

GRADUATE STUDENT HANDBOOK
Kress Foundation Department of Art History
The University of Kansas
Current for Spring 2024

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 Art/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

- [Dr. David Cateforis](#)
Chair, History of Art Department, Professor, American Art, Modern & Contemporary Art
dcat@ku.edu
785-864-4713
209-B Spencer Museum of Art
- [Dr. Marni Kessler](#)
Professor, Eighteenth- and Nineteenth-Century European Art
Director of Graduate Studies
mrk@ku.edu
785-864-4713
209-D Spencer Museum of Art
- [JoAnna Witt](#)
Administrative Associate
joanna.witt@ku.edu
785-864-6816
209 Spencer Museum of Art
- [Lauren Chaney](#)
Graduate Program Coordinator
lkchaney@ku.edu
785-864-1289
[Schedule a virtual advising appointment](#)

[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 AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

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

CTE is a University office dedicated to assisting instructors and GTAs 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.

DEGREE TRACKS

The graduate program of the Kress Foundation Department of Art History awards MA and PhD degrees with concentrations in European and American Art/Global Modern and Contemporary Art or East Asian Art. Students who are interested in pursuing graduate degrees that emphasize international and/or transnational modern and contemporary art should follow the European and American Art/Global Modern and Contemporary track.

The [MA](#) provides students with a broad and deep knowledge of the visual arts, as well as study of the basic concepts, theories, and methods of the discipline. The MA may be pursued as a terminal degree or as preparation for subsequent doctoral studies.

The [Accelerated MA](#) program enables qualified KU undergraduate students to earn a B.A./B.G.S. 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 B.A./B.G.S. and MA degrees. The MA degree is completed in Year 5 with 18 additional hours of coursework.

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

The [PhD](#) is intended for students who hold the MA degree in art history from KU or another institution.

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

MA PROGRAM IN ART HISTORY

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

Statement of Purpose

The MA programs in European and American Art/Global Modern and Contemporary Art and in East Asian Art provide students with a broad and deep knowledge of the visual arts, as well as study of the basic concepts, theories, and methods of the discipline in those respective fields. The MA may be pursued as a terminal degree or as preparation for subsequent doctoral studies.

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 [Accelerated MA section](#) of the handbook.

The department also accepts applications for graduate non-degree-seeking student status. Students wishing to apply for non-degree-seeking status must submit an application, which can be found on the department's [website](#).

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 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.
 - A resumé 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 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.
 - [Official transcripts, or copies of official transcripts](#), from all post-secondary institutions.

For additional information about all application requirements, please visit the [Admissions](#) portion of our website. 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.

Program 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.

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

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

*If a course falls into two or more areas of study, it will count 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.

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

Foreign Language Requirement

Graduate students in art history are expected to have a reading knowledge of one appropriate foreign language. 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 studying European and American Art/Global Modern and Contemporary Art: A modern European language typically constitutes an appropriate foreign language. Reading knowledge may be demonstrated in one of two ways: by passing a proficiency exam or by enrolling at the appropriate level in a foreign language and completing the fourth semester course with a grade of B or better (undergraduate coursework does not count).

Language proficiency exams will be scheduled by the Art History Department during the week before classes begin each semester. Students are expected to take the proficiency exam or to enroll in the appropriate level of a language course during their first semester in the program. For 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 studying East Asian Art:

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. Please contact the [East Asian Languages and Cultures Department](#) to schedule a placement exam to determine the level in which to enroll. 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 during the week before classes begin each semester. For this exam, which lasts 1.5 hours, the student will be expected to translate, with the aid of a 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 Master's 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.

Related Policies:

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

MA Examination Option

1. 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.

Full-time students are expected to complete the exam no later than their fifth semester of enrollment in the MA program. If a full-time student does not complete their MA exam by their fifth 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.

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

2. Exam Format

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

For students studying European and American Art/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 Art/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, the Mediterranean, or Near East
- b. 1300-1700: Europe, the Mediterranean, or Near East
- c. 1700-1900: Europe or America
- d. Post-1900: Global Modern and Contemporary Art (Europe, the Americas, Africa, Asia, and the Middle East)

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

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

II. Possible Exam Questions

1. Discuss 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 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**.

3. 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 for students studying European and American Art/Global Modern and Contemporary Art or East Asian Art

A student may write a thesis in the final year of MA enrollment provided a member of the graduate faculty accepts responsibility for supervising the thesis, which normally develops from a previously written seminar paper. The student must enroll 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, which will serve as the MA Exam.

See the [CLAS graduation calendar](#) on the COGA website for specific graduation deadlines.

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. 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 and submitting the Petition.

*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 when sitting for the next MA Exam.

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.

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 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 MASTER'S DEGREE REQUIREMENTS

European and American Art/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 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 on COGA's [Master's Degree Checklist webpage](#).

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 COMBINED 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 B.A./B.G.S. 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 B.A./B.G.S. 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 Art/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.

