a relationship will not be a defense against a later sexual harassment charge by the subordinate employee.

Section V: Definition of Discrimination

Discrimination is unequal favorable or unfavorable treatment of an individual based on race, national origin, ethnicity, sex, age, disability, religion, or sexual orientation. It can include the failure to recognize the contributions of work in class, the failure to provide appropriate academic support, or inequities in salary, benefits, accommodations, office space, hiring, promotion, or appointment to college-wide committees and to administrative roles on the basis of the above outlined protected characteristics.

Section VI: Definition of Harassment

Discriminatory harassment is physical conduct or other expressive behavior that has the purpose or effect of interfering with an individual's work or academic performance or creates an intimidating, hostile, or abusive environment, and that is based upon the individual's characteristics of race, national origin, ethnicity, sex, age, disability, religion, or sexual orientation.

Discriminatory harassment includes but is not limited to invectives, threats, slurs, epithets, pranks, teasing, taunting, and other conduct or expressive behavior that tends to belittle, degrade, demean, deride, disparage, ridicule, or threaten a person on the basis of the foregoing characteristics. It is in the nature of a personal attack that injures a specific individual, as distinguished from the civil expression or discussion of an offensive idea.

Not all situations in which an individual is offended or uncomfortable will be violations of this policy. Personality clashes, clashes of beliefs, or lifestyles alone will not be violations of this policy, nor will conduct that reflects socially and academically acceptable comradeship.

Section VII: Definition of Sexual Harassment

Sexual harassment is one form of discriminatory harassment. It can occur between a man and a woman or persons of the same sex. Sexual harassment includes: Unwelcome sexual advances, or requests for sexual favors or sexually-oriented conduct when:

- (a) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or academic experience; or
- (b) An employment or academic decision affecting an employee or student is made based on that individual's acceptance or rejection of such conduct; or
- (c) A pattern of unwelcome verbal or physical conduct of a sexual nature is directed toward another that unreasonably interferes with that individual's work or class performance or creates an intimidating, hostile or abusive working or learning environment.

Examples of behavior which may constitute sexual harassment include, but are not limited to, the following: unwelcome verbal or physical advances of a sexual nature; requests or subtle pressure, overt or implied, for sexual favors; abusive or threatening behavior directed at a person; remarks, jokes, comments or observations of a sexual nature which demean or offend individuals on the basis of their sex, provided, however, that such expressions will not be considered sexual harassment if uttered for a valid academic purpose; gestures or other nonverbal behavior of a sexual nature provided, however, that such expressions will not be considered sexual harassment if based upon a valid academic purpose; and display or distribution of offensive materials of a sexual nature provided, however, that such expressions will not be considered sexual harassment if used for a valid academic purpose.

Section VIII: Sexual Assault

Criminal sexual assault is an extreme form of sexual harassment and is a violation of this policy. In addition, it is a criminal act that violates Illinois state law. If a sexual assault has occurred, the victim should contact Columbia campus security. College staff have been directed to give the assaulted person immediate comfort and support. A victim should contact the Office of Human Resources or the Dean of Students' office to learn more about options for further assistance.

Section IX: Sanctions

A single violation of this policy may result in disciplinary action including termination or expulsion from Columbia. Sanctions may also include suspension (with or without pay in the case of faculty or staff), reprimand, reassignment, and/or mandatory education or counseling.

Section X: Retaliation

It is a violation of this policy to retaliate in any way against someone who has complained about discrimination or harassment, participated in any manner in proceedings under this policy, or opposed the alleged discrimination or harassment. Retaliation subjects the retaliator to disciplinary sanctions.

Knowingly making false allegations of harassment or discrimination or providing evidence with the knowledge that it is false is also a violation of College policy and will subject a person to disciplinary action up to and including termination or expulsion.

Procedures for Addressing Discrimination and Harassment Complaints

The following procedures are designed to provide flexibility in reporting for the person complaining of the harassment or discrimination, while balancing the interests of the accused party and the College's need to obtain the information necessary to resolve these issues in its community.

Any Columbia student, staff, faculty member, guest or any other non-student or non-employee who believes that he or she is being or has been subjected to discrimination or harassment has informal and formal options, which are not exclusive of one another, or mandatory. However, a person's selection of an option will affect the College's ability to respond to the discrimination or harassment. In addition, the timeliness of reporting an incident is often critical to appropriate action and resolution. The College is committed to a prompt and thorough investigation and resolution when its procedures are used. Those persons responsible for consulting about, investigating and resolving complaints of harassment or discrimination will make reasonable efforts to protect the privacy of both the complainant and the respondent.

