

2017–2018
Graduate Handbook



Indiana University
Department of Art History

TABLE OF CONTENTS

4 **Welcome**

Registration

 Drop & Add

5 Director of Graduate Studies

Degree Requirements: Master of Arts (M.A.)

 Course Requirements

 Transfer of Credits

6 Languages

 Master's Essay

7 Grades

8 Pass/Fail Option

 MA. Checklist for Graduation

9 Time Limits for Graduation

 Annual Student Review

 Probation/Administrative Check Listing/Termination

 Minimum GPA

Degree Requirements: Dual MA and MLS Program

10 **Degree Requirements: Ph.D.**

 Admission

11 Course Requirements

 Languages

12 Qualifying Exams

 Transfer of Credits

13 Grades

 Pass/Fail Option

14 Probation/Administrative Check Listing/Termination

Ph.D Administrative Matters

 Doctoral Advisory Committee

15 Qualifying Examinations

 The Ph.D. Dissertation

 Nomination of the Research Committee

16 The Defense

 In-Absentia Registration

 Summer Registration

17 G901 Advanced Research

 Time Limits for Graduation

 To Graduate

General Administrative Matters for MA and Ph.D. Students

 Leaves of Absence and Parental Leave

18 Graduate Student Mailboxes
Academic Files
Updates
Email

Financial Aid

19 Criteria for AI/GA Positions

Internal Awards

External Awards

20 **Programs**

Burke Lectures

Art History Association (AHA)

21 **Helpful Links**

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 those questions.

Please contact Alexandra Burlingame in the Department of Art History for your daily questions and needs at 812-855-9556, Fine Arts 132, or email acburlin@indiana.edu.

You should also make yourself familiar with the Code of Student Rights, Responsibilities and Conduct, available at studentcode.iu.edu.

Be sure to keep this handbook in a safe place, because it is your responsibility to know the information herein. The Graduate Bulletin contains an authoritative statement of University policy regarding advanced degrees: <http://bulletins.iu.edu/iu/gradschool/2016-2017/index.shtml#2017-18%20bulletin>

REGISTRATION

To Register: Obtain an I.U. email address by going to one.iu.edu and searching for “create my first IU account,” or by contacting the University Information Technology Services (UITS) at 812-855-6789. This service is free of charge. Official departmental announcements will be sent to your I.U. 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.indiana.edu for the most up-to-date instructions. Registration for new students begins on August 15, 2017. 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. New students will be scheduled to meet with the DGS during orientation.

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, those who hold a Student Academic Appointment during the Fall or Spring term must register for at least 6 credit hours per term, 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 of 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 registration 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 Schedule of Classes, located 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 credit/audit change.

Director of Graduate Studies

Associate Professor Sarah Bassett

Fine Arts office 105 Telephone 855-7501

Email: sebasset@indiana.edu

Office hours will be posted outside the Art History office and on the department's website.

DEGREE REQUIREMENTS

MASTER OF ARTS (M.A.)

Course requirements:

The M.A. in the Department of Art History is 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), Contemporary, Art Theory, and African/Oceanic/Pre-Columbian Art. A minimum of 30 hours of Art History is required, distributed as follows:

6 courses at the 500 or 600 level in three areas, no more than two of which may be 500-level lectures*	18 CH
A500: historiography	3 CH
A510: theory and methods	3 CH
One of the following:	
A595 (essay seminar) with A575 (reading)	6 CH
A575 (reading)	6 CH
TOTAL:	30 CH (UGS minimum)

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 Master's students are required to meet with the Director of Graduate Studies (DGS) each Fall and Spring semester. Appointments may be made directly with the DGS.

Transfer of Credits:

Up to 6 credit hours of graduate work may be transferred from an outside institution towards the completion of the degree, provided these credits 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 I.U. 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 end of the second semester of full-time course work as a 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 Office of the Vice Provost for Undergraduate Education, administers the GSFLE in cooperation with IU foreign language departments: <https://iubest.indiana.edu/services/testing/gsfle.php>. The Department 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 will 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 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 A595: MA essay seminar. In

this seminar students will be guided towards the timely completion of their essay. As part of this seminar, students will present their work in a lecture given to the public and to the department as a whole. Master's essay protocol:

M.A. Proposal:

This will be submitted for faculty approval and 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

Approval:

Upon completion of the essay and 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 Master's essay to the departmental Graduate Student Assistant. The Graduate Student Assistant approves the Application for Advanced Degree.

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 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 his or her 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 Departmental Graduate Secretary. 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 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, an M.A. 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.

Checklist for Graduation:

- Complete all coursework and language proficiency exams according to the M.A. degree requirements.
- Have your Master's 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 master's 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 using the following link: <https://one.iu.edu/task/iub/masters-application-for-advanced-degree>. Alternatively, you can log into one.iu.edu and search 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 “Document Search” in one.iu.edu. You can search for it by entering your IU username 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 five 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 MA 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 Dean may review a student's academic record at any time and may place a student on academic probation and the University Checklist. In unusual circumstances, the Dean may terminate the student's enrollment in the Graduate School.

For all Art History students, a minimum G.P.A. of 3.5 in Art History courses is required. When the grade point average of a student falls below 3.5, the Graduate School recommends the student be placed on probation and so notifies him or her. The student ordinarily must raise this record to a 3.5 average in the first semester on probation to continue in the Graduate School. The Graduate School may also judge it appropriate to place a student with a GPA above 3.0 on the University Checklist. The Graduate School may checklist a student if he or she (1) has been admitted conditionally and the department requests close monitoring, (2) is not fulfilling the requirements which were stipulated at the time of admission to the Graduate School (for example, failure to complete required courses such as L100 for international students), or (3) is not making sufficient progress toward the degree.

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.

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: <http://www.soic.indiana.edu/graduate/degrees/information-library-science/dualdegrees/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 I.U., must apply for admission to the program by January 5.

A student nearing completion of his or her MA 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. is conditional upon the successful completion of all MA requirements before the beginning of classes the following August. This policy also applies to students working toward an M.A. from a different institution. If conditions for matriculation are not met, the student may reapply the following year.

An application for an internal candidate consists of:

- Writing sample
- Letter of intent outlining proposed course of study and career aspirations
- Curriculum vitae
- 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:

- Writing sample
- Letter of intent outlining proposed course of study and career aspirations
- Curriculum vitae
- Original transcripts
- 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, and one minor field outside the department:

6 courses at the 500 or 600 level in two areas, no more than two of which may be 500-level lectures	18 CH
Minor course requirement	12 CH
A 775 (advanced readings – qualifying exam prep)	3 CH
TOTAL:	33 CH above MA

Language study represents additional course work, unless part of a minor.

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

Minor: PhD. 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.

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

A775 (reading course): For readings courses (A775) approval must be obtained from the Director of Graduate Studies and the instructor with whom you will study. Please come into 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 for individual students who work on appropriate projects in the course; the instructor should be consulted in advance to arrange this.

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 end of the second semester of full-time course work as a Ph.D. 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 Office of the Vice Provost for Undergraduate Education, administers the GSFLE in cooperation with IU foreign language departments: <https://iubest.indiana.edu/services/testing/gsfle.php>. The Department 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 will 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 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 major and minor fields and satisfied the requirements for two languages, he or she may take qualifying exams, and advance to candidacy. Thereafter, students should register for dissertation credit hours (A779 and A879, each of which may be repeated for a total of 16 credit hours), until they have completed their 90-credit-hour residency requirement.

G901: After completing the residency requirement students may register for G901 (6 credits per term for up to 6 terms) to maintain continuous enrollment until they defend their dissertation.

Transfer credit:

Hours accumulated for the M.A. at I.U. count towards 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 I.U. 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 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 his or her 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 Departmental Graduate Secretary. 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 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 every 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 Dean may review a student's academic record at any time and may place a student on academic probation and the University Checklist. In unusual circumstances, the Dean may terminate the student's enrollment in the Graduate School.

The Department requires a GPA of 3.5 in Art History. If the grade point average of a student falls below 3.0, the Graduate School generally places the student on probation and so notifies him or her. The student ordinarily must raise this record to a 3.0 average in the first semester on probation to continue in the Graduate School. The Graduate School may also judge it appropriate to place a student with a GPA above 3.0 on the University Checklist. The Graduate School may checklist a student if he or she (1) has been admitted conditionally and the department requests close monitoring, (2) is not fulfilling the requirements which were stipulated at the time of admission to the Graduate School (for example, failure to complete required courses such as L100 for foreign students), or (3) is not making sufficient progress toward the degree.

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 one 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 he or she has passed the qualifying exams. This committee may be nominated at the College of Arts and Sciences webpage either by completing the paper form, “appointment of advisory committee” (PDF), obtaining the necessary signatures from your committee members, and then returning it to the Department Graduate Assistant, or by completing the e-document “appointment of advisory committee (web):

<https://college.indiana.edu/student-portal/graduate-students/academic-procedures/>

Qualifying Examinations:

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

These 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 with the participation of the faculty representative of the minor, and the papers are normally read by a faculty committee of two or three members. Students must pass all parts of these 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.