Eligibility:

Only current KU undergraduate students 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 B.A./B.G.S. 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.**

Application Deadline:

Prospective students must apply to the Accelerated MA program by **May 1st 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 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 professors in the major). 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.

Program Requirements

Requirements for the B.A. or B.G.S. Major – 30 total credit hours

Please review the B.A./B.G.S. degree requirements in the [Academic Catalog](#).

Requirements for the Master's 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 Art/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 Art/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 Art/Global Modern and Contemporary Art **or** East Asian Art to earn the MA degree.

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 B.A./B.G.S. 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 M.A 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 B.A. or B.G.S. 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 1 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.

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 B.A./B.G.S. 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 Art/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 B.A./B.G.S. 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 B.A. or B.G.S.** 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 IN ART HISTORY

Admission

Students seeking admission to the doctoral program normally hold an MA degree in art history from this or another accredited institution.

Preparing a Doctoral Program of Study Petition

Students who receive the MA degree in art history at KU present to the graduate faculty for their approval, a Doctoral Program of Study Petition (see [Appendix 2](#) for a template) within two semesters of completing MA coursework.

Students who enter the PhD program with an MA in art history from another institution, present to the graduate faculty for their approval, a Doctoral Program of Study Petition (see [Appendix 2](#) for a template) within three semesters of commencing studies at KUMA.

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.

In the Doctoral Program of Study Petition, the student identifies the faculty member who will be the major field advisor (hereafter referred to also as the "dissertation advisor" or "faculty advisor") and two other graduate faculty members, representing two minor fields. Advisors for the major field and at least one minor field must hold appointments in the Art History Department. In consultation with the major advisor, the student will define a primary area of specialization and prepare a program of study within it. Also, in consultation with the 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, under the overall supervision of the major advisor.

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

In consultation with the major 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.

Residence and Post-MA Coursework and Enrollment

PhD students are expected to complete 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 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 (not including HA 707 hours).

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.

PhD [Post-comprehensive enrollment](#) may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed.

The PhD student must spend at least the equivalent of three full academic years (which may include the time spent attaining the MA) in resident graduate study at this or another approved university. After the MA and prior to the semester in which the comprehensive exams are held, the doctoral residency requirement can be met in one of two ways:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework as defined by Graduate Studies' full-time enrollment policy; OR,
- At least 18 hours of enrollment in KU coursework taken over several part-time semesters

Related Policies:

- [Engagement and Enrollment in Doctoral Programs](#)
- [Full-time Enrollment for Graduate Students](#)

Foreign Language and Research and 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 appropriate written evidence to the DGS by the first day of classes in the first semester of enrollment.

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

If a student entering the 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 100; 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.

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

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 section 2 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 teleconference call, inform the Graduate Program Coordinator so that preparations can be made in advance.

1. Written Examinations

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

Option A (take home): The essays are written outside of the department over a period of three consecutive 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 a computer, which will be provided. The exam in the major area will last six hours with a one-hour break after the third hour, and the exams in the two minor areas will last three consecutive hours each. For the major area exam, the student will be given two separate question sheets, each containing different questions. One sheet will be provided at the commencement of the morning session, and the other at the start of the afternoon session. Each sheet may provide the

student with a single question or multiple questions, at the advisor's discretion. The Office Manager 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 Office Manager will coordinate the sending 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.

2. Comprehensive Oral Examination

The comprehensive oral examination should normally be taken one week after the conclusion of the written examinations. 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 [Doctoral Student Oral Exam Committee Composition policy](#) for additional information.

At the end of the comprehensive oral examination the committee must assign a grade of "honors," "satisfactory," or "unsatisfactory." It can assign a grade of "satisfactory" or "honors" on the basis of both the 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.

Related Policies:

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

Post-comprehensive Enrollment

After passing the comprehensive oral examination, the candidate must be continuously enrolled in HA 999 (dissertation hours) every fall and spring semester until all the requirements for the degree are completed or until [18 post-comprehensive hours](#) have been completed (whichever comes first). During this time, the candidate must enroll in a minimum of six hours each fall and spring semester. Summer enrollment is optional.

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

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

Related Policies:

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

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 between the student and 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, and the advisor concurs or suggests alternatives. With agreement reached between student and advisor, the student will then be expected to complete the agreed upon work and, at the end of the semester, will be graded accordingly. (See [Appendix 4](#) for a template)

Each contract should indicate the student's time-to-degree by including the sentence: "My time-to-degree expires at the end of _____ (semester) _____ (year.)" For questions regarding your time-to-degree contact the Graduate Program Coordinator and see the [Engagement and Enrollment in Doctoral Programs](#) section of the Policy Library for details on time-to-degree requirements:

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

- SP: Satisfactory Progress- Goals for the semester as agreed upon with the dissertation advisor as outlined in the contract have been met.
- LP: Limited Progress- Goals 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 the graduate faculty and may be placed on academic probation.
- NP: No Progress- Goals 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 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, by Zoom, or by phone.

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. And, 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. All members of the dissertation committee must be chosen from the graduate faculty, and the chair must, in addition, be authorized to chair doctoral dissertations.

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

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

Related Policies:

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

THE FINAL ORAL EXAMINATION

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

1. Consult the [academic calendar](#) for graduation deadlines; submit an application for graduation via Enroll & Pay by the due date, which is determined each semester by Graduate Studies. This calendar, as well as other information regarding preparing the dissertation for final submission, can be found on the COGA website under [Preparing to Graduate](#).
2. **At least two months** before the target dissertation defense date, provide the [Graduate 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 a conference call or Zoom option, 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.

The candidate must upload the signed Title and Acceptance pages, as well as all other graduation requirements outlined in COGA's [Doctoral Degree Checklist](#), to their "My Graduation Checklist" Canvas course by 11:59 p.m. on the evening of the graduation deadline.

ELECTRONIC SUBMISSION OF APPROVED DISSERTATION

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

All students are responsible for familiarizing themselves with all College graduation requirements. These can be found on COGA's [Doctoral Degree Checklist webpage](#). All degree requirements are submitted via the My Graduation Checklist course in Canvas.

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 attempt 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.

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

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

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 M.A. degree

Spring Semester:

- Enroll in 3 courses. ***By this point, Ph.D. 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

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 Ph.D. program) and establish Ph.D. comprehensive exam dates with major field advisor
 - See [Preparing a Doctoral Program of Study Petition](#) section of handbook
 - See [Ph.D. 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)

FINANCIAL SUPPORT/AID

For incoming students:

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

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

TRAVEL FUNDS

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 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](#). Applications for travel funds should be submitted to the Office Manager at least two weeks prior to 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 and the DGS and Office Manager **approximately five to six weeks in advance** of the granting institution's deadline:

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 art history 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). You will receive an email at the start of every fall semester with specific deadline information.

PROCEDURES FOR EVALUATING GRADUATE STUDENT PERFORMANCE

1. All graduate students complete and submit to the DGS and the Graduate Program Coordinator **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, and East Asian Art students should cc: the Graduate Advisor for East Asian Art.
2. 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, or an NP (no progress) in HA 999 in a single semester, will be evaluated by the graduate faculty and may be placed on academic probation.
3. The DGS and/or Graduate Advisor for East Asian Art advise all MA students, and PhD students who have not yet submitted a Doctoral Program of Study Petition, each semester, review their files and grades, and discuss with them their courses for the following semester and their program needs. PhD students whose Doctoral Program of Study Petitions have been approved should be advised by their dissertation advisor.
4. The 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.
5. Graduate students are encouraged to talk with faculty members at any time about their program and their progress.
6. 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.
7. Doctoral Program of Study Petitions and Dissertation Proposals are reviewed by the entire graduate faculty.

Student Grievance Procedure

Consult the Graduate Studies Website for current procedures:

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

Department Change of Advisor Policy

Under some circumstances, it is beneficial for a student to be paired with a new advisor. These situations may come about for varied reasons, including changes in the student's academic focus, the need for additional expertise, the departure or retirement of the faculty advisor, or incompatibility of student and advisor. Successful change in mentorship will be contingent upon the identification of an appropriate new advisor and the willingness of the prospective new advisor to assume the responsibilities. If necessary, the 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 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 faculty 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 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 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.

ADDITIONAL UNIVERSITY POLICIES AND GUIDELINES

Please visit the following links for additional policy information:

Admission to Graduate Study

Graduate Credit

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

Probation & Dismissal

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

Grading

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

Time limits

- [Master's Degree Time Constraints](#)
- [Doctoral Degree Time Restraints](#)
- [Engagement and Enrollment in Doctoral Programs](#)
- [Graduate Degree Completion Agreement \(PDF\)](#)

Enrollment

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

Leaves of Absence

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

Voluntary Discontinuance

Resources for GTAs:

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

Appendix 1: Sample Petition for Continuation in the 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 as the major field advisor 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.

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

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)

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: course number, title, and instructor.

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

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

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

Major Area: ***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

Minor Area: ***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

Minor Area: ***

University of Kansas Graduate Courses:

Other institution Graduate Courses (if applicable):

Undergraduate Courses (Institution name):

Additional Art History Courses:

Graduate Courses:

University of Kansas:

Other institution Graduate Courses (if applicable):

Undergraduate Courses:

Graduate Teaching Assistant Experience: please include the title(s) of the course(s) for which you have taught

Related Employment and Professional Experience:

Awards and Honors:

Publications:

Presentations:

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

Effective semester:

Advisor:

Student:

Dissertation Title:

Current state of my dissertation:

To date, I have completed:

[Provide a detailed description of what you have thus far accomplished].

Semester plan:

[Provide a detailed description of what you will accomplish].

*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.

(student's signature)

(date)

My time to degree expires at the end of (semester and year).

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 Resources 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): _____

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](#). PhD candidates should cc: their dissertation advisor. If you are a student studying East Asian Art cc: the Graduate Advisor for East Asian Art.

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: