

# FSU BFA HANDBOOK

2024-2025

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## BFA Mission

The Bachelor of Fine Arts (BFA) in Studio Art at Florida State University is a 120-credit-hour limited-access program that offers students an intensive studio art environment, theoretical knowledge, and professional skills. The unique program offers specialized coursework that focuses on professional practice for a career in the arts. The program culminates in a capstone thesis exhibition. The BFA shares FSU's mission as a research university, cultivating excellence through creative scholarship and innovation in the arts.

## Program Overview

The Bachelor of Fine Arts (BFA) in Studio Art seeks to develop in students an informed personal vision, a high level of competence in technique, the ability to apply critical and reflective skills to their practice and their research, and the ability to make sound artistic decisions within the appropriate contextual and cultural arena. Students are allocated a personal studio to experiment and develop techniques and processes to create individual art practices. By the end of the program, students will demonstrate their technical, conceptual, and creative skills to produce and exhibit innovative and effective bodies or artwork in their media focus areas. This is an excellent choice for students who want to have a career as an artist.

This 120-credit-hour limited-access program offers students an intensive studio art environment, theoretical knowledge, and professional skills. The BFA degree in studio art requires that at least 65 percent, or two-thirds, of the total course credit for the degree, be taken in the creation and study of art and design and supported by general research in the liberal arts. The BFA degree also requires the completion of two focus areas.

Our unique program offers specialized coursework, access to art studios at The Carnaghi Arts Building (CAB), opportunities for a gallery exhibition in the Phyllis Straus Gallery, faculty review of artworks, and access to the Lightbox (a photographic lighting studio), and BFA computer labs. BFA students complete a capstone thesis exhibition at one of Florida State University's galleries.

## Program Requirements

To receive a BFA Studio Art degree, students must complete 120 credit hours.

The 120 credit hours will be divided between:

- **16** credit hours in Foundations
- **36** credit hours in liberal studies
- **51** credit hours of studio art courses, including completing two focus areas.
- **12** credit hours of art history
- **5** credit hours (at least) in electives

Students admitted to the BFA program are exempt from the FSU foreign language requirement. Department of Art Academic Advisors can provide additional guidance with entrance and degree requirements.

## Coursework

### Specific Coursework for the BFA

#### **BFA COHORT MODEL (for all students taking BFA Fundamentals Fall 2024)**

	<b>Fall</b>	<b>Spring</b>
<b>Year 1</b>	<b>BFA FUNDAMENTALS</b>	<b>BFA ALL MEDIA CRITIQUE - 1</b> (Advancement Review and Liberal Studies Writing Requirement)
<b>Year 2</b>	<b>BFA ALL MEDIA CRITIQUE - 2</b> (AMC Taken for the second time as a Critique class to prepare for Thesis presentation)	<b>THESIS PROJECT AND EXHIBITION</b>

*\*Once students are admitted to BFA Fundamentals Course they will move through the series of BFA courses in successive semesters. Students will need to stay on the above schedule. Any break in the schedule will result in delayed graduation or in the student leaving the BFA program.*

#### **ART 3212C - BFA Fundamentals**

offered Fall Semester only  
(One credit, not repeatable, pass/fail course).

This course introduces students to the BFA coursework and studio practice, including the BFA Program, its procedures, and the requirements outlined in the BFA manual. The course focuses on critiques, working towards the BFA Fundamentals Exhibition, and beginning to develop a creative research practice and documentation. Students develop habits to work towards becoming art professionals with a studio practice and generate art based on research. In addition, this class

will introduce students to BFA and art department resources and provide required technical and safety training.

This class should be taken after completion of foundations coursework. It is a pre-requisite for All Media Critique, and students must pass it to continue in the BFA program.

### **ART 4801 - BFA All-Media Critique**

Offered Fall and Spring Semester  
(three credits, repeatable)

Prerequisite: BFA Foundations

This course is structured to analyze the individual student's artistic progress through critiques of visual and written work. In support of the student's studio practice, writing assignments develop their descriptive, conceptual, and critical analysis of art. This class assists the BFA art student in preparing for all aspects of their Advancement Review in preparation for the BFA Thesis course.

**Prerequisites:** ART 1000, ART 1201C, ART 1203, ART 1300C, ART 1602C, and ART 2204C. Students must be admitted to the BFA program and have passed their Fundamentals coursework from old handbook

This class is structured to prepare students who are advancing and to allow them to further develop studio practice. Students will develop writing about their work, and the instructor will facilitate discussions of assigned readings. Students who are not advancing must be prepared to work towards an exhibition instead of advancement. This class fulfills the upper-division writing requirement. This class is mandatory for advancing students and encouraged for all other BFAs who have completed fundamentals.

\*All Media Critique is a pre-requisite for the Thesis Project and Exhibition Class. This course may be repeated without the writing requirement and serves only as a critique-based course.

### **ART 4970 BFA Thesis Project and Exhibition**

**Prerequisites: Successful Advancement Reivew during AMC**  
offered Spring Semester

This is the capstone course for all BFA students in the Department of Art. Students develop and execute a capstone thesis project that will be exhibited publicly. Students organize an artist's talk to be delivered to an audience.

## Academic Performance and Retention

The Department of Art reserves the right to discontinue enrollment of art major students at any time if satisfactory academic progress is not being made. Students who have accumulated three unsatisfactory grades (U, F, D-, D, D+) in art courses taken for college credit at Florida State University or elsewhere will not be permitted to continue, be readmitted, or graduate with a major in studio art. Courses that receive a grade below the minimum may only be repeated once. Repeated courses designated as non-repeatable (such as foundation courses) will not be counted toward overall credit hours per University requirements. BFA students must maintain a minimum cumulative GPA of 2.5 and a 3.0 in studio art and design classes. If a BFA student falls below these standards, s/he is placed on departmental probation for the following semester. If the student's course grade or GPA remains below the minimum requirements at the end of the probationary semester, s/he will not be permitted to continue in the Department of Art. The Department of Art retains the right to refuse admission or terminate enrollment at any time if a student fails to maintain the program's standards.

If a student causes serious concern for advising, the BFA Manager, the Director of the BFA, the Chair, facilities, or the Dean, you may be asked to leave the BFA program and return to the BA Major. Examples of concern include but are not limited to: using your studio or CAB for purposes that are not supported by the curriculum, being a danger to yourself or others, violating the high level of conduct towards others which include students/staff/faculty, repeatedly failing to meet with advising, achieving a GPA lower than 2.5, ceasing to participate in coursework, or enrolling in under 12 credit hours for repeated semesters.

## Reviews and Studio Visits

### Studio Visits

Studio Visits are the first opportunity in the semester for BFA students and studio faculty members to meet and establish an informal working dialog. These are particularly important for faculty and students who may not know each other or those who have yet to have an opportunity to talk to each other about new work, ideas, or plans.

These visits are an informal dialogue about ideas, sketchbooks, proposals, works in progress, materials, methods, influences, etc. This opportunity can be invaluable in realizing the full potential of the department's resources and identifying a major professor. Each student is encouraged to seek out faculty members they may not know personally or have yet to see lately to engage them in discussions about their work. Faculty members may be contacted via email and generally welcome appointments with students. **Students who are advancing are required to seek out studio visits to choose a Major Professor who will aid the student and provide feedback during the development of their Thesis project.**

## **Mandatory Walkthroughs**

Mandatory Walkthroughs are held once a semester at the CAB for students who have completed BFA Fundamentals or are currently enrolled. Students are required to come to CAB to work in their studios if they have them or work in the common areas.

Professors will walk around and provide feedback to students during this time. Students should be ready to show recent work, ideas, and writings; these interactions can function like studio visits and is an opportunity for students to make connections with Faculty. Walkthroughs are not graded, but participation is required.

## **Mandatory Reviews**

All students who are not advancing or in their Thesis semester are required to participate in mandatory reviews. A rotating faculty committee will evaluate your work and offer feedback. Be prepared to speak and answer questions about your work, and provide lists of artists you are researching and your artist statement. Students should be ready to show classwork, work outside of class, and experiments and work in progress. At this time, students who have personal studios are also evaluated for use by professors. Failure to attend Mandatory Reviews and communicate with the Director will result in the loss of studio use and, when necessary, removal from the BFA program.

