Department of Art History and Archaeology
Graduate Student Handbook
for the

MA in Modern and Contemporary Art:
Critical and Curatorial Studies

2016–2017

Columbia University in the City of New York
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# Table of Contents

PREFACE................................................................................................................................. 3

*MODA PROGRAM AND REQUIREMENTS IN THE DEPARTMENT OF ART HISTORY AND ARCHAEOLOGY*

*MA in Modern and Contemporary Art: Critical and Curatorial Studies* .......... 4
  Course Requirements................................................................................................................ 5–6
  Thesis Requirement.................................................................................................................. 6–10
  Suggested Structure of the Program...................................................................................... 10–12
  Language Requirements.......................................................................................................... 12–13

REGISTRATION PROCEDURES & COURSE INFORMATION

  Advising...................................................................................................................................... 14
  Registration Procedures............................................................................................................ 14–16
  Registration Classifications..................................................................................................... 17–18
  Academic Records.................................................................................................................... 19
  Course Categories..................................................................................................................... 19–20
  Grading Options........................................................................................................................ 20
  Departmental Resources........................................................................................................... 21
  Miscellaneous Resources.......................................................................................................... 22–24
  Outside Resources.................................................................................................................... 24
Preface

The Graduate Student Handbook is intended to explain the structure and requirements of the MA in Modern and Contemporary 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 and Contemporary Art (MODA) Program in the Department of Art History and Archaeology

MA in Modern and Contemporary Art: Critical and Curatorial Studies

Established in 1997, the MODA program is founded on the conviction that art historians and critics engaged with modern and contemporary art need to understand curatorial strategies that reflect the interrelationship between new mediums and modes of artistic practice as well as changing institutional and exhibition practices and forms. Similarly, curators need to embark upon the research, organization and mounting of exhibitions with an extensive knowledge of critical theory and art history. MODA consequently offers a rigorous, scholarly, and expansive program of study, combining an intellectual foundation in modern and contemporary art and theory with exposure to the broader professional art world.

Students take advantage of the full range of expertise of the distinguished faculty in Columbia’s Department of Art History and Archaeology and in the university at large, while benefitting from specific programs crafted uniquely for MODA. The course of study enables each student to develop a unique, interdisciplinary curriculum based upon individual interests and goals. At the core of the program are the first year MA Critical and Curatorial Colloquia. The Critical Colloquium is taken in the first term of study. It involves a reading and analysis of texts by major theorists and critics, an introduction to art history’s different interpretive methods and models, and an examination of different models of critical writing. The Curatorial Colloquium is taken in the second semester of study. It introduces students to the history, theory and practice of exhibitions, the histories of curating, and recent models of the “curatorial,” as well as case studies on historical exhibitions. Each colloquium is also designed to engage students with a range of professionals in the critical, scholarly, and curatorial field through a guest speaker series. Past speakers have included writers for *Artforum*, *Grey Room*, *Texte zur Kunst*, *October*, *The Guardian*, and *The New York Times*, as well as curators and museum professionals from The Museum of Modern Art, the Whitney Museum of American Art, the Met Breuer, and The Philadelphia Museum of Art, among other international and experimental venues. The Curatorial colloquium also includes visits to relevant panels, institutions, and current exhibitions.

Taking advantage of both Columbia's location and the department's close ties with area museums, galleries, and other cultural institutions, including the Metropolitan Museum, The Museum of Modern Art, the Whitney Museum of American Art, and The Studio Museum in Harlem, the program complements scholarly study with an immersion 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.

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 conceive a thesis exhibition project, which can assume a variety of formats. Other opportunities include MODA Curates, a competitive program that allows select students to mount an exhibition in Columbia’s Miriam and Ira D. Wallach Art Gallery, and the MODA Student Run Event, another competitive program where winning proposals lead to a symposium, film series or other event on a timely topic.
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, or 4000 level. Of these courses, no more than two should be taken for R credit. Students who wish to take 2000-level courses must get instructor approval to take them for 5000-level credit, either for a letter grade (which commonly involves additional course assignments) or for R-credit. Students may take up to two 2000-level courses at the 5000-level towards their course requirements, whether for letter-grade or R-credit. Please follow instructions under Course Registration Procedures section for how to complete registration for 2000-level courses.

