Welcome!

Hunter MFA Program
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www.hunter.cuny.edu/art
WELCOME!

We are so glad you are joining us in the Hunter MFA program, welcome! The following information is intended to help with your orientation into the program.

New systems can be overwhelming and frustrating we hope this book will help you to avoid potential missteps to successfully navigate the CUNY system during your time at Hunter.

Please always feel free to contact the MFA portion of the Art & Art History Office, Sarah Hollars, Zac Hale, and Laura Frantz, with any academic or administrative questions: gradart@hunter.cuny.edu, 212-772-4995.

For studio and MFA building related items the MFA Building Manager Tim Laun and building assistants Carlos Rigau and Aida Sehovic would be happy to hear from you: mfabuilding@hunter.cuny.edu, 212-396-7301.

We are all happy to help!
HISTORY OF HUNTER COLLEGE

Hunter was founded in 1870, making it one of the oldest public institutions of higher learning in the country. The school was created by the New York State Legislature as a women’s college for teacher training. Unlike nearly all schools at the time, it was open to all qualified applicants regardless of race, religion, or ethnicity. This proud tradition of impartial admissions is still part of the Hunter ethos today.

Located in the middle of Manhattan’s Upper East Side, the school grew beyond a teaching college to confer bachelor’s degrees in 1888. Early in the 20th century branches were established in Queens, Brooklyn, and Staten Island, although the Brooklyn campus quickly developed into the independent institution of Brooklyn College. In the 1930s a campus in the Bronx was added. In the 1950s men were admitted to the Bronx campus, which eventually spun off to become Lehman College. In 1964 the original college became coed, ending its reign as the pre-eminent women’s college in New York. The majority of students (about 75%) are still female.

In 1970, the City University of New York instituted an open admissions policy to guarantee college education to any New York City high school graduate who wanted it. To accommodate the resulting influx of students, Hunter opened new buildings in Manhattan and the Centro de Estudios Puertorriqueños, or the Center for Puerto Rican Studies. In 2006 Hunter opened the Bella Abzug Leadership Institute to run programs for women.

Hunter College is the largest college in the City University of New York (CUNY) system with around 21,000 students. Students come from 60 different countries. More than half are the first in their family to attend college. In part because the school was originally a teacher training institute, the college operated schools for gifted children where their students could practice teaching. The elementary and high schools are still in operation.

The main campus is extremely close to Central Park, the Frick, the Asia Society Museum, and the Metropolitan Museum of Art. The main campus houses the School of Education, the School of Arts and Sciences, and the CUNY doctoral studies program. The buildings are connected by skywalks.
Hunter’s three-year MFA program allows students the time for prolonged, intense focus on studio practice, contemporary art, and theoretical issues. Hunter’s ideal location in Manhattan offers students and faculty many sources of intellectual, cultural, and creative activity. In New York, as nowhere else, the student has access to the changing ideas and forms of contemporary art. This is crucial to the achievement of our educational goal: to develop professional artists capable of continued growth once they leave the relatively structured university environment.

The program is designed to offer broad training for artists in the development of critical and analytical visual thinking as it relates to their work. In this programmatic context all students are encouraged to develop their own art through constant peer contact in the studios, individual work with faculty tutors, critical seminars focusing on student work, and classes in the theory, criticism and history of art. In addition, many artists, curators, critics and historians are invited to meet with students.
COMMITMENT DEPOSIT

All newly accepted graduate degree students must submit a non-refundable, non-deferrable commitment deposit of $250 (USD) to reserve their space in the graduate program and register for courses. The commitment deposit will be credited towards the student’s first semester tuition charges. Commitment deposits are due three weeks from the date on your official acceptance letter.

- Graduate applicants admitted into a graduate degree program who are Veterans of the United States Military Service, currently on Active Duty or members of the National Guard or Reserves, (submit the required proof) are exempt from paying the $250 commitment deposit. Email gradadmissions@hunter.cuny.edu for more information.

- All admitted students need to acknowledge their acceptance through the online application system. If you have received your letter of acceptance but have not yet acknowledged your acceptance at Hunter College please log back into your online application using your Pin and Password and click on the “Your application decision is now available online” link. The link will lead you to the Hunter College graduate degree enrollment form where you can let us know whether you will be attending.

To Pay the Deposit:
- Detach the bottom of your Commitment Deposit Form (the Commitment Deposit Form will be included in your letter of acceptance).

- Record your Applicant (AY) ID Number on your check or money order payable to Hunter College.

Mail your check or money order to:
Hunter College
Graduate Admissions - 223N
695 Park Avenue
New York, NY 10065

- Cash payments can be made directly to the Office of the Bursar, Room 238 in the North Building. Please submit a copy of your paid receipt to the Graduate Admissions Office Room 223 North Building.

**Commitment deposits cannot be paid online, or over the phone with a credit card at the moment**
PROGRAM OVERVIEW

The core of the program is the coupling of the seminar and tutorial courses. The focus of a seminar is the critical discussion of student work in a group setting while a tutorial is meant to be a one-on-one dialogue with a single professor throughout a semester. With three credits per course the seminar and tutorials fulfill 18 of the total 48 required credits and should be taken during one’s 1st, 3rd, and 5th semesters.

The Mid-Program Review allows students to present their artwork to all full-time Studio Faculty members; this must be completed during a student’s second round of tutorial and seminar (usually the third semester). This review allows students to receive feedback from all full-time faculty by the student’s midpoint in the program. It also allows faculty to assess a student’s progress in the program and offer guidance.

In the sixth semester the program culminates with the MFA thesis show. Thesis students work closely with a chosen full-time faculty MFA faculty member to write a thesis statement and prepare work for the final show. A catalog of the MFA Thesis show is printed every semester.

Students must complete all 48 credits within the three-year time limit and must maintain a GPA of 3.0 or higher in order to graduate.

Candidates must complete 48 credits, distributed as follows:

9 credits tutorial - a tutorial is a one-on-one meeting with a professor
9 credits seminar - a seminar is a group critique
9 credits studio electives - examples are Audio/Sound, Drawing, Sculptural Methods, etc.
9 credits art history electives - one art history course must be Theory and Criticism
6 credits free electives - can be art history, studio, TA, or exchange program credits
6 credits for final thesis project

Total 48 credits
COURSE DISTRIBUTION

The program of study for the MFA program begins with the required tutorial and seminar courses. The following is an example of how courses should be taken throughout a student’s three years at Hunter:

Year 1
Semester 1 – 9 credits
• Grad Tutorial I
• Grad Seminar I
• Art History or Studio Elective

Semester 2 – 9 credits
• Studio Elective
• Studio Elective
• Art History

Year 2
Semester 3* – 6 credits
• Grad Tutorial II
• Seminar II

Year 3
Semester 5 – 9 credits
• Grad Tutorial III
• Grad Seminar III
• Free Elective

Semester 6 – 6 credits
• MFA Thesis Project

*The second time a student registers for seminar and tutorial the student must participate in the Mid-Program Review-- students may take a studio elective or art history course if they feel it will not take away from their Mid-Program submission

Semester 4* – 9 credits
• Studio Elective
• Free Elective (Studio, Art History, or TA)
• Art History

*Once a student has passed Mid-Program they can participated in the Exchange Program using the six “Free Elective” credits

48 credits total
SETTING UP YOUR STUDENT ACCOUNTS

There are several Hunter accounts you will need throughout the program, each with its own login credentials. If you have any questions or concerns during the set up of these accounts please contact the Student Help Desk (212) 650-3624, studenthelpdesk@hunter.cuny.edu.

IMMUNIZATION REQUIREMENTS

In order to register for classes you must show proof of immunization against measles, mumps and rubella and indicate receipt of meningitis information. You will not be permitted to register until you submit this proof to Hunter College’s Health Services Office, Room 307 (3rd floor) in the North building. You may FAX a completed form to the Health Services Office (212) 650-3254 or (212) 396-6703 bring the form in person to Room 307 (3rd floor) in North building. Immunization clinics are offered free of charge prior to the start of each semester. Contact the Health Services office (212) 772-4800 for dates.

Visit the Health Services webpage for for more information:
http://www.hunter.cuny.edu/studentservices/counseling-and-wellness/wellness

CUNYfirst

CUNYfirst stands for Fully Integrated Resources and Services Tool. It is the system used to manage students’ education and records, faculty and staff employment and benefits information, and all college business operations. You will use CUNYfirst to register for classes, check your course schedule, drop classes, print transcripts, file for financial aid, and much more. Go to http://www.hunter.cuny.edu/cunyfirst/students to set up your account. Tutorials and “Self-Service Guides” are also available via the website.
NET ID (INTERNET LOGIN)

Every student, staff, or faculty member at Hunter College is issued a NetID to log into Hunter networked services, including faculty and staff e-mail, wireless networks, and the Library proxy server. The Hunter NetID is created on commitment to Hunter College (students) or employment (faculty and staff) and contingent on continued registration or employment.

Please note that the Hunter NetID is NOT the same as the CUNY Portal ID which is registered and maintained by CUNY systems.

Your NetID will be created after you have registered for classes for the first time. This is an automatic process. If you did not get that email, and it has been more than a day since you registered for classes, you can look up your NetID using NetID Central (https://netid.hunter.cuny.edu/login?next=/).
EMAIL

Checking your @myhunter.cuny.edu email regularly is extremely important. It is the only way the college will notify you of any problems with your account, bills, scholarships and awards, and much more. Every Hunter student has an email address that follows this format: CUNYfirst username followed by @myhunter.cuny.edu, e.g., jane.smith03@myhunter.cuny.edu. The Web-based system, called @MyHunter, is powered by Microsoft Office365.

Log into your @MyHunter (Office 365) email account at www.hunter.cuny.edu/myhunter/email

Frequently Asked Questions

What is my Hunter new email address?
Every Hunter student has an email address that follows this formula: CUNYfirst username followed by @myhunter.cuny.edu, e.g., jane.smith03@myhunter.cuny.edu. (Note: Student email addresses no longer end in @hunter.cuny.edu)

What is my email password?
Your email password is your CUNYfirst password. Whenever you change your CUNYfirst password, your email password will change automatically. (Depending on the traffic volume on the CUNYfirst website, you may need to wait briefly for your password to synchronize up with your CUNYfirst and email account.)

Why can't I automatically forward my emails?
CUNY security policy does not allow for the automatic email forwarding to another account. As an alternative, you can easily synchronize your new email on your smart phone/tablet. Documentation is available on how to do so as well as other alternatives.

Do I still need my NetID and password?
You will continue to use your NetID for Hunter services such as wireless access, off-campus access to library resources, computer labs, etc.

What is the difference between @MyHunter and the MyHunter page?
@MyHunter refers to your student email. The MyHunter page will continue to serve as a centralized, personalized gateway where you can learn about relevant updates, campus events and program information. Your username and password are different for your MyHunter page and your @MyHunter email.
Hunter College requires you to have a OneCard to enter the college, unless there are special events. If you are a CUNY student or meeting a Hunter College member, and you do not have a Hunter College OneCard, please stop by at the Visitor's Center located at West Building Lobby to receive a guest pass.

OneCard is a Hunter College ID card that is used to pay for printing and copying, dining, and paying library fees. You can add money onto your card and check your account balance through the OneCard website or at any of the Account Management Centers (OneCard Kiosk) around campus. CUNY students can also borrow books at the Hunter College Libraries, please visit Hunter College Libraries, for further information.

The OneCard Office offers extended hours in the beginning of the Fall and Spring semesters which is located in the West Building Lobby entrance. Please check for updates on this website. During other times, please visit the OneCard Office during their regular hours or summer hours, located in Hunter West 203 Lobby.

