

The Yale School of Art acknowledges that a singular student's experience extends beyond an existence within an enclosed intellectual and artistic preserve to one likely to be inter-relational, transformative and identity forming. The school's faculty, administration, and staff will strive to provide the ideal conditions from which to draw energy and inspiration although the demands of a vigorous art school may pose challenges that generate anxiety and frustration requiring mediation in coping and keeping perspective.

This handbook is supplementary to your education at the Yale School of Art. It serves as an introduction to the School's overall organizational structure, logistical and legal regulations and to resources that will underpin the artistic production throughout your studies. It includes information about academic and student life policies, resources on sexual misconduct, helpful reference information in relation to substance abuse and addiction, and grievance procedures.

As the YSA perseveres to foster an intellectual, artistic, and social development of a student community wherein alterity is respected and diversity sought, the principles of fairness and civility will be maintained and the freedom of artistic expression coveted. With the landscape of the past year's nationwide student protests, the handbook's 41st reprinting of the Freedom of Expression clause adopted by Yale University in 1975 has in no way dissolved in meaning. As a school that has held a tradition with breaking with tradition, and upheld the value of autonomy within and around a developing artist's studio practice, YSA sympathizes with that originally noted in the Woodman Report: "it is the primary function of a university is to discover and disseminate the knowledge by means of research and teaching. To fulfill this function a free interchange of ideas is necessary not only within its walls but within the world beyond as well. It follows the university must do everything possible to ensure within it the fullest of intellectual freedom."

Welcome.

Marta Kuzma, Dean

August 2016

Diary entry by Eva Hesse (Yale School of Art, 1957-1961)

Allen Memorial Art Museum, Oberlin College, Ohio. Gift of Helen Hesse Charash, 1977.52.40, page 62.

Published in *Diaries, 1955-1970, Eva Hesse*, Barry Rosen, Tamara Bloomberg Yale University Press, 2016.

Organization of the School of Art

There are four departments in the School of Art, each under a Director of Graduate Studies (DGS). These are:

Graphic Design	Fall Spring	Julian Bittiner, Senior Critic Sheila Levrant de Bretteville, Professor
Painting/Printmaking	Fall Spring	Anna Betbeze, Senior Critic Anoka Faruquee, Associate Professor
Photography		Gregory Crewdson, Associate Professor
Sculpture		Martin Kersels, Professor

In addition, there is a Director of Undergraduate Studies (DUS) who is responsible for all matters related to the operation of undergraduate art courses in the School:

Undergraduate Studies	Lisa Kereszi, Critic
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The day to day policy of the School is decided by a Dean’s committee on which the Directors of Study, the Director of Academic Affairs, and the Manager of Finance/Administration meet at regular intervals with the Dean and the Associate Dean. The minutes of these meetings are available for all members of the School to read.

The major policy decisions concerning the School as a whole are made at Governing Board Meetings which take place three or four times a year. Elected Student Representatives serve on an Advisory Board and are responsible for formally representing student opinion to the Dean and Faculty. Matters of academic policy, whether to do with academic planning or with policy regarding individual cases, are in the hands of the Academic Sub-Committee of the faculty.

The administration of the School is divided between the Dean’s Office, the Academic Affairs Office, and the Financial Affairs Office. Please see the section on “Staff”.

Registration in Courses

Registration will take place on 30 August for the Fall term and on 17 January for the Spring term. Any student failing to register at their scheduled time without prior excuse approved by the Director of Academic Affairs will be fined a late registration fee. It is the student's responsibility to maintain an accurate course schedule at all times in the Academic Affairs Office. Any change (drop or add) to the schedule you complete at Registration must be reported immediately to the Director of Academic Affairs-- **IT IS NOT SUFFICIENT TO INFORM AN INSTRUCTOR OF YOUR DECISION TO DROP OR ADD A COURSE nor TO OVERLOOK A COURSE WHICH YOU SHOPPED, COULDN'T GET IN, OR NEVER ATTENDED IF IT WAS LISTED ON YOUR REGISTRATION SCHEDULE.** Please take careful note of the Academic Calendar printed on pages 4-5 of the School of Art bulletin and on our wiki.

No **adding** of courses or **electing grading options** will be permitted after Monday 19 September 2016 for the Fall term. No adding of courses or electing grading options will be permitted after Monday 6 February 2017 for the Spring term.

A student may, with the consent of the Director of Academic Affairs, drop a course until midterm (10/28/16 in the Fall term, and 3/10/17 in the Spring term).

At this time, courses are permanently entered onto the transcript.

From midterm until the last day of classes in each term (12/9/16 in the Fall term, and 4/28/17 in the Spring term) a student may withdraw from a course only with the permission of the instructor of the course and the Director of Academic Affairs. At the time the student withdraws, the instructor will indicate whether or not s/he is passing the course and the notation of W (withdrawn) will be entered on the transcript. Course withdrawal forms are required and may be obtained in the Office of Academic Affairs. **No student will be permitted to withdraw from any course for ANY reason after the last day of classes in either term** (see dates above).

Grading

It is expected that students will attend all classes regularly. More than two unexcused absences in any course may result in a failing grade.

No student will be permitted to withdraw from any course after the last day of classes in either term (9 December in the Fall 2016 term, and 28 April in the Spring 2017 term). If the instructor of a course reports to the Director of Academic Affairs that a student has not successfully completed a course from which the student has not formally withdrawn, then a grade of F will be recorded in that course.

All courses with the School of Art are graded P (Pass) or F (Fail). If a student enrolls in a course outside of the Art School in Yale College, they can opt to receive a letter grade (for more on this, read on). Credit will be given for any passing grade (A - D). No credit will be given for a grade of F or an incomplete. Arrangements to finish incompletes are to be determined between the student and his/her instructor. Any incomplete which is not made-up by registration day of the next consecutive term will be recorded as an F on the transcript. Academic courses in Yale College may be elected under a letter grade option (see Yale College Programs of Study bulletin [YCPS]) otherwise all grades are Pass/Fail. The other professional schools, e.g. Drama, and the Graduate School of Arts & Sciences, employ various P/F grading systems. The letter grade option for Yale College electives must be requested prior to midterm.

