

GRADUATE STUDENT HANDBOOK
Kress Foundation Department of Art History
The University of Kansas
Current for Fall 2025

This Graduate Student Handbook consolidates information established by many sources in an effort to help the art history graduate student understand the rules and regulations pertinent to the degrees offered. This handbook is designed for current, accepted, and prospective students and provides information regarding requirements and processes for the MA, Accelerated MA, MA/PhD, and PhD tracks/degrees.

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

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

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Unit Directory

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209-B Spencer Museum of Art
- [Dr. Marni Kessler](#)
Professor, Eighteenth- and Nineteenth-Century European Art
Director of Graduate Studies
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209-D Spencer Museum of Art
- [JoAnna Witt](#)
Administrative Associate
joanna.witt@ku.edu
785-864-6816
209 Spencer Museum of Art

Contact JoAnna with questions related to class scheduling, room reservations, office keys, printing in 209, equipment needs, and permission/pin numbers.

- [Lauren Chaney](#)
Graduate Program Coordinator
lkchaney@ku.edu
785-864-1289
[Schedule a virtual advising appointment](#)

Contact Lauren with questions related to graduate admissions, enrollment policies and requirements, petitions (leave of absence, policy exceptions, schedule change forms, etc.), program requirements, milestone exam procedures, and graduation requirements.

[Faculty Directory](#)

[Affiliated Faculty Directory](#)

[Staff Directory](#)

[Current Graduate Student Directory](#)

Other Key Offices at KU:

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

College Office of Graduate Affairs (COGA)

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

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

Office of Graduate Studies

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

Office of the Registrar (OUR)

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

Financial Aid and Scholarships

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

International Support Services (ISS)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the 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.

Center for Teaching Excellence (CTE)

CTE is a University office dedicated to assisting instructors and GTAs in developing effective instructional techniques and to introducing instructors and GTAs to the pedagogical technology available at the University. CTE specialists work with instructors and GTAs individually and also offer a diverse array of workshops and discussions.

Department Policies & Procedures

Admission

To apply for **fall admission** into the MA, MA/PhD, or PhD program, please submit all application materials no later than **January 5**.

To apply for **spring admission** into the MA, MA/PhD, or PhD program, please submit all application materials no later than **October 1**.

Current KU undergraduates interested in the Accelerated MA program should follow the timeline and application requirements in the below Accelerated MA section.

The department also accepts applications for graduate non-degree-seeking student status on a rolling basis.

Application Materials & Procedures for MA, MA/PhD, and PhD Programs

1. A completed [online graduate application](#).
2. Three letters of recommendation (preferably from art history professors). The application system will send your recommenders an email containing the instructions for submitting their letters once you have entered their contact information.
3. Please attach the following required items to the online graduate application:
 - a. A chronological list of art history courses completed that includes (1) the number of credit hours, (2) the instructor's name, and (3) the grade received. Applicants typically have completed no fewer than 18 credit hours of art history coursework.
 - b. A resumé or curriculum vitae
 - c. A statement of personal and educational interests and career objectives. Address how the graduate program/faculty in Art History at KU would help you to achieve your goals. Please do not exceed 750 words.
 - d. A writing sample, preferably from an art history course that you feel best represents your research, writing, and critical thinking skills. Your text (not including the bibliography, endnotes, and images) should be between 10-20 pages.
 - e. [Official transcripts, or copies of official transcripts](#), from all post-secondary institutions.

Any questions regarding the application process may be directed to the Graduate Program Coordinator.

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 Admissions' website](#) for more information regarding University requirements for providing proof of English proficiency.

Application Materials & Procedures for the Accelerated MA Program

Only current KU undergraduate students with a major GPA of at least 3.50 and cumulative GPA of at least 3.00 are eligible to apply to the Accelerated MA program. If you are not a current undergraduate student at KU, please review the MA, MA/PhD, and PhD program information.

Careful course selection (e.g. prioritizing 500-level courses taught by faculty members in Art History by the second semester of the sophomore year)* and steady progression through the undergraduate career is necessary to ensure all requirements for both the BA/BGS. and MA degrees may be completed within 5 years. All prospective students should discuss their interest in applying to the Accelerated MA program with both the Undergraduate Advisor and the DGS **no later than the first semester of the student's Junior year.**

*Note that the admissions committee will be most interested in seeing evidence of success in in-person courses.

Prospective students must apply to the Accelerated MA program by **May 15th of their Junior year.** The following requirements must be met by this time:

- Major GPA of at least 3.50 and cumulative GPA of at least 3.00
- On track to complete the fourth semester of a foreign language by the spring semester of the Senior year
- On track to complete all requirements for a bachelor's degree in Art History from KU by the spring semester of the Senior year

Required Application Materials

- Three letters of recommendation (preferably from art history professors). The application system will send your recommenders an email containing the instructions for submitting their letters once you have entered their contact information.
- A résumé or curriculum vitae
- A statement of personal and educational interests and career objectives. Address how the graduate program/faculty in Art History at KU would help you to achieve your goals. Please do not exceed 750 words.
- A writing sample, preferably from an art history course, of between 5-10 pages of text (not including the bibliography, endnotes, or images following endnotes) that you feel best demonstrates your research, writing, and critical thinking skills.

Upon review of the Application for Admission, the Art History Department will notify the student of their eligibility to begin graduate-level coursework. **Final admission to the graduate program for Year 5 will be contingent upon the following:**

- Successful completion of all requirements for the bachelor's degree
- Grades of B+ or above in all Art History graduate-level coursework taken during the student's senior year. Accelerated MA students are graded at the graduate level in their double-counting classes in Year 4

Non-Degree-Seeking Admission

The Kress Foundation Department of Art History accepts applications for graduate non-degree-seeking student status. This option works best for those who are interested in taking graduate-level Art History courses without the commitment of having to complete an MA or PhD.

Non-degree-seeking applications are accepted on a rolling basis, and applicants are welcome to apply for fall or spring entry. Graduate-level courses are rarely offered during the summer term.

The non-degree-seeking application requires the following:

- [Official transcripts, or copies of official transcripts](#), from all post-secondary institutions
- You must contact the instructor(s) of the class(es) you hope to take to ask for permission to take their course(s) prior to completing your application. Please list the class(es) in which you plan to enroll on your application.

Enrollment

A student must meet with the [appropriate advisor](#) each semester before enrolling in future courses. 700+ courses require a permission number from the instructor of the course (see the [Advising & Mentoring](#) section for more information).

PhD candidates enrolling in HA 999 Dissertation hours must [prepare a contract](#) with their dissertation advisor prior to receiving a permission number and enrolling.

Academic Integrity & Misconduct

Graduate students in the Department of Art History are required to abide by the [University's policy on Academic Misconduct](#) and each instructor's policies as articulated in the course syllabus. They must appropriately document all ideas, texts, and images they have borrowed from others. Students are prohibited from representing as their own work the work of others. This includes material created using generative artificial intelligence programs. Not acknowledging the source of an idea, text, image, or argument constitutes plagiarism.

If a member of the faculty suspects that some form of academic misconduct has taken place—including plagiarism, improper collaboration, or unprofessional behavior—they will contact the Director of Graduate Studies, who will review the case with all History of Art faculty at the next regularly scheduled faculty meeting. The faculty will discuss the case and determine how to resolve the situation. The Office of Student Affairs is the University office that investigates charges of academic misconduct.

Note that if a student is charged with Academic Misconduct and found guilty by the Judicial Board of the College of Arts and Sciences, the Graduate Committee of the Department of Art History reserves the right to dismiss the student from the Program regardless of the sanction authorized by the College.

Good Academic Standing

Good academic standing is demonstrated by the passing of at least six credit hours of art history graduate coursework with a B or better each semester. A grade of SP (satisfactory progress) in HA 999 is expected of students in the dissertation phase of the PhD program. The academic standing of students who earn a C- or lower in any art history course, an LP (limited progress) in HA 999 for two consecutive semesters, an NP (no progress) in HA 999 in a single semester, or who have more than one grade of Incomplete (I) for more than a semester on their record will be evaluated by appropriate members of the graduate faculty and they may be placed on academic probation.

A student must also adhere to the following milestone deadlines to be considered in good academic standing:

1. A full-time MA student is expected to complete their MA examination no later than their fifth semester of enrollment. An Accelerated MA student is expected to complete their MA examination no later than their second semester of full-time graduate enrollment (year 5).
2. A PhD student who receives the MA degree in art history at KU is expected to submit their Doctoral Program of Study Petition to the graduate faculty within two semesters of completing MA coursework. A PhD student who enters the program with an MA in art history from another institution is expected to submit their Doctoral Program of Study Petition within three semesters of commencing studies at KU.
3. A PhD student is expected to complete their comprehensive exams within one semester, but no more than two semesters, following the completion of regular coursework.
4. A PhD student's dissertation proposal must be approved by their dissertation advisor and the graduate faculty within three months of passing the PhD comprehensive exams.
5. A PhD student is expected to complete all requirements for the PhD no more than, and preferably less than, seven years from their initial enrollment in the PhD program.

A student who fails to meet a milestone deadline will have their record evaluated by the graduate faculty and may be placed on academic probation.

In addition to the grade and milestone expectations outlined here, students behave in a professional manner. A student who engages in unprofessional student to student, student to staff, or student to faculty conduct will receive one written warning before being placed on probation.

Please review the [Probation and Dismissal](#) portion of the University Policies & Degree Requirements section of this handbook for more information.

Procedures for Evaluating Graduate Student Performance

All graduate students complete and submit to the DGS and the Graduate Program Coordinator (East Asian Art students should also cc: the Graduate Advisor for East Asian Art) **no later than the Friday prior to the first day of classes in January** an annual Self-Assessment Form ([Appendix 6](#)) to notify the department of their accomplishments during the prior calendar year. The Self-Assessment Forms are used to inform the annual evaluation of all graduate students.

PhD candidates should cc: their dissertation advisor.

The History of Art faculty reviews all MA and PhD students at the start of the spring semester. The faculty considers students' performance in their coursework (for PhD students, on their dissertations) and, as appropriate, as GTAs, GRAs, or GAs, progress to degree, as well as information contained in their self-assessment form. The results of these reviews are communicated to the students during spring advising sessions.

Graduate students are encouraged to talk with faculty members at any time about their program and their progress.

Students who are having difficulties should consult with the DGS, Graduate Program Coordinator, and/or Graduate Advisor for East Asian Art; if necessary and appropriate, the case will be discussed by the faculty.

Grievance Procedures

The Department of History of Art has established University-approved grievance procedures. Please review the [grievance procedure information in the Policy Library](#).

Graduate Teaching Assistants (GTAs) with a grievance related to their appointment must follow the grievance procedures outlined in the [GTA Memorandum of Agreement](#).

Petitions

When appropriate, students can petition for a waiver of or extension for a degree requirement, a leave of absence, or for an exception to a graduate policy.

The petitions mentioned below require the approval of a student's dissertation advisor and/or the DGS (this list is not exhaustive):

- Leave of absence
- Reduced-hour master's degree
- Extension for a program milestone
- Revalidation of oral comprehensive examination
- Time limit extension

The following department-specific milestone petitions are reviewed by the HA faculty during a regularly scheduled faculty meeting:

- Petitions for Continuation in the PhD Program
- Doctoral Program of Study Petitions

Advising & Mentoring

All MA and PhD students who have not yet submitted a Doctoral Program of Study Petition meet with the DGS or Graduate Advisor for East Asian Art, as appropriate, at least once per semester for advising. During the advising session, the advisor and student will go over the student's progress, select their future semester's courses, and address their program needs. PhD students who have not yet submitted their Doctoral Program of Study Petitions also meet with the DGS or Graduate Advisor for East Asian Art for advising.

Upon approval of a PhD student's Doctoral Program of Study Petition, the PhD advisor becomes the student's main contact for advising and mentorship. The DGS is still the main source for questions related to degree requirements.

- Students in European and American/Global Modern and Contemporary Art
 - MA students meet with the Director of Graduate Studies
 - PhD students who do not yet have an approved Doctoral Program of Study Petition (DPoSP) on file meet with the Director of Graduate Studies
 - PhD students with an approved DPoSP on file meet with their dissertation advisor
- Students in East Asian Art
 - MA students meet with the Graduate Advisor for East Asian Art
 - PhD students who do not yet have an approved Doctoral Program of Study Petition (DPoSP) on file meet with the Graduate Advisor for East Asian Art
 - PhD students with an approved DPoSP on file meet with their dissertation advisor

Department Change of PhD Advisor Policy

Under some circumstances, it is beneficial for a student to be paired with a new PhD advisor. These situations may come about for varied reasons, including changes in the student's academic focus, the need for additional expertise, the departure or retirement of the PhD advisor, or incompatibility of student and advisor. Successful change in mentorship will be contingent upon the identification of an appropriate new advisor and the willingness of the prospective new advisor to assume the responsibilities. If necessary, the DGS or another appropriate faculty member can serve as an advisor on an interim basis for up to three months while the student identifies a permanent PhD advisor. A student who is unable to identify a new advisor within the three-month period may be placed on academic probation. Failure to secure a new PhD advisor by the end of the subsequent semester may result in dismissal.

A student can initiate this process at any time by contacting the Graduate Program Coordinator, DGS and/or the Department Chair. A student can also consult extra-departmental resources such as the [Ombuds Office](#), which can provide support in the process.

A faculty member is also able to initiate the change of PhD advisor process at any time. The faculty member is encouraged to meet with the DGS and/or the Department Chair to discuss the situation prior to informing the student that they need to identify and secure the support of a new PhD advisor.

Department leadership is available to help guide the student through the change, by, for example, helping to identify a new advisor, communicating with the original advisor, and generally assisting in the transition. If a student wishes to continue a project that was initiated with the original advisor, details of transferring the project should be worked out in consultation with the DGS and/or Department Chair, either of whom can mediate the process with the original advisor. Proposed changes in mentorship assignments will be communicated to the Graduate Program Coordinator, DGS, and the Department Chair.

Funding Support/Aid

For incoming students:

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

The Graduate Admissions Committee may nominate, on behalf of the department, exceptional incoming students for Graduate Studies and other available university fellowships.

For current students:

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

Potential funding opportunities:

- By application
 - GTA positions (no separate application required for incoming students)
 - Internship positions (GAs) in the Spencer Museum of Art (SMA), selected by the SMA staff
 - [Foreign Language Area Studies](#) (FLAS) grants for the study of East Asian languages, administered by the Center for East Asian Studies
 - [Other positions within the University](#), such as in the Art & Architecture Library
 - The department encourages all graduate students to seek other University and external funding as appropriate. The Hall Center for the Humanities provides [internal funding opportunities](#) and updates each year a [comprehensive list of fellowships for graduate students in the humanities](#).
 - The [Office of Graduate Studies](#) provides links to funding sources within KU, external funding sources, and resources that are helpful in looking for and applying for funding
 - Departmental travel funds for research, conferences, and symposia (as described below)
- Appointed by the faculty
 - GA and hourly positions in the Visual Resources Facility

- Judith Harris Murphy GRA position
- Franklin D. Murphy GRA position

Art History Travel Fund

All graduate students (MA, MA/PhD, and PhD) are eligible for funding for the following purposes/types of travel:

- to deliver papers at appropriate professional conferences and symposia
- to take part in special training projects
- to visit and study art-historically significant sites, architecture, collections and/or exhibitions pertinent to their program of study
- to conduct research in museums, libraries, and archives
- to consult or interview artists and art professionals

For MA students, the career allocation for this funding is not to exceed **\$2,000**. Any unspent funds from the MA allocation will carry over if the student pursues the PhD.

For PhD students, the career allocation for this funding is not to exceed **\$4,000**.

Students admitted to the MA/PhD track are eligible for **\$2,000** while pursuing the MA and an additional **\$4,000** once they have been admitted to the PhD (any unspent funds from the MA allocation carry over).

All doctoral students are eligible for up to **\$5,000** in additional dissertation research funding support following the successful completion of their PhD comprehensive exams.

Full details regarding Art History Travel Fund support of graduate student travel can be found on the department's [Art History SharePoint site](#).

Receipt of funds requires that you follow all departmental and KU policies regarding travel.

Steps to request travel funds include, but are not limited to:

1. Review the Art History department's [Travel Resources page on SharePoint](#) or the Art History Department Travel Fund Application, guidelines, policies, and links to [KU travel policies](#) well before (at least eight weeks) your intended travel to ensure that you meet all deadlines and criteria.
2. Submit Art History Department Travel Fund Application and obtain endorsement of the appropriate faculty advisor at least three weeks prior to domestic travel and five weeks prior to international travel.
3. Upon approval, you will receive an email containing instructions for creating and submitting a Travel Request.
4. Once your Travel Request is approved, you may arrange your travel.* If you are purchasing a plane ticket, booking a hotel, or renting a car, do so through [Concur](#).**

*Do not book your travel outside of Concur without seeking approval from KU.

**If you do not have access to Concur, please contact JoAnna Witt, who can assist you. Keep copies of all receipts to submit to JoAnna Witt at the conclusion of travel. Please see the reimbursement instructions on the [Travel Resources page on SharePoint](#) for more information

on this step.

Awarded department travel funds will be reimbursed following travel.

Departmental Policy on Graduate Student Fellowship Nominations

For Graduate Studies, Hall Center, and external fellowship applications (e.g. CASVA, Kress Foundation, Dedalus Foundation) that require departmental nomination, students must submit the following materials in PDF form via email to their faculty advisor, DGS, and the department's Administrative Associate **approximately five to six weeks in advance** of the granting institution's deadline. The DGS will send an email with specific deadline information for fall competitions and as other funding opportunities arise:

1. Current CV
2. Letter of application that outlines their status in the program, research and writing progress, reasons for wishing to be nominated for the particular fellowship, and an explanation of their intended use of the support.

These guidelines will allow adequate time for the HA faculty to consider the above materials and select nominees, and for those nominees and their faculty sponsor(s) to prepare and submit the necessary application materials to the granting institution(s).

Information for Graduate Assistants (GTA/GRA/GA)

The Department of Art History employs many graduate students as Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs), and Graduate Assistants (GAs). These are referred to collectively as 3G positions.

For general guidelines and eligibility requirements pertaining to 3G positions, see: [Graduate Research Assistant, Graduate Teaching Assistant, and Graduate Assistant Appointments: General Guidelines and Eligibility | Policy Library](#).

For definitions of and eligibility requirements for the individual positions, see: [Graduate Teaching Assistant Appointment Eligibility | Policy Library](#), [Graduate Research Assistant Appointment Eligibility | Policy Library](#), and [Graduate Assistant Appointment Eligibility | Policy Library](#).

For information about the benefits available to 3Gs, see: [Benefits Available to Graduate Research Assistants, Graduate Teaching Assistants and Graduate Assistants | Policy Library](#) and [3G Benefits | Office of Graduate Studies](#).

Instructions for viewing paystubs are here: [Access Your Paystub | Payroll Office](#).

Any 3G employee with questions or concerns about their appointment or employment should contact their supervisor or supervising faculty member, the Graduate Program Coordinator, the Director of Graduate Studies, or the Department Chair.

All 3G employees are required to adhere to the University of Kansas Ethical Code of Conduct, available here: [University of Kansas Code of Ethical Conduct](#).

Information for GTAs

Graduate Teaching Assistants (GTAs) do vital work to advance the Department of Art History's undergraduate educational mission, and they gain valuable professional experience through this work.

