

**GRADUATE STUDENT HANDBOOK**  
**Kress Foundation Department of Art History**  
**The University of Kansas**  
Current for Fall 2020

All students should attempt, whenever possible/appropriate, to follow the guidelines set forth in the most current handbook.

\*Handbook for students who enrolled fall 2014: [2014 Archived Handbook](#)

\*Handbook for students who enrolled fall 2013 and before: [2012 Archived Handbook](#)

This Graduate Student Handbook consolidates information established by many sources in an effort to help the art history graduate student understand the rules and regulations pertinent to the degrees offered. This handbook is designed for current, accepted, and prospective students and provides information regarding requirements for the M.A., Accelerated M.A., M.A./Ph.D., and Ph.D., comprehensive exam and dissertation procedures, Graduate School time limits, financial aid, procedures for evaluating graduate student performance, and student grievance procedures.

If a question is not answered here, or if clarification or further explanation is needed, students should see the Director of Graduate Studies (DGS) or the Graduate Advisor for East Asian Art, as appropriate, the department chair, or their Ph.D. advisor. (Throughout this handbook “appropriate graduate advisor” typically refers to the DGS, for students studying European and American/Global Modern and Contemporary art, and/or the Graduate Advisor for East Asian Art, for students studying East Asian art history)

**It is the graduate student’s responsibility to know and observe all regulations and procedures relating to their graduate-degree program. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the requirements, regulations, procedures, and deadlines. Responsibility for following all policies and meeting all requirements and deadlines of graduate programs and Graduate Studies rests with the student.**

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## UNIT DIRECTORY

- [Dr. David Cateforis](#)  
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[Faculty Directory](#)

[Affiliate Faculty Directory](#)

[Emeritus Faculty Directory](#)

[Staff Directory](#)

[Current Graduate Student Directory](#)

## **Other Key Offices at KU:**

Your unit's Director of Graduate Studies or Graduate Academic Advisor is your first stop for any questions related to graduate study or requirements. If you would like to research an issue in advance of speaking with your department or if you still have questions, the following offices can provide assistance:

### **[College Office of Graduate Affairs \(COGA\)](#)**

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

COGA reviews all [student petitions](#) of University and College policy, issuing decisions on behalf of the College or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [enrollment](#), [graduate credit](#), [leaves of absence](#), and [time limit extensions](#).

COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

### **[Office of Graduate Studies](#)**

Graduate Studies is the office of the Vice Provost for Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study and offers various programs for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#). The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate Studies.

### **[Office of the Registrar \(OUR\)](#)**

Contact OUR for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

### **[Financial Aid](#)**

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship award, loans, and FAFSA.

### **[International Student Services \(ISS\)](#)**

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

### **[Center for Teaching Excellence \(CTE\)](#)**

CTE is a University office dedicated to assisting instructors and GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors and GTAs to the pedagogical technology available at the University and help them develop new approaches to teaching. CTE specialists work with instructors and GTAs individually, and also offer a diverse array of workshops and discussions.

## **DEGREE TRACKS**

The graduate program of the Kress Foundation Department of Art History awards the M.A. and the Ph.D. degrees with concentrations in European and American Art/Global Modern and Contemporary Art history or East Asian Art history.

The [M.A.](#) provides students with a broad and deep knowledge of the visual arts, as well as study of the basic concepts, theories, and methods of the discipline. The M.A. may be pursued as a terminal degree or as preparation to petition for doctoral studies at KU or to apply elsewhere.

The [Accelerated M.A.](#) program enables qualified KU students to earn a Bachelor's degree in art history and count 12 hours of 500-level-or-above coursework in the major completed in Year 4 of study for both the Bachelor's and M.A. degrees. The M.A. degree is completed in Year 5.

*\*Only current KU undergraduate students are eligible to apply to the Accelerated M.A. program.*

The [Combined M.A./Ph.D.](#) is a streamlined degree track intended for students who want to pursue the Ph.D. in art history at KU, but who do not yet hold the M.A. degree in art history. The Combined M.A./Ph.D. student is expected to complete fewer post-M.A. course credit hours than the student who does not pursue this combined track.

The [Ph.D.](#) is intended for students who hold the M.A. degree in art history.

Requirements for these degrees have been established by the department as well as by Graduate Studies and the College of Liberal Arts and Sciences.

## **M.A. PROGRAM IN ART HISTORY**

*The following information is relevant for M.A. and Combined M.A./Ph.D. students*

[M.A. Program Timeline](#) | [Combined M.A./Ph.D. Program Timeline](#)

### **Statement of Purpose**

The M.A. programs in European and American Art/Global Modern and Contemporary Art history and in East Asian Art history provide students with a broad and deep knowledge of the visual arts, as well as study of the basic concepts, theories, and methods of the discipline in those respective fields.

The M.A. degree may be considered either as an end in itself or as preparation for subsequent specialized doctoral studies.

### **Admission**

To apply for **fall admission** into the M.A., M.A./Ph.D., or Ph.D. program, please submit all application materials no later than **January 15**.

To apply for **spring admission** into the M.A., M.A./Ph.D., or Ph.D. program, please submit all application materials no later than **October 15**.

*Current KU undergraduates interested in the Accelerated M.A. program should follow the application requirements in the [Accelerated M.A. section](#) of the handbook*

*The department also accepts applications for graduate non-degree-seeking student status. If a student wishes to apply for non-degree-seeking status, they must submit the application materials listed on the department's [website](#).*

### **Application Materials & Procedures**

The Kress Foundation Department of Art History requires the following application materials:

1. A completed [online graduate application](#).  
*In the application, you will be asked to select either the European and American Art/Global Modern and Contemporary Art history or East Asian Art history concentration.*
2. Three letters of recommendation (preferably from professors). You will be asked to enter the names and e-mail addresses for three recommenders while completing the online application. Your recommenders will automatically receive an e-mail requesting their letters when you submit the application. It is not necessary for your recommenders to send hard copies of their letters to the department if they submit their letters

electronically. Should a recommender feel uncomfortable with the online submission process, please contact the [Graduate Academic Advisor](#) for more options.

3. Graduate Record Examination (GRE) score [KU's code is: 6871] you should request that official GRE scores be sent to the University of Kansas by ETS.

*Please note: GRE scores that are five or more years old as of the application due date will not be accepted. If your GRE scores are five or more years old, you should retake the GRE in time for the new scores to arrive before the application deadline.*

4. Please attach the following required items to the online graduate application:
  - A list of art history courses taken in chronological order and including (1) the number of credit hours (2) instructor's name (3) grade received. Note: Applicants typically have completed no fewer than 18 credit hours of art history coursework.
  - Resumé or curriculum vitae
  - A statement of personal and educational interests and career objectives; not to exceed 750 words. Please address how the graduate program in Art History at KU would help you to achieve your goals.
  - A writing sample (preferably an art history paper) of no more than 8-20 pages of text (not including the bibliography, endnotes, and images)
  - A copy or scan of [official transcripts](#) of all post-secondary education. Copies of official transcripts should be uploaded directly to the online application. If admitted, applicants will be required to submit official, sealed transcripts directly to the Office of Graduate Admissions within the first semester of enrollment in the program.

*\*Please watch the video about transcripts on Page 6 of the online application before uploading scans of your transcripts*

For additional information on all application requirements, please visit the [Admissions](#) portion of our website. Any questions regarding the application process may be directed to the [Graduate Academic Advisor](#).

#### Non-Native Speakers of English

The Office of Graduate Studies requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency. Please review the Graduate Studies' [Policy on English Proficiency Requirements for Admission](#) for more information regarding University requirements for providing proof of English proficiency.

## Provisional Admission

On rare occasions, the department may recommend an applicant who does not meet the University's minimum requirements for provisional admission. This may occur, for example, if a student's overall undergraduate GPA is deficient but the major GPA, GRE scores, and writing sample suggest strong potential for success in graduate study. All recommendations for provisional admission are contingent on approval by the College and University.

To continue in the program, students admitted provisionally must meet any additional requirements placed on them upon admission by the Director of Graduate Study.

Please view Graduate Studies' [admissions policy](#) for additional information on regular and provisional admission.

## Program Requirements

The program for the M.A. degree for both M.A. and Combined M.A./Ph.D. students in Art History requires a total of 30 hours of graduate coursework. A maximum of nine of the 30 hours may be taken outside the department with approval of the DGS or appropriate graduate advisor. Students are advised individually by the appropriate graduate advisor to determine their program of study.