## **AMC – 1: Advancement Reviews**

In AMC-1, students create a proposal of their thesis exhibition and present it before a committee of professors consisting of their Major Professor and rotating faculty. This is considered an application to graduate from the BFA Program, and a student must pass their review to be eligible to show in the Spring thesis exhibit. The purpose of the Advancement Review is for the student to organize their thoughts and goals toward the thesis exhibition. The student should use the Review to show faculty that they have done the necessary research and built the skills needed to fulfill their thesis exhibition. Students should be prepared to show ideas, research, processes, experiments, and related artworks that indicate to the committee that the student is prepared to create a thesis artwork that meets the program's expectations in concept development and craftsmanship. Installation/Gallery sketches and draft artist statements regarding the thesis project are expected.

The professor who teaches All Media Critique is there to assist students in preparing their advancement materials and should be used as a resource alongside a student's Major Professor.

## **Major Professor**

A BFA student's Major Professor should be a full-time faculty member and the head of a BFA student's thesis project. A Major Professor must be chosen during a student's advancement semester. The Major Professor will be chosen in consultation with the BFA student, the professor teaching AMC, and the BFA Director.

Before the Advancement Review:

Advancing students should have a major professor by the fourth week of the semester following a studio visit by that professor. Before the Advancement Review, both your major professor and the BFA All Media Critique course instructor should be consulted regarding the work to be presented. The All Media Critique course is in place to groom the student for this process. The major professor must sign the Advancement Review

Form. The review is only considered complete once a major professor has accepted the student and signed the form, indicating they will work with them through their Thesis Exhibition.

Following an advancement review, the faculty committee will ask the student to step out, and they will discuss and assess the student's progress privately. The student's major professor will inform the student that same day about their observations and make a recommendation for Advancement or Re-review.

## **Advancement Review Outcomes**

### **Successful Advancement Review**

When Advancement is successful, the candidate is expected to begin developing work for their BFA Thesis Project. The selected major professor will supervise this work as needed, in addition to the faculty member teaching the Thesis Project and Exhibition class. The student candidate is responsible for meeting all required deadlines for graduation and the exhibition. Failure to meet requirements and deadlines could result in a postponed graduation date.

### **Unsatisfactory Advancement Reviews and Re-reviews**

An unsatisfactory Advancement Review indicates that the student failed to demonstrate the quality independent studio research and productivity necessary for a successful Thesis exhibition. Students who receive an unsatisfactory Advancement Review must pass a Re-review before advancing to Thesis and Graduation. If a student receives an unsatisfactory Advancement Review, it is up to the student to adequately prepare for the re-review with their committee. A single date for re-reviews will be scheduled early in the next term during AMC -2.

Students who do not pass their advancement re-review cannot participate in the thesis exhibition.

De-installation follows the end of the Advancement Reviews. Failure to de-install on time will result in a grade reduction in the BFA All-Media Critique course.

### **AMC -2**

The All-Media-Critique class is taken for a second time without the writing requirements. If the student has passed advancement, the class is a studio critique course. If the student has failed advancement during AMC-1, the student can do a re-review during this course. Students must pass advancement to register for the thesis class.

### **Thesis Exhibition Class**

After successfully passing the Advancement Review, a student is eligible to participate in the thesis exhibition. Mandatory meetings, deadlines, and rules for graduating BFA students are handled within the BFA Thesis Project and Exhibition class. The BFA Director will coordinate with BFA Thesis Project and Exhibition instructors on exhibitions and promotion of graduation exhibitions. In addition to the Thesis Exhibition, students in their last semester of the BFA program must prepare an artist statement about their graduation work and submit it to the BFA Director prior to their graduation



exhibition. This is done in conjunction with the “Thesis Project and Exhibition” course and in consultation with the Major Professor.

## BFA Facilities and Resources

### **Carnaghi Arts Building (2214 Bellevue Way)**

The Carnaghi arts building (CAB) is an offsite FSU building which houses studios for the BFA, MFA, and professors. In addition, CAB has offices, classrooms and workspaces for Interior design and Theatre. As a BFA student, you will be eligible for a studio at this building and will have 24/7 access to this space. The BFA studios are composed of three different pods that are divided into 45 total studio spaces. There is an install space and communal spaces that can be used. The BFA computer lab has Mac computers and a printer, as well as some other devices such as a light table and a Wacom tablet. This building is also the location of the Phyllis Straus Gallery, the BFA run gallery. Mandatory reviews, advancement, and Critique classes are all held at this location.

