Department of Art History and Archaeology
Graduate Student Handbook
for the
MA in Modern Art:
Critical and Curatorial Studies
2012–2013

Columbia University in the City of New York
826 Schermerhorn
119th Street & Amsterdam Avenue
New York, New York 10027
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Preface

The Graduate Student Handbook is intended to explain the structure and requirements of the MA in Modern Art program and inform students of resources available to them, but it is not a substitute for the information provided on the website for the Graduate School of Arts and Sciences (GSAS) http://www.columbia.edu/cu/gsas/index.html. General University policy, official program descriptions and course listings are presented in detail on the website. Where appropriate and useful, references to specific portions of the website are provided.

For additional information about University resources and services, students should obtain a copy of FACETS: Facts About Columbia Essential to Students; a comprehensive guide to University resources, updated yearly. FACETS may be obtained at http://www.columbia.edu/cu/facets/.
MA in Modern Art Program in the Department of Art History and Archaeology

MA in Modern Art: Critical and Curatorial Studies

This program is founded on the conviction that art historians and critics engaged with modern and contemporary art need to understand curatorial strategies. Similarly, curators should write with extensive knowledge of critical theory and art history.

Taking advantage of both Columbia’s location and the department's close ties with The Museum of Modern Art and the Whitney Museum of American Art, among other institutions, the program immerses students in the art world of New York City. On-campus resources such as those provided by the School of the Arts and Graduate School of Architecture, Planning and Preservation, further enrich the program’s multi-faceted and interdisciplinary approach. Students learn from and are exposed to a wide-range of contemporary cultural practitioners, including art historians, artists, architects, critics, curators, theorists, designers and publishers, just as they build community across institutions and disciplines.

At the core of the program are the MA Critical and Curatorial Colloquia. The Critical Colloquium is taken in the first term of study and combines reading and analysis of texts by major theorists and critics. Each week discussions focus on key terms and analytical lenses in the history of art and art criticism. The Curatorial Colloquium is taken in the second semester of study and introduces students to the history, theory and practice of object collection and display as well as to the history of exhibitions such as Documenta and the various biennials. Each colloquium both draws on the expertise and participation of Columbia's distinguished faculty and includes guest presentations on particular issues.

The program culminates in the preparation of an independent thesis. Students produce a written thesis based on rigorous, original research under the supervision of a faculty advisor. Students may also choose to conceptualize a thesis exhibition project, which can assume a variety of formats.

Established in 1997, this MA program is committed to enhancing students’ ability to participate in professional activities and to formulate a critical position in relation to contemporary art and culture.
Course Requirements

Coursework

All students in the program are required to accumulate 2 Residence Units (see Registration Classifications) and take a total of eight graduate courses plus two sections of the MA Thesis course.

- All students must take for a letter grade the mandatory Critical Colloquium and Curatorial Colloquium in the first year.

- Also required are six courses at either the 8000, 6000, 4000 or 3000 level. Of these courses, no more than two should be taken at the 3000 level and no more than two should be taken for R credit.

- All students must take two sections of the MA Thesis course during their final year in the program.

- With the consent of their advisors, students may take courses in other departments in the history, culture, literature and philosophy of their area of interest.

- To ensure permission to continue in the program, students are warned against the accumulation of Incompletes in their MA coursework.

Full-time Students:

Full-time students must take all eight required graduate courses in their first year and two sections of the MA Thesis course in their second year of study in the program.

Part-time Students:

Part-time students must take at least four of the required graduate courses during their first year, and at least two required courses in any subsequent year in the program. Two sections of the MA Thesis course must be taken during the final year in the program, but no later than the fourth year.

Language Requirement

Knowledge of one foreign language relevant to their program of study must be demonstrated in order to complete the MA. For specific information on fulfilling the language requirement, see the section entitled Fulfilling Language Requirements later in this handbook.

Western/Non-Western

Students whose concentrations are within modern and contemporary art outside the West are strongly encouraged to take one course in the pre-Modern arts of their specific region of study. The aim is to complement one’s study of “global” modern and contemporary art with the pre-
modern arts of Asia, Africa, the Middle East, and the Americas.

