

Department of Art History and Archaeology

MA in Art History Program Graduate Student Handbook

2017–2018



**Columbia University
Art History and Archaeology
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Preface

This handbook is intended to explain the requirements, registration procedures and course information for the MA in Art History Program and inform students of resources available to them. However, it is not a substitute for the information provided on the website of the Graduate School of Arts and Sciences (GSAS), which can be accessed at: <http://gsas.columbia.edu>. Where appropriate and useful, references to specific portions of this website or other Columbia websites are provided in this handbook.

Policies and regulations of Columbia University are available at:
<http://www.essential-policies.columbia.edu>.

1. Requirements

MA in Art History

The Department of Art History and Archaeology offers a free-standing MA in Art History in the following fields of study:

African Art and Archaeology

Ancient Art and Archeology (Near Eastern, Aegean and Eastern Mediterranean, Greek, Roman)

East Asian Art and Archaeology

History and Theory of Architecture

Ancient

Early Christian, Byzantine, Western Medieval

Renaissance and Baroque

Modern

History of Western Art

Early Christian, Byzantine, Western Medieval Art

Renaissance and Baroque Art

19th-Century European Art

American Art (pre-1914)

History of Photography (pre-1900)

Pre-Columbian Art and Archaeology

South Asian Art and Archaeology

Art and Architecture of the Lands of Islam

Students accepted in the Program are mentored by a faculty member in the proposed field of study.

Recipients of the free-standing MA in Art History will be considered for admission to the PhD Program only upon submission of a separate PhD application.

For the free-standing MA in Modern and Contemporary Art: Critical and Curatorial Studies (MODA), see the MODA Handbook.

Course Requirements

Coursework

All students in the MA in Art History Program are required to accumulate 2 Residence Units (see *Registration Classifications* later in this handbook) and take a total of eight graduate courses plus two sections of the MA Thesis course. The breakdown is as follows:

- All students must take the MA Methods Colloquium in the fall semester.
- All students must take the Practices of Art History Colloquium in the spring semester.
- Also required for the MA in Art History 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 courses at the 2000-level must get the instructor's approval to take them at the 5000-level, 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, regardless of the grading option that they choose (letter grade or R-credit).
- All students must take two sections of the MA Thesis course during their final year in the Program.

Also note that:

- With the consent of their advisor, students may take courses in other Departments in the history, culture, literature and philosophy of their field of study.
- To ensure permission to continue in the MA Program, students are warned against the accumulation of Incompletes in their coursework.

Language Requirement

Knowledge of one foreign language relevant to the field of study must be demonstrated in order to complete the MA Program. For specific information on fulfilling the language requirement, see *Language Requirement* later in this handbook.

Western/Non-Western

During their coursework, students whose concentrations are within Western art are strongly encouraged to take one course in a Non-Western art field at the 4000-level or above. Similarly, students within Non-Western concentrations are strongly encouraged to take one course in a Western art field at the 4000-level or above.

Completion of MA Requirements

Full-time students:

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 in the second and final year in the Program.

Part-time students:

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.

Individual evaluation meetings are scheduled at the end of each academic year with the MA Program Director.

Receiving Your Degree and Diploma

Students must complete the Degree Application form near the end of the semester prior to the one in which they expect to fulfill the requirements for the MA degree. Degree application deadlines and the Degree Application form are available at: <http://registrar.columbia.edu/content/application-degree-or-certificate>. The MA diploma can be picked up in 201 Kent Hall; it will be mailed to the address indicated on the Degree Application form if it is not picked up.

Thesis Requirements

Developing Your Thesis Topic

Students should begin formulating their thesis topic in the semester prior to the one in which they intend to begin thesis research. The topic should be discussed with the intended advisor. During the summer or winter break (depending on the thesis start date), students should prepare a thesis proposal and submit it along with the Masters Thesis Proposal form to the Graduate Program Coordinator on the designated deadline.

Thesis Proposal

The Masters Thesis Proposal form and related thesis proposal are normally due during the first four weeks of classes in the semester in which students intend to begin thesis research. Students should contact their intended advisor to discuss their proposal well before it is due. The topic and advisor are approved only when a faculty member signs the form, thereby agreeing to be the advisor. The form is only an application and therefore any faculty member to whom it is submitted may either decline to be the advisor or require that students resubmit their proposal

with suggested changes before agreeing to sign it. The form is available on the Department's website at: <http://www.columbia.edu/cu/arhistory/graduate/ma-forms.html>.

Guidelines for the Thesis

- **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 of writing including footnotes (10,000-20,000 words), 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. 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 Graduate Program Coordinator 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. The form is available on the Department's website at: <http://www.columbia.edu/cu/arthistory/graduate/ma-forms.html>.

Thesis Presentation Event

All the MA thesis writers are required to participate in the joint MA and MODA thesis presentation event during their thesis year. The purpose is for them to present their work to and receive feedback from peers and faculty; train in giving conference-type presentations; and keep momentum on the research and writing process, thus ensuring the timely completion of a quality thesis. The event includes 2 parts:

- **Part 1: theses-in-progress**

Part 1 takes place towards the end of the fall semester. Each student must give a 10-minute formal presentation (i.e., read a paper) of his/her thesis-in-progress. Each presentation is followed by 5 minutes of discussion/feedback. The presentation must include:

- an overview of the topic;
- a provisional thesis statement;
- a review of the conducted research;
- a description of the thesis structure (i.e., the different chapters/sections);
- and an outline of each chapter/section.

The presentation should be accompanied by images. A provisional title should be emailed to the MA Program Director the week before the event.

- **Part 2: final theses**

Part 2 takes place towards the end of the spring semester. As in part 1, each student must give a 10-minute formal presentation accompanied by images. However, it should not be a mere repetition of the first presentation. Instead, it should emphasize how the research and argument have developed since the Fall and present conclusions. Each presentation is followed by 5 minutes of discussion. The thesis final title should be emailed to the MA Program Director the week before the event.

MA students who are not yet at the thesis stage are required to attend both parts of the thesis presentation event, in anticipation of their own thesis year.

Suggested Structures of the Program

For full-time students: 10 courses (30 points of credit)

Semester 1	Semester 2	Semester 3	Semester 4
<i>MA Methods Colloquium</i>	<i>Practices of Art History Colloquium</i>	MA Thesis I: Research	MA Thesis II: Writing
Lecture	Lecture	Lecture or Seminar (optional)	Lecture or Seminar (optional)
Lecture	Lecture		
Lecture or Seminar	Lecture or Seminar		

For part-time students (2-year option): 10 courses (30 points of credit)

Semester 1	Semester 2	Semester 3	Semester 4
<i>MA Methods Colloquium</i>	<i>Practices of Art History Colloquium</i>	MA Thesis I: Research	MA Thesis II: Writing
Lecture	Lecture	Lecture or Seminar	Lecture or Seminar
Lecture	Lecture or Seminar		

For part-time students (3-year option): 10 courses (30 points of credit)

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
<i>MA Methods Colloquium</i>	<i>Practices of Art History Colloquium</i>	Lecture	Lecture	MA Thesis I: Research	MA Thesis II: Writing
Lecture	Lecture	Lecture or Seminar	Lecture or Seminar		

For part-time students (4-year option): 10 courses (30 points of credit)

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
<i>MA Methods Colloquium</i> Lecture	<i>Practices of Art History Colloquium</i> Lecture	Lecture or Seminar	Lecture or Seminar	Lecture or Seminar	Lecture or Seminar	MA Thesis I: Research	MA Thesis II: Writing

For full-time students only: the Dual MA Program in Art History between Columbia University and Université Paris 1 Panthéon-Sorbonne (2-year Program)

Students interested in the Dual MA Program should consult with the MA Program Director. To be eligible, students must be registered full-time and are required to complete the Dual MA Program in 2 years.

14 courses (42 points of credit)

Semester 1	Semester 2	Semester 3	Semester 4
<i>MA Methods Colloquium</i> Lecture Lecture Lecture or Seminar	<i>Practices of Art History Colloquium</i> Lecture Lecture Lecture or Seminar	4 Courses at Paris 1 Panthéon-Sorbonne MA Thesis I: Research	MA Thesis II: Writing

Language Requirement

All Programs in the Department of Art History and Archaeology require proficiency in languages relevant to the field of study. MA students must demonstrate proficiency in one foreign language and should consult with their advisor at the beginning of their first year to determine the exact language requirement.

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.

Language Examination Exception

For some languages, students' advisors may request that the exam be given within the Department of Art History and Archaeology. Students should therefore consult with their advisor beforehand.

Students may also complete one of the following two options:

1. “Native Speaker” Language Exemption

Foreign students focusing on a field related to their native culture and whose native language is not English may be granted exemption from the language requirement by their advisor. 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>.

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 do not count as coursework towards the degree.

Non-native English Speakers:

For information about the American Language Program (ALP) and Writing Center, see *University Resources* later in this handbook.

2. Registration & Course Information

Registration Classifications

Residence Unit (RU)

In order to graduate, all students must accumulate 2 Residence Units (RUs). A Residence Unit is the basic classification of registration for students who are currently enrolled in courses at the University. Registering for a full RU classifies students as full-time for the duration of the semester regardless of their actual course load.

Students registered for **1 RU** in any given semester may take four or more courses; additional tuition is charged per point if students register for more than 18 points of credit (unless specific courses require additional fees).

Students registered for $\frac{1}{2}$ **RU** in any given semester may take up to three courses and students registered for $\frac{1}{4}$ **RU** in any given semester may take up to two courses.

Extended Residence (ER)

MA students who have completed the required **2 RUs** must register for Extended Residence (ER). Students in ER are allowed to take up to 18 points of credit a semester.

Students holding a visa must register for a full Residence Unit or Extended Residence to maintain their visa status.

RU and ER Registration Procedure

The registration procedure for Residence Units and Extended Residences is the same as for online course registration, described later in this handbook.

Continuous Registration Requirement

Students in all degree Programs are required to register in each semester until all degree requirements have been completed or until the time-to-degree limit has been reached. Students are exempt from the requirement to register continuously only when granted an official leave of absence by the Office of the Dean of the Graduate School of Arts and Sciences.

Leaves of Absence

A leave of absence allows a student who must interrupt his or her studies for a compelling reason—for example, a sustained medical condition that prevents attendance or a personal matter requiring absence from campus—to be exempt from the Continuous Registration requirement. Information on leaves of absence is available at: <https://gsas.columbia.edu/student-guide/policy-of-handbook/leaves-absence-withdrawals-and-reinstatement/leaves-absence>.

Advising

Each student is assigned a faculty advisor upon entrance to the MA Program. Advisors are responsible for supervising and approving students' curriculum. Because of the importance of making appropriate and well-informed decisions, it is vital for students to keep in communication with their advisor. Any questions about requirements may be addressed to the MA Program Director, Director of Graduate Studies or Graduate Program Coordinator.

Advisor and Registration

At each registration period, students should consult with their advisor to discuss and gain approval of their coursework for the coming semester.

Course 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 classes (the Registrar may assess a late fee during this period if registering for tuition category).

Online course registration procedure

To register for courses for which they can register online, students should take the following steps:

- Determine registration appointments by logging on to SSOL at: <https://ssol.columbia.edu/>. This requires a university network identity (UNI), which is assigned by the Registrar's Office.
- Consult Vergil or the online Directory of Classes for five-digit registration call numbers and course numbers necessary for the online registration process.
- Register online by logging on to SSOL during their registration appointments.

Non-online course registration procedures

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

- Core Graduate Courses (MA Colloquia). Students cannot register themselves for the two required MA Colloquia. Instead, they must add their name to the course waitlist through SSOL, then Columbia will 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/arhistory/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/arhistory/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: https://www.gsas.columbia.edu/sites/default/files/inline-files/reg-adjustment_0.pdf.

Additional information about registration procedures is available at:

<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

Students may add and/or drop courses through SSOL, without penalty, during the change of program period (i.e., the first two weeks of classes for the fall and spring semesters). Students are not charged tuition for courses dropped during this time, and dropped courses do not appear on their transcript.

After the change of program period, students may continue to add or drop courses through SSOL until the final deadline to add or drop a course (consult the Academic Calendar for the deadline at: <http://registrar.columbia.edu/event/academic-calendar>). Courses added during this time are subject to the instructor's approval. Courses dropped during this time are charged at full tuition but do not appear on students' transcript.

Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course. Students who stop attending a course without formally dropping it by the deadline will be assigned a grade.

R-credit

A limited number of courses 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.

Requests for R are handled directly between students and instructors any time from the start of the semester until the eleventh week of classes (see the Academic Calendar for the precise deadlines each term).

Students should discuss the R credit option with the instructor, and obtain written confirmation of the agreement, typically via email. Instructors will be able to select the R at the end of the semester, when submitting grades.

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:

<https://gsas.columbia.edu/student-guide/policy-handbook/grading-system#r>.

Incompletes

Accumulation of Incompletes is strongly discouraged. However, occasionally students who have met all the requirements for a course but need additional time to finish a major research project for exceptional reasons satisfactory to the instructor may request an Incomplete. In any event, students are strongly encouraged to resolve all Incompletes as soon as possible as they may affect their academic standing, as explained here:

<https://gsas.columbia.edu/student-guide/policy-handbook/good-standing>.

For a course in the Arts and Sciences, if the student does not submit the outstanding work by the deadline specified below, the mark of IN will be changed to an F, which will not be subject to change at a later date.

For Incompletes earned in the fall semester, the deadline for students to submit their outstanding work is the June 30 that immediately follows. For Incompletes earned in the spring semester or summer term, the deadline for students to submit their outstanding work is the December 30 that immediately follows. Departments and instructors may set an earlier deadline for completion of the outstanding work; in such cases, that deadline will supersede the GSAS deadline.

Leaves of absence approved by GSAS stop the clock on Incomplete deadlines.

Additional information about Incompletes is available at:

<https://gsas.columbia.edu/student-guide/policy-handbook/grading-system>.

Academic Records

Office of the University Registrar

The Office of the University Registrar keeps official University records of students. Students can access this information by logging on to SSOL. Information listed on SSOL does not constitute official documentation.

Receiving Grades

Students may obtain their grades by logging on to SSOL. Grades are accessible through SSOL within two days after the instructor informs the registrar of the final grades. Grades are obtained by these means only.

Changing Grades

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

Transcripts

Transcripts are issued by the Registrar's Office and should be ordered through SSOL. Details are available at: <http://registrar.columbia.edu/content/request-transcript>.

Student Contact Information

Most University offices utilize addresses and telephone numbers listed on SSOL. Students should 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.

Academic certification

An academic certification is an official document provided by the Registrar's Office verifying dates of attendance, award of degree, and/or student status (full-time or part-time) by semester. It is typically requested for health insurance, visa, employment, or credit verification purposes. There is no fee for this service. Details on how to obtain an academic certification are available at: <http://registrar.columbia.edu/content/certifications>.

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 MA in Art History Program are required to take two 5000-level courses: the MA Methods Colloquium and the Practices of Art History 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 courses and count as seminars toward the degree.

- 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 offers advanced research courses in specific subject areas (e.g., G9200 “Problems in Greek & Roman Art”), which are supervised by faculty in the relevant field. These courses will be entered into the system once the Graduate Program Coordinator 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. The Graduate Program Coordinator must be informed.

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 the 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. It confers credit for registration and appears on official transcripts. 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. However, rules for Incompletes apply even to R-credit courses. Seminars may generally not be taken for the R grade.

For more information on R-Credit, see *Course Registration Procedures* earlier in this handbook.

3. Resources

Departmental Resources

Department Office

The Department office, located in 826 Schermerhorn Hall, includes the offices of the Chair, the Departmental Administrator, the Graduate Program Coordinator, the Business Manager, the Financial Assistant and the Undergraduate Program Coordinator. There is also an adjoining conference room where departmental meetings take place.

Faculty mailboxes are located in the Department Office.

The Graduate Program Coordinator coordinates activities such as graduate registration, seminar applications, graduate student record keeping and admissions.

The Media Center

The Media Center, located in 825 Schermerhorn Hall, supports the visual imaging needs of the Department.

Wallach Art Gallery

The Miriam and Ira D. Wallach Art Gallery, inaugurated in 1986, presents 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.

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.

The Wallach Art Gallery is located in the Lenfest Center for the Arts, 615 West 129th street (enter from West 125th street)

For more information, please visit: <http://www.columbia.edu/cu/wallach/>

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 Department website 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)

Students in the Department of Art History and Archaeology elect a peer to be their GSAC representative, attending GSAC meetings and informing students of GSAC events. From time to time, the GSAC representative may meet with departmental faculty to discuss issues related to graduate programs.

The Common Room

The Common Room (also known as the Graduate Student Lounge) in the Judith Lee 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 Program Coordinator of any address change.

Bulletin Boards and Display Cases

Bulletin boards in the hallway outside the Department office announce upcoming University- and Department-sponsored lectures, events, etc., as well as internships and study abroad programs. 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.

Library items obtained since 1981 are catalogued in CLIO: <https://clio.columbia.edu/catalog>

For information on library services and resources, contact the Library Information Office (LIO) in 201 Butler Hall (tel. 854-7309).

Avery Architectural & Fine Arts Library

Avery Architectural & Fine Arts Library collects books and periodicals in architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, etc. Most of these materials are non-circulating and must be used within the library. The library contains over 250,000 volumes and receives 1,500 periodicals. The drawing and manuscript collection holds over 400,000 drawings and original records.

In addition to Columbia Libraries, 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 of the Frick Collection, the Museum of Modern Art, and the New York Historical Society, special facilities are available for students.

Columbia University Information Technology (CUIT)

Columbia University Information Technology (CUIT) provides Columbia students, faculty and staff with central computing and communication services, including email. CUIT also manages an array of computer labs and provides a variety of technical support services.

For more information, please visit: <https://cuit.columbia.edu>.

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 should meet with the Department 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 visit: <http://sps.columbia.edu/alp>.

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 visit: <https://www.college.columbia.edu/core/uwp/writing-center>.