

# Student Handbook 2021–2022





# Student Handbook 2021–2022

## Academic Programs

Bard Graduate Center  
Decorative Arts, Design History, Material Culture

*Revised Summer, 2021*



# Table of Contents

6	Faculty and Staff
8	Governance
10	General Academic Policies
16	MA Program
22	PhD Program
36	Resources and Policies
38	Research Collections Guidelines
40	Other Institutional Policies

## Administrative Offices, Academic Programs, Research Center, Gallery, and Public Programs

### **38 West 86th Street, New York, NY 10024**

Location of all classes, Academic offices, Library, VMR, Faculty offices, DML, Object Lab, Public Programs, Research Center

### **18 West 86th Street, New York, NY 10024**

Galleries

### **Other Offices: 18 West 86th Street, New York, NY 10024**

Development, External Relations, Finance and Administration, Director's Office

Please note that buildings are closed to students, faculty, and staff on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Day. All other changes to building hours will be sent to students, faculty, and staff via email.

### **Academic Programs Office**

Telephone: 212.501.3019 (events line)

Students should familiarize themselves with the regulations and procedures listed in the Student Handbook. Bard Graduate Center maintains the right to review and amend policies as required. Students, faculty, and staff will be duly informed of any such changes. Be advised that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and Bard College or its officers and faculty. The College reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies, and general regulations. The information in this handbook is subject to change without notice.

Bard College is accredited by the Middle States Commission on Higher Education, a regional accrediting agency approved by the United States Education Department. Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104; phone 267-284-5000. <https://www.msche.org/institution/0267/>

The New York State Education Department has registered the following courses of study leading to Bard College bachelor, masters, and doctoral degrees: the bachelor of arts, bachelor of music, bachelor of science, master of arts in curatorial studies, master of arts in teaching, master of fine arts, master of business administration in sustainability, master of music in vocal arts, master of music in conducting, master of music in curatorial, critical, and performance studies, master of science in environmental policy, master of science in climate science and policy, master of education in environmental education, master of science and master of arts in economic theory and policy, and the master of arts, master of philosophy, and doctor of philosophy degrees in decorative arts, design history, and material culture. New York State Education Department, Office of Higher Education, Office of College and University Evaluation, Room 960 EBA, 89 Washington Avenue, Albany, NY 12234; phone 518-474-1551. <http://www.nysed.gov/heds/IRPSL1.html>

Bard is also a member of the American Council on Education, American Council of Learned Societies, Association of American Colleges and Universities, College Entrance Examination Board, Commission on Independent Colleges and Universities, Education Records Bureau, and Environmental Consortium of Hudson Valley Colleges and Universities.

### **Notice of Nondiscrimination**

Bard College is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law. Students, employees, applicants, and other members of Bard College community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated

adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.

#### **Educational Rights and Privacy Act**

Bard College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This act assures students attending a postsecondary institution that they will have the right to inspect and review certain of their educational records and, by following the guidelines provided by the College, to correct inaccurate or misleading data through informal or formal hearings. It protects students' rights to privacy by limiting transfer of these records without their consent, except in specific circumstances. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. College policy relating to the maintenance of student records is available, on request, from the Office of the Registrar.

# Faculty and Staff

## Bard Graduate Center

Susan Weber, *Founder and Director*

## Academic Programs

Peter N. Miller, *Dean and Professor*

Deborah L. Krohn, *Professor and Chair of Academic Programs*

Keith Condon, *Director of Admissions and Student Affairs*

Laura Minsky, *Associate Director of Research Programs*

Jen Ha, *Coordinator of Research and Academic Events*

Alec Newell, *Degree Programs Coordinator*

Jesse Merandy, *Director of Digital Humanities/Exhibitions*

Dan Lee, *Director of Publishing*

Katherine Atkins, *Managing Editor*

Alexis Mucha, *Associate Director of Sales, Marketing, and Rights for Publications*

## Faculty

Arjun Appadurai, *Max Weber Global Professor*

Jeffrey L. Collins, *Professor*

Ivan Gaskell, *Professor*

Aaron Glass, *Associate Professor*

Freyja Hartzell, *Assistant Professor, Editor of "West 86th: A Journal of Decorative Arts, Design History, and Material Culture"*

Deborah L. Krohn, *Associate Professor, Coordinator for History and Theory of Museums, and Chair of Academic Programs*

Meredith B. Linn, *Assistant Professor*

François Louis, *Professor*

Michele Majer, *Assistant Professor*

Jennifer L. Mass, *Andrew W. Mellon Professor of Cultural Heritage Science*

Caspar Meyer, *Professor, Director of Masters Studies, Editor of "West 86th: A Journal of Decorative Arts, Design History, and Material Culture"*

Peter N. Miller, *Dean and Professor*

Andrew Morrall, *Professor*

Nina Stritzler-Levine, *Professor of Curatorial Practice, Director of Focus Project Exhibitions*

Drew Thompson, *Associate Professor*

Susan Weber, *Founder and Director, Iris Horowitz Professor in the History of the Decorative Arts*

Ittai Weinryb, *Associate Professor, Director of Doctoral Studies, Editor of "West 86th: A Journal of Decorative Arts, Design History, and Material Culture"*

Catherine Whalen, *Associate Professor*

Christian Larsen, *Windgate Research Curator*

Annis Malvoisin, *Bard Graduate Center / Brooklyn Museum Postdoctoral Fellow in the Arts of Africa*

Soon Kai Poh, *Conservation as a Human Science Fellow*

Kenneth L. Ames, *Professor Emeritus*

Pat Kirkham, *Professor Emerita*

Elizabeth Simpson, *Professor Emerita*

Paul Stirton, *Professor Emeritus, Editor in Chief of "West 86th: A Journal of Decorative Arts, Design History, and Material Culture"*

## Research Collections

Heather Topcik, *Director of Research Collections*

Anna Helgeson, *Reader Services Librarian*

Barbara Elam, *Digital Collections Metadata Librarian and Study Collection Manager*

Sebastian Moya, *Technical Services and Systems Librarian*

Chantal Suklow, *Reference and Collections Librarian*

## Gallery Staff and Office of the Director

Emma Cormack, *Associate Curator*

Eric Edler, *Exhibitions Registrar*

Alexander Gruen, *Chief Preparator*

Earl Martin, *Associate Curator*

Izabella (Elwart) Mujica, *Executive Assistant to the Director*

Laura Microulis, *Research Curator*

Ama Codjoe, *Consulting Director of Equity and Inclusion*

## Department of Marketing, Communications, and Design

Amy Estes, *Director of Marketing and Communications*

Laura Grey, *Art Director*

Jocelyn Lau, *Designer*



Hellyn Teng, *Web Manager*  
Maggie Walter, *Coordinator of Marketing and Communications*

**Public Programs**

Emily Reilly, *Director of Public Engagement / Associate Gallery Director*  
Carla Repice, *Senior Manager of Education, Engagement, and Interpretation*  
Nadia Rivers, *Coordinator of Public Programs, Education, and Engagement*

**Development**

Benjamin Krevolin, *Chief Advancement Office*  
Ruth Epstein, *Manager of Institutional Giving and Development*  
Minna Lee, *Associate Director of Development*  
Madeline Warner, *Development Associate*

**Operations and Administration**

Tim Ettenheim, *Chief Operating Officer*  
James Congregane, *Director of Facilities Management and Operations*  
Chandler Small, *Director of Security*  
Rita Niyazova, *Director of Finance*  
Samantha Baron, *Director of Administration*  
Mohammed Alam, *Budget Manager*  
Miao Chen, *Accounting Manager*

**Bard College, Annandale-on-Hudson**

Dean of Graduate Studies: 845.758.7895  
Financial Aid Office: 845.758.7525  
International Student Advisor: 845.758.7430  
Stevenson Library (information):  
845.758.7500 x144  
Registrar: 845.758.7458  
Student Accounts: 845.758.7520

# Governance

## Graduate Committee

The Graduate Committee (GC) is charged with the formulation of academic policy, curriculum and program development, faculty recruitment and evaluation, academic evaluation of students, and consideration of student petitions and proposals as detailed below. The Graduate Committee also receives, investigates, and resolves student complaints. If a student is not satisfied with the decision of the Graduate Committee on a non-academic matter, he or she may appeal to the Joint Committee (see below). In academic matters, the appeals process ends with the Graduate Committee. The Dean serves as chair of the Graduate Committee.

The members of the Graduate Committee for 2021–22 are:

Susan Weber, *Founder and Director*

Peter N. Miller, *Dean and Professor*

Jeffrey L. Collins, *Professor*

Ivan Gaskell, *Professor*

Andrew Morrall, *Professor*

Caspar Meyer, *Professor and Director of Masters Studies*

Aaron Glass, *Associate Professor*

Deborah L. Krohn, *Associate Professor, Coordinator for History and Theory of Museums, and Chair of Academic Programs*

François Louis, *Professor*

Drew Thompson, *Associate Professor*

Ittai Weinryb, *Associate Professor and Director of Doctoral Studies*

Catherine Whalen, *Associate Professor*

Freyja Hartzell, *Assistant Professor*

Meredith B. Linn, *Assistant Professor*

Michele Majer, *Assistant Professor*

Jennifer L. Mass, *Andrew W. Mellon Professor of Cultural Heritage Science*

Nina Stritzler-Levine, *Professor of Curatorial Practice, Director of Focus Project Exhibitions*

Annissa Malvoisin, *Bard Graduate Center / Brooklyn Museum Postdoctoral Fellow in the Arts of Africa*

Soon Kai Poh, *Conservation as a Human Science Fellow*

Christian Crouch, *Dean of Graduate Studies, Bard College (ex officio)*

## Joint Committee

The Joint Committee is comprised of representatives from the students, faculty, and administration. Any student with a non-academic grievance or complaint should first approach the Graduate Committee, which receives, investigates, and resolves complaints. The Joint Committee serves as an avenue of appeal and should be utilized only in the event that a satisfactory resolution has not been achieved in a student affairs matter. The Joint Committee convenes only when necessary to address matters that fall under its jurisdiction, handling complaints in a timely fashion. Bard Graduate Center assures that no adverse action will be taken against any student wishing to file a complaint. The Dean convenes the Joint Committee, and the Vice President for Academic Affairs is also a member of the committee. In the case of academic complaints, such as questions of plagiarism, qualifying paper reviews, and dismissal from the program, the decision of the Graduate Committee is final. In other matters, decisions made by the Joint Committee are final. When all internal avenues have been exhausted, the student may wish to investigate the New York State Education Department's complaint registry.

### *Special note about policies and petitions:*

Some of the policies and procedures below require approval from the Graduate Committee or its delegated representatives, based on the submission of forms or petitions. All required forms are available from the Office of Academic Programs and on the website. A full list appears below, with an indication of where to submit each form. Some petitions must be signed and approved by an advisor in advance of submission. Students must submit their petitions to [gcm@bgc.bard.edu](mailto:gcm@bgc.bard.edu) a week before the date of the meeting. Petitions not filed by these deadlines may not be considered. Please consult with the Office of Academic Programs if you have any questions about petition submissions.

Audit

Consortium Course Registration\*

Dissertation Completion Enrollment\*

Doctoral Dissertation Proposal\*

Doctoral Field Exams/Directed Readings Proposal\*  
Drop/Add  
Incomplete  
Independent Study\*  
Internship Forms  
Qualifying Paper Proposal \*  
Travel and Research Funding Applications

*\*These forms all need go to the GC for approval  
and must be submitted to the Office of Academic  
Programs as specified above. All other forms go  
to the Academic Programs Office.*

# General Academic Policies

## Academic Advisor

Each MA and PhD student is assigned an academic advisor prior to entering the program; for details, see sections on each degree program below. Students are encouraged to meet with their advisors regularly to discuss and evaluate their academic progress. In addition, MA students are encouraged to consult the Director of Masters Studies for advice at any time during their program of study. PhD students are encouraged to consult the Director of Doctoral Studies. The Director of Admissions and Student Affairs and the Chair of Academic Programs serve as additional sources of academic advice and information to students in both programs. Subject to the degree-specific terms below, students may change their academic advisor by submitting an Advisor Change Request form to the Office of Academic Programs.

## Academic Probation

All students must meet minimum academic standards as measured by grade point average (GPA) in order to remain in good academic standing. Students whose GPA falls below established thresholds in any given term will be placed on academic probation. For MA students, this threshold is 3.0 (B); for PhD students the threshold is 3.5 (B+). Any student who fails more than one course in a single term will be dismissed from the program.

Scholarship and fellowship awards may be reduced or removed by probationary status. Students on academic probation are not eligible to apply for travel and research funding. Students on academic probation are not eligible to apply for or to take a consortium class.

In order to be removed from probation, the student must raise his or her GPA for the following academic term above the threshold and may not receive any grade below a C. Failure to meet these requirements will result in the student's dismissal from the program.

If an MA student on academic probation who is granted an incomplete fails to submit outstanding work within the period specified on the Petition for an Incomplete (maximum 30 days; see Extensions

versus Incompletes, below), the student may be dismissed from the program.