Progress Reports

Within one week following Registration of either term, students will be issued a copy of their course schedule worksheet which lists the courses for which they have registered. **Please review this record carefully and report any inaccuracies immediately.** At the end of the academic year, each student will be issued a student copy of his or her transcript indicating grades earned which will serve as an annual progress report. Prior to issuance of this annual progress report, transcripts of grades earned in the Fall term will be available in the Office of Academic Affairs by request.

Tutorials

The general guidelines for a tutorial arrangement require that it provide a special teaching/learning contact which is not available in a regular class either in the School of Art or elsewhere in the University. It must be pointed toward an objective-- a particular field of inquiry, a body of information, a skill which could not otherwise be found. It should not be thought of as merely a continuance of regular studio contact which could be expected in the normal course of events. Such "normal" contacts between students and faculty should be seen as contributing to the student's main work in his or her area of concentration.

All tutorials require an Advisor and a Reader. The Advisor shall be a member of the Yale University Faculty and shall normally be limited to one tutorial per term. It is the Advisor's responsibility to critique the student's work at regular intervals (but no less frequently than bi-weekly), evaluate the tutorial and issue a grade. The Advisor shall know the name of the Reader (to be suggested by the student) and understand that the Reader's responsibility is to provide a written critique (not a grade) for the student's use which is available to the committee at the time of the presentation. The Advisor has sole responsibility for the grade just as in any other course taught.

A proposal for a tutorial should be drafted by the student and agreed to by the faculty Advisor. It should include a clear statement of purpose, a description of research methods and goals, a reading list (if appropriate), an agreed schedule of appointments and the name of a suitable person who has agreed to act as the Reader. It should bear the signatures of the student, the faculty Advisor, the Reader and the Director of Graduate Studies in the student's department.

Tutorials may only be elected in a student's second or third term of the program. A tutorial proposal must be submitted to the Director of Academic Affairs no later than 12noon on 9/6/16 for the fall term or 1/23/17 for the spring term. It will then be reviewed by the Academic Sub-Committee (appointed annually by the Dean of the School of Art) for its endorsement. All approved tutorials will earn 3 studio credits and each student enrolled in a tutorial shall give a presentation of the body of work completed to the Academic Sub-Committee at the end of the term. The purpose of the presentation is informative, the committee shall have no influence on the grade.

Review and Awards

The M.F.A. degree is awarded by the University on the recommendation of the Faculty of the School of Art. Each department in the School holds its own reviews of students' work at regular intervals. At the end of each review, faculty may require a student to take a particular course or participate in a tutorial. This requirement supersedes the normal choice of electives. If the work under review is not considered by the faculty to be deserving of credit towards the degree, the student shall receive a letter of "Academic Warning". Students who have received such a warning will have until the end of the following term to demonstrate a satisfactory level of quality and effort in their work. If they fail to do this, they will not be invited back to complete the program. Disciplinary dismissal may take place, however, at any time during the year for any student in the School.

Exceptions to the regulations of the M.F.A. degree as described in the School of Art Bulletin can only be made on the recommendation of the Academic Sub-Committee, to which all applications on these matters must be addressed.

Commencement

Attendance is required at Commencement exercises on May 22, 2017 for all M.F.A. degree candidates. Special permission to be excused must be obtained from the Dean and Director of Academic Affairs. In addition to the completion of degree requirements, satisfactory final review of the student's work, and thesis exhibition, submission of the following is required in order to graduate:

Graphic Design	2 duplicate cds of at least 20 images, hc t/n inventory, 2 copies catalog raisonne with duplicate copy of title page.
Painting/Printmaking	2 duplicate cds of at least 20 images, hc t/n inventory, artist's statement, resume.
Photography	Print Portfolio and thumbnail (t/n) inventory.
Sculpture	2 duplicate cds of at least 20 images, hc t/n inventory, artist's statement, resume.

All degree requirements must be completed in residence within three years of the student's scheduled graduation date in order to obtain the M.F.A. degree. Those who are unable to meet this deadline and wish to further pursue their degree shall have to reapply for this consideration and pay a reregistration fee (10% of the current tuition rate) in addition to any applicable tuition charges.

Leave of Absence

Students are expected to follow a continuous course of study at the School. After completion of at least one term, however, a student may be eligible to take a one- to two-year leave of absence for medical, parental, or personal reasons. Any student who is contemplating a leave should see the Director of Academic Affairs or his or her director of graduate studies to discuss the necessary application procedures. A written request must be submitted to the Dean and, if the leave is approved by the Dean, it will be for a specified period. A student who is on leave must notify the Director of Academic Affairs in writing by 1 February of his or her intent to return. At that time, a positive evaluation by the faculty of work completed during the leave may be required as a condition of reentry. Students who for medical reasons are granted a leave of absence must provide a letter from a physician on the staff of the Yale Health Services indicating that they are required to withdraw from their academic work. The School reserves the right to place a student on a medical leave of absence when, on the recommendation of the director of the Yale Health Services or the chief of the Division of Mental Hygiene, the Dean determines that the student is a danger to self or others because of a serious medical condition. Upon requesting reentry into the School, students on medical leave must provide a letter from a Yale physician stating that the cause of their leave has been remedied. Students on leave are not eligible for financial aid, including loans, or for use of University facilities normally available to registered students, and student loans are not deferred during periods of nonenrollment. Students on leave are eligible for health coverage through the Student Affiliate Coverage Plan and are responsible for obtaining this coverage from the Member Services department of the Yale Health Services. If a student does not return from a leave by the deadline designated by the Dean, the student will automatically be terminated by the School.

Financial Aid and Grades

All students receiving any form of financial aid from the School of Art and the University (educational loans, work-study jobs or scholarships) must maintain satisfactory academic progress. If a student does not maintain satisfactory academic progress, the appropriate portion of loans and scholarships within the term may be cancelled and no further aid shall be allocated until there is proof of improvement and/or satisfactory completion of course work. Please note that this is a federal, not a School, rule, but the School itself applies this rule to international students. Note: There are fees in certain courses. If a student drops a course in the first 2 weeks of a term the entire fee will be refunded; after that time the fee remains the student's responsibility regardless of the grade or enrollment status in the course.

