Undergraduate and Graduate Student Handbook



Boston University School of Visual Arts

Updated Fall 2018

bu.edu /cfa/visual-arts

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Introduction

This handbook serves as a guide for all BFA, MFA, and MA candidates in the School of Visual Arts, and includes information about grading policies, advising, school resources, as well as links to important forms. Additional information can be found in the College of Fine Arts academic bulletin, located <a href="https://example.com/here-example.c

While the information in this handbook is updated each year, it is also extremely important to stay current with School of Visual Arts news by reading the weekly email newsletter, which features announcements about courses, registration, internship opportunities, and upcoming lectures.

Administration Guide

School of Visual Arts

The Visual Arts office is located on the fifth floor of the CFA building, in Room 552. Office hours are Monday to Friday, 9am -5pm.

Joshua Brennan, Printmaking Technical Associate: josbrenn@bu.edu

Jessica Caccamo, Assistant Director for Admissions: jcaccamo@bu.edu

Dana Clancy, Director: dbclancy@bu.edu

Brandon Cohen, Graphic Design Technical Associate: cohenbs@bu.edu

Suzanne Hemmat, Sculpture and Painting Technical Associate: shemmat@bu.edu

Evan Smith, Media Coordinator: efsmith@bu.edu

Jackey West, Administrative Coordinator: jlwest@bu.edu

Beth Zerega, Assistant Director: bzerega@bu.edu

Logen Zimmerman, Operations Manager: logenz@bu.edu

College of Fine Arts Dean's Office

The administrative offices for the College of Fine Arts are on the second floor of the CFA building, room 230. Office hours are Monday to Friday, 9am-5pm.

Dr. Harvey Young, Dean of the College of Fine Arts: cfadean@bu.edu

Business Office

John Amend, Associate Dean of Finance and Administration: jamend@bu.edu

Paula Fiumara, Business Manager: pfiumara@bu.edu

Shaw Hubbard, Operations Manager: shubbard@bu.edu

Enrollment Services

Jared Chapman, Administrative Coordinator of Student Records: jwchap89@bu.edu

Mary Ducharme, Registrar: mducharm@bu.edu

Sarah Harrison, Administrative Coordinator of Enrollment Services: sharriso@bu.edu

Jen Guillemin, Director of Arts Leadership and Innovation: jguillem@bu.edu

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Mark Krone, Assistant Director of Graduate Affairs: krone@bu.edu

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Digital Learning

Rebekah Pierson, Assistant Dean of Digital Learning and Strategic Initiatives: lambo@bu.edu

Mary Cannon, Administrative Assistant for Online Programs: mjcannon@bu.edu

Sara Kenagy, Director of Online Admissions: kenagy@bu.edu

Thomas Adams Martin, Manager of Online Admissions: tmart@bu.edu

Shannon Streets:, Director of Online Student Services: sstreets@bu.edu

Boston University Art Galleries

Lynne Cooney, Artistic Director: lcooney@bu.edu

Lissa Cramer, Managing Director: lcramer@bu.edu

Academic Policies and Procedures

Forms

Click on heading to download available forms online. Paper copies are also available in the CFA Dean's Office and the Visual Arts office.

*Online MA in Art Education students should refer to the Forms section of Art Education Information Central in Blackboard to access all online program forms including the petition, graduation application, leave of absence, transfer credit request, and letter of completion request forms.

Petition Form (undergraduate and graduate)

Petitions must be presented for any of the following:

- 1. To change a program from the requirements listed in the bulletin.
- 2. To transfer credits from another academic institution.
- 3. To substitute a course for a course requirement.
- 4. For any reason deemed necessary by your faculty advisor.

<u>Graduation Application</u> (undergraduate and graduate)

This form is to be completed prior to the final semester before a student anticipates graduating. It is then submitted to the Registrar in the Office of the Dean for approval and is accompanied by a degree requirement check.

Major Declaration Form (undergraduate)

Used to declare academic majors. Students should declare their major by the end of the sophomore year.

Minor Declaration Form (undergraduate)

This is to be completed in consultation with a student's minor advisor in CAS, COM, or SMG and submitted to the CFA Registrar.

WebReg Form (undergraduate and graduate)

In order to receive an academic advising code, which is needed to access Registration options on the Student Link, students must obtain their advisor's signature on this form.

<u>Class Adjustment Form</u> (undergraduate and graduate)

Students use this form to add or drop classes in the following circumstances: To add a class when a class is full or to drop a class when dropping after the last day to add classes. This form requires the class instructor's signature. Students may process all other adding and dropping needs on their own via the Student Link.

Overload Form (undergraduate)

Used when a student wishes to take more than 18 credits during their sophomore and junior years. On rare occasions, freshmen are allowed to overload with special approval. Seniors are automatically allowed to take up to 20 credits without approval.

<u>Incomplete Form</u> (undergraduate and graduate)

Used to outline a course completion plan when end-of-semester coursework is incomplete. This form should be completed by the student and faculty member each time an incomplete grade is given.

Additional Forms can be found at http://www.bu.edu/cfa/current-students/forms-and-procedures.

Grading Policies and Academic Actions

Incomplete Grades

An incomplete grade (I) is not automatic and is given only at the discretion of the instructor of the course. Students qualify for this grade only after providing evidence of illness or another acceptable reason for absences and must agree upon a date of completion for coursework, which may not exceed one year. A Change of Grade Form must be signed by the instructor of the course and submitted to the Registrar in the Office of the Dean in order to change an incomplete grade to a letter grade once the student has completed required work.

J Grades

A grade of J may be given at the end of the first semester in courses that continue for a full year. J grades are also given in the case of students working on terminal projects that encompass more than one semester. A letter grade is not given until the end of the semester in which the project has been completed. This grade serves as the grade for the entire year. After 1 year, if a new grade is not entered, and "F" grade is assigned.

Additional grading policies can be found in the College of Fine Arts Academic Bulletin.

Academic Actions

Academic Standing

Only one-tenth of the credits applied toward the undergraduate degree in the College of Fine Arts may be D grades. Grades of F do not count toward any degree.

Low Grades

At the end of each semester the Visual Arts faculty and staff review records of all students with the Dean's office at a special Academic Actions Meeting. In the event of low grades, any of the following actions may be taken:

Undergraduate Students

- 1. A semester's grade point index (GPI) of 2.0 or below automatically places an undergraduate student on academic probation.
- 2. A cumulative grade point average below 2.0 will place a student on academic

probation.

- 3. F and I grades (combined) in more than 20 percent of any semester's credits will place a student on academic probation.
- 4. No more than 16 credits completed with the grade of "D" may be counted towards a Boston University degree.

Graduate Students (MFA, MA, and Graduate Certificate programs)

- 1. Students receiving a grade below B- in one graduate course may be sent a letter expressing the faculty's concern about the quality of their work. Grades below B- are generally not accepted towards graduate credit.
- 2. Students receiving grades below B- in two graduate courses may be recommended for termination. The faculty may recommend additional counseling or other modifications in programs until a student's grades improve.

Academic Probation

Undergraduate Students

- 1. A student given the privilege of continuing work on a probationary basis is expected to improve his or her scholastic record so that all conditions of probation are removed by the end of the succeeding semester. Failure to accomplish this may be cause for dismissal. No student who has been on probation for two consecutive semesters may register without approval of the director of his or her school.
- 2. Normally a student must be on probation for two semesters before they are dismissed. In cases of exceptionally poor performance, this practice may be waived at the recommendation of the relevant faculty and director.

All actions concerning academic standing, probation, and dismissal may be appealed to the Dean of the College of Fine Arts.

Graduate Students (MFA, MA, and Graduate Certificate programs)

- 1. A grade below B- may place a graduate student on academic probation, as will a grade point index below 3.0 (B) on a cumulative basis. Grades of B- in two courses will, at the discretion of the faculty, place a student on academic probation.
- 2. Withdrawals from courses in which instructors have reported an unsatisfactory level

of work may subject a student to academic action.

- 3. A student given the privilege of continuing work while on probation is expected to improve his or her scholastic record sufficiently so that probation is removed by the end of the succeeding semester of registration. Failure to accomplish this or to make significant progress toward such an accomplishment may constitute cause for dismissal. No student who has been on probation for two consecutive semesters may register for courses without specific approval from the Director of the School.
- 4. All actions concerning academic standing, grading, probation and dismissal may be appealed to the Director of the School. A final appeal may be made to the Dean of the College of Fine Arts.

Withdrawal from Classes

Students may withdraw from classes at any time before the specified deadlines given in the College of Fine Arts academic calendar. Withdrawals must have the approval of the class instructor and the student's advisor. A Class Adjustment Form must be filled out and turned in to either the Office of the Dean or the Office of the University Registrar.

Normally, students are allowed to withdraw from courses without receiving a W grade at any time before the semester is 30% complete. After this, and until the completion of 50% of the semester, students may not withdraw without receiving a W grade. Students are not allowed to withdraw from classes after mid---semester.

Dean's List

Awarded for a grade point average between 3.50 and 3.79 in a semester with at least 12 taken credits taken and no I or J grades received.

Dean's List of Special Distinction

Grade point average of 3.80 or above in a semester with at least 12 credits taken and no I or J grades received.

Students receiving J grades in the first half of a yearlong course can be added to the Dean's Lists retroactively once the final grade for the year is given.

Attendance

Unless specific permission for absence is arranged with the instructor, students must attend class to receive credit for a course. The instructor may refuse to give a passing

grade to a student whose unexcused absences are, in the judgment of the instructor, excessive. Absences exceeding 1/4 of the total class hours in a given semester are considered excessive in all School of Visual Arts studio courses. Individual courses, at the discretion of the instructor, may require even more complete attendance. A student whose absences are considered excessive shall receive a grade of F unless he/she qualifies for a grade of I (incomplete). Within the first week of classes, each instructor shall announce the attendance policy of his/her course and what will be, in his/her judgment, excessive absences for the course.

Academic Policy Quick Links

Online Grade and Course Credit Guide

General CFA Policy Guide

Program Requirements

Advisement and Academic Requirements

Upon entering the School of Visual Arts, each student is assigned a faculty advisor. Students are urged to keep in close communication with their faculty advisors in all matters pertaining to program planning and advisement. Students must meet with their advisor to plan classes for the following semester. Beth Zerega, Assistant Director for Administration, is also available to students as an advising resource.

All formal requests, petitions, and other forms must carry the signature of the student's advisor. Once a student has selected a major, they may follow their academic requirements on the <u>Student Link</u>. The student will also be assigned an advisor within their major.

Curriculum for Undergraduates

Choosing a Major

In their freshman year, students take foundation courses in drawing, painting, and sculpture, as well as Art History and Writing. After freshman year, students begin coursework in their major area of study. Students who are undecided at the end of their freshman year can work with their faculty advisor to select courses that allow them to experience and stay on track with more than one possible major. All BFA degrees in the School of Visual Arts require 132 credits.

BFA/MA Art Education w/ Initial Licensure

Undergraduate students that major in Printmaking, Sculpture, Graphic Design, or Painting who are also interested in state licensure to teach art in public schools may combine an undergraduate studio degree program with the Master of Arts in Art Education with Initial Licensure.

Students in this program take 20 credits of graduate level coursework during their first four years. These credits are held in reserve until their fifth (graduate) year, when they will be applied to the MA. Therefore, BFA students should plan on taking a total of 152 credits during their first four years (132 BFA credits, plus 20 MA credits). In most cases, BFA/MA students will take summer classes and overload during their first four years in order to fit in their required courses.

Dual Degree

Through this program, students have the option to simultaneously pursue two

undergraduate degrees at Boston University. Dual Degree students are required to complete a minimum of 144 credits, with most completing 150-160 credits. Visual Arts students interested in pursuing dual degree should plan on an extended course of study (5 years) due to the demands of the Visual Arts curriculum. In select cases, AP credits, summer courses, and overloading may help shorten a student's course of study.

Students may apply as Dual Degree students to Boston University if they are planning on a CFA/CAS Dual Degree. Students who are planning on a Dual Degree between CFA and another BU school or college, or students who did not initially apply as Dual Degree students, may add their second degree during their sophomore year if they have a 3.0 or higher GPA.

If students are interested in pursuing a Dual Degree, they should meet with Assistant Director for Administration Beth Zerega to review requirements. The Director of Undergraduate Student Services is also available as an advisor for all CFA Dual Degree students.

Minors

Minors, including the Arts Leadership minor, are offered in many academic areas in other Boston University schools and colleges. If interested in pursuing a minor, students should contact the school or college of interest for their specific minor requirements. A Minor Declaration Form would also need to be completed and signed by an advisor (see forms section above). A full list of minors available at BU can be found at www.bu.edu/academics/degree-programs.

Curriculum for Graduate Students

Graduate students should meet with their faculty advisor each semester to select courses and ensure that they are on track to graduate.

Graduate Thesis Information

All MFA and MA programs have a graduate thesis requirement.

Painting and Sculpture

Students in the Painting or Sculpture programs must produce a significant body of work both in quantity and quality. From this, they will select a number of pieces that

will be presented as part of a group exhibition. The exhibit, held in the spring, will meet the requirement of a thesis exhibition for those students who are represented in the exhibit. Students who do not meet the faculty's standards for the thesis exhibition will not be allowed to exhibit and will not be awarded the degree until they have completed the thesis exhibition requirement.

Graphic Design

Students must produce a written proposal and a visual project suitable for exhibition. The proposal and project are carried out under the supervision of an advisor, the School's Director, and the Graphic Design faculty. Students who plan to graduate in a given year must submit the proposal in a timely manner so that any adjustments to the proposal may be made and approvals obtained in time to complete the project by the exhibition date. An approved proposal and the exhibition of the project in a group show held in the spring will meet the requirement of a thesis project for the Graphic Design MFA candidate.

Art Education

Students must complete a substantive written thesis that will demonstrate their ability to do significant research in the field of art education. The candidate must enroll in CFA AR890 Masters Research Project and must be enrolled during the development of the thesis. A thesis proposal is written under the supervision of an advisor. The proposal is reviewed and approved by an advisor, the School's Director, and the Art Education faculty. The final thesis is submitted in three copies, one to the Art Education faculty and two to the Mugar Memorial Library.

Online Art Education

Students must register for CFA AR890 Masters Research Project, a14 week online course that will demonstrate their ability to conduct research and utilize scholarly writing skills in the field of art education. Students will choose a topic specifically related to applied/action research in art education. This is the final research project in the online MA program.

Art Education w/ Initial Licensure

Students must complete a written curriculum project that will demonstrate their ability to organize a sequence of learning appropriate to a given age level in the area of teaching art. Students must be enrolled in CFA AR865 (Art Curriculum Planning) during the semester in which the project is submitted. The final draft of the project is

submitted to the Art Education faculty.

Graduation Procedures

Bachelor of Fine Arts (BFA), Master of Arts (MA), and Master of Fine Arts (MFA) degrees are officially conferred three times a year, in January, May, and September. All students must apply to graduate by the date specified in the semester calendar. Prior to filling out an application to graduate, students should review their degree audit with an advisor to make sure that all requirements have been met. The College of Fine Arts Registrar will conduct a review of each student's transcript prior to the date of graduation. In cases where the graduation deadlines have passed, the Registrar will furnish the student with a letter certifying the completion of degree requirements provided the student has completed necessary procedures.

Online MA in Art Education students must submit the online graduation application posted in Blackboard. The Academic Administrator for Online Programs will conduct a review of all student's transcripts prior to the date of graduation to make sure that all requirements have been met. Online students should contact the Academic Administrator for Online Programs with any questions related to their degree audit and graduation.

Grades

All course grades must be submitted prior to a student's graduation. All grade changes for Directed Study and/or any other course(s) in which the student has received a grade of I (incomplete) must be submitted by the appropriate faculty. Students will not be allowed to graduate with any incomplete grades.

Credits

All students must complete the following number of credits to receive their degree or certificate.

- BFA in Painting, Sculpture, Graphic Design, Art Education: 132 credits
- MFA in Painting, Sculpture, Graphic Design: 60 credits
- MA in Art Education (on campus and online): 32 credits
- MA in Art Education with Initial Licensure: 42 credits
- Graduate Certificate in Graphic Design: 30 credits

Graduation with Latin Honors

Among graduating seniors in each school and college, five percent will be awarded

degrees summa cum laude, ten percent degrees magna cum laude, and fifteen percent cum laude. "Break points," which are the grade point averages (GPA) corresponding to each of these categories, will be determined for each graduating class in each school and college at the end of the seventh (penultimate) semester by applying these percentile ranges to the list of eligible graduates arranged in order of GPA. Students falling in the designated percentile ranges on the basis of their GPA after seven semesters will be certified for degrees with the corresponding Latin honors. Students who, by virtue of strong academic performances during their final semester, advance their GPAs beyond a breakpoint will be awarded degrees with the correspondingly higher Latin honor. Students whose academic performance during the final semester causes their GPAs to fall below a break point will retain the Latin honors as originally determined after seven semesters. In no case will students be awarded Latin honors for grade point averages below 3.0.

Advising and Academic Quick Links

Visual Arts Advising Resources

BU Office of the Registrar

CFA Student Records Information

Financial Aid Quick Links

Boston University Financial Aid Office

CFA Graduate Financial Aid Information

FAFSA Website

Internship Policies

Students are eligible to register for a two-credit internship course by working between 80-150 hours over the course of 6-14 weeks. Students must complete and submit an Internship Proposal outlining the goals and objectives before beginning their placement. Visual Arts students may pursue up to two internships for course credit during their academic study, for a total four credits.

Steps for obtaining an Internship for Credit (CFA AR 572):

- 1. Find a Placement Find an internship placement through independent research or by taking advantage of campus resources including the School of Visual Arts Newsletter, the annual <u>CFA Arts Internship Fair</u>, and the <u>BU Center for Career Development</u>. <u>Hireculture.org</u> is also a good resource for internships in Massachusetts.
- 2. Get Approval Complete and submit an <u>Internship Proposal</u> form. Determine the goals, objectives and deliverables for the internship and have it signed by a faculty advisor and the internship coordinator. International students may need to complete additional paperwork required by their visa status, and should consult ISSO.
- 3. Confirm Placement Once the internship is approved for credit, arrange schedule with intern site and make sure to meet the hour requirements for credit. If the site requires documentation for internship-for-credit, email the internship coordinator with the contact supervisor's name and email address.
- 4. Register Be sure to register for the internship class, CFA AR 572 to receive credit. Summer interns will register in the fall semester and present work at the start of the semester. International students with a summer internship may need to register for AR572 during Summer Term.
- 5. Keep a Journal and/or Portfolio Document what you do at your site regularly.

 Whether it's a blog, a matted portfolio or typed journal entries, all interns will need to present their final work to a faculty advisor and the internship coordinator. Be prepared to talk about your experience and show your work.
- 6.Get Supervisor to Complete the Internship Evaluation Upon completion, make sure that your supervisor completes the form in the internship proposal packet.
- 7. Schedule Presentation Meeting At the completion of the semester and/or

internship, set up a meeting with the faculty advisor and internship coordinator to present your work and discuss your placement.

Internship Quick Links

Internships Overview

Two credit internship proposal

School of Visual Arts Resources

Libraries

The Visual Arts Resource Library

The Visual Arts Resource Library (VARL) is a non---circulating collection of books, exhibition catalogues, directories, magazines, and sound recordings available for SVA students and faculty. New books are added annually, and acquisition recommendations are always welcomed. In addition to housing a 6,000---volume reference collection, which includes many rare and unique items, the library frequently hosts events, including workshops targeted at career development education for young artists.

The Visual Arts Resource Library's digital resources include Apple desktop computers fully loaded with the Adobe Creative Cloud, a large-format digital scanner, a copier, and a black-and-white printer. A collection of digital equipment, including still and video cameras, projectors, audio recording equipment, lighting kits, and more, are available for short terms loans to SVA students and faculty.

Karl Fortess Audio Archive at VARL

Karl Eugene Fortess (1907–1993) was a painter and printmaker who headed the School of Visual Arts printmaking department from 1956 to 1973. Beginning in the early sixties, he undertook a major artist interview project, creating 269 "audio-portraits" of prominent American artists. Fortess believed that art students needed and wanted to learn about the inner lives of artists in addition to their techniques and craftsmanship. His interviews focused on the artists' career development, their sources of influence and inspiration, their self-understandings of purpose, and their reflections on teaching and learning.

Fortess gave the School of Visual Arts cassette copies of his interviews, which are the source of the Resource Library's collection. The list of interviews in the library's collection includes many prominent American artists of the twentieth century, including Romare Bearden, Thomas Hart Benton, Louise Bourgeois, Helen Frankenthaler, Philip Guston, Alex Katz, Jacob Lawrence, Jack Levine, Robert Motherwell, and Alice Neel. All original Fortess recordings as well as digital transfers of many of the interviews are held at Boston University's Howard Gotlieb Archival Research Center.

In addition to Fortess' recordings, DVD copies of the School of Visual Arts'

Contemporary Perspectives Lecture Series are also available for access in the Resource Library. This growing list of sound and video recordings includes William Kentridge, Jenny Saville, Yvonne Rainer, Thomas Struth, Miranda July, Jerry Saltz, Dana Schutz, Kiki Smith, Nicole Eisenman, and Chuck Close, among others.

The Mugar Memorial Library

Boston University's main library is located at 771 Commonwealth Avenue. Students may check out books for four weeks with the option to renew twice, unless those materials have been called for reserve. Reserve books may be borrowed for two hours, overnight, or for three days, depending upon the loan rule. Reference librarians are available to assist students in locating appropriate resources. Mugar Memorial Library is a member of the Boston Library Consortium and provides access to the holdings of many other research collections in the area.

Howard Gotlieb Archival Research Center

The HGARC is the rare book and manuscript repository for Boston University. Located on the fifth floor of the Mugar Memorial Library, it is open Monday-Friday, 9 a.m.-5 p.m. for researchers interested in its non-circulating materials. The rare book vault houses over 100,000 volumes spanning from the sixteenth to the twentieth century. Manuscript holdings include the personal archives of over 1,700 public figures from the fields of literature, journalism, theatre, film, music, politics, and diplomacy. Also, there are large manuscript collections of military history, Abraham Lincoln, Theodore Roosevelt, and Franz Liszt. Exhibits of these materials are displayed throughout the Gotlieb Center and the Mugar Memorial Library.

Visual Resources Center

The Art History Visual Resources Collection is in room 306 of the College of Arts and Sciences building, located at 725 Commonwealth Avenue. It has an extensive digital database of artwork from prehistoric times to the present day. Students may peruse the collection for school presentations and related projects only.

Library Quick Links

Visual Arts Resource Library

Visual Arts Equipment for Rent

Mugar online catalog

Gottlieb archive

Visual Resources Center (Art History Department)

Visiting Artists and Lectures

Contemporary Perspectives Lecture Series

Each semester, the School of Visual Arts' Contemporary Perspectives Lecture Series presents a series of lectures by various professional artists, including renowned painters, sculptors, printmakers, graphic designers, art educators, and art critics. Undergraduate and graduate students benefit from exposure to the lecturers' work, engaging with them in dialogues about the art---making process, as well as benefiting from individual studio visits and critiques. Visiting artist lectures are free and open to the public, and attendance is mandatory for Visual Arts students. More info