**M.A. students studying European and American Art/Global Modern and Contemporary Art** must take at least one art history course numbered 500 or above in three of the following four areas:

1. 400-1400: Europe, the Mediterranean, or Near East
2. 1300-1700: Europe, the Mediterranean, or Near East
3. 1700-1900: Europe or America
4. Post-1900: Global Modern and Contemporary Art (Europe, the Americas, Africa, Asia and the Middle East)

\*If a course falls into two or more areas of study, it will count only for one. The student must designate for which area of study the course will count. In the case of a seminar, the topic of the student's paper will determine which area will be fulfilled by the course.

Of the required ten courses, at least six must be art history graduate seminars (700 level or above); of the six, at least two must be numbered 800 level or above.

**M.A. students studying East Asian Art** should take a balanced distribution of graduate level (500 level or above) courses in Chinese, Korean and Japanese art history. Of the required ten courses, at least five must be art history graduate seminars (700 level or above); of the five, at least two must be numbered 800 level or above.

## Foreign Language Requirement

Graduate students in art history are expected to have a reading knowledge of one appropriate foreign language (see below for specific details for students studying European and American/Global Modern and Contemporary art and East Asian art). Note that a native speaker of a language other than English may use the native language to fulfill a language requirement only if the language is considered to be an appropriate research tool for that student's program of study. Proficiency must be demonstrated before the M.A. comprehensive exam may be taken. Foreign language courses numbered below 500 will not count towards the 30-credit M.A. requirement; those numbered above 500 may count.

### **For students studying European and American Art/Global Modern and Contemporary Art history:**

A modern European language typically constitutes an appropriate foreign language.

Reading knowledge may be demonstrated in one of two ways: by passing a proficiency exam or by enrolling at the appropriate level in a foreign language and completing the fourth semester course with a grade of B or better. (Undergraduate coursework does not count.) Language proficiency exams will be scheduled by the Art History Department during the week before classes begin each semester. Students are expected to take the proficiency exam or to enroll in the appropriate level of a language course during their first semester in the program. For the proficiency exam, which lasts 1.5 hours, the student will be expected to translate, with the aid of a paper dictionary, a passage of art historical writing in the foreign language. The translation will be graded on its overall accuracy.

### **For students studying East Asian Art history:**

Chinese, Korean, or Japanese typically constitute an appropriate foreign language.

Reading knowledge may be demonstrated in one of three ways: by completing the fourth-semester course of an appropriate language with a grade of B or better (undergraduate coursework does not count), by being a native speaker of one of the relevant languages, or by passing a proficiency exam administered by the Art History Department.\*

*\*Note that is it uncommon for students to fulfill the East Asian language requirement by taking the proficiency exam offered by the Art History Department. In most cases, students who are not native speakers of one of the relevant languages need to enroll in the appropriate level of language course in their first semester. Please contact the East Asian Languages and Cultures Department to schedule a placement exam to determine the level of language course in which to enroll.*

Language proficiency exams will be scheduled by the Art History Department during the week before classes begin each semester. For this exam, which lasts 1.5 hours, the student will be expected to translate, with the aid of a printed dictionary, a passage of art historical writing in the foreign language. The translation will be graded on its overall accuracy.

## Time Limits to Complete Master's Degree

M.A. students are expected to complete the requirements for the degree in two to two-and-a-half years. Students who pursue the degree part time or have extenuating circumstances have no more than seven years to complete all requirements for the degree.

Related Policies:

- [Master's Degree Time Constraints](#)

## M.A. Thesis Option

A student may write a thesis in the final year of M.A. enrollment provided a member of the graduate faculty accepts responsibility for supervising the thesis, which normally develops from a previously written seminar paper. The student must enroll for three hours in HA 899 while working on the thesis. Thesis hours do not count as 800 or 900 level seminar hours and must be taken in addition to the required 800 or 900-level seminars. No more than three thesis hours may be counted toward the thirty required for the degree.

The thesis, with a recommended maximum length of 50 pages, is intended to reflect a high quality of research and writing. Three faculty members (the supervisor and two others knowledgeable in the area) must read and approve the thesis.

The thesis must be submitted to the advisor by the tenth week in the semester of the expected graduation in order to meet the College of Liberal Arts and Sciences graduation deadline. See the [CLAS graduation calendar](#) on the COGA website for specific deadlines.

## M.A. Examination Option

### 1. Timing of the M.A. Examination

The M.A. examination is offered three times per year: in August and January, during the week prior to the beginning of classes, and on Stop Day in May. Students should take the examination either at the beginning of the semester during which all other requirements (30 credit hours of coursework) will be completed or at the end of their final semester of coursework in May.

Full-time students are expected to complete the exam no later than their fifth semester of enrollment in the M.A. program. If a full-time student does not complete their M.A. exam by their fifth semester, a degree completion contract must be created in consultation with and approved by the Director of Graduate Studies for the student to remain in good standing in the program. Should the student not fulfill the terms of the degree completion contract, they will be placed on [probation](#) and will be expected to pass the exam when it is next offered.

A student must be enrolled according to the CLAS policy on [M.A. enrollment](#) in order for the exam to count toward the completion of their degree.

## 2. Grading of the M.A. Examination

The M.A. exam is graded independently by three faculty readers without knowledge of the student's identity. Each essay will be graded for its accuracy, clarity, ingenuity, and cogency.

Each faculty member will assign individually a grade of "honors," "pass," or "fail" to each essay. The overall grade of each essay will be determined by the majority of the grades assigned by the three faculty readers. Only the overall result of the exam will be communicated to the student.

The student must pass both essays to pass the exam. Both essays must receive honors for the student to pass the exam with honors. Any student who fails the exam is expected to take the entire exam again the next time that it is offered. Note that during this time, the student must continue to follow enrollment guidelines established by Graduate Studies. A second failure of the exam will result in the student's dismissal from the program.

3. Separate exams will be given in European and American/Global Modern and Contemporary art and East Asian art (see below).

### **For students studying European and American Art/Global Modern and Contemporary Art history**

#### I. Exam Format

The student will write answers to two essay questions. The student will have two hours to respond to each question. There will be a lunch break between the two parts of the exam.

The two questions will be chosen randomly from the six essay questions below. The student will have had access to the six essay questions from the time they entered the M.A. program. The student will be made aware of each question only upon beginning each part of the exam.

For each essay, the student will select and employ at least two and no more than three examples of art or visual culture from three of the four areas of study defined by the European and American Art/Global Modern and Contemporary Art M.A. distribution requirements (for a total of six to nine examples).

- a. 400-1400: Europe, the Mediterranean, or Near East
- b. 1300-1700: Europe, the Mediterranean, or Near East
- c. 1700-1900: Europe or America
- d. Post-1900: Global Modern and Contemporary Art (Europe, the Americas, Africa, Asia and the Middle East)

The student is expected to incorporate discussion of the relevant art-historical scholarship and/or debates.

The successful essay will respond thoughtfully to the question and present examples that display the student's breadth and depth of art-historical knowledge.

## II. Possible Exam Questions

1. Discuss the changing conceptions of the **portrait and/or self-portrait**
2. Discuss changing representations of the **human body**.
3. Discuss changing conceptions of the **landscape**.
4. Discuss changing conceptions of **space/spatial organization**.
5. Discuss changing representations of **everyday life**.
6. Discuss the ways in which visual culture engages (directly or indirectly) with ONE of the following: **politics, history, or religion**.

### For students studying East Asian Art history:

#### I. Exam Format

The student will write answers to two essay questions. The student will have two hours to respond to each question. There will be a lunch break between the two parts of the exam.

The two questions will be chosen randomly from the six essay questions below. The student will have had access to the six essay questions from the time they entered the M.A. program. The student will be made aware of each question only upon beginning each part of the exam.

For each essay, the student will select and employ at least three and no more than five examples of art or visual culture from the following countries: Korea, Japan, and China. Each essay must include examples from at least two of these three countries. At least one example from each of the countries must appear in the exam as a whole (the two essays together). At least two examples in each essay must date to before 1900 CE.

The successful essay will respond thoughtfully to the question and present examples that display the student's breadth and depth of knowledge of East Asian art history.

#### II. Possible Exam Questions

1. Discuss changing conceptions of the **portrait and/or self-portrait**.
2. Discuss changing representations of **landscape**.
3. Discuss different examples of **site-specific art and architecture**.
4. Discuss changing representations of **everyday life**.
5. Discuss ways in which visual culture engages (directly or indirectly) with **politics**.
6. Discuss ways in which visual culture engages (directly or indirectly) with **religion**.

## **PETITION FOR CONTINUATION IN THE Ph.D. PROGRAM**

All M.A., Accelerated M.A., and M.A./Ph.D. students who wish to be considered for admission to the Ph.D. program must complete and sign the Petition for Continuation in the Ph.D. Program, which will be distributed and collected at the M.A. Exam. Normally, a GPA of 3.5 or better is required for a Petition to be successful. The student must pass the M.A. Exam in order for the Petition to be considered at the next scheduled faculty meeting. Decisions regarding Petitions submitted at the May M.A. Exam will be conveyed to the student within approximately two weeks.

The student will indicate on the Petition the name of the faculty member who has agreed to serve as a potential major field advisor.

If the Petition is approved and once M.A. requirements have been completed, the student will automatically be entered into the Ph.D. program and will be expected to maintain enrollment as per Graduate Studies guidelines.

Students who indicate on the Petition that they do not wish to be considered for admission to the Ph.D. program at the time of the M.A. Exam will need to reapply for admission to the art history graduate program if they would like to return in the future.

Please see [Appendix 1](#) of this document for a sample petition.

## **SUMMARY OF MASTER'S DEGREE REQUIREMENTS**

**European and American Art/Global Modern and Contemporary Art M.A. candidates should complete:**

30 graduate hours (i.e., 500-900-level courses), with an overall GPA of 3.0 or better. These hours are to include:

- a. One 3-hour course in each of the required distribution areas (see [M.A. program requirements section](#)).
- b. 21 hours of 700-or-higher-level seminars, 6 hours of which must be taken at the 800 level or higher.

**East Asian Art history candidates should complete:**

30 graduate hours (i.e., 500 or higher level courses), with an overall GPA of 3.0 or better. These hours are to include:

- a. A balanced distribution of 500 or higher level courses in Chinese, Korean, and Japanese art.
- b. 15 hours of 700 or higher level seminars, 6 hours of which must be taken at the 800 level or higher

**All M.A., Accelerated M.A., and Combined M.A./Ph.D. students must pass the M.A. degree comprehensive exam.**

**Students must complete all M.A. requirements, including the 30 hours of coursework, by the end of the term in which they take the M.A. exam.**

**All students are responsible for familiarizing themselves with all College graduation requirements. These can be found on COGA's [Master's Degree Checklist webpage](#).**

## **M.A. PROGRAM TIMELINE**

### **Year 1:**

Fall Semester:

- Enroll in 3 courses (GTAs, GRAs, and GAs may enroll in 2 or 3 courses)
- Take foreign language proficiency exam when it is offered in August
- Enroll in appropriate level of foreign language course if requirement was not fulfilled with proficiency exam

Spring Semester:

- Enroll in 3 courses (GTAs, GRAs, and GAs may enroll in 2 or 3 courses)
- Enroll in appropriate level of foreign language course if requirement is not fulfilled

Summer:

- Enroll in appropriate level of foreign language course if requirement is not fulfilled

### **Year 2:**

Fall Semester:

- Enroll in 3 courses (GTAs, GRAs, and GAs may enroll in 2 or 3 courses)
- Enroll in appropriate level of foreign language course if requirement is not fulfilled
- Students completing MA degree requirements in 2 years, prepare to take the M.A. exam when it is offered in January or May (See [M.A. Examination](#) section of handbook)

Spring Semester:

- Students completing M.A. degree requirements in 2 years, take the M.A. exam when it is offered in January or May (See [M.A. Examination](#) section of handbook)
- Complete any necessary coursework
- Enroll in 3 courses (GTAs, GRAs, and GAs may enroll in 2 or 3 courses)
- Enroll in appropriate level foreign language course if requirement is not fulfilled

**For students completing M.A. degree requirements in 2.5 years**

Summer:

- Prepare to take the M.A. exam when it is offered in August (See [M.A. Examination](#) section of handbook)
- Enroll in appropriate level foreign language course if requirement is not fulfilled

### **Year 3:**

Fall Semester:

- Students completing M.A. degree requirements in 2.5 years, take the M.A. exam when it is offered in August (See [M.A. Examination](#) section of handbook). Complete any remaining M.A. coursework. If continuing in the Ph.D. program, begin Ph.D. coursework

## **COMBINED M.A./Ph.D. PROGRAM TIMELINE**

*\*Students who received the History of Art M.A. degree from KU should also follow this timeline.*

### **Year 1:**

Fall Semester:

- Enroll in 3 courses (GTAs, GRAs, and GAs may enroll in 2 or 3 courses)
- Take foreign language proficiency exam when it is offered in August (if applicable)
- Enroll in appropriate level of foreign language course if requirement was not fulfilled with proficiency exam

Spring Semester:

- Enroll in 3 courses (GTAs, GRAs, and GAs may enroll in 2 or 3 courses)
- Enroll in appropriate level of foreign language course if requirement is not fulfilled

Summer:

- Enroll in appropriate level of foreign language course if requirement is not fulfilled

### **Year 2:**

***By this point, M.A./Ph.D. students should enroll in 3 courses regardless of GTA, GRA, or GA appointment.***

Fall Semester:

- Enroll in 3 courses
- Enroll in appropriate level of foreign language course if requirement is not fulfilled
- Prepare to take M.A. exam when it is offered in January or May if on track and completing M.A. degree requirements in the spring (See [M.A. Examination](#) section of handbook)

Spring Semester:

- Complete M.A. degree requirements and take the M.A. exam when it is offered in January or May (See [M.A. Examination](#) section of handbook)
- Enroll in 3 courses

### **Year 3:**

Fall Semester:

- Enroll in 3 courses

Spring Semester:

- Enroll in up to 3 courses
- Submit Doctoral Program of Study Petition and establish Ph.D. comprehensive exam dates with advisor
  - See [Preparing a Doctoral Program of Study Petition](#) section of handbook
  - See [Ph.D. General Comprehensive Exam](#) section of handbook

Summer:

- Study for comprehensive exam

#### **Year 4:**

Fall Semester:

- Take comprehensive exam as close to the start of the semester as possible
- Establish contract with advisor
- Enroll in HA 999 hours- must enroll in minimum of 6 hours to comply with the [post-comp enrollment policy](#)
- Submit Dissertation Proposal- due within three months of the successful completion of comps (See [Dissertation Proposal](#) section of handbook)

Spring Semester

- Establish contract with advisor
- Enroll in HA 999 hours- must enroll in minimum of 6 hours to comply with the [post-comp enrollment policy](#)
- Submit Dissertation Proposal if you have not already done so

Summer:

- Establish contract with advisor
- *OPTIONAL* – Enroll in HA 999 hours- summer enrollment is not required

#### **Year 5:**

Fall Semester:

- Establish contract with advisor
- Enroll in HA 999 hours- you may enroll in the number of hours required to fulfill 18 (If you have already completed 18 hours prior to this semester, you may drop down to as few as 1 hour of HA 999)

#### **For Remainder of Program:**

- Establish contract with advisor each semester
- Enroll in HA 999 hours each semester- summer enrollment is optional
- Begin process of scheduling defense no later than the beginning of the semester in which you intend to graduate (See [The Final Oral Examination](#) section of handbook)

## ACCELERATED M.A. PROGRAM

The Accelerated M.A. program enables qualified KU students to earn a Bachelor's degree in art history and count 12 hours of 500-level-or-above course work in the major completed in Year 4 of study for both the Bachelor's and M.A. degrees. The M.A. degree is completed in Year 5.

The program has two tracks, one leading to an M.A. in European and American Art/Global Modern and Contemporary Art history and one leading to an M.A. in East Asian Art history.

The M.A. may be pursued as a terminal degree or as preparation to petition for doctoral studies at KU or to apply elsewhere.

Only current KU undergraduate students are eligible to apply to the Accelerated M.A. program. If you are not a current undergraduate student at KU, please review the M.A., M.A./Ph.D., and Ph.D. program webpages.

### Application Deadline

Careful course selection and steady progression through the undergraduate career is necessary to ensure all requirements for both the B.A. and M.A. degree may be completed within the 5-year time-frame. All prospective students should discuss their interest in admission to the Accelerated M.A. program with both the Undergraduate Advisor and the DGS no later than the first semester of the student's Junior year.

Prospective students must apply to the Accelerated MA program in the **second semester of their Junior year**. The following requirements must be met by this time:

- Major GPA of at least 3.25 and cumulative GPA of at least 3.00;  
On track to complete all requirements for a B.A. degree in History of Art from KU by the spring semester of the Senior year

### Required Application Materials

- Two letters of recommendation (preferably from professors in the major). You will be asked to enter the names and e-mail addresses for two recommenders while completing the online application. Your recommenders will automatically receive an e-mail requesting their letters when you submit the application. It is not necessary for your recommenders to send hard copies of their letters to the department if they submit their letters electronically.
- Résumé or curriculum vitae

- A statement of personal and educational interests and career objectives; not to exceed 750 words. Please address how the graduate program in Art History at KU would help you to achieve your goals.
- A writing sample, preferably from an art history course, 5-10 pages of text not including the bibliography, endnotes, or images following endnotes.

Upon review of the Application for Admission, the Art History Department will notify the student of their eligibility to begin graduate-level coursework. Final admission to the graduate program will be contingent upon the following:

- Successful completion of all requirements for the Bachelor's degree;
- Grades of B+ or above in all History of Art graduate-level coursework taken during the student's Senior year

An official copy of the student's undergraduate transcript will be required if final admission is granted.

### Program Requirements

[Accelerated M.A. Degree Requirements \(European and American Art/Global Modern and Contemporary Art\)](#)

[Accelerated M.A. Degree Requirements \(East Asian Art\)](#)

## ACCELERATED M.A. PROGRAM TIMELINE

*The Accelerated M.A. program enables qualified KU students to earn a Bachelor's degree in art history and count 12 hours of 500-level-or-above course work in the major completed in Year 4 of study for both the Bachelor's and Master's degrees. The M.A. degree is completed in Year 5.*

Please visit the [Accelerated M.A. page](#) in this handbook and the [department's website](#) for more information and to view full sample academic plans for the [European and American/Global Modern and Contemporary](#) and [East Asian](#) tracks.

### Years 1-3:

Complete requirements for the B.A. or B.G.S. major. Be sure to discuss with your Undergraduate Advisor of your interest in the Accelerated M.A. program. **You will need to [apply to the Accelerated MA program](#) during the second semester of Year 3.**

### Year 4:

Fall Semester:

- Meet with your Undergraduate Advisor, the DGS, and the [Graduate Academic Advisor](#) to ensure you are fulfilling all requirements for both the B.A./B.G.S. and the M.A.
- Take at least two 500+ HA breadth courses (at least one course at the 700 level if you are completing the European and American/Global Modern and Contemporary track)
- Take three 300+ elective/minor courses
- Enroll in appropriate level of foreign language course if requirement was not fulfilled by passing the proficiency exam or by completing with a grade of B or better the 4<sup>th</sup> semester of a foreign language

Spring Semester:

- Meet with your Undergraduate Advisor, the DGS, and the [Graduate Academic Advisor](#) to ensure you are fulfilling all requirements for both the B.A./B.G.S. and the M.A.
- Take at least one 500+ HA breadth course (or HA 550 if this requirement has not yet been met) and at least one 700+ HA graduate seminar\*
- Take three 300+ elective courses
- **Graduate with the B.A. or B.G.S.**
- Enroll in appropriate level of foreign language course if requirement was not fulfilled by passing the proficiency exam or by completing with a grade of B or better the 4<sup>th</sup> semester of a foreign language

### Year 5:

Fall Semester:

- Enroll in 3 courses (at least two of which must be graduate seminars at the 700+ level)\*
- Take foreign language proficiency exam when it is offered in August (if applicable)
- Enroll in appropriate level of foreign language course if requirement was not fulfilled by passing the proficiency exam or by completing with a grade of B or better the 4<sup>th</sup> semester of a foreign language

Spring Semester:

- Enroll in 3 courses (at least two of which must be graduate seminars at the 700+ level)\*
- Take the M.A. exam when it is offered in January or May (provided foreign language requirement has been met)

\*at least two graduate seminars must be numbered 800+

## **Ph.D. PROGRAM IN ART HISTORY**

### Admission

Students seeking admission to the doctoral program normally hold an M.A. degree in art history from this or some other accredited institution.

### Preparing a Doctoral Program of Study Petition

Students who receive the M.A. degree in art history at KU, normally present to the graduate faculty, for their approval, a Doctoral Program of Study Petition (see [Appendix 2](#) for a template) within two semesters after the completion of M.A. coursework (not counting the semester in which the student finishes M.A. coursework).

Students who enter the Ph.D. program with an M.A. in art history from another institution, normally present to the graduate faculty, for their approval, a Doctoral Program of Study Petition (see [Appendix 2](#) for a template) within three semesters after the completion of M.A. coursework (not counting the semester in which the student finishes M.A. coursework).

At least one full week prior to the next regularly scheduled faculty meeting, the student must send via email in PDF format the Doctoral Program of Study Petition, which has been approved by their major and minor General Comprehensive Examination advisors, to the [Graduate Academic Advisor](#) and the DGS (for students studying European and American/Global Modern and Contemporary art history) or the East Asian Ph.D. Advisor (for students studying East Asian art history). In the rare circumstance that the Graduate Academic Advisor is out of the office, an out-of-office notification will be sent in response to the email submission. In this case, it will be the student's responsibility to follow up with the DGS or East Asian Ph.D. Advisor.

The status of students who fail to meet the above time limits will be evaluated. Those who cannot justify a delay will be put on academic probation; those students who fail to fulfill the requirements of the probation will be recommended to the college for dismissal from the program.

In the Doctoral Program of Study Petition, the student identifies the faculty member who will be the major field advisor (hereafter referred to as the "major Ph.D. advisor" or "major advisor") and two other graduate faculty members, representing two minor fields. Advisors for the major field and at least one minor field must hold appointments in the Art History Department. In consultation with the major advisor, the student will define a primary area of specialization and prepare a program of study within it. Also in consultation with the major advisor and in support of the major field, the student will define the two minor fields, one of which may appropriately be outside the department. Specific coursework within the two minor fields is devised with the respective minor advisors, under the overall supervision of the major advisor.

Normally, minor fields are supported by two courses that have been taken at the graduate level.

In consultation with the major Ph.D. advisor, the graduate faculty makes the final determination regarding the student's program of study. If approved, the student's program will be overseen by the major advisor and guided by the committee.

### Residence and Post-M.A. Coursework and Enrollment

Ph.D. students are expected to complete 18 to 21 post-M.A. course credit hours. These credit hours must be taken at the graduate level.

Combined M.A./Ph.D. students are expected to complete 12 to 15 post-M.A. course credit hours. These credit hours must be taken at the graduate level.

The exact number of required post-M.A. courses will be determined in consultation with the student's committee.

Once the Ph.D. student completes the expected post-M.A. coursework, the Ph.D. General Comprehensive Exam should be scheduled. This should occur within one semester (but no more than two semesters) following the completion of regular coursework (not including HA 707 or 907 hours).

The student may enroll in HA 999 (dissertation hours) beginning with the semester in which the comprehensive exam is taken and the Dissertation Proposal is prepared (see [Dissertation Proposal](#)). Enrollment in HA 999 requires a permission number that can be obtained only from the dissertation advisor. Dissertation advisors will provide permission numbers only after a contract has been agreed upon between the student and the advisor. HA 999 hours completed before the successful passage of the Ph.D. General Comprehensive Exam will not count towards the University's [post-comprehensive credit hour requirements](#). Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed.

The Ph.D. student must spend at least the equivalent of three full academic years (which may include the time spent attaining the M.A.) in resident graduate study at this or some other approved university. After the M.A., two semesters, which may include one summer session, must be spent in residence (on campus) at the University. During this period of residency, the student must be involved full-time in academic pursuits.

Related Policies:

- [Doctoral Program Time Constraints](#)
- [Full-time Enrollment for Graduate Students](#)

### Foreign Language and Research and Responsible Scholarship Requirements

Ph.D. candidates shall, prior to taking the Ph.D. comprehensive examinations, demonstrate knowledge of at least one foreign language relevant to the student's research interests (this may be the language that satisfied the M.A. degree foreign language requirement) and have successfully completed at least one 700-level or above History of Art seminar course in fulfillment of the Graduate Studies' [Research Skills and Responsible Scholarship](#) requirement.

*\*Ph.D. students may be required by their Ph.D. advisor and/or committee to demonstrate proficiency in two or more foreign languages, depending on the student's area of specialization and program of study.*

Students who enter the Ph.D. program with an M.A. from elsewhere may use that M.A. degree's language certification to meet this language requirement by providing appropriate written evidence to the DGS by the first day of classes in the first semester of enrollment.

**For students studying European and American Art/Global Modern and Contemporary Art history:**

If a student entering the Ph.D. program from another institution has not already met the foreign language requirement, proficiency may be demonstrated by: (1) passing a departmental proficiency exam; (2) completing with a grade of B or better the fourth-semester course of a language; (3) completing with a B or better a course such as FR 100; French for Reading Knowledge; or (4) submitting a letter from a qualified faculty member attesting to the student's language proficiency.

**For students studying East Asian Art history:**

Chinese, Korean, and Japanese typically constitute appropriate foreign language. Students whose native language is not English may use the native language to fulfill a language requirement only if the language is considered to be an appropriate research tool for that student's program. Students should consult with the East Asian Ph.D. Advisor and/or their individual Ph.D. advisors about how they should proceed with language study in their first semester.

Language proficiency may be demonstrated by: (1) passing a departmental proficiency exam; (2) completing with a grade of B or better the fourth-semester course of a language; (3) submitting a letter from a faculty member attesting to the student's language proficiency.

For additional information on Residency, Post-Comprehensive Enrollment, and Research Skills and Responsible Scholarship please see the [Doctoral Degree Requirements](#).

The Ph.D. general comprehensive examination consists of two parts: the written examinations and the comprehensive oral examination. The exams will cover the student's one major and two minor areas of study previously approved by the faculty in the student's Doctoral Program of Study Petition.

In the process of preparing the Doctoral Program of Study Petition, the student should establish with each advisor the scope of the major or minor field and the expectations the advisor has for the student's preparation for the written tests and comprehensive oral examination. It is the student's responsibility to maintain ongoing contact with the advisors as they prepare for these examinations.

When the doctoral aspirant has successfully completed the coursework specified in the Doctoral Program of Study Petition and has met all other departmental and Graduate Studies requirements, the student may stand for the written and comprehensive oral examinations.

It is the student's responsibility to schedule the comprehensive written and oral examinations in conjunction with their committee and the Graduate Academic Advisor.

1. At least **three months** before the student intends to begin their exams, they must email the following information to the [Graduate Academic Advisor](#) so that the exam may be officially scheduled:
  - The names and roles (chair, committee member, outside member) of all five members of the committee.
  - Which format (Option A, B, or C below under "Written Examinations") the student has chosen for the written exam.
  - Three or four possible dates (Fridays tend to work well) for the oral examination. The Graduate Academic Advisor will then work with your entire committee to find a mutually convenient time for your oral examination. Students may schedule their own oral examination with their committee at their discretion but must convey that date to the Graduate Academic Advisor.
    - After the oral exam date is confirmed, the student will be responsible for scheduling the written exams in consultation with each major and minor advisor. The student should then convey that information to the Graduate Academic Advisor. Note that the written examinations are to be taken over a period of no more than three weeks for Option A, over three consecutive days for Option B, and within three weeks for Option C. **The comprehensive oral examination should normally be taken one week after the conclusion of the written examinations.**
2. The Graduate Academic Advisor will send a reminder with the written examination schedule to the entire committee two weeks in advance of the first written examination requesting that the major and minor field advisors send their essay questions to the Graduate Academic Advisor and Office Manager within 72 hours of

the first written exam. The Office Manager will send the completed essays to the entire committee with a reminder of the date of the oral examination.

3. If the oral exam requires a conference call, inform the Graduate Academic Advisor so that preparations can be made in advance.

## 1. Written Examinations

The written examinations will cover the student's one major and two minor areas of study previously approved by the faculty in the student's Doctoral Program of Study Petition. The exams may be taken under option A (take home), B (on campus), or C (a hybrid of options A and B).

**Option A (take home):** The essays are written outside of the department over a period of three consecutive week, with full access to books, notes, and other resources. The completed essays should be fully documented with citations, double spaced, in 12 pt. font with one-inch margins. For the major field the student will have seven 24-hour days; for each minor field three 24-hour days.

The written examination questions are sent via email from the Graduate Academic Advisor to the student on the appointed day/hour. The student returns the essays via email to the Graduate Academic Advisor by the predetermined deadline (seven 24-hour days after receipt of major field question(s); three 24-hour days after receipt of each minor field question).

**Option B (on campus):** The essays are written in the department over a period of three consecutive days (one exam each day) without access to books, notes, or other resources. The completed essays are not expected to be documented, but are expected to be typed on a computer, which will be provided. The exam in the major area will last six hours with a one-hour break after the third hour, and the exams in the two minor areas will last three consecutive hours each. For the major area exam, the student will be given two separate question sheets, each containing different questions. One sheet will be provided at the commencement of the morning session, and the other at the start of the afternoon session. Each sheet may provide the student with a single question or multiple questions, at the advisor's discretion.

**Option C (hybrid take home/on campus):** The essays are written using a combination of options A and B (note that the terms for each as described above apply). For example, a student may complete the major field exam using option A and the minor field exams using option B. If a student chooses option C, the essays for the major and minor fields must be completed over a period of two consecutive weeks.

Each advisor will grade the written examination in their area "pass" or "fail," usually within 48 hours of completion of the essays. Each advisor will communicate the grade to the other members of the committee. The major advisor will communicate the results to the

student once all of the essays have been graded. Students must pass all three field exams to proceed to the comprehensive oral examination. A student who receives a “fail” on any of the written examinations will be asked to retake that field exam, but in no cases may the written examinations (in part or in their entirety) be taken more than three times. In any case, the examination may not be repeated until at least 90 days have elapsed since the last unsuccessful attempt.

## 2. Comprehensive Oral Examination

The comprehensive oral examination should normally be taken one week after the conclusion of the written examinations.

The committee for the comprehensive oral examination shall consist of at least five graduate faculty members including the advisors for the major and minor areas. In addition to advisors for the major and minor areas, at least one member of the committee must be a regular member of the KU graduate faculty from a department other than the aspirant’s major department. A prospective member of the committee from outside the university must have gained appointment as an ad hoc member of the History of Art graduate faculty before appointment to the committee. An ad hoc member of the committee is not considered an outside committee member. Please see the [Doctoral Student Oral Exam Committee Composition policy](#) for additional information.

At the end of the comprehensive oral examination the committee must assign a grade of “honors,” “satisfactory,” or “unsatisfactory.” It can assign a grade of “satisfactory” or “honors” on the basis of both the comprehensive oral and written examinations; it can assign the grade of “unsatisfactory” on the basis of the comprehensive oral examination alone. If the aspirant receives a grade of “unsatisfactory” on the comprehensive oral examination, it (in part or in its entirety) may be repeated on the recommendation of the committee, but under no circumstances may it be taken more than three times. In any case, the comprehensive oral examination may not be repeated until at least 90 days have elapsed since the last unsuccessful attempt.

The committee will complete and sign a Committee Report Form which will specify the result of your examination. Once it has been completed, it is the student’s responsibility to turn this form into the Office Manager immediately for submission to COGA.

Related Policies:

- [Doctoral Student Oral Exam Committee Composition](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)

### Post-comprehensive Enrollment

After passing the comprehensive oral examination, the candidate must be continuously enrolled, normally in HA 999 (dissertation hours), every fall and spring semester until all the

requirements for the degree are completed, and each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. During this time, until all requirements for the degree are completed (including the filing of the dissertation) or until [18 post-comprehensive hours](#) have been completed (whichever comes first), the candidate must enroll in a minimum of six hours each fall and spring semester. Summer enrollment is optional.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination is passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester until all degree requirements have been met.

The number of hours of each enrollment must be determined by the candidate's advisor and must reflect as accurately as possible the candidate's demands on faculty time and university facilities. Any questions regarding post-comprehensive enrollment may be directed to the [Graduate Academic Advisor](#).

**Related Policies:**

- [Post-Comprehensive Enrollment](#)
- [Doctoral Program Time Constraints](#)
- [Doctoral Candidacy](#)

## **THE Ph.D. DISSERTATION**

After completion of the comprehensive oral and written comprehensive exams, the Ph.D. candidate is ready to begin work on a doctoral dissertation.

### **Dissertation Proposal**

During the semester in which the comprehensive exam is taken and the dissertation proposal is prepared, a student enrolls in HA 999 (dissertation hours) and develops a contract with the appropriate dissertation advisor (see "[Progress on the Dissertation](#)" section below for specific information on all subsequent contracts). Failure to fulfill the terms of this or any other contract may result in the grade of NP (no progress).

Normally, the dissertation proposal must be approved by the student's primary advisor and the graduate faculty within three months of passing the comprehensive examinations. If three months from the successful completion of the comprehensive examinations falls during a break, the dissertation proposal (as approved by the student's primary advisor within the three-month period) must be submitted for consideration at the first regularly scheduled faculty meeting after the break.

The status of students who fail to meet the above time limits will be evaluated. Those who cannot justify a delay will be put on academic probation; those students who fail to fulfill the requirements of the probation will be recommended to the college for dismissal from the program.

The proposal must be approved by the primary advisor prior to its distribution to the graduate faculty. At least one full week prior to the next regularly scheduled faculty meeting, the student must send via email in PDF format the proposal to the [Graduate Academic Advisor](#) and the DGS (for students studying European and American/Global Modern and Contemporary art history) or the East Asian Ph.D. Advisor (for students studying East Asian art history). In the rare circumstance that the Graduate Advisor is out of the office, an out-of-office notification will be sent in response to the email submission. In this case, it will be the student's responsibility to follow up with the DGS or East Asian Ph.D. Advisor.

The proposal should follow this format: no more than five pages of text; endnotes optional; double spaced; 12 pt. Times Roman font; 1 in. borders. Previously approved proposals are available for consultation in a binder in the Art History Department office. Substantive changes to a previously approved dissertation topic must be approved by the student's primary advisor and the graduate faculty.

### **Progress on the Dissertation: HA 999 Permission Numbers, Contracts, and Grades**

Each semester the doctoral candidate must enroll in at least one hour of HA 999. Summer enrollment is optional. Enrollment in HA 999 requires a permission number that can be obtained only from the dissertation advisor (said numbers are not dispensed by the

department's Office Manager). Dissertation advisors will provide permission numbers only after a contract has been agreed upon between the student and the advisor. A contract must be developed in advance of each semester. Summer progress will be included in the fall semester contract. These contracts will indicate the progress the student expects to make during the term. Specific plans for each student will vary. For example, one student might propose to perform research and outline the text; another to draft a chapter; or, complete archival research in X; or, complete and submit the dissertation proposal, etc. These contracts should be developed in concert with the advisor, i.e., the student proposes a reasonable amount of work to be accomplished, and the advisor concurs or suggests alternatives. With agreement reached between student and advisor, the student will then be expected to complete the agreed upon work and, at the end of the semester, will be graded accordingly.

Each contract should indicate the student's time-to-degree by including the sentence: "My time-to-degree expires at the end of \_\_\_\_\_ (semester) \_\_\_\_\_ (year.)" See the [Doctoral Program Time Constraints](#) section of the Policy Library for details on time-to-degree requirements:

HA 999 hours will be graded based on the following scale:

- SP: Satisfactory Progress- Goals for the semester as agreed upon with the advisor as outlined in the contract have been met.
- LP: Limited Progress- Goals for the semester as agreed upon with the advisor as outlined in the contract have been partially met.
- NP: No Progress- Goals for the semester as agreed upon with the advisor as outlined in the contract have not been met and/or student has provided insufficient evidence of progress on the dissertation. This grade will result in a review of the student's status in the program by the graduate faculty, which may result in probation. In the event of probation, the student may be recommended for dismissal from the program if the terms of the probation are not fulfilled.

#### Memorandum with Submission of Dissertation Chapter Drafts

Drafts of dissertation chapters submitted to readers should be covered by a memorandum explaining what is attached. See [Appendix 3](#) of this document for a sample memorandum. A draft chapter without a covering memo places an undue burden on the reader. A memo to the advisor (or other readers) should indicate what the document represents, how issues raised in previous drafts have been addressed, and propose times (generally 2-3 weeks hence) when the student would be available to discuss the work. (Ideally these discussions should occur in person; however, if that is not possible, telephone or email is acceptable.)

The memo need not be lengthy, but it should be specific and clear. Such a memo should permit the advisor's more expeditious review of the draft which will also enable him/her to provide more useful, focused critiques. And, these memoranda provide one way for students to take a leading role in keeping track of their dissertation and progress.

## Approval of Chapters and the Final Draft

Normally, the dissertation will not exceed 75,000-80,000 words in length (including notes and bibliography).

Each dissertation is to be completed in advance of the time limits specified by the department and Graduate Studies. It is the student's responsibility to keep track of the time remaining for completion of the dissertation, its defense, and submission to the university.

A student should submit each chapter draft to the primary advisor upon its completion. The advisor will normally return the chapter draft, with comments, to the student within three weeks. Several rounds of review and revisions are common.

After chapters are submitted and read individually, the advisor may also request to review the dissertation draft as a whole; if this option is exercised, the advisor normally will return the completed draft of the entire dissertation, with comments, to the student within three weeks.

Once the advisor has approved a draft of the complete dissertation, the student distributes the draft of the entire dissertation to the second and third readers,\* who normally will return it with comments within three weeks.

Once the dissertation committee approves the final dissertation draft, the student distributes it to the five members of the committee\* for the final oral examination and schedules the final oral examination, which should occur no sooner than two weeks (and normally no more than six weeks) subsequent to this last distribution.

\*see next section

## Dissertation Committee and Final Oral Examination Committee

The student must form a **dissertation committee**, which is composed of at least three readers including the dissertation advisor. All members of the dissertation committee must be chosen from the graduate faculty, and the chair must, in addition, be authorized to chair doctoral dissertations.

The **final oral examination committee** is composed of the three members of the dissertation committee plus two other members of the graduate faculty, one of whom must come from another KU department to represent Graduate Studies. Before the examination, Graduate Studies provides a list of responsibilities to the [Graduate Studies Representative](#), who is a voting member of the committee, has full right to participate in the examination, and provides a written report on any unsatisfactory or irregular aspects of the examination to the committee chair, department chair, College Office of Graduate Affairs, and Graduate Studies. Approval of the final dissertation draft by the dissertation committee will generally be followed promptly by the final oral examination.

Related Policies:

- [Doctoral Student Oral Exam Committee Composition](#)
- [Graduate Studies Representative on Doctoral Exam Committees](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)

## THE FINAL ORAL EXAMINATION

*It is the student's responsibility to initiate the scheduling of the final oral examination (dissertation defense)*

1. Consult the [academic calendar](#) for graduation deadlines; submit an [application for graduation](#) via Enroll & Pay by the due date, which is determined each semester by Graduate Studies. This calendar, as well as other information regarding preparing the dissertation for final submission, can be found on the COGA website under [Preparing to Graduate](#).
2. **At least two months** before the target dissertation defense date, provide the [Graduate Academic Advisor](#), via email, the following information so that the exam may be officially scheduled:
  - Three or four possible defense dates
  - The names of the five members of the dissertation committee
  - The final title of the dissertation
  - If the defense requires a conference call, inform the [Graduate Academic Advisor](#) so that preparations can be made in advance

The [Graduate Academic Advisor](#) will work with the entire committee to find a mutually convenient date and time for the defense.

The [Graduate Academic Advisor](#) will send a reminder to the entire committee two weeks in advance of the oral examination. The final oral examination of the dissertation is the culmination of the Ph.D. program.

The final oral examination, which is open to interested members of the university community, generally begins with a brief presentation that summarizes the dissertation and is usually illustrated by images provided by the candidate, followed by questions from the committee members. (The event generally lasts two hours or less.) The final oral examination committee will assign a grade of "honors," "satisfactory," or "unsatisfactory" for the candidate's performance and dissertation. If a grade of "unsatisfactory" is reported, the candidate may be allowed to repeat the examination upon the recommendation of the department.

The committee will complete and sign a Committee Report Form which will specify the result of the defense.

The candidate will be responsible for providing a Title Page and Acceptance page that will be signed by the appropriate committee member(s). Templates for the Title and Acceptance pages can be found at the end of the Dissertation Formatting Requirements [here](#).

Once all three forms have been signed (Committee Report Form, Title Page, and Acceptance Page), it is the student's responsibility to give them to the Graduate Academic Advisor for final submission to COGA.

## **ELECTRONIC SUBMISSION OF APPROVED DISSERTATION**

The final oral examination is followed promptly by electronic submission of the dissertation, to which the student has made any necessary changes, by the student in advance of the deadlines established by the CLAS. Instructions about electronic submission of dissertations can be found on the [Doctoral Degree Checklist](#). These links include general guidelines for preparing and submitting your dissertation, instructions for formatting the dissertation, instructions for converting the dissertation to PDF, publication requirements, copyright option, degree requirements to be submitted to the University of Kansas, title page format, title page format to copyright, and acceptance page format. Any questions should be directed to the [Graduate Academic Advisor](#).

**All students are responsible for familiarizing themselves with all College graduation requirements. These can be found on COGA's [Doctoral Degree Checklist webpage](#).**

## **TIME LIMIT FOR Ph.D. DEGREE**

The student is expected to complete the requirements for the Ph.D. no more than, and preferably less than, seven years from her/his enrollment in the Ph.D. program. The maximum number of years of enrollment for students who enter the Ph.D. program with an M.A. from KU is a **total** of ten years (i.e., from the beginning of the M.A. to the completion of the Ph.D.). The maximum number of years of enrollment for students who enter the Ph.D. program with an M.A. from elsewhere is eight years. The enrollment clock begins with the first semester of enrollment at KU.

**Please note that while the University has put these time limits into place, students are strongly encouraged—by the department and the University alike—to make every attempt to complete the degree in advance of these limits.**

In compelling cases where the Ph.D. degree has not been finished within these limits, the college has the authority to grant extensions. To request an extension, students must, in consultation with their dissertation advisor, complete and submit to the [Graduate Academic Advisor](#), a [Graduate Degree Completion Agreement](#). Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress on the dissertation as evidenced by grades for HA 999, nor is the University likely to approve such extensions.

It may be necessary for a student to petition to revalidate the Ph.D. oral comprehensive examination if it was taken more than five years before the final defense. If the revalidation petition is denied, the student will be required to retake the oral comprehensive exam prior to completing their dissertation defense.

A Ph.D. student may petition for a one-year leave of absence (either during the pre- or post-comprehensive exam period) by filling out and submitting the [Leave Of Absence form](#) to the [Graduate Academic Advisor](#).

Note that a student is eligible for a leave of absence ONLY if one of the following criteria describes the rationale for the request: illness or emergency; financial hardship; military leave; family responsibilities; full-time activities related to long-range professional goals. Students whose progress is significantly slowed or halted for such reasons are strongly encouraged to petition for a leave of absence. A leave of absence will help a student conserve the limited period of allowed Ph.D. enrollment.

## Ph.D. PROGRAM TIMELINE

*\*For students who entered the Ph.D. program with an M.A. degree from another institution*

### Year 1:

Fall Semester:

- Enroll in 3 courses (GTAs, GRAs, and GAs may enroll in 2 or 3 courses)
- Take foreign language proficiency exam when it is offered in August (if applicable)
- Enroll in appropriate level of foreign language course if requirement was not fulfilled with proficiency exam or with the M.A. degree

Spring Semester:

***By this point, Ph.D. students should enroll in 3 courses regardless of GTA, GRA, or GA appointment***

- Enroll in 3 courses
- Enroll in appropriate level of foreign language course if requirement is not fulfilled

Summer:

- Enroll in appropriate level of foreign language course if requirement is not fulfilled

### Year 2:

Fall Semester:

- Enroll in up to 3 courses
- Foreign language requirement should be fulfilled by now. If not, complete this semester
- Submit Doctoral Program of Study Petition (due within three semesters of entering the Ph.D. program) and establish Ph.D. comprehensive exam dates with advisor
  - See [Preparing a Doctoral Program of Study Petition](#) section of handbook
  - See [Ph.D. General Comprehensive Exam section](#) of handbook

Spring Semester:

- Take comprehensive exams if coursework for major and minor fields is complete. If not, enroll in appropriate courses
  - If taking comprehensive exam this semester
    - Establish contract with advisor
    - Enroll in HA 999 hours- must enroll in a minimum of 6 hours to comply with the [post-comp enrollment policy](#)
    - Dissertation Proposal- due within three months of the successful completion of comps (See [Dissertation Proposal](#) section of handbook)
      - If three months from completion of comps falls during the summer break, the dissertation proposal must be submitted for consideration at the first faculty meeting of the fall semester

Summer:

- Establish contract with advisor
- *OPTIONAL* – Enroll in HA 999 hours- summer enrollment is not required

### **Year 3:**

Fall Semester:

#### **For students who completed comprehensive exam in the spring:**

- Establish contract with advisor
- Enroll in HA 999 hours- must enroll in minimum of 6 hours to comply with the [post-comp enrollment policy](#)

#### **For students who are completing comprehensive exam this semester:**

- Take comprehensive exam
- Establish contract with advisor
- Enroll in HA 999 hours- must enroll in a minimum of 6 hours to comply with the [post-comp enrollment policy](#)  
Submit Dissertation Proposal- due within three months of the successful completion of comps (See [Dissertation Proposal](#) section of handbook)

If three months from completion of comps falls during the summer break, the dissertation proposal must be submitted for consideration at the first faculty meeting of the fall semester

Spring Semester:

- Establish contract with advisor
- Enroll in HA 999 hours
  - If you are completing the required 18 hours this semester you may enroll in the number of hours left to fulfill the 18
  - Those who fulfilled the required 18 hours prior to this semester may drop down to as few as one HA 999 hour

Summer:

- Establish contract with advisor
- *OPTIONAL* – Enroll in HA 999 hours- summer enrollment is not required

#### **For Remainder of Program:**

- Establish contract with advisor each semester
- Enroll in HA 999 hours each semester- summer enrollment is optional
- Begin process of scheduling defense no later than the beginning of the semester in which you intend to graduate (See [The Final Oral Examination](#) section of handbook)

## **FINANCIAL SUPPORT/AID**

### **For incoming students:**

All applicants to the Kress Foundation Department of Art History graduate program will be considered on a competitive basis for departmental and university scholarships/fellowships and Graduate Teaching Assistant (GTA) and Graduate Assistant (GA) positions. No separate application is required to be considered for funding; the department makes decisions based upon information provided in the graduate applications.

The Graduate Admissions Committee may nominate, on behalf of the department, exceptional incoming students for Graduate Studies awards.

### **For current students:**

Each year, the department recognizes the academic excellence of continuing graduate students through several monetary awards. They include the Timothy Mitchell Memorial Art History Award, the Chu-Tsing Li Award for Academic Excellence in Chinese Art, and the Award for Academic Excellence in Asian Art. Outstanding contributions to the educational mission of the department are recognized through the Marilyn J. Stokstad Award.

### **By application (except as noted)**

- GTA positions
- GA and hourly positions in the Visual Resources Facility
- Judith Harris Murphy GRA position
- Franklin D. Murphy GRA position (appointed by the faculty)
- Internship positions (GAs) in the Spencer Museum of Art (SMA), selected by the SMA staff
- [Foreign Language Area Studies](#) (FLAS) grants for the study of East Asian languages, administered by the Center for East Asian Studies
- [Other positions within the University](#), such as in the Art & Architecture Library
- Graduate Studies offers a number of scholarships/fellowships that recognize academic excellence and assist meritorious students in the timely completion of their degree programs. Please see the [Graduate Studies' Funding page](#) for additional information.
- The department encourages all graduate students to seek external funding as appropriate. The Hall Center for the Humanities provides and updates each year a [comprehensive list of fellowships for graduate students in the humanities](#).

## **TRAVEL FUNDS**

### **Art History Travel Fund**

The Art History Travel Fund considers applications from art history graduate students to support travel for dissertation research (domestic or international); travel to professional meetings for delivery of a research paper or the professional equivalent; travel to special training projects and other programs; travel to view exhibitions, and group travel. Full details regarding Art History Travel Fund support of graduate student travel can be found on the department's [Art History Travel Fund](#) webpage (Section IV B). Applications for travel funds should be submitted at least two weeks prior to travel.

For all travel funding opportunities, visit the [Graduate Student Funding webpage](#) and the [Travel Resources webpage](#) on the department website.

### **Graduate Studies Student Travel Funds**

Funds are awarded to graduate students for travel to academic conferences and other scholarly activity. Please check the Graduate Studies' [Internal KU Funding](#) page for additional information.

## **PROCEDURES FOR EVALUATING GRADUATE STUDENT PERFORMANCE**

1. All graduate students complete and submit to the DGS and the Graduate Academic Advisor **no later than the Friday prior to the first day of classes in January** an annual Self-Assessment Form ([Appendix 4](#)) to notify the department of their accomplishments during the prior calendar year. The Self-Assessment Forms are used to inform the annual evaluation of all graduate students. Ph.D. candidates should cc: their dissertation advisor, and East Asian art students should cc: the appropriate advisor.
2. The DGS and/or Graduate Advisor for East Asian Art advise all M.A. students (and Ph.D. students who have not yet submitted a Doctoral Program of Study Petition) each semester, review their files and grades, and discuss with them their program needs. Ph.D. students whose Doctoral Program of Study Petitions have been approved should be advised by their dissertation advisor.
3. The European and American Art/Global Modern and Contemporary Art and East Asian Art faculty review all M.A. and Ph.D. students at the start of the spring semester. The faculty considers students' performance in their coursework (for Ph.D. students, on their dissertations) and, as appropriate, as GTAs or GAs, progress to degree, as well as information contained in their self-assessment form. The results of these reviews are communicated to the students during advising sessions.
4. Graduate students are encouraged to talk with faculty members at any time about their program and their progress.
5. Students who are having difficulties should consult with the DGS or Graduate Advisor for East Asian Art; if necessary and appropriate, the case will be discussed by the faculty.
6. Dissertation proposals are reviewed by the entire graduate faculty.

