

GRADUATE STUDENT HANDBOOK
Kress Foundation Department of Art History
The University of Kansas
Updated Spring 2017

All students, regardless of the semester in which s/he entered the grad program, 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](#)

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UNIT DIRECTORY

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Other Key Offices at KU:

College Office of Graduate Affairs (COGA)

COGA oversees graduate affairs and administers university policy for programs within the College of Liberal Arts & 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 and forms](#), University policies regarding [exams and committee requirements](#), and University [graduation requirements](#).

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](#), [Leave of Absence](#), and [Time Limit Extensions](#).

COGA is a resource if you have any 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 Dean of 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](#).

Graduate Admissions (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding the [KU Online Application for Graduate Study](#), ADMIT System/Prospect, [English Proficiency Requirements](#), and [Official Transcripts](#).

Office of the Registrar (OUR)

Contact [OUR](#) for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided under COGA), [tuition and campus fees](#), the [academic calendar](#), and [fee petitions](#).

Financial Aid

Contact the [Financial Aid Office](#) for questions related to the disbursement of scholarships, fellowship awards, 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 issues related to student visas. While other offices on campus such as the Applied English Center, 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.

GENERAL POLICIES AND PROCEDURES

Admission

To be considered for admission to the Kress Foundation Department of Art History graduate program, students must meet all [University Policies and Degree Requirements for Admission](#).

In addition to meeting all university policies and degree requirements, the Kress Foundation Department of Art History also has the following pre-requisite for admission:

- Official Graduate Record Examination (GRE) scores. You should request that these scores be sent to the University of Kansas by ETS (KU's code is: 6871).

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.

Deadlines

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 1.

Application Materials & Procedures

Applicants to our program should complete the [KU Application for Graduate Study](#).

Please be aware that the following items will need to be prepared in advance and uploaded with the online application:

- Three letters of recommendation (preferably from professors)
- Resumé or curriculum vitae
- A one-page statement of educational and career objectives
- A writing sample (preferably an art history paper) 8-20 pages of text not including endnotes or images following endnotes
- 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.
- One Official Transcript for all post-secondary education. Although there is an option for uploading unofficial transcripts to the online application, an official transcript should also be sent directly from those previous institutions to KU via

email: GAPC@ku.edu or mail: Graduate Admissions, 1450 Jayhawk Blvd., Strong Hall 313, Lawrence, KS 66045

- Official Graduate Record Examination (GRE) scores
- **International Applicants must also submit official TOEFL/IELTS scores.**
**Please see the “Non-Native Speakers of English” portion below for additional information*

For additional information on all application requirements, please visit the [Admissions](#) portion of our website. Any questions regarding the application process may be directed toward 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 visit [University Policies and Degree Requirements for Admission](#) for additional information on regular and provisional admission.

ADDITIONAL COLLEGE POLICIES AND GUIDELINES

Please visit the following links for additional policy information:

Graduate Credit

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

Credit/No Credit

Probation & Dismissal

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

Grading

- [University Senate Rules & Regulations](#)
- [Grading](#)
- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [CLAS Regulations on Probation and Dismissal](#)

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)

Leaves of Absence

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

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](#)

DEGREE TRACKS

The graduate program of the Kress Foundation Department of Art History awards the M.A. and the Ph.D. degrees.

The **M.A.** provides students with a broad knowledge of the visual arts, as well as an introduction to the basic concepts 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 **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. For details click [here](#).

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. 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 the student who has been accepted into the program and provides information regarding requirements for the M.A., 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 in European and American art history, and/or the Graduate Advisor for East Asian art, for students in East Asian art history)

It is each graduate student’s responsibility to know and observe all regulations and procedures relating to the graduate-degree program the student is pursuing. 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.

Timelines by semester for M.A., M.A./Ph.D., and Ph.D. Programs

Be sure to follow the timeline for your program of study

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 (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 (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

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
- 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 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 (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 post-comp enrollment policy (See [Post-Comprehensive Enrollment](#) section of handbook)
- 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 post-comp enrollment policy
- Submit Dissertation Proposal if you have not already done so

Summer:

- Establish contract with advisor
- Enroll in HA 999 hours- must enroll in minimum of 3 hours to comply with post-comp enrollment policy

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- including summers
- 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)

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
- 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, establish contract with advisor
 - If taking comprehensive exam, enroll in HA 999 hours- must enroll in a minimum of 6 hours to comply with post-comp enrollment policy (See [Post-Comprehensive Enrollment](#) section of handbook)
 - If taking comprehensive exam, 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:

- If comprehensive exam was completed in the spring, establish contract with advisor
- If comprehensive exam was completed in the spring, enroll in HA 999 hours- must enroll in a minimum of 3 hours to comply with post-comp enrollment policy

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 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 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 a minimum of 6 hours to comply with post-comp enrollment policy
 - 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
- Enroll in HA 999 hours- must enroll in a minimum of 3 hours to comply with post-comp enrollment policy
 - If you are completing the required 18 hours this summer you may enroll in the number of hours left to fulfill the 18
 - Those who fulfilled the required 18 hours prior to this summer may drop down to as few as one HA 999 hour.

For Remainder of Program:

- Establish contract with advisor each semester
- Enroll in HA 999 hours each semester- including summers
- 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)

ENROLLMENT

The normal full-time enrollment for a graduate student is nine credit hours per semester and six hours per summer session. Students are not normally permitted to enroll for more than sixteen hours in the fall or spring or more than eight hours in the summer. All graduate students must be enrolled the semester they complete their degree requirements.

Graduate teaching assistants (GTA), graduate research assistants (GRA), and graduate assistants (GA) are required to be enrolled full-time. To fulfill this requirement a student must be enrolled in at least six hours per semester (if the student has a 50% appointment).

Full-time status may be defined as:

9 hours/semester
at least 8 hours + 30% GTA, GA, or GRA appointment
at least 7 hours + 40% GTA, GA, or GRA appointment
at least 6 hours + 50% GTA, GA, or GRA appointment

Summer Sessions:

6 hours/ full-time
at least 5 hours + 30% GTA, GA, or GRA appointment
at least 4 hours + 40% GTA, GA, or GRA appointment
at least 3 hours + 50% GTA, GA, or GRA appointment

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

Related Policies:

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

M.A. PROGRAM IN ART HISTORY

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

Statement of Purpose

The M.A. programs in European and American art and in East Asian art at the University of Kansas seek to provide the student with a broad knowledge of the visual arts in those respective fields. An introduction to the basic concepts and methods of the discipline, of the techniques of research and the acquisition of information constitute the objectives of study. The M.A. degree may be considered either as an end in itself or as preparation for subsequent specialized doctoral studies.

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 work. A maximum of nine of the 30 hours may be taken outside the department with approval of the appropriate graduate advisor. Students are advised individually by the appropriate graduate advisor to determine their program.

At the discretion of the department, up to nine hours of graduate credit taken at a regionally-accredited graduate school may be transferred and applied to the M.A. degree. Only coursework graded B or higher may be transferred. Courses that were counted toward meeting the requirements of another graduate degree completed either at KU or at another institution may not be used toward meeting the 30 hours for the M.A. degree.

M.A. students in European and American 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: Europe or America

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

M.A. students in European and American art history must take at least six art history seminars, two of which must be numbered 800 or above.

M.A. students in East Asian art should take a balanced distribution of graduate level (500 level or above) courses in Chinese, Japanese, and Korean art history.

M.A. students in East Asian art history must take at least five art history seminars, two of which must be numbered 800 or above.

Foreign Language Requirement

Since graduate students in art history may be required to use materials published in foreign languages they are expected to have a reading knowledge of one appropriate foreign language (see below for specific details for students in European and American 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 in European and American 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 will 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 dictionary, a passage of art historical writing in the foreign language. The translation will be graded on its overall accuracy.

For students in 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. 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 dictionary, a passage of art historical writing in the foreign language. The translation will be graded on its overall accuracy.

*Note that it is less common 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.

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. In cases where compelling reasons necessitate a one-year extension of the seven-year limit, Graduate Studies, on recommendation of the appropriate graduate advisor, shall have authority to grant a one-year extension.

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. In order to do so a member of the graduate faculty must accept responsibility for supervising the thesis that normally will be developed from a previously written seminar paper. The student must enroll for three hours in HA 899: Thesis, 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

Students who take the M.A. examination in August must be enrolled for at least one hour of coursework during the preceding term (Spring or Summer) or the fall semester about to begin; students taking the examination in January must be enrolled for at least one hour of coursework during the preceding fall semester or the spring semester about to begin.*

Master's students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester. See the CLAS policy on M.A. enrollment:

<http://policy.ku.edu/graduate-studies/ma-enrollment-requirements>

1. Timing of the M.A. Examination

The M.A. examination is offered twice a year: in August and January, during the week prior to the beginning of classes. Students normally take the examination at the beginning of the semester during which all other requirements (30 credit hours of coursework) will be completed. (In exceptional cases, and with the approval of the DGS, a student may take the exam at the beginning of the semester following the completion of these other requirements.) The examination may not be taken earlier.

2. Grading of the Exam

The M.A. exam is graded independently by three faculty readers without knowledge of the students' identities. 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. The results are communicated to the student.

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

For students in European and American art history

The purpose of the examination is to test a comprehensive knowledge of art history. The M.A. exam will not serve as a Ph.D. entrance examination.

The student should take the exam when it is offered in the week before the start of the semester in which course requirements are completed. The exam may not be taken before that time. Students must be enrolled in at least one hour of coursework at the University of Kansas during the preceding term or the semester about to begin.

I. Exam Format

The student will write answers to two (2) essay questions. The student will have two hours to respond to each question. The exam will be administered over two consecutive days.

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 he or she entered the M.A. program. The student will know the question he/she is to answer only upon beginning the exam each day.

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/American M.A. distribution requirements. The student is expected to incorporate into his or her essays an examination and critique of the relevant art-historical scholarship.

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; OR history/historical events; OR religion.**

III. Grading of the Exam

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.

For students in East Asian art history:

The exam will be administered in two three-hour periods, scheduled over two days. During these sessions students will be asked to write six essays. Students will have an hour to write each essay.

Students will not be given specific questions to answer in the essays. Rather, students will be presented with images of six different sets of juxtaposed objects or monuments which. These works may be from any period and may or may not be accompanied by some identifying information. Slides will be projected for the entire hour.

Each of these sets of works is meant to serve as the catalyst for an essay. The student will be expected not only to discuss the works and their relationship to one another, but also to incorporate them into a larger art historical argument of the student's own devising. That argument may address any issue or problem suggested by the juxtaposition, and should draw upon the student's broader knowledge and understanding of art history.

Students must pass at least four of the essays to pass the exam. Passage of all essays and four of these with honors constitutes passage with honors. Any student who fails the exam will be expected to take the entire exam again the next time that it is offered. A second failure of the exam will result in the student's dismissal from the program.

PETITION FOR CONTINUATION IN THE Ph.D. PROGRAM

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 form, which will be distributed on day two of the M.A. exam and collected before the start of the exam. Students must already have expressed this interest to a potential major field advisor and received that faculty member's support. The student will indicate on the form the name of that potential major field advisor. The student must pass the M.A. exam in order for his/her petition to be considered. After receiving approval for the petition, the student will automatically be entered into the Ph.D. program and will be expected to maintain his/her enrollment as per Graduate Studies guidelines.

Students who indicate on the petition that they do not wish to be considered 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.

Please see appendix 1 of this document for a sample petition.

The Combined M.A./Ph.D. student does not need to submit the Petition for Continuation in the Ph.D. Program form. He/she will be automatically evaluated by the graduate faculty upon successfully passing the M.A. exam to determine whether he/she remains eligible to continue to the Ph.D. or if the M.A. is the appropriate terminal degree. In most cases, Combined M.A./Ph.D. students will enter the Ph.D. program upon completion of the requirements for the M.A. degree.