The department employs GTAs in the following positions:

- Instructor of record (IOR) (with full responsibility for the course), teaching either in person or online
- Discussion section leader (leading several weekly discussion sections complementing lectures taught by a faculty member)
- Lecture assistant (LA) (serving a course taught by a faculty member)

Most GTAs will work in more than one of these roles during their time in the KU art history graduate program.

Specific course assignments are typically communicated to GTAs a few months in advance of the beginning of each semester. These assignments are subject to change based on the department's curricular and staffing needs and student enrollment numbers. The department makes every effort to provide timely notice to the GTA of a modified assignment.

Supervising Faculty Member

All GTAs will be supervised by a faculty member (hereafter referred to as supervising faculty member). The department will assign a supervising faculty member to every GTA who is an MA student or who is a PhD student without a formal major field advisor (based on an approved Doctoral Program of Study Petition). The major field advisor will normally serve as the supervising faculty member of a PhD student they are advising. The supervising faculty member serves as a resource person available to answer the GTA's questions and to help solve problems or address concerns that may arise in a course.

The supervising faculty member directly guides the GTA's work if the GTA serves that faculty member's course as a discussion section leader or LA.

The supervising faculty member observes the GTA's classroom teaching (if applicable) and evaluates the GTA's performance at the end of the semester according to the department procedures described below.

General Expectations of GTAs

GTAs in the Department of Art History are expected to:

- Maintain professional dress and demeanor
- Establish and maintain a culture of mutual respect in the classroom (whether in person or online)

- Know and clearly communicate class policies and procedures, learning goals and evaluation standards
- Adhere to established exam and assignment due dates stated on the syllabus (though it is permissible to push due dates back if circumstances warrant)
- Promptly evaluate/return graded work (see below)
- Consistently treat all students fairly and equally
- Reach out to students who are excessively absent or seem to be struggling
- Be responsive to communications from their supervising faculty member (e.g., by promptly answering emails)
- Be responsive to communications from students (e.g., by promptly answering emails)
- Inform their supervising faculty member and the administrative associate in advance if they need to cancel a class due to illness, an emergency, etc.
- Facilitate their supervising faculty member's observation of their teaching (see below)

Office Hours

Every GTA is required to hold two published office hours a week during which they are available to meet with students either remotely or in person. The department's administrative associate solicits information about office hours from GTAs each semester and makes this information available to students. The GTA should inform their students and the administrative associate if they need to cancel or reschedule their office hours for any reason.

Resources Provided to GTAs

All GTAs are provided with these resources:

- A desk in the department that the GTA may use for both their employment duties and their own academic work
- A key that opens the west doors of the Spencer Museum of Art, the doors giving access to the department hallways, the department classrooms, and the department space where the GTA's desk is located (the GTA should return this key to the department at the end of their employment)
- A physical mailbox in the department office, accessible during business hours (8:30-5 PM, Monday through Friday)
- Office supplies needed for GTA work, such as pens, pencils, paper, paper clips, etc.; these should be requested from the administrative associate
- The use of a computer in the department office during business hours

- The use of the department MFD to print course materials such as syllabi, exams, handouts, etc., during business hours
- A copy of any required textbook in a course that the GTA is teaching as IOR or serving as a discussion section leader or LA; the textbooks are lent to the GTA and should be returned to the administrative associate after the conclusion of the course.

Evaluation of Student Work by GTAs

All GTAs are involved in the evaluation (grading) of student work. GTAs working under the direct supervision of a faculty member (in the role of discussion section leader or LA) should receive, during the early weeks of the semester, guidance from the faculty member on how to effectively grade student work (typically by going over several examples together). The GTA should then gain the ability to grade independently for the remainder of the course.

GTAs are expected to grade student work promptly (typically within 3-4 days in online courses and within 7-10 days in in-person courses), provide constructive and helpful feedback, and strive to grade all students fairly and consistently. The use of rubrics is recommended to help ensure consistency and to help students understand both the components of the work being evaluated and why they received a specific grade. In the case of grading essays or papers, it is good practice, before assigning any grades, to read through several examples to get a sense of the range of understanding and accomplishment reflected in the students' submissions. In a case where more than one GTA is grading the same assignment (e.g., when multiple GTAs are serving as discussion section leaders in the same course), it is advisable for the GTAs to communicate with each other and compare samples of graded work to ensure consistency.

Retention of Hard Copies of Student Work

All graded student work must be kept for one calendar year, according to the University document retention policy. Student work submitted and graded within Canvas is retained within that system. In the case of student work received in hard copy, the GTA should, within 30 days of the deadline for the submission of final course grades, submit the hard copies, clearly labeled with the name of the course and semester taught, to the department's administrative associate who will store the work and securely discard it after a year.

Information for In-Person GTA IORs

A GTA teaching in person as an instructor of record (IOR) has full responsibility for the overall design, content, and delivery of the course and the evaluation of the enrolled students.

The in-person GTA IOR will:

- Devise the syllabus, which must include all elements required by the KU Syllabus Policy ([Syllabus Policy | Policy Library](#)), and publish it in Simple Syllabus ([Simple Syllabus | KU Information Technology](#)), either using the provided template or uploading it as a document to the Simple Syllabus platform
- Build and manage the Canvas course.

- Write and deliver lectures and facilitate class discussions
- Administer assignments such as quizzes, exams, and papers
- If relevant, include in the course the required KU Core 34 Arts and Humanities or Global Culture Signature Assignment and tag it appropriately in Canvas
- Evaluate and provide constructive feedback on student work in a timely fashion
- Communicate with enrolled students through Canvas announcements and individual emails as necessary; respond to student inquiries in a timely fashion (typically within 24 hours); and meet with students at their request to answer their questions or provide them with constructive guidance
- Calculate and post students' final course grades in Enroll & Pay by official University deadlines

GTAs teaching for the first time in person as an IOR typically receive syllabi, teaching materials, and advice from their predecessors who have taught the course. The department encourages veteran GTAs to support their less experienced colleagues. The GTA teaching an in-person course for the first time may also request sample syllabi from the department and mentoring from faculty members with relevant experience.

A GTA IOR of an in-person course should provide their supervising faculty member or major advisor a copy of their syllabus at least five days before their first class so that the faculty member may provide the GTA with any necessary feedback on the syllabus or the proposed content and structure of the course.

Information for Online GTA IORs

For online courses, the course content is already established within Canvas.

The Director of Undergraduate Studies provides GTAs teaching online for the first time with an orientation to online teaching.

The online GTA IOR will:

- Update the syllabus and Canvas course to indicate the current minimester's due dates for assignments, exams, discussion board posts, etc.; this should be done for the whole course before it is published
- Ensure that all links in the course are functioning
- Evaluate and provide constructive feedback on student work in a timely fashion (typically within 3-4 days)
- Communicate with enrolled students through Canvas announcements and individual emails as necessary; respond to student inquiries in a timely fashion (typically within 24 hours); and meet with students at their request to answer their questions or provide them with constructive guidance

- Calculate and post students' final course grades in Enroll & Pay by official University deadlines

Information for GTAs Serving as Discussion Section Leaders

A GTA serving as a discussion section leader works, often as part of a multiple-GTA team, under the supervision of a faculty member with ultimate responsibility for the course. The faculty member normally delivers two 50-minute lectures per week to the entire class while the discussion section leader teaches several additional 50-minute classes each week with smaller rosters—subsets of the whole class roster. Discussion section leaders are expected to attend the faculty member's lectures in addition to teaching their own sections. Discussion section leaders typically meet weekly with the supervising faculty member to plan for the upcoming sections, discuss grading, etc.

Duties of a discussion section leader may include, in consultation with or at the request of the supervising faculty member:

- Record attendance in the main lecture class meeting
- Administer or proctor exams (this might include doing so in a reduced-distraction room for students who qualify for academic accommodations)
- Help to devise exams, quizzes, paper assignments, etc., and rubrics for their evaluation
- Prepare and deliver up to two lectures in the main lecture class meeting
- Design the content of discussion sections
- Lead optional review sessions
- Lead class field trips
- Evaluate and provide constructive feedback on student work in a timely fashion
- Communicate with enrolled students through Canvas announcements and individual emails as necessary; respond to student inquiries in a timely fashion (typically within 24 hours); and meet with students at their request to answer their questions or provide them with constructive guidance
- Calculate and post students' final course grades in Enroll & Pay by official University deadlines

Information for GTAs Serving as Lecture Assistants

A GTA serving as a Lecture Assistant (LA) supports an in-person course taught by a faculty member, who closely supervises and mentors the LA.

The LA's principal duties are:

- Attend all class meetings

- Administer or proctor exams (this might include doing so in a reduced-distraction room for students who qualify for academic accommodations)
- Evaluate and provide constructive feedback on undergraduate student work in a timely fashion
- Communicate with enrolled students through Canvas announcements and individual emails as necessary; respond to student inquiries in a timely fashion (typically within 24 hours); and meet with students at their request to answer their questions or provide them with constructive guidance
- Calculate final course grades for undergraduate students (to be posted in Enroll & Pay by the faculty supervisor)

Other duties may include (as directed by the faculty supervisor):

- Record class attendance
- Help to devise exams, quizzes, paper assignments, etc., and rubrics for their evaluation
- Prepare and deliver up to two class lectures
- Lead class discussions
- Lead optional review sessions
- Lead class field trips

Evaluation of GTAs

The Memorandum of Agreement between KU and the union representing the GTAs mandates the evaluation of every GTA each semester (see Article 5, Section 9).

For the separate University policy on performance evaluations of GTAs, see: [Performance Evaluations for Graduate Teaching Assistants | Policy Library \(ku.edu\)](#).

Evaluation of GTAs teaching in the summer session is not required.

Forms for use in evaluating GTAs working as instructors of record (in person or online), discussion section leaders, or lecture assistants are available through SharePoint on the Department of Art History website: [Teaching Resources - Home \(sharepoint.com\)](#).