General Regulations

Yale University is an academic community dedicated to the advancement of learning. Its members freely associate themselves with the University and in doing so affirm their commitment to a philosophy of tolerance and respect for all members of the community. They pledge to help sustain the intellectual integrity of the University and to uphold its standards of honesty, free expression, and inquiry. Students are expected to adhere to a code of conduct that respects the values and integrity of the academic community. They are also expected to obey local, state, and federal laws. and to conform to the regulations specified in this handbook. The School reserves the right to require the withdrawal of any student whose educational development is unsatisfactory or whose conduct is deemed harmful to the School, themselves or others.

Grievance Procedures

The School of Art follows the general guidelines of the University available at: <http://www.yale.edu/graduateschool/policies/grievances.html/> These procedures address complaints of harassment on account of race or ethnic origin (discrimination) or about other issues excluding sexual misconduct (see below). The Dean of the Art School appoints the committee members who review student grievances. It should be noted, however, that since an instructor's evaluation of the quality of a student's work is final, these procedures do not apply in disputes about a grade assigned, unless it is alleged that the determination of the grade resulted from unlawful discrimination. Similarly, these procedures do not apply to any matter inherent in the academic freedom of an instructor, such as, for example, in regard to the syllabus or contents of a course of instruction.

Resources on Sexual Misconduct

Sexual misconduct is antithetical to the standards and ideals of our community, and it is a violation of University policy. Sexual misconduct incorporates a range of behaviors including rape, sexual assault, sexual harassment, intimate partner violence, voyeurism, stalking, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening or intimidating a person or persons. Sexual activity required consent, which is defined as voluntary, positive agreement between the participants to engage in a specific sexual activity. In addition to being subject to University disciplinary action, sexual misconduct may lead to civil liability and criminal prosecution. Yale provides a range of services, resources, and mechanisms for victims of sexual misconduct including SHARE, the Sexual Harassment and Assault Response and Education Center available 24/7 at 203-432-2000. General information for lodging a complaint is available in the Office of Academic Affairs and described here: <http://smr.yale.edu>.

In addition, any concerns may also be addressed to the School of Art Title IX Coordinator, Sandra Burns or the School of Art Diversity Coordinators, Mark Gibson [Fall] and Anoka Faruqee [Spring].

Please refer to: <http://art.yale.edu/Studentresources>

Freedom of Expression

In 1975, the Yale Corporation declared that “protecting and nourishing freedom of speech is a primary obligation of all members of the University community. Even the most unpopular views should be heard at Yale without interference.” The exercise of free expression, however, does have limits that are grounded in the need for the University to function in an orderly and effective fashion in the discharge of its activities and obligations, including the obligation to protect freedom of expression itself. The President of the University has the authority to impose an immediate interim suspension on students when it appears necessary to deal with forcible interferences with University activities or facilities. Further information on Yale’s policy on freedom of expression is on the University website and is also available from the Office of the Secretary of the University.

Hazardous Waste

The Office of Environmental Health & Safety is working with the School of Art in order to ensure the proper disposal of the chemical waste generated in the various art departments. The most common chemical waste streams generated are paint, paint thinner (mineral spirits), turpentine, solvent soaked rags, ferric chloride, and photographic fixer. If you work with other chemicals not listed above and you are unsure of the proper means of disposal, please contact OEH&S at 785-3551 for guidance. In order to properly dispose of these waste streams, the waste must be placed in a container that has a secure lid/cap. Each container of waste must be labeled as hazardous waste and must be labeled with the specific chemical contents (e.g. oil based paint, paint thinner containing mineral spirits, turpentine, rags soaked with turpentine, ferric chloride, fixer containing silver). In addition, each container must be kept closed at all times except when waste is being added. Only compatible chemicals should be placed in the same waste container. Hazardous waste labels, tags, and containers are available from OEH&S at 785-3551. Containers for paint thinner and turpentine are located underneath the sinks near the painting studios as well as in each painting studio. Containers for photographic fixer are located underneath the sinks in the darkrooms. Check with Kris Mandelbaum, Pedro Barbeito or Ben Donaldson for the location of other hazardous waste containers in your department. See #7 under Rules & Policies and Facilities page of the School’s website for more information. Please refer to: www.cpsc.gov/PageFiles/112284/5015.pdf and vimeo.com/7632172

Drug Awareness Program

The Drug-Free Workplace Act of 1988 requires every employer that receives federal contracts or grants, including Yale, to certify that it will provide a drug-free workplace by: 1) publishing a drug-free workplace policy, 2) establishing a drug-free awareness program, and 3) taking certain actions regarding employees convicted of drug violations in the workplace. Accordingly, the University annually publishes complete information on its drug awareness program. This document may be accessed on the University website.

Standards of Conduct

The unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on University property or as part of any University activities is prohibited.

Disciplinary Sanctions

The University will impose disciplinary sanctions on students and employees who violate the above standards of conduct. The University may also require completion of an appropriate rehabilitation program. As required by federal law, the University is providing this notice to inform you that you will lose your eligibility for federal education loans, grants, and work-study assistance if 1) you are convicted of any federal or state offense involving the possession or sale of a controlled substance, and 2) the conduct for which you are convicted occurred during a period of enrollment for which you were receiving federal financial aid. This loss of eligibility will start on the date of your conviction and last for the following periods: Possession of a controlled substance- First offense, one year; Second offense, two years; Third offense, indefinite. Sale of a controlled substance- First offense, two years; Second offense, indefinite.

State and Federal Legal Sanctions Concerning Drugs and Alcohol

Connecticut statutes cover a wide range of drug offenses, including the offer, the sale, the possession with intent to sell, the gift, and the mere possession of various types of drugs. Among other provisions, the state laws create mandatory minimum prison sentences for first-time offenders. Connecticut law also prohibits the sale, delivery or giving of alcohol to minors, intoxicated persons or habitual drunkards. Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances"). Any penalty may be doubled when a person at least 18 years of age (a term of imprisonment for this offense shall not be less than one year) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within 1500 feet of, a public or private school or college or a public housing project.