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

- With the consent of the Director, students are encouraged to 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 Fulfiling 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.

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**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. Both the topic and methodology should be discussed with their intended advisor. During the summer or winter break (according to thesis start date), students should prepare a thesis proposal and send it to their advisor for approval.
The Thesis Proposal Form

Students must submit their approved proposal, along with the signed Thesis Proposal form (found online), to the Graduate Student Coordinator on the designated deadline. The Thesis Proposal form is normally due during the first four weeks 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 and having approved your proposal. Your advisor may require that you resubmit your proposal with suggested changes before agreeing to sign this form.

Guidelines for the Thesis:

Students have two options for their thesis: a written thesis, or a thesis exhibition, the guidelines for each are as follows:

1. Written Thesis Guidelines

Content:

The MA thesis is a substantial piece of critical writing that develops an original argument about an important issue in art and art history. It should not just summarize existing literature on a topic, but make a new contribution to the literature through research and critical thinking. You may focus, for example, on an artwork, a group of artworks, an artist, an art movement, an art institution, an aesthetic idea/theory or historiography. It is better to write in depth on a relatively narrow topic than superficially on a broad topic. The thesis is distinct from a seminar paper; however, it may expand upon an existing seminar paper with the consent of the advisor. It should develop a topic in substantial depth, show a command of the existing literature, and be organized into chapters or sections that guide the reader through its argument. While exact length of the thesis is dependent upon the topic and selected methodology, as well as the requirements of the thesis advisor, the benchmark is about 40-80 pages (10,000 – 20,000 words) of writing, including footnotes, but excluding illustrations and bibliography.

Advisor:

Throughout the thesis year, students should meet regularly with their advisor to discuss their progress. The frequency of these meetings should be decided with the advisor. Students are responsible for scheduling them. (Note: If a student is working with a faculty member who has agreed to be their advisor but is on leave at some point during the process, students should arrange individually with him/her on how to keep in contact.) When appropriate, students may ask a faculty member from within or outside the department (the latter with permission of the Director) to serve as a second reader. The second reader may offer initial suggestions at the proposal stage, but they generally do not assist in the research and writing process; their central role is to read and offer feedback on the final draft and confer with the faculty advisor on the final grade.

Schedule:

Generally speaking, students should aim to complete all research and begin writing during the first semester, and devote the second semester to completing the writing and revisions based upon advisor feedback. Students should set a date with their advisor for the submission of a complete rough draft of the thesis with plenty of time left for revision before the final draft is due. Students who do not arrange for a submitted draft early enough to allow appropriate time for advisor feedback and subsequent revisions risk
not being able to graduate on time. It is the student’s responsibility to be mindful of deadlines and time frames.

**Final draft:**

The style of the thesis need not conform to the requirements of the Columbia University PhD 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, and annotated with captions. Expectations vary between advisors; therefore, it is imperative that students discuss specific formal and organizational requirements with their advisor early in the writing process.

**Submitting the thesis:**

For graduation approval, all students must submit to the Coordinator for Graduate Programs a final bound copy of the thesis, and the MA Thesis Approval Cover Sheet signed by the advisor by the due date as determined by the Department of Art History and Archaeology.