Summary of Master's Degree Requirements

European and American art history candidates should complete:

1. 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. One 3-hour course in each of the required distribution areas (see page 10).
 - b. 18 hours of 700 or higher seminars, 6 hours of which must be taken at the 800 level or higher.

East Asian art history candidates should complete:

1. 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 600 or higher level seminars, 6 hours of which must be taken at the 800 level or higher
2. One 3-hour European or American art course. This course may be numbered below 500 (i.e., an undergraduate course), but will count towards the 30 required hours only if it is at the 500 level or above.

All 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. exams.

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

For students who receive the M.A. degree in art history at KU, normally, within two semesters after the completion of M.A. coursework (not counting the semester in which the student finishes M.A. coursework), the student is expected to present to the graduate faculty, for their approval, a Doctoral Program of Study petition.

For students who enter the Ph.D. program with an M.A. in art history from another institution, normally, within three semesters after the completion of M.A. coursework (not counting the semester in which the student finishes M.A. coursework), the student is expected to present to the graduate faculty, for their approval, a Doctoral Program of Study petition.

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 her/his major and minor General Comprehensive Examination advisors, to the [Graduate Academic Advisor](#) and the DGS (for students in European and American art history) or the East Asian Ph.D. Advisor (for students in 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 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 his or her advisor for the major field (hereafter referred to as the "major Ph.D. advisor" or "major advisor") and two other graduate faculty members, representing two minor fields. Normally, advisors for the major field and at least one minor field hold appointments in art history. 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 course work 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. The Doctoral Program of Study petition also identifies the Foreign Language and Graduate Studies' Research and Responsible Scholarship requirements. See the [Foreign Language and Research and Responsible Scholarship Requirements](#) section.

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

Residence and Post-M.A. Coursework and Enrollment

Normally, 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.

Normally, 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 and is studying for the Ph.D. General Comprehensive Exam, s/he may enroll in HA 999 (dissertation hours). 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 course credit hour requirements (see "Post-Comprehensive enrollment" below). 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 in 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, which can be fulfilled as follows:

9 hours/semester (6 hours/ summer)
at least 8 hours + 30% GTA, GA, or GRA appointment
at least 7 hours + 40% GTA, GA, or GRA appointment
at least 6 hours + 50% GTA, GA, or GRA appointment

Employment outside the University may be used as part of the residency requirement if the student can demonstrate that the employment pertains directly to dissertation research. This type of employment must be approved by Graduate Studies by petition with a supporting statement from the department.

Foreign Language and Research and Responsible Scholarship Requirements

Ph.D. candidates shall, prior to admission to 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 appropriate graduate advisor during the first semester of KU enrollment.

For students in European or American art history:

If a student entering the Ph.D. program from another institution has not already met the foreign language requirement, s/he may demonstrate proficiency by: (1) passing a departmental proficiency exam; (2) completing with a grade of B or better the fourth-semester level 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 in 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 level 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 [Doctoral Requirements](#)

Ph.D. General Comprehensive Examination

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 until it is time to take these examinations.

When the doctoral aspirant has completed the course work specified on his or her Doctoral Program of Study petition at a level satisfactory to the department and has met all other requirements of the department and Graduate Studies (including evidencing two research skills and maintaining full-time enrollment at the University at the Ph.D. level for a minimum of one year), s/he may stand for the departmental written and comprehensive oral examinations.

It is the student's responsibility to schedule the comprehensive written and oral examinations. The written examinations are to be taken normally over a period of no more than three weeks. The comprehensive oral examination should normally be taken one week after the conclusion of the written examinations.

1. The scheduling of both written and oral examinations should be done in consultation with the major and minor doctoral committee advisors and at least two additional committee examiners, normally **three to four** months in advance of the commencement of the written examinations.
2. At least **two months** before the student's written examinations commence, email the following information to the [Graduate Academic Advisor](#) so that the exam may be officially scheduled:
 - The names, email addresses, and role (chair, committee member, outside member) of all five members of the committee.

- Written exam start and end dates and times, with subject area and advisor listed for each.
 - Two to three possible dates (usually Fridays) on which to schedule the oral examination. **These dates must be approved by the major field and minor field advisors first.** The [Graduate Academic Advisor](#) will then work with your entire committee to find a mutually convenient time for your oral examination.
3. The [Graduate Academic Advisor](#) will send out a reminder with the written examination schedule to the entire committee two weeks in advance of the first written examination. Additionally, the [Graduate Academic Advisor](#) will send out a reminder to the entire committee one week in advance of the oral examination.
 4. 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 tests may be taken under option A (take home) or B (at school). Students may elect to take part of the exam under option A and part under option B.

Option A. (take home). The essays are written outside of the department, 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 Office Manager to the student on the appointed day/hour. The student returns his/her answers via email to the Office Manager 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, without access to books, notes, or other resources. The completed essays are not expected to be documented with precise citations, but are expected to be typed on a computer. The test in the major area will last six consecutive hours, and the tests in the two minor areas will last three consecutive hours each. The arrangement of these exam hours is decided by the student and the student's major advisor.

The advisors for the three areas will each grade the written examinations “pass” or “fail,” usually within a week of completion of the essays. If all grades are “pass,” the advisors need not meet. If one or more grade is a “fail,” or if one of the advisors so requests, the graders shall meet to discuss the outcome of the examinations. Only students who pass the written examinations may proceed to the comprehensive oral examination. A student who receives a “fail” on any of the written examinations will be asked to retake one or more of the area tests, 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 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.

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), **not** including summer sessions, 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 for a minimum of six hours each fall and spring semester.

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 and each summer session 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 and Forms:

- [Post-Comprehensive Enrollment](#)
- [Doctoral Program Time Constraints](#)
- [Doctoral Candidacy](#)
- [GTA/GRA Certification of Eligibility to Enroll in Fewer than Six Hours](#)

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

After passing the comprehensive exam, a student enrolls in HA 999 (dissertation hours) and develops a contract with his/her dissertation advisor (see "Progress on the Dissertation" section below for specific information on all subsequent contracts). This first contract will normally be devoted to the writing and finalizing of the dissertation proposal. Failure to fulfill the terms of this or any other contract may result in the grade of F.

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.

* 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 in European and American art history) or the East Asian Ph.D. Advisor (for students in 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.

*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 proposal should follow a format similar to those available on file in the Art History Department office (no more than five pages of text; endnotes optional; double spaced; 12 pt. type; 1 in. borders). 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 and Grades

Each semester the dissertation student must enroll in at least one hour of HA 999. 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, including summer sessions. 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 student will indicate on every contract his or her 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:

Hours taken for HA 999 will receive letter grades each term (A, B, C, etc.); a grade of "P" (passing) or "I" (Incomplete) will not be provided. In assigning grades each advisor will use his or her own judgment. Satisfactory progress as outlined in the contract should be indicated by a grade of A; less satisfactory progress by a grade of B; unsatisfactory progress by a grade of C or lower. The grade of F on dissertation hours will result in the student's status in the graduate program being reviewed by the graduate faculty, which may result in probation. In the latter event, the student may be recommended for dismissal from the program if s/he does not fulfill the terms of probation.

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 2 of this document for a sample memorandum. A draft chapter without a covering memo places an undue burden on the reader to recall what the document is, at what stage it is, and what feedback would be helpful. 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, then telephone or email is acceptable.)

The memo need not be lengthy, but it should be specific and clearly stated. Such a memo should permit the advisor's more expeditious review of the draft and more useful, focused critiques. And, these memoranda provide one way students can take a lead role in keeping track of their dissertation and its progress.

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. Normally at least three members of the oral examination committee will come from the Art History Department. A prospective member of the dissertation or final oral examination 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 a representative of Graduate Studies.

*A prospective member of the dissertation 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. It is the student's responsibility to inform the [Graduate Academic Advisor](#) as soon as possible, but no less than **six** weeks in advance of the final oral examination, so that s/he may file the appropriate documents for approval by Graduate Studies. Once approved, the prospective committee member will be appointed as an ad hoc member of the History of Art graduate faculty.

Related Policies:

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

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, preferably, 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.

The dissertation is submitted to the dissertation committee for review and approval.

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 (either chapter by chapter or by reading the entire text), the student distributes a 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.

The Final Oral Examination

It is the student's responsibility to initiate the scheduling of the final oral examination (dissertation defense) and he/she should do the following:

1. Consult the academic calendar for graduation deadlines; submit an application for degree on "Enroll and 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 CLAS website under [Preparing to Graduate](#).
2. At least **three** months before the target dissertation defense date, begin working with advisor to determine two or three possible dates (usually Fridays) for the dissertation defense
3. 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:
 - The two or three possible defense dates
 - The names, email addresses, and departments 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.

4. It is the student's responsibility to ensure that all committee members are reminded by email of the upcoming examination **two** weeks in advance of the examination.

The final oral examination of the dissertation is the culmination of the Ph.D. program. Five committee members are appointed for the final oral examination. The final committee is composed of the three dissertation committee members and two other graduate faculty members, at least one of whom should be from outside the department. The outside member represents Graduate Studies and must be a regular member of the graduate faculty. 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.

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 [here](#).

Once all three forms have been signed (Committee Report Form, Title Page, and Acceptance Page, it is the student's responsibility to turn them into the Office Manager for final submission to COGA.

Electronic Submission of Approved Dissertation

The final oral examination is followed promptly by electronic submission of the dissertation by the student with assurance that all degree requirements have been met by 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](#).

Time Limit for Ph.D. Degree

Normally, a student is expected to complete the requirements for the Ph.D. preferably before, but no later than within seven years of enrollment. 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](#), the [Graduate Degree Completion Agreement](#). Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress on the dissertation as recorded by grades for HA 999, nor is the University likely to approve such extensions.

It may be necessary for a student to revalidate or retake the Ph.D. comprehensive oral examination if it was taken more than five years before the final defense or an extension of time request.

A Ph.D. student may petition for a 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

Ordinarily a leave of absence is granted for one year only, with the possibility of extension upon request. Students whose progress, especially at the dissertation level, 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.

SUMMARY OF GRADUATION REQUIREMENTS

M.A.

1. Application for degree via Enroll & Pay
2. Satisfactory M.A. exam results
3. All grades turned in and all grades of "I" resolved
4. Documentation of continuous enrollment
5. Fulfillment of language requirement
6. Electronic submission of thesis (if applicable)

M.A. DEGREE GRADUATION CHECKLIST

Ph.D.

1. Application for degree via Enroll & Pay
2. Successful defense of dissertation
3. Submission of signed committee report form, title page, and acceptance page to Office Manager
4. Electronic submission of dissertation
5. All grades turned in and all grades of "I" resolved
6. Documentation of continuous enrollment
7. Fulfillment of language/research skill requirement

PH.D. DEGREE GRADUATION CHECKLIST

*For graduation deadlines, please see the CLAS Graduation Calendar link on COGA's [Preparing to Graduate](#) webpage.

INTERNATIONAL STUDENTS

Enrollment—All F-1 and J-1 international students are required by U.S. Federal law to pursue a full course of study every fall and spring semester. Generally speaking nine hours is considered full time for graduate students. Students with a 50% Graduate Teaching or Research Assistantship are considered full time with six hours. Once a student has completed his or her post-comprehensive exam, the student must enroll in the number of hours required by the Graduate School. If s/he is enrolled in less than nine hours (or six hours + 50% assistantship), the student will need to complete paperwork in International Student and Scholar Services (ISSS) to be considered full time for immigration purposes. Enrollment is only required in the summer if it is the student's first or final term. Summer enrollment need not be full time.

- Dropping a course/course—All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before dropping below full time.
- Withdrawal from the university— All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before withdrawing from the university.
- Change in degree program— F-1 students should always have an I-20 which accurately reflects their degree program (major and level). Any changes will necessitate a new I-20. Likewise all J-1 students should be in possession of a DS-2019 accurately reflecting their current degree program.

FINANCIAL SUPPORT/AID

The department offers a limited number of scholarships and fellowships on the basis of merit. The following types of support are available by nomination or application.

By nomination (only the first of these is available for entering students):

1. The department awards one or more Morris Family Scholarships to outstanding new graduate students. This honor provides a one-time monetary scholarship and up to four years of appointment as a graduate teaching assistant, which comes with a salary and full tuition waiver for up to nine credit hours. The Morris Scholar is also eligible to apply for a paid internship at the Spencer Museum of Art in years two and on.
2. Graduate Studies has available a number of scholarship awards to recognize academic accomplishment for incoming students and to assist meritorious current students in the timely completion of their degree programs. The number of scholarships awarded each year depends upon available funds. Nominations for fellowships for incoming students will be identified by the Graduate Admissions Committee and approved by the department faculty. Existing graduate students who are interested in particular Graduate Studies or other University fellowships should consult with their Ph.D. advisors and request that formal nomination be made to Graduate Studies. Please see the Graduate Studies' [Departmental Scholarships](#) page for additional information.
3. The department awards annually the Laurence Sickman Asian Art Scholarship, the Excellence in Asian Art Scholarship, the Timothy Mitchell Award, and multiple Marilyn Stokstad Awards, all of which carry a monetary award.

By application:

1. Half-time GA and hourly positions in the Visual Resources Facility.
2. Half-time GTA positions.
3. Half-time internship positions in the Spencer Museum of Art, selected by the Museum staff.
4. Foreign Language Area Studies grants for those studying Far Eastern languages, administered by the Center for East Asian Studies.
5. Other positions within the University, such as in the Art Library.

TRAVEL FUNDS

Graduate Studies Student Travel Funds

Funds are awarded to graduate students for travel to academic conferences and other scholarly activity. Funds are limited and are available strictly on a first come, first serve basis each semester. Each student is limited to one \$500 award per career. Periodically, funds for a second conference are available through Graduate Studies. Please check the Graduate Studies' [Internal KU Funding](#) page for additional information.

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 professional meetings for job interviews; travel to special training projects and other programs; 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.

Eldredge, Stokstad, Li Art History Travel Award

Graduate students in the Art History department or those serving as interns in the SMA are eligible to apply for an award from the Eldredge, Stokstad, Li Art History Travel Fund. This award supports travel to view exhibitions or art collections in the United States, with preference given to those with a demonstrable interest in a career in museum work. This is a competitive award, offered annually, with a deadline for application typically around April 1. Full details regarding this award can be found on the department's [travel resources](#) webpage.

PROCEDURES FOR EVALUATING GRADUATE STUDENT PERFORMANCE

1. 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 term, review their files and grades, and discuss with them their program needs. Doctoral students should be advised by their dissertation advisor.
2. The East Asian and European and American faculty meet each spring to review all M.A. students and each fall and spring to review all Ph.D. students. The results of these reviews are communicated to the students during advising sessions.
3. Graduate students are encouraged to talk with faculty members at any time about their program and their progress.
4. 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.
5. When students apply for jobs within the department, there is a general discussion among the faculty members of those students' progress. Again, students are encouraged to speak with the DGS or Graduate Advisor for East Asian art and/or the department chairperson.
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>

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

PETITION FOR CONTINUATION IN THE Ph.D. PROGRAM

Students who wish to be considered for admission to the Ph.D. program must complete and sign this form. Students must already have expressed this interest to a potential major field advisor and received that faculty member's support. Indicate below the name of that potential major field advisor.

The student must pass the M.A. exam in order for his/her petition to be considered. After receiving approval for the petition, the student will automatically be entered into the Ph.D. program and will be expected to maintain his/her enrollment as per Graduate Studies guidelines.

Students who indicate 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.

Please circle 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 potentially as a major field advisor: _____

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

Name and Date

Appendix 2: 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 works better now. It is always helpful to know the section where you think I'm on track, as well as the places where there are still problems.

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? If you have time, my schedule is very flexible in the week of xxx, except for when I teach on Monday and Wednesday mornings. Is there a specific time that would work well for you?

Best,

Your student

GRADUATE STUDENT HANDBOOK

**Kress Foundation Department of Art History
The University of Kansas
Current for Fall 2014**

*** For Students who enrolled in the graduate program in Fall 2014 ***

*If you enrolled in the graduate program prior to fall 2013, you may consult an [archived version of the Graduate Student Handbook](#).

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The graduate program of the Kress Foundation Department of Art History awards the M.A. and the Ph.D. degrees.

The **M.A.** provides students with a broad knowledge of the visual arts, as well as an introduction to the basic concepts 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 **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. For details click [here](#).

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. 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 the student who has been accepted into the program and provides information in such areas as the requirements for the M.A., requirements for the 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 Graduate Director/Graduate Advisor appropriate to their area of study (European and American art or East Asian art), the department chair, or their Ph.D. advisor. (Throughout this handbook “appropriate Graduate Director” means the Graduate Director for European and American art or the Graduate Advisor for East Asian art according to the student’s area of enrollment.)

It is each graduate student’s responsibility to know and observe all regulations and procedures relating to the graduate-degree program the student is pursuing. 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.

ENROLLMENT

The normal full-time enrollment for a graduate student is nine credit hours per semester and six hours per summer session. Students are not normally permitted to enroll for more than sixteen hours in the fall or spring or more than eight hours in the summer. All graduate students must be enrolled the semester they complete their degree requirements.

Graduate teaching assistants (GTA), graduate research assistants (GRA), and Visual Resources Facility graduate assistants (GA) are required to be full-time Art History graduate students. To fulfill this requirement a student must be enrolled in at least six hours per semester (if the student has a 50% appointment).

Full-time status may be defined as:

9 hours/semester (6 hours/ summer)
at least 8 hours + 30% GTA, GA, or GRA appointment
at least 7 hours + 40% GTA, GA, or GRA appointment
at least 6 hours + 50% GTA, GA, or GRA appointment

For further information regarding enrollment, see:

https://documents.ku.edu/policies/Graduate_Studies/full-time_enrollment_graduate_students.htm?uniq=buias8

M.A. PROGRAM IN ART HISTORY

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

Statement of Purpose

The M.A. programs in European and American art and in East Asian art at the University of Kansas seek to provide the student with a broad knowledge of the visual arts in those respective fields. An introduction to the basic concepts and methods of the discipline, of the techniques of research and the acquisition of information constitute the schedule of studies. The M.A. degree may be considered either as an end in itself or as preparation for subsequent specialized doctoral studies.

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 work. A maximum of nine of the 30

hours may be taken outside the department with approval of the appropriate Graduate Director. Students are advised individually by the appropriate Graduate Director, to determine their program.

Six hours of graduate credit taken at a regionally accredited graduate school may be transferred and applied to the M.A. degree, if the transfer has the approval of the appropriate Graduate Director and the College Office of Graduate Affairs (COGA). Only coursework graded B or higher may be transferred. Courses that were counted toward meeting the requirements of another graduate degree completed either at KU or at another institution may not be used toward meeting the 30 hours for the M.A. degree. Only credit hours earned while a student has status as a degree-seeking graduate student can be counted towards the 30 hours; no hours earned as a non-degree seeking student or undergraduate student can be counted towards the 30 hours.

M.A. students in European and American art must take as graduate students at least one art history course numbered 500 or above in each of the following four broad areas: Ancient/Medieval, Renaissance/Baroque, Modern/American, and East Asian or African art. The East Asian or African requirement may be satisfied by taking any college level East Asian or African art history course, which includes courses taken as an undergraduate. However, any courses numbered lower than 500 will not count toward the 30 hours required for the M.A. degree. A course in East Asian or African art history taken at some other institution must be approved by the Graduate Director for European and American art to satisfy the East Asian/African requirement.

M.A. students in European and American art history must take at least six art history seminars, two of which must be numbered 800 or above.

M.A. students in East Asian art should take a balanced distribution of graduate level (500 level or above) courses in Chinese, Japanese, and Korean art history and show evidence of at least one course in the history of European and/or American art. This requirement can be fulfilled with any college level course in European and/or American art history. Undergraduate courses may be used to satisfy the requirement but any courses numbered lower than 500 will not count toward the 30 hours required for the Master's degree. A course in European and/or American art history taken at some other institution must be approved by the Graduate Advisor for East Asian art to satisfy the European and/or American art history requirement.

M.A. students in East Asian art history must take at least five art history seminars, two of which must be numbered 800 or above.

Seminars numbered at the 600 and 700 level may be taught as proseminars, that is, classes in which reading, gathering knowledge and critical thinking are emphasized

rather than research, or they may include substantial research and require a long paper. Seminars numbered 800 or 900 will include more research and require a long paper.

Foreign Language Requirement

Since graduate students in art history may be required to use materials published in foreign languages they are expected to have a reading knowledge of one appropriate foreign language (a modern European language for European and American art history and Chinese, Korean, or Japanese for East Asian art history). A student 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.

Reading knowledge may be demonstrated in one of two ways. The student may pass a proficiency exam in a language, or enroll at the appropriate level in a foreign language and complete the fourth semester course with a grade of B or better. (Undergraduate coursework will 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 enroll in a language course during their first semester in the program. In the proficiency exam, the student will be expected to translate, with the aid of a dictionary, a passage of art historical writing in the foreign language in a set amount of time. The translation will be graded on its overall accuracy. The proficiency exam must be passed before the M.A. comprehensive exam may be taken. Foreign language credits numbered below 500 will not apply to the 30-credit M.A. requirement; those numbered above 500 may count.

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. In cases where compelling reasons necessitate a one-year extension of the normal seven-year limit, Graduate Studies, on recommendation of the appropriate Graduate Director, shall have authority to grant a one-year extension.

M.A. Thesis Option

A student may write a thesis in the final year of M.A. enrollment. In order to do so a member of the graduate faculty must accept responsibility for supervising the thesis that normally will be developed from a previously written seminar paper. The student must enroll for three hours in HA 899: Thesis, 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 two 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 meant to reflect a high quality of research and writing. Three faculty members must read and approve the thesis, the supervisor and two others who have expertise in the area. 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 deadline. CLAS has its own thesis requirements; information can be obtained at:

<http://www.clas.ku.edu/coga/graduation/checklist>

M.A. Examination

The examination tests a comprehensive knowledge of art history rather than knowledge gained about specific topics taught in individual classes. The M.A. exam will not serve as a Ph.D. entrance examination for either the European and American or East Asian art program. 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 form, which will be distributed at the M.A. exam and collected with the completed exams on day two of testing.

Students who take the M.A. examination in August must be enrolled for at least one hour of coursework during the preceding term (Spring or Summer) or the fall semester about to begin; students taking the examination in January must be enrolled for at least one hour of coursework during the preceding fall semester or the spring semester about to begin.*

Master's students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester. See the CLAS policy on M.A. enrollment:

https://documents.ku.edu/policies/Graduate_Studies/maenrollmentreqs.htm

*Note that if a student plans to petition to continue in the Ph.D. program, it is expected that he/she will be enrolled full time during the semester in which he/she takes the M.A. exam.

1. Timing of the M.A. Examination

The M.A. examination is offered twice a year: in August and January, during the week prior to the beginning of classes. Students normally take the examination at the beginning of the semester during which all other requirements (30 credit hours of coursework and, if the student is writing one, the thesis) will be completed. (In exceptional cases, and with the approval of the Graduate Director, a student may take the exam at the beginning of the semester following the completion of these other requirements.) The examination may not be taken earlier.