Section I: Procedures for Students

a. Informal Remedy

Columbia encourages a person subjected to discrimination or harassment to talk directly with the alleged discriminator or harasser if the person subjected to discrimination or harassment feels comfortable doing so. If direct communication is selected, the person should tell the alleged discriminator or harasser to stop his or her behavior as soon as the behavior occurs and make it clear that the behavior is unwelcome. The person then should share this information with the Dean of Students' Office, a faculty member, the Residence Life Staff, a counselor, an advisor, or any Columbia supervisor, so the situation can be monitored.

b. Formal Remedy

The complainant to the Dean of Students' Office should report all incidents of harassment or discrimination. However, a complaint of discrimination or harassment can be made either orally or in writing to the Dean of Students' Office, a faculty member, the Residence Life Staff, a counselor, an advisor or any Columbia supervisor. In addition, all members of the community who serve in a supervisory capacity, such as deans, managers, and Chairs are responsible for reporting all complaints of harassment or discrimination to the Dean of Students' Office. A complainant is encouraged to make a written complaint as it may increase the College's ability to take appropriate action to stop the alleged discrimination or harassment. A complaint should be as specific as possible providing the name of the injured party, the name of the alleged discriminator or harasser, a chronology of the events that constitute the behavior, detailing dates, places, and times, a description of the behavior, and the names of any witnesses to the behavior, or persons with knowledge of the behavior.

Whether or not the complainant wishes to proceed with the investigation, a formal investigation of the complaint will be undertaken. The process is confidential to the extent possible and applies to the accused wrongdoer, the complainant, and witnesses. In the course of the investigation, however, absolute confidentiality cannot be guaranteed. If the alleged conduct appears to violate both the anti-discrimination and harassment policy and another College policy such as the student code of conduct, this policy will take precedent over the competing policy. However, any sanction to be imposed against a tenured faculty member shall be subject to the procedures outlined in the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

Full Time Faculty

Dawoud Bey
Alison Carey
Kelli Connell, Associate Chair
Paul D'Amato, Graduate Program Coordinator
Elizabeth Ernst
Gregory Foster-Rice
Myra Greene
Barbara Kasten
Peter LeGrand
Steve Liss
Pete McArthur
Judy Natal
Ross Sawyers
Tom Shirley
Bob Thall, Chair
Peter Thompson

Staff

Laura Bauknecht, Director of Administration
Elizabeth Chilsen, Academic Manager
Paula Colletti, Academic Coordinator
Steve Fukawa, Facilities Manager, Darkroom
Jennifer Keats, Digital Imaging Lab Technician
Yatzik Krupak, Assistant Darkroom Coordinator
Robert Linkiewicz, Darkroom Facilities Coordinator
Thomas Nowak, Studio Manager
Maria Rostro, Assistant Studio Manager
Justin Schmitz, Digital Imaging Lab Technician
Diana Vanegas, Secretary
April Wilkins, Digital Imaging Lab Manager

Special Opportunities

The Department offers several opportunities for learning outside of the traditional course structure.

Workshops

Every semester, the Department brings in visiting artists for the *Lectures in Photography* series. In addition to delivering public lectures, visiting artists also meet with graduate students in small review sessions.

Coinciding with the exhibition schedule, the Museum of Contemporary Photography sponsors a lecture series, which graduate students are encouraged to attend.

Exhibition

Students in the MFA program may exhibit the approved visual component of their thesis at the Columbia College Chicago Glass Curtain Gallery located at 1104 S. Wabash Avenue.

Teaching Assistants

Advanced students may apply to be a teaching assistant at the undergraduate Foundation level. Students would assist and be supervised by a full time faculty member in the Department. Students are compensated the cost of a 3-credit hour graduate course.

Scholarships/Grants

Students should consult the Graduate Coordinator for up-to-date listings of available opportunities.