2. **Thesis Exhibition guidelines**

In lieu of a written thesis, students may opt to curate an exhibition as their final thesis project. General requirements for all thesis exhibitions are described below, but the three options for the exhibition, with stipulations specific to each, are as follows:

**Virtual Exhibition:**

Students may submit a virtual exhibition, either conceived on paper or as a fully executed web design. The virtual exhibition may be representative of an ideal, imagined exhibition, detailing how it would appear in a physical space; or, it may be an exhibition that is intended to exist online or in a digital format. In the case of the latter, students should detail specifics regarding the type of interface or software that would be employed, the nature of viewer interactivity, and the temporal life of the exhibition. Given the technical complexities of an online exhibition, students selecting this option should either have a level of technical expertise that would allow them to produce a quality project, or work in consult with an advisor who can lend such knowledge.

**MODA Curates Exhibition with expanded catalogue essay:**

During the second semester of the first year, students may choose to submit an exhibition proposal to MODA Curates, a competitive program that provides second year students the opportunity to organize an exhibition in the Miriam and Ira D. Wallach Art Gallery in coordination with the Gallery Chief Curator and Director and staff. Exact guidelines for MODA Curates are distributed when the competition is announced. Students whose proposals are accepted and who curate an exhibition have the option of submitting their exhibition, with all its attendant components, and an expanded catalogue essay as their MA thesis, following the guidelines below. Exact requirements for this option are determined in consult with the student’s advisor.
On or Off-Campus Exhibition:

Students may also 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. Students can work on exhibition projects in small groups; in that case the faculty advisor determines how to evaluate each student’s contribution, but each student must prepare an original catalogue essay, an installation plan, object label texts, etc. (following guidelines below.

The Department has limited funds available to put toward these exhibitions. If you wish to request funds from the Department, you must submit a detailed show description and budget, which includes all revenue and costs, even those for which you are not seeking assistance. If you are working with a group, all members’ names must be on the budget proposal, though each group only needs to submit one copy. The budget must list all anticipated expenses, including: framing, shipping, supplies, installation, insurance, security, advertising and promotion, reception, and anything else specific to the demands of the show. (Note: students should consult the staff in the Art History office while devising their budgets). All materials must be attached to the Thesis Proposal Form by the designated deadline.

Guidelines for all Thesis Exhibitions:

Catalogue essay:

Each option for the MA thesis exhibition includes a substantial essay (20-30 pages, the final length to be determined in consult with the student’s advisor). The essay should be similar in scope to a catalogue essay for a museum exhibition, describing the exhibition’s main theme and/or concept, and contextualizing it historically, including its contemporary relevance. Students may use the exhibition as an opportunity to engage with recent curatorial strategies, or previous exhibitions that broach similar issues. They may also reflect upon how an exhibition intervenes in a particular understanding of modern and contemporary art, and how it contributes to recent discourse. The writing should of highest quality, and follow appropriate bibliographic and citation standards for the humanities.

Installation plan/ checklist:

In addition to the catalogue essay, each exhibition should describe the exhibition’s overall size and scope, and any information about design presentation or aspirations. An installation plan, and a complete object checklist containing basic information about each included work (artist, title, dimensions, medium, date) should also be included. (For virtual exhibitions, the “installation” should describe how it will appear online). When relevant, the proposal should note mechanical or electronic interactive elements, and audio-visual components. A potential list of programs, publications, lectures or other accompanying materials are also optional for inclusion.

Advisor:

Students choosing the exhibition option register for the MA thesis and must have faculty advisor who oversees the process and sets deadlines and other benchmarks. Throughout the thesis year, students should meet regularly with their advisor to discuss their progress. The frequency of these meetings should be decided with the advisor, but students are responsible for scheduling them and for meeting any deadlines. As expectations for the MA thesis exhibition vary between advisor, it is imperative to discuss specific formal and organizational requirements with advisors early in the conceptualization, curatorial and writing process.
Schedule:

MODA Curates exhibitions occur in the Spring term, and deadlines are determined by the Director and Chief Curator of the Wallach Gallery. Other exhibitions must take place during the final academic year of study or within three months of graduation. All students pursuing an actual or virtual exhibition should set a date with their advisor for the submission of a complete rough draft of the catalogue essay and any other materials with plenty of time left for revision before the final draft is due. Students who do not arrange for a submitted draft early enough to allow appropriate time for advisor feedback and subsequent revisions risk not being able to graduate on time.

Final Draft:

For catalogue essays, students must employ such style as is standard for art history journals and seminar papers, including proper format for footnotes, bibliography, and citations. Illustrations should be of excellent quality and contain appropriate captions.

Submitting the thesis:

For graduation approval, all students must submit to the Coordinator for Graduate Programs a final bound copy of the thesis exhibition, including all written and visual materials, and the MA Thesis Approval Cover Sheet signed by the advisor by the due date as determined by the Department of Art History and Archaeology.

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**Suggested Structure of the Program**

**For full-time students:**
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</td>
<td>Curatorial Colloquium</td>
<td>MA Thesis I: Research Lecture or Seminar (optional)</td>
<td>MA Thesis II: Writing Lecture or Seminar (optional)</td>
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<td>Lecture</td>
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<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>
<td>Critical Colloquium</td>
<td>Curatorial Colloquium</td>
<td>MA Thesis I: Research</td>
<td>MA Thesis II: Writing</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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<tr>
<td>Critical Colloquium</td>
<td>Curatorial Colloquium</td>
<td>Lecture</td>
<td>Lecturer or Seminar</td>
<td>MA Thesis 1: Research</td>
<td>MA Thesis II: Writing</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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<th>Semester 3</th>
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<th>Semester 5</th>
<th>Semester 6</th>
<th>Semester 7</th>
<th>Semester 8</th>
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<tr>
<td>Critical Colloquium</td>
<td>Curatorial Colloquium</td>
<td>Lecture</td>
<td>Lecturer or Seminar</td>
<td>MA Thesis 1: Research</td>
<td>MA Thesis II: Writing</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 Frederique Baumgartner, 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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<th>Semester 1</th>
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<th>Semester 4</th>
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<tbody>
<tr>
<td>Critical Colloquium Lecture</td>
<td>Curatorial Colloquium Lecture</td>
<td>4 Courses at Paris I Panthéon-Sorbonne</td>
<td>MA Thesis II: Writing</td>
</tr>
<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>MA Thesis I: Research</td>
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<tr>
<td>Lecture</td>
<td>Lecture or Seminar</td>
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### 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.

#### Language Examinations

Language exams must be taken in the respective Departments at Columbia University. These Departments offer regularly scheduled language exams (schedules are available on the respective websites) and students are responsible for signing up for a language exam directly with the relevant Department. Students should ensure that the language exam they sign up for will satisfy the language requirement for graduate students.

**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. If granted exemption, students must submit a signed Language Exemption form to the Graduate Program Coordinator. The form is available on the Department’s website at: [http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html](http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html).

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

Upon entrance to the program, students should consult with the Director of MODA, who is 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 the Director, as well as their thesis advisor during the second year of the program. Students should seek out a faculty member to act as their thesis advisor during the second term of the first year in order to ensure timely completion of their thesis and degree. Specific questions about administration details regarding Residence Units and Registration should be directed to the Graduate Program Coordinator.

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).

Online course registration procedures

• Obtain necessary forms including: 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. Instructor approval for all undergraduate courses is required (see below).

• 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.
Non-online course registration procedures;

For some courses, students cannot register online. These courses include:

- **Core Graduate Courses; the Critical and Curatorial Colloquia.** Students cannot register themselves for the two required core graduate courses. They must add their name to the course waitlist through SSOL and Columbia will then register them.

- **Bridge and graduate seminars.** Admission to bridge and graduate seminars is through application only. Applications are due August 1 for the fall semester and December 1 for the spring semester. The application form is available on the Department’s website at: [http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html](http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html). After review of the seminar applications, accepted students will receive an email from the Graduate Program Coordinator, asking them to add their name to the seminar waitlist through SSOL if they still wish to enroll. At that point, Columbia will register students.

- **2000-level lectures taken at the 5000-level.** Students who wish to take a 2000-level lecture must get the instructor’s approval to take it at the 5000-level, either for a letter grade (which commonly involves additional course assignments) or for R-credit. Once approval is given, students must have the instructor sign the form available on the Department’s website at: [http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html](http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html). The signed form should be submitted to the Graduate Program Coordinator. Columbia will then process the 5000-level registration. Students should not register for 2000-level courses online.

- **Undergraduate seminars and independent research.** Please consult with the Graduate Program Coordinator.

- For more complicated registration processes, including cross-registration between Columbia schools, students should complete the Registration Adjustment form and bring it to the GSAS Office of Student Affairs in 107 Low Library. The form is available at: [http://gsas.columbia.edu/content/adding-and-dropping-courses](http://gsas.columbia.edu/content/adding-and-dropping-courses).

Additional information about registration procedures is available at: [http://registrar.columbia.edu/content/registration-and-enrollment#registering](http://registrar.columbia.edu/content/registration-and-enrollment#registering)

Questions about registrations procedures should be directed to the Graduate Program Coordinator.

### 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/](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

Up to two courses (typically lectures) may be taken for R-credit. Before electing to take a course for R-credit, students should first consult the MA Program Director to learn whether the course will count toward their degree requirements. They should also confer with the instructor of the course to obtain permission to take it for R-credit and 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.

Students may elect to take a course for R-credit through SSOL during the change of program period in the first two weeks of the semester. After the first two weeks of the semester, students can no longer elect R-credit on SSOL. They should discuss the R-credit option with the instructor, and obtain written confirmation of the agreement. If the instructor approves the request, he or she will assign the mark of R at the end of the semester.

If a grade of R has been entered on SSOL without the instructor’s approval, the R grade will be changed to a letter grade by the instructor at the end of the semester in SSOL.

Courses taken for R-credit are applied toward the calculation of Residence Units for billing purposes in the same way as courses taken for a letter grade.

Additional information about R-credit is available at:
http://gsas.columbia.edu/content/grading-system#r

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 within 6 months time will be automatically and irreversibly changed to Fs by the Registrar.

Additional information about Incompletes is available at:
http://gsas.columbia.edu/content/grading-system#incomplete

Changing Grades

Incomplete or incorrect grades (resulting from clerical errors, etc.) may only be changed by instructors.
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.
**Course Categories**

2000-Level and 3000-Level Courses: Undergraduate Lectures and Undergraduate Seminars

2000-level courses are undergraduate lectures and 3000-level courses are undergraduate seminars. They tend to be rather general and introductory. Undergraduate lectures (2000-level) may be open to graduate students (see Course Requirements earlier in this handbook), while undergraduate seminars (3000-level) are generally unavailable to graduate students. MA students wishing to enroll in undergraduate seminars should contact the instructor. If permission is granted, the Graduate Program Coordinator must be informed.

4000-Level Courses: Bridge Lectures and Bridge Seminars

4000-level courses are either bridge lectures or bridge seminars. They are intended for mixed constituencies of graduate students and advanced undergraduate students. Contribution to a bridge lecture may not be as demanding as in a bridge seminar, although they do require significant term papers and/or examinations.

5000-Level Courses: MA Only Courses

5000-level courses are for MA students only. Students in the MODA Program are required to take the two following 5000-level courses: the MODA Critical Colloquium and the MODA Curatorial Colloquium (see Course Requirements earlier in this handbook).

6000-Level Courses: Graduate Lectures

6000-level courses are primarily for graduate students. Contribution to a graduate lecture may not be as demanding as in a graduate seminar, although they do require significant term papers and/or examinations.

8000-Level Courses: Graduate Seminars

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.

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 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 seminar with permission) 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. Only two 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.

For more information on R-Credit, see Course Registration Procedures earlier in this handbook.
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 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 Gallery Director, Deborah Cullen, 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 a small computer lab 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.