Please Note: If you lose your OneCard, please log into the OneCard website immediately to deactivate your card or report your loss or stolen OneCard to the OneCard office in Room 203 in the West Building where a new card can be created for you. Before requesting a new card, you must either visit the Bursar's Office in room Hunter North 238 to pay a $10 replacement fee and bring your receipt to the OneCard office, or you can pay at the Accounts Management Center at the West Building Lobby (nearby the bookstore), then press button next to OneCard Replacement ($10), and you will receive a yellow card to bring to OneCard Office. Your old card will be deactivated and it will no longer work anywhere on campus. Please be aware that you remain responsible for card usage prior to deactivation. Falsifying, altering or misusing your own or anyone else's ID card in any way is strictly prohibited by the College.
WHAT CAN MY ONECARD BE USED FOR?

Free admission to MOMA and PS1 and student discounts at many museums and events.

OneCard has two accounts Student Dining Account and Flex Account:

Student Dining Account: used for Hunter Cafeterias located on the 68th St. Campus (West Building 3rd fl, West Building Lobby, and East Building 3rd floor), and Brookdale Campus.

Tax-free dining for Students ONLY: Students can purchase food at the Hunter Cafeterias without being charged tax. You must sign up for this type of account if you wish to use it. To do so, log in at the OneCard website with your NetID and password (If you do not know your NetID and password, please contact the appropriate Help Desk), click the tab labeled “Dining Plan,” and follow the instructions.

To benefit from the Dining Dollar Platinum Club:
Deposit $100 to your Dining Account, and receive $10 free!
Deposit $200 to your Dining Account, and receive $25 free!
Deposit $500 to your Dining Account, and receive $100 free!

Graduate Students can purchase printouts and copies by using their OneCard.

Mobile printing

Faculty, Staff, and Student can email their documentations from any email account by attaching the documentations in a supported format. Then, email the attachments to the appropriate email address: (black and white printing: oc_bw@hunter.cuny.edu or color printing: oc_color@hunter.cuny.edu and they can pick up the documentation at the Leon & Toby Cooperman Library located only on the 3rd or 4th Floor or 126 HW by tapping your OneCard or typing in your NetID and password.

Please note: The prices are the same as if you are printing from the library computers and prints out one single sided only.

- Library Fees – You can pay late fees with your OneCard. Simply present your card at the circulation desk.

- Postage Mails - You can bring in mail and packages to Hunter North 3rd floor just like a US postal office, but does not accept any type of Fedex shipment. You will be charged a fee.
ONECARD F.A.Q

If I do not have a OneCard or forgot my OneCard at home?
You can purchase a Guest Card. The balance is non-refundable cost $5 for the card, and along with the card there is a value of $2.50.

If a guardian wants to add money onto the student's account, they can go to the online website http://onecard.hunter.cuny.edu. Click on Guest deposit and type in the Campus ID #, and the student's first name and last name, which can be found when the student log into the OneCard website with their NetID and password.

Can I move funds between the different accounts on my OneCard?
Yes, funds can be moved between your Dining and Flex Accounts. Please go to the OneCard office in West 203 if you need this service.

OneCard Policy: OneCard are Hunter College property and are NON TRANSERABLE and may not be used by any other person, for any reason. If you use or attempt to use a OneCard or a OneCard Account for purposes other than permitted uses, including but not limited to loaning, borrowing, tampering, hacking, altering, duplicating, modifying or otherwise corrupting the OneCard Account will be terminated and you may be subject to disciplinary charges, civil liability and/or criminal prosecution. Report loss immediately to the OneCard Office 203 HW. Lost or mutilated will be replaced for a fee of $10.00.
BLACKBOARD

For many of your Art History courses at Hunter you may be required to use Blackboard.

What is Blackboard?
Blackboard (Bb) is a web-based learning management system, which provides instructors with tools for organizing and designing virtual classroom space. Course shells are created automatically for all courses that are listed on the CUNYfirst Schedule of Classes found on the Registrar’s page but it is up to the instructor to actually use Bb and to make Bb course sites available to the students.

How to access Blackboard?
Blackboard is accessed via the CUNY Portal and all users must first register with the CUNY Portal (detailed Information about the CUNY Portal).

CUNY PORTAL

The CUNY Portal ID is a username and password combination that lets you access services hosted centrally at CUNY (as opposed to services hosted locally at Hunter, such as your email). The CUNY services include:

- Blackboard
- DIG
- ePermit
- CUNY Alert
- CUNY/Hunter Email

You cannot use your Hunter NetID to access these services; you must create a CUNY Portal ID to use them. You will pick your username and password, but Hunter strongly recommends that you use your Hunter NetID for your Portal ID username, if it is not already in use by another member of the CUNY community. For example, if your Hunter NetID is “j smith” we advise you to choose “j smith” as your CUNY Portal ID username as well. But, whatever you choose, you should remember it—you’ll use it extensively throughout your time at CUNY!
If you are transferring from another CUNY college, it is very likely that you already have a Portal ID. If you already created your CUNY Portal ID but don't remember your username, click visit the CUNY Portal webpage for instructions on how to look up this information-
http://www.hunter.cuny.edu/it/help-docs/cuny-portal-account-and-password-reset

Please Note: CUNY PortalID (Applicant Account) is different from your CUNYPortalID (Student Account)

CUNY PortalID (Applicant Account) is what you use to apply to CUNY schools. You need to fill out all the information that they ask you and submit. To find out the process of your Application, you can call the CUNY 212-997- CUNY (2869). Some students was given a Mychoice Account by Admissions Office where you need to click on the option if you will be attending or Not attending to your email address.

A week after you have accepted and/or paid your commitment deposit you will be able to claim for your CUNY Portal (Student Account) and CUNYfirst Account.

Creating CUNY portal ID (Student Account) which allows you to access your profile to change your primary college in order to view your Degreeworks (formerly DIG) and view your courses on Blackboard. Professors use Blackboard to post announcements, assignments, students can communicate through discussion boards, their office hours, and email. In order for you to receive messages from the professor, you must make sure that your @myhunter email address is updated in Blackboard.

To set up your account please go to www.hunter.cuny.edu and click on “CUNY Portal” located in the upper right corner of the page. From there click on “Register for a new account” and the “current student” section then follow the directions. If you are an international student and do not know the Social Security number that has been assigned to your account please contact the One-Stop/Oasis.
MFASO LISTSERVE

Join the MFASO listserve: https://groups.yahoo.com/neo/groups/mfastudentorg/info
This listserv is where everyone shares important bits of information with each other (alumni and current students) such as housing, studio, and job opportunities.

HOW TO REGISTER FOR CLASSES

Registration is a two-step process beginning with Pre-registration. Near the end of each semester, December for Fall and May for Spring, a Pre-Registration date and time will be held in the calendar. Students are notified in advance by gradart@hunter.cuny.edu of their Pre-Registration slots. Time slots are based on student seniority, students with more credits will get to Pre-Register earlier than students with less credits. If the time slot given to you does not work you can Pre-Register over the phone by notifying the office in advance, or you may sent a student representative to Pre-Register for you. CUNYfirst may tell you an earlier registration date than what the department gives you, please disregard CUNYfirst in this case.

Course schedules and descriptions will be sent out to students the week prior to Pre-Registration and will be posted on the website as soon as they are available. Unless otherwise noted Pre-Registration takes place on the 11th floor of Hunter North at the 68th street campus.

At Pre-Registration you will meet one-on-one with a faculty member to go over your academic record and pick the best track for you for the next semester. In your first semester you will sign up for a tutorial, seminar, and art history or studio elective course.

Pre-registration holds your place in the class with the department. Once you have chosen your course load we will enter your permissions on CUNYfirst to allow you to fully register for your chosen courses. During the process you will be given registration numbers that are very important. If you lose these numbers you can look them on the Courses & Schedules page on the Art & Art History Department’s website. To complete the registration process you must log on to your CUNYfirst account, enter your registration numbers into the “basket” and “check-out”.

YOU MAY NOT DROP OR ADD COURSES WITHOUT DEPARTMENT APPROVAL. Email gradart@hunter.cuny.edu for pre-approval before making any changes to your schedule that could potentially prevent you from graduating and/or add unnecessary charges to your CUNYfirst account.
FACULTY STUDIO & ART HISTORY

FULL-TIME STUDIO FACULTY

Drew Beattie, Distinguished Lecturer, beattie.drew@gmail.com, drewbeattie.org
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Howard Singerman, Phyllis and Joseph Caroff Professor of Fine Arts, Dept. Chair, howard.singerman@hunter.cuny.edu
Tara Zanardi, Assistant Professor, tzanardi@hunter.cuny.edu
ePERMIT (taking classes outside of Hunter)

While enrolled at Hunter College, students may find it beneficial to take courses at a different school or perhaps even in a different country. Below are the procedures to follow in order to take classes on permit at CUNY and non-CUNY Colleges.

What is a Permit?
Taking a class at a different school while enrolled at Hunter College is referred to as taking a class "on permit." The permit facilitates the process of Hunter students obtaining permission to register for courses offered at other institutions. If taking a course at another CUNY School, the process is paperless and is referred to as an "ePermit."

Can I get a Permit?
In order to get approved for a permit, students:
1. must be matriculated (admitted and enrolled at Hunter College as a degree student)
2. must be in good academic standing (not on probation): 3.0 (or higher) for Graduate students
3. may not have any negative service indicators ("stops") on their record
4. have attended the prior semester
5. may not exceed 17.5 credits during the Fall or Spring, 15 credits during the Summer, or 4 credits during the Winter Session.
6. are not recommended to go on permit during the semester they plan to graduate
7. must speak to the Graduate Advisor prior to applying for an ePermit

Attending Another CUNY School on Permit
You must submit an "ePermit" application if you are planning to go to another CUNY School. The ePermit application can be found on the Student Center page via CUNYfirst. Please refer to the supplemental forms section at the back of this booklet for instructions and illustrations of how to fill out your ePermit form.
Be sure that you register yourself at the host college.

PLEASE NOTE: As of Fall 2004, all permit grades, as well as credits, from other CUNY Colleges will be entered on the student’s Hunter College record and calculated in the GPA. This includes courses taken at CUNY-UPR, Yivo Institute, The Paris Exchange Program, and Marymount Manhattan College (during the Fall and Spring semesters only).

Attending a Non-CUNY School on Permit

1. Matriculated students taking at least one course at Hunter College during the Fall or Spring semesters must complete a paper permit. Students may obtain the form from the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus. For office hours, please visit http://www.hunter.cuny.edu/onestop/hours-of-operation (Students taking courses during the Summer at a Non-CUNY School are NOT required to also take a course at Hunter College before utilizing the form). Take the form to the applicable Hunter College department(s) in order to obtain both a Hunter College equivalent and approval (both stamped and signed) to take course(s) at the other school. Please be sure that all parts of the permit form are filled out.

2. Make a copy of the approved permit and return the original to the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus. Nothing is returned to the student and no registration for the permit course is done at Hunter College. All registration for the course(s) is done at the college the student is planning to attend.

3. Upon completion of your course(s) have an official transcript sent to the Registrar’s Office (see address on front of the aforementioned form). Only a grade of “C” or better for Undergraduate and “B” or better for Graduate courses is acceptable from a NonCUNY School.

A. Students must take the paper permit form to the Hunter College department corresponding to the course(s) listed on the front of the application to obtain both a Hunter College equivalent and approval (both stamped and signed) to take course(s) at the other school. Please be sure that all parts of the permit form are filled out.
B. Return the paper permit form to the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus when you are ready to register and pay for the course(s). Students register for the number of credits the course is listed for at the host college, but pay the tuition rate that is charged at Hunter College.