### **Student Grievance Procedure**

Consult the Graduate Studies Website for current procedures:

<http://policy.ku.edu/graduate-studies/grad-student-grievance-policy>

## Department Change of Advisor Policy

### **History of Art Change of Advisor Policy**

Under some circumstances, it is beneficial for a student to be paired with a new advisor. These situations may come about for varied reasons, including changes in the student's academic focus, the need for additional expertise, the departure or retirement of the faculty advisor, or incompatibility of student and advisor. Successful change in mentorship will be contingent upon the identification of an appropriate new advisor and the willingness of the prospective new advisor to assume the responsibilities. If necessary, the Director of Graduate Studies or another appropriate faculty member can serve as an advisor on an interim basis for up to three months while the student identifies a permanent advisor. A student can initiate this process at any time by contacting the Graduate Academic Advisor, Director of Graduate Studies and/or the Department Chair. A student can also consult extra-departmental resources such as the [Ombuds Office](#), which can provide support in the process. Department leadership is available to help guide the student through the change, by, for example, helping to identify a new advisor, communicating with the original advisor, and generally assisting in the transition. If a student wishes to continue a project that was initiated with the original advisor, details of transferring the project should be worked out in consultation with the Director of Graduate Studies and/or Department Chair, either of whom can mediate the process with the original advisor. Proposed changes in mentorship assignments will be communicated to the Graduate Academic Advisor, Director of Graduate Studies and the Department Chair.

## **ADDITIONAL UNIVERSITY POLICIES AND GUIDELINES**

Please visit the following links for additional policy information:

### **Admission to Graduate Study**

#### **Graduate Credit**

- [Graduate Credit Policy](#)
- [Count Toward Degree Form](#)
- [Co-enrollment](#)
- [Reduced Credit Hour Master's Degree](#)

#### **Probation & Dismissal**

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Good Academic Standing policy](#)
- [Probation and Dismissal \(CLAS\)](#)

#### **Grading**

- [University Senate Rules & Regulations](#)
- [Grading Policy](#)

#### **Time limits**

- [Master's Degree Time Constraints](#)
- [Doctoral Degree Time Restraints](#)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

#### **Enrollment**

- [Enrollment Changes Guide](#)
- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Enrollment Regulations](#) (CLAS)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Enrollment Requirements](#)

#### **Leaves of Absence**

- [Leaves of Absence](#)
- [Leave of Absence Petition Form](#) (PDF)

#### **Voluntary Discontinuance**

#### **Petitions**

#### **Resources for GTAs:**

- [Memorandum of Agreement](#)
- [GRA, GTA, and GA Appointments: General Guidelines and Eligibility](#)
- [Full list of GTA/GRA/GA Benefits](#)
- [GTA/GRA/GA Health Insurance Information](#)
- [HR/Pay System](#)

## Appendix 1: Sample Petition for Continuation in the Ph.D. Program

### PETITION FOR CONTINUATION IN THE Ph.D. PROGRAM

All M.A., Accelerated M.A., and M.A./Ph.D. students who wish to be considered for admission to the Ph.D. program must complete and sign this Petition for Continuation in the Ph.D. Program, which will be distributed and collected at the M.A. Exam. Normally, a GPA of 3.5 or better is required for a Petition to be successful. The student must pass the M.A. Exam in order for the Petition to be considered at the next scheduled faculty meeting. Decisions regarding Petitions submitted at the May M.A. Exam will be conveyed to the student within approximately two weeks.

The student will indicate below the name of the faculty member who has agreed to serve as a potential major field advisor.

If this Petition is approved and once M.A. requirements have been completed, the student will automatically be entered into the Ph.D. program and will be expected to maintain enrollment as per Graduate Studies guidelines.

Students who indicate on this Petition that they do not wish to be considered for admission to the Ph.D. program will need to reapply for admission to the art history graduate program if they would like to return in the future.

**Please check one of the two choices, indicate the name of the faculty member who has agreed to support this petition, and sign and date below:**

I would like to be considered for admission to the Ph.D. program

I have spoken with the following faculty member, who has agreed to serve as a potential major field advisor: \_\_\_\_\_

I would **NOT** like to be considered for admission to the Ph.D. program

---

Name and Date

## Appendix 2: Sample Doctoral Program of Study Petition

### Doctoral Program of Study Petition Kress Foundation Department of Art History, University of Kansas

Name  
Address  
Email  
Phone

#### **Areas of Study:**

Major: field, faculty advisor  
Minor: field, faculty advisor  
Minor: field, faculty advisor

#### **Comprehensive Exams:**

Month and year in which you will begin your exams: **month/year**

Indicate which format: [Option A](#) (take-home exam), [Option B](#) (on-campus exam), or [Option C](#) (hybrid take-home/on-campus)

#### **Fulfillment of Requirements:**

Languages: which one(s), when completed

#### **Education:**

Degree(s), institution(s), and date(s) of conferral in descending order

#### **Distribution of Coursework:**

\*List all courses that support each of the major and minor fields in descending chronological order in this format: semester, course number, title, and instructor.

\* Put an asterisk beside any courses that support more than one field.

\*You may list any graduate-level courses (500 and above) for which you were a GTA/LA that support your major or minor fields (provided you attended all of the lectures).

#### **Major Area: \*\*\***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

**Minor Area: \*\*\***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

**Minor Area: \*\*\***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

*Additional Art History Courses:*

Graduate Courses:

University of Kansas:

Other institution Graduate Courses (if applicable):

Undergraduate Courses:

**Graduate Teaching Assistant Experience:**

**Related Employment and Professional Experience:**

**Awards and Honors:**

**Publications:**

**Presentations:**

### **Appendix 3: Sample covering memo for submission of draft dissertation chapters**

Sample memo, with emphasis on the "what," "why" and "when" of the submitted material:

Dear Professor XXX,

Here is the revised draft of my third chapter. When we last met, you suggested that I address the following issues:

- \*Brief description of Issue A.
- \*Brief description of Issue B.
- \*Brief description of Issue C.

To address "A" I have added three paragraphs on page x.

To address B, I have significantly changed two sections of pages y and z.

I still have questions about C: I have tried to address them on pages xx and yy but would appreciate any additional comment you have about this topic, especially my application of X theory and my use of Y methodology.

Although we haven't discussed it, I have also tightened up the Introduction and would appreciate your thoughts on how or if it is stronger now.

To make it easier for you to find these revised sections, I have highlighted them [in red, or with post-its, etc].

Would it be convenient to meet [or visit by phone/email] in a couple of weeks to review these changes? My schedule is very flexible during the week of xxx, except for when I teach on Monday and Wednesday mornings. What time that would work well for you?

Best,

Your student

## Appendix 4: Graduate Student Self-Assessment Form

*\*A fillable PDF version of this form can be found on the [Graduate Program webpage](#)*

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

Degree program (MA, Accelerated M.A., MA/PhD, or PhD): \_\_\_\_\_

Initial term in current degree program (e.g. Fall 2016): \_\_\_\_\_

Please provide an assessment of your accomplishments during the last calendar year. Submit this completed form and a current CV [**please see [form](#) on the website for this year's due date**] to the Director of Graduate Studies and the [Graduate Academic Advisor](#). PhD candidates should cc: their dissertation advisor. If you are a student studying East Asian Art cc: the appropriate advisor.

1. List all coursework completed, including grades and cumulative GPA:

2. Other degree requirements completed (e.g. foreign language requirement, Doctoral Program of Study Petition, Dissertation Proposal):

3. List GTA, GRA, and GA positions held:

4. Grants/Fellowships applied for and results—include dates:

5. Conference papers and publications (i.e. book reviews or articles)—include citations:

6. What progress have you made towards the next milestone in your program?

7. Characterize your strengths and weaknesses:

8. What do you plan to accomplish in the coming year?

9. **For PhD students:** What is the status of your dissertation? Describe your progress.

10. What are your professional goals post-graduation, and what would help you achieve them?

11. Explain any extenuating circumstances that delayed your progress during the last calendar year (if applicable):

12. Other professional development activities you have completed: