

# **Program Handbook**

**College of Fine Arts  
University of New Mexico**

**Interdisciplinary Arts (BAIA)  
and  
Arts Leadership and Business (ALBS)  
Procedures, Requirements and Guidelines**

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## INTRODUCTION

The purpose of this handbook is to acquaint you with program policies and procedures important to your progress in the Interdisciplinary Arts Program (BAIA) and the Arts Leadership and Business Program (ALBS).

For information concerning degree programs and specific course requirements, consult the [UNM Catalog](#), available on the UNM website.

We hope that this handbook answers most of your questions. Be sure to contact the Director of the Interdisciplinary Arts Program or the College of Fine Arts Advisement Office should any other concerns arise. It is your responsibility to obtain the information you need. We look forward to serving and encouraging you as you embark on your quest for an undergraduate degree in Interdisciplinary Arts.

## GLOSSARY OF TERMS

**Academic Year:** The period that includes the Summer Session, Semester I (Fall) and Semester II (Spring).

**Areas of Focus:** The Bachelor of Arts in Interdisciplinary Arts degree is offered with two areas of focus (18 credits each) or three areas of focus (12 credits each). One of the areas of focus may be outside the College of Fine Arts. Half of the credits in each area of focus must be upper division credits. Only half of the credits in each area of focus can be transfer credits. **Areas of focus are not listed on the diploma.**

**Arts Leadership and Business Minor:** A Minor in Arts Leadership and Business. The ALBS Program offers an undergraduate minor or a graduate minor.

**BAIA:** Bachelor of Arts in Interdisciplinary Arts

**Classification:** Student classification is based on the number of credit hours completed: Freshman 0-25 hours, Sophomore 26-59 hours, Junior 60-92 hours, Senior 93+ hours.

**College:** An organizational unit of the University typically offering courses and curricula leading to a particular degree or degrees and supervising the academic progress of students working toward those degrees. The Interdisciplinary Arts Program is part of the College of Fine Arts (CFA).

**Credit Hour:** A credit hour is a unit of academic measurement that represents approximately one hour of classroom or direct faculty instruction per week over a 16-week semester, along with a reasonable amount of out-of-class student work. Some courses, including studios, internships, capstones, and labs, often require additional class meeting time.

**Curriculum:** A body of courses required for a degree or constituting a major field of study.

**Dean:** The administrative head of a college. The office of the Dean of the College of Fine Arts is located in the Center for the Arts. Dean Harris Smith is the current Dean of the College of Fine Arts.

**Department/Program:** A division of a college that offers instruction in a particular branch of knowledge. The Interdisciplinary Arts Program is within the College of Fine Arts.

**Director:** The administrative head of a Program. The Interdisciplinary Arts office is located in the Center for the Arts, Rm 3017. Katie Dukes Walker is the current Program Director.

**Elective:** A course that a student may study by choice. Courses from which an elective may be selected. A degree plan may specify a group of courses planned with appropriate advisement.

**First-Half or Second-Half Classes:** 8-week classes during Fall and Spring terms; 4-week classes during Summer term.

**Late-Starting Courses:** Courses offered between semesters, the majority of which start after the end of Fall semester and prior to the start of Spring semester.

**Prerequisite:** A requirement that must be met before a certain course can be taken. Prerequisites are listed in the UNM Catalog's course listings.

**Registration:** The act of enrolling in classes. A registration schedule is published in the Schedule of Classes, available online on LoboWeb.

**Semester:** An instructional period of ~16 weeks. UNM has a Fall Semester and Spring Semester. The Summer Semester is 8 weeks long.

**Scholarships:** There are currently no scholarships available in the Interdisciplinary Arts Program or Arts Leadership and Business Program. The College of Fine Arts may offer a selection of College Scholarships to CFA students.

## **ACADEMIC ADVISEMENT**

### **College of Fine Arts Advisement**

All students are responsible for preparing their class schedule each semester and for seeking academic advisement. It is recommended that you meet with advisement each semester so that a degree check can be done. Failure to seek advisement may prolong your studies and delay your graduation from the program in a timely manner. College of Fine Arts (CFA) advisors will advise students on their full degree. The Fine Arts Advisement Office is located in Room 1100 of the Center for the Arts. The main office number is 505-277-4817. You can contact advisement via email at [finearts@unm.edu](mailto:finearts@unm.edu). Advisement offers regular drop-in hours during the fall and spring semesters. Appointments can also be scheduled on Student Hub.

### **Faculty Undergraduate Advisor**

Katie Dukes Walker ([dukeskatie@unm.edu](mailto:dukeskatie@unm.edu)) is the faculty Undergraduate Advisor for Interdisciplinary Arts. She advises the areas of focus and core class requirements for the BAIA degree. She is available for consultation, and it is strongly encouraged for all students to meet with the faculty advisor each semester. Contact Katie via email to schedule an appointment.

## **Preparing Your Schedule**

Be sure to read all information relevant to your chosen degree program in the College of Fine Arts section of the UNM Catalog and in this handbook.

Enroll for courses in normal sequence. Students generally take lower division courses (1000/2000-level) before moving into upper division courses (300/400-level). Many courses have prerequisites that must be taken first. In addition, many courses are not offered every semester and may only be available every two years. Make appointments with the Fine Arts Advisement Team! They are here to assist you. Independent study courses (“Problems” courses) require approval from the Program Director and are strongly discouraged due to the inherent flexibility already built into the BAIA program.

## **DECLARING A MAJOR IN INTERDISCIPLINARY ARTS**

### **Pre-Major Status**

Students in the Interdisciplinary Arts Program will begin as pre-majors. Students are admitted as Interdisciplinary Arts majors after the successful completion of the following requirements:

- Fine Arts majors must meet with CFA academic advisors every semester.
- Holds are placed on the accounts of pre-majors to prevent them from registering for future semesters until they meet with CFA advisors.

**Students must meet with the BAIA faculty advisor to develop a Plan of Study** that includes two or three areas of focus in different disciplines. One area of focus may be outside the College of Fine Arts. The completed Plan of Study must be submitted to CFA Advisement for approval.

**Students must submit a 250-word essay for approval by the BAIA faculty advisor. The essay should:**

- Explain how the selected courses in the Plan of Study support the student’s academic goals
- Describe how the coursework aligns with the student’s professional objectives
- Demonstrate how the interdisciplinary structure provides stronger preparation for the intended career field than a traditional College of Fine Arts degree program

### **Admission to the College of Fine Arts**

Students may be admitted to the College of Fine Arts as declared majors after meeting the following requirements:

- Completion of at least 26 credit hours
- A cumulative GPA of 2.5 or higher
- Completion of or exemption from **ENGL 1110** (or ENGL 1110Y or ENGL 1110Z)
- Demonstrated competency in Mathematics through one of the following:

- Completion of **MATH 1215Y** or a General Education Mathematics course with a grade of C or better
- Placement into a General Education Mathematics course through ACT, SAT, or ACCUPLACER
- Completion of at least 12 credit hours in the major area with a minimum 2.5 GPA
- An approved Plan of Study on file

### **FA 496: Interdisciplinary Arts Capstone**

This course is required to complete the Bachelor of Arts in Interdisciplinary Arts Degree. Interdisciplinary Arts Capstone is a collaborative capstone and should be completed during the semester a student plans to graduate. Prerequisites for this course are FA 187: Introduction to Interdisciplinary Arts (3) and FA 395: Topics in Arts and Community (3 credits).

## **PROGRESS TOWARD INTERDISCIPLINARY ARTS DEGREE**

The Interdisciplinary Arts Degree consists of a minimum of 120 hours and is designed to be completed in four years of study. However, the Interdisciplinary Arts Program recognizes that some circumstances often lead to students taking longer to complete all degree requirements. Nevertheless, it is expected that every BAIA major makes adequate progress toward completion of this degree program.

To demonstrate adequate progress, a student must:

A grade of a C or better (not a C-) is required of courses that satisfy major or minor course requirements. A C or better grade or CR grade is required in all general education courses.

## **ARTS LEADERSHIP AND BUSINESS PROGRAM (ALBS)**

### **Introduction**

The ALBS program offers an undergraduate and graduate minor in Arts Leadership and Business. Students from all majors are eligible to declare their Arts Leadership and Business (ALBS) undergraduate or graduate Minor. ALBS courses explore a multitude of fascinating career paths within the creative economy. From building basic business skills to financial management, social media, business planning, leadership, fundraising, entrepreneurship, and non-profit arts administration. The program covers a wide range of topics as they relate to all the disciplines in the arts. Our diverse faculty prepares students to be successful in their chosen for-profit and/or non-profit field. The ALBS minor culminates with an Internship Program providing students with opportunities to develop professional skills and build an enduring network with our community arts partners.

### **Declaring an ALBS Minor**

Students can declare an ALBS minor by contacting their major advisor. College of Fine Arts Students can contact CFA advisement for assistance ([Finearts@unm.edu](mailto:Finearts@unm.edu)).

## **ALBS Minor Degree Requirements**

Full ALBS Undergrad and Graduate Minor degree requirements/progress sheets can be found on the UNM ALBS website.

The undergraduate minor is 18 credits.

The graduate minor is 15 credits. To fulfill UNM graduate student requirements, graduate students must complete additional assignments within ALBS courses.

<https://finearts.unm.edu/academics/degrees/minor-in-arts-leadership-and-business/>

## **ALBS Internship Capstone**

- Students must be a declared ALBS minor to take ALBS internship.
- Students must complete all required pre-requisites for ALBS internship.
- Students must be at or near the end of completing the ALBS minor.
- Students must schedule a meeting with ALBS director, Katie Dukes Walker ([dukeskatie@unm.edu](mailto:dukeskatie@unm.edu)) ONE semester in advance of taking ALBS internship. During this meeting, students will discuss the internship requirements, internship placement procedure, internship interview process, etc.
- Prior internship or work experiences cannot count towards ALBS internship.
- Students must register for ALBS 495: Internship.

## **ALBS Internship is twofold and must be completed at the same time**

- A class that meets twice a week ALBS 495: Internship.
- A practical internship in Arts Administration (150 hours total for one semester).

## **ALBS Arts Career Fair**

The Arts Leadership and Business Program hosts an arts career fair each year. This fair offers an opportunity for students to connect with professional arts organizations, explore employment openings, internship opportunities, capitalize on networking opportunities, and gain feedback on resumes/CVs.

## **COURSE FEES**

All courses in the College of Fine Arts have a Fine Arts Technology Fee that is charged per credit hour. All courses with an FA or ALBS prefix are also subject to a course fee. Additional special fees, depending upon the needs of the course, may also be charged, and are noted in the Schedule of Classes each semester (fees may be viewed by clicking on the course title).

## **USE OF FACILITIES AND EQUIPMENT**

Please respect the building and equipment in the various classrooms. Our facility belongs to everyone. Please help to take care of it. Responsible use of the building means refraining from activities that damage the facilities. Throw away your own trash—don't make others clean up after you. Please make the Interdisciplinary Arts Office aware of any problems you encounter—

burned out lights, repairs needed, etc. You may send an email to Katie Dukes Walker with any issues ([dukeskatie@unm.edu](mailto:dukeskatie@unm.edu)).

### **Removal of Equipment**

The equipment in the building belongs to individual Departments and is intended for use by ALL students. It is not for your personal use at home or in your dorm room or apartment. Theft of department property will necessitate higher course fees to cover its replacement and could also result in legal prosecution.

### **Security Issues**

Notify the Interdisciplinary Arts Office immediately of any security problems—security doors not working, for example. Call Campus Police 505-277-2241 for serious immediate problems or threatening situations. For security reasons, the CFA, many departments in the CFA and buildings around campus have controlled access systems. Building security has improved significantly since the installation of this card system. However, the system depends upon you to make it work. Do not leave the security doors propped open; an alarm will sound if a door is kept open too long. Do not allow unauthorized persons into the secure area. If you believe someone without proper authorization has gained access to the area, notify the administrative office for that unit or campus police. Be careful of your belongings. Do not leave valuables or other equipment unattended anywhere in UNM buildings.

### **Lost and Found**

Lost and found is now located in the College of Fine Arts Dean's Office, Rm. 1017. Please take any items that you find to that office.

## **MISCELLANEOUS INFORMATION**

### **Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. For more information on UNM attendance policies, please refer to [UNM Pathfinder](#) and individual course syllabi.

### **Email**

It is the responsibility of UNM students to check their UNM email each day. For UNM related business, students must use their UNM email.

### **Semester Deadline Dates**

It is the student's responsibility to be aware of and meet Semester Deadline Dates. These dates affect fees, refunds, residency decisions, timelines for making registration changes, withdrawal

records, and grades. Finals Week, break periods, and holidays, are also noted here. Start, end, and semester deadline dates may vary and are shown by parts of term. College of Nursing and School of Law (Spring and Summer terms only) operate on different schedules, so their deadline dates are different from those for Main Campus. If you have questions about which Semester Deadline Dates apply to you, please check your course schedule and reach out to your Advisor. This information can be found at the [UNM Office of the Registrar](#).

### **Resolving Grade Disputes**

The UNM Student Grievance Procedure and the Graduate Student Grievance Procedures are available in the UNM Student Handbook The Pathfinder.

### **Resolving Other Matters**

All matters related to student conduct and rights can be found in the UNM Student Handbook, The Pathfinder. Students who are experiencing conflicts with faculty, staff, or other students in the CFA should follow the following policy and procedures.

- If you are comfortable doing so, please discuss your concerns with the other party first.
- If you are not comfortable taking this action, or if you have done so and no change of behavior has been made, please make an appointment with Program Director, Katie Dukes Walker, she will assist you in addressing these matters. If you have a complaint regarding the Program director, or you would prefer to speak to someone other than Director Katie Dukes Walker, you may contact the College of Fine Arts Associate Dean for Students.
- Your conversations with these administrators may remain confidential (to the extent possible), but as mandatory reporters, they are obligated to report Sexual Harassment and Title IX issues to the University.
- If it is believed that behaviors such as bullying, verbal bullying, or threatening actions that do not align with the Respectful Campus Guidelines in C09 of the Faculty Handbook, have occurred, the Program Director will proceed with the procedures laid out in addressing C09 Violations. In such instances the Program Director will attempt an informal resolution first. If an informal resolution is not successful, then a formal investigation and process will ensue. This is laid out in the Faculty Handbook and the University Administrative Policies Manual.
- If you wish to file a completely anonymous report, you may do so using the Ethics Point Link.

### **Academic Dishonesty**

[The Pathfinder - UNM Student Handbook](#) contains the University's Policy on Academic Dishonesty, as well as the procedure for addressing instances of academic dishonesty, such as cheating or plagiarism. The latter is described in Article 3 of the Student Grievance Procedure. More details on Dishonesty in Academic Matters can be found there.

**Snow Days**

UNM uses several methods of communication to alert the campus community with specific information about the Albuquerque campus regarding weather-related closures and delays including text and email announcements, local television, radio and social media. Additionally, UNM's "Snow Hotline," 277-SNOW, can also be used by the campus community including faculty, staff and students regarding a weather-related closure and/or delay. To receive notifications and emergency communications by email and/or SMS, sign up [here](#).

Note: UNM does not announce closures that affect Continuing Education when the UNM Main Campus is closed. If Sunday classes are canceled, you will be notified.

**Delays**

In the event UNM announces a two-hour delay, any morning class scheduled to begin before 10:00 am will begin at 10:00 am. Afternoon and evening classes will run as scheduled.

**Cancellations**

In the event that UNM announces a closure, all classes are canceled for the duration of the closure (including live online classes).

**Early Closures**

In the event that UNM announces an early closure to the business day, afternoon classes will be allowed to leave early and evening classes will be canceled.