

CENTER FOR CURATORIAL STUDIES

2009 APPLICATION GUIDELINES

ACCOMMODATIONS AND MEAL PLANS

There is limited campus housing for graduate students. Apartments and houses for rent can be found near the Bard College campus, and CCS Bard maintains a list of real estate agents who can assist students in finding housing.

During the academic year graduate students may purchase a prepaid credit card that can be used at the Bard College dining facilities.

MEDICAL RECORDS AND HEALTH INSURANCE

Prior to arrival at Bard, all students are required to complete a health packet, which includes documentation of a recent physical examination and complete immunization records. New York State law requires that all students born after January 1, 1957, provide proof of immunization against measles, mumps, and rubella. Additionally, students must be provided information about meningococcal meningitis and must document having received the vaccine or sign a waiver declining it. For information about immunization requirements and health insurance, call the Bard Health Services at 845-758-7433.

CALENDAR

January 1 – February 1, 2009	FAFSA to federal processor
February 1	Application for admission and financial aid application due to CCS Bard
March 31	Notification of admission and financial aid awards
April 15	New students' decision to enroll and \$500 enrollment deposit due
June 1	Federal Stafford Loan applications to Office of Financial Aid
August 17	First payment (50 percent of account) due
January 11, 2010	Second payment (balance of account) due

ACCREDITATION

The CCS Bard program of study leading to a master of arts degree in curatorial studies is registered by the New York State Education Department, Office of Higher Education and the Professions, 89 Washington Avenue, 2nd Floor West Mezzanine, State Education Building, Albany, NY 12234; 518-474-3862; www.highered.nysed.gov. Bard College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and is a member of the Association of American Colleges and Universities, College Entrance Examination Board, American Council on Education, Union for Experimenting Colleges and Universities, Associated Colleges of the Mid-Hudson Area, and Educational Records Bureau.

Educational Rights and Privacy Act

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

Notice of Nondiscrimination

Bard College does not discriminate in education, employment, admission, or services on the basis of sex, sexual orientation, race, color, age, religion, national origin, or handicapping conditions. This policy is consistent with state mandates and with governmental statutes and regulations, including those pursuant to Title IX of the Federal Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, Title IX of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. Questions regarding compliance with the above requirements and requests for assistance should be directed to the Vice President for Administration, Bard College, PO Box 5000, Annandale-on-Hudson, NY 12504-5000.

MASTER OF ARTS PROGRAM

The graduate program at the Center for Curatorial Studies at Bard College (CCS Bard) provides practical training and experience in a museum setting and an intensive course of study in the history of the contemporary visual arts, the institutions and practices of curating, and the theory and criticism of the visual arts in the modern period. The program is broadly interdisciplinary. Its faculty includes curators and other museum professionals, scholars in the humanities and social sciences, artists, and critics. The curriculum is specifically designed to deepen students' understanding of the intellectual and practical tasks of curating contemporary art, particularly in the complex social and cultural situations of present-day urban arts institutions, and to help students improve their interpretive and critical writing. Although the CCS Bard graduate program is organized with a view to the needs of curators of contemporary art, its explorations of curating and the social and cultural contexts of art institutions address significant aspects of curatorial work generally.

CCS Bard initiated its graduate program in curatorial studies in the fall of 1994. To date, 120 students have been awarded the M.A. degree. More than 100 curators, critics, scholars, artists, and other arts professionals have taught seminars or lectured in practicums and other courses since the program began. The Center also sponsors exhibitions, lectures and conferences, and research in the contemporary visual arts, society, and culture. The public and research programs at CCS Bard aim to create new forums for the discussion of important issues in the contemporary arts and culture and to encourage fresh scholarship and curatorial initiatives that can contribute to the development of the graduate curriculum.

For information about the CCS Bard graduate program, curriculum, master's degree requirements, academic schedule, required courses, electives, summer internship, and master's degree project, please refer to our website, www.bard.edu/ccs/graduate.

APPLICATION REQUIREMENTS

For complete application instructions and links to the online application, please refer to www.bard.edu/ccs/graduate/admission.

Deadline: February 1, 2009

Applicants for admission must submit the following materials:

1. A completed application form
2. A brief (two-page) statement describing the applicant's interests in the graduate program, previous academic preparation, relevant work experience, particular interests in contemporary art, and career plans
3. A brief (two- to three-page) review of a recent exhibition of contemporary art. We are especially interested in the applicant's assessment of the curatorial aspects of the exhibition—for example, how it structures and enhances the viewer's experience and understanding of the works it presents or, alternatively, how it fails to do so.
4. Official copies of transcripts from any undergraduate institutions and graduate programs in which the applicant has previously been enrolled
5. Three letters of recommendation, which must be sent, by the recommenders, directly to CCS Bard
6. A \$65 application fee

Applicants are not required to take the Graduate Record Examinations (GRE) General Test; however, any applicant who has taken the GRE General Test may request that an official copy of his or her scores be sent to CCS Bard.

The deadline for receipt of completed applications for admission is February 1, 2009. An application is considered incomplete and cannot be acted upon until all the materials listed above are received by CCS Bard.

Applicants will receive notification of admission by March 31, 2009, and must respond with their decision about enrolling by April 15, 2009.

ADMISSION REQUIREMENTS

Applicants for admission must hold an A.B., B.A., B.S., or B.F.A. degree from an accredited college or university in the United States, or a baccalaureate or equivalent degree from a college or university outside the United States. An applicant's undergraduate major need not be in art history or the studio arts; however, applicants must demonstrate that they have a broad knowledge of the history of art, as well as an acquaintance with the contemporary visual arts.

International Students

In addition to the application materials listed above, international students must provide evidence of proficiency in English—for example, a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Proficiency in English may also be established by an interview and writing samples. To receive visa documentation, international applicants must submit proof that their income from all sources will be sufficient to meet expenses for the residency period. A Certification of Finances must be completed. Evidence may come from the following sources:

1. An affidavit from a bank
2. Certification by parents, or sponsors, of their ability to provide the necessary funds
3. Certification, by an employer, of anticipated income

Transfer Credit

The graduate curriculum is organized to encourage ongoing discussion of curatorial issues among students of varied backgrounds and interests. To this end, half of each student's courses are taken with his or her entering class. Consequently, only limited transfer credits (no more than 4 credits or the equivalent of two courses) will be given for course work completed elsewhere. Requests for transfer of credit must be made when a student applies for admission and will be reviewed by the Graduate Committee. Transfer credits may be used only to meet elective course requirements. Students receiving 4 transfer credits in a single distribution area will be required to take at least one further elective in that area during their studies at CCS Bard.

TUITION AND FEES

Tuition for the 2009–10 academic year is \$31,712. Fees include a \$100 registration fee (each semester) and a \$1,000 fee for exhibition expenses for the final master's degree project. The latter fee is charged in installments of \$500 each semester of a student's second year. A \$110 graduation fee is charged prior to graduation. Students who take longer than two years to complete their work toward the master's degree are charged a maintenance-of-status fee of \$500 per year.

Schedule of Payment

New students must pay a \$500 enrollment deposit by April 15, 2009. The deposit is not refundable if the student does not enroll. The enrollment deposit is credited to the student's account and refunded after the student graduates or if the student withdraws from the program at the end of the spring semester of the academic year. Tuition and fees for the academic year will be billed in two equal installments, with payments due on August 17, 2009, and January 11, 2010. Billing statements will reflect charges and financial aid awards, including all Federal Stafford Loan applications on file. Unpaid balances will be subject to a late payment fee of \$100 and finance charges of 1 percent per month (12 percent per annum). A student who has outstanding indebtedness to Bard College will not be allowed to register or reregister, receive a transcript of record, have academic credits certified, or have a degree granted.

Refunds

No refund of any fees will be made in the event that a student withdraws from the program at any time after registration, except as herein specified. In all cases, the student must submit an official request for withdrawal to the Graduate Committee. The date of submission of such a request will determine the amount of refund. Students who officially withdraw before the first day of classes for the term in question will be given a full refund of all charges, less the nonrefundable tuition deposit. If the official withdrawal from the program occurs after the first day of classes in a given term, tuition is refunded as follows: If the withdrawal occurs within the first week of classes, 75 percent of tuition is refunded; within the second week, 60 percent of the tuition is refunded; within the third or fourth weeks, 30 percent of the tuition is refunded; after four weeks, no refunds are given. Registration and student health insurance fees are not refundable.

Refunds to financial aid recipients who withdraw from the program will be affected by a reduction in the amount of grant; any institutional grant, scholarship, or fellowship will be reduced by the same percentage as indicated in the tuition-refund schedule above. Refunds to recipients of federal aid (Federal Stafford Loan) who withdraw will be calculated according to the federal refund policy concerning the amount of the Federal Stafford Loan to be returned to the lender. A student who is considering withdrawal may wish to confer with the Office of Student Accounts and the Office of Financial Aid concerning any anticipated refund and the amount of the Federal Stafford Loan that Bard College must return to the lender, since this amount will have a direct bearing on the amount of refund, if any, that the College will provide the student.

No refund is made in cases of suspension or expulsion.

FINANCIAL AID

The graduate program is able to provide limited financial assistance, in the form of scholarships and fellowships, to students whose personal financial resources are insufficient to meet the expenses of graduate study. Scholarships and fellowships typically meet only a small part of a student's expenses. Students may also apply for federal loans, and those who are New York State residents may apply to the New York State Tuition Assistance Program. These programs are briefly described below. More detailed information can be obtained from CCS Bard. Financial aid is administered by the Bard College Office of Financial Aid.

Eligibility for financial aid is based on financial need. Financial need is assessed by a uniform method, using data provided by the student on the Free Application for Federal Student Aid (FAFSA). The FAFSA form should be filed electronically at www.fafsa.ed.gov as soon after January 1, 2009, as possible and no later than February 1, 2009. All students applying for financial aid must also complete a Financial Aid Application and send it to CCS Bard by February 1.

For complete financial aid application instructions and links to the application forms, please refer to our website, www.bard.edu/ccs/graduate/financialaid.

If you are a **U.S. citizen** and you wish to apply for financial aid, you will need to fill out the following forms:

1. Free Application for Federal Student Aid (FAFSA)
2. CCS Bard U.S. Citizens Financial Aid Application

International students, although not eligible for financial assistance from the federal government of the United States, may qualify for aid administered by Bard College.

If you are **not a U.S. citizen** and you wish to apply for financial aid, you will need to fill out the following forms:

1. International Student Financial Aid Application
2. International Student Certification of Finances
3. CCS Bard Non-U.S. Citizen Financial Aid Application

Students whose admission and financial aid applications are complete by February 1 will be notified of financial aid awards by March 31.

To be eligible for federal student aid, applicants must not be in default of repayment of federal student loans or owe refunds on federal student grants. Awards of financial aid are made without reference to age, color, ethnic or national origin, gender, handicapping conditions, marital status, race, or sexual orientation.

CCS Bard Scholarships and Fellowships

CCS Bard scholarships are awarded on the basis of need, as determined annually by the federal government and Bard College. CCS Bard fellowships are awarded on the basis of achievement and promise, as determined by the Graduate Committee in its review of applications for admission. Awards of scholarships and fellowships are not automatically renewed from year to year. Students must remain in good academic standing for renewal of all forms of aid and must continue to demonstrate financial need for renewal of aid based on need.

Federal Stafford Loans

Federal Stafford Loans are available as subsidized or unsubsidized loans. To qualify for a subsidized loan, the student must demonstrate financial need. The federal government pays the interest on the subsidized loan while the student is enrolled; the student begins repaying the loan principal and paying interest six months after he or she ceases to be enrolled. A student may qualify for an unsubsidized loan regardless of need. The student is responsible for paying interest on the unsubsidized loan while he or she is enrolled. Interest payments begin accruing 60 days after the loan is disbursed. As with the subsidized loan, repayment on the loan principal begins six months after the student ceases to be enrolled. Payments on interest and principal of an unsubsidized loan may be deferred, but interest will accrue and compound. The federal processor requires that a student first apply for a subsidized loan before applying for an unsubsidized loan.

A student may borrow up to \$8,500 annually through the basic Federal Stafford Loan program. A graduate student may be eligible for a supplemental, unsubsidized loan (in addition to a basic subsidized or unsubsidized loan) for an amount up to \$12,000 annually (over and above the \$8,500 in the basic Stafford program), provided that the total amount of assistance does not exceed the cost of the graduate program. An origination fee of 3 percent is deducted from the proceeds of all loans, and a loan warranty fee of 1 percent may be deducted.

The procedures for filing for a loan will be explained when the student is notified about eligibility. Procedures for loan disbursements will be explained when loans are approved.

Federal GradPLUS Loans

Graduate students can now access the Federal PLUS Loan program to cover the portion of the cost of education not covered by other financial aid. This loan is guaranteed by the federal government and may be deferred while the student is enrolled at least half-time. A credit check is required.

New York State Tuition Assistance Program

The New York State Tuition Assistance Program (TAP) provides non-repayable grant assistance of up to \$550 to New York State residents attending a New York State school. Awards are based on the net New York State taxable income and the number of full-time college students in the family. Applications and further information about the program can be obtained from the New York State Higher Education Services Corporation (NYSHESC), 99 Washington Avenue, Albany, NY 12255, or www.hesc.com. A student applying for a New York State TAP award must submit the FAFSA and the New York State TAP application.