Health Risks of Use of Illicit Drugs and Abuse of Alcohol

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability and death in the U.S. and are estimated to affect 25.5 million Americans. Millions more are affected by the actions of the substance abuser; these include the families of substance abusers, the victims of substance abuse-related crimes, and those injured or killed by intoxicated drivers or in drug-related accidents. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40 and also be more prevalent in persons with a family history of alcoholism. More detailed information is available in the Health Services Dept. regarding the health risks related to the following: alcohol, marijuana (Cannabis), hallucinogens, cocaine, amphetamines and other stimulants, narcotics including heroin, sedatives and tranquilizers, and the impact of substance abuse on families.

Counseling and Treatment for Alcohol and Drug Abuse

Alcohol and drug abuse are multi-faceted disorders involving psychological, environmental and biological factors. Since any one treatment approach may emphasize only one particular etiologic factor, therapy programs have been designed to address multiple factors and individual therapy, group therapy, or both. The goals of treatment vary depending on the severity of the problem. Abstinence is recommended once a person has become dependent on alcohol or another drug. Depending on the individual's degree of denial, confrontation by family, friends, employers or health professionals may be the necessary first step before the person can accept the need for treatment. Medical attention may be necessary to address both the mild and the potentially life threatening complications of substance abuse. Withdrawal from alcohol and many other drugs may be distressing and even potentially fatal. Medications may be required to make the detoxification process safe. Self-help groups such as Alcoholics Anonymous and Narcotics Anonymous are important resources for long-term support, continued abstinence and social rehabilitation.

At Yale, a variety of resources exist where further information can be obtained about substance abuse and its treatment:

Substance Abuse Counsellor	432-7366
Mental Hygiene Division	432-0290
Student Medicine	432-0312

Rules/Policies

Rules/Policies

This section should be read carefully. Detach the portion which requires your signature and return it to the Office of Academic Affairs, Room 122 Green Hall by **15 September 2016**.

1. No one is permitted to live in a studio or to use any part of School of Art buildings as a domicile at any time for any reason whatsoever. Violation of this rule will be dealt with severely by the Yale Police and may result in immediate suspension and removal of personal belongings.
2. Although students have 24-hour access to their studios during the academic year, no student may work alone in any building, classroom, or on any floor at any time of the day or night. All studio and classroom use is strictly limited to enrolled Yale students. **Students may not prop open doors to any building for any reason.** Keys may not be lent, shared or copied under any circumstances nor may you use a key to allow non-key holders access to facilities. Keyholders may be held responsible for any problems which result from violation of this rule and will be charged for replacement keys or damage to locks.
3. All students will be expected to respect the integrity of the studio spaces which are on loan to them during the course of their studies. Damage to studios will be assessed throughout the year and students charged directly for repairs. Graduating students will be expected to vacate their studio and return their keys no later than one week after Commencement.
4. Students may not repaint studio or work spaces, make repairs, nor make structural changes of any kind, including the use of padlocks on any School of Art doors. Students must report all building problems immediately to Sal Schaivone 432-2513/203-996-3472 (after hours emergency only 432-6888). Let your DGS know of any security emergencies or call them in to the Yale Campus Police at 432-4400 at any hour; mechanical security issues (locks, card access, etc.) should be referred to your department staff administrator or called in directly to 785-5555.
5. Heating, cooling, cooking, cosmetic and disruptive entertainment devices may not be used in any workspace without permission from the Dean's Office. Only round extension cords are acceptable for studio use. Students using such equipment must unplug such items

from electrical outlets upon leaving the workspace. Doorways must remain unobstructed at all times to allow easy exit during an emergency. Storage constructed within studios must be sturdy, at least 18 inches away from sprinkler heads, and not touching radiators.

6. No dogs or other animals are permitted in the School's buildings at any time for any reason other than medical and no dogs or other animals may be tied up to any exterior or interior area of a School of Art building. Service dogs must be registered with the Yale Resource Office of Disabilities.
7. Students are individually obligated to place rags, garbage, solvents, etc. from within their workspace or studio into the waste and recycling receptacles provided both in the buildings and in their individual studios. (See section on Hazardous Waste). Each painting student will be billed (and will own) specified solvent and rags containers which are now mandated for each studio by the University's Health & Safety department. A Yale technician will empty these containers weekly and students will be required to follow instructions regarding the safe use of the receptacles.
8. Bicycles may not be placed in any area other than in a private studio or designated bike rack. Bicycles may not be placed within hallways, stairwells, classrooms, darkrooms, restrooms, galleries or labs, but may be placed in private studios. Bikes will be removed promptly by custodians or campus police if not in bike racks. Long-term bike rack use requires registration, see Kris or call her at 29109 for further information. In addition, per the Fire Marshall, no motorized cycles of any kind may be secured to any bike rack.
9. Unlawful possession, use or distribution of illicit drugs and alcohol is prohibited. (See section on Drug Awareness Program.) **The legal drinking age in Connecticut is 21.** The law provides that anyone who delivers or gives an alcoholic beverage to a person under the legal drinking age is in violation of the law and subject to the imposition of penalties as designated by the statute. The law also prohibits the serving of alcohol to any person who is intoxicated. The University expects students to comply with the law. At any organized social function on-campus, any student over 21 must have proper identification in order to be served alcoholic beverages.
10. THE USE OF AEROSOL AND FIBERGLASS SPRAYS IS PROHIBITED in all School of Art buildings and surroundings. Spray booths are located at 353 Crown St. or EDG36. No other toxic

materials are to be used indoors (including hallways) where space is confined unless there is proper ventilation (i.e. open windows or properly functioning fans and vents).

11. In compliance with State and University regulations, **SMOKING**, including the use of e-cigarettes, **IS PROHIBITED** in all University buildings and within 25 feet of any entrance. The provision of this smoke-free environment is mandated by CT State law. Individuals found smoking in such spaces may have their access terminated.
12. Possession or use of weapons (whether or not the owner is licensed to carry a weapon) and improper use of fire alarms or extinguishers is forbidden. Weapons may include, but are not limited to, guns, ammunition, knives, explosives and the like, cross-bows, swords, or similar items with the potential to inflict physical harm. Included are disarmed weapons and simulated weapons which could reasonably cause apprehension. Possession of unlicensed or illegal weapons may be grounds for discipline up to and including expulsion and/or criminal proceedings.
13. There will be no defiance or belligerence towards any legitimate authority such as refusal to comply with an order issued in the line of duty by a University police officer, faculty or staff member, or other University official. Among the behaviors prohibited by University policy are verbal or non-verbal threats, electronically communicated threats, threatened use of a weapon of any kind, physical intimidation (hitting, shoving, etc.) stalking, sexual harassment or assault, vandalism, arson, or any other dangerous behavior that undermines the safety and security of the Yale campus.
14. Power equipment may only be used by trained or authorized students in specified wood or work shops. There must always be at least one other person present when such tools are being used by any student and students must wear appropriate closed protective shoes; this applies to work done in studios or at desks. See Safety Rules on School of Art Facilities page: art.yale.edu/Facilities.
15. Students are responsible for the safety and security of their belongings. Students are responsible for closing all windows and doors in their individual workspace or studio area. Yale does not cover theft or damage to personal property for any reason. Students may obtain personal property or "renter's" insurance which can be obtained from any insurance company. Request that insurance cover person-

al belongings both in your apartment AND at School. All personal belongings must be kept in one's workspace or in a designated storage area. Materials left in any other place (particularly hallways) will be discarded without personal notice within 24 hours. Personal liability and injury insurance is required by any non-Yale individual paid or helping with your work in your studio or other Yale space. A contract between the student and the contractor which includes a guarantee of self-insurance must be submitted to the Financial Affairs office before any such work begins.

16. Telephones in all areas of the University are restricted to incoming calls. Collect, third-party or long-distance calls made from the School will be punishable by fines and legal.
17. Disruption of University functions and business is prohibited. This includes disrupting classes and meetings, blocking entrances and exits to University buildings, and unauthorized occupation of any space on the Yale campus. (See Freedom of Expression).
18. **Students may not have private parties of any kind in School of Art buildings for any reason whatsoever.** Receptions for exhibitions, lectures, and other events related to the academic program must be approved and scheduled with the business office at least 10 days in advance. Students will be billed if significant debris left in public spaces require clean-ups or repairs by custodians.
19. All students must adhere to the Gallery Rules and any subsequent memos related to specific events. Gallery Rules are posted on the School wiki. It is prohibited to walk on the ledge above the middle gallery; the shade is manipulated via an electronic control device. In addition, specific departmental rules govern how students may conduct their work within specified areas.
20. Students may have privileges to reserve equipment. Any damage to equipment that is borrowed is the responsibility of the student, and all equipment is to be returned in a timely manner. Attempts to defeat computer/printing system security, unauthorized access/use, modification or removal of data/equipment, and use of unauthorized devices is prohibited (see IT appropriate use policy: <http://www.yale.edu/its/policy>). Failure to comply with equipment or computer use policies can result in the suspension of privileges or other penalties.
21. Assault on, or coercion, harassment, or intimidation of any student,

faculty or staff member, guest, employee or any member of the University community is prohibited. This includes the use of a teaching position to harass or intimidate another student (see section on Grievance Procedure for Sexual Harassment) or engaging in a relationship with a student while serving as their TA.

22. No misuse, alteration, or fabrication of University credentials or documents, such as an I.D. card or a transcript or grade list, including grade lists submitted by Teaching Assistants. Your properly validated Yale photo-identification card should be carried with you at all times. You need it to enter most Yale buildings, and it is important in case of an emergency if you are off-campus. Please take care of your I.D. card. Replacements are \$25.00 in the I.D. Center at 246 Church Street.
23. Theft, misuse of funds, or willful damage to University or to any individual's property including misuse or unauthorized use of any University services, equipment or facilities, or interference with the proper operation of safety or security devices is prohibited and may be punishable by heavy fines or legal and disciplinary action.
24. Students are expected to attend all classes regularly and promptly. There will be no cheating on examinations, and no plagiarism in written work of any kind. No misuse of the materials or facilities of the University Libraries. No misrepresentation in applying for admission or financial aid or lying during a formal inquiry by University officials will be tolerated.

Violations of any of the above regulations will be referred to the Disciplinary Committee of the School of Art which is composed of the Associate Dean (as chair), the Director of Academic Affairs, and the Director of Graduate Studies of the student's department. Students found guilty of such violations will be subject to one or more from the following penalties:

Reprimand, Probation, Suspension, Expulsion, Fines, Restriction.

In addition to imposing these penalties for offenses subject to disciplinary action, the University may refer students for prosecution, and students found guilty of unlawful possession, use or distribution of illicit drugs or alcohol on University property or as part of any University activity may be required to complete an appropriate rehab program. A copy of the Disciplinary Procedures of the School of Art is sent to any student who is charged with a violation of the School's regulations.

I have read these regulations set forth by the Yale School of Art and I agree to abide by all these rules and all other University-wide rules and policies. In addition, I will, to the best of my ability, and in a timely manner, read and follow all subsequent directions and information issued to me by the staff or faculty of the School of Art.

Student Signature

Print Name

Date

Please detach this page after signing and return it by 9/15/16 to the Office of Academic Affairs, Room 122 Green Hall.

FAQs: Frequently Asked Questions

But before you ask, don't forget to:

Read the [Yale School of Art Bulletin 2016-2017](#) online.

Read your emails and any notices put in your [Student Mailbox](#).

Tune your browser to the home page of the School website and check it every day: <http://art.yale.edu/Home>

Check the [Yale Calendar](#) which is especially good for on campus events available online at: <http://calendar.yale.edu/cal/opa>

When do I get my Student Loan money?

Funds are posted to your student account on the first day of class each term (September and January). If the funds are not on your account, please see David Blackmon in 120 GREEN or call 432-1624 (T - Th) or email: david.blackmon@yale.edu.

To request the credit balance on your student account, logon to the website: www.yale.edu/sis [Student Accounts/Refund Request From Student Account]. This does not happen automatically.

If you want the refund from your student account direct deposited to your bank account, please submit a direct deposit authorization form at www.yale.edu/sis [Student Accounts/Direct Deposit Authorization].

Students are urged to sign-up for Direct Deposit because it is safer than waiting for a check. All refund checks are held by the Cashier's Office and may be picked up at 246 Church Street during regular business hours after notification has been sent to the student. Lost checks are the student's responsibility and will cause delays and inconvenience.

How can I get a Federal Work-Study Job?

If you have received a job in the School of Art Financial Aid award, you are eligible to work anywhere on campus. To find a job, go to www.yale.edu/seo or check the bulletin boards at the Student Employment Office at 246 Church St., lower level. A small number of jobs within the School of Art will be available and specifics will be announced via email or memo in your student mailbox.

How much does it pay?

Approx. \$13.50 per hour.

How do I get paid for work-study?

Students complete an application and federal verification of employment forms (I9) on the Student Employment website: www.yalestudentjobs.org. Once assigned a job and specific hours, students submit their work hours weekly online (except for TAs, see below). Your supervisor then approves any hours worked in order for your pay to be authorized. If you have been assigned a School of Art job, see Brian in Room 120. Hours must be submitted weekly online only. Late submission of hours beyond two weeks will not be approved.

Where are my pay checks?

Students are encouraged to sign-up for Payroll Direct Deposit to eliminate delays in receipt of their wages. Log into the Yale Portal: www.yale.edu/portal and click on the *Home* tab. Locate the *Student Links* box on the right menu bar, scroll down and click *My Pay and Info* and then on the *Direct Deposit* tab. If you do not opt for Direct Deposit, student payroll checks may be picked up in the Student Employment Office at 246 Church Street.

I'm a TA. How do I get paid?

TAs in the School of Art will receive an assignment in their second year by their department specified by the Director of Academic Affairs and are paid through the student payroll system. In order to be paid, all TAs must complete an I9 online. For the term in which you are employed, you will automatically receive semi-monthly paychecks for the amount of your assignment. TAs do not complete an e-timecard for their teaching in the School of Art; that pay is salaried and automatically submitted.

Are taxes taken out of my Work-Study or T.A. check?

Connecticut taxes are taken out of any Yale earnings.

What happened to my Yale scholarship?

One half was credited to your student account in July and the other half will be credited in November for your second term tuition charge.

What if I use up the money allocated to me in my Work-Study Job?

Your job will end. We urge all students and supervisors to carefully stage the use of the award money (limited to 19 hours per week) into a schedule which will stretch your work and money until the end of April.

What should I do if I'm really broke or in financial trouble?

Call David Blackmon at 432-1624 or david.blackmon@yale.edu

Where do I obtain keys for the School of Art buildings?

See Kris Mandelbaum for painters and sculptors keys, Room C100; Ben Donaldson for photographers keys, Room G47; Patsy Mastrangelo for graphic design keys, Room 105; Linda Sandrey for undergraduate course keys, Room 122. Sal Schiavone will assist with access issues, lock repairs and miscellaneous keys, EDG36, 8:00am-5:00pm.

Is there storage for my art work?

Storage for all graduate students is limited to their individual studio, darkroom or immediate workspace. For special circumstances see Sophy Naess (P/P), Sandra Burns (SC), Ben Donaldson (PH), or Julian Bittiner (GD).

Where do I get my mail? or: Where are Student Mailboxes?

Every student has a mailbox in the School; this is the way the Dean, Faculty and Staff may contact you. You are responsible for checking your student mailbox on a regular basis: at least twice a week. You are welcome to receive your personal correspondence in your student mailbox if it is more convenient for you, but under no circumstances may you use it for receiving periodicals or for billing purposes. In addition, 1156 Chapel Street or a Yale P.O. Box cannot be used as your permanent legal address. Your correspondents should address mail to you at:

c/o Yale University School of Art
 P.O.Box 208339
 1156 Chapel Street
 New Haven, CT 06520-8339
 USA

Location of student mailboxes: First Floor corridor, Green Hall

Location of faculty mailboxes: Room 113 Green Hall

Please note...

The School of Art staff will not, under any circumstances, accept C.O.D.s. The School and its staff will not be responsible for packages delivered to students at the School and students have them delivered here at their own risk.

What about E-Mail and Online Student Directories?

Students' names, addresses and phone numbers are considered directory information and are automatically included in online and printed University directories unless a privacy code is activated. This must be requested annually. For further information and the appropriate disclosure form, please contact the Office of Academic Affairs.

What should I do when I need transcripts or references?

All requests must be made in writing or in person to the Office of Academic Affairs (122 Green). We are happy to make this service free of charge. Official transcripts and/or reference(s) may only be sent to a third party. Any individual who agrees to write you a reference should bring or send the reference directly to the Office of Academic Affairs.

The standard reference forms may be picked up in the Office of Academic Affairs. All references will be placed in your permanent file for future use in applying for jobs and/or grants, etc. You may update them at any time.

**Where can I find information on post-Yale jobs and grants?
How about in-school grants?**

The placement area for the School of Art is located in Room 122 Green Hall, Office of Academic Affairs. Job notices are collected through faculty contacts and mailings and are posted in a “Job Book”. The School maintains subscriptions to the College Arts Association Position Listings, Professional Artist, Arts, etc. Newsletter, the National Arts Job-Bank, the Arts Deadlines List, Sculptors International, and the Society for Photographic Education Newsletter. Information is also kept on grants and fellowships. The Director of Academic Affairs is available by appointment for assistance in writing resumes, cover letters, and grant applications. Second-year students please note: Admissions time constraints will prevent us from helping with resumes during the Spring term. If you think you will require writing assistance, please seek it during the Fall term.

For those interested in pursuing grant opportunities, inquiries and research should begin early in the Fall term as many deadlines are in October. The Director of Studies in your department can offer valuable advice and students would be wise to discuss post-Yale plans with this person at some point. The School offers a post-Yale panel discussion in late fall; further details will be emailed and in campus mailboxes.

Staff**Patricia Ann DeChiara**

Director of Academic Affairs
Office of Academic Affairs
<patricia.dechiara@yale.edu>
Room 122 Green Hall
Phone 432-2600
8:00am-4:00pm M-Th only

Pat handles all academic matters and serves as Registrar, Admissions Officer and Student Affairs Advisor for the School of Art including the Yale/Norfolk Program and the Yale Summer Art Program in New Haven. These responsibilities include student records, grades, teaching assistantships, academic policy and post-Yale job and grant information. She is the one who will certify your enrollment for loan deferments or other purposes and will act as liason for you with other offices at Yale if you are experiencing difficulties. Pat is available to talk with you about individual concerns (academic or otherwise) and she will advise you as to whether a particular issue should be brought to the Dean's attention.

Janet Liscio

Senior Administrative Assistant
Office of Academic Affairs
<janet.liscio@yale.edu>
Room 122 Green Hall
Phone 432-2603
8:00am-4:30pm

Janet sits at the central desk in the Academic Affairs Office. She assists the Director of Academic Affairs with all things pertaining to the office, such as grades, course schedules, room reservations, admissions and commencement. She oversees reservations for the Smart Room and other scheduled rooms and can assist with specialized equipment. She maintains alumni files, issues transcripts and references and is the point person for any information about Green Hall activities, facilities and all School of Art details. See Janet if you need to register for a discussion section, need to find the location of a course you may be interested in, change your address or just about anything.

Linda Sandrey

Senior Administrative Assistant
Office of Academic Affairs
<linda.sandrey@yale.edu>
Room 122 Green Hall
Phone 432-2600
8:00am-4:30pm

Linda sits at the first desk inside the Academic Affairs Office and receives and directs all visitors to the School. She assists the Director of Undergraduate Studies and oversees all undergraduate course matters and undergraduate reviews and grades. She also assists in academic affairs work including admissions. She posts notices and updates the School Weekly calendar of events via website and iCal. She is also responsible for incoming packages to individuals and maintains the mailroom. See Linda if you are expecting a package, change your email address, would like to add an event to the weekly school calendar, for an appointment with the Director of Undergraduate Studies or for undergraduate course keys.

TBA

Manager, Finance &
Administration
Financial Affairs Office
<regina.bejnerowicz@yale.edu>
Room 120 Green Hall
Phone 432-2607
9:00am-5:00pm

Our manager handles all day-to-day financial matters. These responsibilities include operations, buildings, gallery programs and special events, security, general policies and rules, including the Yale/Norfolk Program, and the Yale Summer Art Program in New Haven.

Brian Schmidt

Senior Administrative Assistant,
Financial Affairs Office
<brian.schmidt@yale.edu>
Room 120 Green Hall
Phone 432-2605
7:30am-4:00pm

Brian (MFA'P 1989) assists with all accounting activities of the School especially student and staff payroll, ordering course supplies/materials, and course fee charges and supervising timely financial transactions. Brian oversees work-study and TA payment issues and can assist you with paychecks. Feel free to ask him many other questions about the School.

David Blackmon

Financial Aid Director
<david.blackmon@yale.edu>

Tuesday - Thursday

Room 120 Green Hall
Phone 432-1624
8:00am-4:00pm

David handles all the processing details of every form of Financial Aid from applications filed on line (FAFSA and Needs Access) and promissory notes to assistance with Entrance and Exit Interviews. His requests for paperwork are driven by federal regulations to which the University must adhere before any award is made so it's a good idea to pay attention to his requests promptly if you need money. If at any time during the School year you need more financial aid or need help even if you have not filed, you should feel free to contact him. He works in the office part-time 3 days/week, but can always be reached via email.

Barbara Shanley

Executive Associate
Office of the Dean
<barbara.shanley@yale.edu>
Room 120 Green Hall
Phone 432-2606
8:00am-4:00pm

Barbara runs the Dean's office work and it is to Barbara that you should refer all requests to see the Dean. She can give you general University information and information about the School's committees, she also handles all faculty administrative matters; special and alumni events, addresses and alumni publications. Barbara keeps track of the faculty and alumni so if you fail to reach someone, check with her for help.

Patsy Mastrangelo

Senior Administrative Assistant
Graphic Design and
Photography Departments
<paty.mastrangelo@yale.edu>
Room 105 Green Hall
Phone 432-2622
8:00am-4:30pm

Patsy supports all activities in graphic design and photography and also handles details of special School of Art events as they arise each year including symposiums, reunions, and outside exhibitions and publications related thereto. She keeps track of all faculty and students in the departments of Graphic Design and Photography. She assists the faculty and students with their academic program work and special projects, manages the departmental spaces and distributes keys to them. If you have any questions about the events and people in these departments, Patsy will do her best to help you.

Ben Donaldson

Lecturer
Green Hall Darkrooms
<benjamin.donaldson@yale.edu>
Room G47 Green Hall
Phone 432-2611

Ben (MFA'PH 2001) teaches undergraduate courses and assists with the use of facilities and materials in photography. He handles problems, orders, keys, repairs and other items for the darkrooms. He can give you good advice about photography equipment. Please don't attempt to do anything in the darkrooms unless Ben knows about it. He keeps track of all students using the darkrooms and supervises all darkroom monitors.

Kris Sabatelli Mandelbaum

Senior Administrative Assistant
Painting/Printmaking and
Sculpture Departments
<kris.sabatelli@yale.edu>
353 Crown St., 432-9109
EDG36, 436-8912 or 8413
7:30am-4:30pm*

Kris (MFA'P 2002) assists the faculty and students in the departments of Painting/Printmaking and Sculpture. She supervises all studio and classroom facilities in 323 Crown Street. She handles the purchasing of graduate keys for painters and sculptors, keeps track of visiting artists, faculty schedules, and the hiring of models for courses. She also handles special assignments for the Dean including special exhibitions and lecture series. See Kris if you need information about what's going on.