All MA students must have a 3.0 overall (cumulative) GPA in order to graduate. MA students whose cumulative GPA is less than 3.0 at the end of the program are not eligible for the degree.

## Appeals

Students have the right to appeal grades, or decisions of a faculty member, to the Graduate Committee. In all cases, a student should speak to the faculty member first, and then to the Chair of Academic Programs, and then the Dean, before filing a petition to the committee. The decision of the Graduate Committee is final in all such matters.

## Attendance

Students are required to attend all of their scheduled classes. Excessive absences (more than two per course) and/or tardiness will be reflected in the grade awarded. Individual faculty members may specify more stringent attendance policies, of which students should be notified at the first meeting of the course. If you are unsure of a faculty member's attendance policy, you should ask about it at the first meeting of the class. Some classes do not allow any absences. It is the student's responsibility to find out the absence policy for each class.

## Audit

A student may audit a course with the permission of the instructor. The terms should be discussed with the instructor at the beginning of the course, as not all courses allow auditors, and some instructors may require auditors to contribute to the class. Students may attend single class sessions only with the instructor's consent. Students who wish to audit a course must submit a registration form to the Office of Academic Programs. Upon successful completion of an official audit, an R will appear on the student's transcript. Letter grades will not be issued for audited courses. A student may retake a previously audited course for a grade, but audits may not be converted to a credit-bearing course once the drop/add period has ended. Non-matriculated students (including consortium students) are not allowed to audit classes.

### **Clearance for the Degree**

All students must be available for a review of their record in order to clear them for graduation. Bard College grants degrees only once a year, in May, and the Academic Calendar lists the deadlines for filing a request for a degree, if applicable. The Office of Academic Programs reviews and clears all candidates for the degree.

### **Consortium**

Students may have the opportunity to take one course per term at selected participating graduate programs in New York City for credit toward their degree. Students enroll in these courses only with the approval of the Graduate Committee, by petition. The Graduate Committee retains the right to limit the number of students enrolled off-campus, and thus not all requests are approved. Bard Graduate Center currently has arrangements with the Institute of Fine Arts at New York University; the Institute for the Study of the Ancient World at New York University; the History of Design and Curatorial Studies program at Cooper Hewitt/Parsons, The New School for Design; the Jewish Theological Seminary; Columbia University; and the CUNY Graduate Center. Please note: we do not have an agreement with other programs at The New School, only the Cooper Hewitt program; similarly, we do not have an agreement with other graduate programs at NYU, only IFA and ISAW. Students in these consortium programs also have the opportunity to take classes at Bard Graduate Center, and register through the Office of Academic Programs.

Students need the approval of the Graduate Committee before consortium coursework is undertaken. First semester MA students, and students on academic probation, are not eligible to apply for or take a consortium course. Students may not take consortium courses if substantially equivalent courses are offered here. Many consortium courses also require the permission of the instructor. Columbia University requires all students to demonstrate vaccinations before they enroll. Students may not take language classes at a consortium institution for BGC credit.

### **Course Registration**

Students register for courses twice during the academic year. Registration is done by cohort and by seniority, to give students with the least time remaining in the program priority in choosing classes. Registration is generally conducted in late April or early May for the fall term, and in late November for spring term. Dates will be announced each term by the Office of Academic Programs.

Registration packets, including descriptions of courses offered for the academic term, a course schedule, and a form for students to mark their preferred and/or required courses and alternates, will be sent to students in advance of registration. An advisement gathering is held each term to allow students and instructors to discuss all courses prior to registration. Students must meet to review their proposed program with their advisor, who must approve and sign their registration form. Signed forms must be submitted by email to [registration@bgc.bard.edu](mailto:registration@bgc.bard.edu) between 9 am and 5 pm on the day established for their cohort; forms are processed in the order received. Early and late submissions will bounce back, and paper forms are not accepted.

### **Course Cancellation**

A course may be cancelled if enrollment is insufficient (typically, fewer than 3 students). Final determination is made by the Chair of Academic Programs.

### **Course Closings**

Depending on student interest, a course may fill up and close during the registration period. Students will be notified when this happens, and they will be asked to make another selection. Wait lists are kept for classes that do fill, and students are notified if a place opens. It is a good idea to always list a fifth and sixth class on any registration form with a note making it clear that these are the alternate choices should a course be closed.

### **Course/Instructor Evaluations**

During the last week of each academic term, students have the opportunity to evaluate their courses and instructors. Students are encouraged to be candid and constructive in their comments. Evaluations are not accepted by the administration after the last week of classes. Copies of student evaluations are mailed to instructors only after all grades have been submitted.

### **Course Requirements**

Course requirements are established by each instructor and may include oral presentations, written term papers, other individual or group projects, and/or midterm and final examinations. Students must demonstrate an ability to conduct high-level scholarly research and to write in accordance with stringent academic standards. Faculty members return term papers, exams, and all other course work directly to students.

## Disabilities

Students with disabilities that may affect their academic performance should speak with the Director of Admissions and Student Affairs at the start of their time at Bard Graduate Center. Students who need special considerations and/or accommodations must negotiate this in advance in consultation with the Director of Admissions and Student Affairs, the Chair of Academic Programs, and the relevant instructor[s]. No accommodations can be granted without a prior recommendation based on the review of materials submitted by a physician to Academic Programs office.

## Drop/Add

The first week of term is a designated drop/add week. Students may add or drop a course without penalty during this period by completing a Drop/Add slip. The form requires the signature of the faculty advisor. The exact dates of the Drop/Add period for each semester are published in the annual Academic Calendar. Courses dropped after this period are subject to Bard College's Refund Policy as stated on the website (see "Tuition and Fees"; see also "Withdrawal from Course," below).

For students who are considering a class that they are not registered for, it is expected that they will notify the particular faculty member in advance of their intention to sit in on their first class.

Many Bard Graduate Center classes have advance requirements, such as reading assignments, for the first meeting. When a student writes to a faculty member to let them know they plan to sit in on the first session, they should ask if there is an assignment for the first meeting. Students are expected to do all class preparation and to be fully ready for the first class, whether you are enrolled or not. Students are welcome to "shop" a class, but they must be prepared to be a full participant in that class.

Students may not join a class after the first meeting; if a student is considering two classes, he or she must attend the first session of each.

## Enrollment Status Change

A student wishing to change from full-time to part-time status or vice versa must make an appointment with the Director of Admissions and Student Affairs and complete an Enrollment Status Change form. Please note: although a change from full-time to part-time status will likely reduce financial aid awards, students who enroll part-time and then move to full-time are not eligible for increased institutional fellowship or scholarship funding. For specific requirements and restrictions, see sections on MA and PhD Programs below.

## Extensions vs. Incompletes

Bard Graduate Center has two distinct mechanisms for granting students additional time to complete coursework assigned during the academic term. Neither is automatic, and both require the formal consent of the instructor. These are the only mechanisms for altering coursework deadlines, and both have specific periods of validity and expiration dates. It is essential that students understand the differences between them, as failure to observe the requirements below automatically removes a student from good standing and may result in dismissal from the program.

An EXTENSION is additional time given by an instructor to a student to complete an assignment within a given academic term. It is not to be confused with an incomplete (I), below, which is only valid after the end of an academic term. An instructor may choose whether or not to grant an extension, and in the interest of fairness to other students who have completed the assignment on time, faculty members are urged not to grant extensions except under extenuating circumstances. Unless they have granted an extension, instructors are not obliged to accept work handed in after the due date and may give such work a lower grade, including zero credit. The period of the extension must be agreed upon in advance with the instructor, although it is recommended that in no case should an extension of more than one week be given. In no case are extensions valid beyond the end of finals week. Any work outstanding at the end of term requires an incomplete (see below).

An INCOMPLETE (I) is an official designation indicating that a student has been given prior permission to submit work for a course after the end of a given academic term. All extensions expire on the last day of exam week, and an incomplete is the only mechanism through which work can be accepted for credit after that day. Incompletes are not automatic, and students are restricted to one incomplete per academic term. To obtain an incomplete, students must fill out a Petition for Incomplete, which must be signed by the instructor and filed with the Office of Academic Programs no later than the last day of finals week of the term. Instructors are not obliged to grant a student's petition. If all required work has not been submitted by the end of term, and an incomplete has not been granted, instructors are obliged to fail the student or award a grade based on his or her partial fulfillment of the requirements of the course. It is therefore incumbent on students to discuss their petitions with the instructor well in advance of the end of term.

Once granted, an incomplete is valid for a maximum of 30 days beyond the end of exam week, or what ever earlier period is specified by the instructor on the Petition. If work has not been submitted by this time, the status of I will be changed to the grade F on the student's transcript, unless the instructor specifies another default grade based on the student's partial fulfillment of the requirements for the course. This grade cannot be changed if the student submits the outstanding work after this deadline. Students taking consortium courses are bound by the policies governing Bard Graduate Center incompletes.

### **Financial Aid**

Students are eligible for financial assistance in the form of institutional aid and federal loans. Students should consult with the Director of Admissions and Student Affairs on matters related to their financial aid packaging.

#### *Institutional Aid*

Institutional financial aid awards are made at the time of acceptance into the program. Aid may consist of scholarships (tuition remission), fellowships (stipends), and/or campus employment. Entering students who do not file a FAFSA, or who file a FAFSA after the deadline, may not be eligible for aid consideration. International students must complete the College Board International Student Financial Aid Application. Only full-time students are eligible for institutional aid, and students must remain full-time in order to receive such aid. MA students are only eligible for institutional aid for two years. Institutional aid is renewed contingent on the maintenance of good academic standing in the program and may be canceled or reduced for students on academic probation.

#### *Federal Financial Aid*

Eligibility for financial assistance from the federal government, usually in the form of loans, requires that a student maintain a 2.0 (C) grade point average. Students are advised that all federal loans have a defined repayment schedule and that once an MA student completes coursework, his or her loans cannot be deferred beyond the grace period mandated by federal guidelines. Any questions about federal loan repayments should be directed to the Financial Aid Office at Bard College.

### **Foreign Language Proficiency**

All students must demonstrate research proficiency in a foreign language. Students demonstrate competence by taking a translation examination. The examinations, offered in August and during the fall and spring term, are administered by the Office of Academic Programs and consist of approximately

two pages of text (500-600 words) to be translated by the student in a three-hour sitting, with the aid of a printed dictionary (students must bring their own). For specific requirements see sections on MA and PhD programs, below.

### **Grades**

The qualifying paper, the doctoral dissertation, internships, and the August Orientation Session are graded Pass/Fail. Letter grades are issued for all other courses according to the system below. Plus (+) and minus (-) signs indicate a mark in the upper and lower range of each grade range. The grades A+, D+ and D- are not used. A final course grade of F cannot be changed by the instructor once assigned.

90-99% = A = excellent  
80-89% = B = good  
70-79% = C = pass  
60-69% = D = low pass  
below 60% = F = fail

Grade point averages (GPA) are calculated according to the following system:

A = 4.0  
A- = 3.7  
B+ = 3.3  
B = 3.0  
B- = 2.7  
C+ = 2.3  
C = 2.0  
C- = 1.7  
D = 1.0  
F = 0.0

### **Independent Study**

Independent study affords students an opportunity to earn graduate credit by conducting independent research in an area of particular interest. Students must ask faculty members to serve as advisors to guide their work and assess the project upon completion. Faculty members are not obligated to take on independent studies, and the responsibility for developing the bibliography and pursuing the proposed study lies with the student. Students considering independent studies are advised to consult with the proposed faculty member well in advance of the registration period. Independent studies are proposed in lieu of a class and awarded 3 credits and a letter grade. First semester MA students may not do an independent study, and no student may do more than one independent study in a semester. A student may not ordinarily take both an independent study and a consortium course in the same semester. An independent study petition, completed and signed

by both the student and the proposed project advisor, must be approved by the Graduate Committee in advance of registering for the course.

### Leaves of Absence

Leaves of absence may be granted upon successful petition to the Graduate Committee. For specific requirements and restrictions, see sections on MA and PhD Programs below.

In extraordinary circumstances, the Graduate Committee will entertain requests for emergency medical leaves if temporary health conditions make it impossible for a student to complete his or her academic work. Such requests must be fully documented by attending physicians and can only be granted by the Graduate Committee. They are not automatic, and the duration of leave, the schedule for resuming academic work, and other financial and logistical arrangements are subject to the determination of the Graduate Committee.

The Graduate Committee will also entertain reasonable requests for family leave if changed family circumstances make it impossible for a student to complete his or her academic work in the normal timetable outlined in this handbook. Students on leave pay a flat "Leave Fee," and are not considered active students during this period. Library access may be impacted.

### Plagiarism

To plagiarize is to "steal and pass off [the ideas or words of another] as one's own: use [a created production] without crediting the source . . . present as new and original an idea or product derived from an existing source" (Webster's Collegiate Dictionary). The faculty of Bard Graduate Center regards plagiarism, deliberate or inadvertent, as a serious breach of ethical conduct that carries the most serious of consequences. All students, at both the MA and PhD level, must be aware of the following:

1. All work you submit must be your own scholarly production. You must provide clear documentation of all sources from which you derive information and ideas, and the final arrangement of the material must be substantially original.
2. When doing preparatory research, you should record a full bibliographical citation for each of your sources, recording page references for all notes taken, not just for quotations.
3. All phrases, sentences, and excerpts that are not your own must be identified with quotation marks or indentation, and the sources

provided in footnotes, endnotes, or parenthetical documentation, called in-noting.

4. All ideas and data that are not your own must also be attributed in a footnote or endnote to the particular source from which they were obtained.

5. Bibliographies must list all sources you used for your paper. If you have doubts as to whether you are providing adequate documentation of your sources, be sure to discuss this matter with your professor before preparing your final draft.

6. Students may not submit the same or substantially the same paper, or portions thereof, for more than one course. In cases of possible overlap of topics, students must consult all relevant instructors in advance to work out a sensible division and/or secure permission to reuse or duplicate material or text submitted for another course. Failure to secure such advance approval will result in the withholding of credit for any work that is the same or substantially the same as that submitted in another course.

### *Penalties for Plagiarism*

1. Failure in the course in which plagiarism occurs and loss of financial aid.
2. Denial of the degree, in the case of plagiarism in a Qualifying Paper or a doctoral dissertation.
3. Cases of deliberate deception will result in immediate expulsion from the program.

### *Right of a Hearing*

Any student accused of plagiarism or of writing for another's use may request a hearing before the Graduate Committee. The student must request this hearing within 24 hours after written notification of the charge. The decision of the Graduate Committee is final.

*Adopted by the Bard Community, May 14, 1952. Adapted for the Master of Arts Program of Bard Graduate Center, August 5, 1994. Updated and extended to the doctoral program, 2014.*

### Study Abroad/Exchange Programs

Bard Graduate Center has an exchange program with both the Humboldt University in Berlin and the Royal College of Art in London. Students from those two institutions (along with the Ecole du Louvre) may attend Bard Graduate Center, and



doctoral candidates from Bard Graduate Center may apply to research at either Humboldt or the RCA. For information and eligibility consult with the Chair of Academic Programs. Students register through Bard Graduate Center and are responsible for their own housing while abroad, as well as covering the cost of the student visa, if needed.

### **Term Paper Style and Format**

Style must conform to the guidelines published in the most recent edition of *The Chicago Manual of Style*, an online version of which is accessible via the library home page. Endnotes in Bard Graduate Center's journal *West 86th* may serve as a model for this style. Spelling should conform to the first preferences (American, not British) in Merriam-Webster's Collegiate Dictionary (11th edition, 2003) and, for words not found there, the unabridged Webster's Third New International Dictionary; Webster's New Geographical Dictionary (1984); and Webster's New Biographical Dictionary. There is also a style sheet, which is given out at Orientation. Punctuation should also conform to American, not British, usage.

### **Transcripts**

An official transcript will be issued upon written request from a student to the Registrar of Bard College in Annandale-on-Hudson. This request may be made by email via [transcripts@bard.edu](mailto:transcripts@bard.edu). Grades are not released by telephone or via email. Official transcripts are only available through the Bard College registrar's office. Unofficial transcripts are available from the Office of Academic Programs.

### **Transfer Credits**

Subject to the parameters described below, students may petition the Graduate Committee to transfer relevant credits from other institutions of higher education for credit at Bard Graduate Center. The intent is primarily to acknowledge prior work in graduate-level courses that overlaps with the range of courses offered here or available for credit through the consortium. No credit is given for language courses.

Students wishing to transfer credits are responsible for submitting the following documentation to the Academic Programs Office at least one week before the meeting of the Graduate Committee:

- 1) a description of the course and how it relates to their program of study;
  - 2) an official transcript;
  - 3) a syllabus or other information detailing topics covered, readings assigned, and the methods of assessment;
  - 4) a summary of class time/contact hours;
  - 5) brief biographies (or a curriculum vitae) of the instructor[s];
  - 6) copies of written work produced.
- Questions about procedure should be

directed to the Chair of Academic Programs. For specific requirements and restrictions, see sections on MA and PhD programs below.

### **Travel and Research**

A limited amount of money is available to students in both the MA and PhD program to assist students in traveling for research purposes and to present research at academic conferences. Funding is competitive and not guaranteed. There are three rounds of application considerations each academic year, typically in October, December, and April. Exact dates will be announced by the Academic Programs Office along with instructions. Generally, applications are prioritized in the following order: doctoral dissertation research; qualifying paper research; PhD student travel for academic conferences; MA student travel for academic conferences.

### **Withdrawal from a Course**

Students may withdraw from a course by submitting a Withdrawal Slip, which must be signed by the instructor of the course from which the student is withdrawing. There is no charge to withdraw from a course during the Drop/Add period; after the Drop/Add period ends, a withdrawal fee applies (consult the Office of Academic Programs for current fees), and students must request special permission from the instructor and the Chair of Academic Programs. There is no refund for withdrawal after the date specified in the Academic Calendar. Students may not drop a course that they are failing. Withdrawal from a course will appear on the student's transcript with the designation W. Failure to follow the formal withdrawal procedure will result in a grade of F in the course. An F designation cannot be changed.

### **Withdrawal from the Program**

If a student in good academic standing wishes to withdraw from either the Master of Arts or the doctoral program, the student must notify the Academic Programs Office in writing. Any individual who has withdrawn and wishes to reenter the program must apply for re-matriculation. This is only possible for one year after withdrawal. After that time, a student must re-apply for admission.

# MA Program

The degree of Master of Arts in Decorative Arts, Design History, Material Culture is awarded upon successful completion of 48 credits, which must include the following:

- August Orientation Session
- 500/501. Objects in Context: A Survey of the Decorative Arts, Design History, and Material Culture and its attendant seminar 510. Writing Objects (two semesters)
- 502. Approaches to the Object (one semester)
- 515. Seminar Series
- Eleven elective courses, two of which must be designated "pre-1800" and one of which must be designated "non-Western" (students may also fulfill this distribution requirement through an Independent Study or consortium class)
- Digital Project requirement
- Internship
- Qualifying Paper; and participation in the end-of-year QP Symposium
- All students must also pass a foreign language proficiency exam

All the above requirements must be fulfilled for the degree to be granted. If a student fails any of the required/core courses, he or she must repeat and pass that course when it is next offered in order to be eligible for the MA degree. All MA students must have a 3.0 overall (cumulative) GPA in order to receive the MA degree. MA students whose cumulative GPA is less than 3.0 at the end of the program are not eligible for the degree.

## Academic Advisor

Each student has an academic advisor from the regular faculty, whose signature is required on registration forms and some petitions. Entering MA students are assigned an academic advisor prior to entering the program, and they may choose to retain that advisor for the duration of their studies. However, as students develop their own area of specialization and gain formal approval of their Qualifying Paper topic from the Graduate Committee, it is typical for the designated QP advisor to become the academic advisor. Once the QP has been approved, either the signature of the initial academic advisor or of the designated QP advisor

will be accepted for administrative purposes. Students wishing to change their academic advisors before formal approval of the QP topic must submit a signed Change of Advisor form to the Office of Academic Programs.

## Academic Progress

Full-time MA students are expected to complete their course work in four academic terms, plus the intervening summer, over two years. Full-time students in their first year register for Orientation (1 credit) and four courses plus Writing Objects (13 credits) for the fall semester, and 4 courses (12 credits) in the spring semester. Students then register for 4 courses (12 credits) for the fall semester of their second year, and for 3 courses (9 credits).

Part-time students must attend all sections of the Orientation Session in August of their first year. Thereafter, part-time students are required to take a minimum of 6 credits (two courses) in each fall and spring term. Part-time students must take both Objects in Context and Approaches to the Object in their first year.

## Bard Travel Program

Travel conditions permitting, the Bard Travel Program (an annual faculty-led international study trip) is open to all first-year MA students. Participation is contingent on a student's satisfactory work during the first year, and approval to participate is at the discretion of the Graduate Committee. The Graduate Committee reserves the right to withhold or withdraw permission based on unsatisfactory academic progress or performance, or any other medical or behavioral conditions that in its judgment may impair a student's ability to participate safely in and/or contribute effectively to this physically demanding experience. Given the nature of the program, the Graduate Committee must also be satisfied that all participants will be responsible and effective ambassadors for Bard Graduate Center in all respects. Details about the trips are typically announced at the end of fall semester.

While on the program, attendance at all official activities is mandatory. Students may not 'opt out' of events.

## Distribution Requirements

All MA students must satisfy a distribution requirement in their elective coursework in order to complete their degree. Two courses must be designated “pre-1800” and one course must be designated “non-Western.” Each semester the course listing indicates which classes satisfy these requirements. Some classes may offer conditional satisfaction, based upon a final paper or project. Independent Studies and Consortium classes may satisfy distribution requirements, but only if approved by the Graduate Committee. Students are responsible for keeping track of their requirements but may consult with their academic advisors and the Director of Admissions and Student Affairs to confirm their status.

MA students must also complete a “digital project” requirement. This may be fulfilled at any point during the program by incorporating a digital component into final course work. This may take a number of different shapes including an exhibition design, a web-based project, a digital or interactive aspect to a submitted essay, etc. Students should consult with the individual faculty of courses to discuss whether a proposed project might fulfill this requirement. Not all classes will offer the opportunity for a significant digital research project; this requirement may not be fulfilled through the digital work done in Approaches to the Object.

## Enrollment Status Change

A student wishing to change from full-time to part-time status or vice versa must make an appointment with the Director of Admissions and Student Affairs and complete an Enrollment Status Change form. MA students who enroll part-time and then move to full-time are not eligible for increased institutional fellowship or scholarship funding.

## Financial Aid

Financial aid awards are made at the time of acceptance. Institutional aid is limited and available to full-time students only, and for two years only. Aid for the second year is renewed at the same level after a review in the late spring of the student’s academic performance in the program. Students must fill out a FAFSA by January 15 for financial aid renewal consideration. (See also “Financial Aid” in General Academic Policies, above.)

## Foreign Language Proficiency

MA students are required to demonstrate reading knowledge of French, German, Italian, or Spanish, or another language by petition. Incoming MA students are required to take a foreign language proficiency exam during the August orientation. Those

who do not pass the first diagnostic exam have the opportunity for intensive language study before a second exam is given at the conclusion of orientation. Students who do not satisfy the requirement during August orientation have opportunities in the fall and spring semester to sit the language exam. All full-time MA students must satisfy the language requirement before the start of their second year in the program (part-time students have an additional year to complete this requirement). If a student has not satisfied the language requirement by the appointed time, the faculty will recommend a course of action which may include suspension from the program until the requirement is fulfilled or reduction in course load from full to part-time.

## Internships

All MA students must complete an internship. A student’s required internship is normally undertaken in the summer after the first year of study. Internship forms may be obtained from the Office of Academic Programs and must be approved prior to undertaking work at a sponsoring institution. Students will work with the Director of Masters Studies in securing an internship. This process takes place in the late fall of their entering year. By the time students register in April for the following fall, all summer internships should be formally approved. There may be opportunities for several internships. Applications for these may be competitive, in which case they will be decided by the faculty. Students selected must demonstrate they have appropriate health coverage, and, where required, can cover the cost of a student visa. Limited and competitive funding for internships outside of New York City may be available. Academic Programs will announce any funding opportunities.

### *Internship Proposal*

Internship petition forms must be completed by the student and the internship sponsor and submitted to the Office of Academic Programs. A letter from the host institution must accompany the form. Internships should be approved by late spring when students register for the fall semester.

### *Project Report*

Upon completion of the internship, the student must submit to the Director of Masters Studies a three- to five- page report of the project or work undertaken, together with a copy of any written or other document (e.g., an educational brochure, docent’s plan, inventory, or website) produced during the internship. Generally, this report should cover day to day responsibilities, major projects undertaken, a reflection on the

internship's influence on your academic work, and a consideration of the experience as professional development. In addition, the internship sponsor will complete a standardized evaluation form and submit it to the Director of Masters Studies. All internship reports and evaluations are due within one month of completion of the internship.

Internships are graded on a Pass/Fail basis, as recommended by the host institution/supervisor.

### **Leaves of Absence**

MA students in good academic standing who wish to take a leave of absence from the program must submit a request in writing to the Director of Admissions and Student Affairs. A maintenance-of-status fee of \$110 is charged to those students on academic leave. This fee is levied per leave request, whether for a semester or a full year. If a student does not return within one academic year, she or he is considered to have withdrawn from the program and must apply for re-admission. Time spent on an approved leave is not counted toward the time limit (two years for full-time students and four years for part-time students) for the completion of MA degree requirements. See also "Leaves of Absence" in General Academic Policies, above.

### **Transfer Credits**

A maximum of 6 credits from other institutions may be applied toward the Master of Arts degree, upon successful petition to the Graduate Committee. For general provisions, see "Transfer Credits" in General Academic Policies, above.

### **Qualifying Paper**

The Qualifying Paper, submitted near the end of the student's second / final year, is the capstone project to the MA degree. It is intended to demonstrate advanced mastery of the scholarly trade by showcasing the academic skills perfected at Bard Graduate Center. These include but are not limited to the identification of an appropriate research topic; location, analysis, and accurate citation of relevant primary and secondary sources; construction of a clear and compelling scholarly argument; correct spelling, grammar, punctuation, formatting, etc, that conforms to the specific guidelines below (see "Form of the Qualifying Paper").

Because the faculty believe that the quality of academic work is significantly enhanced through rigorous revision rarely possible in the space of a single term, the QP is not a new research project but a reworking and/or expansion of a graded project previously undertaken in a BGC course. For this reason, the particular topic, field, or area, of the

QP is less important for this degree requirement than the project's fitness for improvement through further research, rethinking, and rewriting, as well as its suitability for demonstrating mastery of academic skills. Although the presentation format and scale or focus of research may change between the original paper and the QP (such as a switch among written, digital, or exhibition platforms, or more detailed attention to one aspect of an existing argument), the QP must be substantially based on previously completed coursework. All students are required to present a brief summary of their findings at the end-of-year QP Symposium, held shortly before commencement.

#### *Proposal Process for the Qualifying Paper*

Qualifying Papers must be based on a graded research paper or equivalent digital project produced in a regular course or in an independent study with a Bard Graduate Center professor. The paper or project to be adapted as a QP should be selected in consultation with the student's instructors, academic advisor, and the Chair of Academic Programs. Students submit a proposal to the Graduate Committee for approval. This proposal should be submitted at the May meeting at the end of year one, or the September, October, or November meeting at the beginning of year two for full-time students. (For Digital and Exhibition QP deadlines, see below.) Students are encouraged to submit their proposals as early as possible, especially if they wish to apply for travel grant consideration. The proposal provides information about the original seminar paper that will be developed into a Qualifying Paper and revision and expansion strategies. The instructor of the class from which the paper stems typically becomes the advisor for the QP. The Graduate Committee may appoint an advisor from the regular faculty in cases of QPs arising from papers originally written for a doctoral candidate or other instructors on term appointments. The Graduate Committee also assigns a secondary reader for the QP, who may be any member of the faculty. The student is permitted to suggest a reader, but the final determination rests with the Graduate Committee. The Qualifying Paper proposal form is available online or from the Office of Academic Programs.

#### *Preparation of the Qualifying Paper*

Additional research for the preparation of the QP may begin during the summer between the first and second year. There is limited travel and research funding for these purposes, on a competitive basis; information on how and when to apply will be announced at the beginning of

each academic year by the Office of Academic Programs. During the fall semester the student works on the QP under the guidance of his or her advisor. The QP must be completed in the spring semester of the second year (or in the student's fourth semester, in the case of full-time students who have taken a leave of absence, at a date determined by the Graduate Committee). The QP must be submitted to the Office of Academic Programs by the date established each year (generally in early April). It is strongly suggested that students establish a series of interim deadlines with their advisors to ensure timely completion and revision of the QP. Students must follow whatever guidelines are set by their QP advisors as to the amount of time required for marking the completed draft. If students do not observe these guidelines, advisors may not be able to provide advice or assistance with the QP prior to submission.

#### *Form of the Qualifying Paper*

The text of the QP should be 8,000-10,000 words in length, exclusive of foot- or endnotes, appendices, and bibliography. QPs over this limit may not be accepted by the Graduate Committee and are ineligible for awards or prizes. Margins must be 1" at the top and right side, 11/4" at the bottom, and 11/2" at the left. Pages should be numbered in the upper right corner: lower case Roman numerals should be used for the front matter, beginning with the first page after the title page (which is not numbered), and Arabic numerals should be used beginning with the first page of the actual text and continuing through all back matter. The type face should be clear and easy to read, the equivalent of Courier 10 cpi or 12 point Times Roman; a letter-quality printer should be used. The body of the text should be double-spaced. Footnotes/endnotes, back matter, captions, etc., may be single-spaced. Students may choose to use either footnotes or endnotes as agreed with their QP advisor. The entire QP must be printed single-sided.

Citations, bibliographic references, and general considerations of style should follow those outlined in the current edition of *The Chicago Manual of Style*, an electronic version of which may be accessed via the library home page. The form of the title page should conform to the sample attached to these guidelines; Illustrations may be in the form of photographic prints, high-quality photocopies, or scanned images. Illustrations must include figure numbers keyed to the text, with full captions identifying the source of each image.

Qualifying Papers must be arranged in the following order. Pages printed in italics are optional: Title Page, *Dedication*, Table of Contents, Abstract, List of Illustrations (with sources), *List of Tables*, *Foreword*, *Preface*, *Acknowledgments*, *List of Abbreviations*, *Chronology*, Text of the QP (with footnotes at the bottom of the page, if used), *Appendices*, Endnotes (if used), Illustrations, *Glossary*, Bibliography, *Index*

#### *Digital Qualifying Papers*

Students also have the option of submitting a digital project in lieu of a conventional QP. Digital QPs must meet the same rigorous academic and intellectual standards as regular QPs and demonstrate an equivalent mastery of both the content and tools of advanced scholarship in the human sciences. Because a digital QP may pose significantly greater challenges to prepare and polish than a traditional QP, students considering this track must already possess significant digital skills relevant to the proposed work. They must also obtain the advance permission and support of relevant faculty and of the Director of the Digital Media Lab and submit a supplementary proposal form with these signatures and a description of the student's previous digital training and software platforms needed to produce and view the QP. Digital QP proposals must be submitted for consideration by the Graduate Committee no later than the October meeting of the student's third [full-time] semester. The expectation is that, within the limits of current technology, digital QPs be able to be viewed and archived on an equivalent basis as paper QPs. The particular platform in which the Digital QP is created will determine the permanent form in which it will be submitted and archived.

#### *Exhibition Qualifying Papers*

A third option allows students to present their research in the form of an exhibition proposal, and to demonstrate practical and theoretical expertise in exhibition conception, design, and display. Like the written QP, the topic will emerge from a term paper. Word counts may vary with the nature of the exhibition project and may exceed the length of the research paper format with the advisors approval. All those wishing to pursue this option must take the "Exhibition as Medium" course in the fall semester of the second year. (The course will introduce students to the key elements of the Exhibition QP that will form parts of the final submission. It will include training in and use of Sketch-Up software and introduce students to concepts and practicalities of exhibition design.) The finished QP will comprise: 1. An essay, conceived as a catalogue

essay, that will address the main theme of the exhibition and contain the results of the student's research and detailed treatment of the topic. It forms the chief academic component of the project, and, like the written QP, will constitute a deepening and extending of the original paper on which it is based. It will also provide an outline of and rationale for the exhibition. 2. An Object List providing a detailed explanation for the choice of objects. 3. A mock-up of the Exhibition, with explanatory notes on all aspects of design. 4. All exhibition labels and wall copy. All written exhibition material must be submitted as a hard copy according to the "Form of the Qualifying Paper," above. Students should also submit their exhibition design in both SketchUp and as an mp4 file on a flash drive along with the paper submission. The completed Exhibition Qualifying Paper will be submitted according to regular QP deadlines.

#### *Submission and Evaluation of the Qualifying Paper*

For written QPs, students must submit one copy of the complete QP (with two copies of the title page), printed single-sided on acid-free paper, to the Office of Academic Programs by the annual deadline. Students must also submit a digital version of their essay as a single pdf. For digital QPs, students must submit the file of the final project, as well as a copy of any written work as a hard copy and as a pdf. Two printed title pages should also be included with the submission which will be signed by the advisor and reader. One copy of the fully signed title sheet will be returned to the student. For exhibition QPs, students must submit the SketchUp file, an mp4 export of the walkthrough, as well as a copy of any written work both as a hard copy and as a pdf. All Qualifying Paper submissions must also include a 250-300 word abstract. Once a QP is submitted and the deadline has passed, no further revisions are possible.

Upon submission, Qualifying Papers will be read/evaluated by the QP advisor and reader to determine if they meet the minimum standards for award of the MA degree. Final approval is indicated by signature on the title page by the advisor and reader. Qualifying Papers receive the grades Pass or Fail. In cases of disagreement between the advisor and reader, or where both advisor and reader judge that the QP has not met the minimum standards, it will be reviewed by a subcommittee of the Graduate Committee to include the Dean, the Chair of Academic Programs, and the Director of Masters Studies, and, at the GC's discretion, relevant faculty.

If a QP receives a failing grade in this secondary review process, the degree will not be granted. Successful QPs will be archived in the library for consultation by qualified readers. There are no extensions for the QP, whether digital, exhibition, or conventional, and no changes can be made after the deadline. Failure to submit an approved QP will result in dismissal from the MA program without the award of a degree.

#### *QP Awards/Prizes*

Qualifying papers may be nominated by advisors and readers for competitive prizes. Winners are selected by a committee comprised of members of the faculty and announced at the QP Symposium.

(Sample title page)

**[Qualifying Paper Title]**

[Student's Name]

A Qualifying Paper  
submitted in partial fulfillment  
of the requirements for the degree of  
Master of Arts in Decorative Arts, Design History, Material Culture  
Bard Graduate Center  
Bard College

[Month and year of submission]

© Copyright [Year] [Student's Name]

QP Advisor: \_\_\_\_\_  
*Advisor Signature*  
[Type Advisor Name]

QP Reader: \_\_\_\_\_  
*Reader Signature*  
[Type Reader Name]

# PhD Program

The degree of Doctor of Philosophy in Decorative Arts, Design History, Material Culture is awarded upon successful completion of 75 credits, which must include the following:

- Coursework (The amount of credits to be earned at BGC depends on a student's previous graduate level experience. A maximum of 24 credits from completed MA work may be applied.)
- Directed Readings (These three courses are done as preparation for field examinations.)
- Dissertation

All of the above requirements must be fulfilled for the degree to be granted.

## Financial Aid

Doctoral students are eligible for financial aid in the form of scholarships (tuition remission), fellowships (stipends), and campus employment for five years of full-time study. After this period, students in good standing are eligible to apply for the special completion awards described below. Doctoral students must maintain a 3.5 GPA in order to be eligible for aid. Doctoral packages are reviewed and renewed or revised annually according to the same procedure and calendar outlined above for MA students.

### *BGC Fellowships*

Fellowships for up to five years are available to qualified full-time PhD students. Funding is contingent upon sufficient academic progress as outlined in the Academic Progress section of this handbook. Please note that students who increase their course load from part-time to full-time are not eligible for a corresponding increase in funding.

### *Other Fellowships*

In addition to other scholarship and stipend awards, there are a small number of curatorial, research, editorial, and other fellowships that may be awarded. These awards are made for one year, and in the case of doctoral students, may be renewable after a review for additional years.

### *Teaching Assistantships*

Advanced PhD students may be eligible for teaching assistantships, which carry a stipend.

TAs assist with course 500/501 "Objects in Context: A Survey of the Decorative Arts, Design History, and Material Culture". Applications, which are reviewed by the Graduate Committee, should specify the student's qualifications for the position/s.

### *Doctoral Teaching Fellowship*

PhD candidates with an approved dissertation proposal are eligible to apply for the Doctoral Teaching Fellowship, an annual opportunity to propose and teach an independent seminar at Bard Graduate Center in the area of the student's expertise. Guidelines and a call for proposals are sent to PhD students each year. Proposals are reviewed by the Graduate Committee.

### *Other Teaching Opportunities*

PhD students may also have the opportunity to assist in the teaching of an undergraduate course on the history of the decorative arts at Bard College. This course is not offered every year and is dependent on invitation from Bard College. Details of the application process will be announced by the Office of Academic Programs.

### *Research and Writing Awards*

Doctoral students who are engaged in advanced work on their dissertations are eligible to apply for one year, non-renewable awards of \$15,000 either for the purpose of conducting research or as additional funding for students who are completing the writing of their dissertations. Guidelines and application deadlines are sent to PhD students each year. Applications are reviewed by the Graduate Committee. Writing Award applications must include the advisor's certification that the dissertation can be completed during the term of the award (normally a twelve-month period from the time of application).

### *Travel and Research*

Funding for PhD student travel and research is available on a competitive basis, once a dissertation topic has been approved. Doctoral students may apply for one major grant for their research; smaller grants may also be available. Dates and specific guidelines are announced an-



nually by the academic programs office. Applications are reviewed several times a year by the Student Travel and Research Committee.

#### *Outside Funding*

Full-time doctoral students are expected to apply for funding from outside sources throughout their course of study to support dissertation research and travel. BGC requires all doctoral students to apply for at least two external fellowships during the period between years two and five of the program. Documentation of these applications must be provided to the Director of Doctoral Studies and should be included on the annual Doctoral Progress Report. Students who receive external funding while still eligible for the BGC doctoral stipend may combine the awards or may elect to defer BGC funding for a corresponding amount of time (a semester, or a full academic year). BGC's annual stipend cannot be deferred beyond year seven. Requests for funding deferral must be approved by the Director of Doctoral Studies and submitted to Academic Programs. To identify external funding opportunities, please consult the BGC library for access to the Foundation Center's database. An advisor or members of the faculty may also know of research grants, but it is the student's responsibility to seek out that information. Academic Programs runs an annual workshop on applying for outside grants.

#### **Academic Advisors**

The Director of Doctoral Studies serves as academic advisor for all entering doctoral students. Students may change academic advisors at any time during their course of study by filing a Change of Advisor form. Once a student's dissertation proposal has been approved, the dissertation advisor will become the student's main academic advisor de facto. Students should meet with the Director of Doctoral Studies on a regular basis and before submitting exam proposals, scheduling exams, proposing their doctoral dissertations, and arranging the dissertation defense.

#### **Requirements for the PhD Degree**

Bard Graduate Center awards the degree of Doctor of Philosophy in Decorative Arts, Design History, Material Culture. Students must complete 75 credits to qualify for the degree. For those who have received the MA from Bard Graduate Center, the PhD is awarded upon satisfactory completion of 27 additional course credits, passage of the language and qualifying examinations, and successful completion and defense of the doctoral dissertation. For those students entering with an MA from another institution, the PhD is awarded

upon satisfactory completion of 51 course credits, including 500/501. "Objects in Context: A Survey of the Decorative Arts, Design History, and Material Culture," 502. "Approaches to the Object," and all of the requirements listed above. For those students entering the doctoral program without a graduate degree, the PhD is awarded after successful completion of 75 credits, including all requirements of the MA degree. If a doctoral student fails any of the required/core courses (including either term of "Objects" or "Approaches"), he or she must repeat and pass that course when it is next offered in order to proceed to their qualifying examinations.

PhD students are permitted to enroll in all classes offered here regardless of the number designation; however, some instructors may require PhD students to complete additional work.

#### **Transfer Credit**

Apart from the credits that transfer automatically from a previous MA degree (48 for internal MAs and 24 for those arriving from other programs; see Degree Requirements), a maximum of 3 additional credits may be transferred toward the PhD course requirements at Bard Graduate Center. For general provisions and procedures, see "Transfer Credit" in General Academic Policies, above.

#### **Academic Progress**

Doctoral students are expected to progress through the program according to the following schedule. Continued funding is contingent on satisfactory progress at each stage listed below:

##### *For full-time students with an MA from Bard Graduate Center:*

#### **YEAR 1**

Fall Full-time doctoral students take four courses (12 credits) in the first semester. If a student has not taken "Approaches to the Object" in the MA program, this course must be taken in the first semester. By December of the first semester, students choose three fields of study for qualifying examinations.

Spring Students prepare for these exams by taking three directed readings courses in the spring term (9 credits). By the end of their first year, students must have taken and passed all qualifying exams and fulfilled their second language requirement.

## YEAR 2

- Fall Students register for their final 6 credits (the dissertation). By October, students submit a dissertation proposal to the Graduate Committee. Once the proposal is approved, students are eligible for the degree of MPhil.
- Spring Dissertation research and writing. By the end of the semester, all students who have had their dissertation proposals approved present a progress report to their dissertation advisors (see Annual Work-in-Progress Review, below).

## YEAR 3

- Fall Dissertation research and writing. PhD students meet during the academic year at the doctoral forum to present their work in progress and receive feedback from their peers and faculty (see below). Possible appointment as TA for "Objects in Context" in one or both of years three and four.
- Spring Dissertation research and writing. PhD students meet at the doctoral forum. At the end of the semester, students submit a Work-in-Progress Report.

## YEAR 4

- Fall Dissertation research and writing, completed draft to advisor by September 1. PhD students meet at the doctoral forum. Possible appointment as TA for "Objects in Context" in fall and spring.
- Spring Dissertation defended by mid-March and submitted by mid-April (see Academic Calendar for exact date) in order to be considered for May Commencement. If the dissertation has not been completed, a student may petition the Graduate Committee to enter Dissertation Completion Enrollment Status (see below).

## YEAR 5

Dissertation Completion Enrollment, if needed and approved.

## YEAR 6

Dissertation Completion Enrollment, if needed and approved.

*For part-time students with an MA from Bard Graduate Center:*

## YEAR 1

- Fall Part-time doctoral students take two courses (6 credits) in the first semester. If students have not taken Approaches to the Object as an MA student, this course must be taken.
- Spring Students take two more courses (6 credits). By May of their second semester, they choose three fields of study for qualifying examinations, to be taken the following year.

## YEAR 2

- Fall Students prepare for their field exams by taking one or two directed readings courses (3 or 6 credits), and sit the exam[s] during the designated examination week in December.
- Spring Students take the remaining directed reading course[s] (3 or 6 credits) and take the exam[s] during the designated examination week in May. By the end of their second year, students must have taken and passed all qualifying exams and fulfilled their second language requirement.

## YEAR 3

- Fall Students register for their final 6 credits (the dissertation). By October students submit a dissertation proposal to the Graduate Committee. Once the proposal is approved, students are eligible for the degree of MPhil.
- Spring Dissertation research and writing. By the end of the semester, all students who have had their dissertation proposals approved present a progress report to their dissertation advisors (see Annual-Work-in-Progress Review below).

## YEAR 4

- Fall Dissertation research and writing. PhD students meet during the academic year at the doctoral forum (see below). Possible appointment as TA for "Objects in Context" in one or both of years four and five.
- Spring Dissertation research and writing. PhD students meet at the doctoral forum. At the end of the semester, students submit a Work-in-Progress Report.

## YEAR 5

- Fall Dissertation research and writing, completed

draft to advisor by September 1. PhD students meet at the doctoral forum. Possible appointment as TA for "Objects in Context" in fall and spring.

Spring Dissertation defended by mid-March and submitted by mid-April (see Academic Calendar for exact date) in order to be considered for May Commencement. If the dissertation has not been completed, a student may petition the Graduate Committee to enter Dissertation Completion Enrollment Status (see below).

#### YEAR 6

Dissertation Completion Enrollment, if needed and approved.

#### YEAR 7

Dissertation Completion Enrollment, if needed and approved.

*For full-time students entering with an MA from another institution:*

#### YEAR 1

Fall Full-time students take four courses (12 credits) in the first semester, including "Approaches to the Object" and "Objects in Context I." (Students who have already taken an equivalent course elsewhere may petition the Graduate Committee to be exempted.)

Spring Students take four courses (12 credits) including "Objects in Context II."

#### YEAR 2

Fall Students take four elective courses (12 credits) in the fall semester. By December of their third semester, they choose three fields of study for qualifying examinations.

Spring Students prepare for these exams by taking three directed readings courses in the spring term (9 credits). By the end of their second year, students must have taken and passed all qualifying exams and fulfilled their second language requirement.

#### YEAR 3

Fall Students register for their final 6 credits (the dissertation). By October students submit a dissertation proposal to the Graduate

Committee. Once the proposal is approved, students are eligible for the degree of MPhil.

Spring Dissertation research and writing. By the end of the semester, all students who have had their dissertation proposals approved present a progress report to their dissertation advisors (see Annual Work-in-Progress Review below).

#### YEAR 4

Fall Dissertation research and writing. PhD students meet during the academic year at the doctoral forum to present their work in progress and receive feedback from their peers and faculty (see below). Possible appointment as TA for "Objects in Context" in one or both of years four and five.

Spring Dissertation research and writing. PhD students meet at the doctoral forum to present their work in progress and receive feedback from their peers and faculty. At the end of the semester, students submit a Work-in-Progress Report.

#### YEAR 5

Fall Dissertation research and writing, completed draft to advisor by September 1. PhD students meet at the doctoral forum. Possible appointment as TA for "Objects in Context" in fall and spring.

Spring Dissertation defended by mid-March and submitted by mid-April (see Academic Calendar for exact date) in order to be considered for May Commencement. If the dissertation has not been completed, a student may petition the Graduate Committee to enter Dissertation Completion Enrollment Status (see below).

#### YEAR 6

Dissertation Completion Enrollment, if needed and approved.

#### YEAR 7

Dissertation Completion Enrollment, if needed and approved.

*For part-time students entering with an MA from another institution:*

## YEAR 1

Fall Part-time doctoral students take two courses (6 credits) in the first semester, including “Approaches to the Object” and “Objects in Context I.” (Students who have already taken an equivalent course elsewhere may petition the Graduate Committee to be exempted.)

Spring Students take two courses (6 credits), including “Objects II” (unless exempted).

## YEAR 2

Fall Students take two elective courses (6 credits).

Spring Students take two elective courses (6 credits).

## YEAR 3

Fall Students take two electives (6 credits).

Spring Students take two electives (6 credits). By May of the 6th semester, students choose 3 fields of study for qualifying field exams.

## YEAR 4

Fall Students prepare for their field exams by taking one or two directed readings courses (3 or 6 credits), and sit the exam[s] during the designated examination week.

Spring Students take the remaining directed reading course[s] (3 or 6 credits) and sit the exam[s] during the designated examination week. By the end of their fourth year, students must have taken and passed all qualifying exams and fulfilled their second language requirement.

## YEAR 5

Fall Students register for their final 6 credits (the dissertation). By October, students submit a dissertation proposal to the Graduate Committee. Once the proposal is approved, students are eligible for the degree of MPhil.

Spring Dissertation research and writing. By the end of the semester, all students who have had their dissertation proposals approved present a progress report to their dissertation advisors (see Annual Work-in-Progress Review below).

## YEAR 6

Fall Dissertation research and writing. PhD students meet during the academic year at the doctoral forum to present their work in progress and receive feedback from their peers and faculty (see below). Possible appointment as TA for “Objects in Context” in one or both of years six and seven.

Spring Dissertation research and writing. PhD students meet at the doctoral forum. At the end of the semester, students submit a Work-in-Progress Report.

## YEAR 7

Fall Dissertation research and writing, completed draft to advisor by September 1. PhD students meet at the doctoral forum. Possible appointment as TA for “Objects in Context” in fall and spring.

Spring Dissertation defended by mid-March and submitted by mid-April (see Academic Calendar for exact date) in order to be considered for May Commencement. If the dissertation has not been completed, a student may petition the Graduate Committee to enter Dissertation Completion Enrollment Status (see below).

## YEAR 8

Dissertation Completion Enrollment, if needed and approved.

## YEAR 9

Dissertation Completion Enrollment, if needed and approved.

***For full-time students entering without a graduate degree:***

## YEAR 1

Fall Full-time students take 4 courses (12 credits) including “Approaches to the Object” and “Objects in Context I.” Students also register for “Orientation” (1 credit) and “Writing Objects” (1 credit).

Spring Students register for 4 courses including “Objects in Context II.” Students also register for the required no-credit Internship to be completed in the summer, and should complete their first language requirement before the start of year two.

## YEAR 2

- Fall Students register for 4 elective courses (12 credits) and propose their Qualifying Paper (QP) topic by the end of the semester.
- Spring Students register for two elective courses (6 credits) and their QP (3 credits). Students also register for "Seminar Series" (1 credit). After year 2, students receive the MA degree.

## YEAR 3

- Fall Students take 4 elective courses (12 credits). By December, students choose three fields of study of qualifying examinations.
- Spring Student prepare for these examinations by taking three directed readings courses in the spring term (9 credits). By the end of their third year, students must have taken and passed all qualifying exams and fulfilled their second language requirement.

## YEAR 4

- Fall Students register for their final 6 credits (the dissertation). By October, students submit a dissertation proposal to the Graduate Committee. Once the proposal is approved, students are eligible for the degree of MPhil.
- Spring Dissertation research and writing. By the end of the semester, all students who have had their dissertation proposals approved present a progress report to their dissertation advisors (see Annual Work-in-Progress Review, below).

## YEAR 5

- Fall Dissertation research and writing. PhD students meet during the academic year at the doctoral forum to present their work in progress and receive feedback from their peers and faculty (see below). Possible appointment as TA for "Objects in Context."
- Spring Dissertation research and writing. PhD students meet at the doctoral forum. At the end of the semester, students submit a Work-in-Progress Report.

## YEAR 6

- Fall Dissertation research and writing. PhD students meet at the doctoral forum. Possible appointments as TA for "Objects in Context."

Spring Dissertation defended by mid-March and submitted by mid-April (see Academic Calendar for exact date) in order to be considered for May commencement. If the dissertation is not completed, a student may petition the Graduate Committee to enter Dissertation Completion Enrollment Status (see below).

## YEAR 7

Dissertation Completion Enrollment, if needed and approved.

## YEAR 8

Dissertation Completion Enrollment, if needed and approved.

### Full-time and Part-time Status

During coursework and qualifying exams, PhD students may change from full-time to part-time status or vice versa by submitting a form to the Office of Academic Programs. Students contemplating a change in status should consult with the Director of Doctoral Studies. Full-time students receiving fellowships should be aware that changing their status to part-time will result in loss of funding. Doctoral students who convert from part-time to full-time status are not eligible for an increase in institutional financial aid. Once qualifying exams are passed all students are regarded as full-time equivalent. There is no part-time status during the research and writing of the dissertation.

### Time Limits for the Degree

Full-time students who enter the doctoral program with an MA from Bard Graduate Center are expected to complete their PhD by the end of their fourth year. Full-time students who enter the doctoral program with an MA from another institution are expected to complete their PhD by the end of their fifth year. Full-time students who enter the doctoral program without a graduate degree are expected to complete their PhD by the end of their sixth year. All students are expected to complete their dissertation within three years of completing their exams (see Full-time and Part-time Status, above). After this period, students must move into Dissertation Completion Enrollment status or end their candidacy for a degree.

#### *Dissertation Completion Enrollment*

Enrolled PhD students who have not completed their degree within three years from the completion of exams may petition the Graduate Committee to be enrolled for up to two additional years in Dissertation Completion Enrollment (DCE) status. DCE status exists to help students

finish the PhD by allowing them to remain in an enrolled status while they finish their degree requirements. Students must move directly into DCE status when their period of regular enrollment ends and must be approved by their dissertation committee and the Graduate Committee based on satisfactory academic progress. Prior to the submission of the DCE application, students should submit their work in progress to their dissertation advisor and the advisor will sign the form. A limited number of reduced fellowships may be available upon application for those who can demonstrate that they will complete their dissertations in one year. DCE and funding petitions must be submitted to the Office of Academic Programs in time for consideration at the April meeting of the Graduate Committee the year prior to entering DCE status.

Students in DCE status are fully and formally enrolled graduate students, working full-time to complete degree requirements. A continuing annual enrollment fee of \$1,000 will be charged. If a student has not defended the dissertation by the end of the eligible DCE period, their status as a matriculated student at Bard Graduate Center will come to an end.

#### *Re-Enrollment for Purposes of Dissertation Defense*

Doctoral students who have timed-out and are no longer matriculated may present a fully completed dissertation and petition for re-enrollment for the purposes of defending the dissertation. In such cases the faculty must vote formally whether or not to receive the dissertation for review and examination, contingent on the positive recommendation of at least two members of the dissertation committee that the dissertation advance to the final defense. The student will submit a form to the Graduate Committee and a one-time re-enrollment fee of \$1,000 will be charged if the petition is approved.

#### **Leaves of Absence**

Leaves of absence will be granted for urgent, documented medical reasons only. If a student does not return to the program after an approved leave ends, the student's degree candidacy is terminated. A request to return thereafter requires reapplication to the doctoral program through the annual admission process. See "Leave of Absences" in General Academic Policies, above.

#### **Academic Probation**

During coursework, PhD students are required to maintain a grade point average of 3.5 (B+). Students who do not maintain this average during any

given term will be placed on academic probation and will be ineligible for scholarships, fellowships, or travel and research grants while on probation.

#### **Consortium and Exchange Programs**

During coursework, PhD students are eligible to take courses with our consortium institutions in New York (see General Academic Policies) and, on petition to the Graduate Committee, to participate in student or research exchanges with the Royal College of Art in London and the Humboldt University in Berlin.

#### **Doctoral Forum**

PhD students meet several times during the academic year to present a significant portion of their work-in-progress and receive feedback from their peers and faculty. PhD students are expected to attend and participate in these meetings. The Doctoral Forum is organized by the Director of Doctoral Studies in collaboration with students in the PhD program; students may volunteer to present their research and can also be invited to speak. Attendance is especially encouraged of doctoral students who are taking courses, preparing for exams, and proposing their dissertations.

#### **Annual Work-in-Progress Review**

At the end of the spring semester, all doctoral students who have had their dissertation proposals approved must present a progress report on the current state of their research and writing to their dissertation advisors; students meet with their advisors and, where appropriate, with committee members to discuss their work. This is summarized on the Annual Doctoral Progress Report form, which should be filled out by each student, signed by the student's advisor, and submitted by the student to the Office of Academic Programs. Advisors will expect to see finished chapters and drafts of other sections in preparation. Good standing in the doctoral program is contingent on the annual work-in-progress review, which must document clear evidence of research conducted and of substantial writing towards completion of the dissertation.

#### **Columbia University Libraries/ NYU Bobst Library**

Students enrolled in the PhD program have access to other libraries. PhD students receive access to the Columbia, NYU, and the NYPL libraries by applying for a MaRLI card.

#### **Foreign Language Proficiency**

Students are required to pass two foreign language exams prior to undertaking qualifying exams. French, German, Italian, or Spanish are recommended; however, students may request approval

from the Graduate Committee to demonstrate proficiency in another language provided that the proposed language is relevant to the student's dissertation research.

### **Qualifying Examinations**

Students are examined in three separate fields selected from a list of subject areas drawn up by the Graduate Committee. Examinations are only held once all coursework is completed. The qualifying examinations are intended to ensure that the student has a broad knowledge of the material, historiography, and current scholarship in the areas examined. Students prepare for these exams by taking three directed readings courses (9 credits), after they have completed their coursework.

#### *Proposal Process for Qualifying Exam Fields*

The student may select all three fields from the list of subject areas drawn up by the Graduate Committee, with the proviso that there be no significant overlap of chronology or content. Fields are defined chronologically, by geography, by medium, by theme, or by other concepts approved by the Graduate Committee. Alternatively the student may choose two fields from the list and propose an area of individual interest ("Wildcard") as the third field. Ordinarily a Wildcard field would cover no less than 50 years in an area likely to be related to the candidate's dissertation topic. Proposals for all qualifying examination fields must be submitted to the Graduate Committee for approval, and the committee reserves the right to suggest alterations to Wildcard fields. Proposals for Wildcard fields must include a description and a preliminary bibliography (proposals for existing fields do not require an accompanying bibliography).

#### *Qualifying Examination Committees*

Each field exam is administered by either one or two members of the faculty, depending on faculty expertise and availability. No faculty member may be an examiner for all three exam fields. Students take directed readings courses for all three fields; each course involves the respective field examiners discussing with the student the preparation and content of bibliographies and the content and format of exams. At the end of examination week, examiners must reach consensus on both the written and the oral components in order for the student to pass. Part-time students who take their exams over the course of two semesters must have two examiners administering each field exam.

#### *Qualifying Exam Format*

For full-time students, each field exam consists

of an eight-hour, open-book written component (on Monday, Wednesday, and Friday of reading week), followed by a single oral examination covering all three fields (during exam week). Part-time students typically take their exams over the course of two semesters. They schedule one written and oral exam at the end of one semester, and two written exams and a combined oral exam at the end of the other semester.

#### *Written Component*

The written component consists of three eight-hour written exams to be taken at BGC during reading week. In each exam, students will select two essay questions from a list of five provided by the examining committee. The expectation is that the student will spend ca. three hours for each essay, with an hour in between. Each of the two essays should be around 1,000 to 1,500 words in length. We expect students to refer to key authors and/or texts and their arguments, but there is no expectation that bibliographic citations, footnotes, or lengthy quotes be provided. These are open-book exams. Students are permitted use of the library, the internet, and their own computers (or BGC computers if requested). If the student fails the written component of an exam, s/he may not proceed to the oral component of that exam. The student may retake the written part once. All re-sits must be scheduled before the start of the next academic year. Failure a second time will result in dismissal from the program.

#### *Oral Component*

The examining committee determines the format of the oral exam. Generally it may involve questions pertaining to the written examinations and approved bibliographies, and, at the examiners' discretion, identification of and questions regarding images. Normally, the oral exam lasts between 2 and 2 ½ hours. If the student fails one or several oral components of the field exams, he or she may retake the respective exam one more time. This re-sit must be scheduled before the start of the next academic year. Failure a second time will result in dismissal from the program.

#### *Procedural Guidelines for Qualifying Examinations*

All PhD students should follow these steps to prepare for qualifying exams:

1. The student meets with the Director of Doctoral Studies and individual faculty to discuss the areas to be examined and to establish a structure for the directed readings courses.

2. The student, in consultation with proposed examiners, submits "Proposal for Doctoral Field Exams/Directed Readings" listing exam fields to gcm@bgc.bard.edu one week before the November or December Graduate Committee meeting. If one of the fields is a "Wildcard" field, the student should indicate as much and include a description and preliminary bibliography.
3. For each field exam, the student and examiner[s] develop a bibliography and a program of study for the directed reading course to be taken during the semester. Bibliographies from previous exams are available for consultation from Academic Programs.
4. Examiners send written questions to the Office of Academic Programs at least one day before scheduled exams.
5. The student submits electronic copies of the final bibliography for each exam to the Office of Academic Programs before examinations.
6. After each written exam, the principal examiner confers with the other examiner(s) and emails the student with the grade (pass or fail); copies of the email should be sent to the Director of Doctoral Studies and the Office of Academic Programs. Once the student has passed the written exams, the Office of Academic Programs will inform the student that s/he may proceed to the oral exam.
7. After successful completion of both the written and oral exams, one faculty member notifies the Office of Academic Programs and the faculty that the student has passed their field examinations.

### **MPhil Degree**

Upon approval of the student's dissertation proposal (see below), he or she advances to PhD candidacy and is eligible for the MPhil degree.

### **Dissertation**

The doctoral dissertation must demonstrate advanced mastery of a student's chosen academic specialty and constitute a significant contribution to scholarship. Dissertation guidelines are included in this handbook. The writing of the dissertation may commence upon the approval of the proposal by the Graduate Committee. After a student has submitted the dissertation and it has

been approved by the dissertation committee, the student must pass an oral defense. The oral defense is closed to outside participants, including Bard Graduate Center students or staff members. All three members of the dissertation committee must approve the doctoral dissertation and the performance in the oral defense.

#### *Dissertation Advisor and Committee*

The dissertation committee normally consists of three Bard Graduate Center regular faculty members, one of whom is the dissertation advisor. The advisor must hold a PhD. The student should consult the faculty member with whom he or she wishes to work and secure that person's consent. The dissertation advisor will be responsible for guiding the student through the process of writing, revising, and submitting the dissertation. The dissertation committee is nominated by the student, with the consent of the participating members. At least two members of the dissertation committee must hold a PhD.

A student may request an outside specialist to participate on the committee; the Graduate Committee must approve all outside specialists. The student will be responsible for setting up a work schedule, carrying out research on the proposed topic, and writing the dissertation. Members of the dissertation committee will act in an advisory capacity; they are not responsible for devising the student's schedule or editing the student's work.

#### *Dissertation Proposal*

The dissertation proposal may be submitted to the Graduate Committee for approval after the student has completed all coursework and passed the language and qualifying examinations. Proposals are due by October following the May examinations. Proposals must receive approval before the end of the term in which they are submitted. See Academic Progress for specific deadlines.

The dissertation proposal should consist of (1) a six- to eight-page, double-spaced statement of purpose, addressing aims, methods, sources, topic feasibility and work schedule, along with a narrative review of scholarly literature indicating the current state of knowledge in the field and explaining how the proposed dissertation will add to that knowledge and/or alter, redefine, or otherwise advance the subject; (2) a working outline; and (3) a preliminary bibliography.

The proposal must be approved by the student's



dissertation advisor and then submitted, along with the appropriate signed form, for approval by the Graduate Committee.

#### *Schedule for Dissertation Submission*

In general, students should adhere to the following schedule. Students should be aware that dissertation advisors along with other committee members may not be available during the summer months and should organize their work accordingly.

1. The student must first submit a completely finished draft of the dissertation, with full citations, bibliography, and illustrations, to the dissertation advisor, who will recommend revisions and corrections to the finished draft. At least two months should be allowed for the advisor's reading and correction of the finished draft, depending on its quality and polish.
2. The student will revise the draft and make appropriate corrections.
3. Once the advisor has agreed that the dissertation can go to the committee, the student will produce copies of the revised draft, with illustrations, for the members of the dissertation committee. At least two months should be allowed for the committee members to read and comment on the revised draft.
4. The committee will evaluate the dissertation, submit recommendations to the student for final revisions, and determine whether the defense can be scheduled. Before a defense can be scheduled, members of the committee must sign the defense form, which the advisor will coordinate with Academic Programs. See also the PhD Defense section, below.
5. The student will make all final revisions, which the dissertation advisor will oversee and review. In some cases, such as when the required revisions are small, the revisions can be made after the defense.
6. The student will defend the dissertation before the members of the committee.
7. Upon successful defense of the dissertation, two final copies and three title pages will be submitted to the committee and the title pages will be signed. The advisor must also fill out a dissertation defense form,

which is also signed by members of the committee.

8. The student will retain one copy and submit two copies of the dissertation to the Office of Academic Programs for inclusion in the library and publication by ProQuest/UMI.

#### *Dissertation Submission Schedule for May Graduation*

In order to assure that a student will be able to take part in the Bard College commencement ceremony in late May, the following schedule must be observed. Dates given indicate the latest dates by which the various steps must be concluded; earlier submission is recommended, as it will facilitate the process.

1. A complete, polished draft of the dissertation, with full citations, bibliography, illustrations, and captions must be submitted at the latest by September 1 to the dissertation advisor, who will recommend revisions and corrections.
2. Contingent on the quality of the draft, the dissertation advisor will return the draft to the student within two months (November 1) with suggestions for revision and possibly a revised working schedule for completion.
3. The revised dissertation must be submitted to the dissertation committee by January 1.
4. The committee will evaluate the revised dissertation within two months of the date of submission (by March 1). They will determine whether and when the dissertation defense can be scheduled. They may submit recommendations for final revisions to the student either before or during the defense.
5. The student must successfully defend the dissertation at the latest by March 15. For more information, see "The PhD Defense" section below.
6. If the dissertation is approved with revisions, they must be verified by the advisor before final submission of the dissertation.
7. Two final copies of the dissertation and three title pages, signed by the committee, must be filed with the Office of Academic Programs by April 15.

#### *Form of the Dissertation*

The text of the dissertation must be at least

70,000 but no more than 100,000 words in length, inclusive of footnotes or endnotes but exclusive of appendices, and bibliography. Texts longer than 100,000 words, inclusive of footnotes or endnotes, will not be accepted. Margins must be 1" at the top and right side, 1¼" at the bottom, and 1½" at the left. Pages must be numbered in the upper right corner: lower case Roman numerals should be used for the front matter, beginning with the first page after the copyright page; the copyright page follows the title page (neither of which is numbered). Arabic numerals are used beginning with the first page of the actual text and continue through all back matter. The typeface must be clear and easy to read, the equivalent of Courier 10 cpi or 12 point Times Roman; a letter quality printer must be used. The body of the text should be double-spaced. Footnotes/endnotes, back matter, captions, etc., may be single-spaced. Students may choose to use endnotes or footnotes, as agreed with the dissertation advisor. There should be no color in the copy to be scanned, which is called the "original," and will be sent to ProQuest/UMI. Color can appear in the second copy, which will be retained by the BGC library. The original must be printed on 100% cotton, acid-free paper and only one side of the paper should be used. Citations, bibliographic references, and general considerations of style should follow those outlined in the current edition of *The Chicago Manual of Style*. The form of the title page and copyright page should conform to the samples attached to these guidelines. Dissertations must be arranged in the following order.

Italicized pages are optional: Title Page, Copyright Page, Abstract (length and format should follow current UMI guidelines), *Dedication*, Table of Contents, List of Illustrations (with sources), *List of Tables*, *Foreword*, *Preface*, *Acknowledgments*, *List of Abbreviations*, *Chronology*, Text of Dissertation (with footnotes at bottom of page, if used), *Appendices*, Endnotes (if used), Illustrations, *Glossary*, Bibliography, *Index*.

#### *The PhD Defense*

The defense is an oral presentation and discussion of the candidate's dissertation, intended to demonstrate that s/he can speak about the work in addition to presenting it in written form. It provides a forum for the committee to assess the work accomplished, request any necessary changes, and discuss possible future research plans with the candidate. At the end of the defense, the committee decides whether to approve the dissertation without revision, to approve it contingent upon revision, or not to approve it. If the dissertation is approved and any

requested changes verified by the advisor before final submission, the candidate is eligible for the degree of Doctor of Philosophy in Decorative Arts, Design History, Material Culture.

1. The dissertation advisor, working closely with the other members of the examination committee, has sole discretion as to the timing and scheduling of the PhD defense. The dissertation advisor solicits written approval from each member of the committee that the dissertation is ready to be defended. A form is available for this in the Office of Academic Programs. Once collective agreement has been reached, the dissertation advisor schedules the date of the defense.
2. Upon the student's successful conclusion of the defense, each member of the committee signs the cover sheet. If there are changes to be made, the student is given a specified time to make them. These changes are then submitted to the advisor for final approval.
3. Upon the successful conclusion of the defense, each member of the committee also signs the form that shows that the candidate has passed and is now eligible to receive the degree. A copy of this form remains in the files. Once a year, a report is made to the state regarding doctoral degrees conferred, and the registrar attaches this verifying document with the report sent to the state.
4. Typically, each committee member submits a one-page summary of his or her reactions to the dissertation within two weeks of the defense. The advisor is required to do so. These are kept on file, available for anyone in the community to read.

#### *Final Submission of Approved Dissertation*

After the student has successfully defended the dissertation and the title page has been signed, and after final changes have been made and approved, the finished work may be submitted. Two final copies must be prepared and submitted (unbound) to the Office of Academic Programs. One copy will be sent to Proquest for possible publication in their doctoral dissertation series. The second copy will be held in the BGC library.

#### *ProQuest Submission Requirement*

All completed dissertations must be submitted to ProQuest. The student is responsible for

completing and returning the ProQuest package to the Office of Academic Programs. Information about ProQuest is available from the Office of Academic Programs. The dissertation advisor must sign off on this as well, verifying the abstract submitted. The ProQuest package is submitted with the appropriate check to the Office of Academic Programs, which will submit it to ProQuest once the final, signed copies of the dissertation are in hand.

When submitting the dissertation to ProQuest, the student can opt to publish the dissertation with ProQuest or put restrictions on publication. If the student opts to publish the dissertation, copyright law applies. Permission must be obtained to reproduce all previously copyrighted materials that do not fall under the “fair use” designation of the copyright law. ProQuest/UMI requires that letters of permission to reproduce such materials accompany the copy of the dissertation submitted to them. For further information, see <https://about.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html>; or confer with the Academic Programs Office or the Director of Doctoral Studies.

#### *Copyright*

The author of the dissertation retains copyright privileges immediately upon completion of the work. In addition, the copyright may be registered with the Library of Congress Copyright Office. Registration of copyright confers additional legal rights, allowing the author to file suit for infringement and seek damages and attorneys’ fees. The student may register the copyright, or ProQuest can act as the student’s agent, handling registration details for a fee. Bard Graduate Center does not file for copyright for students’ dissertations. This is the responsibility of the student.

#### *Dissertation Awards/Prizes*

Doctoral dissertations may be nominated by advisors for competitive prizes, including the CINOA award and the Lee B. Anderson Memorial Dean’s Prize. Winners are selected by a committee comprised of members of the faculty and these awards are given at commencement.

(Sample title page)

**[Dissertation Title]**

[Student's Name]

A dissertation  
submitted in partial fulfillment  
of the requirements for the degree of  
Doctor of Philosophy in Decorative Arts, Design History, Material Culture  
Bard Graduate Center  
Bard College

Advisor: \_\_\_\_\_  
*Advisor Signature*  
[Type Advisor Name]

\_\_\_\_\_  
*Committee Member Signature*  
[Type Committee Member Name]

\_\_\_\_\_  
*Committee Member Signature*  
[Type Committee Member Name]

(Copyright page)

Copyright

[Student's Name]

[Year]

# Resources and Policies

## Counseling Service

Consulting therapists are available to students for limited, short-term therapy. Students are encouraged to contact the Director of Admissions and Student Affairs for a confidential referral.

## Digital Media Lab

Bard Graduate Center is committed to the integration of digital media throughout its academic programs, gallery exhibitions, and publishing endeavors through Digital Humanities/Exhibitions. The Digital Media Lab (DML) plays an integral role in this initiative by providing resources and support to individuals interested in using digital tools for their academic work, research, and professional development.

Through a well-equipped space, the DML is able to facilitate a wide variety of individual and collaborative digital projects ranging from classroom assignments to Qualifying Papers. Recent work includes website design and development, video and audio production, gallery interactive development, mapping, alternate modes of research presentation, and 3D printing. The DML provides regular workshops and training to support the mastery of digital tools in order to encourage inquiry into new modes of scholarship and to develop valuable professional skills.

## Ethics

Students are expected to edit their own written work and to learn the appropriate methods of citation, paraphrase, and quotation used by professionals in the academic disciplines, as exemplified by those used in Bard Graduate Center's scholarly journal. We do not permit students to have their work professionally edited before submitting it for a grade. Any student found guilty of plagiarism, falsification of data, deliberately inappropriate analysis of data or misrepresentation of data with the intent to deceive, or any other form of misconduct as defined in Federal Register 45 CFR Part 689.1, Feb. 10, 1987, of any materials submitted for class assignments or as part of the Qualifying Paper will be subject to the policies regarding plagiarism (See "Plagiarism," above).

## Immunization/Vaccination

New York State Public Health Law 2165 requires post-secondary students to show proof of immunity to measles, mumps, and rubella. Students who cannot provide physician- or health-provider documented proof of immunity will not be allowed to attend classes. Persons born prior to January 1, 1957, are exempt from this requirement. Effective summer 2021, Bard College will require all students, faculty, and staff studying or working on campus to be fully vaccinated against COVID-19. Bard Graduate Center, The American College Health Association, and The Department of Public Health strongly recommend that students receive the Hepatitis B vaccine series prior to matriculation. Health forms are sent to students prior to matriculation and must be returned before arrival for August Orientation.

## Library

(For a full outline of Library policies, please see "Library Guidelines and Services," below) The Bard Graduate Center Library has a collection of over 55,000 monographs, including rare and special collections, over 500 periodical titles, auction catalogs, trade catalogs, microforms, videos and Bard Graduate Center's thesis, qualifying papers, and dissertations collection. These holdings are all searchable in our online library catalog.

In addition to our print resources, we offer a comprehensive collection of online research databases and a periodicals searching tool, TrueSerials, which connects you directly to our databases.

The library is an open stack, non-circulating collection spanning all six floors the Bard Graduate Center building at 38 W. 86th Street. With over 8,000 linear feet of shelf space throughout the building, the library houses a significant research collection to support advanced scholarly study of material culture.

Books are housed in the lower level monograph stacks while periodicals are on the 2nd-5th floors. They are all cataloged and shelved in the Library of Congress classification scheme. The location and call number for each item is indicated in the library catalog.

The geographic scope of the collection is primarily focused on the United States, Europe, and China, but also reflects the focus of the Degree Programs and Gallery.

Key subject areas represented in our collection are:

- New York and American Material Culture
- Modern Design History
- Early Modern Europe
- History and Theory of Museums
- Comparative Medieval Material Culture (China, Islam, Europe)
- Archaeology, Anthropology, and Material Culture
- Other areas such as those studied in the doctoral program's field concentrations

The library encourages all students to take advantage of the rich resources found in New York City libraries. We are fortunate to be in close proximity to the Watson Library at the Metropolitan Museum of Art, the Frick Art Library, the New York Historical Society, and New York Public Library's Schwarzman building. These libraries are all public institutions that you can visit without an appointment. When needed, BGC students can also visit university libraries such as Columbia, NYU, and the Fashion Institute of Technology, with a METRO pass that the BGC Library staff can write for you.

### **Lockers**

Students are assigned lockers on the lower level of building 38 during orientation. Bard Graduate Center maintains the right to re-assign or consolidate locker assignments. These lockers are the property of Bard Graduate Center, and the school reserves the right to open them with just cause. Lockers must be emptied by the date specified each spring by the Office of Academic Programs. Because of space constraints, only first- and second-year MA students and first- and second-year PhD students can be guaranteed a locker.

### **Lounge and Kitchen Privileges**

There is a kitchenette for student use in the student lounge on the sixth floor of building 38. Appliances include a microwave, a refrigerator, a coffee maker, and a toaster oven. It is each student's responsibility to wash his or her dishes and to keep this area neat and clean. The sixth floor lounge, including the kitchenette, may be closed during and in preparation for events. At these times, students may use the alternate lounge in the basement of building 18. Please note, as above, that IDs must be exhibited and worn at building 18.

### **Mail**

Space permitting, students who are taking courses will have a pigeonhole mailbox for receiving communications from other students, faculty, and staff. These boxes are located in the lower level of 38 West 86th Street. Students should check their mailboxes regularly. Bard Graduate Center will not carry outgoing mail for students, nor will it accept incoming mail, packages, and deliveries for students from postal services or messengers. Students who wish to receive research-related mail may list or publish Bard Graduate Center's address; however, all information or inquiries mailed to students must be sent in care of their academic advisors. Because of space constraints, only first- and second-year MA students and first- and second-year PhD students can be guaranteed mailboxes.

### **Research and Academic Programs**

MA and PhD students are invited to attend programs organized by both Academic and Public Programs throughout the year. As programs are open to the general public, students are asked to reserve a space prior to the program.

### **Title IX**

Bard College and its affiliated programs are committed to providing a learning environment free from sexual and gender-based harassment, discrimination, sexual assault, stalking, and intimate partner violence. Please see the Bard College Graduate Student Handbook for a full statement. Any member of the community who wishes to report gender-based misconduct may do so by contacting the Title IX coordinator by phone (845) 758-7452 or email ([titleix@bard.edu](mailto:titleix@bard.edu)).

### **Writing**

Learning to write effectively is among the most important skills students can learn while at BGC. Writing is embedded in the program through our Writing as Thinking workshops during August Orientation, course 510. Writing Objects, and workshops and individual meetings held throughout the academic year. Faculty may also refer students for assistance. The writing program is run by our assistant professor of practice in writing.

# Research Collections Guidelines

## General Etiquette

1. The library spaces are reserved as quiet spaces for research.
2. Phones should not be used in the library. Use the stairwells for short phone calls or the 6th floor space for longer conversations.
3. Outside visitors (not BGC affiliated) must be cleared with library staff beforehand.

## Food and Drink

1. No food is permitted in library spaces. Please eat all food on the 6th floor.
2. Drinks must be in sealed, spill-proof containers.
3. No drinks at all are allowed in the 2nd floor Reading Room, Room 209 (Second floor classroom and Special Collections) or in Visual Media Resources.
4. Please do not use library materials in the building's kitchen spaces.

## Using Library Materials

Please respect library materials and handle them with care. Ask library staff for assistance if a book seems too delicate to handle. When using our materials, please keep this in mind:

1. Pencils or laptops should be used for taking notes, not pens.
2. Use paper bookmarks between book pages, but no paper clips, pencils, post-its, etc. Do not turn down page corners to mark places.
3. Do not strain book spines by leaving them face down and cracked open, or by stacking open books to hold places in the text.
4. Book cradles and book weights are available at the Reference Desk if necessary.

## Student Shelves

1. The library is non-circulating (meaning everything stays on-site), so every student is assigned a shelf for their library materials.
2. You may “check out” books from the Monograph Stacks and Periodicals Stacks to keep on your shelf.
3. Fill out a “check out” card for each item placed on your shelf. Write legibly, include your first and last name, and month/ day/year.
4. Keep your shelves orderly: shelve books vertically with titles facing out. Do not over-crowd books on your shelves. If you need more space, talk to Library staff.
5. Do not put personal belongings on your library shelf. Anything other than books or photocopies should be kept in the lower level lockers.
6. Course reserve books, folios, oversized books, and reference books cannot be stored on student shelves.
7. When you are finished using the material, place all library materials on re-shelving carts, except for course reserve books, which you should return to the appropriate shelf immediately after use.

## Photocopying and Scanning

1. The covers and pages of books should be supported; do not force books to lie flat on the copy machines or scanners.
2. Oversized, tightly bound, or brittle materials should not be photocopied or scanned. Please abide by the blue “no photocopying” label attached to some materials (applies to scanning as well).
3. Duplicating special collections materials must be arranged with the library staff. Duplicating BGC theses and qualifying papers are prohibited.



### **Using the Qualifying Papers, Theses, or Dissertation Collection**

1. This collection may only be used in the Reading Room during staffed Reference Desk hours.
2. Only one QP/thesis/dissertation may be checked out at a time.
3. No reproductions (photos, photocopies or scans) of any kind are allowed. Notes can be taken with pencil or laptop.
4. If a student wishes to place an embargo on their QP after graduation, prohibiting access without the author's specific permission, please contact library staff.

### **BGC Policy on Lost and Damaged Research Collection Materials**

Library patrons are expected to treat all library and VMR materials and equipment with utmost care in order to avoid damaging them. Any damage beyond normal wear, whether intentional or accidental, shortens the life of the book, periodical, media item, or piece of equipment; in some cases the damage is so severe that the item must be replaced (see below).

Patrons who return library items damaged either by intentional or preventable misuse (including highlighting, underlining in pencil or ink, or use of adhesive notes) or by accident (e.g., the spilling of liquids and food) will be assessed repair fees determined by the Library Director according to the severity of the damage.

In the same way, patrons who check out equipment (such as cameras and voice recorders) must sign an equipment checkout form and are responsible for returning that equipment to the Library in the same condition and by the date agreed upon. Any delay or damage, whether intentional or accidental, will result in a fee determined by the Librarian according to the severity of the delay or damage.

### **Replacement Fee**

Any library item or equipment that is lost, damaged beyond repair, or not returned in a timely fashion will result in a replacement fee charged to the registered user. This charge will consist of the full cost of replacing the item or piece of equipment, plus a processing fee of \$50. Should the Library not be able to determine the precise cost of replacement for a library item, the replacement fee will be \$100 plus the processing fee of \$50, for a total cost of \$150. Similarly, the replacement fee for equipment will be determined by the Director of IT. All

exceptions to this policy must be approved by the Director of Research Collections.

### **Fee Payment**

Damage and/or replacement fees must be paid by cash or check to the Bard Graduate Center Library. A receipt will be issued. Failure to pay will result in a hold on the student's record and a block on graduation until all outstanding fees are cleared.

# Other Institutional Policies

## **Alcohol**

The drinking of alcoholic beverages is prohibited in all Bard Graduate Center facilities, including outdoor spaces, unless in conjunction with a sponsored event. We expect our members to adhere to and respect New York State law and institutional principles and regulations. In making this statement, we affirm our role as an educational institution. We encourage moderation, restraint, and care in the use of alcohol. Even when an individual is legally entitled to use alcohol, it is important to recognize the unexpected difficulties that can ensue. At all times, every individual must be aware of the rights of others within the community, while simultaneously taking responsibility for personal conduct.

### *Summary of State Laws and Regulations*

All members must take responsibility for compliance with the laws of New York State and act in accordance with the Drug-Free Schools and Communities Act. The major points of the law are as follows:

#### *Legal Minimum Purchase Age*

No person shall sell, deliver, give away, cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any person, actually or apparently, under the legal age (21) of purchase. This is a class B misdemeanor. The fine is \$500 and/or 6 months in jail.

#### *Selling or Giving Alcohol to an Intoxicated Person*

No person shall sell, deliver, give away, permit, procure to be sold, delivered, or given away any alcoholic beverages to any intoxicated person or any person under the influence of alcohol. Violators may be faced with a fine up to \$50 and/or up to 5 days in jail.

#### *Dram Shop Liability*

Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person, or by reason of the intoxication of any person, whether resulting in death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for the intoxicated person, have

caused or contributed to the intoxication. In any such action, the injured person will have a right to recover actual and exemplary damages.

#### *Social Host Liability*

Creates civil liability for anyone who knowingly furnished alcoholic beverages to any intoxicated person under the legal age of purchase if the intoxication results in injury or damages to a third party.

#### *Using False Identification (I.D.)*

Any person under the legal age of purchase who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be faced with probation for a period of not exceeding one year and may in addition receive a fine not exceeding \$100.

#### *Counseling*

For those individuals who develop identifiable problems as a result of their use of alcohol, counseling can be an appropriate and necessary course. We will do everything reasonably possible to provide assistance, realizing that we are not the guardian or custodian of our students or any members of the community. There is a psychotherapist on staff, and students are encouraged to meet with him about all such issues. These are confidential sessions.

#### *Enforcement*

Violations of the spirit and intent of this policy will be responded to by disciplinary action after BGC has been notified through normal complaint channels.

## **Bicycles**

Bicycles may not be brought inside the facilities.

## **Classroom Use**

Classrooms serve a variety of needs for the entire institution. A student or group of students may request a classroom for academic purposes (such as studying, reviewing images, and meeting with tutors) by contacting the Office of Academic Programs.

## Computers

Laptop computers may be used in the library stacks. All of the study areas in building 38 support wireless connections.

## Drugs

Bard Graduate Center prohibits illegal possession or transfer of any controlled substance so defined in the statutes of New York. Selling, making, or distributing drugs, and any socially disruptive behavior resulting from use of illegal drugs, will result in prompt and forceful action. Bard Graduate Center is an educational institution; as such, it does not apply sanctions of the law, but it neither ignores the law nor stands between the student and the law. Violations of the spirit and intent of this policy will be responded to by disciplinary action after the administration has been notified through normal complaint channels. Penalties for violations may include warnings, probation, suspension, and expulsion.

### *Sale*

Should there be sufficient and credible information or other evidence from within the community or without that a student is or has been trafficking in controlled drugs or is or has been in possession of significant amounts to make this a reasonable supposition, the student will be asked to resign from Bard Graduate Center. A student who chooses not to resign will be suspended by the Dean with appeal through normal procedures.

### *Use*

Bard Graduate Center shall rely on education, counseling, and medical services rather than disciplinary procedures in cases of the drug use. Students are urged to seek help for themselves or on behalf of others in any matter of drug use.

## Fire Drills and Evacuation Rules

The Facilities Manager conducts fire drills at least three times each academic year in order to comply with New York State laws and familiarize students with protective procedures.

1. Any person discovering fire, heat, or smoke should immediately notify the floor fire warden or use the interior PULL fire alarm, located near the elevator.
2. Once an interior fire alarm is activated, everyone must leave the building immediately. Security personnel will direct the evacuation procedure. Fire wardens will assist individuals in wheelchairs.
3. Proceed immediately to the nearest uncontaminated stair (the main stair or the fire

stair); exit on the first floor; leave the building by the front door; and proceed west on the sidewalk to the designated safe area.

4. Do not use the elevator.
5. After the evacuation procedure has begun, do not turn back to retrieve anything. Delaying your exit may cause you to breathe highly toxic smoke.
6. Report your arrival at the designated safe area to your floor's fire warden.

## Firearms

The possession on campus of firearms, other weapons, ammunition, explosive devices, or combustibles is strictly prohibited.

## Food and Drink

In compliance with the regulations of the Smithsonian Institution and the American Association of Museums, which prohibit food and/or drink on the same floor as exhibitions, no food is permitted in Library spaces on the 3rd floor, 2nd floor, and lower level (LL) of the building, and drinks must be kept in closed containers. No food or drinks at all are allowed in the VMR or the DML.

## Handicapped Access

Bard Graduate Center seeks to comply with the provisions of the Americans with Disabilities Act by making the building accessible to the handicapped. Contact the Director of Facilities Management and Operations with specific needs or for further information.

## Holidays

Bard Graduate Center is closed to students, faculty, and staff on New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day.

## ID Cards

All students, faculty, and staff are required to obtain an identification card, which must be presented to security guards upon request. Students are asked to be polite to security guards who might not recognize them when they ask for ID. IDs must be worn at Building 18 (the Gallery) at all times.

## Pets

Animals are not permitted inside Bard Graduate Center buildings. However, a seeing-eye dog may accompany vision-impaired individuals. Students may not keep pets in Bard Hall.

### **Photocopying and Scanning**

Multi-function copying, scanning, and printing machines for graduate student use are located in the Library on floors three, two, and the lower level (LL). All other photocopiers in the building are for office use only. There is also an overhead book scanner in the Library on floor two, and a variety of flat-bed scanners in Visual Media Resources and the Digital Media Lab on floor three.

### **Recycling**

We recycle bottles, cans, newspaper, magazines, cardboard, and white paper. Receptacles are located throughout the buildings.

### **Rest Rooms**

Rest rooms for students are located throughout 38 West 86th Street.

### **Security**

Security is here to help keep us all safe. Security guards may request identification before admitting an individual to the buildings (see ID cards, above). Students, faculty, staff, and visitors may have their bags inspected as they enter and/or exit the buildings. Except for those attending academic and gallery programs on the ground floor of building 38, and visitors to exhibitions during regular gallery hours at building 18, all persons who are not matriculated students, faculty, fellows, or staff must sign in with the security desk and be accompanied by a member of the Bard Graduate center community in order to access either building (see Visitors, below). Strangers will not be admitted. All non-affiliated external readers must make advance appointments with the Office of Reader Services in order to access the library. Exceptions will be made for consortium students who are attending classes during the term of their enrollment. Please check with the Director of Security for more details.

### **Smoking**

Smoking is not permitted in any facilities, including front stoops, terraces, and staircases. This ban also applies to all areas of Bard Hall, including the rear garden and the area immediately around the building entrance. Students caught smoking on the premises will be fined. Students are responsible for ensuring that their visitors and guests comply with this policy.

### **Theft and/or Loss of Property**

Personal property in our facilities is not insured by Bard Graduate Center. As such, we do not accept responsibility for any loss or theft anywhere in Bard Graduate Center facilities at any time. This policy applies to any damage from water, steam, soot, smoke, fire, or any other destruction. It is the

responsibility of each student to provide insurance protection for personal belongings. Lost or stolen property should be reported to the Supervisor of Security. An incident report will be made and a copy furnished to you upon your request.

### **Unauthorized Presence**

Any person found in or around our facility without the appropriate permission or authorization will be subject to disciplinary action and/or possible prosecution for trespassing. Report the presence of any suspicious person to the security guard(s) at reception immediately. Security may be reached at 212.501.3002 or at 212.501.3020.

### **Vandalism**

Vandalism of property and facilities will not be tolerated. Regulations concerning discipline and dismissal apply.

### **Visitors**

Students must personally greet and sign in visitors at the security guard station in the reception area of building 38; the receptionist and security guards will not try to locate or notify a student of the arrival of a visitor. Visitors may not access mailboxes without a student present. Visitors who do not follow the guidelines of Security will be asked to leave. Our buildings, facilities, and resources are strictly for the use of matriculated students, faculty, fellows, and staff. Students may not invite friends, spouses, significant others, etc. to sit in on classes, use the library, copiers, computers, and scanners, or otherwise use our facilities, including the student lounge.

*Revised summer, 2021.*

*Note: all information is accurate as of printing. Please consult the Office of Academic Programs for more information and specific deadlines.*