C. Students should show a copy of the CUNY permit form and paid Bursar's receipt, to the school they wish to attend.

D. Please contact the host college to find out the procedures for admission and registration.

E. If you do not register for the permit credits or register for a different number of credits, you must contact the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus. Please contact the Office of Records and Transcripts for these matters at records@hunter.cuny.edu

How to determine course equivalency
For CUNY Colleges, course equivalencies populate the application after choosing “Add ePermit with Equivalent Course” on the ePermit application via CUNY First. For Non-CUNY Colleges, evaluate course equivalency by using the Hunter College Course Equivalency search engine, which can be found at http://www.hunter.cuny.edu/prospectivestudents/ug_students/course-eval/

APRENTINCESHIPS

Students may apply for an apprenticeship with an artist, curator, or arts organization approved by the MFA Graduate Committee. Upon completion of the apprenticeship students will receive three credits counting as “Free Elective” credits. Students must have passed Mid-Program before they can propose to do an apprenticeship, as it counts as “Free Elective” credits. One can submit their proposal to the Graduate Advisor prior to Pre-Registration the semester before the internship is to take place. Approval must be obtained prior to registration.
TEACHING ASSISTANTSHIPS

MFA students interested in learning how to teach may apply to TA for credit after having passed the Mid-Program Review. Students can TA for no credit any semester during their time at Hunter save their first semester. TA’s work closely with full-time faculty members in undergraduate and graduate classrooms gaining an understanding of what it takes to run a classroom and develop a successful teaching philosophy. Qualified students can receive Federal Work Study as compensation for TAing. The semester prior students should contact the professor they are interested in TAing for. It is up to the professor which MFA students are accepted to TA for their classes and the professors have the right to politely decline for any reason. Often calls for TAs are sent to students by the department prior to pre-registration.

FOREIGN EXCHANGE PROGRAM

Students can apply to study abroad for a period of one semester at the Ecole des Beaux Arts in Paris; Glasgow School of Art, Scotland; The Frank Mohr Institute in Groningen, Holland; or Universität der Künste Berlin. Students must have passed Mid-Program Review to be eligible to participate. Questions? Contact gradart@hunter.cuny.edu.

FINANCES

Scholarships ($3000.00) will be issued upon your return but only if you have submitted all FAFSA information correctly before you leave for Europe. Please check their deadlines at www.FAFSA.ed.gov. Students use their six credits for three Independent Study courses within the semester that they are going abroad and all tuition and fees are payable to Hunter. Additional costs to the students will be for transportation, living expenses, and materials.
APPLICATION

Forms are available at the Art Office or via the following link:
http://www.hunter.cuny.edu/art/special-programs/foreign-exchange-program-1

APPLICATION DEADLINES:
March 30th 2015 for Fall & Spring semesters.

The application should include a brief reason for the selection of the particular school chosen, two copies of a CD with ten digital images of your work, and two copies the accompanying slide list for the images must be attached for review at Hunter and the Exchange Partners. Two recommendations from Hunter’s Art Faculty are required and students should discuss the relevance of foreign study with their current professor and the department advisors. Faculty members familiar with your work should read your proposals to provide helpful insights to the Exchange Committee. If you wish to go to Paris or Berlin and you are not fluent in French or German, you may want to take an intensive language course to achieve a basic level of proficiency in speaking the language. The official language at the Exchange Schools in the Netherlands is English. The Exchange Program Committee interviews all applicants in person.

EXCHANGE PROGRAMS OFFERED FOR MFAs:
- Universität der Künste- (UdK) Berlin, Germany
- Frank Mohr Institute- Groningen, Netherlands
- Ecole National Superior de Beaux Arts- Paris, France
- The Glasgow School of Art- Glasgow, Scotland

All selections are subject to final approval by the European schools -- this determines our 1:1 policy. Due to different academic years in European schools, the Art Office may not inform applicants until later fall for spring applications. Once names have been submitted to the Hunter Registrar’s office all decisions are irreversible.

Directly exchanging accommodations with an incoming student from the school you will be attending is sometimes most convenient and cost effective, but this is up to the individual not the department. Please note: The Hunter Art & Art History Department is not responsible for making or arranging any living accommodations.

The application form is available at the Art Office. Immigration information, foreign registration and medical services for studying abroad can be obtained from the International Student office, room 1109 East. Also insurance is required of you; please check at HTH Worldwide, www.HTHstudents.com.
The contact person for the Exchange Program is Sarah Hollars, shollars@hunter.cuny.edu, 212-650-3778
HELPFUL TRAVEL TIPS
Get More Tips at: http://www.hunter.cuny.edu/studentservices/is/travel-info

Q: What do I need when traveling outside the US?
A: When going abroad and planning to re-enter the US you must have all the documents discussed in the “Documentation” section of the above web address. When leaving the country you will need to surrender the white I-94 card stapled into your passport, most border Officials will take this automatically, but they may forget and it is your responsibility to make sure you have given it to the appropriate official. Failure to surrender this card may delay your re-entry to the US or cause other problems. Before making any trip abroad you should come see us at the International Students Office to make sure you have everything you require and an endorsed I-20.

Q: Where can I find more information?
A: The Department of Homeland Security (DHS) is comprised of many elements, one of the biggest and most complex is Customs and Border Protection (CBP), they have a very informative website where you can find most of the information you need to know when traveling. You can find their website here: http://www.cbp.gov/

Q: Who should I contact if I experience difficulty entering the US?
A: If all of your documents are in order, you should not experience problems at the border. However, sometimes students encounter a problem when entering the US, you should remember to remain calm, it may be a stressful situation, but remain calm and logical. The first thing you need to do is identify what the problem is, when you know this you can ask the Customs and Border Protection Officer to either contact your Embassy in the US and/or contact the International Students Office at: 212-772-4864 and we can help assist you as much as possible.
ACADEMIC GRIEVANCE POLICY

In the event a student believes an assigned grade or an imposed academic action is incorrect or not appropriate, the student may follow the processes outlined below to seek prompt and equitable resolution of the matter.

Hunter College Grade Appeals Procedures
(Approved by the Hunter College Senate 10/9/85 – Updated 5-4-05)

I. Appeal at the Department (or School) Level

A. First Step in Appeal: Student-Initiated Discussion with Instructor
When a student considers a final course grade unsatisfactory, he/she should first confer with the instructor regarding the accuracy of the grade received. This conference should be held within the first three weeks of the semester following receipt of the grade. At this time errors may be corrected. If the grade is not an error, the student and instructor must together review all class material pertinent to the grade.

B. Second Step in Appeal: Student Request for Department/School Grade Appeal Written Appeal by Student
If the student is not satisfied, or if the instructor does not confer with the student within the first three weeks of the semester, the student should promptly contact the Department Chair by submitting a written appeal, consisting of a statement giving the factual reasons and basis for the complaint. The student has the right to request in writing that the Chair appoint a student as a member to the Department/School Grade Appeals Committee. This appeal at the Department/School level must be submitted within the first five weeks of the semester following receipt of the grade. The Department Chair shall be responsible for giving the student a copy of the Hunter College Grade Appeals Procedures as set forth in this document.

Department/School Grade Appeals Committee
The Department Chair shall convene a Department/School Grade Appeals Committee of three members who are familiar with the course in question within one week of receiving the appeal. The purpose of the Department/School Grade Appeals Committee is to consider all of the evidence within the grading standards previously established by the instructor of the course, and on this basis render a decision, either to sustain or to change the original grade.
The Department/School Grade Appeals Committee (if not otherwise specified in the By-laws) shall consist of three members of the Department/School faculty, unless the student has requested that a student be appointed as the third member of the committee. The Department Chair shall designate one member of the Committee as Chair, who will be responsible for gathering the pertinent materials from the student and instructor into a file for review by the Committee. This should include the work submitted by the student, the instructor’s grading criteria for this course, including the course syllabus, and the instructor’s evaluation of the work submitted, as well as any other pertinent evidence.

The Department/School Grade Appeals Committee must notify the student and the instructor in writing that they have the right to appear separately before the committee. Within three weeks of its appointment, after considering all the evidence, the Department/School Grade Appeals Committee will meet in closed session and render its decision and prepare a written report of its findings, and submit it to the Department Chair. All proceedings are confidential. The Department Chair immediately shall inform the student and instructor, in writing, of the Committee’s decision. The Department Chair shall also submit a change of grade if recommended.

Notes Re: Department/School Appeal:
If the instructor of the course in question is presently the Department Chair, the student should direct the appeal to the Dean (School of Education or School of Arts & Sciences), who will assume the duties of the Department Chair in this regard.

II. Appeal at the Senate Level

Initiating Appeal at the Senate Level

A. 1. In cases in which the student or the instructor is dissatisfied with the decision of the Department/School Grade Appeals Committee, either may appeal to the Senate Grade Appeals Committee. This appeal must be initiated within two weeks of having been notified of the Department/School decision.

2. If the Department/School has not notified the student of its decision by the 10th week of the semester, the student, at that time, may appeal directly to the Senate Grade Appeals Committee.

B. The individual initiating the appeal must fill out a Grade Appeals Form that is available in the Senate Office--Room E1018, stating the basis for the appeal. The individual should also submit to the Senate Office for the Senate Grade Appeals Committee all information that supports the appeal (e.g., copies of any disputed examinations or assignments in the individual's possession).
Senate Grade Appeals Committee

C. Upon receipt of this material the Senate Grade Appeals Committee will request the Department/School to forward copies of the following for the Senate file:

1. Student's initial written complaint to Department Chair.
2. Letter notifying student and instructor of right to appear before the Department/School Grade Appeals Committee and the student's right to request that the Department Chair appoint a student member to the Grade Appeals Committee.
3. All materials used by the Department/School Grade Appeals Committee in reaching a decision (e.g., disputed examinations and papers).
4. The course syllabus.
5. Report from the Department/School Grade Appeals Committee to Department Chair on the decision and basis or it.
6. Letter from Department Chair notifying student and instructor of decision.

D. The Senate Grade Appeals Committee (consisting of 4 faculty members and 3 students) will then review all the written evidence. The Committee may interview individuals involved in the grade appeal or other resource persons. It shall notify the student and the instructor of a scheduled committee meeting, thereby providing an opportunity for them to appear separately before the committee.

After considering all the evidence within the grading standards previously established for the class, the Committee will meet in closed session and will reach a decision by majority vote. All proceedings are confidential. The Chair of the Committee shall inform all parties concerned (i.e. student, instructor, department chair, registrar) of its decision in writing. The decision of the Senate Grade Appeals Committee is final.

E. The Senate Grade Appeals Committee may not accept appeals (a) in cases where a charge of academic dishonesty is pending, or (b) concerning changes from a letter grade to CR/NCR, or changes from CR/NCR to letter grades.

III. Appeal in Instructor's Absence

So that a student's grade appeal can be judged in an instructor's absence, the Department Chair shall be responsible for obtaining and keeping on file in the Department/School Office the following:

1. Copy of their grade books
2. The student's final examinations
3. An address where they can be reached
4. Grading standards (criteria) for each course
5. Course syllabus
**ACADEMIC CALENDAR**

The Academic Calendar serves as an information source and planning document for students, faculty, staff, and departments, as well as outside organizations. The calendar includes registration dates, class start dates, add/drop deadlines, exam dates, and more. The calendar is updated at the end of each semester, so students should refer to the Academic Calendar often as it contains important due dates as well as holidays and school closure dates.