Important Departments/Offices

600 S. Michigan Avenue

Photography Department - 12th Floor

312.369.7321

<http://www.colum.edu/photography>

Student Financial Services - 3rd Floor

312.369.0200

http://www.colum.edu/Student_Financial_Services/index.php

Academic Affairs – 8th Floor

312.369.6972

http://www.colum.edu/Administrative_offices/Academic_Affairs/index.php

Graduate Office - 2nd Floor

312.369.7260

http://www.colum.edu/Academics/Graduate_Study/index.php

618 S. Michigan Avenue

Learning Studio - 1st Floor

312.369.8130

http://www.colum.edu/Academics/Learning_Studio/index.php

624 S. Michigan Avenue

Columbia College Bookstore

312.369.7405

<http://www.columbia.bkstr.com/>

Columbia College Chicago Library

312.369.7152

<http://www.lib.colum.edu/>

623 S. Wabash

Services for Students with Disabilities - Room 304

312.369.8134

http://www.colum.edu/Student_Life/Health/Services_for_Students_with_Disabilities/index.php

Student Employment - Room 313

312.369.6844

http://www.colum.edu/Student_Life/Student_Employment/

731 S. Plymouth Court

Student Health Center

312.369.6830

http://www.colum.edu/Student_Life/Health/Health_Center.php

MODEL:

TITLE

Name of Student

Thesis submitted to the faculty of Columbia College Chicago

in partial fulfillment of the requirements for

[name of program or degree]

Department

Date

Committee:

Department Chair

Name of Faculty Member

Name of Faculty Member

MODEL:

TITLE

Name of Student

Thesis submitted to the faculty of Columbia College Chicago

in partial fulfillment of the requirements for

[name of program or degree]

Department

Date

Committee:

Name of Department Chair/Director/Coordinator

Name of Thesis Advisor

Name of Faculty Member

MODEL:

TITLE

Name of Student

Thesis submitted to the faculty of Columbia College Chicago
In partial fulfillment of the requirements for
The Master of Arts in Teaching Visual Arts or Elementary Education

The Education Department
Educational Studies Graduate Programs

Date

Committee:

Department Chair

Name of Faculty Member

Name of External Reader

Title and Affiliation of External Reader

Columbia College Chicago Thesis Policy

All theses produced to fulfill graduation requirements and recorded on the student's college transcript will be housed in the College Archives located in the Columbia College Chicago Library.

Guidelines for Deposit

Theses must conform to the following guidelines:

Each thesis is to be submitted in whatever format is customary for the field. If a thesis is typed, it is to be submitted in paper form. A CD copy accompanying the paper thesis will enhance used and its presence will be recorded in the catalog record.

- The cover page is to follow the model illustrated below for all theses. It is essential that the author's name and department be present. The author's name should appear as it does on the college diploma.
- The thesis must be an official copy with the original signatures of faculty thesis advisors appearing on the cover page. The official thesis should be clean and not marked with comments and corrections.
- A 25- to 50- word abstract describing thesis contents should accompany the work.
- For typed theses, a 1.5 inch left margin is required to allow for library binding.
- Three-dimensional objects and original artwork are not included in the Library thesis collection. Students submitting theses with such components are asked to submit photographs of the object along with the thesis.
- Media components accompanying written theses, such as CDs, cassette tapes, 35mm slides, DVDs, CD-ROMs or other programs are accepted as appendices to the main text document. Such appendices are required to be clearly labeled and described and include application program specifications in paper text form. Individuals should be aware that some media formats are non-permanent and may become obsolete over time.
- The thesis is to be turned in to the student's departmental office prior to graduation. That office will then transfer the thesis to the Library.
- A signed copy of the **Thesis Reproduction Permission Statement** must be signed by the student in order for College staff to photocopy the thesis in whole or in part for personal use by researchers. This form must be bound within written theses and must accompany the thesis in any format when transferred to the Library.

Document Order for Written Theses:

1. Title/Cover Page
2. Abstract
3. Body of Thesis – Endnotes, Bibliography
4. Thesis Reproduction Permission Statement

It is recommended, but not required, that written theses be printed on acid-free paper for preservation purposes. Individual programs or departments may require additional copies of the thesis for their files.

Guidelines for Access

The bibliographic records of cataloged theses are accessible in the WorldCat Catalog. Theses are kept in the College Archives and made available to researchers for "library use only" upon request. Copyright ownership of the thesis remains with the author. Photocopies of materials requested for individual research will be made in accordance with rights granted to libraries and archives under Sections [107](#) and [108](#) of the [Copyright Law](#) (Title 17, U.S. code).