2. Exam Format

Separate exams will be given in East Asian and European and American art. The exam will be administered in two three-hour periods, scheduled over two days. During these sessions students will be asked to write six essays. Students will have an hour to write each essay.

Students will not be given specific questions to answer in the essays. Rather, students will be presented with images of six different sets of juxtaposed objects or monuments which. These works may be from any period and may or may not be accompanied by some identifying information. Slides will be projected for the entire hour.

Each of these sets of works is meant to serve as the catalyst for an essay. The student will be expected not only to discuss the works and their relationship to one another, but also to incorporate them into a larger art historical argument of the student's own devising. That argument may address any issue or problem suggested by the juxtaposition, and should draw upon the student's broader knowledge and understanding of art history.

3. Grading of the Exam

The M.A. exam is graded independently by three faculty readers without knowledge of the students' identities. 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. The results of the anonymous exams are communicated to the student.

Students must pass at least four of the essays to pass the exam. Passage of all essays and four of these with honors constitutes passage with honors. Any student who fails the exam will be expected to take the entire exam again the next time that it is offered. A second failure of the exam will result in the student's dismissal from the program.

PETITION FOR CONTINUATION IN THE Ph.D. PROGRAM

The M.A. student who wishes to be considered for admission to the Ph.D. program must complete and sign the Petition for Continuation in the Ph.D. Program form, which will be distributed at the M.A. exam and collected with the completed exams on day two of testing. It is expected that such students will already have expressed this interest to a potential major field advisor and received that faculty member's support. The student must pass the M.A. exam in order for his/her petition to be considered by the graduate faculty. After receiving departmental approval for the petition, the student will automatically be entered into the Ph.D. program and will be expected to maintain his/her enrollment as per Graduate Studies guidelines, which may be accessed here: https://documents.ku.edu/policies/Graduate_Studies/full-time_enrollment_graduate_students.htm?uniq=buias8

M.A. students who do not submit the petition at the time of the M.A. exam will need to reapply for admission to the art history graduate program.

The Combined M.A./Ph.D. student does not need to submit the Petition for Continuation in the Ph.D. Program form. He/she will be automatically evaluated by the graduate faculty upon successfully passing the M.A. exam to determine whether he/she remains eligible to continue to the Ph.D. or if the M.A. is the appropriate terminal degree. In most cases, Combined M.A./Ph.D. students will enter the Ph.D. program upon completion of the requirements for the M.A. degree.

Summary of Master's Degree Requirements

European and American art history candidates should complete:

1. 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. One 3-hour course in each of the following areas: Ancient/Medieval, Renaissance/Baroque, and Modern/American.
 - b. 18 hours of 700 or higher seminars, 6 hours of which must be taken at the 800 level or higher.

2. One 3-hour East Asian or African art course. This course may be numbered below 500 (i.e., an undergraduate course), but will count towards the 30 required hours only if it is at the 500 level or above.

East Asian art history candidates should complete:

1. 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 600 or higher level seminars, 6 hours of which must be taken at the 800 level or higher

2. One 3-hour European or American art course. This course may be numbered below 500 (i.e., an undergraduate course), but will count towards the 30 required hours only if it is at the 500 level or above.

All 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. exams.

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

Normally, within two semesters after the completion of M.A. coursework (not counting the semester in which the students finishes M.A. coursework), the student is expected to present to the graduate faculty, for their approval, a Doctoral Program of Study petition. 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 her/his major and minor General Comprehensive Examination advisors, to the [Graduate Academic Advisor](#) and the Graduate Director (for

students in European and American art history) or the East Asian Ph.D. Advisor (for students in East Asian art history). The status of students who fail to do so after two semesters 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 Graduate Studies for dismissal from the program.

In the Doctoral Program of Study petition, the student identifies the faculty member who will be his or her advisor for the major field (hereafter referred to as the “major Ph.D. advisor” or “major advisor”) and two other graduate faculty members, representing two minor fields. Normally, advisors for the major field and at least one minor field hold appointments in art history. 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 course work 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 to three courses, two of which must have been taken at the graduate level. The Doctoral Program of Study petition also identifies the research skills the student will present to satisfy Graduate Studies requirement.

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

Residence and Post-M.A. course credit hours

Normally, Ph.D. students are expected to complete no fewer than 21 and no more than 27 post-M.A. course credit hours. These credit hours must be taken at the graduate level. The graduate faculty reserves the right to require more than 27 post-M.A. course credit hours when appropriate.

Normally, Combined M.A./Ph.D. students are expected to complete no fewer than 15 and no more than 21 post-M.A. course credit hours. These credit hours must be taken at the graduate level. The graduate faculty reserves the right to require more than 21 post-M.A. course credit hours when appropriate.

The Ph.D. student must spend at least the equivalent of three full academic years (which may include the time spent in 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) study at the University of Kansas. During this period of residency, the student must be involved full-time in academic pursuits, which can be fulfilled as follows:

9 hours/semester (6 hours/ summer)
at least 8 hours + 30% GTA, GA, or GRA appointment
at least 7 hours + 40% GTA, GA, or GRA appointment
at least 6 hours + 50% GTA, GA, or GRA appointment

Employment outside the University may be used as part of the residency requirement if the student can demonstrate that the employment pertains directly to dissertation research. This type of employment will have to be approved by Graduate Studies by petition with a supporting statement from the department.

Foreign Language Requirements/Research Skills

In satisfying Graduate Studies' requirement for demonstrated proficiency in two research skills, Ph.D. candidates shall, prior to admission to the Ph.D. comprehensive examinations, demonstrate knowledge of two foreign languages relevant to the student's research interest(s). For students in European or American art the two languages are customarily modern European ones; for students in East Asian art, Chinese, Korean, and Japanese. (A student 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.)

One of the two languages for the Ph.D. is normally the one that met the M.A. language requirement. (Students who enter the KU 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 appropriate Graduate Director during the first semester of KU enrollment.)

Language proficiency may be demonstrated (1) by passing a departmental proficiency exam; (2) by completing with a grade of B or better the fourth-semester level of a language course; (3) by completing with a B or better a course such as FR 100; French for Reading Knowledge; or (4) by submitting a letter from a faculty member attesting to the student's language proficiency.

In exceptional cases, a Ph.D. candidate may satisfy the Graduate Studies requirement for two research skills by demonstrating (1) knowledge of one foreign language and (2) capability in one approved research skill pertinent to the candidate's field. This alternative requires the written endorsement of the student's doctoral advisor. Approval of the skill and its means of demonstration must be obtained from the departmental graduate faculty.

Ph.D. General Comprehensive Examination

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 until it is time to take these examinations.

When the doctoral aspirant has completed the course work specified on his or her Doctoral Program of Study petition at a level satisfactory to the department and has met all other requirements of the department and Graduate Studies (including evidencing two research skills and maintaining full-time enrollment at the University at the Ph.D. level for a minimum of one year), s/he may stand for the departmental written and comprehensive oral examinations.

It is the student's responsibility to schedule the comprehensive written and oral examinations. The written examinations are to be taken normally over a period of no more than three weeks. The comprehensive oral examination should normally be taken at least two weeks after the conclusion of the written examinations.

5. The scheduling of both written and oral examinations should be done in consultation with the major and minor doctoral committee advisors and at least two additional committee examiners, normally **two** months in advance of the commencement of the written examinations. When dates are selected, the student should consult with the Office Manager to reserve an available room for the oral exam.
6. At least **four** weeks before the student's written examinations commence, provide a written document to the Art History Department Office Manager with the following information so that the exam may be officially scheduled:
 - Student name, ID#, email address and phone number.
 - The names, email addresses, and role (chair, committee member, outside member) of all five members of the committee.
 - Written exam start and end dates and times, with subject area and advisor listed for each.
 - Oral exam date, time and location.

7. If the oral exam requires a conference call, inform the Office Manager so that preparations can be made in advance.
8. It is the student's responsibility to ensure that all committee members are reminded by email of the upcoming examination **two** weeks in advance of the examination.

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 tests may be taken under option A (take home) or B (at school). Students may elect to take part of the exam under option A and part under option B.

Option A. (take home). The essays are written outside of the department, 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 Office Manager to the student on the appointed day/hour. The student returns his/her answers via email to the Office Manager 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, without access to books, notes, or other resources. The completed essays are not expected to be documented with precise citations, but are expected to be typed on a computer. The test in the major area will last six consecutive hours, and the tests in the two minor areas will last three consecutive hours each. The arrangement of these exam hours is decided by the student and the student's major advisor.

The advisors for the three areas will each grade the written examinations "pass" or "fail," usually within a week of completion of the essays. If all grades are "pass," the advisors need not meet. If one or more grade is a "fail," or if one of the advisors so requests, the graders shall meet to discuss the outcome of the examinations. Only students who pass the written examinations may proceed to the comprehensive oral examination. A student who receives a "fail" on any of the written examinations will be asked to retake

one or more of the area tests, 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 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.

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.

Post-comprehensive Enrollment

After passing the comprehensive oral examination, the candidate must be continuously enrolled, including summer sessions, 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 for a minimum of six hours a semester and three hours in the summer session. Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester and each summer session 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.

See the “Doctoral Degree Time Constraints” section of the Policy Library for details on time-to-degree requirements

https://documents.ku.edu/policies/Graduate_Studies/docprogramtimeconstraints.htm

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

After passing the comprehensive exam, a student enrolls in HA 999 (dissertation hours) and develops a contract with his/her dissertation advisor (see “Progress on the Dissertation” section below for specific information on all subsequent contracts). This first contract will normally be devoted to the writing and finalizing of the dissertation proposal. Failure to fulfill the terms of this or any other contract may result in the grade of F.

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.* 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 Office Manager and the Graduate Director (for students in European and American art history) or the East Asian Ph.D. Advisor (for students in East Asian art history).

*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 next regularly scheduled faculty meeting after the break.

The proposal should follow a format similar to those available on file in the Art History Department office (no more than five pages of text; endnotes optional; double spaced; 12 pt. type; 1 in. borders). 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 and Grades

Each semester the dissertation student must enroll in at least one hour of HA 999. 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, including summer sessions, between the student and the advisor. 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 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 student will indicate on every contract his or her time-to-degree by including the sentence: "My enrollment clock expires at the end of _____ semester _____ year." See the "Doctoral Degree Time Constraints" section of the Policy Library for details on time-to-degree requirements:

https://documents.ku.edu/policies/Graduate_Studies/docprogramtimeconstraints.htm

Hours taken for HA 999 will receive letter grades each term (A, B, C, etc.); a grade of "P" (passing) or "I" (Incomplete) will not be provided. In assigning grades each advisor will use his or her own judgment. Satisfactory progress as outlined in the contract should be indicated by a grade of A; less satisfactory progress by a grade of B; unsatisfactory progress by a grade of C or lower. The grade of F on dissertation hours will result in the student's status in the graduate program being reviewed by the graduate faculty, which may result in the recommendation of probation. In the latter event, the student may be recommended for dismissal from the program if s/he does not fulfill the terms of probation.

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 1 of this document for a sample memorandum. A draft chapter without a covering memo places an undue burden on the reader to recall what the document is, at what stage it is, and what feedback would be helpful. 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, then telephone or email is acceptable.)

The memo need not be lengthy, but it should be specific and clearly stated. Such a memo should permit the advisor's more expeditious review of the draft and more useful, focused critiques. And, these memoranda provide one way students can take a lead role in keeping track of their dissertation and its progress.

Dissertation Committee

The student must form a committee 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 committee is composed of the three dissertation committee members and two other graduate faculty members, at least one of whom should be from outside the department. The outside member represents Graduate Studies and must be a regular member of the graduate faculty.

*A prospective member of the dissertation 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.

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 within 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.

The dissertation is submitted to the dissertation committee for review and approval. The dissertation committee normally consists of three members: the primary advisor and two other readers, both of whom must be members of the graduate faculty.

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 (either chapter by chapter or by reading the entire text), the student distributes a 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 **The Final Oral Examination** section below for details on scheduling the final oral examination.

The committee for the final oral examination must consist of five members: 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; normally at least three members of the oral examination committee will come from the Art History Department. A prospective member of the dissertation or final oral examination 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 a representative of Graduate Studies.

*Note: If any of these committee members are not members of the KU graduate faculty, inform the Office Manager as soon as possible, but no less than **six** weeks in advance of the final oral examination, so that they can be appointed as ad hoc members of the History of Art graduate faculty.

The Final Oral Examination

It is the student's responsibility to schedule the final oral examination and he/she should do the following:

5. Consult the College of Liberal Arts and Sciences (CLAS) graduate student calendar for deadlines; submit an application for degree on "Enroll and Pay" by the due date, which is determined each semester by the CLAS. This calendar, as well as other information regarding preparing the dissertation for final

submission, can be found on the CLAS website under “Graduate Services”/“Graduation”: <http://clas.ku.edu/coga/graduation/preparing>

6. At least **four** weeks before the student’s defense date, provide the Art History Department Office Manager the following information so that the exam may be officially scheduled:
 - The date and time of the defense. Reserve a room(s) with the Office Manager.
 - The names, email addresses, and departments of the five members of the dissertation committee.*
 - The final title of the dissertation.
 - If the defense requires a conference call, inform the Office Manager so that preparations can be made in advance.

7. It is the student’s responsibility to ensure that all committee members are reminded by email of the upcoming examination **two** weeks in advance of the examination.

The final oral examination of the dissertation is the culmination of the Ph.D. program. Five committee members are appointed for the final oral examination. The final committee is composed of the three dissertation committee members and two other graduate faculty members, at least one of whom should be from outside the department. The outside member represents Graduate Studies and must be a regular member of the graduate faculty. 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. Except for the Ph.D. advisor, dissertation committee members may be different from those on the comprehensive exam committee. Approval of the final dissertation draft by the dissertation committee will generally be followed promptly by the final oral examination.

The final oral examination, which is open to interested members of the university community, generally begins with a brief talk 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.) With the approval of the advisor, it may be possible to schedule a phone-in defense. In such cases, the call will begin with summary comments about the dissertation by the candidate, who will bear the cost of the phone call. 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 dissertation must be approved by Graduate Studies as well as by the department.

Electronic Submission of Approved Dissertation

The final oral examination is followed promptly by electronic submission of the dissertation by the student with assurance that all degree requirements have been met by the deadlines established by the CLAS. Instructions about electronic submission of dissertations are available at: <http://clas.ku.edu/coga/graduation/doctoral> and <http://www.graduate.ku.edu/etd/formatting>. 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.

Time Limit for Ph.D. Degree

Normally, a student is expected to complete the requirements for the Ph.D. within seven years of enrollment. 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.

In compelling cases where the Ph.D. degree has not been finished within these limits, Graduate Studies has the authority to grant up to a one-year extension in response to a student's petition and the supporting, written advice of the dissertation advisor and the appropriate Graduate Director. Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress on the dissertation as recorded by grades for HA 999, nor is the university likely to approve such extensions. It may be necessary for a student to revalidate or retake the Ph.D. comprehensive oral examination if it was taken more than five years before the final defense or an extension of time request.

A Ph.D. student may petition for a leave of absence (either during the pre- or post-comprehensive exam period) in order to pursue full-time professional activities related to the doctoral program and long-term professional goals, or because of illness or other emergency. Ordinarily a leave of absence is granted for one year only, with the

possibility of extension upon request. Students whose progress, especially at the dissertation level, 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.

SUMMARY OF GRADUATION REQUIREMENTS

M.A.

1. Application for degree
2. Satisfactory M.A. exam results
3. All grades turned in and all grades of "I" resolved
4. Documentation of continuous enrollment
5. Fulfillment of language requirement
6. Electronic submission of thesis (if applicable)

Ph.D.

1. Application for degree
2. Successful defense of dissertation
3. Electronic submission of dissertation
4. Submission of signed title and acceptance pages
5. All grades turned in and all grades of "I" resolved
6. Documentation of continuous enrollment
7. Fulfillment of language/research skill requirement

INTERNATIONAL STUDENTS

Enrollment—All F-1 and J-1 international students are required by U.S. Federal law to pursue a full course of study every fall and spring semester. Generally speaking nine hours is considered full time for graduate students. Students with a 50% Graduate Teaching or Research Assistantship are considered full time with six hours. Once a student has completed his or her post-comprehensive exam, the student must enroll in the number of hours required by the Graduate School. If s/he is enrolled in less than nine hours (or six hours + 50% assistantship), the student will need to complete paperwork in International Student and Scholar Services (ISSS) to be considered full time for immigration purposes. Enrollment is only required in the summer if it is the student's first or final term. Summer enrollment need not be full time.

- Dropping a course/course—All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before dropping below full time.
- Withdrawal from the university— All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before withdrawing from the university.
- Change in degree program— F-1 students should always have an I-20 which accurately reflects their degree program (major and level). Any changes will necessitate a new I-20. Likewise all J-1 students should be in possession of a DS-2019 accurately reflecting their current degree program.

FINANCIAL SUPPORT/AID

Although the department does not have extensive financial aid, it is always worth noting that, among major research institutions, the University of Kansas has one of the lowest tuition rates in the country. Our scholarships and fellowships are limited, but for Art History graduate students the following types of support are available by nomination or application.

By nomination (as a rule, only the first and second of these are available for entering students):

1. The department awards the Morris Family Scholarship to an outstanding new graduate student. This honor normally provides an \$8,000 to \$15,000 scholarship, appointment as a graduate teaching assistant (with a stipend of about \$13,000), and full tuition waiver for up to nine credit hours during the first year. In the second and third years, the Morris Scholar will be appointed as a graduate teaching assistant (GTA), provided he or she did well the first year, with a stipend of about \$13,000 and a full tuition waiver for up to nine credit hours. The Morris Scholar is also eligible to apply for an internship at the Spencer Museum of Art, which carries a stipend of about \$12,000 and would take the place of a GTA position. A second new graduate student will receive a one-time \$5,000 Morris Family Scholarship.

2. Graduate Studies has available a number of fellowship awards to recognize academic accomplishment and to assist meritorious students in the timely completion of their degree programs. The number of fellowships awarded each year depends upon available funds. Nominations for fellowships for incoming students will be identified by the Graduate Admissions Committee and approved by the department faculty. Existing graduate students who are interested in

particular Graduate Studies or other University fellowships should consult their departmental or program advisors and request that formal nomination be made to Graduate Studies.

3. The department awards a student each year with the Sickman Asian Art Scholarship, the Excellence in Asian Art Scholarship, the Timothy Mitchell Award, and the Stokstad Award.

By application:

1. Half-time GA and hourly positions in the Visual Resources Facility.
2. Half-time GTA positions.
3. One semester grading positions.
4. Half-time internship positions in the Spencer Museum of Art, selected by the Museum staff.
5. Foreign Language Area Studies grants for those studying Far Eastern languages, administered by the Center for East Asian Studies.
6. Other positions within the University, such as in the Art Library.

TRAVEL FUNDS

Graduate Studies Student Travel Funds

Funds are awarded to graduate students for travel to academic conferences and other scholarly activity. Funds are limited and are available strictly on a first come, first serve basis each semester. Each student is limited to one \$400 award per career.

Periodically, funds for a second conference are available in Graduate Studies. Please check with Graduate Studies for the availability of these 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 professional meetings for job interviews; travel to special training projects and other programs; and group travel. Full details regarding Art History Travel Fund support of graduate student travel can be found on the department website.

Eldredge, Stokstad, Li Art History Travel Award

Graduate students in the Art History department or those serving as interns in the SMA are eligible to apply for an award from the Eldredge, Stokstad, Li Art History Travel Fund. This award supports travel to view exhibitions or art collections in the United States, with preference given to those with a demonstrable interest in a career in museum work. This is a competitive award, offered annually, with a deadline for application typically around April 1. Full details regarding this award can be found on the department website.

PROCEDURES FOR EVALUATING GRADUATE STUDENT PERFORMANCE

1. The Graduate Director and 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 term, review their files and grades, and discuss with them their program needs. Doctoral students should be advised by their dissertation advisor.
2. The East Asian and European and American faculty respectively meet each spring to review all M.A. students and each fall and spring to review all Ph.D. students. The results of these reviews are communicated to the students during advising sessions.
3. Graduate students are encouraged to talk with faculty members at any time about their program and their progress.
4. Students who are having difficulties should consult with the Graduate Director or Graduate Advisor for East Asian art; if necessary and appropriate, the case will be discussed by the faculty.
5. The Petition for Continuation in the Ph.D. Program is considered by the entire graduate faculty, which determines whether the M.A. is the appropriate terminal degree or whether the student may continue to the Ph.D.
6. When students apply for jobs within the department, there is a general discussion among the faculty members of those students' progress. Again, students are encouraged to speak with the Graduate Director or Graduate Advisor for East Asian art and/or the department chairperson.
7. When dissertation proposals are submitted, they (and student progress) also are reviewed by the entire graduate faculty.

Student Grievance Procedure

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Graduate School establishes the following procedures to hear the individual grievances of graduate students. A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit and all Graduate Divisions have established grievance policies and procedures. Appeals of a grievance heard at one of these levels is to the Judicial Board. These procedures shall not be used to hear disputes assigned to other hearing bodies under USSR Article VI, Section 4.

The Graduate School has established a set of guidelines for petitions from graduate students that fall in into certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of the Graduate School:

1. Cases involving the Graduate Divisions of two or more schools or colleges;
2. Cases involving the interpretation of Graduate Studies policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6. 4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure. The Graduate School shall provide a copy of this procedure to anyone who requests it.

1. The Standing Committee on Graduate Studies Fellowships, Scholarships, and Student Affairs is charged to “establish policies governing the handling of individual grievances of graduate students brought to the attention of Graduate Studies and to carry out or delegate the investigation of individual grievances presented to Graduate Studies,” and to “make and report final recommendations to the Dean of Graduate Studies with respect to individual grievances.” Since the committee has the responsibility to adjudicate and hence to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. It is appropriate, however, for the Graduate Studies office, in its administrative capacity, to look into complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. Before pursuing formal grievance procedures, a grievant should

ordinarily attempt to resolve the matter informally through direct or indirect consultation with the other party, through discussions with supervisory personnel or through informal mediation. If the problem is not solved in this fashion, the Dean shall refer the complainant to the committee or, if appropriate, to another appropriate unit charged with jurisdiction to resolve the dispute. If it is referred to the committee, the Graduate Studies office shall make available to the committee what it has learned that bears on the complaint. This shall not be construed, however, to deny the right of a student to file a complaint directly with the committee.

2. To start the grievance process, the complainant must submit a written grievance to Graduate Studies. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
3. At the time the complaint is submitted to Graduate Studies, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
4. Upon receipt of the complaint, Graduate Studies shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
5. Pursuant to University Senate Code 14.2.c, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
6. The respondent shall submit a written response to Graduate Studies within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.
7. Upon receipt of the response, Graduate Studies shall contact the complaining party to verify that a copy of the response has been provided.

8. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, Graduate Studies shall appoint a committee to consider the complaint. Normally, a complaint shall be heard by a subcommittee of three, appointed by the chairperson of the Standing Committee on Graduate Studies Fellowships, Scholarships and Student Affairs from among the members of the committee. However, the complainant may request a hearing before the full committee. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint. In the summer, if the complainant requests a hearing before the full committee he or she must waive the right to timely hearing (see 11 below) and a hearing date will be scheduled early in the fall.

9. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.

10. Time limits. To use this procedure, the complainant must file the written complaint with Graduate Studies within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).

11. Upon receiving the complaint, if the chair of the committee determines that if any of the following grounds exist, he or she may recommend to the Dean that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) Graduate Studies lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.

12. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the Graduate Studies. The Dean will send a copy of the referral to the complainant(s) and any responding parties.

13. If not previously attempted, prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

14. If mediation is successful, the mediator will forward to the Dean, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Dean. The Dean will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.

15. If mediation is not successful, the mediator will notify the Dean, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.

16. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.

17. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.

18. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.

19. Witnesses other than parties shall leave the hearing room when they are not testifying.

20. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.

21. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.

22. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.

23. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.

24. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Dean. The committee shall base its recommendations solely upon the information presented at the hearing.

25. The committee will send its written recommendation to the Dean and the parties as soon possible and no later than 14 calendar days after the end of the hearing.

26. Within 14 calendar days of receiving the committee recommendation, the Dean will notify the parties of the acceptance, modification, or rejection of the recommendation. The Dean will advise the parties of the procedure available to appeal the decision.

* * *

Appendix 1: 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 works better now. It is always helpful to know the section where you think I'm on track, as well as the places where there are still problems.

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? If you have time, my schedule is very flexible in the week of xxx, except for when I teach on Monday and Wednesday mornings. Is there a specific time that would work well for you?

Best,

Your student

2012

GRADUATE STUDENT HANDBOOK
Kress Foundation Department of Art History
The University of Kansas
(Revised: December 2012)

* For Students who enrolled in the graduate program *prior* to Fall 2013 *

GRADUATE STUDENT HANDBOOK
Kress Foundation Department of Art History
The University of Kansas
(Revised: December 3, 2012)

The graduate program of the Kress Foundation Department of Art History awards the M.A. and the Ph.D. degrees. Requirements for these degrees have been established by the Department as well as by the Office of Research and Graduate Studies (herein Graduate Studies). This Graduate Student Handbook consolidates information disseminated 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 the student who has been accepted into the program and provides information in such areas as the requirements for the M.A., requirements for the 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 graduate director appropriate to their area of study (European & American art or East Asian art), the department chair, or their Ph.D. advisor. (Throughout this handbook “appropriate Graduate Director” means the Graduate Director for European & American Art or the Graduate Director for East Asian Art according to the student’s area of enrollment.)

It is each graduate student’s responsibility to know and observe all regulations and procedures relating to the graduate-degree program the student is pursuing. 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.

ENROLLMENT

The normal full-time enrollment for a graduate student is nine credit hours per semester or six hours per summer session. Students are not normally permitted to enroll for more than sixteen hours in the fall or spring or more than eight hours in the summer. All graduate students must be enrolled the semester they complete their degree requirements.

Graduate teaching assistants and Visual Resources Collection assistants are required to be full-time Art History graduate students. To fulfill this requirement a student must be enrolled in at least six hours per semester until completion of 18 hours of course work after taking the Ph.D. comprehensive examinations. After the 18 hours of course work are completed, the graduate student must be enrolled in a minimum of one hour of art history per semester (not including summer semester). (Note: full-time status may also be defined as 9 hours enrollment, 6 hours + 50% appointment, 7 hours + 40% appointment, or 8 hours + 30% appointment.

M.A. PROGRAM IN ART HISTORY

Statement of Purpose

The M.A. programs in European & American art and in Asian art at the University of Kansas seek to provide the student with a broad knowledge of the visual arts in those respective fields. An introduction to the basic concepts and methods of the discipline, of the techniques of research and the acquisition of information constitute the schedule of studies. The Master's degree may be considered either as an end in itself or a preparation for subsequent specialized doctoral studies.

Program Requirements

The program for the Master's Degree in Art History requires a total of 30 hours of graduate work. A maximum of nine of the 30 hours may be taken outside the department with approval of the appropriate Graduate Director. Students are advised individually, normally by the appropriate Graduate Director, to determine their program.

Six hours of graduate credit taken at a regionally accredited graduate school may be transferred and applied to the M.A. degree, if the transfer has the approval of the appropriate Graduate Director and the College Graduate Division. Eight hours may be transferred if the student holds a baccalaureate degree from KU. Only coursework graded B or higher may be transferred. Courses that were counted toward meeting the requirements of another graduate degree completed either at KU or at another institution may not be used toward meeting the 30 hours for the M.A. degree. Only credit hours earned while a student has status as a degree-seeking graduate student can be counted towards the 30 hours; no hours earned as a non-degree seeking student or undergraduate student can be counted towards the 30 hours.

M.A. students in European & American art must take as graduate students at least one art history course numbered 500 or above in each of the following four broad areas: Ancient/Medieval, Renaissance/Baroque, Modern/American, and East Asian/African art. The East Asian or African requirement may be satisfied by taking any college level East Asian or African art history course including undergraduate courses, but any courses numbered lower than 500 will not count toward the 30 hours required for the M.A. degree. A course in East Asian/African art history taken at some other institution must be approved by the Graduate Director for European & American Art to satisfy the East Asian/African requirement.

M.A. students in East Asian art should take a balanced distribution of graduate level (500 level or above) courses in Chinese and Japanese art history and show evidence of at least one course in the history of Western art. The Western art history requirement can be fulfilled with any college level course in Western art history. Undergraduate courses may be used to satisfy the requirement but any courses numbered lower than 500 will not count toward the 30 hours required for the Master's degree. A course in Western art history taken at some other institution must be approved by the Graduate Director for East Asian Art to satisfy the Western art history requirement.

All M.A. students must take at least five art history seminars, two of which must be numbered 800 or above. Note: European & American program MA students beginning their coursework in Fall 2011 or thereafter must take at least six art history seminars, at least two of which must be numbered 800 or above. Seminars numbered at the 600 and 700 level will be taught as proseminars, that is, classes in which reading, gathering knowledge and critical thinking are emphasized rather than research. Papers are generally shorter. Seminars numbered 800 or 900 will include research and require a long paper.

Foreign Language Requirement

Since graduate students in art history may be required to use materials published in foreign languages they are expected to have a reading knowledge of one appropriate foreign language (a modern European language for European & American art history and Chinese or Japanese for Asian art history). This reading knowledge may be demonstrated in one of two ways. The student may pass a proficiency exam in a language, or enroll at the appropriate level in a foreign language and complete the fourth semester course with a grade of B or better. (Undergraduate coursework will not count.) The proficiency exam will be given during the advising/enrollment period of each semester by the art history department. Students are expected to take the proficiency exam or enroll in a language course during their first semester in the program. In the

proficiency exam, the student will be expected to translate, with the aid of a dictionary, a passage of art historical writing in the foreign language in a set time. The translation will be graded on its overall accuracy. The proficiency exam must be passed before the M.A. comprehensive exam is taken. Foreign language credits numbered below 500 will not apply to the 30 credit M.A. requirement; those numbered above 500 may count.

Time Limits to Complete Master's Degree

M.A. students will be allowed seven years for completion of all requirements for the degree. In cases where compelling reasons necessitate a one-year extension of the normal seven-year limit, Graduate Studies, on recommendation of the appropriate Graduate Director, shall have authority to grant the one- year extension. A leave of absence is not an option in the M.A. program.

Candidate for Degree

All graduate students enrolled in master's graduate programs must be enrolled the semester they complete the degree.

M.A. Thesis Option

A student may write a thesis in the final year of M.A. enrollment. In order to do so a member of the graduate faculty must accept responsibility for supervising the thesis that normally will be developed from a previously written seminar paper. The student must enroll for three hours in HA 899: Thesis, 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 two 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 meant to reflect a high quality of research and writing. Three faculty members must read and approve the thesis, the supervisor and two others who have expertise in the area. 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 deadline. CLAS has its own thesis requirements; information can be obtained at <http://www.graduate.ku.edu/~etd/>

M.A. Examination

The examination tests a comprehensive knowledge of art history rather than knowledge gained about specific topics taught in individual classes. The M.A. exam will not serve as a Ph.D. entrance examination for either the European & American or Asian art program.

1. Timing of the M.A. Examination

The M.A. examination is offered twice a year: in August and January, during the week prior to the beginning of classes. Students normally take the examination at the beginning of the semester during which all other requirements (30 credit hours of coursework and, if the student is writing one, the thesis) will be completed. (In exceptional cases, and with the approval of the graduate director, a student may take the exam at beginning of the semester following the completion of these other requirements.) The examination may not be taken earlier. Students taking the examination in August must be enrolled for at least one hour of coursework during the preceding summer term or the fall semester about to begin; students taking it in January must be enrolled for at least one hour of coursework during the preceding fall semester or the spring semester about to begin.

2. Exam Format

Separate exams will be given in Asian and European & American art. The exam will be administered in two three-hour periods, scheduled over two days. During these sessions students will be asked to write six essays. Students will have an hour to write each essay.

Students will not be given specific questions to answer in the essays. Rather, students will be presented with images of six different sets of juxtaposed objects or monuments which are intended to generate their own questions. These works may be from any period and may or may not be accompanied by some identifying information. Images will be projected for ten minutes at the beginning of the hour and again for five minutes at 45 minutes into the hour.

Each of these sets of works is meant to serve as the catalyst for an essay. The student will be expected not only to discuss the works and their relationship to one another, but also to incorporate them into a larger art historical argument of the student's own devising. That argument may address any issue or problem

suggested by the juxtaposition, and should draw upon your broader knowledge and understanding of art history.

3. Grading of the Exam

The M.A. exam is graded independently by three faculty readers without knowledge of the students' identities. 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. The results of the anonymous exams are then reviewed and approved by the entire faculty and communicated to the student. Students must pass at least four of the essays to pass the exam. Passage of all essays and four of these with honors constitutes passage with honors. Any student who fails the exam will be expected to take the entire exam again the next time that it is offered. A second failure of the exam will result in the student being dropped from the program.

Summary of Master's Degree Requirements

A. European & American art history candidates should complete:

1. 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. One 3-hour course in each of the following areas: Ancient/Medieval, Renaissance/Baroque, and Modern/American.
 - b. 15 hours of 600 or higher seminars, 6 hours of which must be taken at the 800 level or higher. Note: MA students beginning their coursework in Fall 2011 or thereafter must take at least 18 hours of art history seminars, at least two of which must be numbered 800 or above. Seminars numbered at the 600 and 700 level will be taught as proseminars, that is, classes in which reading, gathering knowledge and critical thinking are emphasized rather than research. Papers are generally shorter. Seminars numbered 800 or 900 will include research and require a long paper.

2. One 3-hour non-Western course. This course may be numbered below 500 (i.e., an undergraduate course), but only if it is at the 500 level or above will it count towards the 30 hours required in A.1.

B. East Asian art history candidates should complete:

Balanced distribution of 500 or higher level courses in Chinese and Japanese art.

6 hours of 600 or 700 level seminars

6 hours of 800 or 900 level seminars

C. Pass the Master's 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. exams.

PETITION FOR CONTINUATION OF GRADUATE STUDIES

After passing the M.A. exam and before enrolling for course work in art history beyond the M.A. degree, a student must submit a Petition for Continuation of Graduate Studies and receive departmental approval for the petition. A student who takes (and passes) the M.A. exam under normal timing and wishes to enroll for the semester following the semester in which he or she took the M.A. exam must submit the Petition via email in PDF format to the Office Manager and the Graduate Director (for students in European and American art history) or the East Asian student PhD Advisor (for students in East Asian art history) by these dates:

March 1—for students who pass the January exam and wish to enroll for the following summer term or fall semester; or

October 1—for students who pass the August exam and wish to enroll for the following spring semester.

Students who do not submit the petition within one year (two semesters) of the completion of the M.A. degree will need to reapply for admission to the art history graduate program.

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

A student in the Ph.D. program is expected to present to the graduate faculty, for their approval, a Doctoral Program of Study petition by the end of her/his third semester. 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 her/his major and minor General Comprehensive Examination advisors, to the Office Manager and the Graduate Director (for students in European and American art history) or the East Asian student PhD Advisor (for students in East Asian art history). The status of students who fail to do so after three semesters will be evaluated at the beginning of each semester. Those who cannot justify a delay may be dropped from the program.

In the Doctoral Program of Study petition, the student identifies the faculty member who will be his or her advisor for the major field (hereafter referred to as the “major Ph.D. advisor” or “major advisor”) and two other graduate faculty members, representing two minor fields. Normally, advisors for the major field and at least one minor field hold appointments in art history. 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 course work within the two minor fields is devised with the respective minor advisors, under the overall supervision of the major advisor. The Doctoral Program of Study petition also identifies the research skills the student will present to satisfy Graduate Studies requirement.

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

Residence

There is no specific number of credit hours required for the Ph.D. However, the Ph.D. student must spend at least the equivalent of three full academic years (including the time spent in 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) study at the University of Kansas. During this period of residency, the student must be involved full-time in academic pursuits, which can be fulfilled as follows:

9 hours/semester (6 hours/ summer)
at least 8 hours + 30% TA or RA appointment
at least 7 hours + 40% TA or RA appointment
at least 6 hours + 50% TA or RA appointment

Employment outside the University may be used as part of the residency requirement if the student can demonstrate that the employment pertains directly to dissertation research. This type of employment will have to be approved by the Graduate Division of CLAS by petition with a supporting statement from the department.

Research Skills (language requirements)

In satisfying Graduate Studies' requirement for demonstrated proficiency in two research skills, Ph.D. candidates shall, prior to admission to the comprehensive examinations, demonstrate knowledge of two foreign languages relevant to the student's research interest(s). For students in European or American art the two languages are customarily modern European ones; for students in East Asian art, Chinese and Japanese. (A student 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.)

One of the two languages for the Ph.D. is normally the one that met the M.A. language requirement. (Students who enter the KU 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 appropriate Graduate Director during the first semester of KU enrollment.)

Language proficiency may be demonstrated (1) by passing a departmental proficiency exam, or (2) by completing with a grade of B or better the fourth-semester level of a language course. In the case of the second language proficiency may also be demonstrated (3) by completing with a B or better a course such as FR 100; French for Reading Knowledge, or (4) by submitting a letter from a faculty member attesting to the student's language proficiency.

In exceptional cases, a Ph.D. candidate may satisfy the Graduate Studies requirement for two research skills by demonstrating (1) knowledge of one foreign language and (2) capability in one approved research skill pertinent to the candidate's field. This alternative requires the written endorsement of the student's doctoral advisor. Approval of the skill and its means of demonstration must be obtained from the departmental graduate faculty as part of the formal application to the doctoral program.

General Comprehensive Examination

The General Comprehensive Examination consists of two parts: the Departmental Written Tests and the comprehensive Oral Examination.

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 Departmental Written Tests and Comprehensive Oral Examination. It is the student's responsibility to maintain ongoing contact with the advisors until it is time to take these tests.

When the doctoral aspirant has completed the course work specified on his or her Ph.D. Program of Study at a level satisfactory to the department and has met all other requirements of the department and University Graduate Studies (including evidencing two research skills and maintaining full-time enrollment at the University at the Ph.D. level for a minimum of one-year), s/he may stand for the Departmental Written Tests and Comprehensive Oral Examination.

It is the student's responsibility to schedule the Comprehensive Written and Oral Examinations and to ensure that all committee members are reminded by email of upcoming examinations **two** weeks in advance of the start of the first of them. The scheduling of both written and oral examinations should be done in consultation with the major and minor doctoral committee advisors and at least two additional committee examiners, normally **three** months in advance of the examinations. When dates are selected, the student should give them as well as the names, email addresses, and departments of committee members to the Office Manager. At this time, the student must also make arrangements with the Office Manager to reserve an available room for the Oral Examination and request a conference phone, if needed. The Written Examinations are to be taken normally over a period of no more than three weeks. The Comprehensive Oral Examination itself should normally be taken at least two weeks after the conclusion of the Written Examinations.

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 tests may be taken under option A (take home) or B (at school). Students may elect to take part of the exam under option A and part under option B.

Option A. (take home). The essays are written outside of the department, 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 Office Manager to the student on the appointed day/hour. The student returns his/her answers via email to the Office Manager 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, without access to books, notes, or other resources. The completed essays are not expected to be documented with precise citations, but are expected to be typed on a computer. The test in the major area will last six consecutive hours, and the tests in the two minor areas will last three consecutive hours each. The arrangement of these exam hours is decided by the student and the student's major advisor.

The advisors for the three areas will each grade the Written Examinations Pass or Fail, usually within a week of completion of the essays. If all grades are Pass, the advisors need not meet. If one or more grade is a Fail, or if one of the advisors so requests, the graders shall meet to discuss the outcome of the Examinations. Only students who pass the Written Examinations may proceed to the Comprehensive Oral Examination. A student who receives a Fail on any of the Written Examinations will be asked to retake one or more of the area tests, 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 attempt.

2. Comprehensive Oral Examination

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.

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.

Post-comprehensive Enrollment

After passing the comprehensive oral examination, the candidate must be continuously enrolled, including summer sessions, 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 for a minimum of six hours a semester and three hours in the summer session. Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive

oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester and each summer session 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.

The Ph.D. Dissertation

Dissertation Committee

After completion of the comprehensive oral and written comprehensive exams, the Ph.D. candidate is ready to begin work on a doctoral dissertation. The first step is to form a committee 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. A prospective member of the dissertation 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.

Dissertation Proposal

After passing the comprehensive exam, a student enrolls in HA 999 (dissertation hours) and develops a contract with his/her dissertation advisor (see “Progress on the Dissertation” section below for specific information on all subsequent contracts). This first contract will normally be devoted to the writing and finalizing of the dissertation proposal. Failure to fulfill the terms of this or any other contract may result in the grade of F.

Normally, a student should submit the dissertation proposal to his/her advisor no later than one full semester following the semester in which the comprehensive exam occurs. 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 Office Manager and the Graduate Director (for students in European and American art history) or the East Asian student PhD Advisor (for students in East Asian art history). Normally, the proposal must be approved by the department’s graduate faculty no later than two full semesters after completion of comprehensive exams. The proposal should follow a format similar to those available on file in the Art History Department office (no more than five pages of text; endnotes optional; double spaced; 12 pt. type; 1 in. borders). 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 and Grades

Each semester the dissertation student must enroll in at least one hour of HA 999. 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, including summer sessions, between the student and the advisor. 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 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 student will indicate on every contract his or her time-to-degree by including the sentence: "My enrollment clock expires at the end of _____ semester _____ year." See page 11 for details on time-to-degree requirements.

Hours taken for HA 999 will receive letter grades each term (A, B, C, etc.); a grade of "P" (passing) or "I" (Incomplete) will not be provided. In assigning grades each advisor will use his or her own judgment. Satisfactory progress as outlined in the contract should be indicated by a grade of A; less satisfactory progress by a grade of B; unsatisfactory progress by a grade of C or lower. The grade of F on dissertation hours will result in the student's status in the graduate program being reviewed by the graduate faculty, which may result in the recommendation of probation. In the latter event, the student may be recommended for dismissal from the program if s/he does not fulfill the terms of probation.

Each dissertation is to be completed within time limits specified by 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.

Memorandum with Submission of Dissertation Chapter Drafts

Drafts of dissertation chapters submitted to readers should be covered by a memorandum explaining what is attached. A draft chapter without a covering memo places an undue burden on the reader to recall what the document is, at what stage it is, and what feedback would be helpful. 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 you would

be available to discuss the work. (Ideally these discussions should occur in person; however, if that is not possible, then telephone or email is acceptable.)

The memo need not be lengthy, but it should be specific and clearly stated. (A sample memo follows in Appendix 1 of this document.) Such a memo should permit the advisor's more expeditious review of the draft and more useful, focused critiques. And, these memoranda provide one way students can take a lead role in keeping track of their research project and its progress.

Approval of Chapters and the Final Draft

The dissertation is submitted to the dissertation committee for review and approval. The dissertation committee normally consists of three members: the primary advisor and two other readers.

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 six 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 six weeks.

Once the advisor has approved a draft of the complete dissertation (either chapter by chapter or by reading the entire text), the student distributes a draft of the entire dissertation to the second and third readers, who normally will return it with comments within four weeks.

Once the dissertation committee approves the final dissertation draft, the student is responsible for scheduling the final oral examination, which should occur no sooner than three weeks (and normally no more than six weeks) subsequent to this last distribution.

The committee for the final oral examination must consist of five members: the members of the dissertation committee plus other members of the Graduate Faculty recommended by the committee chair and the department and appointed by the Graduate Division. At least one member of the final oral examination committee must come from another KU department to represent the Graduate Division; normally at least three members of the oral examination committee will come from the art history department.

The Final Oral Examination

It is the student's responsibility to schedule the Final Oral Examination and he/she should do the following:

8. Consult the College graduate student calendar for deadlines; submit an application for degree on "Enroll and Pay" by the due date, which is determined each semester by the College. This calendar as well as other information regarding preparing the dissertation for final submission can be found on the College of Liberal Arts and Sciences website under "Graduate Services"/"Graduation": <http://clas.ku.edu/coga/graduation/preparing>
9. At least **four** weeks before the student's defense date, provide the Art History department Office Manager the following information so that the exam may be officially scheduled:
 - The date and time of the defense. Reserve a room(s) with the Office Manager.
 - If the defense will take place via conference call, inform the Office Manager so that preparations can be made in advance.
 - The names, email addresses, and departments of the five members of the dissertation committee.*
 - The final title of the dissertation.

[*Note: If any of these committee members are not members of the KU graduate faculty, inform the Office Manager as soon as possible, but no less than **six** weeks in advance, so that they can be appointed as ad hoc members of the History of Art graduate faculty.]

10. It is the student's responsibility to ensure that all committee members are reminded by email of the upcoming examination **two** weeks in advance of the examination.

The final oral examination of the dissertation is the culmination of the Ph.D. program. Five committee members are appointed for the final oral examination. The final committee is composed of the three dissertation members and two other graduate faculty members, at least one of whom should be from outside the department. The outside member represents Graduate Studies and must be a regular member of the Graduate Faculty. Before the examination, Graduate Studies provides a list of responsibilities to the Graduate Studies representative. The Graduate Studies representative 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 Graduate Division, and Graduate Studies. Except for the Ph.D. advisor, dissertation committee members may be different from those on the comprehensive exam committee. Approval of the final dissertation draft by the dissertation committee will generally be followed promptly by the final oral examination.

The final oral examination, which is open to interested members of the university community, generally begins with a brief talk 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.) With the approval of the advisor, it may be possible to schedule a phone-in defense. In such cases, the call will begin with summary comments about the dissertation by the candidate, who will bear the cost of the phone call. 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 dissertation must be approved by Graduate Studies as well as by the department.

Electronic Submission of Approved Dissertation

The final oral examination is followed promptly by electronic submission of the dissertation by the student with assurance that all degree requirements have been met. Instructions about electronic submission of dissertations are available at <http://www.graduate.ku.edu/~etd/>. Information includes 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.

Time Limit for Ph.D. Degree

Students entering the Ph.D. program with an M.A. from KU are allowed a **total** of ten years of enrollment to complete both degrees (i.e., from the beginning of the M.A. to the completion of the Ph.D.).

Furthermore, all students must complete all Ph.D.-degree requirements within eight years of enrollment in the KU Ph.D. program. For students entering the Ph.D. program with an M.A. from KU, the eight-year clock begins with the first semester of enrollment following completion of the M.A. requirements. For students entering the Ph.D. program with an M.A. from elsewhere, the eight-year clock begins with the first semester of enrollment at KU. (Note that in both cases the eight-year-limit begins prior to faculty approval of a student's Doctoral Program of Study Petition.)

In compelling cases where the Ph.D. degree has not been finished within these limits, the College Graduate Division has the authority to grant a one-year extension in response to a student's petition and the supporting, written advice of the dissertation advisor and the appropriate Graduate Advisor. Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress on the dissertation as recorded by grades for HA 999 (see #3 above), nor is the university likely to approve such extensions. It may be necessary for a student to revalidate or retake the Ph.D. Comprehensive Oral Examination if it was taken more than five years before an extension of time request.

A Ph.D. student may petition for a leave of absence (either during the pre- or post-comprehensive period) in order to pursue full-time professional activities related to the doctoral program and long-term professional goals, or because of illness or other emergency. Ordinarily a leave of absence is granted for one year only, with the possibility of extension upon request. Students whose progress, especially at the dissertation level, 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.

A Ph.D. student who fails to enroll for five consecutive years will be disenrolled from the program and the University. In order to continue with the Ph.D. degree, he or she must apply (and be accepted) for readmission to the department and to Graduate Studies.

SUMMARY OF GRADUATION REQUIREMENTS

M.A.

1. Application for degree
2. Satisfactory M.A. exam results
3. All grades turned in*
4. Documentation of continuous enrollment
5. Fulfillment of language requirement
6. Electronic submission of thesis (if applicable)

Ph.D.

1. Application for degree
2. Successful defense of dissertation
3. Electronic submission of dissertation
4. Submission of signed title and acceptance pages
5. All grades turned in*
6. Documentation of continuous enrollment
7. Fulfillment of language/research skill requirement

*If an incomplete grade is allowed to stand, a letter must be written by the student's advisor to Graduate Studies stating that the course is not required for the degree.

INTERNATIONAL STUDENTS

Enrollment—All F-1 and J-1 international students are required by U.S. Federal law to pursue a full course of study every fall and spring semester. Generally speaking nine hours is considered full time for graduate students. Students with a 50% Graduate Teaching or Research Assistantship are considered full time with six hours. Once a student has completed his or her post-comprehensive exam, the student must enroll in the number of hours required by the Graduate School. If in less than nine hours (or six hours + 50% assistantship), the student will need to complete paperwork in International Student and Scholar Services (ISSS) to be considered full time for immigration purposes. Enrollment is only required in the summer if it is the student's first or final term. Summer enrollment need not be full time.

- Dropping a course/course—All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before dropping below full time.
- Withdrawal from the university— All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before withdrawing from the university.
- Change in degree program— F-1 students should always have an I-20 which accurately reflects their degree program (major and level). Any changes will necessitate a new I-20. Likewise all J-1 students should be in

possession of a DS-2019 accurately reflecting their current degree program.

FINANCIAL AID

Although the department does not have extensive financial aid, it is always worth noting that, among major research institutions, the University of Kansas has one of the lowest tuition rates in the country. Our scholarships and fellowships are limited, but for Art History graduate students the following types of support are available by nomination or application.

By nomination (as a rule, only the first and second of these are available for entering students):

1. The Department selects a Morris Family Scholar from new graduate students who begin their studies in the fall semester and provides a \$15,000 scholarship, appointment as a graduate teaching assistant, and full tuition waiver during the first year. The second year, the Morris Scholar will be appointed as a graduate teaching assistant, provided he or she did well the first year, with a stipend of about \$11,500 and a full tuition waiver. The third year, the Morris Scholar will be eligible for an internship at the Spencer Museum of Art, which carries a stipend of about \$11,500. A second new graduate student will receive a one-time \$5000 Morris Family Scholarship.

2. Graduate Studies has available a number of fellowship awards to recognize academic accomplishment and to assist meritorious students in the timely completion of their degree programs. The number of fellowships awarded each year depends upon available funds. Applicants for admission to Graduate Studies who wish to be considered for these awards must supply the required supporting materials to the proposed major departments. Graduate students interested in fellowships should consult their departmental or program advisors and request that formal nomination be made to Graduate Studies. Nominations must be made on standard forms supplied by Graduate Studies, accompanied by letters of recommendation, current official transcripts, and, if available, additional evidence of scholastic attainment. Each nominee must prepare a statement describing academic and professional goals and the effect that an award would have in attaining these goals. It is the responsibility of the nominee and

department to provide all materials required for evaluation of the nominee's qualifications. Applications must include Graduate Record Examination aptitude test scores. In some cases, scores from other nationally administered standardized tests for graduate admission may be substituted, but only if the program requires this test for admission.

3. The department awards a student each year with the Sickman Asian Art Scholarship, the Excellence in Asian Art Scholarship, the Timothy Mitchell Award, and the Stokstad Award.

4. The department also nominates students for several national grants each year, such as the Kress Foundation and National Gallery grants.

By application:

1. Half-time GRA and hourly positions in the Visual Resources Collection.
2. Half-time positions teaching discussion sections.
3. Half-time positions teaching lower-level survey classes.
4. One semester grading or assistantships as funded by the University.
5. Half-time internship positions in the Spencer Museum of Art, selected by the Museum staff.
6. Foreign Language Area Studies grants for those studying Far Eastern languages, administered by the Center for East Asian Studies.
7. Other positions within the University, such as in the Art Library.

TRAVEL FUNDS

Graduate Studies Student Travel Funds

Funds are awarded to graduate students for travel to academic conferences and other scholarly activity. Funds are limited and are available strictly on a first come, first serve basis each semester. Each student is limited to one \$400 award per career.

Periodically, funds for a second conference are available in Graduate Studies. Please check with Graduate Studies for the availability of these 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 professional meetings for job interviews; travel to special training projects and other programs; and group travel. Full details, including limitations, regarding Art History Travel Fund support of graduate student travel can be found at the department Web site.

PROCEDURES FOR EVALUATING GRADUATE STUDENT PERFORMANCE

1. The graduate advisors advise all M.A. students each term, review their files and grades, and discuss with them their program needs. Doctoral students should be advised by their dissertation advisor.
2. The Asian and European & American faculty respectively meet each spring to review all M.A. students and each fall and spring to review all Ph. D. students. The results of these reviews are communicated to the students during advising sessions.
3. Graduate students are encouraged to talk with faculty members at any time about their program and their progress.
4. Students who are having difficulties are asked to consult with the graduate advisor; if necessary and appropriate, the case will be discussed by the faculty.
5. The M.A. examination becomes the focus of a discussion by the entire faculty of each graduate student taking the examination. This is the major evaluation since it is felt that this is the most vital transition in a graduate student's academic career. The students are informed of the exam results by letter, and are encouraged to discuss their progress with the graduate advisor.
6. When the petition for continuation of graduate studies is submitted, the entire graduate faculty considers the student's petition.
7. When students apply for financial aid or jobs within the department, there is a general discussion among the faculty members of their progress. Again, students are encouraged to speak with the graduate advisor and/or the Department chairperson.
8. When the petition for admission to the Ph.D. program is submitted, the entire graduate faculty considers the student's petition.

9. When dissertation proposals are submitted, they (and student progress) also are reviewed by the entire graduate faculty.

Student Grievance Procedure

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Graduate School establishes the following procedures to hear the individual grievances of graduate students. A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit and all Graduate Divisions have established grievance policies and procedures. Appeals of a grievance heard at one of these levels is to the Judicial Board. These procedures shall not be used to hear disputes assigned to other hearing bodies under USSR Article VI, Section 4.

The Graduate School has established a set of guidelines for petitions from graduate students that fall into certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of the Graduate School:

1. Cases involving the Graduate Divisions of two or more schools or colleges;
2. Cases involving the interpretation of Graduate Studies policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6. 4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure. The Graduate School shall provide a copy of this procedure to anyone who requests it.

1. The Standing Committee on Graduate Studies Fellowships, Scholarships, and Student Affairs is charged to “establish policies governing the handling of individual grievances of graduate students brought to the attention of Graduate Studies and to carry out or delegate the investigation of individual grievances presented to Graduate Studies,” and to “make and report final recommendations to the Dean of Graduate Studies with respect to individual grievances.” Since the

committee has the responsibility to adjudicate and hence to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. It is appropriate, however, for the Graduate Studies office, in its administrative capacity, to look into complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. Before pursuing formal grievance procedures, a grievant should ordinarily attempt to resolve the matter informally through direct or indirect consultation with the other party, through discussions with supervisory personnel or through informal mediation. If the problem is not solved in this fashion, the Dean shall refer the complainant to the committee or, if appropriate, to another appropriate unit charged with jurisdiction to resolve the dispute. If it is referred to the committee, the Graduate Studies office shall make available to the committee what it has learned that bears on the complaint. This shall not be construed, however, to deny the right of a student to file a complaint directly with the committee.

2. To start the grievance process, the complainant must submit a written grievance to Graduate Studies. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
3. At the time the complaint is submitted to Graduate Studies, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
4. Upon receipt of the complaint, Graduate Studies shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
5. Pursuant to University Senate Code 14.2.c, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
6. The respondent shall submit a written response to Graduate Studies within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the

witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.

7. Upon receipt of the response, Graduate Studies shall contact the complaining party to verify that a copy of the response has been provided.

8. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, Graduate Studies shall appoint a committee to consider the complaint. Normally, a complaint shall be heard by a subcommittee of three, appointed by the chairperson of the Standing Committee on Graduate Studies Fellowships, Scholarships and Student Affairs from among the members of the committee. However, the complainant may request a hearing before the full committee. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint. In the summer, if the complainant requests a hearing before the full committee he or she must waive the right to timely hearing (see 11 below) and a hearing date will be scheduled early in the fall.

9. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.

10. Time limits. To use this procedure, the complainant must file the written complaint with Graduate Studies within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).

11. Upon receiving the complaint, if the chair of the committee determines that if any of the following grounds exist, he or she may recommend to the Dean that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) Graduate Studies lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.

12. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the Graduate Studies. The Dean will send a copy of the referral to the complainant(s) and any responding parties.

13. If not previously attempted, prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

14. If mediation is successful, the mediator will forward to Dean, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Dean. The Dean will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.

15. If mediation is not successful, the mediator will notify the Dean, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.

16. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.

17. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.

18. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.

19. Witnesses other than parties shall leave the hearing room when they are not testifying.

20. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.

21. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.

22. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.

23. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.

24. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Dean. The committee shall base its recommendations solely upon the information presented at the hearing.

25. The committee will send its written recommendation to the Dean and the parties as soon possible and no later than 14 calendar days after the end of the hearing.

26. Within 14 calendar days of receiving the committee recommendation, the Dean will notify the parties of the acceptance, modification, or rejection of the recommendation. The Dean will advise the parties of the procedure available to appeal the decision.

* * *

Appendix 1: 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've also tightened up the Introduction and would appreciate your thoughts on how or if it works better now. It is always helpful to know the section where you think I'm on track, as well as the places where there are still problems.

To make it easier for you to find these revised sections, I've 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? If you have time, my schedule is very flexible in the week of xxx, except for when I teach on Monday and Wednesday mornings. Is there a specific time that would work well for you?

Best,

Your student