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WELCOME

Welcome to the Department of Art History at Indiana University! As a new graduate student, you undoubtedly have many questions as you begin your tenure here. This guide will attempt to answer all of those questions and more.

You should also make yourself familiar with the Code of Student Rights, Responsibilities, and Conduct, available at studentcode.iu.edu. The Graduate Bulletin contains an authoritative statement of University policy regarding advanced degrees: <https://graduate.indiana.edu/academics-research/bulletin.html>.

Be sure to keep this handbook in a safe place, because it is your responsibility to know the information herein.

For your daily questions and needs, please feel free to contact the main office (RTV 316) staff:

Alexandra Burlingame
Fiscal Officer & Graduate Assistant
acburlin@indiana.edu
812-855-9556

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Outreach Coordinator & Admissions Assistant
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REGISTRATION

To register, you must first obtain an IU email address by going to one.iu.edu and searching for “create my first IU account,” or by contacting University Information Technology Services (UITS) at 812-855-6789. This service is free of charge. Official course and department announcements will be sent to your IU email address, so you should check it regularly.

Registration begins with one.iu.edu. As registration gets closer, visit the Office of the Registrar’s home page, registrar.iu.edu, for the most up-to-date instructions. Registration for new students is scheduled for August 13-16. A late registration fee is assessed to eligible students who fail to register during their scheduled registration period.

A special note for ALL students: Please note that all new and continuing graduate students are required to meet with the Director of Graduate Studies (DGS) prior to registration to ensure that all requirements are being met and that they are making suitable progress

towards the completion of the degree.

Non-academic courses, such as swimming, ballet, etc., usually will not count toward your degree. Also keep in mind that an average course load is 3 classes per term, and those who hold a Student Academic Appointment during the Fall or Spring term must register for at least 6 credit hours (typically 2 classes), and the minimum full-time load for graduate students who receive Federal financial aid is 8 credit hours.

Ph.D. students who will be off campus for research may be registered in-absentia (see Registering In-Absentia under Ph.D. requirements).

The College fee remission associated with a departmental student academic appointment will only count for those courses within the College of Arts and Sciences. Normally, courses outside the College will not be eligible for fee remission with an Art History Associate Instructor or Graduate Assistant appointment. Exceptions may be made, but must be requested and approved prior to registering for the course.

Drop and Add: Before the end of the first week of classes, students may adjust their courses through the drop/add process. Consult the term schedule, available on the Registrar's homepage, for times and procedures. A late schedule change fee will be assessed for each class dropped after the first week of classes. The late schedule change fee also applies to a class number (section) change, a change of arranged hours, or a cred/audit change.

DIRECTOR OF GRADUATE STUDIES

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DEGREE REQUIREMENTS

MASTER OF ARTS (M.A.)

Course requirements:

The M.A. in the Department of Art History is a generalist degree including courses offered in the following areas: Ancient Greek and Roman, Asian Art, Medieval Art (East and West), Islamic Art, Renaissance and Baroque, Modern (European and American, 19th century – present day), Art Theory, and African/Oceanic/Pre-Columbian Art. A minimum of 30 hours of Art History is required, distributed as follows:

18 credit hours: 6 courses at the 500 or 600 level, in at least three areas, no more than

two of which may be 500-level lectures*
3 credit hours: A500: Historiography
3 credit hours: A510: Theory and Methods
6 credit hours: A595 (essay seminar) with A775 (reading) OR two sections of A775

This totals 30 credit hours, the minimum for the degree as determined by the University Graduate School. It is possible, and perhaps to the student's benefit, to take more than the minimum 30 credit hours. Language study represents additional course work.

*500-level courses are lecture courses; 600-level courses are seminars. Seminars may always be used to satisfy lecture course distribution requirements.

Registration:

All M.A. students are required to meet with the Director of Graduate Studies each Fall and Spring semester, prior to registering for the following semester. Appointments may be made directly with the DGS.

Transfer of Credits:

Up to 6 credit hours of graduate work that is no more than five years old may be transferred from an outside institution towards the completion of the degree, provided these credit hours have not already been applied to another completed undergraduate or graduate degree. This is the policy of the College Graduate Office. Students wishing to arrange for a transfer of credit hours should confer with the Director of Graduate Studies. An official transcript from the institution where you took the courses and a catalog of courses or course syllabi are necessary to arrange for the transfer of credits. Every effort will be made to identify transferable courses that satisfy distribution requirements in Art History at IU. At the request of the Director of Graduate Studies, the Departmental Graduate Assistant will process a request for transfer of credits from the College Graduate Office.

Languages:

Reading proficiency in one foreign language is required; depending on your area of interest, additional languages may be necessary. Proficiency should be demonstrated by the start of the third semester of full-time coursework as an M.A. candidate in one of the following ways:

1. Take and pass the Graduate Student Foreign Language Exam (GSFLE), which is given four times a year (in October, February, April, and June). There is a nominal fee. IU Bloomington Evaluation Services and Testing (BEST), a division of the Office of the Vice Provost for Undergraduate Education, administers the GSFLE in cooperation with IU foreign language departments: iubest.indiana.edu/services/testing/gsfle.php. The Department of Art History will be notified when you have passed.

The GSFLE is available in French, German, and Spanish. Since these are institutional exams not available at other universities, students must complete any necessary language testing

while in residence on the Bloomington campus. The GSFLE cannot be administered on other campuses. Students taking French or Spanish may test a maximum of three times. German candidates may test two times. Testing in the same language is permitted only once per semester. Before registering a third time, students should consult the appropriate language department about alternative methods of fulfilling the reading proficiency requirement.

2. Take and pass the language proficiency test in the appropriate department. The Department of Art History Graduate Student Assistant should be notified when you have passed. All incoming students must take the test in the first semester to determine the need for the 491-492 sequence described below.

3. Take and pass the 491-492 sequence in the language with a grade of B or better. It is possible to enter the 492 course directly by passing a placement examination, which is arranged by calling the Testing Bureau at 855-1595; there is a fee for the placement test.

4. Take and pass a 300-level (or higher) IU literature course in your chosen language with a grade of B or better.

It is not possible to transfer credit hours in a language as proof of proficiency; the language departments that certify proficiency (French and Italian, German, etc.) do not accept transcripts as proof of proficiency. Language course hours do not fulfill Art History degree credit requirements.

Master's Essay:

The Master's Essay is a 25- to 35-page research paper, notes and bibliography included. Often a Master's Essay will be a continuation of research begun as a seminar project. It is prepared under the supervision of a faculty advisor. A second reader of your paper also must be selected. Both the faculty advisor and second reader for the paper must be selected by October 31 of the second year.

In the second semester of the second year, students will register for one of the two following options, depending on course availability:

1. 3 credit hours of A775 (Advanced Readings and Research) with 3 credit hours of A595 (Master's Essay). In this seminar students will be guided towards the timely completion of their essays. As part of this seminar, students will present their work in a lecture.

2. 6 credit hours of A775 (Advanced Readings and Research). In this semester students will be guided towards completion of their essay by their advisor.

Master's Essay Proposal:

Before beginning major work on their Master's Essay, students will write a proposal. The first reader must review and approve this proposal, at which point it will be submitted for

faculty approval. It must include the following: title, names of advisor and second reader, description of the project that addresses extant scholarship and methodology (2-3 pages), one-page bibliography.

Submission of the Application for Advanced Degree:

The Mater's Application for Advanced Degree (MAAD) is used to confirm commencement participation in addition to degree completion. Students will submit the MAAD edoc in one.iu.edu. The deadline changes annually; please keep an eye out for emails regarding this deadline.

- Once submitted, the MAAD will route to the Mater's Recorder (Erica Whichello) as an FYI alert. She will note the intention to participate (or not) in the commencement ceremony and then click the FYI button to allow the edoc to route to the department.
- The department will then review the information to verify intended graduation in the month indicated on the edoc is accurate. The graduation month selected impacts future term activation so it is important to verify that information is accurate. Assuming the edoc is correct, the department will retain the edoc and finish processing it between the 1st and the 15th of the month in which the student will actually graduate (when not in May).
- The MA essay must be approved by both first and second readers before the edoc will be approved and forwarded on to the University Graduate School to confer the degree.
- If a student is not ready to graduate/is not eligible to participate in the ceremony indicated on the MAAD, the student will be notified and the MAAD will be disapproved.
- Students will then need to apply for a different commencement ceremony, as appropriate.

Approval:

Upon completion of the essay and, when appropriate, the presentation, the student's work must be approved by the faculty advisor and second reader. Upon approval, the faculty advisor sends an electronic copy of the MA essay to the Department Graduate Assistant. The Graduate Assistant approves the MAAD.

To graduate from the Master's program all of the above requirements and procedures must be completed.

GRADES

Letter Grades:

Grades of C or above in courses at the 500-level or above will count toward your graduate degree. Grades of P, S, or those below C (including C-) will not count toward your degree,

although they will affect your overall G.P.A. For all Art History students, a minimum G.P.A. of a 3.5 in Art History courses is required.

Incomplete Grades:

In exceptional cases, a student may be given a grade of Incomplete (I). Students who have received an I are responsible for finishing the course on a schedule established by the responsible faculty member and no more than one calendar year from the date of the course's end. If the course is not completed within that period, the University changes the "I" to "F." The University notifies the student of the impending change approximately three to four weeks in advance. If a student is unable to finish an incomplete course within one year due to circumstances beyond their control, the student may contact the instructor, Director of Graduate Studies, and the Dean of the Graduate School by using the Request of Extension of Removal of an Incomplete Form, available from the Department Graduate Assistant. When completing the form, the instructor and student should establish a reasonable deadline for completion of the coursework. The College Graduate Office accepts requests for extensions beginning the first day of classes for the semester in which the incomplete course is to be finished.

Deferred Grades:

Deferred grades (R) are assigned in individualized courses such as A775 (Advanced Readings and Research), A779 (Directed Field Work), A879 (Doctoral Dissertation), or G901 (Advanced Research). These courses are assigned an "R" instead of an Incomplete. Courses which have been graded "R" are nonetheless counted as accumulating towards the degree credit total. In other words, a Ph.D. student who has yet to defend, and thus has grades of "R" in a series of A779 and A879 courses, will nonetheless be eligible to register for G901 if the total number of credits earned towards the degree will total 90 when those courses are finally completed at the time of the defense.

Pass/Fail Option:

To be eligible for a Pass/Fail option, an M.A. student must have completed thirty hours of coursework, maintain a minimum G.P.A. of at least 3.5, and have no more than four credit hours of Incomplete or R courses. Exceptions to this rule may be made for "non-academic" courses such as swimming, ballet, voice lessons, etc. In addition, other exceptions can be made on an as-needed basis. Such courses may not be used for fulfillment of College Graduate Office language or tool/research skill requirements, although the student may take Pass/Fail courses beyond the requirements in these areas.

The student receives full credit for a course with a grade of "P" although such grades are not computed in the G.P.A. A grade of "F," however, will be included in the G.P.A., and no credit will be given for the course.

There is no maximum number of Pass/Fail hours, but a student who wishes to elect more than one such course per semester must submit in writing reasons for doing so to the College Graduate Office.

Checklist for Graduation:

- Complete all coursework and language proficiency exams according to the M.A. degree requirements.
- Have your MA essay proposal approved by your advisor. Your advisor will then send it to the Graduate Assistant to have it circulated to all the Art History faculty for approval.
- Once the proposal has been approved by the faculty as a whole, commence work on the MA essay.
- Complete essay and wait for approval from first and second readers.
- Check the number and validity of your credit hours once the essay has been approved.
- Advisor submits a copy of the final approved essay to the Graduate Student Assistant.
- Apply for graduation at the Graduate School by logging into one.iu.edu and searching for “Master’s Application for Advanced Degree.”
- Make sure all “R” and “I” grades, if any, have been removed from your record by the Graduate Student Assistant.
- Track your application for graduation to “final” status via the “Document Search” in one.iu.edu. You can search for it by entering your IU user name in the “initiator” field.

Time Limits for Graduation:

The M.A. program in Art History is a 2-year program. In exceptional circumstances, a Master’s student may take up to 5 years to complete all coursework and degree requirements. At the end of 5 years, if requirements have not been met, coursework must be re-validated through written or oral exams, or classes must be retaken.

Annual Student Review:

At the end of the second semester, each student in the M.A. program will receive a written review from the Director of Graduate Studies outlining progress through the degree and expectations for future work.

Probation/Administrative Check-Listing/Termination:

The grounds for probation include but are not limited to a G.P.A. below 3.5 for Art History coursework, insufficient progress towards the degree, academic misconduct, and failure to abide by the student code of conduct.

The Graduate Bulletin states:

The dean may review a grade record at any time and may place a student on academic probation if the record justifies such action. When the grade point average

of a student falls below 3.0 or the student is not making sufficient progress toward the degree, the dean will notify the student that he or she has been placed on probation. Unless the student brings this record up to a 3.0 grade point average or begins making satisfactory progress in the next semester of enrollment, the student will not ordinarily be allowed to continue in the University Graduate School.

Please note, again, that the Art History Department requires a 3.5 G.P.A. and bears the right to place a student on probation well before the fall below the 3.0 minimum of the University Graduate School.

A student with a deficient G.P.A. or other academic problem must be on probation and the University Checklist for at least one semester before the College Graduate Office will terminate a student's enrollment. The Department will notify the College Graduate Office in writing, indicating that the student should be terminated. If the Dean concurs, the College Graduate Office will send the student the official termination letter.

DUAL MA AND MLS PROGRAM

This program permits the student to coordinate a Master of Arts degree in Art History with a Master of Library Science degree. The dual program requires the completion of 60 credit hours, 30 credit hours in Art History and 30 in Library Science. Students complete all course and language requirements for each of the degrees, but write a single MA essay in either Art History or Library Science.

Requirements:

Students must complete all course requirements for the Master's Degree in Art History as listed above, and those of the Master's of Library Science program.

For information on the MLS requirements in the School of Informatics and Computing, see <https://www.sice.indiana.edu/graduate/degrees/information-library-science/dual-degrees/art-history-mls.html>

Time limits: The dual M.A. program is a three-year program. In exceptional circumstances, a Master's student may take up to six years to complete all coursework and degree requirements.

THE PH.D. IN ART HISTORY

Admission:

All applicants, including those who have an M.A. degree from IU, must apply for admission to the program by January 5.

A student nearing completion of their M.A. degree at IU may apply for admission to the Ph.D. program at the beginning of the fourth semester (January 5). If accepted, matriculation to the Ph.D. program is conditional upon the successful completion of all M.A. requirements before the beginning of classes the following August. This policy also applies to students working towards an M.A. from other institutions. If conditions for matriculation are not met, the student may reapply the following year.

An application for an internal candidate consists of:

- Online application form
- Writing sample
- Letter of intent outlining proposed course of study and career aspirations
- Curriculum vitae
- GRE scores, if at the time of application reported results are older than 5 years
- Two or more letters of support from advisors, one of which should be from a faculty member who has agreed to serve as the primary dissertation advisor. A second letter should be from a faculty member who has agreed to serve as a second reader who would see the student through to completion should the primary advisor be unable to do so.

An application from an external candidate consists of:

- Online application form
- Writing sample
- Letter of intent outlining proposed course of study and career aspirations
- Curriculum vitae
- Original official transcripts
- GRE scores
- Three letters of support

Applications are reviewed by the Graduate Admissions Committee, chaired by the Director of Graduate Studies. Internal applicants will be ranked within the pool of internal and external applicants, and like external applicants will only be admitted to the degree if they receive multi-year funding packages to support Ph.D. study.

Course Requirements:

The Ph.D. in Art History is currently offered in the areas of Ancient Greek and Roman, Medieval (East and West), Asian, Renaissance and Baroque, Modern and Contemporary (European and American), Islamic, and African/Oceanic/Pre-Columbian.

Ph.D. candidates in Art History must complete 90 credit hours in total, distributed among one major (art history) and one minor field outside the department, as follows:

- | | |
|------------------|--|
| 18 credit hours: | 6 courses at the 500 or 600 level, in two areas, no more than two of which may be 500-level lectures |
| 12 credit hours: | Minor course requirement |
| 3 credit hours: | A775 (advanced readings: qualifying exam prep) |

This totals 33 credit hours above the M.A. Language study represents additional coursework unless it is part of a minor.

After exams students may register for a further set of A775 for up to 16 credit hours, A779 for up to 16 credit hours, and A879 for up to 16 credit hours. At 90 credit hours the Ph.D. residency requirement is met. Subsequently, students may register for G901 for as many as 6 semesters to maintain continuing enrollment.

Minor: Students are to complete 12 credit hours of coursework as well as satisfy any other requirements for a minor in a department or program distinct and separate from Art History.

Minor: Ph.D. students from other departments wishing to complete a minor in Art History must complete 12 credit hours of lecture courses or seminars in the department.

A775 (reading course): For readings courses approval must be obtained from the Director of Graduate Studies and the instructor with whom you will study. Please come to the Art History office to the Graduate Assistant to request a form indicating approval of A775. Normally A775 cannot be used to satisfy the minor requirements.

Course numbering: 500-level courses are lectures; 600-level courses are seminars. A500, Historiography, and A510, Critical Theories and Methods in Art History, can satisfy major requirements.

Languages:

Reading proficiency in two foreign languages is required; depending on your area of interest, additional languages may be necessary. Proficiency should be demonstrated in both languages by the beginning of the third semester of full-time coursework as a Ph.D. student (and must be completed before qualifying exams can be taken) in one of the following ways:

1. Take and pass the Graduate Student Foreign Language Exam (GSFLE), which is given four times a year (in October, February, April, and June). There is a nominal fee. IU Bloomington Evaluation Services and Testing (BEST), a division of the Office of the Vice Provost for Undergraduate Education, administers the GSFLE in cooperation with IU foreign language departments: iubest.indiana.edu/services/testing/gsfle.php. The Department of Art History will be notified when you have passed.

The GSFLE is available in French, German, and Spanish. Since these are institutional exams not available at other universities, students must complete any necessary language testing while in residence on the Bloomington campus. The GSFLE cannot be administered on other campuses. Students taking French or Spanish may test a maximum of three times. German candidates may test two times. Testing in the same language is permitted only once per semester. Before registering a third time, students should consult the appropriate language department about alternative methods of fulfilling the reading proficiency

requirement.

2. Take and pass the language proficiency test in the appropriate department. The Department of Art History Graduate Student Assistant should be notified when you have passed. All incoming students must take the test in the first semester to determine the need for the 491-492 sequence described below.
3. Take and pass the 491-492 sequence in the language with a grade of B or better. It is possible to enter the 492 course directly by passing a placement examination, which is arranged by calling the Testing Bureau at 855-1595; there is a fee for the placement test.
4. Take and pass a 300-level (or higher) IU literature course in your chosen language with a grade of B or better.

It is not possible to transfer credit hours in a language as proof of proficiency; the language departments that certify proficiency (French and Italian, German, etc.) do not accept transcripts as proof of proficiency. Language course hours do not fulfill Art History degree credit requirements.

Qualifying Exams:

After a student has accumulated 63 credit hours in the major and minor fields and satisfied the requirements for two languages, they may take qualifying exams and advance to candidacy. Thereafter, students should register for dissertation credit hours (A775, A779, and A879, each of which may be repeated for a total of 16 credit hours), until they have completed their 90-hour residency requirement.

G901:

After completing 90 credit hours and all requirements for the degree, save the dissertation, students may register for G901 (6 credits per term for up to 6 terms) to maintain continuous enrollment until they defend their dissertation.

Continuing Enrollment:

Students who have passed the qualifying examination must enroll each semester (excluding summer sessions) for any remaining required coursework or dissertation credits. Once such students have accumulated 90 credit hours in completed coursework and deferred dissertation credits, they must enroll in a minimum of 1 hour of graduate credit each semester until the degree is completed. Failure to meet this requirement will automatically terminate the student's enrollment in the degree program. Students who have completed 90 credit hours and all requirements for the Ph.D. are eligible to enroll in G901 for a flat fee of \$150 per semester. Enrollment in G901 is limited to a total of six semesters. These hours do not count toward the required 90 credit hours of coursework. A candidate who will be graduated in June, July, or August any year must enroll in a minimum of 1 hour of credit during the summer semester as described above.

Transfer Credit:

Hours accumulated for the M.A. at IU count toward the Ph.D. Up to 30 hours of graduate credit may be transferred from another institution; transferred courses must have been completed within the seven-year limit for all Ph.D. coursework (that is, the seven years prior to successful completion of the Ph.D. exams). Students wishing to arrange for a transfer of credit hours from another institution should confer with the Director of Graduate Studies. Every effort will be made to identify transferable courses that satisfy distribution requirements in Art History at IU. At the request of the Director of Graduate Studies, the Departmental Graduate Assistant will process a request for transfer of credits from the College Graduate Office.

GRADES

Letter Grades:

Grades of C or above in courses at the 500-level or above will count toward your graduate degree. Grades of P, S, or those below C (including C-) will not count toward your degree, although they will affect your overall G.P.A. For all Art History students, a minimum G.P.A. of a 3.5 in Art History courses is required.

Incomplete Grades:

According to the Graduate Bulletin:

The grade of Incomplete may be given only when the completed portion of a student's work is of passing quality. It is the responsibility of the student who has incurred the grade of Incomplete in any course to satisfy the requirements of that course within one calendar year from the date on which the Incomplete is recorded. The student is expected to finish all necessary work in time for the instructor to assign a regular grade before the expiration of this time period. If the student is unable to do so because of circumstances clearly beyond the student's control, it is the student's responsibility to notify the instructor of the course, the graduate advisor, and the dean within the year of such circumstances and to request an extension of time.

According to university policy, every overdue Incomplete will be changed to F after one calendar year. Both the student and the instructor shall be notified of this change in grade. This change will be made unless the dean has received notice of a regular grade duly assigned before that time or has approved a request for an extension of time. A change of the grade F will be considered only if the request for change is accompanied by an explanation of the circumstances involved. Students may not register in a course in which they have a grade of Incomplete. These regulations do not apply to research and reading courses in which completion of the course work is not usually required at the end of the semester. Such courses are indicated in departmental listings by the sign “*”; incomplete work in those courses will be denoted by R (deferred grade).

Deferred Grades:

Deferred grades (R) are assigned in individualized courses such as A775 (Advanced Readings and Research), A779 (Directed Field Work), A879 (Doctoral Dissertation), or G901 (Advanced Research). These courses are assigned an “R” instead of an Incomplete. Courses which have been graded "R" are nonetheless counted as accumulating towards the degree credit total. In other words, a student who has yet to defend, and thus has grades of “R” in a series of A779 and A879 courses, will nonetheless be eligible to register for G901 if the total number of credits earned towards the degree will total 90 when those courses are finally completed at the time of the defense.

Pass/Fail Option:

To be eligible for the Pass/Fail option, a Ph.D. student must have completed thirty hours of coursework, maintain a GPA of at least 3.5 and have no more than four credit hours of Incomplete or R courses. Exceptions to this rule may be made for “non-academic” courses such as swimming, ballet, voice lessons, etc. In addition, other exceptions can be made on an as-needed basis. Such courses may not be used for fulfillment of College Graduate Office language or tool/research skill requirements although the student may take Pass/Fail courses beyond the requirements in these areas.

The student receives full credit for a course with a grade of “P” although such grades are not computed in the GPA. A grade of “F,” however, will be included in the GPA, and no credit will be given for the course.

There is no maximum number of Pass/Fail hours, but a student who wishes to elect more than one such course per semester must submit in writing reasons for doing so to the College Graduate Office.

Change of Grades:

If an error has been made in calculating your grade, or if for any reason you have arranged to have a grade changed please consult the instructor of record for the course.

Annual Student Review:

At the end of the spring semester, each student in the Ph.D. program will receive a written review from the Director of Graduate Studies outlining progress through the degree and expectations for future work.

Probation/Administrative Check-Listing/Termination:

The grounds for probation include but are not limited to a GPA below 3.5 for Art History students, insufficient progress toward degree, academic misconduct, and failure to abide by the student code of conduct.

The Graduate Bulletin states:

The dean may review a grade record at any time and may place a student on academic probation if the record justifies such action. When the grade point average of a student falls below 3.0 or the student is not making sufficient progress toward the degree, the dean will notify the student that he or she has been placed on probation. Unless the student brings this record up to a 3.0 grade point average or begins making satisfactory progress in the next semester of enrollment, the student will not ordinarily be allowed to continue in the University Graduate School.

Please note, again, the Art History Department requires a 3.5 GPA and bears the right to place a student on probation well before they fall below the 3.0 minimum of the University Graduate School.

A student with a deficient GPA or other academic problem must be on probation and the University Checklist for at least one semester before the College Graduate Office will terminate a student's enrollment. The department will notify the College Graduate Office in writing, indicating that the student should be terminated. If the Dean concurs, the College Graduate Office will send the student the official termination letter.

PH.D. ADMINISTRATIVE MATTERS

Doctoral Advisory Committee:

All students should nominate a Doctoral Advisory Committee within 1 year of beginning Ph.D. coursework. The Doctoral Advisory Committee, made up of representatives of the major and, if the student so wishes, the minor, will advise the student until they have passed the qualifying exams. This committee may be nominated at the College of Arts and Sciences webpage: <https://college.indiana.edu/student-portal/graduate-students/academic-procedures/index.html>

Qualifying Examinations:

Qualifying examinations may be taken after the student has satisfied all language requirements and has completed a minimum of 63 hours of coursework in the major and minor fields.

Qualifying examinations usually consist of three written examinations in the major field defined in consultation with the advisor. The three exams must be taken within a span of five working days. At the discretion of the department, there may be an oral exam.

Arrangements to take the qualifying examinations must be made with the major advisor at least 60 days in advance. The exams may be taken on campus or remotely. Exams are administered on an open-book/open-note basis. Please be sure to communicate your dates to the Graduate Student Assistant.

The questions are customarily formulated by the major advisor. The responses are normally

read by a faculty committee of two or three members. Students must pass all parts of the examinations. A student who fails all or any part of them may take all or part of them one more time only, after waiting at least six but not more than twelve months after the first attempt. Failure of the qualifying exams will constitute failure to make adequate progress towards the degree, and the student will be placed on probation until such time as they pass the exams or fails a second time. A second attempt resulting in failure will result in expulsion from the program.

Once qualifying exams have been passed, the student will submit the Nomination to Candidacy edoc to advance to candidacy for the Ph.D. This edoc can be found by searching “nomination to candidacy” in one.iu.edu. A certificate of candidacy will be sent to the permanent address on file in the Student Information System (SIS), and the approved nomination form will be filed in the student record in the Art History office. The student must be advanced to candidacy at least 8 months before the dissertation defense. The seven-year time limit for complete of the degree begins with the date when qualifying exams are passed.

The Ph.D. Dissertation:

At the successful completion of qualifying exams, students will take up the Ph.D. dissertation. The topic of the dissertation must be in the same area as the qualifying exams; it is determined by the student in consultation with their major advisor.

Step 1: Submission of preliminary proposal: Once approved by the advisor, the topic must be submitted as a two-page written statement in PDF format to the Graduate Student Assistant, who will in turn circulate it electronically to the departmental faculty for preliminary evaluation at the commencement of work. Faculty will be given two weeks to read and comment on the proposal. Votes for approval or disapproval shall be returned to the Graduate Student Assistant within this time frame.

Step 2: Nomination of the Research Committee: Following approval of the initial proposal by the general faculty, the student should name a Research Committee for evaluation and approval of the formal dissertation proposal at the commencement of work. The Research Committee must have at least four IU faculty members: the advisor, two or more Art History faculty members, and a representative from each minor. The Graduate School must approve the committee at least six months before the date of the dissertation defense. To nominate the Research Committee the student will initiate a Ph.D. Nomination of Research Committee edoc. This may be found by searching “nomination of research committee” in one.iu.edu. The two-page summary of the dissertation topic is required for attachment to this edoc. In exceptional instances, changes to the Research Committee may be needed. In such cases, the Graduate School recommends that the edoc be submitted at least 70 days before the defense to allow time for processing.

Step 3: Submission of the formal Dissertation Proposal: After the successful completion of the qualifying exams and general approval of the two-page proposal, the student will write

an submit an approximately 20-page dissertation proposal to their Research Committee, as well as to the Director of Graduate Studies. As stipulated in the Graduate Bulletin, the proposal will define the themes and purpose of the dissertation, discuss the available source material, and relate the topic of the dissertation to the existing literature in the field. It will also include a significant bibliography. In preparing the proposal, the student should consult with their primary advisor and any faculty members who are involved in the project.

Step 4: Dissertation proposal defense: Once the proposal is complete, the student will defend the proposal before the Research Committee. The defense, which is open to the public, should take place within six months following the successful completion of the qualifying exams at a time when all examiners are able to participate. No later than one week prior to the defense, the proposal will be submitted to the Graduate Student Assistant and to the Research Committee members. The Graduate Student Assistant will also circulate copies to the faculty as a whole and to whomever is interested. They will also make arrangements for a room large enough to accommodate whoever would like to come. The Research Committee will provide the Graduate Student Assistant with written comments describing the student's performance on the dissertation proposal defense. Once the committee has approved the proposal, a dissertation proposal approval form together with a copy of the proposal must be filed with the Graduate Student Assistant.

Failed exams and unsuccessful proposal defense:

As stated in the University Graduate School Bulletin, students have two chances to pass the qualifying exams. Should a student fail all or any part of the qualifying exams on the first sitting, they will be placed on academic probation.

No proposal defense will be held until the qualifying exams have been passed. Once the exams have been completed, should the student fail to produce a proposal within the allotted time they will be notified in writing that they have been placed on academic probation for deficient academic progress. At that time, they will have four more months to write and successfully defend the dissertation proposal. Should the student fail to complete and successfully defend the proposal at that time they will be dismissed from the program.

Outline of procedure:

1. Successful completion of qualifying exams
2. Two-page dissertation proposal circulated to faculty for approval
3. Research Committee nominated
4. Twenty-page dissertation proposal circulated to Research Committee for approval within six months of completion of qualifying exams

The Defense:

Upon completion of the work, the student will defend their dissertation before the Research Committee. At least six weeks before the date of the defense, the student should submit a complete unbound or electronic copy (according to the preference of the committee member) of the dissertation to each member of the Research Committee, at which time the

defense will be scheduled. It is advisable, however, to schedule the defense as early as possible in order to ensure the committee will be available.

The defense must be scheduled and announced through the University Graduate School at least one month before the date on which it will occur. It is recommended the student submit the necessary edoc at least 40 days in advance of the defense date to allow for adequate time for processing. To initiate this edoc search “Ph.D. Defense Announcement” in one.iu.edu.

For instructions on preparing and submitting the dissertation, see <http://graduate.indiana.edu/theses-dissertations/index.shtml>.

In-Absentia Registration:

Doctoral students who have not been advanced to candidacy may take a leave of absence without signing up for credit hours. When the student returns for coursework see the Graduate Student Assistant to reactivate the student record.

All doctoral students who have been advanced to candidacy must be registered in the fall and spring semesters of each academic year to be considered full-time students. This holds true regardless of where the student is working or conducting research. In-absentia registration is available for doctoral students only. If 90 hours of coursework have been completed and the student has taken and passed the qualifying exams then the student may register for ARTH-G901 (advanced research), 6 credit hours of doctoral dissertation research credit for a flat fee per semester. If the student has completed qualifying exams but has not completed 90 hours the student may register for ARTH-A879 (doctoral dissertation). If the student holds a Student Academic Appointment on campus, the student must register for 6 credit hours each term in which an appointment is held during the academic school year.

Summer Registration:

It is not necessary to register during the summer, regardless of whether or not the student holds a Student Academic Appointment, with this sole exception: A candidate graduating in June, July, or August of any year must enroll in a minimum of 1 credit hour in either the current or immediately preceding summer session.

G901 Advanced Research:

Students enrolling in G901 must be (1) doctoral students who have completed 90 credit hours or more of graduate coursework, (2) doctoral students who have completed all requirements for their degree except the dissertation, and (3) doctoral students who have not previously enrolled in more than five semesters of G901. Each student wishing to enroll in G901 must submit a G901 course authorization signed by the Director of Graduate Studies. Please obtain G901 authorization from the Graduate Student Assistant.

Only six semesters of G901 (six credits each for a total of 36 hours) are available to each

doctoral student. After the six allotted segments of G901 have been used, students will register for one credit hour of ARTH-A879, unless another course is indicated.

Registration:

REGISTRATION IS ONLINE. YOU ARE RESPONSIBLE FOR YOUR OWN REGISTRATION.

Students must be registered every fall and spring semester from the time that they are nominated to candidacy until the time they hand in their completed copy of the dissertation. If a student fails to register for a semester, or fails to pay, they must request a retroactive registration, which must be approved by the Dean of the Graduate School.

Time limits for graduation: Ph.D. Degree:

Ph.D. students have 7 years to complete all coursework and successfully complete the qualifying examinations. After passing the examinations, students have an additional 7 years from the date of the completion of the exams to finish the Ph.D. dissertation. If the student's candidacy expires, course must be re-validated through written or oral examinations, or courses must be retaken. The University Graduate School must approve all requests for re-validation. After re-validation of candidacy, the Ph.D. dissertation must be completed within three years. No further extension is ever allowed.

To graduate:

All Art History degree requirements for coursework must be completed together with all requirements for the Ph.D. dissertation. Upon receipt of bound copies, or electronic submission, the Graduate School will process the degree.

GENERAL ADMINISTRATIVE MATTERS FOR M.A. AND PH.D. STUDENTS

Leave of Absence and Parental Accommodations:

Students may sometimes need to request a leave of absence to deal with unforeseen events that interfere with their academic progress, or a parental accommodation at the birth or adoption of a child. Students with SAAs who foresee applying for either a leave of absence or a parental accommodation should inform the DGS of their need as soon as possible so that arrangements can be made to cover their responsibilities during their absence.

For information on leaves of absences: <http://college.indiana.edu/student-portal/graduate-students/leaves-absence.html>

For information on parental accommodation: <http://college.indiana.edu/student-portal/graduate-students/parental-accommodation.html>

Graduate Student Mailboxes/Folders:

Every Art History graduate student has their own mailbox in the Art History office in which

they can receive USPS and campus mail. Students should check their mailboxes regularly.

Academic Files:

Throughout their tenure as students here, graduate students have access to their own academic file (with the exception of letters of recommendation for which waivers have been signed). Make requests with the Departmental Graduate Student Assistant to view the file. Should any information from the file need to be sent elsewhere, a request in writing with a signed FERPA release form will be sufficient to get the information on its way.

Updates:

Every time a student moves and/or changes their phone number, please be sure to update the record with the Graduate Assistant and with the Registrar through SIS. It is important that we be able to contact students by mail should the need arise.

Email:

The official form of communication is via the IU email system. Each graduate student is responsible for checking their IU email account on a regular basis. The Department will not communicate via personal email accounts offered through non-IU providers.

Financial Aid:

Each year a number of Art History graduate students hold Associate Instructor (AI) or Graduate Assistant (GA) appointments from the Department of Art History. Applications for these positions should be made early in the spring semester. Notification of application deadlines will be sent via the department's list-serv.

The Sidney and Lois Eskenazi Museum of Art also awards a number of Graduate Assistant positions with tuition remission. These awards are made by a committee outside the department, and thus are wholly out of the control of the Department of Art History. Students who wish to hold one of these positions should apply directly to the Museum. Graduate Assistantships in the museum will continue during the time the museum is closed for renovation.

The department supports incoming Ph.D. students with a package of awards that can include recruitment fellowships with tuition remission, and AI or GA positions with tuition remission. While an incoming Ph.D. student will be guaranteed a certain number of years of support, contingent on satisfactory performance and progress through the degree, they must still apply after every year after the first year for an AI or GA position, so that the Financial Aid Committee will know that the student is still in need of internal funding.

Criteria for AI/GA positions:

While academic merit is the prime consideration, the scarcity of positions forces the faculty to consider other criteria as well, including the timely completion of the MA essay and language requirements, along with similar questions of academic progress. Students are not assigned according to seniority, but rather according to the best interests and needs of the

department.

Normally, no student will be awarded more than two years of AI/GA support at the M.A. level, or 5 years at the Ph.D. level.

Office of Scholarships and Financial Aid Internal Awards:

The Office of Scholarships and Financial Aid offers financial aid based on need. Contact Student Central for details at <http://studentcentral.indiana.edu>. Work/study, GSL, NDSL, etc. are available through this office, located at 408 North Union Street.

For Ph.D. research a number of awards are available through the College of Arts and Sciences and the University Graduate School. These include College Arts and Humanities Institute conference and research travel awards, College Graduate Office conference and travel awards, Graduate School Research Fellowships, Dissertation Year Fellowships, Graduate School Alumni Off-Campus Research Fellowships, John Edwards Fellowships, and the Esther Kinsley Dissertation Award. In addition the Graduate School awards Grant-in-Aid of Research awards, to help with extraordinary expenses connected with research for the Ph.D. or other terminal degree. Such expenses may include the cost of gathering data, payment to subjects, travel to specialized libraries or laboratories, unusual computer costs, and project supplies. Customary or standard expenses (such as copying, mailing of dissertation or drafts, etc.) are not eligible for support under this program.

For more information about awards from the University Graduate School:

<http://graduate.indiana.edu/admissions/financial-support/fellowships-awards/index.shtml>.

External Awards:

In addition to the wide variety of internal aid opportunities available to IU graduate students, there are many prestigious and competitive external awards. The Department of Art History urges students to apply for both internal and external grants and indeed expects that senior Ph.D. students will fund completion of the degree largely through outside support.

Fellowship opportunities are often distributed via the Art History Association list-serv.

The Office of Research and Graduate Development provides information about other available awards, as does the Graduate Grants Center. Funded by the IU Graduate School, this center helps students gain access to databases with information about funding for graduate programs and proposal writing. You can find more information at <http://www.indiana.edu/~gradgrnt>.

PROGRAMS

Burke Lecture Series:

The Robert E. and Avis Tarrant Burke endowment enables the department to sponsor a

series of annual lectures by visiting art historians. Graduate and undergraduate students from all departments as well as members of the community are invited to attend. In addition to regular graduate student lunches with the visiting scholar, we also occasionally host receptions after the lectures. Graduate students may have ideas for nominating scholars for the Burke Lecture Series. If you have someone in mind, please speak to your advisor, who will pass on your suggestion to the Burke Chair. For this academic year, the Chair is Professor Bret Rothstein.

Art History Association (AHA):

This is the official organization for Art History graduate students. It generally meets monthly, engaging in a wide range of activities including field trips, social events, book sales, community outreach, and an annual graduate student symposium. Members are your future colleagues, so get involved! AHA maintains a membership list-serv which circulates information of interest to graduate students. The 2018-2019 president is MaryClaire Pappas, the vice president is Karen Page, and the faculty advisor is Professor Giles Knox.

Placement Services:

This center provides Graduate School students with answers to questions concerning career opportunities, the job search, and application to graduate/professional school. Specific services include individual assistance on a walk-in basis; workshops on the job search process, including resume writing, interviewing skills, and job search strategies; Q400, "Employment Strategies for the COLL Student," a 1-credit, seven-week course; a career and placement library containing literature describing a variety of careers, current job vacancies, directories of potential employers, federal government employment, overseas employment, and geographic information to help students relocate; SIGI Plus, an interactive computerized career guidance system used to help students explore career options and make decisions; "Alumni Allies," a program that allows students to explore careers and gain job search advice by visiting IU alumni in fields of work they are considering; and on-campus recruiting.

If you would like more information about the placement services available to you as a graduate student, contact Information at Arts and Sciences Career Planning and Placement; their number is (812) 855-0576.

HELPFUL LINKS

College of Arts and Sciences:

<http://college.indiana.edu>

Department of Art History:

www.arthistory.indiana.edu

Friends of Art Bookshop:

<https://www.facebook.com/foabooks>

Graduate School Bulletin:

<http://bulletins.iu.edu/iub/index.html>

Grunwald Gallery of Art:

<https://soaad.indiana.edu/creative-activity/grunwald-gallery/index.html>

Office of the Bursar:

<http://bursar.indiana.edu>

Office of the Registrar:

<http://registrar.indiana.edu>

Sidney and Lois Eskenazi Museum of Art:

<https://artmuseum.indiana.edu/>

University Graduate School:

<http://graduate.indiana.edu/>