Problems in Curatorial Practice and Problems in Art Criticism

In order to pursue academic credit for an internship, students should speak with their advisor about the requirements for Problems in Curatorial Practice and Problems in Art Criticism. These independent study courses are conceived as the academic complements to curatorial and critical work and thus integrate intellectual reflection with a student's practical experience outside the classroom. These courses may be pursued after the first semester of study. Students may only register for one that will count toward the degree's completion.

Completion of MA Requirements

Full-time students must have completed all required coursework for the MA degree by the end of their first year and be given a favorable first-year evaluation to continue to the MA thesis stage. The MA thesis (and two sections of the MA Thesis course) must be completed within the second and final year in the program.

Part-time students must have completed all required coursework for the MA degree by the end of their third year and be given a favorable first, second-, or third-year evaluation to continue to the MA thesis stage. The MA thesis (and two sections of the MA Thesis course) must be completed no later than the fourth year in the program.

Receiving Your Degree

Students must complete the degree application form (http://www.columbia.edu/cu/registrar) near the end of the semester prior to the one in which they expect to fulfill the requirements for the MA. Consult http://www.columbia.edu/cu/registrar for specific application deadlines and degree dates. Students should submit the completed application to the Graduate Student Coordinator. The MA diploma can be picked up in 201 Kent Hall; it will be mailed to the address indicated on the degree application if it is not picked up.

Thesis Requirement

Developing Your Thesis Topic

Students should begin formulating their thesis topic and meeting with faculty in the semester prior to the semester in which they intend to begin researching their thesis. During the summer or winter break (according to thesis start date), students should prepare a thesis proposal and submit it along with the Thesis Application form to the Graduate Student Coordinator on the designated deadline.
The Thesis Application

The Thesis Application form is normally due during the first week of classes in the semester in which you intend to begin thesis research. Your topic and advisor are approved only when a faculty member signs the form, thereby agreeing to be your advisor. Note that this form is only an application form, and therefore any faculty member to whom it is submitted may either decline to be your advisor or require that you resubmit your proposal with suggested changes before agreeing to sign this form.

The forms will be distributed to the appropriate faculty members for review. Students should contact their intended advisors during the first two weeks of classes to discuss their proposal. In some cases faculty members may choose to contact students directly regarding their proposals and to schedule appointments. The Graduate Student Coordinator will make students aware of individual faculty members who wish to contact students rather than be contacted by students. If you are unsure of your advisor’s wishes, please contact the Graduate Student Coordinator.

Guidelines for Written Thesis and Thesis Exhibition

Students have two options for their thesis:

1. Written Thesis Guidelines

Students produce a written thesis based on a topic of their choosing. The length of the written MA thesis may vary according to the methodological approach and the subject matter involved. Most theses will be 40–100 pages, including images and bibliography. The style of the thesis need not conform to the requirements of the Columbia University Ph.D. dissertation office. A consistent and recognized format must be employed, however, especially with regard to citations and footnotes. Students are advised to employ such style as is standard for art history journals and seminar papers. Illustrations should be of excellent quality. Expectations vary between advisors; therefore it is imperative to discuss specific formal and organizational requirements with advisors early in the writing process.

2. Thesis Exhibition guidelines

Virtual Exhibition: Students may submit a virtual exhibition, either on paper or as a web design. The thesis exhibition should include the project title and a lengthy essay (similar in scope to a catalogue essay) that describes the exhibition’s main theme and/or concept. You may also consider, for example, how the exhibition engages with contemporary curatorial strategies; how your exhibition intervenes in a particular understanding of modern and contemporary art; and whether it develops upon previous exhibitions that broach similar issues. Describe the exhibition’s overall size and scope, including any information about design presentation or aspirations. You may provide a complete object checklist with the number and type of objects, images, mechanical or electronic interactive elements, and audio-visual components. The thesis exhibition may also provide a potential list of programs, publications, lectures or other accompanying materials. Expectations vary between advisors; therefore it is imperative to discuss specific formal and organizational requirements with advisors early in the conceptualization and writing process.
Actual Exhibition: Students may submit exhibition proposals to various spaces on- and off-campus. When a proposal has been accepted, precise dates are decided in consultation with the curator(s) and the venue’s staff. An installation plan, label texts, wall texts, and a catalogue are to be included in the actual exhibition thesis project. Students can work on exhibition projects in small groups; in that case the faculty advisor determines how to evaluate each student’s contribution. The exhibition must take place during the final academic year of study or within 3 months of graduation.