A thesis may not be extensively photocopied without prior written permission of the author via a signed *Thesis Reproduction Permission Form*, unless reproduced for institutional accreditation purposes or if use copies of fragile items need to be made in analog or digital format to preserve the thesis.

Columbia College Chicago
THESIS REPRODUCTION PERMISSION STATEMENT

This statement will be permanently bound into the written thesis.
This copy will be cataloged and shelved in the Columbia College Chicago Library.

Permission Granted

Title of Thesis:

I, _____, hereby **“grant permission”** to Columbia College Chicago to reproduce my thesis in whole. Anyone who requests a copy of my thesis has agreed that it will be used for educational purposes only and not for commercial use.

Date: _____

Author's Signature _____

OR

Permission Denied

Title of Thesis:

I, _____, hereby **“deny permission”** to Columbia College Chicago to reproduce my thesis in whole.

Date: _____

Author's Signature _____

Please note: a bibliographic record for your thesis is created and added to an international database (WorldCat), in addition to the Library's online catalog.

PHOTOGRAPHY DEPARTMENT • THESIS ACCEPTANCE FORM

Author Name: _____ Oasis #: _____

Program: Photography

Degree: Master of Fine Arts

Thesis Paper/Project Title: _____

Thesis Abstract: (Please attach an additional page if needed.)

The Thesis of the student named above has been submitted in partial fulfillment of the requirements for the Master of Fine Arts degree. The Thesis Committee members whose dated signatures appear below have recommended acceptance of the Thesis.

Name Signature Date

Name Signature Date

Name Signature Date



Photography Department
600 S. Michigan Avenue, Suite 1200
Chicago, IL 60605
312.369.7321
www.colum.edu/photography

Columbia
COLLEGE CHICAGO

PHOTOGRAPHY DEPARTMENT • VISUAL THESIS ACCEPTANCE FOR EXHIBITION

Student Name: _____ Oasis #: _____

Dear Student,

Please present this form to your advisors for signatures. Return this form to Kelli Connell no later than April 13th, 2010.

Thank you,
Photography Department

Dear Advisors,

Please sign below if you accept the work of the candidate for exhibition or if you recommend a graduate faculty review. If a review is needed, please contact Kelli Connell via email to set up a review time as soon as possible.

Thank you,
Paul D'Amato

Faculty Name

Date

Acceptance Signature

Faculty Review Recommended Signature

Faculty Name

Date

Acceptance Signature

Faculty Review Recommended Signature



Photography Department
600 S. Michigan Avenue, Suite 1200
Chicago, IL 60605
312.369.7321
www.colum.edu/photography

Columbia
COLLEGE CHICAGO



Signature Approvals: *(The signatures below denote approval of this program of study and verify that the student has fulfilled the appropriate degree requirements as outlined.)*

Graduating Student (Printed Name)	Signature	Date
Faculty Advisor (Printed Name)	Signature	Date
Program Chair/Director (Printed Name)	Signature	Date

PART I: BIOGRAPHICAL & CONTACT INFORMATION

1. Name: Last (family): _____ Mr.* Ms.* Other: _____
 First: _____ Middle: _____ Gender: Male Female

2. Social Security # (optional): _____ Birthdate: _____ OASIS ID#: _____

3. Current Mailing Address: _____ Effective Dates: From: _____ To: _____
 Street Address: _____ Apt: _____
 City: _____ State/Province: _____ Postal Code: _____ Country: _____

4. Contact Information: Home Phone #: _____ Work Phone #: _____
 Cell #: _____ Email Address: _____

PART II: ACADEMIC INFORMATION

My Graduate Degree Program and Graduate Degree are:

(Check only one program and one degree. Remember, your hours must meet the degree requirements as prescribed by your graduate department and this information must match the information you provide on your Graduation Application Form. If you submit this form and the information changes, please submit an updated form as soon as possible.)

Art & Design

- (221/220) Architectural Studies MFA (60 hrs.)
- (222/220) Interior Architecture MFA (60 hrs.)

Arts, Entertainment & Media Management

- (281/280) Media MA (45 hrs.) or MAM (49 hrs.)
- (283/280) Performing MA (45) or MAM (49 hrs.)
- (282/280) Music MA (45 hrs.) or MAM (49 hrs.)
- (284/280) Visual MA (45 hrs.) or MAM (49 hrs.)
- (286/280) AYCD MAM (49 hrs.)

Creative Writing/Fiction Writing

- (551/550) Creative Writing MFA (45 hrs.)
- (550/550) Combined Creative Writing & Teaching of Writing MFA/MA (63 hrs.)
- (552/550) The Teaching of Writing MA (39 hrs.)

Dance/Movement Therapy & Counseling

- (700/700) Dance/Movement Therapy & Counseling MA (60 hrs.)
- (701/700) GLCMA Graduate Certificate (18 hrs.)

Educational Studies

- (421/420) Elementary Education MAT (41 hrs.)
- (422/420) Art Education MAT (40 hrs.)
- (426/420) Urban Teaching MAT (42 hrs.)

Film & Video

- (240/240) Film & Video MFA (60 hrs.)

Interdisciplinary Arts

- (660/660) Interdisciplinary Arts MA (36 hrs.)
- (662/660) Interdisciplinary Arts & Media MFA (60 hrs.)
- (661/660) Book & Paper MFA (60 hrs.)

Journalism

- (530/530) Journalism MA (36 hrs.)
- (532/530) Broadcast MA (36 hrs.)
- (538/530) Magazine MA (36 hrs.)

Music Composition for The Screen

- (320/320) Music Composition MFA (54 hrs.)

Photography

- (230/230) Photography MA (36 hrs.) or MFA (60 hrs.)
- (233/230) Museum Studies MA (36 hrs.)

Poetry

- (522/520) Poetry MFA (40 hrs.)

Former Programs

- (425/420) Multicultural Education MA
- (424/420) Secondary Phys. Sci. MAT
- (423/420) Secondary English MAT
- (285/280) Information Mgt. (AEMM) MA

PART III: OTHER COURSEWORK/CREDIT

(If applicable, please complete the appropriate sections below and attach to this form any necessary documentation, approvals, etc. In many cases, these will already have been forwarded to the Graduate Office by your Faculty Advisor/Department. None of the information below will be official without the appropriate documentation.)

Required Pre-requisite Courses

Course # (##-####-##)	Credit Hours	Course Title	Semester	Year	Grade	Comments

Completed Courses Approved for Transfer

Course # (##-####-##)	Credit Hours	Course Title	Semester	Year	Grade	Course taken at what institution?

Credit By Examination (CBE) (List below the Columbia College Chicago courses satisfied by Credit by Examination.)

Course # (##-####-##)	Credit Hours	Course Title	Semester	Year	Grade	Satisfied by Exam?
						<input checked="" type="checkbox"/>
						<input checked="" type="checkbox"/>

Course Substitution Information

Course # (##-####-##)	Credit Hours	Course Title (Also include the Block ltr.- A, B, etc. - where this course is located in the Program of Study Chart.)	Semester	Year	Grade	Substitutes for which course?

Other: (Such as CLEP, etc.) Explain: _____
Please print your full name: _____ (Be sure to complete and turn in both pages of this form.)



Write your name in the box above exactly as you would like it to appear on your diploma

PART I: BIOGRAPHICAL & CONTACT INFORMATION

- Name:** Last (family): _____ Mr.* Ms.* Other: _____
First: _____ Middle: _____ Gender: Male Female
- Social Security #:** _____ **Birthdate:** _____ **OASIS ID#:** _____
- Current Mailing Address:** _____ **Effective Dates:** From: _____ To: _____
Unless notified otherwise, the address listed below is the one we will use when mailing your final diploma. If the date above has expired, we will use any permanent address provided with your OASIS records. To change/update your mailing address at any time, simply contact the Graduate Office at 312-344-7260.
Street Address: _____ Apt: _____
City: _____ State/Province: _____ Postal Code: _____ Country: _____
- Contact Information:** Home Phone #: _____ Work Phone #: _____
Cell #: _____ Email Address (if available): _____
- Ethnic Origin** *(The following information is collected in order to comply with federal regulations pertaining to reports on graduate students.)*
 American Indian or Alaskan Native Asian or Pacific Islander Hispanic African American/Black (Non-Hispanic)
 White (Non-Hispanic) International Student Other (Please specify.) _____

PART II: ACADEMIC INFORMATION

My Graduate Degree Program and Graduate Degree are:
(Check only one program and one degree. Remember, your hours must meet the degree requirements as prescribed by your graduate department and this information must match the information you provide on your Form 401.

- | | | |
|--|--|---|
| <p>Art & Design
<input type="checkbox"/> (221/220) Architectural Studies <input type="checkbox"/> MFA (60 hrs.)
<input type="checkbox"/> (222/220) Interior Architecture <input type="checkbox"/> MFA (60 hrs.)</p> <p>Arts, Entertainment & Media Management
<input type="checkbox"/> (281/280) Media <input type="checkbox"/> MA (45 hrs.) or <input type="checkbox"/> MAM (49 hrs.)
<input type="checkbox"/> (283/280) Performing <input type="checkbox"/> MA (45) or <input type="checkbox"/> MAM (49 hrs.)
<input type="checkbox"/> (282/280) Music <input type="checkbox"/> MA (45 hrs.) or <input type="checkbox"/> MAM (49 hrs.)
<input type="checkbox"/> (286/280) AYCD <input type="checkbox"/> MAM (49 hrs.)</p> <p>Creative Writing/Fiction Writing
<input type="checkbox"/> (551/550) Creative Writing <input type="checkbox"/> MFA (45 hrs.)
<input type="checkbox"/> (550/550) Combined Creative Writing & Teaching of Writing <input type="checkbox"/> MFA/MA (63 hrs)
<input type="checkbox"/> (552/550) The Teaching of Writing <input type="checkbox"/> MA (39 hrs.)</p> <p>Dance/Movement Therapy & Counseling
<input type="checkbox"/> (700/700) Dance/Movement Therapy & Counseling <input type="checkbox"/> MA (60 hrs.)
<input type="checkbox"/> (701/700) GLCMA <input type="checkbox"/> Graduate Certificate (18 hrs.)</p> | <p>Educational Studies
<input type="checkbox"/> (421/420) Elementary Education <input type="checkbox"/> MAT (41 hrs.)
<input type="checkbox"/> (422/420) Art Education <input type="checkbox"/> MAT (40 hrs.)
<input type="checkbox"/> (426/420) Urban Teaching <input type="checkbox"/> MAT (42 hrs.)</p> <p>Film & Video
<input type="checkbox"/> (240/240) Film & Video <input type="checkbox"/> MFA (60 hrs.)</p> <p>Former Programs
<input type="checkbox"/> (425/420) Multicultural Education <input type="checkbox"/> MA
<input type="checkbox"/> (424/420) Secondary Phys. Sci. <input type="checkbox"/> MAT
<input type="checkbox"/> (423/420) Secondary English <input type="checkbox"/> MAT
<input type="checkbox"/> (285/280) Information Mgt. (AEMM) <input type="checkbox"/> MA</p> <p>Interdisciplinary Arts
<input type="checkbox"/> (660/660) Interdisciplinary Arts <input type="checkbox"/> MA (36 hrs.)
<input type="checkbox"/> (662/660) Interdisciplinary Arts & Media <input type="checkbox"/> MFA (60 hrs.)
<input type="checkbox"/> (661/660) Interdisciplinary Arts Book & Paper <input type="checkbox"/> MFA (60 hrs.)</p> | <p>Journalism
<input type="checkbox"/> (530/530) Journalism <input type="checkbox"/> MA (36 hrs.)
<input type="checkbox"/> (532/530) Broadcast <input type="checkbox"/> MA (36 hrs.)
<input type="checkbox"/> (538/530) Magazine <input type="checkbox"/> MA (36 hrs.)</p> <p>Music Composition for The Screen
<input type="checkbox"/> (320/320) Music Composition <input type="checkbox"/> MFA (54 hrs.)</p> <p>Photography
<input type="checkbox"/> (230/230) Photography <input type="checkbox"/> MA (36 hrs.) or <input type="checkbox"/> MFA (60 hrs.)
<input type="checkbox"/> (233/230) Museum Studies <input type="checkbox"/> MA (36 hrs.)</p> <p>Poetry
<input type="checkbox"/> (522/520) Poetry <input type="checkbox"/> MFA (48 hrs.)</p> |
|--|--|---|

PART III: IMPORTANT DATE INFORMATION FOR DIPLOMAS & COMMENCEMENT

(You may be submitting this form before you are sure of these dates. Simply give us your best estimate and if your plans change, submit an updated form as soon as possible.)

Date you expect to complete all of your degree requirements: (Check month & indicate year.) December _____ May _____ July _____

Are you planning to participate/walk in the next Commencement Ceremony? Yes No

Year you will participate: Spring of _____ (Check the academic calendar for the exact date.)

Cap & Gown Information needed from participants: Height _____ Weight _____ Hat Size _____

(We encourage you to participate, but please remember that you are only able to walk once. Many students walk within the year of completing their degree and most within a term of completing their degree. If you submit this form and your plans change, simply submit an updated form as soon as possible.)

Date Submitting Graduation Application Form: _____ **Your Signature:** _____
(This form may be turned in at any time but is usually due in February of the year you plan to complete your degree if you plan to participate in the ceremony that spring.) 204

Independent Project Cover Sheet

THIS FORM IS TO BE USED FOR UNDERGRADUATE AND GRADUATE PROJECT PROPOSALS.

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 by the College. An independent project must not be equivalent in content to courses currently offered by the College. Independent Projects must be approved by a faculty advisor who will also evaluate the final results and award a grade.

Date _____

Name _____ Oasis ID # _____

Address _____

Phone _____ Email _____

Department _____ Faculty Advisor _____ Faculty ID _____

Proposed Credit Hours _____ Course # _____ Term/Year _____

Each credit hour represents 45 hours of course work. Student, leave course number blank for department assistant to assign.

Approval requested for _____ credits total (if credits total will exceed program limit).

Approval required for semester credit totals exceeding 18 for undergraduate students, and 13 for graduate students.

Title of Independent Project (only 31 characters will appear on your transcript) _____

Description of Project (write a brief two- or three-sentence summary of the project)



Print out this cover sheet and attach a written proposal for the Independent Project that addresses the following:

1. **Learning objectives:** What will you have learned as a result of the project? How should your project be evaluated?
2. **Activities and processes** in which you will engage.
3. **Final product(s)** such as a final paper, a business plan, an artwork, a composition or performance, that will result from this project.
4. **Any material, equipment,** or other resources you will require.
5. **Any other specifications** or criteria set by your faculty advisor for completion of the project.

— ENTRIES BELOW THIS LINE ARE TO BE COMPLETED BY HAND —

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Chair's Signature _____ Date _____

Department assistant assigns course number and photocopies cover sheet for student and department, then forwards the original cover sheet stapled to the written proposal to the Office of the Dean for final approval. Projects that are not approved will be removed from registration records with an email message sent to the student at the above address.

Dean's Signature _____ Date _____

Course information with assigned credit hours will appear in student's online academic records following Dean's approval.

Degree: Master of Fine Arts/Photography

Student Name: _____

Oasis ID: _____

Core Courses (27 Credit Hours)

23-6660 Written Thesis	3	
23-6700 Graduate Seminar	6	
23-6700 Graduate Seminar	6	
23-6700 Graduate Seminar	6	
23-6700 Graduate Seminar	6	

History/Criticism Courses (12 Credit Hours)

23-6645 Issues in the History of Photography	3	
23-6730 Contemporary Photographic Criticism	3	
23-_____	___	
23-_____	___	

Advanced Photography Electives (13 Credit Hours)

23-_____ Digital Requirement	3	
23-_____	___	
23-_____	___	
23-_____	___	
23-_____	___	
23-6796 Independent Study: Photo	___	
23-6797 Independent Study: Photo	___	
23-6798 Independent Study: Photo	___	
23-6799 Independent Study: Photo	___	

Visual Thesis Courses (8 Credit Hours)

23-6780 Graduate Thesis	___	
23-6780 Graduate Thesis	___	

Completed Credit Hours as of _____:	_____
Total Credit Hours Required for MFA in Photography:	60
Remaining Credit Hours:	_____

Core Courses	27 Credit Hours
History/Criticism Courses	12 Credit Hours
Advanced Photo Electives	13 Credit Hours
Visual Thesis Courses	8 Credit Hours
Total MFA in Photography: 60 Credit Hours	

THIS DOCUMENT IS FOR ADVISING PURPOSES ONLY! FOR OFFICIAL DEGREE REQUIREMENTS PLEASE VIEW YOUR ADVISING GUIDE IN OASIS!

Photography Department
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 Chicago, IL 60605
 312.369.7321
www.colum.edu/photography