*Kris leaves at 2:30 on Wednesdays and 4:00 on Fridays.

**Sarah Stevens-Morling
Anahita Vossoughi**

Digital Labs
<sarah.stevens-morling@yale.edu>
<anahita.vossoughi@yale.edu>
<art.help@yale.edu>
208 Green Hall/36 EDGW
Phone 432-9120
10:00-6:00pm

Sarah and Anahita (MFA'P 2010) and are responsible for all computer facilities, equipment and programs as well as academic Internet access. They run all the School computer labs and conduct workshops throughout the year in various digital programs as well as teach various regular courses in the School. If you have questions about using the labs, problems with School computer equipment, or wish to borrow School equipment overnight for special projects, please email them, or leave a telephone message and they will return your inquiries promptly. They often dispatch extremely useful information via email about digital processes and internet topics that are well worth reading.

Sandra Burns

Lecturer
Sculpture Facilities
<sandra.burns@yale.edu>
EDG36
Phone 432-4290

Sandra (MFA'P 2001) teaches undergraduate courses in Sculpture and assists the DGS in Sculpture with running the building at 36 Edgewood. You should see her if you are interested in the events and facilities at EDG36; email is best.

Pedro Barbeito

Critic
Printmaking Facilities
<pedro.barbeito@yale.edu>
Room C014 Green Hall
Phone 432-9107

Pedro (MFA'P 1996) is the primary instructor in printshop techniques, teaches undergraduate printmaking, drawing and assists the DGS. He supervises all work in the printshop and enforces all rules including the spray booth and finishing rooms. His schedule is flexible so check the printshop door in September or email.

Sophy Naess

Lecturer
Painting Facilities
<sophy.naess@yale.edu>
Room C106 Green Hall
Phone 432-9109

Sophy teaches courses in drawing and painting and assists the DGS in Painting with departmental facilities and administration. She supervises the work crew, is in charge of solvent removal via the chemical safety department, and handles crit sign-ups. Let her know if you are having trouble with your studio or need something; email is best.

Julian Bittiner

Critic
Design Facilities
<julian.bittiner@yale.edu>
Room 105 Green Hall
Phone 432-2622

Julian (MFA'GD 2008) is responsible for design facilities and equipment. He teaches undergraduate design courses. Designers should see him for assistance with special issues or anything else pertaining to that department.

Sal Schaivone

Facilities Coordinator
<sal.schaivone@yale.edu>
36 EDGW
Phone 432-3315 or 996-3472
7:30-4:00pm

Sal assists with mounting exhibitions, undertaking special renovations, assisting faculty and TAs with space use. He handles keys for 36 Edgewood and all non-studio specific keys and can assist with all other access and security issues as well as receipt of unusual and unique shipments. He works closely with Health & Safety to assure that appropriate legal space use is maintained in the School.

**Brent Howard
Elizabeth Tubergen**

Lecturers
Sculpture Shop Facilities
<elizabeth.tubergen@yale.edu>
<brent.howard@yale.edu>
EDG36
Phone 432-4290

Elizabeth supervises the woodshop and Brent supervises the metal shop/welding area of EDG36. They run mandatory training sessions for any students wishing to use these shops. They post the times for these sessions at the beginning of each term or check the shop facilities page of the School website.

Fees

Any Graduate Student taking an Undergraduate Course:

There are per term course materials fees for undergraduate art courses which are non-refundable after the first two weeks of classes. Please refer to Yale Online Course Info or the School of Art Courses website for any fees related to undergraduate courses.

The Most Useful Telephone Numbers in the Yale School of Art

Dean's Office, 119 Green Hall	22606
Academic Affairs Office, 122 Green Hall	22600
Admissions	
Registration	
Student Affairs/Counseling	
Grades/Transcripts	
Courses/Class schedules	
Teaching Assistantships	
Post-Yale Jobs & Grants	
Student and Faculty Mailboxes	
Financial Affairs Office, 120 Green Hall	22605
Financial Aid	
General Information	
Security	
Repairs	
Paychecks	
Galleries	
Course supplies	
Graphic Design & Photography dept. office.	22622
First floor design studio, Room 104	22626
Second floor design studio, Room 203	21050
Painting/Printmaking dept. office, 353 Crown Street	29109
Ground floor studios	29143
First floor studios	22615
Second floor studios	21208
Digital Services office, 208 Green Hall	29120
Darkrooms, G47 Green Hall	22611
Digital Media Center for the Arts (DMCA)	28188
Printshop, C014 Green Hall	22614
Sculpture Studios, 36 Edgewood	69101
Woodshop	68899
Custodial or Repairs	26888
POLICE	24400
EMERGENCY	911
University Directory Assistance	24771

School of Art Buildings Directory

Holcombe T. Green Jr. Hall 1156 Chapel Street

Basement Floor	Smart Room (B03), Photography studio
Ground Floor	Photography Classroom (G32), Photography seminar room (G10), graduate and undergraduate darkrooms, Drawing Classroom (G01), Art seminar room (G02).
First Floor	Administrative offices: Dean's Office (119) Office of Financial Affairs (120), Office of Academic Affairs (122), Undergraduate Studies Office (122), Graphic Design and Photography Office (105), Graphic Design atrium and class rooms, Faculty mailboxes (113), Student mailboxes, Conference room (118), School of Art Gallery.
Second Floor	Undergraduate painting classrooms, undergraduate graphic design classroom, digital labs, graduate graphic design loft.
353 Crown Street	Painting/Printmaking and Sculpture dept. office (C100), Painting/Printmaking Graduate Art Studios, Classroom (C220), Printshop (C014), spray booth (C207).
36 Edgwood Avenue	Graduate and U/G Sculpture Studios and Classrooms, Video, Woodshop and welding facilities.
149 York Street	Digital Media Center for the Arts (DMCA)
180 York Street	Arts Library