### **Phyllis Straus Gallery**

The Phyllis Straus Gallery is a BFA run art gallery with rotating Co-Directors. The art gallery is a site for installation for the BFA and hosting student-curated shows of BFA, BA, and community artwork. Co-directors work together to promote, curate, handle art, and manage the gallery. The Phyllis Straus Gallery hosts BFA academic events such as reviews. The responsibility of the Co-Directors is to maintain the space and support the BFA program by assisting students with installation and teaching professional skills. To become a Co-Director, you must work with and shadow a current Phyllis Straus Gallery Co-Director for at least one semester. During one’s thesis semester, you are **HIGHLY ENCOURAGED** to step down from a Co-Director position to focus on your work.

## BFA Carnaghi Arts Studio Regulations

BFA studios are in the Carnaghi Arts Building (CAB) at 2214 BelleVue Way, Tallahassee, FL. A nurturing community is vital to one’s experience in the BFA program. Much of what you will learn will be from one another. It is essential to respect the spaces and needs of others. In this spirit, please follow these important rules to maintain a positive and creative work environment.

Studio space is a privilege, not a right. Any bodily harm, property damage, or general endangerment of others is considered a serious offense. Minor rule infractions will lead to warnings. The Department Chair and the BFA Director will review reports of repeated violations, which can lead to temporary or permanent loss of access.

At times, studio rules violations are also violations of the FSU Student Code of Conduct. In the event of those violations, the policies and procedures outlined in the Student Code of Conduct will be followed.

All problems with facilities or other students should be reported immediately.

## Building Access and Security

### Doors

Students must enter and exit through the main entrance. BFA students have swipe access to the Carnaghi Arts Building (CAB). All students must swipe into the building even when entering with a group. Students should only open the door for people with swipe access. All guests must sign in and out at the main entrance security desk.

All exterior doors are equipped with silent alarms that trigger when a door has been open for 5 minutes. Interior doors are fire-rated. In a fire, these doors will slow or contain the flames. No doors should ever be propped.

### Public Safety

At night, security guards are stationed at the main entrance. Students should leave for the day before the guard leaves (currently between 1 a.m. and 2 a.m., depending on the day).

FSU police make regular rounds at the building. If a police officer requests it, be prepared to show your FSU ID.

To summon FSU Police:

-call 850-644-1234

-call 911

-push any of the blue emergency buttons

-pull any of the blue alarm switches in or outside the building

All students should download the [SeminoleSAFE App](#)

### Transportation

Parking at CAB doesn't require a pass or fee. During football home games, parking spaces are restricted, but students are permitted to park along the curb.

Your FSU ID gives you free access to Tallahassee's StarMetro bus service and FSU's Seminole Express. The Seminole Express, blue, "Tomahawk" line services CAB. CAB is also on the Night Nole bus route which runs from 8pm to 3am, Monday through Saturday during Fall and Spring semesters. Bus schedules are available through the [TransLoc App](#).

Students can request a free late-night ride from S.A.F.E. Connection by calling 850-644-SAFE

## Building Regulations

### Restrictions

No smoking or vaping is permitted inside of CAB or any University property. [University Smoking Policy](#)

No weapons, alcohol, or drugs are allowed at CAB at any time. [University Alcohol Policy](#)

No pets or emotional support animals are allowed. [University Emotional Support Animal Policy](#)

No children are allowed

### General Space Rules

While working at CAB, students should not wander beyond their given spaces: the MFA PODs, the MFA woodshop, the MFA metal shop, and the MFA ceramics studio. Spaces belonging to Theatre or Interior Design are off-limits to BFA students.

No student may enter another's studio without express permission.

Do not move another student's artwork or property without permission.

Hallways must remain clear. Nothing can be stored in halls.

Use of CAB common spaces, hallways, building exterior, and atrium requires permission.

Use of POD common spaces is permitted, but all items, supplies, artwork, and furniture should be returned to your studio when you leave

Carts are located at the front of the building to help students transport art, furniture, and supplies. Nothing can be stored on carts. Items should be moved, and the cart must be promptly returned.

### Individual Studio Rules

The BFA Director and the Facilities Manager will inspect the CAB studios regularly. Those failing to meet compliance must bring their studios back into compliance or risk losing their studio.

Studios should be well maintained with sufficient space to move about. Safety regulations require a minimum 3 feet of egress.

Nothing should be affixed to the tops of studio walls. Nor should there be a ceiling or partial ceiling.

Ceiling tiles must remain in place and objects must be at least 18" from the ceiling. Small items (under 20 pounds) can be suspended from the tile grid.

Studios are provided for active production of work. Using studios for storage or housing is prohibited.

Extensions cords must be unplugged and rolled up when leaving the studio. Surge protectors may remain plugged in.

Students should use headphones when playing audio.

## **Waste Disposal**

Food cannot be stored or prepared in studios due to the risk of pests and rodents. All food should be stored and consumed in the MFA/BFA lounge. Students should write their name and the date on stored food. Cleaning the MFA/BFA lounge (including the fridge and microwave) is a student, not a staff, responsibility.

The dumpster in the parking lot must not be overfilled. If the lid cannot be closed, FSU Waste Management Services will not pick it up. Contact the Facilities Manager immediately if you see that the dumpster is near capacity.

## **Labs**

### **MFA/BFA Computer Lab**

The computer lab at CAB is available during studio hours. This computer lab is intended to support student art-making processes. The lab is not intended for outside work or general use computing. Software is limited in this computer lab. It is intended that students will augment computing needs by using computers labs at FAB or other FSU computer labs. Any documents stored on lab computers are saved at the student's own risk. Please provide your own storage device. The department requires all students to have their own laptops.

### **Lightbox**

This photo studio is for BFA and MFA use and is intended for photographic or video documentation. BFA's who reserve studio time are financially responsible for appropriately using the equipment and facility. Students who misuse the space will automatically lose all future access. On occasion, the staff of Lightbox will hold evening workshops to teach skills such as Artwork Documentation, Strobe Lighting, etc. Equipment checked out for usage **MUST STAY** in Lightbox unless prior arrangements are made in writing with the approval of the Photography Lab Manager **and** the Area Head of Photography

### **Sound Recording and Video Editing Suite**

This facility is available to all BFAs and MFAs. Recording equipment is not stored in the studio and must be checked out. Students are required to use their own external hard drives for data storage while working with this equipment. Any data stored on shared computers will be deleted at the end of each semester.

## Textiles Lab

Once complete, the textiles lab will be available to BFA and MFA students. Students should not touch looms containing in-process weavings. This space is a dry space. No wet/liquid media are allowed in the Textiles Lab at any time. Students are responsible for providing their own thread and bobbins for sewing machines.

## BFA Install Room

The BFA Installation Room may be checked out for up to 2 weeks. Students must plan to use this space as the check-out calendar fills up quickly. Students may use the space however they like during their scheduled use; however, the space must be returned or restored to its original state.

## Health and Safety

Work that compromises the safety of others or the integrity of others' work is not allowed within CAB. This includes spray painting, sanding, mixing cement, and other activities that should take place outside the building. No toxic materials can be used in studio spaces or labs.

The BFA studios do not allow any power tools beyond small hand-held equipment. Larger wood and metal work is to be done in the Fine Arts Building shops and not at CAB.

**No solvents, chemicals, or powders (such as plaster, stucco, or paint solvents) are to be put in the sinks or toilets, wet or dry!**

Students found responsible for damages caused by improper disposal will be required to pay for repairs.

Flammable materials must be stored in yellow flammable cabinets located in each POD.

If in doubt about disposal, contact the Facilities Manager or Safety Officer.

## Studio Move Out

Graduating students must remove their belongings and restore their studio to pristine condition. This includes removing nails from walls, filling and repairing holes, painting the walls white, and painting the floor gray. A signed Studio Clearance Form is a graduation requirement. Students who don't get clearance will have an academic hold placed on their account.

## Contacts

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## Studio Art Faculty

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## Contract

By signing this contract, the student acknowledges that they have received and read this information and agree to follow the rules and guidelines herein. The student acknowledges that failure to comply with BFA Carnaghi Arts Studio Regulations will lead to disciplinary action.

Student Name \_\_\_\_\_

Studio # \_\_\_\_\_

Email \_\_\_\_\_

Phone # (for studio emergencies) \_\_\_\_\_

Signature \_\_\_\_\_