To view the Academic Calendar go to the main Hunter website (www.hunter.cuny.edu) and click on the link “Academic Calendar” in the right-hand menu under the Academic heading. You should also add the Art & Art History Department calendar to your calendar:

https://calendar.google.com/calendar/embed?src=hunterart-dept@gmail.com&ctz=America/New_York

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**TEACHER EVALUATIONS**

At the end of the semester, students will be asked to fill out an online course evaluation. These evaluations will be conducted online. Students will be able to log in one of two ways using their Hunter netID and password:

- **Smartphone:** [www.hunter.cuny.edu/mobilete](http://www.hunter.cuny.edu/mobilete)
- **Computer:** [www.hunter.cuny.edu/te](http://www.hunter.cuny.edu/te)

When the evaluation period has begun you will receive an email in your Hunter email account letting you know the evaluation period has begun. Responses are completely anonymous, and that instructors can access results only after grades are released. If you have any questions or concerns, please email Margarett Silva at teval@hunter.cuny.edu.
In considering how to send your transcript, you have a few options from which to choose; however, all of these options require your knowledge of your social security number. If you did not provide us with your social security number on your original application, we had to give you a ‘dummy’ ID number so that Hunter could identify you with a specific number. Your ID number (whether your actual ss# or your dummy #) go to the Office of the Registrar Room 223 Hunter North (68th Street) to obtain the number if you do not know it already.

The unofficial transcript
Unofficial transcripts will show the class you took and what grade you received. To view your unofficial transcript, log into your CUNYfirst account, select HR/Campus Solutions from the first menu after login, then click on Self Service ---> Academic Records ---> View Unofficial Transcript. It is NOT acceptable for official credit transfers.

Transcript Request Policy and General Information
Please Note: Requests for unofficial transcripts may be processed immediately, however official transcripts cannot be provided 'on the spot.' Transcript requests are usually processed within one week of their receipt. During busy times (end of each semester) it may take as long as three weeks. Transcripts records prior to 1960 are stored off site and will take 2-3 weeks for processing. Please plan ahead and submit your requests at least three weeks before your deadline.

Requests cannot be taken by phone, as a signature is required. If you need your request to be held for current semester grades, degrees, grade changes, or if you need any special handling such as using separate sealed envelopes, please specify with clear instructions. Transcript requests with a priority mail or express mail envelope attached will be processed along with all other requests on a first come, first served basis. We cannot accept Federal Express or UPS envelopes.

All financial and other obligations to the college must be met before transcript requests will be processed. Official and unofficial transcripts have the same fees.

Order Transcript Online
The quickest way to send a transcript is to order it online. Hunter College uses Credentials Inc. to process transcript orders via the Internet. There is an additional $2 fee for use of this online service. Students ordering online will receive their completed transcript within three to five business days, as well as receive notifications via email on the status of the request. Transcript records prior to 1960 are stored off site and will take 2-3 weeks to be processed.
To utilize the service, students will need to provide their Social Security number, telephone number, a valid major credit card (VISA, Master Card, American Express or Discover) and other information requested on the transcript order form. For more information, please see the TranscriptsPlus® Frequently Asked Questions. Remember, a transcript will not be processed if there are any holds ("stops") on the record (i.e. Bursar, Library, Financial Aid etc.)

Order Transcript Offline
Instructions for Use of Transcript Request Forms (paper) please visit http://www.hunter.cuny.edu/onestop/records-and-transcripts/transcript-request

Form Delivery Options
In person: One Stop for Students Office (formerly the OASIS), Room 217 North: Bring signed form with money order (see fees below.) No cash or personal checks accepted.
Bursar's Office: Cash or money order will be accepted (in person only). However, you will then be required to bring receipt of payment and form(s) to One Stop for Students Office (formerly the OASIS), Room 217 North. No personal checks accepted for transcripts.

By mail: Sign and mail request form(s) with money order (see fees below) to the Office of the Registrar, Transcripts Division (see address below). No cash accepted by mail. Money orders are not to be mailed to the Bursar for transcripts.

Office of the Registrar
Transcripts Division
Hunter College
695 Park Avenue, Room 223 North
New York, NY 10065

Transcript Fees
There is a $7 fee for each copy of your transcript except those sent to a unit of the City University of New York, for which there is no fee. Online service requires an additional $2 fee for all requests.

Apostille Seal
An Apostille Seal is an internationally recognized form of authentication used for public documents. It is obtained in order to demonstrate a document's validity. To obtain an "Apostille Seal," eligible documents should be presented at the One Stop for Students in Room 217 North. Eligible documents include the following: original diploma, copy of original diploma, official transcript, and Certification of Enrollment letter.

Note: Sending official transcripts to other CUNY schools is free.
TRANSFER CREDITS

With the approval of the MFA Committee up to 12 credits may be transferred from other accredited graduate programs. In general transferring credits is not recommended as it speeds up the students’ graduation time limiting their time at Hunter. Students who wish to receive credit for out-of-department electives must apply for permission from the Graduate Advisor and the MFA Committee prior to registering for them. Students must remain in the program for a minimum of two years and must maintain a work studio at the MFA Studio Building.

INCOMPLETES

Incompletes are given to students under very rare circumstances usually relating to a family or health emergency. Course work to resolve incomplete grades should be completed within the semester following the semester in which the course work was taken. Professors give an Incomplete only when they have reason to think the student will complete the course within a time period they specify, which by College and CUNY policies cannot extend beyond the end of the following semester. Students do not have a right to an incomplete grade where they have given no evidence that they can do passing work and they do not have a right to a full additional semester to finish a course. It is the student’s responsibility to make contact with you to discuss the need for an incomplete and the deadline you will set. If the incomplete is not resolved prior to graduation the student will be unable to graduate.

LEAVE OF ABSENCE

Students may apply to the MFA Faculty Committee for a leave of absence for up to one year. The one or two semesters that the student is on leave do not count towards the three-year time limit for completing the MFA degree. Leaves of absence are approved only for documented illness, maternity, military service, or other unusual circumstances. Any student who withdraws from active participation in the program for a semester without permission from the MFA Faculty Committee will be automatically dropped from the program. Students on leave will not have access to a studio area during the period of absence and are not permitted to store items at the MFA building when not taking courses in the program.
ACADEMIC REQUIREMENTS & DISMISSAL

All MFA students must maintain a minimum 3.0 GPA throughout their time in the MFA program. If a student gets a grade below a C the credits for that course will not count towards their degree, but will be calculated into their GPA. Students who fail to achieve the required academic standard 3.0 GPA will be placed on academic probation. Students who fail to achieve the required academic standard 3.0 GPA while on probation will be dismissed from Hunter College and the CUNY system.

Students may appeal an academic dismissal and should discuss the preparation of such an appeal with an academic adviser in the Art & Art History Office, 11th Floor Hunter North. The Senate Committee on Student Standing reviews all appeals and makes the final determinations.

Tuition and fees will be refunded to a student who is dismissed for failure to meet the required academic standards after having registered.

Students who withdraw from the college when their GPA is below the required academic standard of 3.0 will be automatically dismissed from the university. Students who have been dismissed or who have withdrawn when their GPA is below 3.0 may not be readmitted. Students who are separated from the university may not enroll for credit-bearing courses in any unit of the university in any status.

MID-PROGRAM REVIEW

The Mid-Program Review provides an opportunity for the full-time faculty to become more familiar with the work of each MFA student and have input in his or her development. All full-time studio faculty professors are Mid-Program Review Committee members and will attend this review. Students must pass the Mid-Program Review in order to continue in the program and move on to their MFA Thesis Project.

Students are required to present a selection of recent work. In addition, students may also include documentation of past work completed in the program; faculty members find this helpful in evaluating student progress. The review is scheduled in the semester in which the student is taking their second tutorial and seminar, after they have registered for at least 18 credits, and prior to completing 24 credits. Students should consult with their tutorial instructor with regards to their presentation plans.
If the Mid-Program Review Committee has concerns about a student’s development, direction, or level of participation they may vote to have the student resubmit work in the next semester’s review. The student then meets with the program director and department chair to outline a curricular plan capable of addressing the particular needs of that student. This review is an accountability feature designed to insure students get the direction and instruction they need. This constitutes an attempt to tailor the program to the needs of each student in order to encourage an optimal environment for individual development.

PROGRAM INVOLVEMENT COUNTS: full-participation in the graduate program is an obligation and students are viewed as fellow artists and members of the program. Students are expected to consistently use their studios, attend lectures, and participate in scheduled program meetings, activities, and events. Students can demonstrate their participation in a satisfactory way by regular attendance, contribution to class and tutorial dialogue, the timely completion of assignments, and responsibility for their tutorial schedule.

REQUIREMENTS:
Students must pass the Mid-Program review in order to continue in the program and move on to their Thesis Projects. All students due for Mid-Program Review are required to attend the Mid-Program orientation meeting with Mid-Program Advisors. The Advisors will explain the review process and the assigned distribution of review spaces at MFA 205 Hudson Street.

Students must prepare a Mid-Program Review proposal indicating what they intend to present to the committee, which must be vetted by their current tutorial professor. Students will bring and install their current work in assigned locations in the critique room and flexible spaces.

EVALUATION PROCESS
The review is as much an accountability feature as it is an assessment tool and constitutes an effort to be attentive to student development and to tailor the program to the needs of each student. The committee considers the quality and development of the work, the level of involvement in the work and the overall level of participation in the program. The work should demonstrate an individual investment and commitment, as well as a consistent conceptual investigation and the development of a formal and/or contextual language. Full attendance and participation is evaluated in relation to classes, tutorials, lectures, and other program activities and events.
During the review professors will report on the level of involvement, class performance, seminar participation, and overall program performance of each student. Grades, tutorial reports, and GPA’s are referred to as well. The faculty must feel confident each student has identified and is effectively investigation and developing work that promises the completion of his/her graduate residency and successful MFA thesis exhibition.

HOW THE DAY OF YOUR REVIEW WILL WORK:
Each student review will last approximately 35 minutes. The first five minutes will be an introduction of the student’s department file; the next 15 minutes will be the faculty discussion of the work with the student present. This is not a discussion with the student, but is an evaluation and discussion about the work by the faculty committee. The next ten minutes are for the student to ask questions and engage in a dialogue with the faculty. There will then be a five minute follow up without the student present to finalize the discussion and make initial vote. Faculty will make the final decision on the last day of the review and announce the results via email.

**THESIS PROJECT**

The MFA Thesis is the final requirement towards completion of the MFA degree. Students must select and secure the sponsorship of their MFA Project by a full-time faculty member before the end of the semester prior to their thesis semester. The department must be notified of your thesis advisor prior to pre-registration the semester prior to your thesis semester. Failing to notify the department of your thesis advisor agreement could result in the loss of one’s advisor. As each faculty member may sponsor a maximum of 3 students per semester, early consultation with preferred sponsors and second readers is advised. Please be aware that only full time Studio faculty are eligible to be thesis sponsors while only full time Studio and/or Art History faculty are eligible to be second readers. Under close supervision of the faculty sponsor, each student prepares work for a professional level solo exhibition of fully realized work, with attendant photographic and electronic documentation. Students also produce a thesis statement discussing the salient features and themes of their work and considering the personal, historical and contextual issues that inform it.

Each thesis student presents a first draft of the statement to his or her sponsor in the first week of the thesis semester. The student and sponsor work together in a series of meetings to discuss and develop the statement and follow the progress of the studio work being prepared for exhibition. The thesis statement can generally range from four to ten pages, must be free of spelling and grammatical errors, and be formatted and printed as
stipulated in the guidelines. The draft must be passed on to one's second reader by the date given by the department, usually the second month of the semester. The second reader will review each thesis statement after the faculty sponsor has signed off on it. Any suggested corrections or changes will be discussed between the faculty sponsor and the second reader, and the faculty sponsor will oversee the incorporation of these suggestions by the student prior to submission of the statement to the Graduate Advisor and the Dean for approval.

GENERAL INSTRUCTIONS:
In the semester prior to the student’s graduating semester, students must secure a sponsor from the full-time studio faculty. The faculty sponsor’s permission is required for pre-registration for the MFA Project, Arc 791.00. The thesis sponsor advises and assists the student with all aspects of the exhibition and thesis statement. A faculty member may act as sponsor to a maximum of 3 thesis students in any semester. Students with outstanding incomplete grades in courses required for graduation will not be permitted to pre-register for the MFA Project course.

Students should begin writing their thesis statements prior to their graduation semester, and must thoroughly discuss their exhibition plans and thesis statements with their sponsors. Thesis statements generally require at least one set of revisions and often will go back and forth several times from student to advisor. This process takes place in the first few weeks of the student’s graduating semester, and must be concluded by the scheduled deadline.

At the beginning of each semester there will be an announced Thesis meeting (see Art Department calendar for date) with the Graduate Advisor for all students enrolled in the MFA Project course. At that time, details of the exhibition and MFA documentation will be reviewed. The Graduate Advisor will ask the Thesis group to select one or two representatives who will become the liaison between the Thesis group and the Art Department staff and faculty. All students are required to attend this meeting. Representatives from the gallery staff will be present at this meeting to review safety rules and regulations for installation and de-installation in the gallery as well as the production schedule for the Thesis catalogue and postcard invitation.

During the semester, there will be follow-up meetings scheduled with the Graduate Advisor to supervise students’ progress.

FORMS & RESPONSIBILITIES:
Students should consult the Art Department webpage "For Current Students" for Thesis Information & Deadlines. Thesis students must submit a “Degree Audit Application Form” (DAAF) by logging onto their MyHunter page and clicking “Apply to Graduate”, fill it out from a transcript (available online through CUNYfirst), and click submit. Students should submit their DAAF applications at the semester prior to their graduation or during the beginning of the semester they plan to graduate. This form verifies that the student has completed all required course work for the degree and petitions the College for graduation and the MFA degree. Be sure to check your @myhunter.cuny.edu account often, if there are any problems with your DAAF you will be
notified via your Hunter email address. If you miss any of these notifications you risk the chance that you may not graduate or your graduation will be delayed.

The student will be responsible to cover the costs of restoring the gallery, equipment, or school property. Graduation will be withheld until such payment is made.

The exhibition will take place in two parts, each running approximately two weeks. The faculty thesis sponsors, based on each student’s individual needs and overall design plan, will decide the exhibition floor plan.

After the thesis statement is approved and signed by the Thesis Sponsor, it is to be read and signed by a second reader before proceeding to the Graduate Advisor and Dean for signatures. The student will address suggestions or criticisms from the second reader within one week, and any changes will be incorporated into the statement under the supervision of the Thesis Sponsor.

Prior to embarking on any work in the gallery, all plans for Thesis installation must be approved by each student’s Thesis Sponsor and subsequently by the Faculty Thesis Committee. The Faculty Thesis Committee, comprised of the Graduate Advisor and several other members of the Art Dept. Faculty and Staff, will review all proposals related to the Thesis installation to make sure they adhere to the Safety Rules and Regulations of the Art Dept./Art Galleries.

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK SCHOOL OF ARTS AND SCIENCES
GUIDELINES FOR PREPARATION OF THE MASTER’s THESIS
ELECTRONIC SUBMISSION on CUNY ACADEMIC WORKS

CUNY Academic Works is the online research repository for the City University of New York. By depositing your work in Academic Works it will receive wide visibility via search engines such as Google, Google Scholar, and Bing. You will receive a permanent URL to include on your CV, as well as monthly download reports telling you how often your work has been downloaded and read.

The following are the general requirements for the School of Arts and Sciences master’s theses submitted electronically through CUNY Academic Works. Candidates should check with their departments for information about any additional requirements specific to their degree program.

CHOOSING THE THESIS TOPIC, SUBMITTING DRAFTS
The degree candidate should consult her/his graduate advisor for the requirements of the graduate program with regard to choosing the thesis topic and submitting the first and final drafts. With the consent of the department, degree candidates may elect to submit drafts and conduct all thesis revisions and reviews by readers online through the CUNY Academic Works portal (http://academicworks.cuny.edu/). For more details, see Step by Step Guide for Students.
APPROVAL OF THE THESIS
The thesis should be read by two faculty readers (thesis sponsor and a second reader), and their approval should be certified by their typed signatures on the title page of the thesis. When the thesis has been approved by the thesis sponsor and the second reader, it is electronically forwarded to the department graduate advisor. If the advisor is satisfied that the thesis has met the departmental requirements she/he electronically approves the thesis. Once the program adviser and readers approve the thesis via CUNY Academic Works, the degree candidate may not make any revisions. For more details, see Step by Step Guide for Readers.

GUIDE FOR PREPARING THE THESIS
Thesis text should be typed using a legible font such as Arial, Courier, or Times New Roman. All margins of both text and illustrations must be one inch. The text is to be double-spaced, except for quotations of more than four lines, which will be set apart (single-spaced and indented). Footnotes and bibliography will be single-spaced, with double spacing between notes and entries. Pages, including pages of illustrative material, bibliography, and appendices are to be typed or scanned and numbered consecutively in Arabic numerals.

No ink insertions are allowed. Striking over or crossing out an error is not permitted.

Images
Illustrations, graphics, charts, and photographs must be scanned or produced with an appropriate computer program. Graphic materials must include a descriptive caption that allow users to identify and finding the original materials including the author and original source. Generally, all graphic materials should be scaled to fit the electronic page size of 8 1/2 by 11 inches. If and when appropriate, other sizes can be accepted. The graduate program and the library liaison for CUNY Academic Works, Mason Brown, should be consulted for guidance on the technical and legal scanning illustrations and permissions for copyrighted materials.

Digital photographs of all works in the show with detail shots where necessary are to be submitted after the text of the thesis statement and image list along with the documentation. Images are to be numbered consecutively and correspond to the image list presented. The image list must include student’s name, dates of the exhibition, and the title, medium, dimensions and date of each work represented.

Installation Photographs
Students must submit a minimum of two digital photographs that fully document the installation of the MFA Exhibition. These should be images. Students should be certain that they have adequate installation photographs. Name of student, dates of show, and the phrase “Installation View” should be marked on file description of each image. If desired or necessary, further description may be provided on a separate Installation Photograph list.
Special Instructions for Video, Film or Other Media
The student should submit video or film on as an attachment on the academic works site. Other documentation enclosures not mentioned above should be discussed with the Graduate Advisor prior to submission of documentation.

The content of the thesis should include the following, when applicable, in order as listed:
• Title Page
• Dedication (optional)
• Acknowledgments (optional)
• Table of Contents
• List of Figures
• List of Tables
• Title of Chapters
• Appendices
• References
• Image list
• Image of each piece in the exhibition
• Installation photographs
• Any film or video work in the show

The text should be four to ten pages double-spaced except for quotations of more than four lines, which will be set apart, single-spaced and indented. Footnotes and bibliography will be single-spaced with double spacing between notes and entries. Font size should be 12 point.

Any questions regarding format, footnotes, bibliography, etc., should be resolved according to the guidelines set forth in Sylvan Barnet’s A Short Guide to Writing About Art (Upper Saddle River NJ: Houghton Mifflin, 1969).

In addition, for all electronic submissions, degree candidates should be prepared to submit an informative abstract of no more than 50 words, a list of ten keywords, and a CUNY Academic Works submission agreement.

THESIS TITLE PAGE
The first page of the thesis must be a completed Thesis Title Page. The appropriate MFA or MA template is available for download at http://www.hunter.cuny.edu/artsci/repository/-files/Thesis%20title%20page%20template.doc/view. The following page displays a sample of completed Thesis Title Page. Please note that the names of the first and second readers are typed onto the title page. Do not scan signatures onto your title page.
DEADLINES
The graduate program will set its deadline for the final approval of the thesis. The deadline for the electronic deposit of the approved thesis via CUNY Academic Works is set by the Office of the Dean for the School of Arts and Sciences and is typically about three (3) weeks prior to the date of graduation at which the degree is conferred. The specific due date for each semester is posted at [http://www.hunter.cuny.edu/artsci/graduate-education](http://www.hunter.cuny.edu/artsci/graduate-education).

NOTICE OF FINAL APPROVAL
When the thesis has been accepted by the Dean of the School of Arts and Sciences, the thesis approval form will be signed and forwarded to the degree audit department of the Registrar’s Office to certify the final approval of the thesis. A copy will be forwarded to the Department’s Graduate Advisor. The Dean’s Office will electronically submit the approved thesis to the CUNY Academic Works administrator for Hunter College Libraries.

Deadlines for thesis papers and documentation images will be due the day following the opening of the second thesis exhibition. NO EXCEPTIONS!

NOTE: If documentation and approval are not submitted by the deadline at the end of the appropriate semester, students must submit documentation in the subsequent semester, and must pay maintenance of matriculation fee (approximately the price of three credits) for the semester in which they will graduate.

GUIDELINES FOR EXHIBITION
This exhibition will be presented as a production of the Hunter College MFA program in conjunction with the Art Galleries. Responsibilities for organization of the exhibition are as follows:

MFA Thesis
Sponsor: Each student must have written approval from his/her Thesis Advisor on all aspects of installation plans.

Faculty Thesis
Committee: Prior to any installation in the gallery, all plans for Thesis must also be approved (in writing) by the Faculty Thesis Committee. The Faculty Thesis Committee (comprised of the Graduate Advisor and members of the Art Dept. Faculty and Staff) will review all proposals related to Thesis installations to make sure that they adhere to the Safety Rules and Regulations of the Art Dept./Art Galleries.

Artwork: Students will provide all artwork and related material (including A/V equipment) and install themselves.
Wall text: If students would like wall labels, they are responsible for their creation and placement. If doing wall labels, please be consistent throughout exhibition.

Liability: Should any materials including equipment or artwork be damaged or stolen, Hunter College (including the Art Department or the Galleries) are NOT responsible.

Opening: The exhibition will open on the designated date. The Gallery assumes responsibility for planning and staffing the opening.

Catalogue: Students will work with Tim Laun to produce a brochure for the exhibition that will be available during the run of the exhibitions. A color catalog covering both part I and part II will be produced after the show has closed. You will receive an email with instructions on submitting biographical information and images.

Installation: Students will provide all artwork and related material and install themselves. Students must provide their own tools, paint, and supplies. As many people will have access to the galleries during installation, students should wait to install expensive equipment until just prior to the opening.

Installation Plans: All installation plans for the Thesis exhibition must follow the guidelines listed below and be approved by the student’s Thesis Sponsor. The following rules are necessary for students’ safety,**

Lighting: Gallery staff will do the lighting without exception. The electrical system is delicate and temperamental so students are not permitted to do their own lighting. -Students must work with the Preparatory (Phi) on lighting. (Usually this is completed 1-2 days before the show opens to the public.)

Electricity: Students cannot work directly with any electrical features of the gallery other than the socket outlets. Under no circumstances can electrical cords be attached to the track-lighting system in the gallery. Students cannot for any reason enter electrical closets or mechanical rooms. (They are hazardous environments.)

Food/Drink: No food or drink can be brought into the gallery at any time during installation.

Storage: The gallery cannot provide storage. Students may NOT leave artwork, boxes, equipment or tools in the backroom for the duration of the exhibition. During installation, students may leave work and related materials in the gallery ONLY but the galleries are not responsible for any lost property. If work is not removed following the exhibition, the gallery is not responsible for it. Any remaining work will be disposed of.
**Hazardous Materials:** All hazardous materials (paints, solvents, etc.) must be properly disposed of in the appropriate locations within the MFA building. Under no circumstances can any such materials be left unattended in the gallery. Students working with such materials should wear appropriate organic vapor masks.

**De-installation:** The student must remove all work within a week of the closing date of the Thesis show. Students are responsible for returning the gallery to the same state in which it was found prior to the Thesis installation. Graduation will be withheld if the gallery is not returned to the proper state after the exhibition ends.