Once qualifying exams have been passed, the student will submit the Nomination to Candidacy e-Doc to advance to candidacy for the Ph.D. This e-Doc can be found by searching “Nomination to candidacy” in one.iu.edu or at this link: <https://one.iu.edu/task/iub/nomination-to-candidacy-for-phd>. 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 with the student record in the Art History office. The student must be advanced to candidacy at least 8 months before the defense. The seven-year time limit for completion of the degree begins with the date when qualifying exams are passed.

The Ph.D. Dissertation:

The topic of the Ph.D. dissertation must be in the same area as the qualifying exams; it is determined by the student in consultation with his or her major advisor. Once approved by the advisor, the topic must be submitted as a written proposal to the faculty for evaluation at the commencement of work, and approved by a majority vote of the Art History faculty.

Nomination of the Research Committee:

Following approval of the proposal by the faculty, the student should initiate a Ph.D. Nomination of Research Committee e-Doc. This can be found by searching “nomination of research committee” in one.iu.edu or at this link: <https://one.iu.edu/task/iub/phd-nomination-of-research-committee>. The

Research Committee must have four IU Faculty members. The committee must be approved by the graduate school at least 6 months before the defense. In exceptional instances, changes to the Research Committee may be needed. In such cases, it is recommended that the e-Doc be submitted at least 70 days before the defense to allow time for processing.

The Defense:

Upon completion of the work, the student will defend his or her dissertation before the Research Committee. At least 6 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 e-Doc at least 40 days in advance of the defense date to allow adequate time for processing. To initiate this e-Doc search for “Ph.D. Defense Announcement” in one.iu.edu or go to this link: <https://one.iu.edu/task/iub/phd-defense-announcement>.

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 doing 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 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 of credit in either the current or immediately preceding summer session.

G901 Advanced Research:

Students enrolling in G901 must be (1) doctoral students who have completed ninety hours or more of graduate coursework, and (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 IS ON-LINE. 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 that 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 Qualifying Examinations, the student has 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, courses 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 regarding the Ph.D. Dissertation. Upon receipt of bound copies, or electronic submission, the Graduate School will process the degree.

GENERAL ADMINISTRATIVE MATTERS for MA and PhD STUDENTS

Leaves 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 absence see: <https://college.indiana.edu/student-portal/graduate-students/leaves-absence.html>

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

Graduate Student Mailboxes/Folders:

Every Art History graduate GA or AI student has his/her own mail box in the Art History Office in which he/she can receive first class and campus mail. You should be sure to check the mail box regularly.

Students who do not hold appointments may receive mail in the Art History office graduate student community mail box. This should be checked often, but you should not plan on using us as your main address.

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. It is important that we be able to call or contact students by mail should the need arise.

Email:

The official form of communication is via the Indiana University e-mail system. Each graduate student is responsible for checking his or her regular e-mail account on a regular basis. The Department will not communicate via personal e-mail 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 of Art History list-serve.

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 Associate Instructor or Graduate Assistant 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, he or she must still apply 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, e.g., timely completion of M.A. essay and language requirements, among others. 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 <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 but are not limited to Graduate School Research Fellowships, Dissertation Year Fellowships, Graduate School Alumni Off-Campus Research Fellowships, John Edwards Fellowships, 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 for a terminal degree. Such expenses may include the cost of gathering data, payment to subjects, travel to specialized libraries or laboratories, unusual computer costs, and supplies for a project. 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, see:
<http://graduate.indiana.edu/admissions/financial-support/fellowships-awards/index.shtml>

External Awards:

In addition 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 also posted on the Graduate Bulletin Board outside the departmental

office. This information is also distributed via the Art History Association list-serve.

The office of Research and Graduate Development provides information about other available awards, as does the Graduate Grants Center. Funded by the Indiana University Graduate School, this center helps students gain access to databases with information about funding for graduate programs and proposal writing. Wells Library Room 544E, 1320 East 10th Street, (812)-855-5281, email: gradgrnt@indiana.edu or online at 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 Associate Professor Bret Rothstein.

Art History Association (AHA):

This is the official organization for Art History graduate students. It generally meets monthly to engage in a wide range of activities – field trips and social events, book sales, community outreach, and an annual graduate student symposium in the spring. Members are your future colleagues, so get involved! AHA maintains a membership list-serve, which circulates information of interest and significance to graduate students. The 2017-2018 President is MaryClaire Pappas, the Vice President is Whitney Johnson, and the Faculty Advisor is Associate Professor Cordula Grewe.

Placement Services:

This center provides College of Arts and Sciences and Graduate School students 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 hour, 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://studioart.indiana.edu/grunwald/>

Office of the Bursar:

<http://bursar.indiana.edu>

Office of the Registrar:

<http://registrar.indiana.edu>

Sidney and Lois Eskenazi Museum of Art:

http://www.indiana.edu/~iuam/iuam_home.php

University Graduate School:

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