



**NYU**

THE INSTITUTE  
OF FINE ARTS

# Student Handbook • 2025 - 2026



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The IFA Council



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## WELCOME TO THE INSTITUTE OF FINE ARTS

We are delighted to extend a warm and enthusiastic welcome to our newly arrived graduate students. You have already impressed us with your many accomplishments and potential for creative thinking. You are joining a vibrant, diverse, and supportive community of individuals who care passionately about the history of art, archaeology, and conservation and who are dedicated to producing new forms of knowledge across the entire range of artistic expression.

While you are with us, we will work closely with you to foster your curiosity in innovative approaches and unfamiliar fields of study, to help you develop expertise in the areas of greatest interest to you, and to assist you in gaining relevant practical experience. We look forward to getting to know each of you as we begin this exciting year together.

Your time as a graduate student here will be intense, and you will be bombarded by educational opportunities both near and far. Art history courses at the Duke House, conservation and technical studies at the Chan House, evening lectures, and summer directed work placements across the country, at Villa la Pietra, and on archaeological excavations around the world are only some of the exciting experiences you will have. The wealth of activities in New York City alone can augment, or derail, the most disciplined course of studies.

The faculty and staff of the Institute of Fine Arts and the Conservation Center are eager to be your guides. We are committed to being advocates for all students to ensure that they have access to the necessary resources to complete their degrees in a timely manner and receive the support and training they require to make them competitive candidates in the job market. We are here to help you plot your individual itinerary, stay on course, and meet your goals.

***Joan Kee, Judy and Michael Steinhardt Director and Professor of Fine Arts***

***Emmelyn Butterfield-Rosen, Director of Graduate Studies and Associate Professor***

***Lisa Conte, Conservation Center Co-Chair and Assistant Professor of Paper Conservation***

***Finbarr Barry Flood, Deputy Director and William R. Kenan, Jr., Professor of the Humanities***

***Matthew Hayes, Conservation Center Co-Chair and Assistant Professor of Paintings Conservation***

***Hsueh-man Shen, Director of Masters Studies and Ehrenkranz Associate Professor in World Art***



# INSTITUTE FACULTY & INSTRUCTORS

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**Steven Weintraub**

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**George Wheeler**

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**Costanza Perrone Da Zara**

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**Anna Serotta**

Consulting Conservator, Excavations at Selinunte

**Paul Stanwick**

Research Affiliate in Egyptian Art

# INSTITUTE FACULTY & INSTRUCTORS

## **THE INSTITUTE OF FINE ARTS EXCAVATION FIELD DIRECTORS**

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Lila Acheson Wallace Assistant Professor of Ancient Egyptian Art; Field Director, Excavations at Sanam in Sudan

### **Laurel Bestock**

Visiting Research Professor and Executive Director of Excavation at Abydos

### **Clemente Marconi**

James R. McCredie Professor in the History of Greek Art and Archaeology; University Professor; Project Director, IFA Excavations at Selinunte, Italy

### **Roland R. R. Smith**

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### **Bonna D. Wescoat**

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### **Eileen Hsiang-ling Hsu**

Adjunct Instructor in Classical Chinese, Institute of Fine Arts

### **Rosalia Pumo**

Adjunct Instructor in Italian; Field Director, Selinunte, Institute of Fine Arts

### **Heidi Ziegler**

Adjunct Instructor in French, Institute of Fine Arts

# INSTITUTE FACULTY & INSTRUCTORS

## **INSTITUTE FACULTY FIELDS OF STUDY**

### **EAST ASIAN ART**

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Hsueh-man Shen

### **AFRICAN ART & ARCHITECTURE**

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Prita Meier

### **ANCIENT ART & ARCHITECTURE**

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Kathryn Howley  
Clemente Marconi  
Katherine Welch

### **EARLY CHRISTIAN, BYZANTINE & WESTERN MEDIEVAL ART**

Robert A. Maxwell  
Thelma K. Thomas

### **ART OF THE MIDDLE EAST & SOUTH ASIA**

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Dipti Khera

### **RENAISSANCE ART**

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Alexander Nagel

### **SEVENTEENTH- & EIGHTEENTH-CENTURY ART**

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### **NINETEENTH- & TWENTIETH CENTURY ART**

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Alexandra Courtois de Viçose  
Thomas Crow  
Catherine Quan Damman  
Joan Kee  
Meredith Martin  
Christine Poggi  
Robert Slifkin  
Edward J. Sullivan

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### **CURATORIAL & MUSEUM STUDIES**

Participating staff members of The Metropolitan Museum of Art

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# INSTITUTE STAFF DIRECTORY

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### **Kimberly Hannah**

Senior Processing Assistant

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### **Annalise Welte**

Librarian for Research Services

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[aow217@nyu.edu](mailto:aow217@nyu.edu)

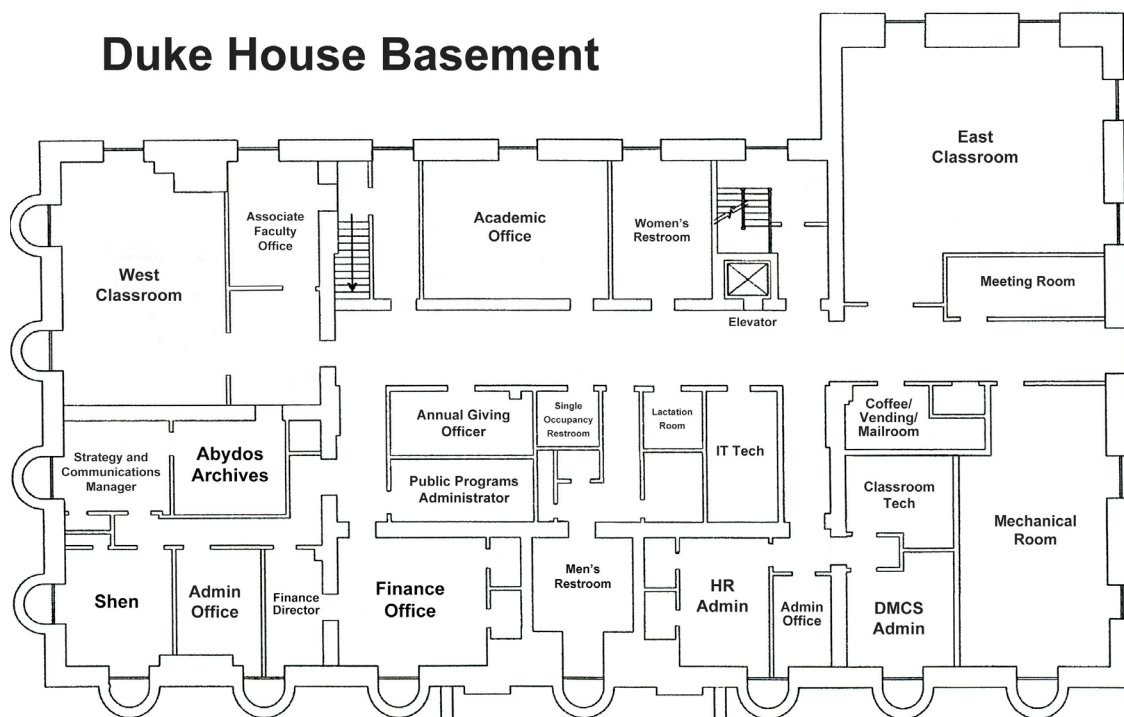
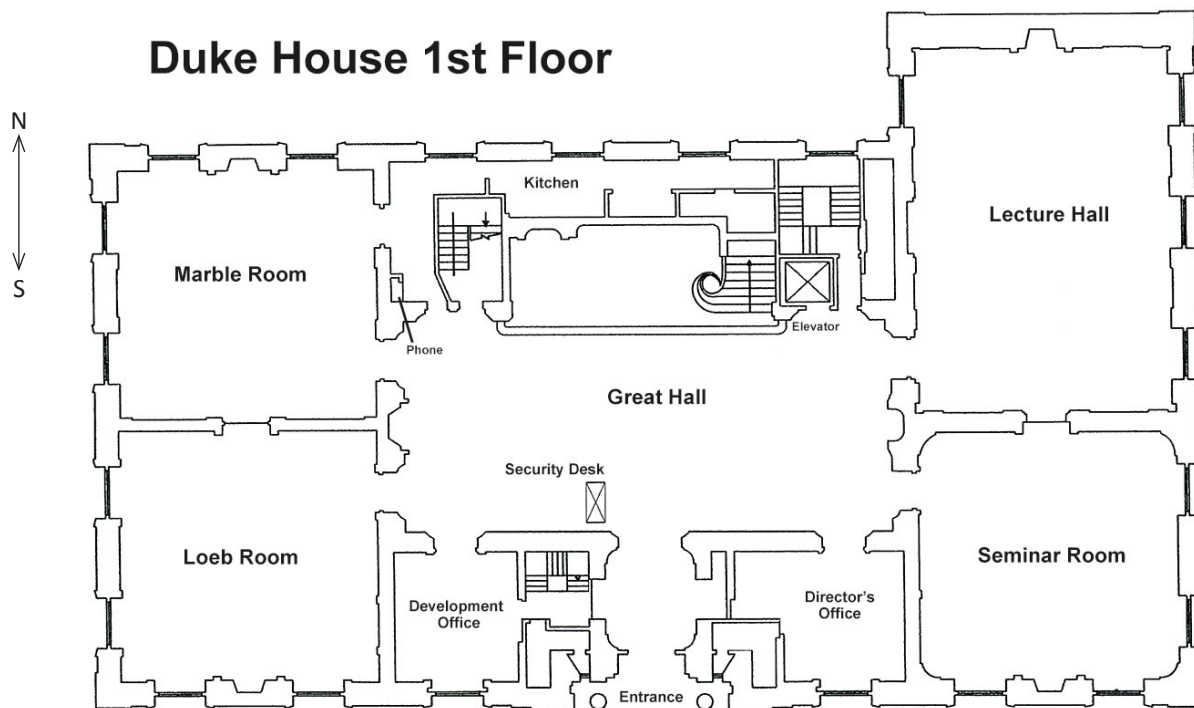
### **Grace Zuniga**

Serials Receiving Assistant

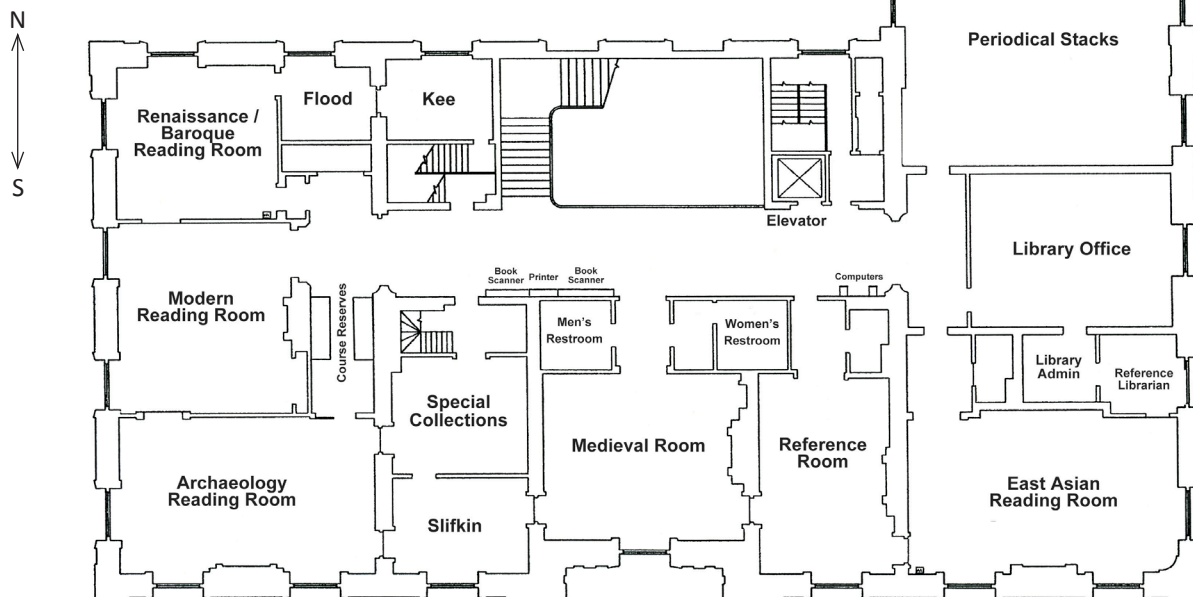
212-992-5827 (x25827)

[gz2239@nyu.edu](mailto:gz2239@nyu.edu)

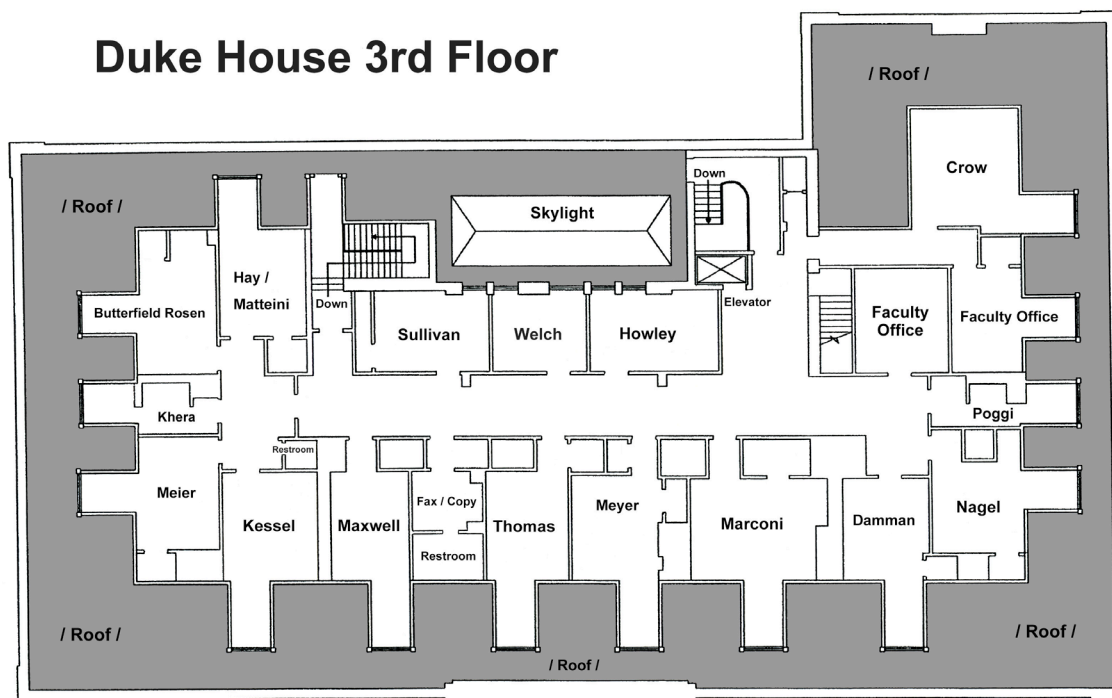
**DUKE HOUSE BUILDING DIAGRAMS**



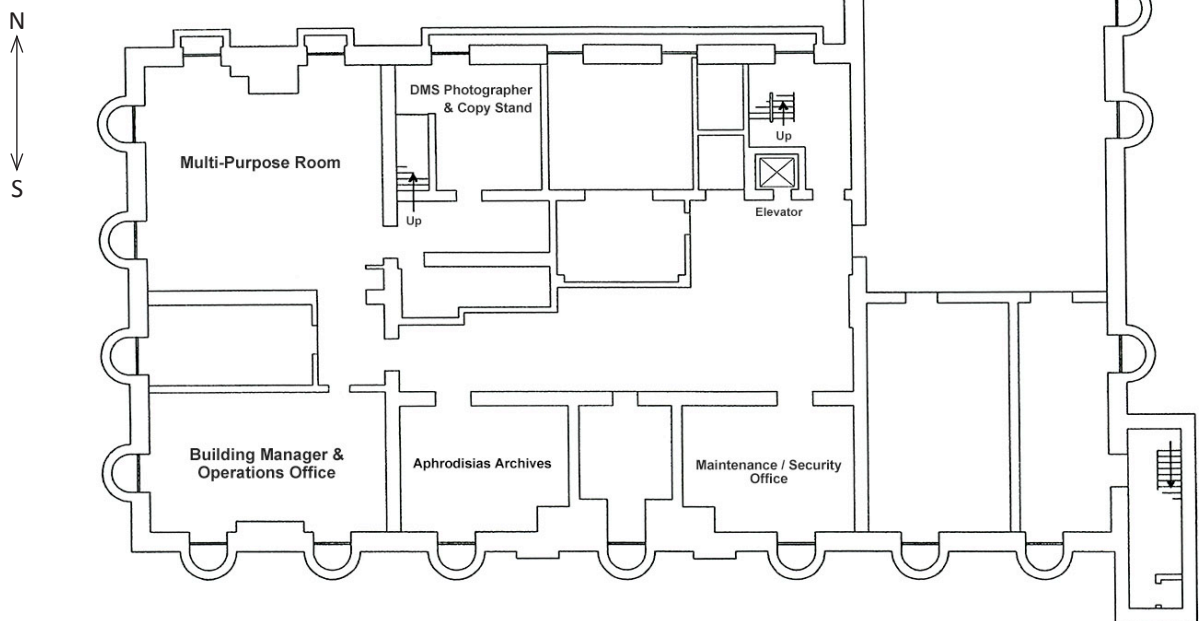
## Duke House 2nd Floor



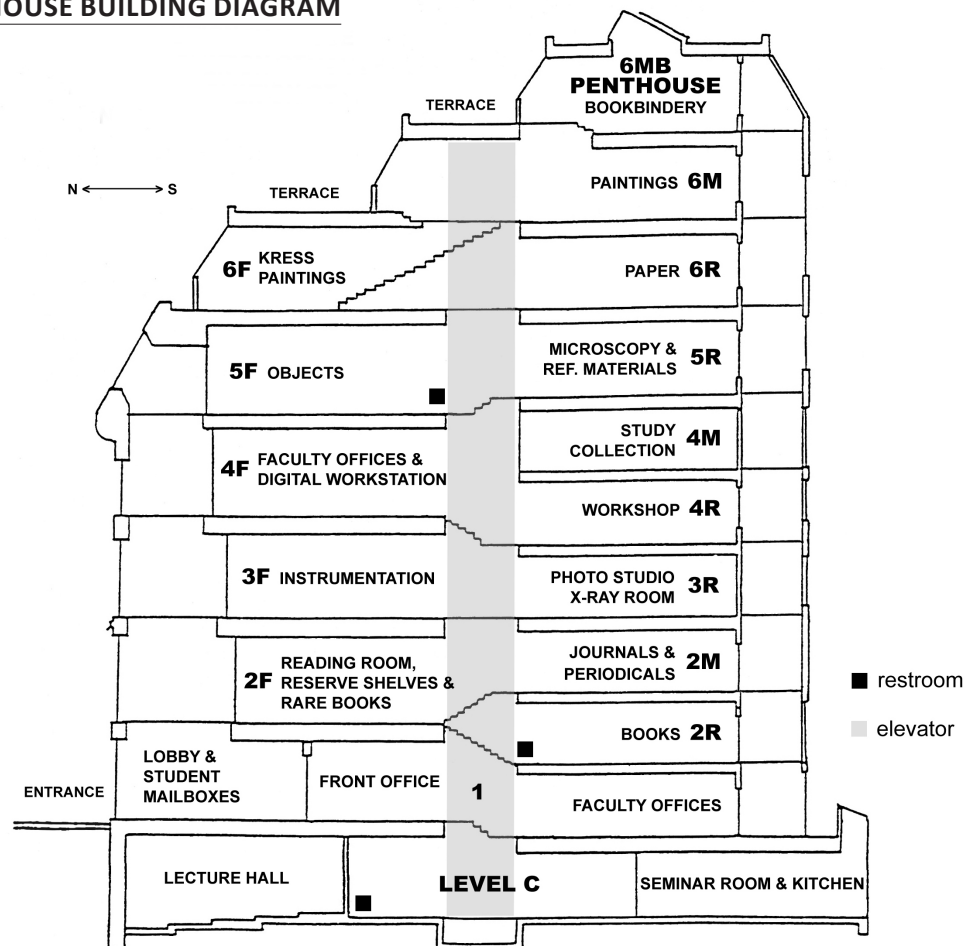
## Duke House 3rd Floor



## Duke House Sub-Basement



## CHAN HOUSE BUILDING DIAGRAM



# BASIC RULES & GUIDELINES

## **GENERAL BUILDING ACCESS & HOURS**

The Institute of Fine Arts (IFA) campus comprises two buildings: art history and archaeology in the James B. Duke House, and the conservation program in the Stephen Chan House, commonly referred to as the Chan House or the Conservation Center (CC).

Students are expected to wear and/or be readily able to display their NYU ID cards at *all* times in both the Duke and Chan Houses. Safety is important to us and our security team and staff need to verify all visitors to the buildings.

<b>Duke House Semester Hours:</b>	<b>Monday–Friday</b> .....	<b>8:00 AM–10:00 PM</b>
	<b>Weekends</b> .....	<b>10:00 AM–5:00 PM</b>
<b>Chan House Semester Hours:</b>	<b>Monday–Friday</b> .....	<b>8:00 AM–10:00 PM</b>
	<b>Weekends</b> .....	<b>10:00 AM–5:00 PM</b>
<b>Institute Summer Hours:</b>	<b>Monday–Friday</b> .....	<b>9:00 AM–9:00 PM</b>
	<b>Weekends</b> .....	<b>Closed</b>

## **DUKE HOUSE ACCESS**

Entrance is primarily for active NYU cardholders currently enrolled in IFA coursework, working, or teaching at the Institute of Fine Arts. NYU cardholders who are currently enrolled or teaching outside of the Institute of Fine Arts should email the Academic Office, Human Resources or the Conservation Center Academic Advisor, as appropriate, to inquire about sponsorship and JRNY registration. Please see the IFA Building Access Policy on the IFA website for additional information.

## **CONSERVATION CENTER ACCESS**

The Conservation Center is a secure building, but one without a security guard. The building is only accessed by card swipe or key entry. All conservation students will automatically have access to the Center. The Conservation Academic Advisor will request card activation for art history students registered in a Foundations II elective, allowing access during the current semester of enrollment. A request for activation takes at least one week to process. To gain entry to the building, hold your NYU ID up to the black box reader to the right of the front door.

All students, staff, faculty, and visitors **must sign in and out** of the Center in the log book on the desk in the front lobby each and every time they enter or exit the building. It is imperative to know who is in the building at all times in the event of both real emergencies and drills—this log book is used to account for all persons in the building. Failure to comply with this policy renders the log book meaningless and compromises safety for everyone.

During business hours, Conservation Center staff will screen all visitors. Please note that our new ADA compliant door takes a full 12 seconds to close, assure that it is fully shut before walking away. NEVER allow anyone unknown to you to follow you into the building. If this occurs, please ask the visitor to wait outside and alert a staff or faculty member. Anyone claiming to be a contractor or authorized worker must be accompanied by NYU security or building staff. If they are not accompanied, ask them to go to the Duke House and then call the guard at x25808. After hours, never let anyone into the Center. All Institute students should use access cards to record their comings and goings for security purposes.

DO NOT BE AFRAID OF APPEARING UNFRIENDLY. Strangers in our midst pose threats to everyone and everything. Report suspicious activity to the staff, or call IFA Building Security after hours at x25808.

***IMPORTANT! Access to Chan House outside of staffed hours (Monday-Friday, 9:00 AM to 5:00 PM) is allowed ONLY when there are at least two IFA Affiliates in the building. Individuals may not come into the Center, or stay in it, without at least one classmate, staff, or faculty member present. On weekends, the Center remains fully locked until two students present themselves and sign in with the Duke House security officer:eaning, if one person shows up early, they will need to wait for a second person before the Security Guard unlocks the Center's front door. This rule is for your own safety, and it will be enforced. Please coordinate schedules accordingly.***

## **VISITORS**

Students are not permitted to bring guests into Duke or Chan House without adequate prior permission, as outlined in the IFA Building Access Policy. Procedures for how to request guest access and who to alert are

# BASIC RULES & GUIDELINES

outlined in this policy. As a reminder, when entering the Chan House, ensure that guests also sign in and out on the visitor log sheet and are accompanied at all times.

## **FIRE SAFETY & EMERGENCIES**

### **IN THE EVENT OF A FIRE:**

- Call 911 and/or pull the nearest alarm
- Call NYU Public Safety (Duke House Security Guard) at x25808
- Do not attempt to extinguish the fire
- If you hear the fire alarm, do not delay in leaving the building
- Stay calm and make your way out of the building using unblocked stairwells
- Walk—do not run; stay low if there is smoke
- Do not use the elevator
- Do not turn back for belongings

If the fire alarm sounds, do not assume it is a drill. Leave the buildings immediately and assemble at least two doors away on the sidewalk to ensure all occupants have evacuated. The Institute has staff members designated as Fire Wardens. Listen to their instructions!

### **In the event of a medical emergency or injury:**

- Call 911 and state the location of the individual and the nature of the emergency
- Alert staff, who will report to other divisions of the Institute and/or University, as needed
- Stay with the injured individual until help arrives

If ANY type of emergency occurs after regular office hours, you must inform the Institute guard at the Security Desk immediately (x25808).

Don't hesitate to report any unusual occurrences (odors, flickering lights, etc.) to the staff, or after hours to the Security Desk at x25808, as these could be early indicators of an electrical, chemical, or other type of emergency.

***NOTE: Basic first-aid kits are located in most laboratories and on every floor of the Conservation Center. Basic first-aids kits and defibrillators are located at the security desk in Duke House. Please do not hesitate to use these, they are there for your use and get refilled regularly.***

## **SMOKING POLICY**

NYU enforces a smoke-free campus policy. Smoking inside the Duke or Chan Houses, or on or near the front entrances, is strictly prohibited.

## **PHONES**

When using the public phones at the Institute, you must first dial "9" and then "1" followed by the area code and number, even for local calls. For staff and faculty who have their offices at NYU, only their five-digit extension (x#####) needs to be dialed.

There are courtesy phones in the basement level of the Duke and Chan Houses for free local calls. The Duke and Chan Houses are cell phone-free buildings. Please keep your phone on silent. Should you need to use your cell phone, the kitchen in the Duke House is a designated cell phone area, or take the conversation outside the building. You may also check with the Academic Office during normal business hours if the Basement Meeting Room is available. Phone conversations travel and have the potential to disrupt others in the buildings.

For safety reasons, cell phone use in any capacity—texting or otherwise—is not permitted in any of the conservation labs in Chan House.

## **MAIL**

Faculty and staff mailboxes are located in the mailroom on the basement level of Duke House. Student mail, messages, and packages are left in alphabetical mailboxes in the Duke House mailroom. Conservation faculty and staff mailboxes are located above the white supply cabinet on the first floor in Chan House, while conservation students have mailboxes located in the entry lobby of Chan House.



# BASIC RULES & GUIDELINES

**DO NOT use the Institute or Conservation Center as your personal mailing address. Only academic-related or professional membership materials may be sent to the Institute.** Packages may be delivered to the Institute but avoid having them sent over the summer months. Make sure to arrange for prompt pick up of all materials. Remember to have your mail forwarded prior to leaving for fourth-year conservation Internships, and particularly before graduating.

***NOTE: Unclaimed mail will be discarded at the end of the Fall and Spring Semesters.***

## **LOCKERS**

The Duke House has a limited number of lockers for first-come, first-serve reservation. Students will receive a link to sign up for a locker via email before the start of each academic year. Lockers will be assigned by the Academic Office. These may be reserved for up to one academic year and then must be cleared out by May 15. Students interested in reserving lockers during the summer should contact [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu) after the conclusion of the spring semester.

Conservation students have lockers on the C-Level of Chan House and are assigned by the lab manager; locks are not provided. Conservation lockers are assigned to students for their first three years only. At the end of the third year (spring semester), lockers need to be cleared out to make room for incoming students. The Institute reserves the right to discard any unclaimed items after a student leaves for their fourth-year conservation Internship, or after a student graduates.

## **FOOD/KITCHEN**

Refrigerators and cabinet space are available for student use in the Duke and Chan House kitchens. Students may eat in the Marble Room of Duke House. Keeping the kitchens clean is the responsibility of everyone who uses them. Students are responsible for cleaning their own dishes, emptying them from the drying rack, keeping cabinets neat and tidy, keeping the microwaves clean, and cleaning the refrigerator of any unused food. All refrigerators are emptied on a regular basis and students will be sent ample warning via notifications through email. Anything that is not labeled will be discarded. Mark food with your name and date to avoid having it thrown away. As always, if it is not yours, don't eat it!

Students wishing to eat or bring food into the Conservation Center must do so only in the following designated areas: C-Level (including Kitchen/Seminar Room and Lecture Hall), and first floor. **Absolutely, positively NO food or drink, not even water, is allowed in the remaining areas of Chan House, including laboratories.** Water bottles may be left out in the stairwells to drink there during and between classes. Please be mindful of taking these with you when you leave. Any water bottle left for a prolonged period will be tossed or put into the lost and found on the first floor of the Conservation Center.

***NOTE: Any food wrappers or drink containers found in laboratory wastebaskets during official external inspections can result in Violation Orders to the Center and/or extremely high fines to New York University.***

## **WIRELESS INTERNET ACCESS**

All NYU students can log onto NYU's wireless network for free. In order to prepare your laptop or other device for use, make sure your software and operating system are current and up-to-date. Visit <https://www.nyu.edu/life/information-technology/infrastructure/network-services/wifi.html#connect>.

## **PRIVACY OF RECORDS & OFFICES**

NYU has a legal responsibility to maintain the privacy of student records. Students may not sit at or open faculty or staff member's desks, browse office files, use faculty or staff telephones, or look at papers or mail in the offices.

## **LISTSERVS, EVENTS, NOTICES, ETC.**

Various items of academic importance, events, and deadlines will be announced via email. Occasionally, other notices of interest (lectures, summer opportunities, etc.) are posted in Chan House and on the bulletin board down the hall from the Institute's Academic Office.

### **IFA-NOTICE LISTSERV**

As a student at the IFA, you will automatically be subscribed to this listserv, which serves only



# BASIC RULES & GUIDELINES

members of the Institute community, including students, faculty, staff, etc. Please ensure the listserv's alias (IFA-Notice@nyu.edu) does not send to your spam folder. This alias will alert you to building closures, holidays, and other major events that may alter either the Duke House or the Chan House's operations.

## **IFA ACADEMIC OFFICE**

As a student at the IFA, you will automatically be subscribed to an all student listserv, IFA-ALL-STUDENTS-group@nyu.edu, which is reserved solely for active students. You will receive important communications from the Academic Office alias, IFA-AO-admin@nyu.edu, such as alerts to curricular changes, course interviews, faculty office hours, grants, fellowships, job opportunities, and other items of professional or academic importance. You will also be subscribed to either the IFA-MA-STUDENTS@nyu.edu or IFA-PHD-STUDENTS@nyu.edu listserv, depending on your academic program, which will have more targeted information sent for these particular groups. If you suspect that you are not receiving listserv communications, please contact the Academic Office immediately.

## **IFA-GSA LISTSERV**

Throughout the year, the IFA GSA will be in touch with students to bring to your attention various events, meetings, surveys, and other items. They will do so through the IFAGSA@nyu.edu email alias. Please ensure that this account does not go to your spam folder. As an incoming student, you will be automatically added as a "member" of the Google Group to which the account sends. If you find that you are not receiving the GSA's notifications, please email [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu) to let the Academic Office know, so that they can reach out to the appropriate GSA contact to have you added to the list.

## **THE IFA COUNCIL**

An important fundraising program at the Institute is The IFA Council patron group. Membership entails a contribution to the Institute, which is used to fund PhD and conservation fellowships. Members receive an array of benefits including the privilege of auditing lecture courses as well as select colloquia and seminars.

You will often see these auditors in your classes. Thank you in advance for sharing your classroom with these important members of the Institute community. If a member asks you an occasional course-related question that is easy for you to answer, please feel free to help them. However, in general, all questions and concerns from the IFA Council should be directed to the Development Office.

In addition to this handbook, all graduate students are urged to familiarize themselves with the GSAS Policies and Procedures manual, which can be found on the GSAS website here: <http://gsas.nyu.edu/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>.

# GENERAL ACADEMIC POLICIES

## **GRADING**

The recommendations below have been approved by the Institute faculty for assigning grades in lectures, seminars, colloquia, treatment courses, and individualized instruction classes.

- A+** The student's work was exceptional. This rare in-house grade will be noted in the student's file but **will not** appear on the NYU transcript.
- A** The student's work was of excellent graduate level.
- A-** The student's work was of fine graduate level, but should improve in some aspects.
- B+** The student showed capability for good graduate level work but needs improvement.
- B** The student met course requirements.
- B-** The student did not meet course requirements and may be subject to academic probation.

The highest mark that is permissible by the University is an "A". Please note that a grade of "A+", which appears as an "A" on NYU transcripts, is recorded as an "A+" for internal review at the Institute and is an extremely rare and exceptional grade. If an instructor believes that a student has completed work with extraordinary ability, they are encouraged to also write a note for his or her file to that effect. This kind of information is particularly helpful for writing letters of recommendation and fellowship decisions.

It should be stressed that grading is left to the judgment of the individual instructor, and if he/she believes that a student merits a grade lower than a "B", they are free to assign one.

## **INCOMPLETES**

An incomplete grade, "I", reverts to an "F" one year after the beginning of the semester in which the course was taken, unless an extension of the incomplete grade has been approved by the Office of Academic and Student Affairs. At the request of the Director of Graduate Studies, or the Conservation Center Chair, and with the approval of the course instructor, the Office of Academic and Student Affairs will review requests for an extension of an incomplete grade.

A request for an extension of an incomplete must be submitted before the end of one year from the beginning of the semester in which the course was taken. An extension of an incomplete grade may be requested for a period of up to, but not exceeding, one year. Only one, one-year extension of an incomplete may be granted.

If a student is approved for a leave of absence, any time the student spends on that leave of absence will not count towards the time allowed for completion of the coursework.

Questions by students in the Ph.D. or standalone MA program about requests for extensions of an incomplete can be submitted to the IFA Academic Office. The Academic Office receives a list of courses with grades of "NR" and "I" each semester, and alerts students on that list of the grade and the relevant policy.

The Conservation program aims to eliminate Incompletes from its grading policy. Written assignments and treatments, even if incomplete, will be graded at the end of the semester. If a treatment(s) requires more than one semester, or fifteen weeks, to complete, the instructor reserves the right to submit a change of grade upon completion.

## **LANGUAGE REQUIREMENT FOR M.A. AND DUAL-DEGREE M.A./M.S. STUDENTS**

M.A. students and students in the dual-degree conservation program must demonstrate proficiency in reading one modern research language other than English that is relevant to their studies. Proficiency is demonstrated by passing an examination administered by the Institute of Fine Arts. Students focusing on a field of study in which their native language is relevant may be granted an exemption from the language requirement pending submission of an exemption form signed by their advisor and the Director of Masters Studies. To request this form, please email [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu).

The Institute offers courses in French, German, and Italian reading comprehension at the beginner (fall offering) and intermediate (spring offering) levels. Advanced courses may be organized on a select basis. These non-credit courses meet for ninety-minute sessions twice a week or a three-hour session once per week, at cost to the student.

Language proficiency exams are offered three times per academic year: before the start of the fall

# GENERAL ACADEMIC POLICIES

semester, at the end of the fall semester, and at the end of the spring semester. All M.A. students must participate in at least one language examination by the end of their first year of study. Full-time students must pass the examination by the end of their third semester. Part-time students must pass the examination by the end of their fourth semester. Exam dates will be announced by the Academic Office at the beginning of the academic year.

Students have one and a half hours to complete a translation with the aid of a physical dictionary or WordReference.com (or another approved online dictionary site if the tested language is not supported by WordReference). The Academic Office will notify students regarding the details of upcoming language courses and exams. Limited exams from previous years may be available from the Academic Office and can be used for practice. Please email [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu) to request sample exams.

## **LANGUAGE REQUIREMENTS FOR PH.D. STUDENTS**

Ph.D. students must demonstrate proficiency in reading two modern research languages other than English that are relevant to their studies. Proficiency is demonstrated by passing an examination administered by the Institute of Fine Arts. International students focusing on a field of study in which their native language is relevant may be granted an exemption from the language requirement pending submission of an exemption form signed by their advisor and the Director of Graduate Studies. Students may be expected to learn other languages that will equip them for advanced research in their chosen fields. Students whose Bachelor's or Master's degree is from a non-English speaking institution may be exempt from one language.

Limited exams from previous years are available from the Academic Office and can be used for practice. Please email [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu) to request sample exams.

Italian, French, and German exams are offered three times per academic year: at the beginning of the fall semester, at the end of the fall semester, and at the end of the spring semester. Students have one and a half hours to complete a translation with the aid of a physical dictionary or WordReference.com (or another approved online dictionary site if the tested language is not supported by WordReference), showing comprehension of the overall significance of the text and expression, rather than merely a verbatim translation. The Academic Office will notify students regarding the details of upcoming language courses and exams.

Students completing their language requirement in a language not proctored regularly by the Institute should write to the Academic Office to discuss arranging their exam. Students are allowed to retake a failed language exam (either one proctored by the Institute or one proctored outside the IFA) without penalty.

The Institute offers courses in French, German, and Italian reading comprehension at the beginner and intermediate levels. Advanced courses may be organized on a select basis. These non-credit courses meet for ninety-minute sessions twice a week or a three-hour session once per week, at cost to the student.

## **UNDERGRADUATE LANGUAGE COURSES FOR PH.D. STUDENTS**

With permission of the Academic Office and the Office of Academic and Student Affairs of the Graduate School, doctoral students may take undergraduate language courses that build skills necessary for the dissertation. The grades for such courses are not entered into the GPA calculation and course credit will not count toward the graduate degree. Consult the Academic Office about enrolling in an undergraduate language course.

## **DEFINITION OF COURSES (GENERAL)**

**COLLOQUIUM:** A colloquium provides an analysis or overview of the state of the literature on a given art historical topic or problem, with extensive reading, discussion, and presentations. There may be a final paper. It is possible to make a colloquium count as a seminar. Usually this involves writing a longer paper or doing other additional work. Make sure this is clearly agreed upon with the professor before registering for the class. Please notify the Academic Office of this arrangement.

**LECTURE:** Lecture courses explore topics or periods, giving overviews of major issues as well as detailed analysis of specific problems and works of art. Students are responsible for assigned and recommended reading, and may produce short papers and/or take an exam. Typically, no interviews are necessary for admittance.

# GENERAL ACADEMIC POLICIES

**SEMINAR:** A seminar is a focused, advanced course that explores a topic in depth and requires substantial original research from the student. Seminars are often based on exhibitions or collections in the New York area. Students are expected to produce at least one substantial paper. Students must take at least one colloquium or seminar in their first year, which will produce at least one paper.

## **DEFINITION OF COURSES (REQUIRED COURSES)**

**FOUNDATIONS I:** Artworks have often generated multiple—and conflicting—interpretations and a large and varied body of criticism. This course presents topics in historical interpretation, critical theory, art historical method, and historiography through a combination of lecture and seminar experiences. Through lectures by the class coordinator, an Institute professor, and presentations by other members of the Institute faculty and external experts, students will be exposed to these topics in a way that conveys their complexity and richness. Student-led discussion sessions will explore the issues that have been raised, and through this course the students will be provided with the essential materials they need to further their own process of discovery and intellectual development. *M.A. requirement*

**FOUNDATIONS II, MATERIALS, TECHNIQUES, AND CONSERVATION:** Foundations II courses present the material dimension of art history. These courses introduce the technical and material aspects of art objects through direct observation. Topics in technical art history, where close looking reveals new information regarding authorship, the history of artists' materials, or studio practice, as well as the impact of the environment on the condition of art objects, are explored in seminar or colloquium format. Each course is designed to better equip the student to observe objects accurately and understand more fully their material history and present condition. Foundations II courses will vary each semester. *M.A. & Ph.D. requirement*

**PH.D. PROSEMINAR:** The purpose of the Proseminar is to introduce students in the doctoral program to advanced research methods in the history of art. It is a dedicated course for the entering Ph.D. students that will serve to consolidate the cohort. It is taken during the first semester and is taught by a rotation of the Institute faculty. Emphasis is placed on the specific practices of art-historical analysis in relation to visual and textual interpretation. The contents of the seminar vary each year according to the research interests of the chosen instructor. The class is structured around specific problems in the history of art rather than broad conceptual paradigms, with an emphasis on historical interpretation. *Ph.D. Requirement*

**PROFESSIONAL PRACTICUM (FOR STUDENTS MATRICULATING FALL 2024 AND BEYOND):** There is a new required course for 2nd year PhD students entitled Professional Practicum. This course will be run as a workshop, where students meet a rotating roster of faculty members and professionals to work on various practical and professional aspects of art-historical scholarship and curating. Beyond writing and public speaking workshops, we will have sessions on fellowship and grant proposals, publication processes and image permissions, conservation ethics, curatorial diplomacy and exhibition organizing, interviewing and other forms of professional communication, questions of ethical collaboration (how to conduct fieldwork outside Euroamerica in ways that are not extractivist, exploitative or superficial), and photographing architecture and works on site. We are also open to formulating workshops on topics proposed by students. *Ph.D. Requirement*

**DIRECTED RESEARCH TOWARDS THE M.A. THESIS (FOR STUDENTS MATRICULATING FALL 2025 AND BEYOND):** With prior approval and in consultation with their thesis advisor, the student will propose, conduct research, and write a scholarly M.A. thesis on a specific topic within art history or archaeology. The thesis will follow the outline proposed and approved in the previous semester. The student will gain experience with graduate-level research and the writing of a paper of publishable quality (8,500-9,500-word limit). Please see [Degree Requirements: For Students Matriculating Fall 2025 and Beyond on page 47](#) for additional information. *M.A. Requirement (thesis writers only)*

## **COURSE REGISTRATION**

The Academic Office will advertise upcoming classes by distributing a course catalog (e.g., Fall 2025 - IFA Course Offerings) to the student body. Admission requirements are listed below the description for each course. These admission requirements are further explained below:

### **OPEN ENROLLMENT**

If a course has open enrollment, IFA students do not require permission to take that class. If a course is identified as open enrollment but you are having trouble enrolling, please contact the Academic Office

# GENERAL ACADEMIC POLICIES

for additional information. Students outside of the IFA should be in touch with the Academic Office for assistance in enrolling in these courses.

## **STATEMENTS OF INTEREST**

Many instructors will require students to submit statements of interest to be considered for enrollment in seminars and colloquiums, and sometimes even lectures. Statements should be no more than 250 words in length and submitted to the Academic Office using the link found in the relevant semester's course offerings document. Students admitted into a course that requires a Statement of Interest will be provided a permission code to allow for enrollment into the course via Albert.

## **COURSE INTERVIEWS**

One-on-one interviews are sometimes required by course instructors. Interviews usually take place via Zoom. If a student is unable to attend, the instructor may accept a brief statement of interest in lieu of an interview. Please contact the Academic Office and relevant instructor for permission if this is the case. Students admitted into a course that requires a Course Interview will be provided a permission code to allow for enrollment into the course via Albert.

## **COURSES OUTSIDE THE IFA**

Doctoral students may enroll in graduate-level NYU courses outside of the Institute in consultation with their advisor. Doctoral students in their second year and beyond may also enroll in non-NYU courses offered through certain participating institutions in the tri-state area as part of their regular degree requirements (please see [Inter-University Doctoral Consortium on page 60](#)).

Conservation students may enroll in course offerings at the Bard Graduate Center, and at other departments in NYU's Graduate School of Arts and Science, or other graduate-level coursework at NYU (ISAW, Tisch, etc.).

M.A. students interested in enrolling in a course offered within NYU but outside the IFA must receive approval from the Director of Masters Studies and from the NYU school or department offering the course. It is the expectation that incoming M.A. students complete their first semester of coursework from IFA offerings.

The Academic Office or Conservation Academic Advisor can answer any questions about enrolling in a course outside of the IFA.

## **COURSE EVALUATIONS**

Evaluations are extremely important to the effective organization and delivery of courses at the Institute. Evaluations are administered near the end of each semester and completed online where identities are kept anonymous. Comments and suggestions from completed evaluations will be communicated to instructors by the Academic Advisors. If circumstances warrant, the Director of the Institute will be included in the review.

## **LETTERS OF RECOMMENDATION**

The faculty is pleased to write letters of recommendation given adequate notice and some sense of the project for which you are seeking support. The following guidelines are suggested:

- At least two weeks minimum before the recommendation is due, notify the faculty member of the agency or individual to whom the letter/form is to be addressed. Art history students should copy the Academic Office on all requests for letters of recommendation, and conservation students should copy the Conservation Academic Advisor.
- Provide a brief description of the project for which you are seeking support. This can be accomplished in a short note or, better, by personal conversation.

***NOTE: Failure to adhere to the minimum two-week notification may result in missed deadlines.***

## **APPLYING FOR GRADUATION**

It is the student's responsibility to apply for graduation and it is recommended that students apply for graduation no later than the beginning of the semester in which all program requirements are expected to be completed. For conservation students, this means the fall semester of your fourth year. Waiting to

# GENERAL ACADEMIC POLICIES

receive end of term comprehensive exams, thesis or final project results before applying for graduation may result in a delay in graduation. Refer to the specific deadlines for the completion of requirements for each graduation available on NYU's Graduation webpage at <https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html>.

**NOTE:** *Graduating students may receive automated monthly emails from NYU implying that requirements have not been met. Most likely, the Registrar's Office does not have the most up-to-date information. If you find any inconsistencies between what is reflected in the Registrar emails and your records of your degree completion, please be in touch with the academic advisor contact for your program to discuss.*

## **MAINTAINING GOOD ACADEMIC STANDING & PROGRESS TOWARDS DEGREE**

The GSAS requires students to maintain a GPA of 3.0 or higher and successfully complete at least two thirds of credits attempted at NYU, excluding the current semester. Courses with grades of "I", "N", "NR", "W", and "F" are not considered successfully completed. Students also must progress within "time to degree" limits. Students in a master's degree program must complete their degree within five calendar years of their first enrollment date. Students in a Ph.D. program must complete their degree within ten calendar years of their first date of enrollment unless 24 or more credits are transferred towards the degree. If 24 or more credits are transferred towards the degree, Ph.D. students must instead complete their degree within seven calendar years of their first date of enrollment. Students in a Ph.D. program must also achieve doctoral candidacy within four years of initial enrollment. Candidacy is reached when the student earns the Master of Philosophy, M.Phil., degree, indicating that all requirements for the Ph.D. have been met other than the dissertation (meaning that all 72 credits of coursework, languages, major examination, and dissertation proposal have been completed).

## **ACADEMIC PROBATION & TERMINATION**

If a student's academic performance falls below the GSAS standard for "good standing" and/or the additional requirements for "good standing" stated above the student will be placed on academic probation by the Department.

Students on academic probation who do not satisfy the stated terms of probation may be formally terminated from the graduate program by the Department or the Assistant Dean for Academic and Student Affairs. Additionally, the Department or the Assistant Dean for Academic and Student Affairs may terminate a student at any time for failing to meet stated program requirements that were in effect at the time of the student's admission. For more information on academic probation and appeal, visit <http://gsas.nyu.edu/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>.

## **PLAGIARISM**

As explained in NYU's policy of Academic Integrity for Students (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html>), plagiarism is a form of fraud. It involves presenting work without adequate acknowledgement of its source (e.g., another person, your own earlier work, an AI tool, etc.), as though it were one's own current work. If you present others' words, thoughts, or data as your own, you are committing plagiarism. The location of the information is irrelevant: when it comes to plagiarism, information from the Internet is equivalent to information from a physical book or journal. To avoid plagiarism, you must cite your source every time you:

- Use an author's exact written or spoken words. In this case, you must also identify the words by enclosing them with quotation marks or indenting the quote on both sides of the margin.
- Paraphrase someone's written or spoken words.
- Use facts provided by someone else that are not common knowledge.
- Make significant use of someone's ideas or theories.

If you have doubts about any of the above points, or are wondering about related points, err on the side of caution: cite your source. It is also plagiarism to pay a person or Internet service for a paper, or hand in someone else's paper as your own.

For tips to avoid plagiarism, please see this helpful guide from NYU Libraries: <https://guides.nyu.edu/plagiarism/how-to-avoid>.



# GENERAL ACADEMIC POLICIES

## **GENERATIVE AI & LARGE LANGUAGE MODELS (LLMS)**

The use of generative AI in an unapproved way constitutes plagiarism (see above) and is considered cheating.

### **CITING AI-GENERATED TEXT**

In most cases, AI writing tools should not be used as an academic source of information. If used, it is always best to cite the original sources the tool lists as its citations, especially because AI tools often generate false citations (also known as "hallucinations").

However, if Generative AI is permitted for use in an assignment, instructors may want it cited when appropriate.

The main three citation styles, APA, MLA, and CMS all consider AI-generated text as "personal communication." This means the text generated by AI tools often cannot be verified, replicated, retrieved, nor recovered by anyone other than the original author at the time of its generation. Even persistent URLs generated by AI tools can often only be accessed by the author. It is suggested that authors copy or save their entire prompt history and full generated responses for reference, formal acknowledgement (e.g., an appendix).

*Scribbr*, a proofreading/citation checking site, offers some guidance for each style.

For additional citation assistance, please see the Libraries' Citation Guide found here: <https://guides.nyu.edu/c.php?g=1307730&p=9624166>.

### **LANGUAGE EXAMINATIONS**

The use of any AI tools while taking a language proficiency exam is strictly prohibited. If a student is suspected of using AI tools to create their translation, this will be escalated by the translation grader to the Academic Office, who will schedule a meeting with the student and the Academic Office, Grader, Director of Graduate Studies/Director of Master Studies, and the student's advisor to discuss the matter and determine next steps.

### **CHEATING**

Cheating is deceiving a faculty member or other individual who assess student performance into believing that one's mastery of a subject or discipline is greater than it is by a range of dishonest methods, including but not limited to:

- Bringing or accessing unauthorized materials during an examination (e.g., notes, books, or other information accessed via cell phones, computers, other technology or any other means)
- Providing assistance to acts of academic misconduct/dishonesty (e.g., sharing copies of exams via cell phones, computers, other technology or any other means, allowing others to copy answers on an exam)
- Submitting the same or substantially similar work in multiple courses, either in the same semester or in a different semester, without the express approval of all instructors
- Submitting work (papers, homework assignments, computer programs, experimental results, artwork, etc.) that was created by another, substantially or in whole, as one's own
- Submitting answers that were obtained from the work of another person or providing answers or assistance to others during an exam when not explicitly permitted by the instructor
- Submitting evaluations of group members' work for an assigned group project which misrepresent the work that was performed by another group member
- Altering or forging academic documents, including but not limited to admissions materials, academic records, grade reports, add/drop forms, course registration forms, etc.

### **ACADEMIC MISCONDUCT**

All students in GSAS are expected to follow the University's policies on Academic Integrity for Students at NYU and the Principles and Procedures for Dealing with Allegations of Research Misconduct. Academic integrity violations include, but are not limited to, offenses such as plagiarism, cheating, possession or use of any prohibited notes, reference resources, or data processing or other devices in any class or examination, and misrepresentation of academic credentials. Research integrity violations include, but are not



# GENERAL ACADEMIC POLICIES

limited to, fabrication, falsification, and plagiarism in proposing, performing, or reporting research results. The IFA takes academic integrity violations seriously, and disciplinary action may be taken by the IFA based on the steps outlined in Section 9.3 of the GSAS Policies and Procedures Manual.

# PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

Students at the Institute have a number of opportunities for practical training, studying works of art, and academic research both domestically and internationally, primarily during the summer, spring break, and semester intersessions. Students have opportunities to participate in our archaeological sites, as well as to see artworks in-person thanks to the White-Levy Travel Grant. The conservation program facilitates the design of a variety of advanced research and treatment projects for students at Villa La Pietra, NYU's campus in Florence, Italy.

## **WHITE-LEVY TRAVEL GRANTS**

The Shelby White and Leon Levy Travel Grant was founded in 1985 on the principle that seeing works of art in the original—rather than studying reproductions in books and slides—is essential to the professional development of art historians and archaeologists. Students matriculated into the M.A. in the History of Art & Archaeology program are eligible to apply for a summer travel grant at the end of their first year of study. The terms of the grant's use are broad: each student creates his or her own itinerary to travel anywhere in the U.S. or abroad with the primary purpose of seeing works of art and architecture of scholarly and aesthetic interest that he or she has not seen before. A research objective is not required, but the student must be able to articulate the personal significance of the sites they plan to see.

Students in the M.A. program, who obtain a grade point average of 3.5 in their first year, are eligible to receive a travel grant. A written application is required. Applications for Summer White-Levy Travel Grants are typically due the first week in April. The Academic Office will notify students about their acceptance by early May. Receipt of the grant is conditional on academic eligibility and other terms of the award. White-Levy Travel must occur between May and the end of August of the award year. Students may not defer their travel. Each recipient of this grant must submit a report as well as high-resolution images to the Academic Office upon the completion of their travel.

***NOTE: Under U.S. IRS regulations, NYU is not required to report scholarship, stipend, grant, or fellowship awards as income, except for foreign students. It is the student's responsibility to determine whether some, or all, of any scholarship, stipend, grant, or fellowship award is taxable.***

## **ARCHAEOLOGICAL EXCAVATIONS**

For over 35 years, students have spent their summers working at Institute-sponsored excavations, including Aphrodisias in Turkey, the Sanctuary of the Great Gods on Samothrace in Greece, Selinunte in Sicily, and most recently Sanam in Sudan. Our sites in Abydos, Egypt and Sanamare are active in winter/early spring. Conservation students interested in Abydos or Sanam must discuss this with their primary advisor and the Chair. NYU conservation students also serve as part of the conservation team at the Harvard and Cornell University-sponsored excavation at Sardis in Turkey (a two-summer commitment). Students also have the option to join outside-funded excavations directed by other universities in their field of study.

General information sessions are held in the fall for all excavation projects and opportunities. Students must apply directly to the field director for consideration. Conservation students should talk to the Chair and their primary advisor of their plans to apply to a dig.

Full-time M.A. students who wish to participate in an Institute excavation during the summer of their second year will receive a September rather than a May degree. All other requirements for the M.A. degree, including submission and final approval of the capstone, must be fulfilled by May of the graduation year. M.A. students on a part-time (three year) track applying in their third year are bound by the same rules.

## **ARCHAEOLOGICAL FIELD SCHOOL**

In advance of the summer field season, the conservation program holds a multi-day workshop at the end of the academic year required of all first-time excavation participants from the conservation program. Emphasis is on the application of sound conservation methodology under less-than-ideal conditions. Topics of discussion focus on technical, ethical, and practical issues students will likely face in archaeological fieldwork. This workshop is also open to students from the Institute's art history and archaeology programs, as well as other NYU graduate programs and other graduate-level art conservation programs within the U.S.

# PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

## **VILLA LA PIETRA**

Located at NYU's campus in Florence, Italy, Villa La Pietra (VLP) houses an extensive collection of paintings, textiles, sculpture, furniture, and porcelains, assembled by the Acton family. Because the collection is so vast and comprises a wide variety of materials and periods, there are endless possibilities for conservation and art history education and training. Conservation faculty and Villa consultants and conservators are responsible for the care of the collection. Conservation students accompany the conservators to assist in the treatment of artifacts and survey segments of the collection.

Villa projects are announced in the late fall. Conservation students must apply to the project supervisor, with final selection made by the Chair and supervisor. Students are given a stipend before departure to cover travel expenses, meals, and incidentals.

## **CONSERVATION WORK-PLACEMENTS**

### **MELLON TBM DIRECTED WORK-PLACEMENTS**

A Directed Work-Placement for TBM students is normally completed within six to eight weeks over the summer months. The student must first discuss and reach an agreement with the supervisor regarding the purpose and the expected outcome(s) of the project. Sometimes, a written description of the project, co-signed by the supervisor and the student, will be requested and must clearly state the:

- Purpose and expected outcome(s) and
- Hours and days of employment of the Directed Work-Placement.

Should a placement be split between two institutions, this should be agreed to by the program and all supervisors before the commencement of the placement. The hours of work should also be determined between the student and the supervisor beforehand so that they are mutually understood. Funding is provided directly to the student through the Mellon's TBM Education grant and is administered through the University. Please see the Conservation Grants Administrator for funds availability. Paid placements will not be funded to maximize the impact of our grant funding.

### **CONSERVATION WORK-PLACEMENTS DURING THE SEMESTER**

Students naturally want to take advantage of learning opportunities made available to them during the academic year. While the program encourages this, the importance of coursework and the commitment to a full-time, funded graduate program should not be overlooked. A student's first priority is their schoolwork and graduate school commitments. Potential external supervisors must be made aware of program commitments, and every effort must be made to prevent outside opportunities from interfering with studies, class schedules, mandatory meetings, etc. To this end, the Chair must approve all academic-year placements prior to a student's acceptance of a position.

### **CONSERVATION SUMMER WORK-PLACEMENTS**

In addition to NYU-sponsored activities, students are able to choose among a host of summer work opportunities at museums, historic houses, and conservation labs where they can reinforce and develop the skills they acquire in the classroom. Although it is not required, many students choose to spend all or part of their summer working at a conservation establishment in the U.S. or abroad. Many of these opportunities are circulated via email or found on the Career Center link of the AIC website and its community listservs. If you are interested in any summer opportunities, you must first have a discussion with your primary advisor and/or the Chair. DO NOT approach potential supervisors without first discussing your intentions with your primary advisor.

We encourage students to seek paid conservation experience during the summer breaks. Should productive un- or underpaid summer opportunities present themselves, the Conservation Center is sometimes able to provide financial support thanks to grant funding and donations. You must discuss such opportunities with your faculty advisor and, if encouraged, seek formal approval through the submission of a brief statement and budget to the CC Academic Advisor by **April 1**. The Conservation Center is not able to provide additional funding for paid internships.

Second- and third-year students are required to report on their summer activities at the annual Summer Projects Series set in the fall. Presentations are 10-15 minutes in length with a focus on treatments and projects in each given category. These events are also open to art history students, faculty, donors, and

# PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

the community. Further information is provided at the start of the fall semester. **Supply the Conservation Academic Advisor with all of your summer plans as soon as they become known, including site name(s), supervisor name(s) and contact information.**

## **PROFESSIONAL DEVELOPMENT & CONFERENCE PARTICIPATION**

The Institute of Fine Arts encourages its students to seek out and join professional organizations in the areas of art history, archaeology, and conservation. Faculty at the Institute are members of the College Art Association (CAA), the Society of Architectural Historians (SAH), the Association of Art Historians (AAH), the Archaeological Institute of America (AIA), the American Institute for the Conservation of Historic and Artistic Works (AIC), and many others.

Students in the conservation program are encouraged to submit abstracts to professional conferences. Follow these steps when considering submitting an abstract:

1. A student's advisor must review and accept an abstract text before submission to receive funding from the Conservation Center.
2. Students shall notify the CC Academic Advisor and their faculty advisor of acceptance and participation in the conference.
3. Students will follow ethical and professional practice when submitting abstracts, including requesting permission to present information or images that might be sensitive, and discussing co-authorship with faculty and supervisors whose work or ideas contributed to the paper or poster.
4. If letters of recommendation are needed, a minimum notice of two weeks is required.
5. Students, and graduates, are welcome to arrange practice talks through the Academic Advisor.

## **CONFERENCE FUNDING**

### **GSAS DEAN'S CONFERENCE FUND PROGRAM**

The Dean of the Graduate School of Arts and Science (GSAS) provides funds to graduate students in the humanities, social sciences and sciences for travel to professional meetings and conferences to present invited papers or posters. This program provides a total of 225 awards each year, in the amount of \$500 each, to help students defray the cost of presenting their scholarly work. The grant may be used for travel, lodging, and related expenses. Applications should be submitted well in advance, even if your presentation has not yet been accepted. Details can be found here: <http://gsas.nyu.edu/financial-support/fellowships/dean-student-travel-grant-program.html>.

### **CONFERENCE FUNDING FOR CONSERVATION STUDENTS**

Funding is limited. Only students presenting or co-authoring papers or posters at conferences who follow the abstract submission guidelines above are eligible.

#### **Application Requirements:**

- Students must apply for available external funding before submitting a request to the Conservation Center.
- A budget indicating the cost of registration, travel, the amount of funding requested, as well as the external funding sources applied for and whether recommendation letters are needed. (Students are welcome to ask the Conservation Center Grants Administrator for advice on composing budgets.)
- A brief statement, at most 250 words, explaining why this conference will benefit your academic and/or professional objectives.
- Every effort will be made to support the balance of the costs of travel and registration according to the following restrictions:
  - a. Students may apply for support to attend one conference a year.
  - b. The maximum amount of support we will provide is \$700 for domestic and \$1500 for international conferences.

#### **Deadlines:**

- Funding requests will be reviewed twice annually on **October 1** and **April 1**.

# PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

- In exceptional circumstances, requests submitted outside of these dates may also be considered at the discretion of the Conservation Center Chair. Funding requests should be submitted to: [conservation.program@nyu.edu](mailto:conservation.program@nyu.edu).

We will not fund attendance at workshops for individuals, but will try to offer workshops at the Conservation Center on subjects of interest to more than one student.

## **CURRICULAR PRACTICAL TRAINING (CPT) AND OPTIONAL PRACTICAL TRAINING (OPT) FOR INTERNATIONAL STUDENTS**

*The Office of Global Services (OGS)* is the resource at NYU for immigration and visa questions; they also process CPT and OPT requests. *Curricular Practical Training (CPT)* allows F-1 students to accept off-campus employment as part of the curriculum of a degree program. CPT employment **MUST** be directly related to a student's area of study with a US based employer.

The experience and/or data from the CPT internship must be directly and clearly used in the student's dissertation or thesis work. To request this type of CPT authorization, an additional departmental letter must be submitted on behalf of the student. This letter must provide in detail the research and work required during the duration of the CPT/internship. If the CPT/internship experience or its data will not directly and clearly be used or be beneficial to the student's dissertation or thesis work, the CPT request will be denied. Please contact your Academic Advisor for instructions on how to submit this letter.

CPT is typically done on a part-time basis (up to 20 hrs/wk) during the school year and on a full-time basis during vacation periods (summer sessions and J-term). Please talk with OGS advisors if you plan to use over 11.5 months of full-time CPT, as you risk forfeiting all *Optional Practical Training (OPT)*. Please note, you may not work before the CPT start date or after the CPT end date listed on your I-20, and your CPT authorization cannot be modified or changed retroactively after your employment start date.

## **NYU TRAVELER**

Students traveling abroad on NYU-related business are required to report their travel plans to the University via NYU Traveler. This is to ensure an accurate record of where students are should an emergency situation arise. The NYU Traveler website may be used to book domestic or international travel through the Egencia travel agency. NYU Traveler can also be used to track travel booked both through Egencia and other channels. To access NYU Traveler, go to <https://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html> and sign on using your NYU NetID and password. The NYU Traveler site is connected to Worldcue, a travel safety service that will automatically alert you to events and conditions in your destination that may have an impact on your safety and well-being and that will let the University respond rapidly with assistance in the event of an emergency.

In case you need proof of your NYU Health Insurance coverage:

- Contact NYU Student Health Insurance Services at [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu), or 212-443-1020 to get a blank Confirmation of Coverage form for students traveling abroad for the relevant period and a reference number for the request. Getting the reference number starts the process. Neither the website for NYU Student Health Center (SHC) nor that of Consolidated Health Plans (CHP) NYU indicate that the Confirmation of Coverage form exists, that it is obtained from the NYU SHC, and that CHP NYU has to receive this form before they can issue the letter. Instead, <https://www.nyu.edu/students/health-and-wellness.html> merely says that CHP NYU "can assist students with confirmation of coverage letters."
- Send the completed Confirmation of Coverage form back to NYU Student Health Insurance Services at [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu), or fax: 212-443-1011.
- NYU Student Health Insurance Services will sign and fax the completed Confirmation of Coverage form to CHP NYU.
- Call NYU Student Health Insurance Services to confirm that the form has been faxed.
- Call CHP NYU to confirm that the form has been received at 877-373-1170. Their email is [nyu@consolidatedhealthplan.com](mailto:nyu@consolidatedhealthplan.com) but they will not respond to the email before receiving the Confirmation of Coverage form from NYU Student Health Insurance Services, not even to give the critical information that said form exists and is absolutely necessary.

## PRACTICAL TRAINING & GLOBAL OPPORTUNITIES

- If a scan of the proof of insurance coverage letter is not received via email within 48 hours of receipt of the form, call CHP NYU again.
- A hard copy of the letter should arrive via postal mail within 5-7 business days of receipt of the scan of the letter. CHP NYU is not actually signing the letters with a pen anymore—the signature is just a fancy italic font, so a color printout of the scan should work just as well for visa appointment purposes.

The process can be completed in one week, but it is better to initiate the request at least two weeks before a visa appointment.

## **ABOUT THE LIBRARY**

The Library of the Institute of Fine Arts is a resource that includes the Stephen Chan Library of Fine Arts and the Conservation Center Library. It is part of a network of 10 libraries that make up the New York University Libraries. With over 200,000 volumes, the library supports the research and academic pursuits of faculty and students studying art history, archaeology, and conservation.

The collection features a diverse range of books that reflect global perspectives, spanning from the sixteenth century to the latest scholarship. These materials cover all the subjects taught at the Institute of Fine Arts. Click the link to discover more about [the mission and values](#) of the New York University Libraries.

The Stephen Chan Library of Fine Arts is situated on the second, mezzanine, and third floors of the James B. Duke House. Its collection includes both circulating and non-circulating items. The circulating materials mainly consist of monographs and exhibition catalogs. Non-circulating items comprise reference books, special collections, rare books, periodicals, catalogues raisonnés, multi-volume sets, folios, oversized items, and guides.

The Conservation Center Library is on the second floor (Rooms 2F, 2M, and 2R) of the Stephen Chan House. This non-circulating collection features general, reference, and video materials, along with periodicals and rare books.

In addition to the Duke House and the Stephen Chan House, library materials are also stored at the library's offsite facility and can be requested through the online catalog.

For the most recent updates, please consult the library's [webpage](#).

## **HOURS**

The library is open during IFA building hours, and library staff are available to assist you Monday through Friday, from 9:00 AM to 5:00 PM.

## **LIBRARY CATALOG**

To discover books at the New York University Libraries, use [the library catalog](#) to search for titles and see if they're available. Once you find what you're looking for, you can locate it in the library by its call number.

## **EZBORROW & INTERLIBRARY LOAN (ILL)**

If you're looking for materials that aren't available in the NYU Libraries, you can use [EZBorrow](#) or [Interlibrary Loan \(ILL\)](#) to find what you need. For books, EZBorrow even provides faster service. You can log into [your Interlibrary Loan account](#) and fill out a request form, or go directly to EZBorrow. It's a simple and easy way to access more resources and enhance your research.

## **COURSE RESERVES**

Course reserve materials can be accessed both digitally and in person at the library. You can determine if the course material is digital or physical by checking Brightspace or by searching the library catalog.

At the Stephen Chan Library, you'll find physical course reserves in two spots at the Duke House: open reserves on the second floor between the Archeology and Modern Reading Rooms, and closed reserves in the library office, which are only accessible during office hours.

At the Conservation Center Library, you can find physical course reserves in the reading room on the 2F of the Stephen Chan Building.

Remember to sign out and return all course reserves to their designated shelves — please avoid keeping these books on your personal shelves. If you have any questions about course reserves, the library staff are happy to help.

## **PERSONAL RESERVE SHELVES**

Personal shelves are designated areas in the library where you can store your checked-out library books. Keep an eye out for a library message sent to IFA-ALL STUDENTS <IFA-ALL-STUDENTS-group@nyu.edu> for more details on how to request your shelf or renew it in one of the library reading rooms.



# INSTITUTE OF FINE ARTS' LIBRARIES

## **BOOK SCANNERS, COMPUTERS, & PRINTERS**

The library is equipped with book scanners and computers located in the Duke House and Chan House.

Printers are also available in the Duke House for student use. If you need any help or want to learn more about printing options, [click here](#) or reach out to [ifa.it@nyu.edu](mailto:ifa.it@nyu.edu).

## **LIBRARY FOOD & DRINK POLICY**

The Institute of Fine Arts Library's Food & Drink Policy is here to help us keep our library spaces a welcoming and comfortable space for everyone. We truly appreciate your cooperation!

You're welcome to enjoy non-alcoholic drinks in approved containers while you're here. These include spill-proof mugs with secure lids, sports bottles with closable spouts, capped plastic water bottles, and paper or Styrofoam cups with lids.

Please avoid using open cups or mugs, aluminum cans, or glass bottles inside the library.

We want to ask that you not bring any food into the reading rooms to keep the environment clean and pleasant for all researchers.

If you have food or drinks, please take them to a designated area to enjoy. Any unattended food or beverages in unapproved containers will need to be discarded, so please keep an eye on your belongings. Thank you so much for helping us create a friendly and respectful space!

Unless otherwise posted, non-alcoholic drinks in approved containers may be consumed in the library.

Approved containers include:

- Spill-proof mugs with secure lids and a drinking hole that can be closed
- Sports bottles with a drinking spout that can be closed
- Water in capped plastic water bottles
- Paper or Styrofoam cups with a lid

Containers that are not considered acceptable include:

- Open cups or mugs
- Aluminum cans
- Glass bottles

No food is allowed in the reading rooms.

Readers not complying with these policies will be asked to take the food or drink to a designated area.

Unattended food in library spaces will be discarded, as well as unattended drinks in unapproved containers.

## **READING ROOM GUIDELINES**

- All cell phones and other electronic devices must be silenced.
- Adhesives, including glue, tape, and adhesive notes are prohibited in the reading room.
- Materials may not be marked, folded, or handled in any way that is likely to damage them.
- Shelf book returns in designated areas in the library.

## **LIBRARY SUGGESTIONS**

We value your input about materials we could purchase, services or programs we could offer, and anything else on which you might want to comment. Please send your suggestions to [ifa.library@nyu.edu](mailto:ifa.library@nyu.edu).

## DIGITAL MEDIA/COMPUTER SERVICES

The Digital Media/Computer Services (DMCS) staff provides a variety of student services, including various imaging services for seminar presentations, papers and articles; assistance using the University's long list of image databases; instruction in how to use the Artstor/JSTOR and proprietary databases; assistance with printing A/V technology and support of hardware, software and internet connectivity issues; access to the Institute's image collection, in both analog and digital format; assistance with locating help among the University's vast technical resources; informal copyright and publishing advice; and much more. The DMCS staff is able to help with any imaging or technology-based project.

One of the most important services offered by DMCS is free scanning-on-demand for students giving seminar presentations for any media that cannot be scanned on the IFA Library's BookEye scanners due to physical dimensions or digital output restrictions. The staff will make scans from books, slides, postcards, negatives—just about anything—as quickly as possible, balancing needs from various parties. Please contact the department for ordering information.

While most of the DMCS staff works in-person every day, some staff may be working remotely and there is a potential that, on occasion, no on-site in-person technical support will be available. If you need assistance, please contact a member of the staff using the [ifa.it@nyu.edu](mailto:ifa.it@nyu.edu) email alias. Staff members read the ifa.it list during regular business hours, 9:00 AM to 5:00 PM. After hours and on weekends, please use the [askit@nyu.edu](mailto:askit@nyu.edu) email alias to contact the central IT helpdesk, or call 212-998-3333 for assistance. The central helpdesk is staffed 24/7/365.

## **STUDENT EMPLOYMENT**

Students may be hired as Graduate Assistants for Classes (GAC) and should inquire about opportunities with the faculty member of the course in question. If a student is unsure whether a course is eligible for a GAC, the student may contact the Academic Office at [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu). Occasionally, the Academic Office will announce the need for a GAC through the Academic Office listserv. GAC are not Graduate Assistants for Research or Teaching Assistants. GAC may work a maximum of 3.5 hours per week per class taught for 14 weeks per semester. Allocation of this time is determined by individual faculty. Please note that all those hired in this capacity must be Institute students and have eligibility to work in the United States. Responsibilities may include:

- In class technical support: Responsible for loading, running, and trouble-shooting Power-Point presentations in the Duke House lecture hall and seminar rooms and on the dedicated computers in each space, ensuring the prompt and efficient use of a microphone, and other events-related A/V technology duties as assigned, including the setup and maintenance of Zoom webinars, the monitoring of sound levels, the operation of webcast and still image cameras for event imaging.
- Class reserve support: Responsible for authoring class reserve blogs and for maintaining class reserve shared file space.
- Image preparation support: Act as liaisons between faculty and the Digital Media/Computer Services office, providing data for requested scans under direction of the DMCS staff.
- Development Office support: Provide course readings that have been digitized to DMS staff within 12 hours of being assigned. DMCS staff is responsible for sharing these documents with the Development Office—in order to disseminate to the Connoisseurs Circle—by posting the digitized document to the designated Google drive.

Training for the above responsibilities is required of all GAC and is conducted by the DMCS staff.

Other job opportunities at the Institute include AV Assistants, working in Digital Media/Computer Services. The exact positions available within this department may vary from semester-to-semester, and are technical in nature. Typically, these student worker positions will be tasked with assisting Computer Services with cybersecurity updates, computer onboarding, and especially as technical assistants expert with live A/V technology including soundboard operation, livestreaming technology, and microphone/speaker support. For more information, please contact Adam Ryder, Manager of DMCS at [adam.ryder@nyu.edu](mailto:adam.ryder@nyu.edu).

Conservation program opportunities include course, study collection, and lab assistant positions. These positions will be advertised prior to each semester, and students can apply with statements of interest sent to our Laboratories and Study Collection Manager, Lauren Klein.

All students wishing to work at the Institute must register with the Office of Career Services. For more information, contact the Wasserman Center, <http://www.nyu.edu/life/resources-and-services/career-development.html>.

**For all positions, see Lisa McGhie in the Finance Office to complete your employment paperwork.**

## **POLICY & PROCEDURES FOR REPORTING WORKPLACE HARASSMENT**

As you depart for your various work/internship placements, please be reminded that as students of the Institute, your wellbeing is important to us. Beyond required workplace health and safety precautions, with which you should be familiar, it is possible that you may find yourself in a situation that makes you feel unsafe and uncomfortable on a personal level. This constitutes harassment and is of serious concern. Harassment is unwelcome conduct based upon race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Petty slights, teasing, offhand remarks, offensive jokes, ridicule, and similar inconsiderate and annoying actions may not rise to the level of illegal harassment, but, nonetheless, are unpleasant and can ruin your experience. To be unlawful, the conduct must create an environment that would be intimidating, hostile, or offensive to reasonable people.

If you are exposed to behavior that you feel is unacceptable take note of its frequency, degree, and nature. Regardless of the amount or type of harassment, students are encouraged to promptly inform the perpetrator that their conduct is unwelcome and must stop. However, many students do not feel empowered to do so. For this reason, it is important to report situations that cause you to feel uncom-

# NYU STUDENT RESOURCES & SERVICES

fortable or unsafe directly to the workplace supervisor. If you feel that you are unable to do so without negative consequences or if the supervisor is unwilling to listen or act upon your complaint, contact Rachel Greben as soon as possible. This will help us intervene to the degree necessary. NYU adheres to a strict Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students, which may be found here: <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-anti-harassment-policy-and-complaint-proc.html>. If so warranted, the case will be referred to NYU's Office of Equal Opportunity.

Students can direct questions concerning where or to whom to report an incident of prohibited discrimination or prohibited harassment to the Executive Director of Equal Opportunity at 212-998-6807.

As an NYU student you are also entitled to talk to a confidential resource to request counseling or to ask questions about what is involved with filing a formal report; contact the Wellness Exchange or the Center for Sexual Misconduct Support Services at 212-443-9999; <https://www.nyu.edu/life/safety-health-wellness/sexual-respect/sexual-misconduct-resources-and-support-for-students/formally-report-an-incident.html>.

## **THE GRADUATE STUDENT ASSOCIATION**

The Graduate Student Association (GSA) of the Institute assists in the education of students and promotes the quality of student life by acting as liaison between students and members of the faculty and administration. It holds open meetings for discussion of issues of concern to students, and officers meet regularly with the Director of the Institute. Listed below are this year's Executive Committee Members and representatives.

### **GSA EXECUTIVE COMMITTEE MEMBERS 2025-2026**

**Co-President:** Jessica Lightfoot

**Co-President:** Neil Polich

**Treasurer:** Open

**Communications Chair:** Open

**Social Chair:** Cordelia Leigh

**Library Services Liaison:** Claire Charvet

**International Student Representative:** Fang-I Wu

**Academic Office Liaison:** Open

**Alumni Representative:** Ciara Colgan

**PhD Representative:** Open

**Conservation Center Co-Representative:** Jennifer Kim

**Conservation Center Co-Representative:** Natalie Naor

**First-Year Representative:** Open

## **STUDENT HEALTH SERVICES**

### **STUDENT HEALTH CENTER (SHC)**

[health.center@nyu.edu](mailto:health.center@nyu.edu)

726 Broadway at Waverly Place

3rd & 4th Floors, New York, NY 10003

General Information: 212-443-1000

### **COUNSELING & WELLNESS SERVICES**

[wellness.exchange@nyu.edu](mailto:wellness.exchange@nyu.edu)

726 Broadway, Suite 471

212-998-4780

Fax: 212-995-4096

Wellness Exchange 24/7 Hotline: 212-443-9999

# NYU STUDENT RESOURCES & SERVICES

## **HEALTH EMERGENCIES**

### **MEDICAL & MENTAL HEALTH TREATMENT**

**In a life- or limb-threatening emergency:** dial 911 to reach New York City Emergency Medical Services. After dialing 911 and speaking to an operator, dial NYU Public Safety at 212-998-2222.

**For urgent mental health needs when SHC is closed:** call the Wellness Exchange hotline at 212-443-9999 or NYU Public Safety at 212-998-2222. NYU has a team available 24/7, dedicated to assisting students in crisis—including counseling, hospital transport, coordination of care, and follow-up.

**While SHC is Closed During Winter Break:** in a life- or limb-threatening emergency, dial 911 to reach New York City Emergency Medical Services. After dialing 911 and speaking to an operator, dial NYU Public Safety at 212-998-2222.

### **DENTAL EMERGENCY TREATMENT**

Dental emergencies include the unexpected onset of a condition, such as bleeding, swelling and/or significant pain, requiring immediate dental care and not elective or routine care. Students have access to emergency dental treatment at no cost as follows:

#### **Monday-Thursday, 8:00 AM-8:00 PM / Friday, 8:00 AM-4:00 PM**

Dental Faculty Practice  
418 Lafayette Street, Suite 350  
212-443-1313

#### **Saturdays and Sundays, 9:00 AM-5:00 PM**

The College of Dentistry  
345 East 24th Street at First Avenue  
Provides limited emergency care

#### **On holidays or after hours**

Bellevue Hospital Center Emergency Room  
462 First Avenue at East 27th Street  
212-562-3015

### **EYE EMERGENCY TREATMENT**

#### **New York Eye & Ear Infirmary**

310 East 14th Street at 2nd Avenue  
New York, NY 10003  
212-979-4000

## **STUDENT SERVICES**

### **Rachel Greben**

Institute of Fine Arts, Student Advocate  
[rlg258@nyu.edu](mailto:rlg258@nyu.edu)

### **Ryan Grubbs**

Institute of Fine Arts, Academic Advising (Ph.D.)  
[rg159@nyu.edu](mailto:rg159@nyu.edu)

### **Alison Bean**

Institute of Fine Arts, Academic Advising (M.A.)  
[ab10315@nyu.edu](mailto:ab10315@nyu.edu)

### **Kevin Martin**

Institute of Fine Arts, Academic & Career Advising (Conservation)  
[km88@nyu.edu](mailto:km88@nyu.edu)

### **NYU STUDENTS SERVICES CENTER**

<http://www.nyu.edu/registrar/>

Office of the Bursar  
212-998-2800

Office of Financial Aid  
212-998-4444

Office of the Registrar  
212-998-4800

# NYU STUDENT RESOURCES & SERVICES

## **WASSERMAN CENTER FOR CAREER DEVELOPMENT**

[gradstudentcareer@nyu.edu](mailto:gradstudentcareer@nyu.edu)

133 East 13th Street, 2nd Floor, (btwn 3rd & 4th Avenues)  
New York, NY 10003  
212-998-4730

## **THE OFFICE OF GLOBAL SERVICES**

383 Lafayette Street, 3rd Floor  
New York, NY 10012

[Contact OGS](#)

212-998-4767  
Fax. 212-995-4115

## **NYU ID CARD CENTER**

7 Washington Place (on the corner of Mercer Street)  
2 Metrotech, Brooklyn  
Call for hours: 212-443-2273

## **NYU CENTER FOR STUDENT LIFE**

[www.nyu.edu/life/student-life](http://www.nyu.edu/life/student-life)

Kimmel Center for University Life, Washington Square South

## **CENTER FOR MULTICULTURAL EDUCATION & PROGRAMS (NYU-CMEP)**

[cmepep@nyu.edu](mailto:cmepep@nyu.edu)

Kimmel Center for University Life, Suite 806  
212-998-4343

## **CENTER FOR SPIRITUAL LIFE**

[spiritual.life@nyu.edu](mailto:spiritual.life@nyu.edu)

Kimmel Center for University Life, Suite 207  
212-998-4959

## **LBGTQ+ CENTER**

[lgbtq.student.center@nyu.edu](mailto:lgbtq.student.center@nyu.edu)

Kimmel Center for University Life, Suite 602

## **GREY ART MUSEUM**

<https://greyartmuseum.nyu.edu/>

The Grey Art Museum, guardian to the New York University Art Collection, was founded in 1975 and includes approximately 5,000 objects.

18 Cooper Square

Tuesday, Thursday, Friday, 11:00 AM-6:00 PM

Wednesday, 11:00 AM-8:00 PM

Saturday, 11:00 AM-5:00 PM

Closed Sunday & Monday

## **NYU ATHLETIC FACILITIES**

NYU Athletics has four athletic facilities (three in lower Manhattan and one in Brooklyn) that can help you meet your workout and health goals. With various cardio, strength and fitness training machines, two pools, six basketball courts, two squash and multi-purpose courts along with complimentary drop-in and premium fee classes, NYU Athletics Facilities are the dynamic fitness place you are looking for. For more information, visit <http://gonyuathletics.com>.

## **NYU MUSEUM GATEWAY**

Through NYU's Museum Gateway, students enjoy free admission to some of the City's best cultural institutions. Students must present their NYU ID card to receive free admission. The complete list can be found here: <https://www.nyu.edu/life/student-life/getting-involved/museum-gateway.html>.



# MASTER OF ARTS PROGRAM



# M.A. PROGRAM & REQUIREMENTS

## **M.A. PROGRAM OVERVIEW**

The M.A. Program in the History of Art and Archaeology at the Institute is designed for the student who wants to study the history and role of the visual arts in culture and society through detailed, object-based examination, historical analysis, and critical interpretation. The degree program is constituted as a broad learning experience supported by numerous opportunities for intellectual inquiry, guided by leading scholars, and enhanced by access to New York area museums, curators and conservators, archaeological sites, and NYU's global network.

The Institute's M.A. in the History of Art and Archaeology is intended for students with a developed interest in the visual arts who wish to earn an advanced degree without the commitment to a multi-year doctoral program. The M.A. degree proves useful for students interested in careers in art museums, galleries, auction houses, cultural centers, arts foundations, archaeological site management and development, art conservation, or eventual doctoral work in art history or archaeology.

## **PROGRAM CONTACTS**

Academic Office  
tel: 212-992-5868  
email: [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu)

Alison Bean, Academic Advisor  
tel: 212-992-5867  
email: [ab10315@nyu.edu](mailto:ab10315@nyu.edu)

Please address questions for the Director of Masters Studies to [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu).

## **PROGRAM EXPECTATIONS**

- Complete degree requirements (detailed below) within five calendar years after beginning the M.A. program.
- Maintain a GPA of 3.0 or higher and successfully complete at least two thirds of credits attempted, excluding the current semester. Courses with grades of "I", "N", "NR", "W", and "F" are not considered successfully completed.
- Communicate with the Academic Office and faculty advisors in a timely manner if you have any questions or concerns regarding your academic progress.

## **TIME TO DEGREE**

The master's degree must be completed within five calendar years after the date of first enrollment in that master's program.

The Office of Academic and Student Affairs will consider requests endorsed by the department beyond the limits stated above for students who are making clear progress toward the degree. Only one request for extension of time to degree per student per degree program will be considered.

## **ACADEMIC PROBATION**

According to Section 8.1. Academic Probation of the GSAS Policies and Procedures Manual, "If a student's academic performance falls below the GSAS standard for 'good standing' (See 5.1), the student is accordingly on academic probation and must be informed by the Department with a formal probation letter. A student who has not met stated program progress requirements may also be placed on probation by the Department." (Please see **Program Expectations** (above) and **Degree Requirements: For Students Matriculating Fall 2024 and Before on page 45** and **Degree Requirements: For Students Matriculating Fall 2025 and Beyond on page 47** for additional details about the Institute's M.A. program progress requirements.)

## **TRANSFER CREDIT**

Transfer credits will be evaluated on a case-by-case basis. Requests for transfer credit must be made within the first year of attendance as a matriculated student. Graduate courses, which have counted towards an awarded bachelor's or master's degree, may not be transferred toward a degree at GSAS. Students may transfer up to 12 points towards the M.A. degree. Students must submit official transcripts, including English translations when necessary.

# M.A. PROGRAM & REQUIREMENTS

## **PARENTAL ACCOMMODATIONS (FOR MA STUDENTS)**

Master's students who are enrolled at the Institute and who become primary caregiving parents to a newly born or adopted child may apply for a one-semester extension of enrollment to fully complete all degree requirements and/or a leave of absence.

## **DEGREE REQUIREMENTS: FOR STUDENTS MATRICULATING FALL 2024 AND BEFORE**

The program is designed for two years of full-time study, or three years of part-time study. A total of 10 four-credit courses (40 credits total) are required to complete the M.A. degree.

## **COURSE SELECTION AND DISTRIBUTION REQUIREMENTS**

There are two required courses: **Foundations I (FINH-GA.2046.001)**, which is focused on the historiography and methodology of art history; and **Foundations II**, courses that pertain to the material dimension of art history.

In addition to the two required Foundations courses, students will take eight courses in lectures, seminars, and colloquia. (See [Definition of Courses on page 25](#) for more information). At least four of these eight courses must come from different distributions (detailed below). Two of these courses must be seminars from different distributions.

1. Pre-Modern Asia
2. Pre-modern Africa and the Middle East
3. The Ancient Mediterranean and Middle East, Including Egypt
4. Pre-modern Europe and the Americas
5. Post-1750 Global
6. Museum and Curatorial Studies
7. Conservation and Technical Studies of Works of Art
8. Architectural History

A student may use a lecture or colloquium course as a seminar distribution substitution only if the course instructor approves. Approval must be in writing (a forwarded email is sufficient). Students who are approved must submit a research paper for the lecture or colloquium at the end of the semester to meet the seminar requirement.

## **M.A. THESIS**

Completion of the M.A. thesis is a requirement of the M.A. degree. The thesis will be of substantial length (8,500 - 9,500 words) and provide comprehensive treatment of a problem in scholarship, be competently written, and may be of publishable quality. The topic can be developed from papers written for a class or from independent research. Students in the conservation program can include technical studies in the master's thesis, provided the thesis retains its focus on art history or archaeology.

Please note that specific thesis dates and assignment deadlines will be distributed by the Academic Office at the beginning of each academic year and the schedule outlined below is subject to change.

## **Thesis Advisor and Second Reader:**

The M.A. thesis must be read and approved by two faculty members, comprising a primary advisor and an anonymous second reader assigned by the Director of Masters Studies. The primary faculty advisor must be a full-time Institute faculty member and must be in residence during the student's second year.

Students should approach potential advisors with a general thesis topic in mind. Many students expand upon ideas explored in seminar papers, but this is not a requirement. Please consider whether faculty will be on sabbatical or otherwise absent during the thesis process.

Students should communicate with IFA faculty to confirm a thesis advisor starting the spring or summer before officially beginning the thesis process in the fall. If a professor agrees to act as advisor, the student must notify the Director of Masters Studies with proof of agreement by emailing [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu).

Students are strongly encouraged to make arrangements with faculty themselves, but anyone in need of assistance should send the Academic Office a list of three possible advisors (in order of preference) at the start of the fall semester.

Once an advisor is confirmed, students are responsible for scheduling and meeting with their advisors on a regular basis.

# M.A. PROGRAM & REQUIREMENTS

## **The staging of the M.A. thesis for full-time students is as follows:**

**First Semester:** Consider any coursework that might be worth exploring as a possible thesis topic. This is not required, but it is helpful to begin the process of contemplating general areas of interest.

**Second Semester:** Begin considering faculty members who might be able act as advisor, specifically noting areas of expertise as well as future sabbatical, leave, and advising availability. Communication is essential, so please be respectful and connect with faculty in a timely manner. If you have questions about seeking out a thesis advisor, please contact the Academic Office and/or your first-year faculty advisor.

**Third Semester:** After advisors are confirmed, submit a description of topic—500 words, double spaced, with a brief bibliography and one or two illustrations—to the thesis advisor and Academic Office in October. An outline and annotated bibliography are submitted to the Thesis advisor and the Academic Office in November.

**Fourth Semester:** Students must meet with their advisors at least once within the first two weeks of this semester to discuss thesis progress. A complete first draft of at least 7,000 words is submitted in late February to your thesis advisor. The final version of the thesis (8,500-9,500 words, excluding footnotes and bibliography) is to be submitted to the Academic Office and your advisor in mid-to-late April. Two readers must approve the thesis before graduation.

## **M.A. PROGRAM SCHEDULES**

### **TYPICAL FULL-TIME M.A. SCHEDULE**

#### **YEAR ONE**

##### **Fall Semester: 3 courses, 12 credits**

- **Foundations I (FINH-GA.2046.001)** (enrollment required for all first-year M.A. students)
- Sit for a language exam in December (recommended)

##### **Spring Semester: 3 courses, 12 credits**

- **Foundations II**
- Sit for a language exam in May (required)
- Begin formulating ideas for thesis

##### **Summer: 0 courses, 0 credits**

- Students who qualify for the summer Shelby White/Leon Levy Travel Grant will be registered for Maintenance of Matriculation by the Academic Office.

#### **YEAR TWO**

##### **Fall Semester: 3 courses, 12 credits**

- Students who were unable to pass a language exam in year one must do so by this semester
- Fulfill remaining Seminar and Distribution requirements
- Confirm thesis advisor
- Submit thesis description, outline, and annotated bibliography

##### **Spring Semester: 1 course, 4 credits**

- Submit Spring graduation request to NYU (via NYU-Albert)
- Complete thesis and receive approval from two readers

### **TYPICAL PART-TIME M.A. SCHEDULE**

#### **YEAR ONE**

##### **Fall Semester: 2 courses, 8 credits**

- **Foundations I (FINH-GA.2046.001)** (enrollment required for all first-year M.A. students)
- Sit for a language exam in December (recommended)

##### **Spring Semester: 2 courses, 8 credits**

- **Foundations II** + another course
- Sit for a language exam in May (recommended)

##### **Summer: 0 courses, 0 credits**

- Students who qualify for the summer Shelby White/Leon Levy Travel Grant will be registered for Maintenance of Matriculation by the Academic Office.

# M.A. PROGRAM & REQUIREMENTS

## **YEAR TWO**

### **Fall Semester: 2 courses, 8 credits**

- Option to sit for a language exam

### **Spring Semester: 2 course, 8 credits**

- Option to sit for a language exam
- Begin formulating ideas for thesis

## **YEAR THREE**

### **Fall Semester: 1 course, 4 credits**

- Students who were unable to pass a language exam in year one or two must do so by this semester
- Fulfill remaining Seminar/Distribution requirement
- Confirm thesis advisor
- Submit thesis description, outline, and annotated bibliography

### **Spring Semester: 1 course, 4 credits**

- Submit Spring graduation request to NYU (via NYU-Albert)
- Complete thesis and receive approval from two readers

## **DEGREE REQUIREMENTS: FOR STUDENTS MATRICULATING FALL 2025 AND BEYOND**

The program is designed for two years of full-time study, or three years of part-time study. A total of 10 four-credit courses (40 credits total) are required to complete the M.A. degree.

### **COURSE SELECTION AND DISTRIBUTION REQUIREMENTS**

There are two required courses: Foundations I (FINH-GA.2046.001), which is focused on the historiography and methodology of art history; and Foundations II, courses that pertain to the material dimension of art history.

In addition to the two required Foundations courses, students will take eight courses in lectures, seminars, and colloquia. (See [Definition of Courses on page 25](#) for more information). At least four of these ten courses must come from different distributions: two geographical areas and two chronological periods outside a student's area of specialization (one of these four courses may be substituted by a course focusing on transhistorical or comparative issues).

#### **Geographical Areas**

- A. Africa and West Asia
- B. Asia and Oceania
- C. Europe and the Mediterranean Basin
- D. The Americas

#### **Chronological Periods**

1. Before 1200
2. 1200 to 1900
3. 1900 to Present

### **OPTIONS FOR COMPLETION OF DEGREE:**

#### **OPTION 1: QUALIFYING PAPER**

M.A. students following this option must receive approval for two Qualifying Papers (QP) to meet degree requirements and graduate from the program. A QP must be a substantial work of independent research undertaken as part of a seminar offered by the IFA. Students wishing to submit work as a QP are required to seek approval from the seminar instructor at least within 72 hours of receiving the grade, although students can speak with the instructor earlier about the feasibility of using their work for the course as a QP.

If an instructor agrees to consider the work as a QP, students must:

1. Request a one-time meeting after the seminar grade is posted but before the beginning of the subsequent semester to discuss the QP. In this meeting, the instructor may make recommendations for revisions that should be incorporated prior to their approval of the QP. If the instructor is not available for a meeting due to travel plans, recommendations can be made via email instead;

# M.A. PROGRAM & REQUIREMENTS

2. Incorporate the requested revisions and resubmit the revised work to the instructor, who will review to ensure the changes have been satisfactorily incorporated. The instructor will then provide the student with written approval of the submission as a QP copying the Academic Office (AO);
3. Forward a copy of the approved QP and a document (email is fine) summarizing major revisions (if applicable) to the AO.

These steps must be completed before the start of the subsequent semester. If the revised work does not meet QP approval by the faculty member, there will not be additional opportunities to resubmit for QP consideration. Instead, the student should consider assignments completed for subsequent seminar courses to meet the QP requirement.

Both QPs must come from courses fulfilling separate Chronological Period requirements (i.e., a student cannot submit two papers categorized as 1900 to Present; one must qualify as Before 1200 or 1200 to 1900). There are no Geographical restrictions for QP submissions. Students are encouraged to consult with faculty advisors if they are unsure which seminars to generate QPs.

At least one QP must be submitted and approved before the start of a student's final semester at the IFA, and two QPs must be submitted and approved before a student graduates. If a student is unable to reach any established benchmarks on time, they must consult with the Academic Office and Director of Masters Studies before the start of the next term.

## OPTION 2: HONORS THESIS

In lieu of submitting two Qualifying Papers, students may instead apply in late spring before their final year in the program to write an Honors Thesis. This project must provide comprehensive treatment of a problem in scholarship, possess originality in argument and content, demonstrate a command of existing scholarship, and exhibit proficient academic writing. The thesis will be of substantial length (8,500—9,500 words, excluding footnotes, acknowledgments, captions, and bibliographic material) and must be completed under the supervision of a faculty advisor during a student's final two semesters at the IFA. The topic can be developed from papers written for a class or from independent research.

Students can self-nominate by submitting the following application materials to the Academic Office:

1. Rationale for pursuing the Honors Thesis option (300 words)
2. Summary of the proposed thesis project (300 words)
3. Completed Advisor Request Form or GSAS Mentor-Mentee Agreement Form

Please note that students are required to consult with potential thesis advisors before self-nominating; only IFA Faculty and Associate Faculty can act as thesis advisors. Consider whether the faculty you would like to work with will be on sabbatical or otherwise absent during the duration of the year you work on your proposed project. Once an advisor is confirmed, students are then responsible for scheduling and meeting with their advisors on a regular basis.

*Approval is contingent on overall outstanding performance in courses taken to date prior to the application and on the viability of the thesis project; **it is not guaranteed**. Students who do not receive approval to write a thesis in their final year will instead need to complete the remaining degree requirements using Option 1 above.*

If a student is approved to write an Honors Thesis, guidelines will be distributed by the Academic Office prior to the start of the project. Participating students are required to take a sequence of two courses across two semesters to accompany independent work on the thesis project; see the OPTION 2: HONORS THESIS section below for an example schedule. Please consult relevant course catalogs and the Academic Office for specific details.

After a student submits an Honors Thesis to the Academic Office, it must be read and approved by two faculty members, comprising a primary faculty advisor and an anonymous second reader assigned by the Director of Masters Studies.

# M.A. PROGRAM & REQUIREMENTS

## M.A. PROGRAM SCHEDULES

### TYPICAL FULL-TIME M.A. SCHEDULE

#### YEAR ONE

##### **Fall Semester: 3 courses, 12 credits**

- **Foundations I (FINH-GA.2046.001)** (enrollment required for all first-year MA students)
- Two additional courses
- Sit for a language exam in December (recommended)

##### **Spring Semester: 3 courses, 12 credits**

- **Foundations II**
- Two additional courses
- Sit for a language exam in May (required)
- Option to self-nominate for Honors Thesis (decision will inform plan for Year Two)

##### **Summer: 0 courses, 0 credits**

- Students who qualify for the summer Shelby White/Leon Levy Travel Grant will be registered for Maintenance of Matriculation by the Academic Office.

#### YEAR TWO (OPTION 1: QUALIFYING SUBMISSIONS)

##### **Fall Semester: 2 courses, 8 credits**

- Fulfill remaining distribution requirements (recommended)
- Students who were unable to pass a language exam in year one must do so by this semester

##### **Spring Semester: 8 courses, 8 credits**

- Fulfill remaining Seminar/Distribution requirements (required)
- Submit graduation request (via NYU-Albert)

— OR —

#### YEAR TWO (OPTION 2: HONORS THESIS)

##### **Fall Semester: 3 courses, 12 credits**

- Required honors thesis course (see course catalog)
- Fulfill remaining distribution requirements (required)
- Students who were unable to pass a language exam in year one must do so by this semester

##### **Spring Semester: 1 course, 4 credits**

- **Directed Research towards the MA Thesis**
- Submit Spring graduation request (via NYU-Albert)
- Complete thesis and receive approval from two readers

### TYPICAL PART-TIME M.A. SCHEDULE

#### YEAR ONE

##### **Fall Semester: 2 courses, 8 credits**

- **Foundations I (FINH-GA.2046.001)** (enrollment required for all first-year MA students)
- Sit for a language exam in December (recommended)

##### **Spring Semester: 2 courses, 8 credits**

- **Foundations II** + another course
- Sit for a language exam in May (recommended)

##### **Summer: 0 courses, 0 credits**

- Students who qualify for the summer Shelby White/Leon Levy Travel Grant will be registered for Maintenance of Matriculation by the Academic Office.

#### YEAR TWO

##### **Fall Semester: 2 courses, 8 credits**

- Option to sit for a language exam

##### **Spring Semester: 2 course, 8 credits**

- Option to sit for a language exam
- Option to apply for Honors Thesis

# M.A. PROGRAM & REQUIREMENTS

## **YEAR THREE (OPTION 1: QUALIFYING SUBMISSIONS)**

### **Fall Semester: 1 course, 4 credits**

- Fulfill remaining Seminar/Distribution requirements (recommended)
- Students who were unable to pass a language exam in year one must do so by this semester

### **Spring Semester: 1 course, 4 credits**

- Fulfill remaining Seminar/Distribution requirements (required)
- Submit graduation request (via NYU-Albert)

— OR —

## **YEAR THREE (OPTION 2: HONORS THESIS)**

### **Fall Semester: 1 course, 4 credits**

- Required honors thesis course (see course catalog)
- Students who were unable to pass a language exam in year one must do so by this semester

### **Spring Semester: 1 course, 4 credits**

- **Directed Research towards the MA Thesis**
- Submit Spring graduation request (via NYU-Albert)
- Complete thesis and receive approval from two readers

## **DUAL M.A. IN HISTORY OF ART & ARCHAEOLOGY / M.S. IN LIBRARY & INFORMATION SCIENCE WITH LIU PALMER**

NYU and LIU Palmer offer a unique, 60 credit dual degree program that allows students to gain valuable training as a librarian while specializing in the field of art history. The program grants an ALA-accredited M.S. in Library and Information Science from LIU's Palmer School and a M.A. from the Institute of Fine Arts. While in the program, students will complete courses at both schools on a part-time schedule and will work in a subject-specific mentorship program at NYU Libraries.

Students enrolled in the dual degree program will be required to complete 32 credits (eight courses) at the Institute of Fine Arts and 28 credits at LIU. Required classes include Foundations I, Foundations II, three seminars, and three electives.

If you are enrolled in the dual degree program, please schedule an appointment with the Academic Office at the start of each term to go over the details of your schedule and credits to ensure that you are making proper progress towards degree.

## **TYPICAL PART-TIME M.A./M.S. SCHEDULE**

### **YEAR ONE**

#### **Fall Semester: 2 courses, 8 credits**

- **Foundations I (FINH-GA.2046.001)** (enrollment required for all first-year MA students)
- Sit for a language exam in December (recommended)

#### **Spring Semester: 2 courses, 8 credits**

- **Foundations II** + another course
- Sit for a language exam in May (recommended)

#### **Summer: 0 courses, 0 credits**

- Students who qualify for the summer Shelby White/Leon Levy Travel Grant will be registered for Maintenance of Matriculation by the Academic Office.

### **YEAR TWO**

#### **Fall Semester: 1 course, 4 credits**

- Option to sit for a language exam

#### **Spring Semester: 1 course, 4 credits**

- Option to sit for a language exam

### **YEAR THREE**

#### **Fall Semester: 1 course, 4 credits**

- Students who were unable to pass a language exam in year one must do so by this semester

#### **Spring Semester: 1 course, 4 credits**

- Submit Spring graduation request (via NYU-Albert)
- Complete thesis and receive approval from two readers



## M.A. PROGRAM & REQUIREMENTS

Please note that all students enrolled in the M.A. in History of Art & Archaeology / M.S. in Library & Information Science with LIU Palmer dual degree program are required to complete an M.A. thesis in order to graduate regardless of date of matriculation. Enrollment in required honors thesis coursework is recommended, but only if the student's schedule allows (i.e., distribution requirements have been met).



# DOCTOR OF PHILOSOPHY PROGRAM

# PH.D. PROGRAM & REQUIREMENTS

## **PH.D. PROGRAM OVERVIEW**

The Ph.D. Program at the Institute of Fine Arts is a course of study designed for the person who wants to investigate the role of the visual arts in culture through detailed, object-based examination, as well as historical and theoretical interpretation. The degree program provides a focused and rigorous experience supported by interaction with the leading scholars of the Institute, and access to New York area museums, curators, conservators, archaeological sites, and NYU's global network.

## **FULL-TIME STUDY**

The program is designed for up to six years of full-time, funded study, including tuition and fees, student health insurance, and a stipend. A total of 18 courses (72 points) are required for the Ph.D. degree. Students register for three courses (or 12 points) per semester for the first six semesters. One course in the fifth semester is dedicated to research toward a dissertation topic. In the sixth semester, students register for points devoted to preparing for their major examinations. Exceptions to full-time study are made only for urgent financial or medical reasons and must have the approval of the Director of Graduate Studies. Due to the intensity of the doctoral program, students must be in full-time residency in the NYC-area until Ph.D. Candidacy has been achieved.

## **PH.D. FUNDING**

Funding from the Institute is conditional on continued full-time student status. Ph.D. students who do not have an M.A. in Art History are funded for up to six years, while Ph.D. students who enter the program with an M.A. in Art History are funded up to five years. The program is normally divided into three years of coursework, exams, and submission of a dissertation proposal, and three years for dissertation research and writing (for students without an M.A.); or divided into two years of coursework, exams, and submission of a dissertation proposal, and three years for dissertation research and writing (for students with an M.A.). Variations to this pattern might occur according to opportunities for students to develop skills or experience in their specialist fields, as approved by the student's advisor and the Director of Graduate Studies. Students are encouraged to apply for outside fellowships as soon as possible. Institute funding will be suspended during a period of equivalent outside fellowship support. The award of such fellowships may extend the number of funded years taken to complete the program. Students who obtain a permanent position of more than 20 hours per week are no longer eligible for funding from the Institute.

Ph.D. students who receive a named fellowship must update their email signature to reflect this. Additionally, any student who is a recipient of a named fellowship is required to attend a donor's luncheon in the Spring semester.

***NOTE: Under U.S. IRS regulations, NYU is not required to report scholarship, stipend, grant, or fellowship awards as income, except for foreign students. It is the student's responsibility to determine whether some, or all, of any scholarship, stipend, grant, or fellowship award is taxable.***

## **HEALTH INSURANCE FOR FUNDED PH.D.**

Students who are fully funded by the Institute are approved for comprehensive health care. International students are automatically enrolled in comprehensive health care by NYU. Domestic students are automatically enrolled in basic coverage. If a domestic student prefers a comprehensive health plan, they must manually update their status via NYU Consolidated Healthcare every year: [https://nyu.consolidated-healthplan.com/student\\_health/new\\_york\\_university/initial\\_login.html](https://nyu.consolidated-healthplan.com/student_health/new_york_university/initial_login.html).

## **STUDENTS ENTERING WITH A MASTER'S DEGREE**

To receive the Ph.D. degree, all Institute requirements must have been fulfilled, including a qualifying paper, and a distribution of courses within areas of study that correspond to those outlined below in the section "Distribution Requirements." No credits will be automatically transferred; transferred points and distribution credit will be awarded based upon evaluation by the Institute faculty at the First Year Review. Students who enter with a master's degree in Art History can usually reduce their Ph.D. coursework by one year.

## **DISTRIBUTION REQUIREMENTS**

Ph.D. students must take a minimum of six seminar courses, with at least four of those seminars in dif-

# PH.D. PROGRAM & REQUIREMENTS

ferent distribution areas outside of the student's major field. The Proseminar may count as one of these seminars.

## **For Students Matriculating Fall 2024 and Before:**

Students are required to take one course in technical studies of works of art (which can also fulfill a seminar requirement). Students may take courses in other relevant disciplines in consultation with their advisor, and subject to the approval of the Academic Office. (See [Definition of Courses on page 25](#) for more information on lectures, seminars, etc.)

Distribution requirements are met by choosing courses in the following fields:

1. Pre-Modern Asia
2. Pre-modern Africa and the Middle East
3. The Ancient Mediterranean and Middle East, Including Egypt
4. Pre-modern Europe and the Americas
5. Post-1750 Global
6. Museum and Curatorial Studies
7. Conservation and Technical Studies of Works of Art
8. Architectural History

## **For Students Matriculating Fall 2025 and Beyond:**

Upon completing the Ph.D. Proseminar, students are required to take the following distribution requirements:

- Two courses in geographical areas outside a student's area of specialization. These geographical areas are as follows:
  - A. Africa and West Asia
  - B. Asia and Oceania
  - C. Europe and the Mediterranean Basin
  - D. The Americas
- Two courses in chronological periods outside a student's area of specialization. These chronological periods are as follows:
  1. Before 1200
  2. 1200 to 1900
  3. 1900 to the present
- One course in technical art history

Students may substitute a course focusing on transhistorical or comparative issues for one of the four courses in either the geographical areas or chronological periods distribution requirements above. Additionally, doctoral students coming in with an M.A. may have some of the above distribution requirements waived.

## **DISTRIBUTION SUBSTITUTION**

A student may use a lecture or colloquium course as a seminar distribution (substitution) only if the faculty member from that specific course approves. Approval must be in writing (a forwarded email is sufficient). Students who are approved must submit a research paper for that course at the end of the semester in order to fulfill the requirements of a seminar course.

## **PH.D. PROGRAM SCHEDULES**

### **PH.D. SCHEDULE (ENTERING WITHOUT AN M.A.)**

#### **YEAR ONE**

##### **Fall semester: 3 courses, 12 credits**

- One course must be the **Proseminar**.
- Students must sit for one language exam during their first year.

##### **Spring semester: 3 courses, 12 credits**

- Option to sit for a language exam.

# PH.D. PROGRAM & REQUIREMENTS

## **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

## **YEAR TWO**

### **Fall semester: 3 courses, 12 credits**

- One course must be **Practicum**.
- Option to sit for a language exam.

### **Spring semester: 3 courses, 12 credits**

- The Qualifying Paper (10,000 words) must be completed in the second year (Spring or Summer).
- Option to sit for a language exam.

## **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

## **YEAR THREE**

### **Fall semester: 3 courses, 12 credits**

- Option to sit for a language exam.

### **Spring semester: 2 courses, 8 credits**

- One course should be the remaining seminar and/or distribution requirement.
- One course must be **Directed Research for the Ph.D. Oral Exam (FINH-GA.3548)**. Major examination (oral and written component) should be attempted and passed during this semester or by/ before the end of the following Fall semester.
- Language requirements should be fulfilled.

## **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

## **YEAR FOUR**

### **Fall semester: 1 course, 4 credits**

- Register for **Directed Research for the Ph.D. Dissertation (FINH-GA.3549)**. Schedule the date of your major examination to occur prior to the end of the fall semester, if not already completed.

### **Spring semester: 0 courses, 0 credits**

- Submit approved Dissertation Proposal to Academic Office at the end of Spring or Summer semester.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

## **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

## **YEAR FIVE**

### **Fall semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communicating with advisor.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

### **Spring semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

## **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

## **YEAR SIX**

### **Fall semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communicating with advisor; schedule defense.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

### **Spring semester: 0 courses, 0 credits**

- Finalizing dissertation with advisor; preparing for defense; apply for graduation; preliminary upload of dissertation; successfully defend dissertation; final upload of dissertation.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

# PH.D. PROGRAM & REQUIREMENTS

## **PH.D. SCHEDULE (ENTERING WITH AN INSTITUTE M.A.)**

**Students will have a blanket transfer of 40 credits towards the 72-credit doctoral program.**

### **YEAR ONE**

#### **Fall semester: 3 courses, 12 credits**

- One course must be the **Proseminar**.
- Option to sit for a language exam.
- The IFA M.A. Thesis will be used in lieu of the Ph.D. Qualifying Paper.

#### **Spring semester: 2 courses, 8 credits**

- Option to sit for a language exam.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR TWO**

#### **Fall semester: 2 courses, 8 credits**

- Register for **Directed Research for the Ph.D. Oral Exam (FINH-GA.3548)**. Major examination (oral and written component) should be attempted and passed at the end of Fall semester or early Spring semester.
- Register for **Practicum**.
- Option to sit for a language exam.

#### **Spring semester: 1 course, 4 credits**

- Register for **Directed Research for the Ph.D. Dissertation (FINH-GA.3549)**. Submit approved Dissertation Proposal to Academic Office at the end of Spring or Summer semester.
- Option to sit for a language exam.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR THREE**

#### **Fall semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communicating with advisor.
- Option to sit for a language exam.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Spring semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Language requirements should be fulfilled.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR FOUR**

#### **Fall semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communicating with advisor.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Spring semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR FIVE**

#### **Fall semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communication with advisor; schedule defense.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Spring semester: 0 courses, 0 credits**

- Finalize dissertation with advisor; prepare for defense; apply for graduation; preliminary upload of dissertation; successfully defend dissertation; final upload of dissertation.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

# PH.D. PROGRAM & REQUIREMENTS

## **PH.D. SCHEDULE (ENTERING WITH AN EXTERNAL M.A.)**

**Students will have 24 credits transferred towards the 72 credit doctoral program pending review by the DGS of first year academic performance.**

### **YEAR ONE**

#### **Fall semester: 3 courses, 12 credits**

- One course must be the **Proseminar**.
- Option to sit for a language exam.
- The M.A. Thesis will be used in lieu of the Ph.D. Qualifying Paper.

#### **Spring semester: 3 courses, 12 credits**

- Option to sit for a language exam.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR TWO**

#### **Fall semester: 3 courses, 12 credits**

- One course must be **Practicum**.
- Option to sit for a language exam.

#### **Spring semester: 2 courses, 8 credits**

- One course should be the remaining seminar and/or distribution requirement.
- Register for **Directed Research for the Ph.D. Oral Exam (FINH-GA.3548)**. Major examination (oral and written component) should be attempted and passed by the end of Fall semester.
- Option to sit for a language exam.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR THREE**

#### **Fall semester: 1 course, 4 credits**

- Register for **Directed Research for the Ph.D. Dissertation (FINH-GA.3549)**. Submit approved Dissertation Proposal to Academic Office at the end of Spring or Summer semester.
- Option to sit for a language exam.

#### **Spring semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Language requirements should be fulfilled.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR FOUR**

#### **Fall semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communicating with advisor.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Spring semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communication with advisor; submit a yearly progress report.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Summer: 0 courses, 0 credits**

- Register for Maintenance for Matriculation if you intend to use Health Services (notify Academic Office).

### **YEAR FIVE**

#### **Fall semester: 0 courses, 0 credits**

- Writing dissertation; meeting/communication with advisor; schedule defense.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

#### **Spring semester: 0 courses, 0 credits**

- Finalize dissertation with advisor; prepare for defense; apply for graduation; preliminary upload of dis-



# PH.D. PROGRAM & REQUIREMENTS

- sertation; successfully defend dissertation; final upload of dissertation.
- Students will be registered for Maintenance of Matriculation by the Academic Office.

## **TRANSFER CREDIT**

Transfer credits will be evaluated on a case-by-case basis. Requests for transfer credit (from a completed M.A. in an Art History program) must be made within the first year of attendance as a matriculated student. The maximum transfer credit allowed is 40 points. A transfer of 24 points or more would reduce the required coursework for the Ph.D. by one year. You must submit official transcripts, including English translations when necessary, to the Academic Office. It is the expectation that students matriculating with a five year funding package will transfer in 24 points or more.

## **QUALIFYING PAPER**

The Qualifying Paper may be developed from seminar work or on a topic devised in consultation with the student's advisor. Normally, the student will be advised to produce a detailed study on a subject that leads towards the dissertation. It should be no longer than 10,000 words (excluding bibliography and footnotes) and completed prior to the beginning of the third year of study. Students entering with a Master's degree may submit the thesis in lieu of a Qualifying Paper, which does not need to be reviewed by a faculty committee. Once the Qualifying Paper has been passed by two faculty members, the student may continue on to prepare for the major examination.

## **MAJOR EXAMS (ORAL AND WRITTEN)**

The examination consists of two parts, oral and written. The same three faculty examiners participate in both parts. For the oral component, the student and faculty advisor work together to develop the three focal areas that the student then prepares over a period of several months. During the oral examination the student responds extemporaneously to questions posed through images and/or by reference to scholarship and issues in the fields under discussion by each examiner. The questioning by each examiner usually lasts about 30 minutes. The written exam, known as the Two-Week Paper, is not prepared in advance. Instead, following the conclusion of the oral component, the examiners prepare a set of three prompting questions that may respond to the student's performance on the exams, for example, or an aspect of future dissertation work.

Each student's experience of the major examinations will be different as the exams are developed to address individual curricular backgrounds and launch original research projects. The two parts of the exam can work synergistically as the extended period of preparation for the oral component (likely the only opportunity to read so broadly) provides a foundation for the brief and bounded period of intensive and purposive research for the Two-Week Paper (about 20 pages).

### ***Procedure:***

Students should allow at least one semester (15 weeks) of preparation for the oral examination. When a student is ready to begin studying for their exam, they should consult their advisor in selecting the two additional examiners and the fields for examination. It is the responsibility of the advisor to invite examiners and to inform any outside examiners about Institute procedures. Students should work closely with each of their examiners to shape appropriate bibliographies, lists of monuments, artworks, themes, and issues.

It is up to the student and their committee to determine timing for the examination based on the schedules of those involved. Once a date has been determined, the faculty advisor should inform the Academic Office at [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu) so that a room can be reserved.

### ***Oral Component:***

The advisor will direct the examination. Examiners will pose questions on knowledge of monuments, artworks, and scholarship. Students should expect examinations to last sixty to ninety minutes. Following the completion of the examination, they will be asked to leave the room as the committee discusses their answers. The advisor will then invite the student back to receive the results of the examination. If a student does not pass the oral component of the major examination, they are allowed a second attempt.

### ***Written Component:***

The committee will submit three essay questions to the Academic Office only after the student has passed

# PH.D. PROGRAM & REQUIREMENTS

the oral examination. Within 30 days of the oral examination, the student must pick up the written component, the “Two Week paper.” For the “Two Week Paper,” the student chooses one topic out of the three given by the examiners. The paper must be submitted two weeks after picking up the prompts from the Academic Office. If the student does not pass the written component of the major examination, they are allowed a second attempt.

## **Limitations:**

Students are permitted to attempt the major examination twice, if necessary. Failure to pass either part of the second attempted major examination will result in termination from the program. *The major examination is separate and distinct from the presentation of the dissertation proposal.*

## **DISSERTATION PROPOSAL**

The proposal must be presented to a dissertation committee no later than six months after passing the major examinations, unless approved by the Director of Graduate Studies. In some cases, a student prepares their proposal before their examinations. Per time-to-degree, as established by the Graduate School of Arts and Science, students must successfully defend the proposal (along with the other non-dissertation degree requirements) within four years of beginning the program to remain in good academic standing.

Students should discuss potential dissertation topics with their supervisor. Though the supervisor will officially form the committee (which includes reaching out to the two other members to confirm participation), students are encouraged to speak with prospective members ahead of beginning work on the proposal. Each student should endeavor to develop a network of supervisors, specialists in the relevant fields, and peers with whom they can discuss their research and their writing.

The proposal, upon approval of the supervisor, will be distributed to the committee members at least two weeks in advance of a proposal presentation.

The proposal presentation provides a forum for the committee and the student to discuss intellectual and methodological aspects of the dissertation and to formulate research plans. The student is expected to begin the discussion by presenting their topic, with images, for ten to fifteen minutes. Immediately following the presentation and discussion, the committee will determine whether the proposal is considered passing or in need of revision.

The written proposal consists of:

1. A narrative exposition of the dissertation subject detailing the state of current scholarship as well as the student’s own research aims. The proposal should demonstrate the viability of the project and should clearly set forth the research questions to be addressed with direct reference to sources and contexts. The narrative should not exceed 2,500 words (approximately 8 - 10 pages). Arguments should be properly footnoted;
2. A chapter outline that is no more than one page;
3. A bibliography of principle references, divided as appropriate into separate archival and primary source sections;
4. Up to five images.

## **DISSERTATION DEFENSE**

### **Considerations for the Defense:**

Students are encouraged to discuss with the advisor and their committee members what is expected from them for the defense as presentation of material and procedure varies by field.

Not until the end of the dissertation process will the supervisor officially form the dissertation committee (which includes reaching out to committee members to confirm their participation).

Please note that although many committees are made up of three members (the advisor and two members), NYU mandates that five faculty are present at and sign off on all defenses. Of the five present, three must be full-time NYU FAS faculty. Should a student’s committee have only three members, one of the additional faculty members will be the Director of Graduate Studies. The student and their advisor should identify the fifth participant. For non-NYU committee members, the Outside Dissertation Reader form must be completed. Please reach out to the IFA Academic Office at [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu) for more information about this process.

# PH.D. PROGRAM & REQUIREMENTS

## ***Scheduling the Defense:***

Once the Primary Advisor has nominally approved the text of the dissertation, the student may give copies of the text to their second and third readers. It is up to the student and their committee to determine timing for the examination based on the schedules of those involved. Once a date has been determined, please inform the Academic Office at [IFA-AO-admin@nyu.edu](mailto:IFA-AO-admin@nyu.edu) so that a room can be reserved.

**N.B.** The Academic Office recommends a **minimum of one month** between distribution of the dissertation and scheduling of the defense. Students should consult with the advisor and all committee members to determine any further specifications for timing. The Academic Office recommends **at least one week** in between the defense and the final upload of the dissertation, to allow time to incorporate any comments or revisions requested during the defense. In order for the student to receive a degree during the term of the defense, the defense must occur **at least two days prior to the deadline for final submission**.

## ***Submitting the Dissertation:***

Dissertation submission is the responsibility of the student and is governed by the Graduate School of Arts and Science, not by the Institute. Students must adhere to all deadlines and procedures established by GSAS for dissertation submission. Deadlines and procedures may be found here: <https://gsas.nyu.edu/academics/submitting-your-dissertation.html>.

## **DISSERTATION WRITER'S ROOMS**

Ph.D. Candidates who have achieved Ph.D. candidacy are eligible for a Dissertation Writer's Room at NYU Bobst Library (rooms 427, 436, 536, and 627). These rooms are shared, quiet office spaces dedicated to serious researchers. Ph.D. Candidates can choose one of the numerous desks and work as long as they wish. Each room includes 10 partitioned desks, available on a first-come, first-serve basis. Amenities include your own personal mobile storage cabinet or a locker, ergonomic furniture, single seating tables, and wireless connectivity. Eligible candidates must fill out an official request form at <https://library.nyu.edu/spaces/dissertation-writers-rooms/>.

## **YEARLY PROGRESS STATEMENT**

Every student working on his or her dissertation must submit a yearly progress statement detailing goal-setting and achievements met. Students will be asked to submit the statement each spring semester, generally by July 1.

## **TEACHING**

Students may work as teaching assistants and graders in NYU's undergraduate departments beginning in their second semester. Students are encouraged to seek positions as primary instructors after passing the second-year review. Please be in touch with the Academic Office to discuss teaching opportunities and update the Office on positions held.

## **INTER-UNIVERSITY DOCTORAL CONSORTIUM**

Courses through NYU's Graduate School of Arts and Science are available to Institute doctoral students as part of their regular course of study. The Institute also participates in the Greater New York Inter-University Doctoral Consortium (IUDC). Ph.D. students who have completed at least one year of full-time study in the doctoral program may enroll in courses through the consortium. Other participating universities are: Columbia University, Princeton University, CUNY Graduate Center, Rutgers University, Fordham University, Stony Brook University, and New School University. Students should contact the Academic Office if they have questions about enrolling in courses outside the Institute. IUDC course credit is determined by the institution hosting the course, and can sometimes be less than 4 points. It is important for students to know how many credits an IUDC course is worth, and discuss potential enrollment plans with the Academic Office to ensure progress towards the 72 points needed for the degree is being met.

More information about the Inter-University Doctoral Consortium can be found at <http://gsas.nyu.edu/academics/inter-university-doctoral-consortium.html>.

## **TIME TO DEGREE**

To remain in good academic standing, students must complete their degrees within specific time limits set by GSAS: If 24 or more credits are transferred toward the Ph.D. degree, the degree must be completed within seven calendar years after the date of first enrollment in the Ph.D. program. If fewer than 24 credits

# PH.D. PROGRAM & REQUIREMENTS

are transferred, the degree must be completed within 10 calendar years after the date of first enrollment in the Ph.D. program.

Students in a Ph.D. program must also achieve doctoral candidacy within four years of initial enrollment. Candidacy is reached when the student earns the Master of Philosophy, M.Phil., degree, indicating that all requirements for the Ph.D. have been met other than the dissertation (meaning that all 72 credits of coursework, languages, major examination, and dissertation proposal have been completed).

It is University policy not to extend full-time student status to anyone that is beyond his or her seventh year of enrollment. Students may not be given full-time equivalency after their seventh year of enrollment at the Institute. Students may be able to appeal for exceptions on a semester-by-semester basis.

Students who have not completed their Ph.D. within seven (transferring in 24 points or more) or ten years (transferring in fewer than 24 points) of first enrollment at the Institute will automatically be placed on academic probation. Continued registration will require the student to submit a detailed plan for completion. Registration in subsequent semesters will be dependent on the student's adherence to the plan and demonstration of concrete, written progress toward the degree.

## **PARENTAL ACCOMMODATIONS (PH.D. STUDENTS AND CANDIDATES ONLY)**

### ***Institute Students Within the Term of Their Institute Funding***

Full-time Institute students who are within the term of their Institute funding and become primary caregiving parents to a newly born or adopted child may request to have their academic responsibilities amended for up to six weeks or for one full semester. This may include modifying class attendance, exams, and other academic requirements for a student's degree program. After receiving an application for a period of Parental Accommodation (PA), the Institute will work with the student and the student's advisor or Director of Graduate Studies to create a revised plan for degree completion.

#### ***Student Status of and Funding:***

- During the period of PA, students maintaining full-time student status must remain in compliance with the terms and conditions of their Institute fellowship.
- Students receiving PA may opt to continue to receive their support package during the period of accommodation, including health insurance and access to university resources. If a student chooses not to receive their stipend during the period of PA, the stipend will be placed on reserved and "banked" for a total of one future semester. Banking the stipend will not affect the student's access to health insurance or maintenance of matriculation.
- Students receiving external financial support must contact the funding agency and comply with its policies. If the external funding agency suspends funding, the Institute will not assume the responsibility of funding the student.
- Students who use a PA will be provided a one-semester extension of enrollment for departmental and/or school academic requirements. For example, if a student would otherwise have been required to take their Major Examination by the end of their third year, the student who uses a PA will be given an additional semester to fulfill this requirement. Likewise, students using a PA will be provided an additional semester to fully complete all degree requirements, if required.
- If a student chooses to use a PA for one full semester, the student will be registered under maintenance of matriculation. Matriculation fees and student health insurance for that semester will be awarded by the Institute per the terms of the Institute funding package.
- The period of PA may begin at any time after the student becomes a primary caregiving parent to a newly born or adopted child, through 12 months after the child is born or adopted.
- New parents who use a PA are not prohibited from applying for an additional leave of absence of one semester.

### ***Institute Doctoral Students Beyond the Term of Their Institute Funding***

Institute doctoral students who are beyond the term of their Institute funding who become primary caregiving parents to a newly born or adopted child may apply for a one-semester extension of enrollment to fully complete all degree requirements, and/or a leave of absence.

# PH.D. PROGRAM & REQUIREMENTS

## ***Applying for Parental Accommodation***

Applications by Institute doctoral students within the terms of their funding must be made no later than **May 31** for PA in the Fall semester or **October 31** for PA in the Spring semester.

Applications of a one-semester extension of enrollment and/or leave of absence by doctoral students beyond the terms of their funding or by master's students must be made no later than three months after the childbirth or adoption.

To apply, please contact the Academic Office to fill out the PA Request Form.



# CONSERVATION PROGRAM

# CONSERVATION PROGRAM & REQUIREMENTS

## **DUAL M.S. IN CONSERVATION OF HISTORIC & ARTISTIC WORKS / M.A. IN THE HISTORY OF ART & ARCHAEOLOGY PROGRAM OVERVIEW**

The conservation program of the Institute of Fine Arts was born out of the existing art history graduate program in the late 1950s. With that in mind, the program was designed as a “three-legged stool”, by which the conservator is supported in equal measure by art historical study, scientific training, and practical experience. Aside from being the first program of its kind, it is the only conservation graduate program that has its roots in an art history program and is unique in conferring a dual degree: an M.S. in the Conservation of Historic and Artistic Works and an M.A. in the History of Art and Archaeology.

The program is dedicated to the study of the technology and conservation of works of art and historic artifacts. The curriculum combines practical experience in conservation with historical, archaeological, curatorial, and scientific studies of the materials and construction of works of art. Students undertake research projects, laboratory work, and seminars, and gain intensive conservation experience through advanced fieldwork and the capstone Internship.

### **PROGRAM EXPECTATIONS**

Generally, successful students will:

- Commit at least six days per week to program-related work and activities
- Complete assignments in a timely manner
- Avoid excessive outside obligations (paid or unpaid)
- Communicate regularly with faculty
- Seek assistance when needed
- Follow health and safety rules
- Support CC/IFA/NYU outreach and development efforts

### **MAINTAINING GOOD ACADEMIC STANDING & PROGRESS TOWARDS DEGREE**

The conservation program considers the following as “additional requirements and/or stricter standards” when evaluating a student’s “good standing”:

- Responds well to instruction and feedback
- Maintains a clean and orderly work space
- Develops hand skills in keeping with experience
- Demonstrates graduate-level research skills
- Synthesizes a broad range of information in order to evaluate conservation problems holistically, for example, the ability to analyze a conservation treatment from start to finish, including proper handling, packing, and preventive conservation strategies
- Displays intellectual curiosity and initiative
- Writes acceptable condition and treatment reports
- Operates within designated time limits by successful project management and organization
- Communicates clearly both orally and in writing
- Demonstrates an understanding and respect for lab safety and regard for others
- Collaborates with classmates and participates in outside program activities (ANAGPIC, summer projects)
- Shows consistent academic and professional development
- Participates in and completes all non-credit program requirements

### **DEGREE REQUIREMENTS**

A total of 22 courses (73 points) are required for the dual-degree program: 15 conservation courses (45 points) and 7 art history courses (28 points).

#### **M.S. IN THE CONSERVATION OF HISTORIC & ARTISTIC WORKS**

The 15 conservation courses include the core courses:

1. **Material Science of Art & Archaeology I (FINH-GA.2101.001)**



# CONSERVATION PROGRAM & REQUIREMENTS

2. **Material Science of Art & Archaeology II (FINH-GA.2102.001)**
3. **Technology & Structure of Works of Art I: Organic Materials (FINH-GA.2103.001)**
4. **Technology & Structure of Works of Art II: Inorganic Materials (FINH-GA.2104.001)**
5. **Instrumental Analysis I (FINH-GA.2105.001)**
6. **Instrumental Analysis II (FINH-GA.2106.001)**
7. **Preventive Conservation (FINH-GA.2108.001)**
8. **Imaging (FINH-GA.2110.001)**

**Technology & Structure of Works of Art III: Time-Based Media (FINH-GA.2045.001)** is an additional required core course specific to students enrolled in the time-based media art specialization, taking the place of Instrumental Analysis II, which is not required for this specialization.

Remaining are seven open conservation electives. At least one of these electives must be an applied science course. In the third semester, all students begin specializing in their primary area of study by enrolling in advanced conservation electives, commonly referred to as treatment courses. First-year students will be asked to declare a specialty near the halfway point of their second semester.

**NOTE: Art history courses are set in the schedule and are not moveable. Many conservation courses are scheduled as TBD since these courses need to fit around a student's art history and core conservation schedule. Instructors will propose their favored meeting time.**

**NOTE: Should a student choose to enroll in a Foundations II elective, this would count towards the student's conservation electives and not as an art history elective.**

## **FOURTH-YEAR CAPSTONE PROJECT**

In the fourth year, students will be required to work full time in a public or private conservation establishment. This is a non-credit degree requirement, the final obligation for the M.S. in conservation. Capstone Projects normally run for two consecutive semesters (9 months in total), although some hosts may want you to commit to a 12-month period. Detailed guidelines are available from the Center and will be sent to your host institution upon confirmation of your plans.

## **CAPSTONE PREPARATION TIMELINE**

Planning for the Capstone Project takes place at the start of the third year. Here is a broad outline of the timing of the procedure, adhered to by all U.S. conservation graduate programs:

<b>October</b>	<b>Meet with faculty and Chair to discuss potential placements/ Portfolio review</b>
<b>October-December</b>	<b>Letters sent to potential host institutions</b>
<b>January-February</b>	<b>Interviews</b>
<b>March-April</b>	<b>Decisions</b>

## **ARRANGEMENT PROCEDURE & COVER LETTER**

1. Do not approach or contact a potential host institution about a placement before meeting with your advisor to review your preferences, options, geographic requirements, proper contact person, schedule, and other considerations. Some institutions have specific application procedures, which are typically posted on their websites. Do not approach potential supervisors independently. ANAGPIC member programs have agreed upon a general arrangement schedule (see above). Occasionally, a potential host may indicate that an application is expected, that it will be favorably received, or that an application is not necessary—that is great news, but the rules still apply! European institutions may require different arrangements and schedules.
2. For reference, it may be helpful to consult the placement list indicating where conservation students have been hosted and when. If you are interested in a particular institution, ask the Conservation Academic Advisor to provide some past capstone reports or contact the former student directly (assuming that they have been there fairly recently).
3. NYU-IFA-CC stationery can be used for letters of inquiry. Ask the Conservation Academic Advisor for a printed sheet(s) or template. Use good bond paper for the final printed copy. Send your letter of inquiry by email and postal mail.

# CONSERVATION PROGRAM & REQUIREMENTS

4. Follow standard business letter layout. Include: date of the letter; addressee and address; salutation (Dear Mr./Ms./Dr., etc.); body of the letter; closing (Sincerely yours), signature, and name. Since a copy of your C.V. will be enclosed, add a line specifying that. For example: Enclosure: resume, or similar.
5. The opening paragraph briefly states why the letter is being sent—that you are interested in a fourth-year Capstone Project in conservation in that institution. Do not write “My name is [fill in your name here]”—that is evident from the signature line! Ask if students are being considered in academic year 20xx-20xx (9 months; September-May) and, if so, could you arrange for an interview and portfolio review.
6. The second paragraph lays out an applicant’s education, skills, relevant experience, and why THAT institution is of particular interest. Try not to simply repeat your resume. This is typically the longest paragraph in the letter, but it should still be concise. Do your homework—do not express a desire to work on French lithographs if the institution does not have any. Every collection and conservation staff is “wonderful!”—indicate that you are aware of the strengths of the collection and the conservation staff. Include your art history interests, if relevant.
7. A third paragraph outlines availability for an interview and flexibility as to when. Interviews are generally January-February. Your contact information, email or number as you prefer, gets inserted here. Remember to thank the person for their consideration of your request. Cover letters should not exceed one page.
8. ALWAYS give copies of your letters of inquiry to the Conservation Academic Advisor for your file and keep your advisor up to date at all times on the status of your inquiry. It is recommended that you ask your advisor to review ALL letters and your C.V. before they are sent.
9. Questions to ask before your interview:
  - Are reference letters required?*
  - What is the interview format and length?*
  - Is a portfolio presentation required?*

## CAPSTONE REPORTS

During the capstone placement, regular monthly reports—nine in total—are to be submitted to the school. They should clearly document your activities and, when possible, include examination reports and photographs. The reports should begin with your first month of work, typically in September, whether or not that is a full or partial month. Your ninth and last report should report on the activities from the month of May.

The format of the report can be a memo or letter sent electronically (.doc or .pdf) or mailed directly to the Center. Include the objects worked on, the types of activities undertaken, skills honed or learned, etc. Review your monthly reports with your supervisor prior to submission. This will help encourage regular communication and feedback during the capstone period. Images used in the reports should be inserted at low resolution. Please receive permission from your host institution prior to sending images. Any feedback on the site or the supervisor(s) is also welcome. Your supervisor will be asked to provide a written evaluation at the end of the placement.

Students are expected to have completed all the requirements for the M.A. degree before beginning their Capstone Projects. Stipends are conditional upon completion of academic requirements and may not be awarded if progress towards completion has not been demonstrated in a satisfactory way. Please be aware that the conservation program supports your placement for only the nine-month period.

**NOTE: Any financial support received from the host institution must be divulged to the Center. For more information, see [Stipend policy for the fourth-year capstone project on page 72](#).**

## M.A. REQUIREMENTS FOR STUDENTS MATRICULATING FALL 2024 AND BEFORE:

Seven art history courses are required for the M.A. portion of the conservation dual degree program. Foundations I and Directed Research Towards the M.A. Thesis are both required courses. The Foundations II requirement is automatically fulfilled by Technology & Structure of Works of Art I, leaving five open art history electives.

A student may use a lecture or colloquium course as a seminar distribution substitution only if the course

# CONSERVATION PROGRAM & REQUIREMENTS

instructor approves. Approval must be in writing (a forwarded email is sufficient). Students who are approved must submit a research paper for the lecture or colloquium at the end of the semester to meet the seminar requirement.

Your five open art history electives must satisfy at least three distribution areas. Within these five electives, at least two seminars are required. The two seminars cannot be in the same distribution area. A distribution area can be repeated as long as overall, the three distribution areas are met, even if a student takes more than the required two seminars. (See [Definition of Courses on page 25](#) for more information on lectures, seminars, etc.)

Distribution requirements are met by choosing courses in the following fields:

1. Pre-Modern Asia
2. Pre-modern Africa and the Middle East
3. The Ancient Mediterranean and Middle East, Including Egypt
4. Pre-modern Europe and the Americas
5. Post-1750 Global
6. Museum and Curatorial Studies
7. Architectural History

The following illustrates an acceptable registration: 1) a lecture in Post-1750 Global, 2) a seminar in Pre-Modern Asia, 3) a lecture in Architectural History, 4) a seminar in Architectural History, and 5) a seminar in Pre-Modern Europe and the Americas.

## M.A. THESIS

Completion of the M.A. thesis is a requirement of the M.A. degree. The thesis will be of substantial length (8,500-9,500 words) and should provide a comprehensive treatment of a problem in scholarship, be competently written, and may be of publishable quality. The topic may be developed from papers written for a lecture course, seminar or colloquium, conservation treatments, or from independent research. A thesis topic may be in any one of the eight areas of study for the M.A. degree in Art History. Students in the conservation program are encouraged to include technical studies in the M.A. thesis, provided the paper retains its focus on art history or archaeology. Conservation students also follow a slightly altered schedule, as explained below.

**Readers:** The M.A. thesis must be read and approved by two faculty members. The primary faculty advisor must be a full-time Institute faculty member. It is the student's responsibility to seek out faculty advisement for the thesis project. Students are strongly encouraged to contact faculty about the viability of ideas the spring semester of their second year. Students must then speak with faculty in September of their third year to confirm an advisor's participation in the project. The student will then notify the Academic Office of their advising arrangements and the Director of Masters Studies will finalize all advising assignments for students. This advisor, who will normally direct and serve as primary reader of the M.A. thesis, must be in residence during the student's third year. The Director of Masters Studies will arrange for the second reader.

### ***The staging of the M.A. thesis for conservation students is as follows:***

At the start of the third year (fifth semester): Student determines and submits the thesis topic and a list of three potential advisors to the Academic Office in October. The student is assigned a thesis advisor in October. The thesis proposal (500 words with brief bibliography and one illustration) is submitted to the thesis advisor in early November. An outline is submitted to the thesis advisor and the Academic office in December.

Spring semester of the third year (sixth semester): Enroll in **Directed Research Towards the M.A. Thesis (FINH-GA.3547.001)**. Students submit a revised and annotated bibliography in January. A complete first draft of at least 7,000 words is submitted in late February to your thesis advisor. The final version of the thesis is to be submitted to the Academic Office in mid-to-late April. Both readers must approve the thesis before the student begins their fourth-year Internship.

Specific dates and deadlines will be distributed by the Academic Office at the beginning of each academic year.

# CONSERVATION PROGRAM & REQUIREMENTS

## **M.A. REQUIREMENTS FOR STUDENTS MATRICULATING FALL 2025 AND BEYOND:**

Upon completing Foundations I, students are required to take five open art history electives. At least four of these five courses must come from different distributions: two geographical areas and two chronological periods.

### **Geographical areas**

- A. Africa and West Asia
- B. Asia and Oceania
- C. Europe and the Mediterranean Basin
- D. The Americas

### **Chronological periods**

1. Before 1200
2. 1200 to 1900
3. 1900 to the present

## **OPTIONS FOR COMPLETION OF DEGREE:**

### **OPTION 1: QUALIFYING PAPER**

Students following this option must receive approval for two Qualifying Papers (QP) to meet degree requirements and graduate from the program. A QP must be a substantial work of independent research undertaken as part of a seminar offered by the IFA. Students wishing to submit work as a QP are required to seek approval from the seminar instructor at least within 72 hours of receiving the grade, although students can speak with the instructor earlier about the feasibility of using their work for the course as a QP.

If an instructor agrees to consider the work as a QP, students must:

1. Request a one-time meeting after the seminar grade is posted but before the beginning of the subsequent semester to discuss the QP. In this meeting, the instructor may make recommendations for revisions that should be incorporated prior to their approval of the QP. If the instructor is not available for a meeting due to travel plans, recommendations can be made via email instead;
2. Incorporate the requested revisions and resubmit the revised work to the instructor, who will review to ensure the changes have been satisfactorily incorporated. The instructor will then provide the student with written approval of the submission as a QP copying the Academic Office (AO);
3. Forward a copy of the approved QP and a document (email is fine) summarizing major revisions (if applicable) to the AO.

These steps must be completed before the start of the subsequent semester. If the revised work does not meet QP approval by the faculty member, there will not be additional opportunities to resubmit for QP consideration. Instead, the student should consider assignments completed for subsequent seminar courses to meet the QP requirement.

Both QPs must come from courses fulfilling separate Chronological Period requirements (i.e., a student cannot submit two papers categorized as 1900 to Present; one must qualify as Before 1200 or 1200 to 1900). There are no Geographical restrictions for QP submissions. Students are encouraged to consult with faculty advisors if they are unsure which seminars to generate QPs.

At least one QP must be submitted and approved before the start of a student's spring semester of their third year at the IFA, and two QPs must be submitted and approved before a student leaves for their fourth-year Internship. If a student is unable to reach any established benchmarks on time, they must consult with the conservation Chair and Director of Masters Studies before the start of the next term.

### **OPTION 2: HONORS THESIS**

In lieu of submitting two Qualifying Papers, students may instead apply in late spring before their third year in the program to write an Honors Thesis. This project must provide comprehensive treatment of a problem in scholarship, possess originality in argument and content, demonstrate a command of existing scholarship, and exhibit proficient academic writing. The thesis will be of substantial length (8,500—9,500 words, excluding footnotes, acknowledgments, captions, and bibliographic material) and must be com-

# CONSERVATION PROGRAM & REQUIREMENTS

pleted under the supervision of a faculty advisor during a student's third year at the IFA. The topic can be developed from papers written for a class or from independent research.

Students can self-nominate by submitting the following application materials to the Academic Office:

1. Rationale for pursuing the Honors Thesis option (300 words)
2. Summary of the proposed thesis project (300 words)
3. Completed Advisor Request Form or GSAS Mentor-Mentee Agreement Form

Please note that students are required to consult with potential thesis advisors before self-nominating; only IFA Faculty and Associate Faculty can act as thesis advisors. Consider whether the faculty you would like to work with will be on sabbatical or otherwise absent during the duration of the year you work on your proposed project. Once an advisor is confirmed, students are then responsible for scheduling and meeting with their advisors on a regular basis.

Approval is contingent on overall outstanding performance in courses taken to date prior to the application and on the viability of the thesis project; ***it is not guaranteed***. Students who do not receive approval to write a thesis will instead need to complete the remaining degree requirements using Option 1 above.

If a student is approved to write an Honors Thesis, guidelines will be distributed by the Academic Office prior to the start of the project. Please consult relevant course catalogs and the Academic Office for specific details.

After a student submits an Honors Thesis to the Academic Office, it must be read and approved by two faculty members, comprising a primary faculty advisor and an anonymous second reader assigned by the Director of Masters Studies.

## CONSERVATION PROGRAM SCHEDULE

The schedule sets forth the requirements for each year and term, but elective selections may alter the number of semester courses in the second and third years. Any questions about your plan or registration can be directed to the Conservation Academic Advisor.

### TYPICAL GENERAL PROGRAM SCHEDULE

**22 courses completed in total over three years: 15 conservation and 7 art history.**

#### YEAR ONE

**Fall semester: 4 courses, variable credits**

1. Technology & Structure of Works of Art I (FINH-GA.2103)
  2. Material Science of Art & Archaeology I (FINH-GA.2101)
  3. Foundations I in AH (FINH-GA.2046)
  4. art history elective (Technology & Structure of Works of Art III (FINH-GA.2045) for students in the TBM specialization)
- Sit for a language exam during first year. May re-sit for language exam through April of second year.

**Spring semester: 4 courses, variable credits**

1. Technology & Structure of Works of Art II (FINH-GA.2104)
  2. Material Science of Art & Archaeology II (FINH-GA.2102)
  3. Imaging (FINH-GA.2110)
  4. art history elective
- One art history seminar taken their first year with a grade of A- or better to be in good academic standing.

**Summer: 0 courses, 0 credits**

- Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra

#### YEAR TWO

**Fall semester: 4 courses, variable credits**

1. Instrumental Analysis I (FINH-GA.2105)
2. Preventive Conservation (FINH-GA.2108)
3. conservation elective
4. art history elective

**Spring semester: 4 courses, variable credits**

1. Instrumental Analysis II (FINH-GA.2106)

# CONSERVATION PROGRAM & REQUIREMENTS

2. conservation elective
3. conservation elective
4. art history elective
  - TBM students are not required to take Instrumental Analysis II.
  - Completion of core conservation courses.
  - Language requirement fulfilled.
  - Begin formulating ideas for M.A. thesis.

## **Summer: 0 courses, 0 credits**

- Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra

## **YEAR THREE**

### **Fall semester: 3 courses, variable credits**

1. conservation advanced science elective
2. conservation elective
3. art history elective
  - Follow timeline for M.A. thesis put forth by the Academic Office
  - Capstone Project inquiry letters sent out.
  - Submit spring graduation request to NYU (via NYU Albert)

### **Spring semester: 3 courses, variable credits**

1. conservation advanced science elective
2. conservation elective
3. **Directed Research Towards the M.A. Thesis (FINH-GA.3547) (For those pursuing an honors thesis)**
  - Advanced science requirement met.
  - Interview at capstone institutions.
  - Write and submit finalized M.A. thesis.

## **Summer: 0 courses, 0 credits**

- Summer placement(s); participation in an IFA-sponsored or co-sponsored archaeological dig; projects at Villa La Pietra

## **YEAR FOUR**

### **Fall and Spring semesters: 0 courses, 0 credits**

- Students will be registered for Maintenance of Matriculation.
- Nine-month Capstone Project, monthly reports due.

## **ADVISEMENT & REGISTRATION**

It is recommended that students arrange a meeting as early as possible with their potential faculty advisor to discuss your program/career objectives.

Given the flexible nature of the curriculum, advising on subsequent academic years is accomplished via consultation with your primary advisor, the Chair, and the Conservation Academic Advisor in the fall semester.

The Conservation Academic Advisor will enroll fourth-year students in matriculation of maintenance through ALBERT (MAINT-GA.4747.001) for the Fall and Spring semesters.

Be sure not to leave registering to the last minute. Fellowship awards do not cover drop/add fees should you change your mind about classes after the registration deadline or have trouble with the registration system. Student health insurance selections and graduation selections should also be kept in mind during this period. See the Conservation Academic Advisor if you are having difficulty registering for classes.

## **INDIVIDUALIZED INSTRUCTION**

On occasion, a student's particular interest may not be fully represented by the course offerings or is of such a personal nature that a course is just not available. In these cases, the student, in consultation with the Chair, can develop their own independent study course, focusing either on treatment or scientific analysis and examination.

Individualized Instruction courses must be approved prior to registration. A course number will be assigned during the registration period. Please see the Conservation Academic Advisor to obtain the course number. Credit will not be assigned retroactively.



# CONSERVATION PROGRAM & REQUIREMENTS

The following guidelines are provided in order to clarify the requirements of students wishing to enroll in Individualized Instruction Advanced Conservation Courses:

- Students interested in working in conservation labs, private studios, or pursuing supervised independent research, and who wish to receive course credit for the work, must first discuss with the Chair the purpose and expected outcome of your work/research.
- Submit to the Chair a written description of the project including the purpose and expected outcome(s). There must be an academic component to the project: it is not just working in someone's lab. The description must be approved and signed by the supervisor of the project. Please submit the signed proposal to the Chair for review and signature. Often, based on the Chair's review, you may be asked to revise your proposal and obtain new signatures from your supervisor(s). The written proposal is independent of course registration.
- A final report on the project must be turned in to the supervisor and to the Chair at the end of the semester. The project will typically include an academic deliverable, such as a paper or bibliography.
- A final written evaluation will be requested from the supervisor. The final grade for the course will be solicited by the Center from the supervisor.

## **COURSE AUDITS**

Conservation students may not enroll in more than four courses per semester and may not audit conservation lab courses or art history seminars. This policy is intended to support students' ability to focus deeply on their required coursework and to fully pursue research opportunities within each course.

Third-year conservation students will be allowed to take one additional course either in their fall or spring semesters, should they choose to do so, as course registrations typically fall below four courses those semesters.

## **STUDENT ASSESSMENTS**

Student Assessment Forms are sent to all faculty and instructors to provide students written feedback on academic progress and performance. Made available to the student and kept in their file, these assessments augment the letter grade received in class. Assessments allow students to better understand their own progress through the program and provide the opportunity to react early on areas that need improvement. The forms consist of a numerical ranking system, as well as the option for written comments. Assessments can be used to help the administration evaluate "good academic standing and progress towards degree".

If necessary, at the beginning of the third year, students meet for a formal assessment with the Chair, their primary advisor, and the Conservation Academic Advisor. The goal of this meeting is to evaluate whether a student is academically fit to pursue a fourth-year Internship.

## **CONSERVATION PROGRAM FUNDING**

### **TUITION FELLOWSHIPS**

The conservation program makes every effort to assist its students to fund their education. In most cases, the full cost of tuition for the program for conservation students, including matriculation fees and student health insurance, is covered by the Institute of Fine Arts, herein referred to as "tuition fellowships." Since the program's resources are limited, tuition fellowships are not guaranteed. Tuition fellowships are paid each semester contingent upon fulfillment of the necessary academic requirements, maintaining full-time status, maintaining good academic standing, showing progress towards the degree, and performance.

### **STIPEND FELLOWSHIPS**

The conservation program strives to help support the living costs associated with full-time graduate study. These living stipends, herein referred to as "stipend fellowships", are determined each year through a committee consisting of the Chair and full-time Institute faculty. Stipend fellowship decisions are based upon fulfillment of the necessary academic requirements, maintaining full-time status, maintaining good academic standing, showing progress towards the degree, and performance, and may be named in honor of the sponsoring grant, institution, or benefactor. All stipend fellowship funding is dependent on the overall department funding for that year and may vary from year to year accordingly. Determinations



# CONSERVATION PROGRAM & REQUIREMENTS

are made in early summer and each student will receive an annual fellowship award letter detailing the specifics of their award and the amount shortly thereafter.

Students who receive a named fellowship may list it in their email signature and CV. Additionally, any student who is a recipient of a named fellowship is expected to attend a donor's luncheon in the Spring semester.

Stipend fellowships are disbursed in two payments made at the beginning of each semester. Please contact the Finance Office at the Institute to enroll in direct deposit. If a student receives or wishes to pursue any outside funding, they must consult with the Chair as to eligibility, payment procedures, and official policy. Please keep in mind that outside fellowship monies cannot be added to an Institute award, but rather will serve to replace Institute funding and help preserve our endowment for future students.

## **STIPEND POLICY FOR THE FOURTH-YEAR CAPSTONE PROJECT**

The Conservation Center is committed to providing the greatest possible support for students in their fourth year, up to a maximum of the individual annual living wage for the area of residence as determined by the MIT Living Wage Calculator, <https://livingwage.mit.edu/>. We are unfortunately not able to support dependents.

Should students receive payment from their capstone project host, Conservation Center funding may supplement this to meet the individual annual living wage for the geographic area, up to the year's maximum stipend fellowship amount as set by IFA budget. Students are required to share with the Chair a letter of offer from their capstone host, detailing the terms of the project and any payment to be provided to the student.

***NOTE: Under U.S. IRS regulations, NYU is not required to report scholarship, stipend, grant, or fellowship awards as income, except for foreign students. It is the student's responsibility to determine whether some, or all, of any scholarship, stipend, grant, or fellowship award is taxable.***

## **STUDENT HEALTH INSURANCE**

***At the start of each semester, students must enroll in the NYU Comprehensive Student Health Insurance Plan (make sure to select the two payment NOT single payment option).*** Should you miss the enrollment deadline (September 30), or not select the above plan, you will automatically be enrolled in the Basic Plan, which offers far less coverage. The NYU Comprehensive Student Health Insurance Plan does not include dental insurance. Dental insurance is available for purchase at cost to the student. Dates of coverage for the fall semester are **August 21-January 8**, and the spring/summer from **January 9-August 20**. Students on their fourth-year Internship and who plan to graduate in May will still have healthcare coverage through the entire spring period ending August 20. Should you choose to waive or opt out of the insurance provided by NYU, proof will be needed of your coverage under a parent's or spouse's insurance program; the value of a waived insurance plan will not be provided to you as a payment.

Once selected, insurance coverage is retroactive to August 21. Any doctor visits from August 21 to the date of enrollment can be reimbursed through the provider.

If a health insurance inquiry does not need immediate assistance, please email [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu). You can also find information about the Health Insurance plans by visiting <http://www.nyu.edu/health/insurance>.

## **FUNDRAISING & GRANTS**

The conservation program continually fundraises for student fellowship support. Students benefit individually or as a group from all of our fundraising efforts. Fundraising may require reporting for grants and advocacy for the Center and we expect students to contribute on different occasions, for example writing a short report or granting image rights (from the student or of the student) to include in confidential reports or to communicate on our website. We count on our students to support our fundraising efforts and to deliver all materials as requested. Each year, grant, donor, and event dates will be provided in your student fellowship award letters. Please know that we expect you to participate in a variety of fundraising activities when requested in addition to these dates.

# CONSERVATION PROGRAM & REQUIREMENTS

## **ARTWORK FOR TREATMENT & STUDY**

### **CONSERVATION STUDY COLLECTION**

Students wishing to access the Study Collection (Room 4M) may do so **ONLY under staff or faculty supervision**. Students and instructors are responsible for making an appointment to access the collection with the Study Collection Manager in advance.

Any item removed from the collection for study or treatment purposes must be properly logged out and in via the logbook in 4M. It is especially important to accurately record accession number and exact storage location of works when removing them from the Study Collection and that objects are accompanied by their labels at all times. PROMPT return of all objects at the end of the semester or completion of examination/treatment is required.

### **OBJECTS HANDLING**

Follow these guidelines during the handling, examination, documentation, and treatment of artwork. The "Ten Rules" are:

1. **HANDLING:** The object shall be properly handled at all times. Proper support, cushioning, soft or smooth surfaces, rolling cart, tray and so forth shall be provided as needed during transport, examination, documentation, and treatment.
2. **WORK AREA:** The area in which an item is stored, examined, documented, or treated shall be surveyed prior to the art being moved to that space to ensure that it is clean and free from potential threats, such as accidental spills, bumps from passersby, dust resulting from other treatments, etc. There is no food or drink permitted in work areas of the Center.

Work areas and objects in them must be labeled with both name(s) of student(s)/instructor(s) and emergency contact information for the individual(s) with whom they are associated. Study Collection items and objects on loan must be accompanied by labels and "Art Object Registration Forms," respectively.

3. **STORAGE:** All artworks shall be safely stored or otherwise protected when not undergoing examination, documentation, or treatment. Signage must indicate the name(s) and emergency contact information of the person(s) responsible for objects, should they need to be moved or in the event that an accident occurs.
4. **GETTING STARTED:** Sampling and initial examination, documentation, and treatment procedures shall be carried out under supervision of the appropriate instructor.
5. **SUPERVISED WORK:** All examination, documentation, and treatment shall, whenever possible, be carried out under the supervision of the appropriate instructor.
6. **CONDITIONAL UNSUPERVISED WORK:** When an examination, documentation, or treatment procedure is to be carried out independently, the appropriate supervisor shall be so informed, in order to ascertain that the student clearly understands and has sufficient experience in that particular procedure.
7. **NEW PROCEDURES:** The student shall not attempt any new procedure involving documentation, examination, or treatment, or one in which he/she is inadequately experienced without appropriate supervision. This includes analytical techniques and equipment.
8. **PROCRASTINATION DOES NOT PAY:** Every effort should be made to avoid last minute examination, documentation, and treatment, which not only inconveniences other students and instructors, but more importantly, incurs unnecessary risk.
9. **WHEREABOUTS:** The location of an object shall be known by both the instructor and the student at all times.
10. **ACCIDENTS & EMERGENCIES:** In the case of damage or loss the appropriate supervisor(s) must be informed immediately. Do not contact the lender without the consent of the appropriate instructor or Chair.

### **IN-CLASS EXAMINATION & TREATMENT OF ARTWORK**

Frequently, objects are lent to the Center or are borrowed internally from the CC Study Collection for

# CONSERVATION PROGRAM & REQUIREMENTS

examination and treatment. Procedures have been established to ensure the safety of these objects while they are at the Center, and account for their movements in and out of the building.

Any donation or loan that is brought in or out of the building must be logged by the Study Collection Manager who will record the arrival and departure of the loan. Advance notice for this process is appreciated and often necessary. Coordinate with the Study Collection Manager when arranging loan drop-off/pick-up appointments with lending institutions. If you or the associated professor will not be present at the time of the drop-off/pick-up of a loan you must make the Study Collection Manager aware of the appropriate storage location or where the object can be found prior to the arrival of the lender to avoid confusion and delays.

The "Art Object Registration Form" will be assigned to the object upon its arrival at the Center by the Study Collection Manager and must be kept with the treatment object at all times. This form lists the name of the student and supervisor associated with the treatment of the object, as well as the emergency contact information of the lender.

***NOTE: Lenders should only be contacted by students with permission from the appropriate instructor.***

Objects from the CC Study Collection or on loan to the Center for purposes of examination or treatment are not to be removed from the premises. If objects must be analyzed, examined, or treated at other facilities, prior permission must be obtained from the Chair, and the owner of the work (if appropriate) via the instructor. must be checked out via email with the Study Collection Manager and checked back in via email upon their return.

There is a locked closet in Room 5F for storage of objects undergoing treatment in class. This closet is NOT intended for permanent storage of objects. Students and instructors are responsible for arranging the return of any loans or Study Collection objects at the end of each semester with the Study Collection Manager.

For instructions on how to correctly handle and move art please see [Objects Handling on page 73](#).

## **PRIVATE CONSERVATION WORK**

Students may not undertake private conservation work or personal projects in the Conservation Center without permission from the Chair. All work must be supervised by a faculty member. As with all loans, private or personal artwork brought into the Center for faculty approved treatments must be logged in and out of the building.

## **LABORATORY SAFETY, EQUIPMENT & PROCEDURES**

### **GENERAL LABORATORY PROCEDURES**

The laboratory facilities at Chan House cover nearly every floor, excluding the first, second, and basement levels. Because of the nature of the conservation program, specialized equipment, chemicals, and chemical storage are all housed on various levels throughout the building. Only students with the proper training and/or supervision may use the laboratory spaces or analytical equipment. For more information on specific laboratory policies and procedures, please consult the Conservation Laboratory Manual, under separate cover.

For any laboratory emergencies or chemical spills please contact the Lab Manager at (x25847) during office hours or IFA security at (x25808) for after hour incidents.