**Thesis installations involving any of the following features** will require special permission by the student’s Thesis Sponsor and the Faculty Thesis Committee: Holes to be made in the wall that is larger than those necessary to hang hardware; any holes to be made in the floor (including those necessary to secure A/V equipment); and wall drawings or painting; hanging work from the ceiling.

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**ADVISING**

If you need to talk to the Graduate Advisor about anything school related or personal please always feel free to do so. You can set up an appointment by emailing the advisor directly or by sending a request to gradart@hunter.cuny.edu. The Graduate Advisor for Fall 2015 is Susan Crile (scrile@gmail.com), in the Spring of 2016 it will be Joel Carreiro (joelcarreiro@gmail.com). You can also always talk to the Graduate Advisor Assistants Sarah Hollars, Zac Hale, and Laura Frantz (212-772-4995 gradart@hunter.cuny.edu).

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**TUITION AND FEES**

Hunter College offers high quality graduate education at affordable and competitive prices. You can find all the information you need regarding tuition and fees, payment plans, and other payment options available to graduate students at Hunter College by visiting the Bursar’s website ([http://www.hunter.cuny.edu/onestop/finances/billing/costs-tuition-fees](http://www.hunter.cuny.edu/onestop/finances/billing/costs-tuition-fees)).

Normally students take between six and nine credits per semester for fall and spring. This credit load leaves in-state tuition around $6,556.90-$7,831.90 per year and out-of-state tuition at around $11,881.90-$14,040.00.* Students are able to earn in-state residency status after living in New York for one calendar year. Usually our incoming students only pay one semester of out-of-state residency if they move here to attend Hunter. Check the tuition calculator on Hunter’s website for up-to-date details about tuition and fees.

A college student may qualify for the resident tuition rate if he/she continuously maintained his/her place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes. To apply for New York State resident tuition rate, you must submit a CUNY Residency form (visit http://www.hunter.cuny.edu/onestop/finances/billing/new-york-state-residency).

If you are a newly admitted or readmitted graduate student, submit your CUNY/NYS Residency form and required documents to the Office of Graduate Admissions, Room 223, North Building.

If you are a currently enrolled (beyond first semester or semester of readmission) submit your CUNY/NYS Residency form and required documents to the Office of the Registrar/OASIS, Room 217, North Building.

Read the NYS Residency application directions carefully. Submit the required documents along with your Residency application to the appropriate office (see above). If you do not submit the correct documents, you will delay the processing of your request. Note: The residency of dependent students (under age 24) reflects that of his/her custodial parent(s) regardless of how long the student has resided in New York State. To provide proof of independence, students must submit their most recent Federal, NYS taxes and W-2’s and their parents Federal tax returns.

For a timely response, you must submit your application and documents at least two weeks prior to the due date required on your bill. Requests for residency changes are not processed on the spot.

You are responsible for the payment of any and all Out-of-State tuition by the tuition due date on your bill until your request for NYS residency status has been reviewed and a decision has been made in your favor. If a determination is made in your favor at a later date, you may be eligible for a tuition refund issued by the Office of the Bursar. This is a determination made by the Office of the Bursar.
HOW TO PAY

Students may access their bill online in CUNYfirst. For step-by-step instructions please go to http://www.hunter.cuny.edu/cunyfirst/repository/files/Student_Center_Summary_Hunter_old.pdf.

To obtain more information about how tuition and mandatory fees are calculated please go to http://www.hunter.cuny.edu/onestop/finances/billing/explanation-of-bills.

Students can pay their bill
- at the Cashier Windows in the Bursar's Office
- through the mail
- through CUNYfirst using either a credit card or an EFT

To find billing due dates and more information about paying your bill please visit the One-Stop: http://www.hunter.cuny.edu/onestop/finances/billing/information-deadlines

Payment Options:
- **Cash:** Accepted IN PERSON at our cashier windows ONLY. Please see cashier services for more information.
- **Money Order or Personal Check:** Accepted at our cashier windows or through the mail. Please make your check or money order out to Hunter College and be sure to include your full name and the last four digits of your student ID#.
- **Credit Cards:** Accepted ONLINE ONLY using your Visa, Mastercard, American Express or Discover card.
- **EFT (Electronic Funds Transfer):** Accepted ONLINE ONLY using your checking or savings bank account. Please have your bank account number and routing number available.
- **Wire Transfer:** Please see this document (PDF) for the wire transfer information.
- **Payment plans and due dates** visit http://www.hunter.cuny.edu/onestop/finances/billing/information-deadlines.

Third-Party/Other Payments:
- **Financial Aid:** Must be present on your bill prior to your due date. All aid is estimated and bills are not considered paid until ALL aid is disbursed to the College.
- **Scholarships:** Must be present on your bill prior to your due date. All scholarships are estimated and bills are not considered paid until the scholarship pays the College. Scholarships do NOT pay for late drops during the first three weeks of classes.
- **Vouchers:** Must be present on your bill prior to your due date. All vouchers are estimated and bills are not considered paid until the voucher pays the College. Vouchers do NOT pay for late drops during the first three weeks of classes.
- **Waivers:** Must be present on your bill prior to your due date. Waivers do NOT pay for late drops during the first three weeks of classes.
FINANCIAL AID

For a student to be considered for any and all funding opportunities they must first submit a FAFSA: Free Application for Federal Student Aid (US Department of Education). To submit your FAFSA please visit [https://www.fafsa.ed.gov](https://www.fafsa.ed.gov). Work Study and Perkins Loans are available according to need for qualified students. A FAFSA application establishes eligibility for College Work Study, Graduate Tuition Waivers, and Perkins Loans.

Tuition waivers are sometimes available to qualified students. The average allocation is approximately $1,000 per student per semester. The amount varies depending upon the availability of funds. All scholarships and awards through the Art & Art History Department are by nomination.

For funding available to international students please visit [http://www.hunter.cuny.edu/studentservices/is/loans-for-international-students](http://www.hunter.cuny.edu/studentservices/is/loans-for-international-students)

The Financial Aid Office is located in Room 241 North, (212) 772-4820.

MFA BUILDING

The Hunter MFA building is located at 205 Hudson (entrance on Canal between Greenwich and Hudson). Your studios and most of your classes will be held at this building. Art History courses are usually held at the 68th street campus.

FACILITIES

Studio space is available for all matriculated graduate students at the Master of Fine Arts Building at 205 Hudson Street (near Canal). In the building, there are several shared workshop areas including a wood shop, metal shop, clay studio, computer lab, as well as black-and-white and color photo darkrooms. There are designated classrooms used for group critiques and an area for long-term projects. The building has a loading dock and freight elevators, allowing for the easy entry of bulky or large materials for making art. The building, which is for workspace only, is accessible to students seven days a week from 7 AM to 1 AM throughout the year. All studio critique seminars are held at the MFA Building. All studio tutorials are scheduled to meet at students’ studios in the MFA Building.
2ND FLOOR: WOOD SHOP/CLAY AND CASTING/SPRAY BOOTH

WOOD SHOP

The new wood shop at 205 is operational and the first round of Wood Shop Qualification Seminars has begun. All students must pass the seminar for the new shop, even if they already passed the qualification seminar at the 41st Street campus.

A sign up sheet is posted on the Wood Shop door (Room 205). Please sign up to reserve a spot. Witts is conducting these seminars every week the first half of the semester to accommodate all students who want access. Dates and times will be announced via the list serve for all sessions. Times are also posted on the CALENDAR.

A wood shop fee will be required to gain access to the shop and it’s tools after completing the qualification seminar. $20 a semester, or $30 a year. The fall semester includes the winter break, and the spring semester includes the summer break. This can be paid upon attending the qualification seminar, or at a later date when access to the shop is needed/wanted.

All students who are qualified and paid through will have access via the key card access lock on the wood shop door. Please email Witts with any questions: gergmontigue@yahoo.com

*Please do not email Witts requesting to reserve a spot for a qualification seminar. There is a sign up sheet posted on the wood shop door, Room 205. If you can not physically make it to the building to do so, ask a colleague.

CLAY & CASTING

Adams Puryear is the Technician for the new Ceramic and Casting Studio and oversees the Spray Booth, Room 207. It is necessary to go through an orientation to be able to use the ceramic and casting studio. For those who are interested, please email adams.puryear.hunter@gmail.com. For now, here is a link to the ceramic and casting studio as well as an overview of the spray booth.

Sculpture Studio

Hunter MFA Sculpture Studio (2nd floor room 204)
Contact: Adams Puryear, adams.puryear.hunter@gmail.com, Office: 205B

The Sculpture Studio is a community supported and maintained shop that is managed by Adams Puryear, the MFA Sculpture Technician. The studio is available for all currently enrolled students to use, but each student must go through an orientation. Only permitted students are allowed access to the shop. Friends of students are not allowed to use the shop and its tools. Everyone in the MFA community is responsible for maintaining a safe and clean working environment.
Semester Fee-$20
This fee covers the ceramic and casting area, as well as the VLS Laser Etcher, Ceramic Decal Printer. It is separate from any other fees already paid; $20 per semester. If you plan to use these areas please see Adams to give a cash payment and receive a receipt. This money will cover maintenance expenses involving kilns, the laser system, filters, decal printer toner, and other consumables.

General Overview
The Sculpture Studio consists of a mold making room, a kiln room, and a general work room. The casting & mold making studio is outfitted with a 12’ stainless steel counter, an 8’ sink, basic casting equipment, an overhead air cleaner and two moveable air purifiers that provide quality ventilation and filtration. The kiln room is equipped with five kilns, kiln hardware, and an exhaust hood. The work room consists of several moveable tables, carts, shelving, and overhead air cleaners. There are several basic tools provided for the community to use in this studio: canvas, clamps, wooden(coddle) boards for casting, buckets, a drill and some basic tools. There are also samples of different resins and plastics as well as examples of molds with different utilized techniques.

Materials for Sale
There is a stock of plaster, sculpture clay, and casting slip for sale. Bring cash to a technician for materials and a receipt. Current prices(9/1/14) are subject to change
50lb bag of pottery plaster: $17 (general purpose gypsum plaster)
50lb box of sculpture clay: $38 (2 bags of a midfire, gritty sculpture clay)
25lb bag of sculpture clay: $20
10lb bag of casting slip: $12 (premixed lowfire casting slip)
Payment is to be scheduled through Adams Puryear. To schedule an appointment for purchase please visit 205B or email adams.puryear.hunter@gmail.com

Working in the Studio
All materials should be stored in an individual’s personal studio. When an individual is done with work for the day it is required that they take their artwork with them. If working on an ongoing project, the technician can assign a shelf for the project’s working duration, not exceeding one semester. Contact Adams Puryear before leaving work on a shelf. Please label all materials when working at the shop or it can be used/taken/displaced by other students or a studio technician. Students are required to clean up their mess, little or big, when they are done working for the day. Sponge off counters and sweep up any dust created. It is required that you wear a respirator when casting plaster or using rubber or plastics.

Students are able to receive a free respirator via Hunter’s Environmental Health and Safety. email them to set up an appointment.
http://www.hunter.cuny.edu/ehs/contact-information
Clay Work
Slip Casting can be done in 204b or the central room 204. General sculpting with clay and non toxic materials can be done in the primary room 204. It is required that individuals use boards, canvas or newspaper rather than working directly on the wooden tables. At this time, boards must be sourced by individuals, but canvas is provided by the studio. Remember to clean up all dried clay and clay dust from the tables and floors. If scraping a dried material or sanding please use the exhaust room or the casting room over a filter system with a dust mask or respirator.

Moldmaking and Casting in 204b
Moldmaking and Casting of materials such as gypsum, plastic, and resin can only be done in the moldmaking and casting room 204b, no exceptions. Plastic sheeting (provided by the studio) MUST be used as a protective layer between a casting/moldmaking material and the working surface. The plastic which is often reusable and will facilitate clean up, keeping the studio clean and ready for the community to use. Students are required to wear a respirator outfitted with the correct vapor/particle protection. A dusk mask (supplied by the studio) is suitable when using plaster. You must purchase a respirator with an organic vapor cartridge to cast resin or use rubber. Never cast polyester resin in the building. It is extremely toxic and there are plenty of alternatives. There are two built-in ventilation systems. One is an overhead air purifier filter. This will only work to remove particles like dry plaster, dry clay and other powders. If using a noxious fuming plastic, resin, or anything that emits a toxic vapor use the exhaust ventilation that forces air outside of the room.

Keep the Doors closed when using 204b
Individuals must clean up thoroughly. When finished working in 204b for the day, you must remove any spills, drips or powders that the plastic sheeting did not cover with a plastic scraper, broom, dustpan and vacuum, sponge/mop in that order. Use a squeegee to dispose of any plaster/material left in the sink. If a mess is left behind the individual will be hunted down and publically embarrassed.

Kilns in 204a
There are 5 kilns located in the kiln room 204a. There is a large oval kiln with interior dimensions of 26” x 40” x 31”, and two smaller kilns both with interior dimensions of 18” x 23”. There is also a very small glaze test kiln located by the window next to a small glass slumping kiln. Generally the shop technician will be firing many of kilns with community artwork; kiln fire training is available upon request. To schedule a firing please contact Adams Puryear

Hunter MFA Exhaust Room (Spray Booth) (2nd floor room 207)
Contact: Adams Puryear, adams.puryear.hunter@gmail.com, Office: 205B
The Spray Booth in room 207 is available for all currently enrolled students to use.
An aggressive walk-in spray booth with working dimensions of 8’ h x 8’w x 5’d. Once inside and the door firmly closed, the control panel is located on the right hand side corridor. Turn working lights and exhaust fan to “ON” position. There is a delay of 15-20 seconds for the exhaust fan to have full power. Please wait until there is a noticeably draw of air. Ear protection and a Respirator are required.

**Examples of things to do in the Spray Room**

- spray paint, airbrush, sanding of plastic/resin/fiberglass, dremel plexi
- There is a belt sander located in the room for any sanding purposes. Move it in front of the filter system before use.

**Examples of things not to do in Spray Room**

- do not use anything with a fire or spark including welding and torch work
- do not spray directly on filters
- do not remove air filters unless directed by a technician
- Do Not Cast Polyester-based Resin. The fumes are extremely toxic and our ventilation system is not adequate

The Spray Booth is not a place for storage. Once a job is done/dry please remove artwork. If work needs to dry and be untouched for a short length of time it is a good idea to post this notice on the listserv or equivalent so any conflicts of use can be resolved.

**3RD FLOOR LABS: COMBINED MEDIA + PHOTOGRAPHY RESOURCE**

**AV Cage, room# 387:**

The AV equipment cage at 205 Hudson Street houses equipment for use by MFA and BFA students in the Studio Art Program. This is the only equipment cage available for MFA and BFA students, as the AV equipment cage at 68th street is specifically dedicated for undergraduate students enrolled in Combined Media. All equipment available for checkout and a link to its manual will be available at [http://huntercmphoto.blogspot.com/p/av-equipment-cage-resources.html](http://huntercmphoto.blogspot.com/p/av-equipment-cage-resources.html)

All reservations and returns must be made in person, max of two weeks in advance. The calendar will show items currently checked out as well as return dates.

**Darkroom & Print Finishing, room# 301:**

205 Hudson Street is home to a large black and white darkroom and print finishing area. The darkroom is equipped with private and gang darkroom facilities, with capabilities for printing 35mm to 8×10 film formats. Students wishing to use the darkroom must first meet with an authorized AV Cage Staff Member to be cleared on procedures and rules.
Color printing facilities are available to both graduate and undergraduate students at the 68th street campus. Contact Christina Freeman for more information – cfreeman.hunter@gmail.com

Large Format Digital Printing is available via two Epson printers, 9800 and 7880. The 9800 prints up to 44 inches on Luster, Glossy, Semi-Gloss surfaces while the Epson 7880 prints at a max of 24inches on Matte papers both for a fee. Students are required to purchase paper to print on and will need to make an appointment to print at the AV Cage. Any questions about large format digital printing should be directed to Technology Assistants, Tyler Dean King – tking.hunter@gmail.com or Jessica Miller Dubay – jmillerdubay.hunter@gmail.com

Flextight X1 Film Drum Scanner is available to students who have completed a training session with an authorized AV Cage Staff Member. Any questions about the Flextight X1 scanner should be directed to Technology Assistant Tyler Dean King – tking.hunter@gmail.com

Digital Workspace, room# 300: Students have access to the Digital Workspace with their Hunter ID during regular building hours. This is a public computer lab supported by ICIT, with 16 computers, two scanners, and one laser printer. Paper for the laser printer is supplied through the main office on the 2nd floor.

New Apple iMacs no longer are equipped with DVD drives. If you will need to burn a CD/DVD you can checkout an external ‘Super Drive’ from the AV Cage during cage hours.

The Epson Expression 11000 can be used for scanning flat work as well as film. Film holders and all tools for scanning are kept in the AV cage to prevent damage. To guarantee access to the scanner and film holders you may make an appointment by coming to the cage during cage hours.

More information for the Canon Pixma Pro-1 printers can be found on the blog. More questions? Check out the 205 AV Cage Blog: http://huntercmphoto.blogspot.com/p/av-equipment-cage-resources.html

Technology Coordinator, Christina Freeman – cfreeman.hunter@gmail.com
Technology Assistant, Tyler Dean King – tking.hunter@gmail.com
Technology Assistant, Jessica Miller Dubay – jmillerdubay.hunter@gmail.com

Work-study and Volunteer positions: If you are interested in supporting the current tech staff as a volunteer or work-study employee please contact Technology Coordinator, Christina Freeman – cfreeman.hunter@gmail.com
4TH FLOOR: PRINTSHOP

The MFA printshop is equipped to accommodate intaglio, silkscreen, relief and monoprinting techniques. Access to the shop is given by Freya Powell, Ariel Zakarison or Jiyoung Park after each student has demonstrated competence in shop safety and prior printmaking experience. Students must be currently enrolled in a printmaking class or have prior academic or professional experience to be granted access.

After completing an orientation and paying the $40 semester fee students have complete access to the shop at 205, as well as access to the shop at the main campus on 68th street during its open hours. The $40 fee covers: cleaning supplies, solvents, hard and soft grounds, emulsion and newsprint. Students are responsible for supplying their own tools, inks, papers, plates, screens and squeegees.

In order to maintain a safe and clean working space: no one time access will be granted and no friends are permitted to be in the shop while shop members are working. Keeping the shop clean is a requirement for use, each student must sign up to use the shop and will be responsible for making sure it is a clean space when they leave. Shop access will be revoked for failure to clean up and for inviting non-members into the shop.

Please contact Ariel if you are interested in becoming a member:
art_facilitiesmanager@hunter.cuny.edu

BUILDING RULES

MFA Building hours are from 7am –1am. There are brief times when the floors are open 24 hrs—approaching mid-program, finals and thesis. These times will be posted at some point during the semester.

You must show your ID to the lobby security. Sign in & notify the guards of any guests. You are expected to have your IDs with you at all times when entering the building. We ask that you please cooperate with the building’s Public Safety officers in the lobby, especially when trying to enter the building after regular business hours.

Bike access: bikes must be brought in through the freight elevator between 8am-6pm. If coming in with your bike after 6pm, then you may bring it in through the front entrance, using the Hunter elevator only.

Property Passes: A Property Pass from the MFA Office is required by Building Security in order to remove large items from the Studios through the lobby. Property Passes may be obtained from the Public Safety desk on the Second Floor.
Absolutely no smoking inside. You may smoke outside only, past the arch.

Loading dock hours are 8am-6pm M-F. No appointment is needed. There is a 30 minute limit.

Heavy & bulk materials must be moved in the freight elevators only (past the loading dock).

Do not store trash in studios. All trash must be bagged and brought out to the trash bins in the hallway. Consult with the MFA Office if discarding large items and debris.

No toxic materials are to be used in studios. Contain all thinners and solvents. All solvents should be disposed of in EPA collection areas (details to be announced).

Woodshop, darkroom, and computer lab hours are posted each semester.

Any areas of the building altered in the course of displaying work must be fully and promptly restored. The MFA Office can provide the joint compound and paint. Please consult with the MFA Office about the correct paint to use.

Be respectful- keep noise at a reasonable level especially in proximity to seminars and tutorials.

Please be aware that CUNY does not permit the consumption of alcohol on any of its campuses, including 205 Hudson Street: [PDF] We are able to serve drinks at certain events if and only when we apply for and receive a New York State liquor license, such as Open Studios and gallery receptions.

Wireless Log-in to hunternet throughout the building with your NetID.

MFA Office
205 Hudson St.
Second Floor, Room 200
E: mfabuilding@hunter.cuny.edu
P: (212) 396 7301

205 MFA Building Security
(212) 396-7311
STUDIO SPACES

The following is a break down of how studios are allocated based on seniority. Tim Laun, the head of the MFA Building will contact you (mfabuilding@hunter.cuny.edu) a month or so prior to your arrival to set up a studio allocation meeting. Here you will be assigned your studio and you will get to know the rules of the building.

<table>
<thead>
<tr>
<th>Studio</th>
<th>Size</th>
<th>Square Feet</th>
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</thead>
<tbody>
<tr>
<td>D</td>
<td>18 x 15 ft.</td>
<td>approx. 270</td>
</tr>
<tr>
<td></td>
<td>approx. 120 ft.</td>
<td>approx. 120</td>
</tr>
<tr>
<td>C</td>
<td>14 x 12 ft.</td>
<td>approx. 168</td>
</tr>
<tr>
<td>B</td>
<td>18 x 15 ft.</td>
<td>approx. 270</td>
</tr>
</tbody>
</table>
MFA BUILDING OVERVIEW

1st floor gallery*

* Gallery space depicted in white
4th floor

Room Numbering Code

400 – 419
Art Department administration, classroom, and workshop spaces

STUDIOS
420 - 440
Watts-Canal-Hudson side of building
450 - 469
Dеброссес side of building
470 - 499
West side of building
* Even numbered studios are on perimeter;
Odd numbered studios are interior

460 - 499
Maintenance rooms

www.hunter.cuny.edu/art
The Hunter College Galleries are comprised of four exhibition spaces devoted to professionally organized exhibitions that extend and support the educational programs of the Art Department of Hunter College:

**The Bertha & Karl Leubsdorf Art Gallery** - Ground Floor of the West Building, 68th Street Campus

**The MFA Gallery** - 205 Hudson Street (The entire exhibition program maximizes student and faculty participation in order to expand the parameters of the graduate programs in both fine arts and art history.)

**The Artist’s Institute** - 163 Eldridge St.

**The Hunter East Harlem Gallery** - Silberman School of Social Work Campus, East 116th Street
LECTURES & EVENTS

There are lectures and events hosted by the Zabar Visiting Artist Program, MFA Student Organization (MFASO), Cisneros Foundation, Hunter Galleries, Kossak Foundation, and many other organizations and groups affiliated with Hunter College. Recent guests include Laura Owens, Stanley Whitney, Yvonne Rainer, and Hamza Walker. These events and lectures happen often throughout the semester providing a forum for the presentation of ideas by artists, critics, historians and faculty members. Students are encouraged to participate in any and all events and are welcome to propose their own.

OPEN STUDIOS

Every semester students open their studios to the public on a Friday night and Saturday afternoon. Often students schedule special performance events in conjunction with open studios. The event is run by MFASO (the MFA Student Organization) and brings a wide range of visitors from artists, curators, writers, alumni, and more to the studios.

The semester prior the calendar dates are set and Open Studios is allocated a Friday and Saturday near the end of the semester. Once the date has been reserved the 68th Street Art Office helps process the paperwork needed to obtain a temporary beer and wine permit for MFASO. The thesis group that semester along with the BFA students and MFASO work together to advertise the event, set up the silent auction, and organize any other events they wish to have during the two days. If there are any questions about what is allowed during Open Studios please contact Tim Laun and the MFA Office.
MFASO

MASTER OF FINE ARTS STUDENT ORGANIZATION (MFASO) http://www.huntermfaso.com

MFASO [ma-fä-sô] is a core group of officers made up of current MFA students that serve a year-long commitment, facilitating the organization and planning of visiting artist lecture series, open studios, silent auctions, visiting curators, and informing students of events.

CONTACT
If you are interested in helping with MFASO events (we can always use it!), have an event to share, or have a collaborative project idea email us at mfasohunter@gmail.com

CURRENT OFFICERS
Sam Roeck
Jamie Bayard
Eugina Song
Mikey Estes

COLLECTIVES & ORGANIZATIONS

Clubs and collectives are a terrific way to get to know your fellow students. They strengthen the community and enhance dialogue between students. Anyone can start a club; in the past clubs have included the following:

- Feminist Reading Group
- Veers collective
- Cinema Balash Collective
- Running Club
- Basketball Club
- Coffee Time

If you are interested in starting a club or collective, introduce the idea at a MFASO meeting, place signs around the building or post a message on the MFASO group site. There is limited funding available for clubs provided by an AEB grant. The AEB grants are due in late September and money is not paid out until the middle of the semester, but if you front the money for your club/collective, you can get reimbursed by the grant when the money comes through.
HOW TO FIND OUT WHAT IS GOING ON

All event dates and times are posted on the Hunter Art & Art History Department calendar: https://calendar.google.com/calendar/embed?src=hunterart-dept@gmail.com&ctz=America/New_York

The calendar can be accessed by clicking on the calendar icon at the bottom of any page on the Art & Art History Department website. Events are also listed on the “home” page of the Department website: http://www.hunter.cuny.edu/art/Home as well as the “News & Events” page: http://www.hunter.cuny.edu/art/news-events

HELP!

Q: It is the middle of the semester and the classes that used to be on my CUNYfrist account are no longer there. What do I do?
A: If you did not pay your bills on time the classes may have been dropped from your record. You will need to file a late registration appeal form, you can search for the form on the Hunter main website or email the Art & Art History Graduate Office (gradart@hunter.cuny.edu).

Q: I am an international student and need a letter to prove my enrolment or to start my OPT.
A: We are happy to provide you with any letter you need, simply contact gradart@hunter.cuny.edu and let us know what you need in the letter.
Q: My work-study money, tuition, any other financial allocation has not been dispersed into my account. Can the Art Office fix it?
A: You will need to contact the Financial Aid office or the Bursar if you have any trouble with the financial section of your account. Our office is not privy to your financial information and therefore is not very helpful in this field.

Q: I forgot to come to my pre-registration appointment, then I forgot to register for classes, and then I forgot to tell anyone . . . what do I do?
A: You will need to contact gradart@hunter.cuny.edu immediately to file a late registration appeal form. This request may or may not go through if it does not you may be dropped from the program.

Q: I need help with something in the MFA Building, the heat is up too high, it is way too cold, I have a complaint about my studio mate. Who do I talk to?
A: For building related issues contact the 205 Hudson Street MFA Building Office and Tim Laun. For personal issues contact the Graduate Advisor (Susan Crile or Joel Carreiro). They can meet with you and talk things through before they escalate.

Q: I am having trouble paying my bills, I have lost my housing, I don’t know where to go.
A: Talk to the Graduate Advisor and or Tim Laun they can put you in touch with someone who can help.

Q: When I graduate how do I pick up my diploma?
A: Information about collecting your diploma can be found on the One-Stop website via Hunter. Simply type in pick up diploma in the search bar on the main Hunter page.

COUNSELING & WELLNESS SERVICES

http://hunter.cuny.edu/studentservices/pcs

Counseling & Wellness Services strives to reduce health related barriers to students’ personal and academic success through the provision of mental health services, preventative health services, and health promotion and education.

Counseling Services offers free and confidential assessment and short-term counseling to enrolled Hunter College Students. Counselors help students address issues that may negatively affect academic performance and/or emotional health and well-being. Additional services include crisis intervention and referrals to community agencies and resources. Counselors are also available to offer consultation to the entire Hunter College community.
Wellness Services maintains two divisions: Health Services and Health Services and Health Promotion & Education.

**Room: Hunter East 1123**
**Phone: 212-772-4918**

Health Services is responsible for processing student immunization records, and also offers a variety of preventative health screens and access to health-related resources. In addition, Health Services distributes physical activity cards (PAC) - required for use in all recreation programs and facilities.

**Room: Hunter North 307**
**Phone: 212-772-4800**

Health Promotion & Education conducts outreach to the Hunter College student body. Health Educators provides workshops and events designed to encourage healthy lifestyle practices, equip students with knowledge and skills to make informed and proactive decisions regarding their health and well-being, and recognize the relationship between mental health and wellbeing and academic functioning and success.
The ISO assists students in reaching their educational goals by informing them about their rights and responsibilities relative to their immigration status in the United States, creating a supportive environment and ensuring legal compliance in response to the Department of Homeland Security, the State Department and the Students and Exchange Visitors Program (SEVP).

The ISO website complements the services that are available to all international students and exchange visitors. We strongly encourage you to use it to get information and quick answers to your questions about Hunter College, student visas, immigration regulations, and other special topics.

About Our Web Site
The ISO’s Prospective Students page contains general information about the admissions requirements and type of visa you need to study in the United States. All Newly Admitted Students must learn about the requirements and steps to follow to request the SEVIS I-20 form (Certificate of Eligibility) for the F-1 (student) Visa or the DS2019 form for the J-1 (exchange visitor) Visa.

If you are attending classes, go to the Current Students link for information about the services that are available to all Hunter international students through the ISO. These services include: filing for an extension of stay or reinstatement, applying for permission to work and the social security card, changing immigration status, participating in cultural programs, and other student events.

Finally, please take some time to view the Guide for International Students Tutorial and take the survey available on our website. Your answers will help us improve the quality of services to you. Contact us by phone or via email for more information or assistance with your admissions and applying for a visa. If you wish to make an appointment, please visit the International Students Office during our office hours. Please visit the website for our office walk-in hours.

Iris M. Aroyewun-Birchwood
Designated School Official/Alternate Responsible Officer/Director, International Students Office

Xavier Remigio
Designated School Official/Assistant Director of Student Support Services/Alternate Responsible Officer, International Students Office

Office Staff
Nadia Amrani, Pierre Chaudry, Sajid, Pratima Maharjan, Taina Guillaume, Taina Henri, Shanna Peters
Every semester students open their studios to the public on a Friday night and Saturday afternoon. Often students schedule special performance events in conjunction with open studios. The event is run by MFASO (the MFA Student Organization) and brings a wide range of visitors from artists, curators, writers, alumni, and more to the studios. The semester prior the calendar dates are set and Open Studios is allocated a Friday and Saturday near the end of the semester. Once the date has been reserved the 68th Street Art Office helps process the paperwork needed to obtain a temporary beer and wine permit for MFASO. The thesis group that semester along with the BFA students and MFASO work together to advertise the event, set up the silent auction, and organize any other events they wish to have during the two days. If there are any questions about what is allowed during Open Studios please contact Tim Laun and the MFA Office.

www.hunter.cuny.edu/art

Hunter College Art Department
695 Park Avenue
gradart@hunter.cuny.edu,
212-772-4995

Art & Art History Department Chair: Howard Singerman, hs326@hunter.cuny.edu
Assistant to Chair: Wendy Ramirez, wramirez@hunter.cuny.edu
Office Assistant: Anastasia (Staes) Davis, anastasia.davis@hunter.cuny.edu, 212-772-4995

MFA Graduate Advisors:
Susan Crile, scrile@gmail.com (F2015)
Joel Carriero (S2016) joelcarreiro@gmail.com

Graduate Advisor Assistants:
Laura Franz, lfrantz@hunter.cuny.edu, 212-772-5052
Sarah Hollars, shollars@hunter.cuny.edu, 212-650-3778
Zac Hale-zhale@hunter.cuny.edu, 212-772-5053

Hunter College Art Galleries
Joachim Pissarro, Director, joachim.pissarro@hunter.cuny.edu
Sarah Watson, Chief Curator, swat@hunter.cuny.edu
Annie Wischmeyer, Associate Curator, awischmeyer@hunter.cuny.edu
Jocelyn Spaar, Curatorial Assistant to the Director, jocelyn.spaar@hunter.cuny.edu
Phi Nguyen, Head Preparator, phidog@hotmail.com
The Artist’s Institute: Jenny Jaskey, Director and Curator, jennyjaskey@gmail.com
Hunter East Harlem Gallery: Arden Sherman, Curator, arden.sherman@hunter.cuny.edu

IT Academic Coordinator: Christina Freeman, christina.freeman@hunter.cuny.edu
Art/Visual Resources Librarian: Steven Kowalik, skowalik@hunter.cuny.edu

MFA & BFA Studios Building
205 Hudson Street
mfabuilding@hunter.cuny.edu,
212-396-7301

MFA Building Manager: Timothy Laun, mfabuilding@hunter.cuny.edu
Building Manager Assistants:
Carlos Rigau, mfabuilding@hunter.cuny.edu
Aida Sehovic, mfabuilding@hunter.cuny.edu

Monitors
205 Hudson:
Adams Puryear, Sculpt. Studio, adams.puryear.hunter@gmail.com
Gregory Wittler, Clay & Casting, doc_witts@hotmail.com
Ariel Zakarison, Graphics, 205Hudsonprintshop@gmail.com

68th Street:
Paul Krause, Ceramics, paulkkrause@gmail.com
Jiyoun Park, Graphics, jiyoun.hunter@gmail.com
Shawn Powell, Painting, hunterpaintingstudio@gmail.com
Kay Saida, Photo. & Comb. Media, kay.saida@gmail.com
David Wilson, Sculpture, gnosticnag@yahoo.com
Jean Seestadt, 15th/16th Floor Manager, art_floormanager@hunter.cuny.edu
Ariel Zakarison, Facilities Manager, art_facilitiesmanager@hunter.cuny.edu

Dean’s Office, 8th Floor Hunter East
Angela T. Haddad, Senior Associate Dean for Student Success, angela.haddad@hunter.cuny.edu
Sonia M. Macias, Assistant to Senior Associate Dean for Student Success, sparrale@hunter.cuny.edu

Graduate Admissions Office, Hunter North 223
gradadmissions@hunter.cuny.edu, 212-396-6049

Office of AccessABILITY (for Students with Disabilities), Hunter East 1214
www.hunter.cuny.edu/studentservices/access
212-772-4857

Registrar/OASIS/One-Stop, 2nd floor Hunter North
212-772-4474

Bursar’s Office Hunter North 238
www.hunter.cuny.edu/bursar, bursar@hunter.cuny.edu
212-772-4401

Counseling & Wellness Services
http://hunter.cuny.edu/studentservices/pcs

Diversity & Compliance Hunter East 1700
http://www.hunter.cuny.edu/affirmativeaction/
212-650-3262

Financial Aid Hunter North 241
http://www.hunter.cuny.edu/onestop/finances/financial-aid
finaid@hunter.cuny.edu, 212-772-4820/4821

Graduate Student Association Thomas Hunter Hall Room 209
http://huntergsa.com, 212-772-4309

Libraries: http://library.hunter.cuny.edu/