Submitting the MA Thesis

For graduation approval all students must submit a signed and approved copy of the MA thesis to the Department of Art History and Archaeology. Please contact the Graduate Student Coordinator for the deadline.

Suggested Structure of the Program

For full-time students:
10 courses (30 points of credit), one MA thesis required for graduation

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
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</thead>
<tbody>
<tr>
<td>Critical Colloquium Lecture</td>
<td>Curatorial Colloquium Lecture</td>
<td>MA Thesis I: Research Lecture or Seminar (optional)</td>
<td>MA Thesis II: Writing Lecture or Seminar (optional)</td>
</tr>
<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>MA Thesis I: Research Lecture or Seminar</td>
<td>MA Thesis II: Writing Lecture or Seminar</td>
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<td>Lecture</td>
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<td>Lecture or Seminar</td>
<td>Lecture or Seminar</td>
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For part-time students (2-year option):
10 courses (30 points of credit), one MA thesis required for graduation

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<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
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<tbody>
<tr>
<td>Critical Colloquium Lecture</td>
<td>Curatorial Colloquium Lecture</td>
<td>MA Thesis I: Research Lecture or Seminar</td>
<td>MA Thesis II: Writing Lecture or Seminar</td>
</tr>
<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>MA Thesis I: Research Lecture or Seminar</td>
<td>MA Thesis II: Writing Lecture or Seminar</td>
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<td>Lecture</td>
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<td>Lecture or Seminar</td>
<td>Lecture or Seminar</td>
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For **part-time** students (3-year option):
10 courses (30 points of credit), one MA thesis required for graduation

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<th>Semester 1</th>
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<th>Semester 3</th>
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<th>Semester 5</th>
<th>Semester 6</th>
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</thead>
<tbody>
<tr>
<td>Critical Colloquium Lecture</td>
<td>Curatorial Colloquium Lecture</td>
<td>Lecture</td>
<td>Lecture</td>
<td>MA Thesis I: Research</td>
<td>MA Thesis II: Writing</td>
</tr>
<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>Lecture or Seminar</td>
<td>Lecture or Seminar</td>
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For **part-time** students (4-year option):
10 courses (30 points of credit), one MA thesis required for graduation

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<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
<th>Semester 6</th>
<th>Semester 7</th>
<th>Semester 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Colloquium Lecture</td>
<td>Curatorial Colloquium Lecture</td>
<td>Lecture or Seminar</td>
<td>Lecture or Seminar</td>
<td>Lecture or Seminar</td>
<td>Lecture or Seminar</td>
<td>MA Thesis I: Research</td>
<td>MA Thesis II: Writing</td>
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<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>Lecture</td>
<td>Lecture or Seminar</td>
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**The MA in Modern Art + Paris Exchange Program (only available for full-time students):**

Students interested in the exchange program should consult with Professor Anne Higonnet, the Faculty Program Coordinator. To be eligible for the exchange, students must be registered full-time and complete the dual degree program within two years.

14 courses (42 points of credit) and one MA thesis required for graduation

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<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
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</thead>
<tbody>
<tr>
<td>Critical Colloquium Lecture</td>
<td>Curatorial Colloquium Lecture</td>
<td>MA Thesis I: Research</td>
<td>Museum Studies Course</td>
</tr>
<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>MA Thesis II: Writing</td>
<td>3 electives</td>
</tr>
<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>Lecture or Seminar</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Thesis I: Research</td>
<td>Museum Studies Course</td>
</tr>
<tr>
<td>MA Thesis II: Writing</td>
<td>3 electives</td>
</tr>
</tbody>
</table>
Language Requirements

All programs in the Department of Art History and Archaeology require proficiency in languages relevant to their subject area. Students should consult with their advisors regarding languages required for their field at the beginning of their first year.

All MA students must demonstrate proficiency in one language.

Departmental Language Examinations

Twice during each semester, the Department of Art History administers exams for graduate students to complete their language requirements. Language examinations are offered regularly in French, German, Italian, and Spanish. Occasionally, depending on student demand and faculty resources, other languages are tested at this time (Dutch, Chinese, Greek, Latin etc.).

Language examinations are organized as follows:

- Students sign up for examinations with the Graduate Student Coordinator. There are four testing dates in September, December, January, and May.

- The examinations are administered by the Department and graded by a faculty member.

- Faculty member choose reading selections from various subjects and periods as deemed appropriate.

- The examinations have two parts, with different instructions (in each, accuracy is emphasized over speed):

  Translation: translation into English with the aid of a dictionary.

  Précis: a summary of the content and arguments of a text, completed without a dictionary (not a sentence-by-sentence translation, but rather a paragraph-by-paragraph summary).

Students must pass both sections to satisfy the requirements for a specific language. If a student passes only one section, the second section must be passed at a later date. Students may take the exams as many times as necessary, to pass both sections.

Certification for Other Languages

Exams in languages not regularly offered by the Department may be requested and taken during the regularly scheduled language examination. Latin, Greek, and Portuguese examinations only may be taken in the respective departments at Columbia University. These Departments offer regularly scheduled language examinations, and will send a letter to the Art History Department stating the results of the exam. A student’s advisor may, however, request that the exam be given within the Art History Department.
Students may also complete one of the following two options:

1. “Native Speaker” Language Exemption

Foreign students following a program related to their native culture, whose native language is not English, may be granted exemption from one of the language requirements. Please consult the Graduate Student Coordinator.

2. The “Course Option”

Students who have no prior or limited experience in a foreign language may complete the equivalent of two years of college-level language study in one foreign language during their enrollment in the MA Program at Columbia University. Please note that language courses for the requirement do not count as coursework for the degree.

Non-native English speakers

For information about the resources of the American Language Program (ALP) and Writing Center please refer to the University Resources section of the handbook.
Registration Procedures & Course Information

Advising

Each student is assigned a faculty advisor upon entrance to the program. Advisors are responsible for approving and supervising students' individual programs and completion of requirements. Because of the importance of making appropriate and well-informed decisions, it is vital for students to keep in communication with their advisors. Any concerns about assignments should be addressed to the Director of the MA in Modern Art, Department Chair or Graduate Student Coordinator.

Advisors and Registration

At each registration period, students should visit with their faculty advisors to discuss and gain approval of their course schedules for the coming semester.

Registration Procedures

There are currently three different periods during which students may register for courses and registration status:

• Pre-registration for continuing students takes place in the middle of April for the Fall semester and at the end of November for the Spring semester.

• Normal Registration takes place during a three-day period at the beginning of each semester.

• Late Registration occurs during the first two weeks of class (the Registrar may assess a late fee during this period if registering for tuition category).

Please note that prior to the end of the second week of classes all forms of registration with the Office of the Registrar are conducted on-line. In-person registration should only occur when students have problems or bars to their registration and when registering for undergraduate and language courses.

Students should take the following steps to register:

• Obtain necessary forms including: the Add/Drop Form if registering for undergraduate courses, or courses that require special permission, and the latest schedule of departmental course offerings.

• Consult with primary advisor to determine the state of the student's academic progress within the program. Reminder: obtain advisor's approval of your course selection.

• Consult the on-line Directory of Classes for five-digit registration call numbers and course numbers necessary for the on-line registration process, and/or the Add/Drop Form. Reminder:
obtain instructor approval for all undergraduate courses. Also: admission to graduate seminars is through application only. You cannot register yourself for a graduate seminar.

- Determine registration appointments by logging on to SSOL at https://ssol.columbia.edu/.

- After completing the above, students may register on-line by logging on to their SSOL at https://ssol.columbia.edu/ during their registration appointments. Detailed instructions are available from the Registrar's Office. Please note that although registration is conducted on-line, students must receive full approval from their advisor for their program.

Adding and Dropping Courses After Registration

Once students are registered, there is a period during which they may add and/or drop courses without academic or financial penalty. Add/Drop period dates and deadlines are included in the current academic calendar. Additional questions related to adding and dropping should be directed to the Office of the Registrar, 205 Kent Hall.

Receiving Grades

Students may obtain their grades by logging on to their SSOL at https://ssol.columbia.edu/. Grades are accessible through SSOL within two days after the professor informs the registrar of the final grades. Grades are obtained by these means only.

R-credit

As noted above (and below), a limited number of courses may be taken for R-credit. Students should always discuss the requirements for earning the R-grade at the beginning of the semester. Ideally, these requirements should be put in writing, as in an e-mail. In order to register for a course for R-credit, a student must get the instructor to sign a form indicating that he or she approves the student taking the class for R-credit. This form should then be dropped off at the GSAS Dean’s Office (109 Low Library) early in the semester. The student should also make a copy of this form for his or her own records.

Incompletes

Accumulation of Incompletes is strongly discouraged. However, occasionally students who have completed most requirements for a course but require additional time to finish a major research project for exceptional reasons satisfactory to the instructor may request an Incomplete. Please note that by the beginning of any new academic year all Incompletes from the previous year must have been cleared in order to register. In any event, students are strongly encouraged to resolve all Incompletes as soon as possible as they may affect their academic standing. All Incompletes that have not been resolved with a year’s time will be automatically and irreversibly changed to Fs by the Registrar.
Changing Grades

Incomplete or incorrect grades (resulting from clerical errors, etc.) may only be changed by instructors. Faculty members complete *Change of Grade* forms and submit them to the Department Office for grade correction.

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**Registration Classifications**

**Residence Unit (RU)**

In order to graduate, all students have to accumulate two Residence Units (RUs). A Residence Unit (RU) is the basic classification of registration for students who are currently enrolled in courses at the University. Registering for full RU classifies student as full-time for the duration of the semester regardless of his/her actual course load.

A student registered for 1 RU in any given semester may take up to 18 credits courses (unless specific courses require additional fees).

A student registered for ½ RU in any given semester may take up to three courses and a student registered for ¼ RU may take up to two courses.

**Extended Residence (ER)**

MA students who have completed the required 2 RUs and have to fulfill additional coursework must register for Extended Residence. Students in ER are allowed to take up to four classes.

**Matriculation and Facilities (M&F)**

MA students are not permitted to register for M&F.

**Continuous Registration Policy**

All students pursuing a degree in GSAS must be continuously registered, meaning that they must register every fall and spring with the University in order to continue their program. Students who fail to register but wish to continue with the program will be charged a re-admission fee. This policy applies also to students who have withdrawn from the program but have worked on any degree requirements, including dissertation research.

This policy maintains even when students are not taking courses and/or are preparing their theses.
Leaves of Absence & Withdrawal

Students who must interrupt studies for a compelling reason—for example, sustained ill health—may be granted a leave of absence. For more information on leaves of absence, see the GSAS Bulletin.

- Note that students on leaves of absence are not registered at the University for that time period and may not use University facilities (including the libraries and computer labs) for that period.

- Fellowships, housing and other services will be terminated once a leave has been granted.

- A student whose Leave of Absence is approved during the first 30 days of the term will not be eligible for either the Insurance or Health Service programs, and a full refund will be applied to the Student Account Payment unless the student has utilized the benefits of insurance plan or accessed care at Health Services. A student whose Leave of Absence is approved after 31 days will remain enrolled in the Insurance and Health Service programs for the remainder of that term; no refund will be allowed.

Students who withdraw from the program in the event of an emergency may be re-instated by submitting a form well before the beginning of the semester in which they intend to return. Students will need the full support of one faculty member who will inform the Director of Graduate Study that they will take on advisement/sponsorship of the student.

- Note that students who withdraw are not registered at the University for that time period and may not use University facilities (including the libraries and computer labs) and do not receive health insurance, housing or any other services from the University.

Students who withdraw when there is no emergency will need to reapply to the program.

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**Academic Records**

Office of Academic Records and Registration (Registrar’s Office)

The Office of Academic Records and Registration (the Registrar's Office) keeps official University records of students, including coursework, registration status, degrees conferred, and addresses. Students can access this information by logging on to their SSOL at https://ssol.columbia.edu/. Information listed on SSOL does not constitute official documentation.

Most University offices utilize addresses and telephone numbers listed on SSOL. Students should therefore inform both the Department and the Registrar's Office of any address and telephone changes. Addresses and phone numbers may be changed on SSOL, but the Department should be informed in person or in writing.

Students may obtain their grades and registration through SSOL. This requires a personal identification number (PIN), which is assigned by the Registrar during student's first semester of coursework.
Official transcripts may be obtained from the Transcript Office in 205 Kent Hall (phone # 854-3056). Transcripts may also be ordered by mail (see http://www.columbia.edu/cu/registrar/) or on-line through SSOL.

Proof of Enrollment, or Academic Certification, which is often required for loan purposes, may be obtained from the Registrar’s office in 205 Kent, or ordered through SSOL.

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**Course Categories**

**Lecture**
Most courses numbered at the 3000, 4000, and 6000 levels are lecture courses. 3000-level courses are primarily for undergraduates, and tend to be rather general and introductory. 4000-level courses are intended for mixed constituencies of graduate students and advanced undergraduates. 6000-level courses are primarily for graduate students. Student contribution to a lecture course may not be as demanding as in a graduate seminar course, although these courses do require significant term papers and/or examinations.

- Students should note that they may count no more than two courses at the 3000 level toward their degree unless specifically approved by their advisors and the Director of the MA in Modern Art.

- 3800 and 3900-level courses are undergraduate seminars reserved for upper-class undergraduate art history majors and are generally unavailable to graduate students. Graduate students wishing to enroll in these courses and receive graduate credit should speak first to the instructor and their advisor. If permission is granted, the Graduate Student Coordinator must be informed.

**Graduate Seminar**

Graduate seminars are more intensive and demand more of students. Enrollment in seminars is limited. All seminars include discussion and reports by students. Requirements will vary, but students should expect to complete a substantial research project to receive credit.

- Note that the Critical Colloquium and Curatorial Colloquium fulfill the program’s seminar requirement.

- Student must apply to the Department in order to be considered for admission to a seminar. Enrollment in all seminars is managed by the Department and students accepted to these courses will be registered by the department staff.

**Independent Research**

Independent research courses may be taken by students seeking to work on specific research projects or art historical problems. Independent research courses must be supervised and graded by a faculty member.
Independent research courses are recorded as 8000 or 9000 level and count as seminars toward the degree program.

- The G8010 independent research course may function as a tutorial in a specific area not otherwise covered by courses in a given semester. Students may use such courses to explore a field and/or the state of research or a specific topic, under the supervision of a faculty member.

- The Department and MA in Modern Art program offer advanced research courses in specific subject areas (e.g., G8727 “Problems in Curating”), which are supervised by faculty in the relevant program. These courses will be entered into the system once the department staff is requested to do so by the student or faculty member.

- Students may coordinate other independent research courses directly with the faculty member with whom they wish to study.

- Students are required to obtain instructor approval on an Add/Drop Form in order to register for independent research courses.

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**Grading Options**

There are two basic types of course credit in the Graduate School of Arts and Sciences.

**Letter Grade**

Letter Grade is the default credit classification for taking a course. Students taking a class for a Letter Grade are required to do all work described in the course syllabus and meet attendance policies. Students are assigned a qualitative letter grade once all requirements for the course are completed.

**R-Credit**

R-Credit (Registration Credit) allows a student to attend a lecture and participate in class without being assigned a qualitative grade. Students are expected to meet attendance requirements for the class and are given the registration grade of "R" to indicate satisfactory completion. Should there be written assignments required by an individual instructor students should keep in mind that such work will not receive a letter grade and should not take time away from letter-credit courses to prepare such assignments. However, rules for Incompletes apply even to R-credit courses. Seminars generally may not be taken for R grade.

- Students need to inform their instructor at the start of the semester if they intend to take a course for R-credit. At this time, students should discuss any specific assignments the instructor may have in lieu for regular Letter Grade requirements.

- Students registering for a course for R-credit must get the instructor to sign a form indicating that he or she approved the student registering for the course for R-credit. This form must then be turned into the GSAS Dean’s Office (109 Low Library) at the beginning of the semester. A limited number of approved R-credit courses are counted toward a student’s program, as dictated by their programs' requirements.
• Students must submit the required paperwork for R-credit within the same semester of the class being taken for R-credit. Courses previously taken cannot be retroactively switched to R-credit.

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**Departmental Resources**

**Department Office**

The Department Office suite, in 826 Schermerhorn, includes the offices of the Chair, the Departmental Administrator, the Graduate Student Coordinator, the Business Manager, the Financial Assistant and the Undergraduate Student Coordinator.

Faculty mailboxes are located in the Departmental Office.

The Graduate Student Coordinator (854-4507) coordinates activities such as graduate student record keeping; language examinations; degree certification; admissions; fellowship application, and graduate registration.

**The Media Center**

The Media Center, located in 825 Schermerhorn Hall, supports the visual imaging needs of the Department. Contact the Visual Media Center (854-3044) for borrowing policy and procedures.

**Wallach Art Gallery**

The Miriam and Ira D. Wallach Art Gallery, located on the eighth floor of Schermerhorn Hall (854-7288), inaugurated in 1986, has presented a varied program of exhibitions each year. Most exhibits are planned and curated by faculty and graduate students. The Gallery also sponsors public lectures and symposia in conjunction with its exhibitions.

Day-to-day operations of the Gallery are the responsibility of the acting Gallery Director, Jeanette Silverthorne, who is assisted by a small professional staff and graduate student interns. Many students in the Department of Art History and Archaeology intend to pursue museum or gallery careers, and for them participation in the operation of the Gallery provides an opportunity to gain professional experience. Support staff include work-study students.

**Fora**

Three faculty Fora offer occasional lectures and receptions to bring outside scholars to campus and create a community of scholars in the metropolitan area. Consult the Departmental web site for upcoming events of the Robert Branner Forum (Medieval Art and Architecture), the Howard Hibbard Forum (Renaissance and Baroque Art and Architecture), and the Collins/Kaufmann Forum (Modern Architecture.)
**Miscellaneous Student Resources**

**Graduate Student Advisory Council (GSAC)**

The department’s students elect a peer to be their GSAC representative, attending GSAC meetings and informing Departmental students of GSAC events. From time to time, the GSAC representative may meet with department faculty to discuss issues related to the graduate program.

**The Common Room**

The Common Room (also known as the Graduate Student Lounge) in the Stronach Center is available for quiet study, meeting and relaxation for members of the Department. This room is frequently used for departmental receptions and houses graduate student folders and bulletin boards. The Common Room, located on the east end of the eighth floor of Schermerhorn Hall, is open to students during regular Department Office Hours.

**E-Mail**

Graduate Students will be notified of Departmental and General information over E-mail. Please remember to notify the Graduate Student Coordinator of any address change.

**Bulletin Boards and Display Cases**

Bulletin boards in the hallway outside the Department office announce the upcoming University and Department sponsored lectures, events, etc., events held in New York, as well as internship and study abroad postings. A bulletin board in the office posts announcements received by the Department of current art historical, archaeological, and curatorial job searches. The glass cases on the eighth floor of Schermerhorn Hall, display fellowship information and recent faculty books as well as Call for Papers.

**University Resources**

**Libraries**

Columbia University is among the nation’s top 10 largest academic library systems, with holdings of over 7.5 million volumes, 67,400 currently received serial titles and archives, manuscripts, microfilms, videos, and a growing number of electronic resources. The collections are organized into 22 libraries, each generally supporting a specific academic or professional discipline.

Library services, including borrowing privileges, are available to all currently registered students, faculty and staff. Reading privileges are available to alumni. Privileges are also available to
spouses and domestic partners of students. Contact the Library Information Office (LIO) in 201 Butler Hall (212-854-2271.)

Library items obtained since 1981 are catalogued on CLIO, an on-line service. CLIO can be accessed, browsed, and searched from on and off-campus through library terminals or Columbia’s home page (click on Libraries.) Information on access and use of CLIO is available in all libraries.

For more information on library services and resources, contact the Library Information Office (LIO) in 201 Butler Hall (212-854-2271) (source: FACETS).

Avery Architectural and Fine Arts Library

Avery Library (854-3501) collects books and periodicals in architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, et al. Most of these materials are non-circulating and must be used within the library. The library contains over 250,000 volumes and receives 1500 periodicals. The drawing and manuscript collection holds over 400,000 drawing and original records. (source: FACETS).

Columbia University Information Technology (CUIT)

CUIT is the University office for academic–related computer usage, located in 102 Philosophy Hall (854-1919, ext. 3). This office provides e-mail account creation, consulting for computer questions, and distributes “shareware” software for off-campus access to Columbia-net as well as virus protection programs for both PCs and Macintoshes. Basic e-mail accounts are free to registered students and provide full access to internet resources; email accounts can be set up on-line by visiting the Computing and Email link on the Columbia home page.

CUIT conducts workshops in various topics of computer and software use which are free and open to the university community. Information regarding on-campus student computer labs, account creation, and policies is described in the GSAS Bulletin. For additional information and scheduling, contact the CUIT Computer Support Center, which can be reached through the Columbia University web page.

Columbia Computing System and the Internet

The University has a large central computing system which provides E-mail, on-line university information, and access to the Internet. The system may be accessed by on-campus terminals and via modem from off-campus. For more information, contact the CUIT Computer Support Center, 102 Philosophy Hall.

The Department has a homepage on the Columbia University website listing departmental events, news, and information (http://www.columbia.edu/cu/arthistory/).
Discounts on Computer Purchases

Columbia University has special arrangements with Dell and Apple for computer purchases. In order to take advantage of the discounts offered by these companies, students will need to meet with the Department’s Financial Assistant.

American Language Program
The American Language Program (ALP) provides wide-ranging, high-quality academic courses in English as a Second Language. Founded in 1911, ALP is one of the oldest English-as-a-Second-Language programs in the United States, offering a carefully integrated sequence of courses to students who wish to improve their command of English. For more information, please see http://ce.columbia.edu/node/295

Writing Center
The Writing Center is open to any person directly affiliated with Columbia University. The Center’s approach is to attend to both the short-term goal of improved papers and the long-term goal of improved writing, critical thinking, and reading skills. For more information, please see http://uwp.columbia.edu/writing-center/

Outside Resources

The many collections and libraries of New York City provide opportunities for further study and research. Students have free access to most of these. In several, such as the Watson Library of the Metropolitan Museum, the Frick Art Reference Library, the Museum of Modern Art, and the New York Historical Society, special facilities are available for students.

The Department often offers courses of instruction by adjunct professors who are also museum curators. These seminars frequently meet at museums to allow students the opportunity to study collections first-hand.

The galleries of art dealers offer an ever-changing series of exhibitions in which the works of the most recent artists, as well as of the more established ones, can be seen. Various private collections in New York, through the courtesy of their owners, are often made accessible to students under the guidance of their instructors.