GTAs should normally be evaluated by their supervising faculty member. (The department will assign a supervising faculty member to every GTA who is an MA student or who is a PhD student without a formal major field advisor based on an approved Doctoral Program of Study Petition. The major field advisor will normally serve as the supervising faculty member of a PhD student they are advising.) Occasionally, a GTA whose supervising professor is their major field advisor may be evaluated by another faculty member if their major field advisor has evaluated them multiple times.

A GTA working under the supervision of two faculty members (e.g., as a lecture assistant for two courses, or online instructor of record and lecture assistant) should be evaluated independently by both faculty members. A GTA working in two different courses under the supervision of the same faculty member should be evaluated separately for each course.

All completed evaluation forms (enumerated below) should be submitted to the department's administrative associate by these deadlines:

For fall courses: January 31

For spring courses: May 24

[GTAs teaching full-semester courses as instructors of record or discussion section leaders:](#)

The GTA should arrange with their evaluating faculty member to observe and evaluate their classroom teaching at least once during the semester. The evaluating faculty member typically meets with the GTA shortly after observing their teaching to provide them with feedback. Faculty observation of GTAs' classroom teaching should occur within the first six weeks of the semester; this gives the GTA the opportunity to incorporate any constructive suggestions from the evaluating faculty member into the course as early as possible.

The complete evaluation will consist of:

1. A self-evaluation form, completed by the GTA no later than one week after the conclusion of the course (either the Instructor of Record self-evaluation form or the Discussion Section Leader self-evaluation form) and submitted to the evaluating faculty member
2. A review by the evaluating faculty member of the course's student surveys of teaching, if available
3. A meeting between the GTA and the evaluating faculty member (to be held at the faculty member's discretion)
4. The evaluating faculty member's completion of the IOR/Discussion Section Leader evaluation form, which is provided to the GTA for their acknowledgement

[GTAs teaching 8-week minimester online courses as instructors of record:](#)

The GTA should be evaluated by their evaluating faculty member after the conclusion of the minimester. A GTA teaching online both minimesters (either the same course or different courses) only needs to be evaluated in one course unless otherwise indicated by the department. Evaluation of the first minimester of teaching is recommended when a GTA is teaching online in both minimesters.

The complete evaluation will consist of:

1. A self-evaluation form, completed by the GTA no later than one week after the conclusion of the course, and submitted to the evaluating faculty member
2. A review by the evaluating faculty member of the course's student surveys of teaching, if available

3. A meeting between the GTA and the evaluating faculty member (to be held at the faculty member's discretion) in which the self-evaluation is discussed and the GTA explains and demonstrates aspects of the online course to the faculty member
4. The evaluating faculty member's completion of the online IOR evaluation form, which is provided to the GTA for their acknowledgement

GTAs serving as Lecture Assistants:

A GTA serving as a Lecture Assistant should be evaluated by their supervising faculty member.

The complete evaluation will consist of:

1. A self-evaluation form, completed by the GTA no later than one week after the conclusion of the course and submitted to the evaluating faculty member
2. A review by the evaluating faculty member of the course's student surveys of teaching, if available and/or relevant
3. A meeting between the GTA and the evaluating faculty member (to be held at the faculty member's discretion)
4. The faculty member's completion of the online IOR evaluation form, which is provided to the GTA for their acknowledgement

Information for GAs

The Department of Art History appoints Graduate Assistants (GAs) to work in the department's Visual Resources Facility under the supervision of the Curator of Visual Resources.

The Visual Resources Facility maintains a large collection of digital images, the majority of which were created by visual resources facility staff. The collection, accessed through the KU Libraries website, is primarily intended to serve the needs of faculty and instructors in the Department of Art History, but other members of the university community use it also. The curator is responsible for developing and maintaining the collection. GAs assist the curator in assuring that the teaching, research, and public service needs of users are met.

The GA's duties may include producing digital images and processing digitization orders, including image cataloging and database activities associated with digital image and metadata production, and selection of content for digitization. In all duties accuracy is of the utmost importance. The Visual Resources Facility staff also provide some classroom technical support. Visual resources assistants will be expected to perform other duties as assigned by the curator and the department.

Information for GRAs

The Department of Art History appoints Graduate Research Assistants (GRAs) to work in various capacities. Each GRA is supervised by a faculty member. The GRA's duties may include assisting a faculty member with a research project or in developing and running a course

(without instructional responsibilities for the GRA). The GRA position may also support a graduate student's own research, typically for their dissertation.

Degree Requirements & Procedures

The [University Academic Catalog](#) is the definitive source for requirements and regulations for every academic program at the University; however, it is to be used for informational purposes only and does not constitute a contract. This handbook serves as a supplement to the information provided in the Catalog to provide further details on the requirements, policies, and procedures related to degree requirements.

MA Program

The following information is relevant for MA and Combined MA/PhD students
[MA Program Timeline](#) | [Combined MA/PhD Program Timeline](#)

Coursework Requirements

The History of Art MA and Combined MA/PhD require a total of 30 hours of graduate coursework. A maximum of nine of the 30 hours may be taken outside the department with approval of the DGS or Graduate Advisor for East Asian Art. Students are advised individually each semester by the appropriate graduate advisor to determine their program of study.

Core Course

All MA students must take HA 719 Art Histories: Theory and Methodology.

MA students pursuing the European and American/Global Modern and Contemporary Art concentration must take at least one art history course numbered 500 or above in three of the following four areas:

1. 400-1400: Europe
2. 1300-1700: Europe and/or Americas
3. 1700-1900: Europe and/or Americas
4. Post-1900: Global Modern and Contemporary

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

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

Students should fulfill distribution requirements before sitting for the MA exam. Distribution requirements must be fulfilled by the end of the student's anticipated semester of graduation.

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

Students should fulfill distribution requirements before sitting for the MA exam. Distribution requirements must be fulfilled by the end of the student's anticipated semester of graduation.

Foreign Language Requirement

Graduate students in art history are expected to have a reading knowledge of one appropriate foreign language. 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 MA exam may be taken. Foreign language courses numbered below 500 will not count towards the 30-credit MA requirement; those numbered above 500 may count, pending approval by the appropriate advisor.

For students pursuing the European and American/Global Modern and Contemporary Art concentration:

A modern European language typically constitutes an appropriate foreign language.

Reading knowledge may be demonstrated in one of two ways: by passing a proficiency exam or by enrolling at the appropriate level in a foreign language and completing the fourth semester course with a grade of B or better (undergraduate coursework does not count).

Language proficiency exams will be scheduled by the Art History Department and held 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 as determined by a [KU placement exam](#) during their first semester in the program. For this exam, which lasts 1.5 hours, the student will be expected to translate, with the aid of a paper dictionary, a passage of art historical writing in the foreign language. The translation will be graded on its overall accuracy.

For students pursuing the East Asian Art concentration:

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.

In most cases, students who are not native speakers of one of the relevant languages need to enroll in the appropriate level of a language course in their first semester as determined by a [KU placement exam](#). In certain situations, with approval of the Graduate Advisor for East Asian Art, it may be appropriate for students to fulfill the East Asian language requirement by taking a proficiency exam offered by the Art History Department.

Language proficiency exams will be scheduled by the Art History Department and held 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 paper dictionary, a passage of art historical writing in the foreign language. The translation will be graded on its overall accuracy.

Time Limits to Complete MA Degree

MA 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.

See the [Time Limits](#) portion of the University Policies & Degree Requirements section of this handbook for more information.

MA Examination Option

Timing of the MA Examination

The MA examination is offered three times per year: in August and January, during the week prior to the beginning of classes, and on Stop Day in May. Students should take the examination either at the beginning of the semester during which all other requirements (30 credit hours of coursework) will be completed or at the end of their final semester of coursework in May if graduating in the spring. Students completing their final semester of coursework in the fall are welcome to take the January exam without needing to enroll for the spring.

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

Exam Format

Separate exams will be given in European and American/Global Modern and Contemporary Art and East Asian Art.

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

I. Exam Format

The student will write answers to two essay questions; one will be administered in the morning and one in the afternoon with a lunch break in between. The student will have two hours to respond to each question.

The two questions will be chosen randomly from the six possible essay questions listed below. The student will be made aware of each question only upon beginning each part of the exam.

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

- a. 400-1400: Europe
- b. 1300-1700: Europe and/or Americas
- c. 1700-1900: Europe and/or Americas
- d. Post-1900: Global Modern and Contemporary

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

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

II. Possible Exam Questions

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

For students studying East Asian Art:

I. Exam Format

The student will write answers to two essay questions; one will be administered in the morning and one in the afternoon with a lunch break in between. The student will have two hours to respond to each question.

The two questions will be chosen randomly from the six essay questions below. The student will be made aware of each question only upon beginning each part of the exam.

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

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

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

II. Possible Exam Questions

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

Grading of the MA Examination

The MA 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.

MA Thesis Option

A student may write a thesis in the final year of MA enrollment provided a member of the HA graduate faculty accepts responsibility for supervising the thesis, which normally develops from a previously written seminar paper. The student must enroll in three HA 899 hours while working on the thesis. Thesis hours do not count as 800 or 900 level seminar hours. 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, critical thinking, and writing. Three faculty members (the supervisor and two others who are knowledgeable in the area) must read and approve the thesis. Approval is followed by an oral defense, which will serve as the MA exam.

Please review the [Graduation Requirements](#) portion of the University Policies & Degree Requirements section of this handbook for more information about thesis-related graduation requirements.

Petition for Continuation in the PhD Program

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

The student will indicate on the Petition the name of the faculty member who has agreed to serve as a potential major field advisor. It is the student's responsibility to confirm the faculty member's willingness to serve as the major field advisor prior to sitting for the MA exam or thesis defense and submitting the Petition.

*Note that if a student does not pass the MA exam or thesis defense, and if it is determined in consultation with the prospective major field advisor that it is appropriate, a new Petition must be submitted when sitting for the next MA exam or thesis defense.

If the Petition is approved and once MA requirements have been completed, the student will automatically be entered into the PhD program and will be expected to maintain enrollment as per Graduate Studies guidelines. The potential major field advisor listed on the Petition for Continuation in the PhD Program serves as a preliminary mentor until the student's Doctoral Program of Study Petition is approved, at which time they are confirmed as the dissertation advisor.

Students who indicate on the Petition that they do not wish to be considered for admission to the PhD program at the time of the MA exam or thesis defense will need to reapply for admission if they would like to return in the future.

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

Summary of MA Degree Requirements

European and American/Global Modern and Contemporary Art History MA candidates should complete:

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

- a. One 3-hour course in each of the required distribution areas (see [MA program requirements section](#)).
- b. no fewer than 21 hours of 700- or higher-level seminars, 6 hours of which must be taken at the 800 level or higher.

East Asian Art History candidates should complete:

30 graduate credit hours (i.e., 500-900-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. no fewer than 15 hours of 700- or higher-level seminars, 6 hours of which must be taken at the 800 level or higher

All MA, Accelerated MA, and Combined MA/PhD students must fulfill the foreign language requirement in advance of sitting for the MA exam.

All MA, Accelerated MA, and Combined MA/PhD students must pass the MA exam (or thesis defense for those who choose the thesis option).

Students should fulfill distribution requirements before sitting for the MA exam. Distribution requirements must be fulfilled by the end of the student's anticipated semester of graduation.

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

All students are responsible for familiarizing themselves with all College graduation requirements. These can be found in the [Graduation Requirements](#) portion of the University Policies & Degree Requirements section of this handbook.

Sample MA 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 MA exam when it is offered in January or May (See [MA Examination](#) section of handbook)

Spring Semester:

- Students completing MA degree requirements in 2 years, take the MA exam when it is offered in January or May (See [MA Examination](#) section of handbook)
- Complete any necessary coursework (30 total hours required for MA degree)
- 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 MA degree requirements in 2.5 years

Summer:

- Prepare to take the MA exam when it is offered in August (See [MA Examination](#) section of handbook)

Year 3:

Fall Semester:

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

Sample MA/PhD Program Timeline

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

Year 1:

Fall Semester:

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

Spring Semester:

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

Summer:

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

Year 2:

By this point, MA/PhD 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 MA exam when it is offered in January or May if on track and completing MA degree requirements in the spring (See [MA Examination](#) section of handbook)

Spring Semester:

- Complete MA degree requirements and take the MA exam when it is offered in January or May (See [MA 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 projected PhD comprehensive exam dates with major field advisor
 - See [Preparing a Doctoral Program of Study Petition](#) section of handbook
 - See [PhD Comprehensive Exams](#) section of handbook

Summer:

- Study for PhD comprehensive exams

Year 4:

Fall Semester:

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

**Note that once the comprehensive exams have been successfully passed, the major field advisor typically becomes and is referred to as the faculty advisor/dissertation advisor*

Spring Semester

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

Summer:

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

Year 5:

Fall Semester:

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

Accelerated MA Program

The Accelerated MA program enables qualified KU students to earn BA/BGS and MA degrees in art history in 5 years. 12 hours of 500-level-or-above coursework in the major completed in Year 4 of study count towards both the BA/BGS and MA degrees. The MA degree is completed in Year 5 with 18 additional hours of coursework.

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

The MA may be pursued as a terminal degree or as preparation for subsequent doctoral studies.

Only current KU undergraduate students with a major GPA of at least 3.50 and a cumulative GPA of at least 3.0 are eligible to apply to the Accelerated MA program. If you are not a current undergraduate student at KU, please review the MA, MA/PhD, and PhD program information.

Careful course selection (e.g. prioritizing 500-level courses taught by faculty members in Art History by the second semester of the sophomore year) and steady progression through the undergraduate career is necessary to ensure all requirements for both the BA/BGS and MA degrees may be completed within 5 years. All prospective students should discuss their interest in applying to the Accelerated MA program with both the Undergraduate Advisor and the DGS **no later than the first semester of the student's Junior year.**

Note that the admissions committee will be most interested in seeing evidence of success in in-person courses.

Program Requirements

Requirements for the BA or BGS Major

Please review the BA/BGS degree requirements in the [Academic Catalog](#).

Requirements for the MA Degree

Proficiency in a foreign language is required for the MA degree and must be demonstrated in advance of sitting for the MA exam. Students in the Accelerated MA program should complete at least the fourth semester of a relevant foreign language (normally French, German, Italian, or Spanish for European and American/Global Modern and Contemporary Art students, or Chinese, Korean, or Japanese for East Asian Art students) with a grade of B or better by the end of Year 4 **or** be prepared to demonstrate proficiency by passing the department's language proficiency exam when it is offered the week before classes begin in the fall of Year 5. Should the student not pass the proficiency exam, they will be expected to establish a plan for passing the language exam no later than the start of the second semester of Year 5. This may include taking language coursework in Year 5.

In addition to the 12 credit hours of graduate coursework taken during Year 4, students must complete an additional 18 credit hours of graduate coursework, for a total of 30 hours of graduate credit for the MA

For European and American/Global Modern and Contemporary Art students, the full 30 hours must include:

- At least 4 graduate courses (12 credit hours) at the 500 level or above
- At least 4 graduate seminars (12 credit hours) at the 700 level or above
- At least 2 graduate seminars (6 credit hours) at the 800 level or above

For East Asian Art students, the full 30 hours must include:

- At least 5 graduate courses (15 credit hours) at the 500 level or above
- At least 3 graduate seminars (9 credit hours) at the 700 level or above
- At least 2 graduate seminars (6 credit hours) at the 800 level or above

See the [MA section](#) of the handbook for distribution requirements of graduate courses.

Written Comprehensive Examination

A student must pass the MA exam in European and American/Global Modern and Contemporary Art **or** East Asian Art to earn the MA degree. See the [MA Examination](#) section of this handbook for more information.

Progression Requirements

Given the accelerated nature of this program, each student's progress will be closely monitored at various points during the program:

1. The student applies to the Accelerated MA program by May 1 of Year 3. In anticipation of being approved to begin graduate coursework, the student meets with the DGS during the second semester of Year 3 to discuss their potential program of study for Year 4.
2. At the end of the final semester of undergraduate study (Year 4), the department will review the student's performance in graduate-level HA courses taken in Year 4. The student, who has been graded at the graduate level, must earn a grade of B+ or better in each of these courses to be eligible for regular admission to the MA program in Year 5. In anticipation of being admitted, the student meets with the DGS during the second semester of Year 4 to discuss their potential program of study for Year 5. The student will not be permitted to enroll in additional courses for graduate credit toward the MA degree until the BA/BGS degree has been conferred.
3. For those students who do not meet the minimum GPA requirement of 3.0 in the first semester of Year 5, the department may, at its discretion, devise a plan of study to address the student's deficiencies or may dismiss the student from the MA program.
4. The student must pass the MA exam in January or May of Year 5 to graduate with the Accelerated MA within the 5-year period.

Students should complete all requirements for the Accelerated MA within one year of receiving the bachelor's degree. If unforeseen circumstances prevent the timely completion of the MA degree, the student must consult with the DGS to develop an alternative plan for completion.

Sample Accelerated MA Program Timeline

Years 1-3:

- Work on completing requirements for the BA or BGS major. Discuss with your Undergraduate Advisor your interest in the Accelerated MA program and express that interest to the DGS and Graduate Program Coordinator no later than the first semester of your Junior year. **You will need to apply to the Accelerated MA program no later than May 15 of your Junior year.**

- We encourage prospective Accelerated MA students to take at least two in-person 500+ art history courses by the end of their junior year
- Enroll in appropriate level of a foreign language course to stay on track to complete the fourth semester of a language by the end of the Senior year **or** prepare to sit for the language proficiency exam no later than when it is offered in January of Year 5. The MA exam must be taken in May.

*Note that the admissions committee will be most interested in seeing evidence of success in in-person courses. Students who aspire to apply to the Accelerated MA program should also consider taking at least 1 to 2 500-level courses in art history before they apply. Only students with a major GPA of at least 3.50 and a cumulative GPA of at least 3.0 are eligible to apply to the Accelerated MA program.

Year 4:

Fall Semester:

- Meet with your Undergraduate Advisor, the DGS, and the Graduate Program Coordinator to ensure that you are fulfilling all requirements for both the BA/BGS and the MA
- Take at least two in-person 500+ HA breadth courses (and/or at least one course at the 700 level if you are completing the European and American/Global Modern and Contemporary Art track)
- Take three 300- or 500-level elective/minor courses (500+ encouraged)
- Enroll in appropriate level of a foreign language course to stay on track to complete the fourth semester of a language by the end of the Senior year

Spring Semester:

- Meet with your Undergraduate Advisor, the DGS, and the Graduate Program Coordinator to ensure you are fulfilling all requirements for both the BA/BGS and the MA
- Take at least one 500+ HA breadth course (or HA 550 if this requirement has not yet been met) and at least one 700+ HA graduate seminar*
- Take three 300- or 500-level elective courses (500+ encouraged)
- **Graduate with the BA or BGS.** The Graduate Admissions Committee will review your academic record to ensure you have met the progression criteria required to earn official admission to the MA program.
- Enroll in appropriate level of a foreign language course to stay on track to complete the fourth semester of a language by the end of the Senior year

Year 5:

Fall Semester:

- Enroll in 3 courses (at least two of which must be graduate seminars at the 700+ level)* Enroll in appropriate level of a foreign language course to stay on track to complete the fourth semester of a language if that requirement has not yet been met or sit for the August language proficiency exam.

Spring Semester:

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

*Note that at least two of the six graduate seminars taken in years 4 and 5 must be numbered 800 or above.

PhD Program

Preparing a Doctoral Program of Study Petition

*The student must secure the support of one major and two minor field advisors in advance of and in order to successfully complete the petition. The major and minor field advisor roles are preliminary until the petition is approved by the graduate faculty.**

In the Doctoral Program of Study Petition, the student identifies the faculty members who have agreed to be the major and minor field advisors.* Advisors for the major field and at least one minor field must hold appointments in the Art History Department. In consultation with the proposed major field advisor, the student will define a primary area of specialization and prepare a program of study within it. In consultation with the minor field advisors, the student will define the two minor fields, one of which may appropriately be outside the department. Specific coursework within the two minor fields is devised with the respective minor advisors. Normally, minor fields are supported by two courses that have been taken at the graduate level.

In consultation with the proposed major field advisor, the graduate faculty makes the final determination regarding the student's Doctoral Program of Study Petition. If approved, the student's program will be overseen by the major advisor and guided by the committee.

** A faculty member has the right to decline a student's request to serve as a major or minor field advisor.*

Timeline and Logistics

Students who receive the MA degree in art history at KU submit to the graduate faculty for their approval, a Doctoral Program of Study Petition (See [Appendix 2](#) for a template. You will find a downloadable version on [SharePoint](#)) within two semesters of completing MA coursework.

Students who enter the PhD program with an MA in art history from another institution, submit to the graduate faculty for their approval, a Doctoral Program of Study Petition (See [Appendix 2](#) for a template. You will find a downloadable version on [SharePoint](#)) within three semesters of commencing studies at KU.

At least one full week prior to any regularly scheduled faculty meeting during the semester in which it is due, the student must send via email in PDF format the Doctoral Program of Study Petition, which has already been approved by their major and minor PhD advisors, to the Graduate Program Coordinator and the DGS. Students studying East Asian Art should also copy the Graduate Advisor for East Asian Art. In the rare circumstance that the Graduate Program Coordinator 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 and/or Graduate Advisor for East Asian Art.

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.

Post-MA Coursework and Enrollment

PhD students are expected to complete, at minimum, 18 to 21 post-MA HA course credit hours. These credit hours must be taken at the graduate level.

Combined MA/PhD students are expected to complete, at minimum, 12 to 15 post-MA HA course credit hours. These credit hours must be taken at the graduate level.

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

Once the PhD student completes the expected post-MA coursework, the PhD Comprehensive Exams should be scheduled. This should occur within one semester (but no more than two semesters) following the completion of regular coursework.

The student may enroll in HA 999 (dissertation hours) beginning with the semester in which the comprehensive exams are taken and the Dissertation Proposal is prepared (see [Dissertation Proposal](#)). Enrollment in HA 999 requires a permission number that can be obtained only from the major field advisor. Dissertation advisors will provide permission numbers each semester only after a contract has been agreed upon between the student and the advisor.

The PhD student must enroll according to the post-comprehensive exam enrollment requirements and Engagement and Enrollment in Doctoral Programs policy outlined in the [Doctoral Degree Requirements](#) portion of the University Policies & Degree Requirements section of this handbook.

Foreign Language and Research & Responsible Scholarship Requirements

PhD candidates shall, prior to taking the PhD comprehensive exams, demonstrate knowledge of at least one foreign language relevant to the student's research interests (this may be the language that satisfied the MA 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.

**PhD students may be required by their major field advisor and/or committee to demonstrate proficiency in more than one foreign language, depending on the student's area of specialization and program of study.*

Students who enter the PhD program with an MA from elsewhere may use that MA degree's language certification to meet this language requirement by providing a letter from that institution's DGS or an official transcript from that institution listing completion of a graduate-level language proficiency requirement to the Graduate Program Coordinator and the DGS by the first day of classes in the first semester of enrollment.

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

If a student entering the PhD program from another institution has not already met the foreign language requirement, proficiency may be demonstrated by: (1) passing a departmental proficiency exam; (2) completing with a grade of B or better the fourth-semester course of a language; (3) completing with a B or better a course such as FR 601 French for Reading Knowledge.

For students studying East Asian Art History:

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

Language proficiency may be demonstrated by: (1) passing a departmental proficiency exam; (2) completing with a grade of B or better the fourth-semester course of a language; (3) providing a letter from a previous institution's DGS or an official transcript from that institution listing completion of a graduate-level language proficiency requirement.

PhD Comprehensive Exams

The PhD comprehensive exams consist 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 and minor fields and the expectations each advisor has for the student's preparation for the written tests and comprehensive oral examination. It is the student's responsibility to maintain ongoing contact with the advisors as they prepare for these examinations.

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

It is the student's responsibility to schedule the written and oral exams in conjunction with their committee and the Graduate Program Coordinator.

At least **three months** before the student intends to begin their exams, they must email the following information to the Graduate Program Coordinator so that the exam may be officially scheduled:

- The names and roles (chair, committee members, Graduate Studies representative) of all members of the committee (see the Comprehensive Oral Examination section below for committee requirements).
- Which format (see option A, B, and C below under "Written Examinations") the student has chosen for the written exam.

- Three or four possible dates (Fridays tend to work well) for the oral examination. The Graduate Program Coordinator will then work with your entire committee to find a mutually convenient time for your oral examination. Students may schedule their own oral examination with their committee at their discretion but must convey that date to the Graduate Program Coordinator. History of Art oral comprehensive exams typically last 2.5 hours: 1 hour for the major field, ½ hour for each of the two minor fields, and ½ hour for preliminary and concluding discussions.
 - After the oral exam date is confirmed, the student will be responsible for scheduling the written exams in consultation with each major and minor field advisor. The student should then convey that information to the Graduate Program Coordinator. Note that the written examinations are to be taken over a period of no more than three weeks for Option A, over three consecutive days for Option B, and within two weeks for Option C. **The comprehensive oral examination should normally be taken one week after the conclusion of the written examinations.**
 - If the oral exam requires a remote participation by any party, inform the Graduate Program Coordinator so that preparations can be made in advance.

Written Examinations

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

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

The written examination questions are sent via email from the Graduate Program Coordinator to the student on the appointed day/hour. The student returns the essays via email to the Graduate Program Coordinator 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). The Graduate Program Coordinator will send each of the completed essays to the entire committee.

Option B (on campus): The essays are written in the department over a period of three consecutive days (one exam each day) without access to books, notes, or other resources. The completed essays are not expected to be documented, but are expected to be typed on the student's computer via a Canvas quiz utilizing Respondus Lockdown Browser, a software program that prevents the student from accessing other computer applications while taking a quiz. The exam in the major area will last six hours with a one-hour break after the third hour, and the exams in the two minor areas will last three consecutive hours each. For the major area exam, the student will be assigned two separate Canvas quizzes, each containing different questions. One quiz will be launched at the commencement of the morning session, and the other at the start of the afternoon session. Each quiz may provide the student with a single question or multiple questions, at

the advisor's discretion. The department's Administrative Associate will send each of the completed essays to the entire committee.

Option C (hybrid take home/on campus): The essays are written using a combination of options A and B (note that the terms for each as described above apply). For example, a student may complete the major field exam using option A and the minor field exams using option B. If a student chooses option C, the essays for the major and minor fields must be completed over a period of two consecutive weeks. The Graduate Program Coordinator and Administrative Associate will coordinate the distribution of the completed essays to the entire committee with a reminder of the date of the oral examination.

Each advisor will grade the written examination in their area "pass" or "fail," usually within 48 hours of receipt of the essays. Each advisor will communicate the grade to the other members of the committee. The major advisor (who serves as the committee chair) will communicate the results to the student once all of the essays have been graded. Students must pass all three field exams to proceed to the comprehensive oral examination. A student who receives a "fail" on any of the written examinations will be asked to retake that field exam. The examination may not be repeated until at least 90 days have elapsed since the last unsuccessful attempt. The written examinations (in part or in their entirety) may not be taken more than three times.

Comprehensive Oral Examination

The comprehensive oral examination should normally be taken one week after the conclusion of the written examinations. The History of Art comprehensive oral exam typically last 2.5 hours: 1 hour for the major field, ½ hour for each of the two minor fields, and ½ hour for preliminary and concluding discussion.

The committee for the comprehensive oral examination shall consist of at least four graduate faculty members including the advisors for the major and minor areas. In some cases, and when appropriate, the committee may consist of five graduate faculty members. In addition to advisors for the major and minor areas, the committee must include a Graduate Studies Representative (GSR). The GSR must be from a department other than the aspirant's major department and on the graduate faculty. A prospective member of the committee from outside the university must have gained appointment as an ad hoc member of the History of Art graduate faculty before appointment to the committee. An ad hoc member of the committee is not considered an outside committee member. Please see the [Oral Exam Committee Composition](#) portion of the University Policies & Degree Requirements section of this handbook for policy information related to exam committees.

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 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 chair (major field advisor) reports the outcome of the oral exam to the Graduate Program Coordinator who then relays the results to the College Office of Graduate Affairs.

After passing the comprehensive oral examination, the candidate must enroll according to the post-comprehensive enrollment requirement. Please review the [Doctoral Degree Requirements](#) portion of the University Policies & Degree Requirements section of this handbook for more information on post-comprehensive enrollment.

The PhD Dissertation

After completion of the PhD comprehensive exams, the PhD candidate is ready to begin work on a doctoral dissertation.

Dissertation Proposal

Normally, the dissertation proposal must be approved by the student's dissertation advisor and the graduate faculty **within three months of passing the PhD comprehensive exams**. If three months from the successful completion of the exams falls during a break, the dissertation proposal must be submitted for consideration at the first regularly scheduled faculty meeting after the break. During this time, the student enrolls in HA 999 (dissertation hours) and develops a contract with the dissertation advisor (typically the major field advisor serves as the dissertation advisor). (See [Progress on the Dissertation](#) section below for specific information on all subsequent contracts). Failure to fulfill the terms of this or any other contract may result in the grade of NP (no progress).

The dissertation topic must be agreed upon by the student and dissertation advisor before the student begins to prepare the proposal.

The dissertation proposal should: be no more than five pages of double-spaced text (exclusive of required endnotes, bibliography, and images); use 12 pt. Times Roman font; have 1-in. margins; be submitted as a Microsoft Word document. All citations should follow the current edition of the *Chicago Manual of Style* (Notes and Bibliography). (See [Appendix 3](#) for a template)

The proposal is typically the result of multiple rounds of drafts and revisions based on feedback from the advisor, and the advisor must approve the proposal before it is distributed to the graduate faculty. At least one week prior to the next regularly scheduled faculty meeting, the student must send via email in Microsoft Word format the proposal to the Graduate Program Coordinator and the DGS. Students studying East Asian Art History should also copy the Graduate Advisor for East Asian Art. In the rare circumstance that the Graduate Program Coordinator 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 and/or Graduate Advisor for East Asian Art.

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.

Substantive changes to a previously approved dissertation topic must be approved by the student's dissertation advisor and the graduate faculty.

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

Each semester the doctoral candidate must enroll in the appropriate number of credit hours of HA 999 as explained in the [post-comprehensive exam enrollment policy](#). Summer enrollment is optional. Enrollment in HA 999 requires a permission number that is obtained in advance of each semester from the dissertation advisor. Permission numbers will be dispensed only after the semester's contract has been agreed upon between the student and the dissertation advisor. Summer progress will be included in the fall semester contract. These contracts will indicate the progress the student has thus far made and 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 dissertation advisor, i.e., the student proposes a reasonable amount of work to be accomplished by specific deadlines, 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 by the agreed upon deadlines and, at the end of the semester, will be graded accordingly. (See [Appendix 4](#) for a template)

Each contract should indicate the term in which the student plans to graduate by including this sentence: "I plan to defend my dissertation and graduate by [fall/spring 20XX]." For questions regarding your time-to-degree contact the Graduate Program Coordinator and see the [Time Limits](#) portion of the University Policies & Degree Requirements section of this handbook.

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

- SP: Satisfactory Progress- Goals and deadlines for the semester as agreed upon with the dissertation advisor as outlined in the contract have been met.
- LP: Limited Progress- Goals and deadlines for the semester as agreed upon with the dissertation advisor as outlined in the contract have been partially met. The academic standing of a student who earns an LP in HA 999 for two consecutive semesters will be evaluated by appropriate members of the graduate faculty and the student may be placed on academic probation.
- NP: No Progress- Goals and deadlines for the semester as agreed upon with the dissertation advisor as outlined in the contract have not been met and/or student has provided insufficient evidence of progress on the dissertation. This grade will result in a review of the student's status in the program by appropriate members of the graduate faculty, which may result in probation. In the event of probation, the student may be recommended for dismissal from the program if the terms of the probation are not fulfilled.

Dissertation: Memorandum, and Submission and Approval of Chapters

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

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

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

All drafts and revisions of dissertation chapters should be submitted to the dissertation advisor (and/or other readers) with a memorandum explaining what is attached. See [Appendix 5](#) of this document for a sample memorandum. A draft chapter without a covering memo places an undue burden on the reader. A memo to the dissertation advisor (or other readers) should indicate what the document represents, how issues raised in previous drafts have been addressed, and propose times (generally two-three weeks hence) when the student would be available to discuss the work either in person or remotely.

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

After chapters are submitted and read individually, the dissertation 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.

Submission of the Final Dissertation Draft

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

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

*see next section

Dissertation Committee and Final Oral Examination Committee

The student must form a **dissertation committee**, which is composed of at least three readers including the dissertation advisor. Please review the [Doctoral Student Oral Exam Committee Composition policy](#) for more information on exam committee requirements.

Approval of the final dissertation draft by the dissertation committee will generally be followed promptly by the final oral examination.

The **final oral examination committee** is composed of the three members of the dissertation committee plus one other member of the graduate faculty who must come from another KU department to represent Graduate Studies. See the [Milestone Exams](#) portion of the University Policies & Degree Requirements section of this handbook for committee composition policy information.

The Final Oral Examination

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

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

The Graduate Program Coordinator will work with the entire committee to find a mutually convenient date and time for the defense and will send a reminder to the entire committee two weeks in advance of the oral examination.

The final oral examination of the dissertation is the culmination of the PhD program. This 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 committee.

The committee chair will report the outcome of the oral exam to the Graduate Program Coordinator who will then relay the results to the College Office of Graduate Affairs. The candidate will be responsible for providing a Title Page and Acceptance page that will be signed by the appropriate committee member(s). Templates for the Title and Acceptance pages can be found at the end of the [Dissertation Formatting Requirements section](#) of Graduate Studies' website.

Completion of Graduation Requirements

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

submitted to the University of Kansas, title page format, title page format to copyright, and acceptance page format.

All students are responsible for familiarizing themselves with all graduation requirements. These can be found in the [Graduation Requirements](#) portion of the University Policies & Degree Requirements section of this handbook. All degree requirements must be submitted via the My Graduation Checklist course in Canvas by 11:59 p.m. CT on the night of the graduation deadline.

Time Limit for PhD Degree

The student is expected to complete the requirements for the PhD no more than, and preferably less than, seven years from their initial enrollment in the PhD program. The maximum number of years of enrollment for students who enter the PhD program with an MA from KU is a **total** of ten years (i.e., from the beginning of the MA to the completion of the PhD). The maximum number of years of enrollment for students who enter the PhD program with an MA 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 effort to complete the degree in advance of these limits.

In compelling cases where the PhD 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 Program Coordinator, a Graduate Degree Completion Agreement. Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress on the dissertation as evidenced by grades for HA 999, nor is the University likely to approve such extensions.

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

Sample PhD Program Timeline

**For students who entered the PhD program with an MA degree from another institution*

Year 1:

Fall Semester:

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

Spring Semester:

- Enroll in 3 courses. ***By this point, PhD students should enroll in 3 courses regardless of GTA, GRA, or GA appointment***
- Enroll in appropriate level of foreign language course if requirement is not fulfilled
- Secure the support of one potential major field advisor and two potential minor field advisors and begin drafting the [Doctoral Program of Study Petition](#)

Summer:

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

Year 2:

Fall Semester:

- Enroll in 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 PhD program) and establish PhD comprehensive exam dates with major field advisor
 - See [Preparing a Doctoral Program of Study Petition](#) section of handbook
 - See [PhD Comprehensive Exams section](#) of handbook

Spring Semester:

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

**Note that once the PhD comprehensive exams have been successfully passed, the major field advisor typically becomes and is referred to as the faculty advisor/dissertation advisor*

Summer:

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

Year 3:

Fall Semester:

For students who completed PhD comprehensive exams in the spring:

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

For students who are completing PhD comprehensive exams this semester:

- Take PhD comprehensive exams
- Establish contract with major field advisor
- Enroll in HA 999 hours- must enroll in a minimum of 6 hours to comply with the [post-comp enrollment policy](#)

Submit Dissertation Proposal- due within three months of the successful completion of comps (See [Dissertation Proposal](#) section of handbook)

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

Spring Semester:

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

Summer:

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

For Remainder of Program:

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

University Policies & Degree Requirements

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

General Policies

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

Admission

Degree or non-degree seeking applicants must have a bachelor's degree (as evidenced by an official transcript from the institution the degree was obtained).

Related Policies and Forms:

- [Admission to Graduate Study](#)

English Proficiency Requirements

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are three ways to prove English proficiency:

- Declaration of native or native-like speaker status on the online application for graduate study.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Scores must be reported to KU directly by the testing service. Self reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to graduateadm@ku.edu for verification.

- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU [Applied English Center](#) (AEC) to demonstrate English proficiency.
- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:

English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed information on English proficiency requirements for GTAs may be found on Graduate Studies' [Spoken English Competency page](#).

Related Policies and Forms:

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may have additional enrollment requirements, for students who are required to enroll full time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full time enrollment it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

Students not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any not enrolled by the last Friday in October (for Fall) or last Friday in March (for Spring). Students who wish to enroll after that must pay a fee to be reactivated.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the "Withdraw from the University" option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

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

Your graduate program coordinator is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

Related Policies:

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

Graduate Credit (Including Transfer Credit)

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course “counting” towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

Transfer Credit

The transfer credit option allows master's students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the PhD. In circumstances where students enter the PhD program with an MA from another institution or other relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the PhD. Students should consult with their DGS about their enrollment plan.

Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

Because there is no minimum number of required hours for the PhD, reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

Related Policies:

- [Graduate Credit](#)
- [Co-enrollment](#)
- [Master's Degree Requirements](#) (on Reduced Hour Master's Degree)

Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their cumulative graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

Students make the CR/NC election via the Registrar's CR/NC [online request](#) form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current KU [Academic Calendar](#). Please keep in mind, short courses may have [alternate dates](#).

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, in cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

Related Policies and Forms:

- [University Senate Rules and Regulations \(USRR\), Section 2.3.8](#)

Probation & Dismissal

Probation is an academic status that can be assigned to a graduate student that is not making [satisfactory progress](#) toward completing their degree. The department initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

Students are most commonly placed on probation due to their graduate cumulative [GPA dropping below a B average \(3.0 on a 4.0 scale\)](#). In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's cumulative GPA is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Additionally, the College has set a 2.5 minimum GPA for students to be eligible for a semester of academic probation. In cases where a student's GPA drops below the minimum of 2.5, the student is considered ineligible for academic probation and will be dismissed by the College. Students are strongly advised to review the [College-specific policy on probation and dismissal](#) for more information about the 2.5 threshold for dismissal.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis or dissertation
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams),
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation
- Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, in most cases will recommend the student for dismissal. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

A student on probation or facing dismissal should discuss their status with their advisor.

Related Policies:

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

Grading

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies.

Students should also carefully review the [College-specific grading information](#), in particular the section on the SP/LP/NP grading scale for thesis & dissertation hours and the impacts of receiving a LP (limited progress) or NP (no progress). Students should also consult their adviser and the departmental grading section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

Related Policies:

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

Time limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for

degree completion. In order to support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.

Note that the College's Mentoring Agreement is required for doctoral students who are within 2 years of exhausting their maximum time to degree. See the [College Graduate Regulations](#) or talk to your graduate program coordinator for more information.

Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)
- [Engagement and Enrollment in Doctoral Programs](#)
- [Doctoral Degree Comprehensive Oral Exams](#) (on exam expiration and recertification)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)

Leave of Absence

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree.

Requesting a Leave of Absence is done through a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence; however, the only document that the College requires for the petition is the Leave of Absence form, linked below.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end they may contact their department to be reactivated early.

Related Policies and Forms:

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

Required University Milestones

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

*A final culminating effort is not required for departments with an approved coursework-only master's degree option in the Academic Catalog (note that programs with a capstone are considered coursework only).

Before a student is allowed to complete any of these three exams, pre-approval from the College is required in advance of the exam date. This pre-approval request will be submitted on your behalf by your department after the exam date has been scheduled. The College reviews the student record and verifies all University requirements have been fulfilled. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

There are additional policies requirements for oral exams. The following are University policies pertaining to oral exams:

Oral Exam Committee Composition

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty in the candidate's department or program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

Oral Exam Attendance

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.**

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

Related Policies and Forms:

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

Doctoral Degree Requirements

In addition to the student's individual PhD program's degree requirements, the following are University requirements for graduation with a PhD at KU.

Enrollment Requirement

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

Related Policies and Forms:

- [Engagement and Enrollment in Doctoral Programs](#)

Continuous Enrollment for Post-Comprehensive Students

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam.

Students are strongly advised to closely review the College's page on Post-Comp Enrollment. This page explains requirements in great detail.

[Review the Post Comp Enrollment Requirements](#)

Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam. Your

graduate coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment will submit the certification form on the student's behalf **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full-time enrollment, as well as the enrollment requirements of their employment contract.

Related Policies and Forms:

- [Full-time Enrollment for Graduate Students](#)
- [Doctoral Candidacy](#)

Graduate Certificate Requirements

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

Related Policies and Forms:

- [Graduate Certificate Programs: Eligibility and Admission Criteria](#)
- [Policies & Procedures for Graduate Certificate Programs](#)

Graduation Requirements (MA & PhD)

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA GRADUATION CHECKLISTS

COGA's graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student in the

College as soon as graduation is expected. Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

“MY GRADUATION CHECKLIST” CANVAS COURSE

If you are graduating with a PhD or a thesis option master's degree, you will submit documents and track the completion of your graduation requirements via your "My Graduation Checklist" site in Canvas. This site will be your online hub for all instructions and resources related to degree completion and graduation.

Your My Graduation Checklist Canvas site will be activated at one of these times, whichever comes first:

- On the 20th day of classes for students who have submitted an Application for Graduation via Enroll & Pay for that semester
- When your department submits your exam date and information for pre-approval
- During the week after the graduation deadline, for students who have applied to graduate for the upcoming semester

We strongly encourage students to submit an Application for Graduation as early as possible, but at minimum prior to the 20th day of classes of the semester you want to graduate so that you can get access to the information and resources in your Graduation Checklist site as early as possible!

If your Graduation Checklist has not been activated yet, you can utilize the Graduation checklists referenced above.

Graduate Studies Funding Opportunities

The Office of Graduate Studies offers funding opportunities in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

Dissertation Fellowships: intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.

Summer Fellowships: intended primarily for post-comp doctoral students.

Graduate Student Travel Fund: intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max \$750) only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

Doctoral Student Research Fund: Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.

Appendix 1: Sample Petition for Continuation in the PhD Program

PETITION FOR CONTINUATION IN THE PhD PROGRAM

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

The student will indicate below the name of the faculty member who has agreed to serve as a potential major field advisor. It is the student's responsibility to confirm the faculty member's willingness to serve in this capacity prior to sitting for the MA exam and submitting the Petition.

If this Petition is approved and once MA requirements have been completed, the student will automatically be entered into the PhD program and will be expected to maintain enrollment as per Graduate Studies guidelines. The potential major field advisor listed on this Petition serves as a preliminary mentor until the student's Doctoral Program of Study Petition is approved.

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

*Note that if a student does not pass the MA exam, and if it is determined in consultation with the prospective major field advisor that it is appropriate, a new Petition must be submitted prior to sitting for the next MA exam.

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

☐ I would like to be considered for admission to the PhD program

I have spoken about this petition with the following faculty member, who has agreed to serve as a potential major field advisor: _____

☐ I would **NOT** like to be considered for admission to the PhD program

Name and Date

Appendix 2: Sample Doctoral Program of Study Petition

Doctoral Program of Study Petition

Kress Foundation Department of Art History, University of Kansas

****You can find a downloadable version of this template on [SharePoint](#)****

Name
Address
Email
Phone

Areas of Study:

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

PhD Comprehensive Exams:

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

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

Fulfillment of Requirements:

Languages: which one(s), when completed

Education:

Degree(s), institution(s), and date(s) of conferral in descending chronological order (most recent first). List the month and year in which each degree was conferred.

Distribution of Coursework:

*List all courses that support each of the major and minor fields in descending (reverse) chronological order (most recent first) in this format: semester year: course number, course title, instructor's name. E.g. Fall 2023: HA ***, course title, instructor's name

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

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

*Directed readings course listings should include a description of the material that was covered

* Remove any sections that aren't applicable.

*Use consistent phrasing and formatting

Major Area: Include the title of your major field here***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

Minor Area: ***Include the title of your first minor field here***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

Minor Area: ***Include the title of your second minor field here***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

Additional Art History Courses:

Graduate Courses:

University of Kansas:

Other institution Graduate Courses (if applicable):

Undergraduate Courses:

Graduate Teaching Assistant Experience: please include the title(s) of the course(s) for which you have taught. List the courses in descending (reverse) chronological order, and include the semester and year each course was taught. Add the mode of instruction for classes taught (e.g. GTA, lecture assistant, instructor of record, in person, online).

Follow this format:

e.g. Fall 2023: HA ***, course title, instructor's name/your name; GTA, in person

Related Employment and Professional Experience:

Awards and Honors:

Publications: All citations should follow the current edition of the *Chicago Manual of Style*

Presentations:

Please submit your petition in Word format

Appendix 3: Dissertation Proposal Template

Name:
Dissertation Proposal
Date:
Advisor:

Title of Dissertation

Subject of Dissertation: 1-2 paragraphs

Previous Scholarship: 1-2 paragraphs

Structure of Dissertation: typically, 1-2 paragraphs for the introduction and conclusion, and 1 paragraph for each chapter. You may also include an overview paragraph at the beginning of this section to describe the overall structure.

Research Plan and Resources/Funding: 1 paragraph

Endnotes (single spaced)

Figures

Bibliography (single spaced)

The dissertation proposal should: be no more than five pages of double-spaced text (exclusive of required endnotes, bibliography, and images); use 12 pt. Times Roman font; have 1-in. margins; be submitted as a Microsoft Word document.

All citations should follow the current edition of the *Chicago Manual of Style* (notes and bibliography).

Appendix 4: Dissertation Contract Template

DISSERTATION CONTRACT

Name:
Effective semester:
Advisor:
Dissertation Title:

Current state of dissertation:

To date, I have completed:

[Provide a detailed description of what you have thus far accomplished (e.g., I have completed drafts and revisions of chapters 1 and 2, and research for chapter 3, etc.).]

Semester plan:

[Provide a detailed description of what you will accomplish and an agreed upon deadline (e.g., I will complete research for and a draft of chapter 3 and submit it by...., etc.).]

*Some students find it helpful to establish multiple deadlines throughout the semester. Discuss with your advisor whether it would be productive for you to do that.

Graduation goal: I plan to defend my dissertation and graduate by [fall/spring 20XX]

(student's signature)

(date)

Grading Scale:

- SP: Satisfactory Progress- Goals and deadlines for the semester as agreed upon with the dissertation advisor as outlined in the contract have been met.
- LP: Limited Progress- Goals and deadlines for the semester as agreed upon with the dissertation advisor as outlined in the contract have been partially met. The academic standing of a student who earns an LP in HA 999 for two consecutive semesters will be evaluated by appropriate members of the graduate faculty and the student may be placed on academic probation.
- NP: No Progress- Goals and deadlines for the semester as agreed upon with the dissertation advisor as outlined in the contract have not been met and/or student has provided insufficient evidence of progress on the dissertation. This grade will result in a review of the student's status in the program by appropriate members of the graduate faculty, which may result in probation. In the event of probation, the student may be recommended for dismissal from the program if the terms of the probation are not fulfilled.

Appendix 5: 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 comments you may have about this topic.

I have also continued to edit the text, and tightened up, for example, the Introduction and would appreciate your thoughts on how or if it is stronger now.

To make it easier for you to find these revised/edited sections, I have highlighted them [in yellow, etc.]

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

Best,

Your student

Appendix 6: Graduate Student Self-Assessment Form

****A fillable PDF version of this form can be found on the [Art History Department's SharePoint site](#) where you will also find this year's due date]***

Student Name: _____
Degree program (MA, Accelerated MA, MA/PhD, or PhD): _____
Initial term in current degree program (e.g. Fall 2020): _____
Next program milestone (e.g. MA exam, dissertation proposal, etc.): _____
Anticipated completion of next milestone (month and year): _____
Anticipated graduation term (semester and year): _____

Please provide an assessment of your accomplishments during the last academic year and any improvements/changes you would like to make during the next calendar year. Submit this completed form **and a current CV** to the Director of Graduate Studies and the [Graduate Program Coordinator](#). If you are a student studying East Asian Art also cc: the Graduate Advisor for East Asian Art. PhD candidates should cc: their dissertation advisor.

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

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

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

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

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

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

7. Characterize your strengths and weaknesses:

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

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

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

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

12. Other professional development activities you have completed: