TABLE OF CONTENTS

3     Welcome

4     Registration

5     Director of Graduate Studies

5     M.A. Degree Requirements

10    M.A. / M.L.S. Program Requirements

10    Ph.D. Admission and Degree Requirements

16    Ph.D. Administrative Matters

20    General Administrative Matters

20    Financial Aid

22    Programs

23    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 all of those questions and more.


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 (R/TV 316) staff:

    Amelia Berry
    Outreach Coordinator, Admissions Assistant, & Interim Graduate Assistant
    aiberry@indiana.edu
    812-855-9390

COVID-19

Our aim is to safeguard your budding research program by helping to safeguard you. With that in mind, we urge you to comply with all protective measures, both on campus and off. Doing so will not only help you remain a healthy and productive member of our intellectual community, but it will help others do so as well.

You may have questions about the novel coronavirus and its impact on graduate study at IU. For information on these fronts, please consult https://www.cdc.gov/coronavirus/2019-ncov/index.html, COVID Act Now, and https://coronavirus.iu.edu/. These remain the most rigorous, up-to-date, and reliable sources on this topic; each also provides you with the means to cross-check data on the others.
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. Official course and department announcements will be sent to your IU email address, so you should check it regularly.

Students register for courses via the Student Center at 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 is scheduled for August 18-21, 2020. A late registration fee is assessed to eligible students who fail to register during their scheduled registration period.

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 toward the completion of their 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 4 classes per term (typically 12 credit hours). Those of you who hold Student Academic Appointments (SAAs) during the Fall or Spring term must register for at least 6 credit hours (typically 2 classes); 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 apply to courses offered within the College of Arts and Sciences. Courses outside the College will not be eligible for fee remission with an Art History Associate Instructor or Graduate Assistant appointment. The College occasionally makes exceptions to this rule, but students must request these via the Department’s Director of Graduate Studies and receive approval prior to registering for the course.

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

Professor Bret Rothstein
R/TV 319
brothste@indiana.edu
812-855-8510

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 Art, Asian Art, Medieval Art (East and West), Islamic Art, Renaissance and Baroque Art, Modern Art (European and American, 19th century – present day), Art Theory, and African/Oceanic/Pre-Columbian Art. A minimum of 30 hours of Art History coursework 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: Theories and Methods in Art History
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 coursework.

*Course numbering: 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 8 credit hours of graduate work that is no more than five years old may be transferred from an outside institution toward 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 the student’s area of interest, additional languages may be necessary. German or French are most common; however, students may choose another language with the approval of the Director of Graduate Studies. Proficiency must be demonstrated by the end of the second 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). This entails a nominal fee that can be charged to a student’s Bursar account. 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: [https://best.indiana.edu/services/testing/gsfle.html](https://best.indiana.edu/services/testing/gsfle.html). 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 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 a given 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 812-855-1595; there is a fee for the placement test.

4. Take and pass a 300-level (or higher) IU literature course in chosen given 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 credit hours do not fulfill Art History degree credit requirements for the M.A.**

**Master’s Essay:**
The Master’s Essay is a 25- to 35-page research paper, notes and bibliography included. Often the Master’s Essay will be a continuation of research begun as a seminar project. Students prepare this essay under the supervision of a faculty advisor. They must also select a second reader for the essay. Selection of both the faculty advisor and the second reader must occur by October 15 of the student’s second year of study.

In the second semester of the second year, students will register for ARTH-A595 and/or ARTH-A775. In these courses, students will be guided toward the timely completion of the Master’s Essay. Additionally, students will present their work in a public lecture.

**Master’s Essay Proposal:**
Before beginning major work on their Master’s Essay, students will write a proposal for their essay research. The first reader (advisor) must review and approve this proposal, after which the student will submit the proposal for faculty approval. It must include the following: title, names of first and second readers, description of the project that addresses extant scholarship and methodology (2-3 pages), and a one-page bibliography.

**Submission of the Application for Advanced Degree:**
The Master’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.

- 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. The student will then need to apply for a different commencement ceremony as appropriate.

**Approval:**
Upon completion of the essay and the presentation, the student’s work must receive formal approval by the faculty advisor and the 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 coursework is not completed within that period, the University automatically changes the “I” to an “F” grade. 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). These courses are assigned an “R” instead of an Incomplete. Courses which have been graded “R” are nonetheless counted as accumulating toward the degree credit total.

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 take 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 M.A. 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 M.A. essay.
- Give a public lecture on the subject of your M.A. essay.
- Complete the 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 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 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 toward 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.”
The Art History Department reserves the right to place a student on probation before they fall below the 3.0 minimum of the University Graduate School. (See above regarding departmental standards.)

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 that 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 M.A. AND M.L.S. 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 that students complete 60 credit hours, with 30 credit hours in Art History and 30 credit hours in Library Science. Students complete all course and language requirements for each of the degrees, but write a single M.A. essay in either Art History or Library Science.

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

For information on the M.L.S. requirements in the Luddy School of Informatics, Computing and Engineering, see https://www.sicc.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 on the same calendar as external applicants (by January 5). If accepted, the internal applicant's 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 applicants working toward an M.A. from other institutions. If conditions for matriculation are not met, the student may reapply the following year.
An application from 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. The second letter should be from a faculty member who has agreed to serve as a second reader and 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. Both internal and external applicants will be ranked in the same pool. The department will only admit students to whom it can award multi-year funding packages.

Course Requirements:
The Department of Art History currently offers doctoral degrees in the areas of Ancient Greek and Roman Art, Medieval Art (East and West), Asian Art, Renaissance and Baroque Art, Modern and Contemporary Art (European and American), Islamic Art, and African/Oceanic/Pre-Columbian Art.

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. Upon completion of major and minor requirements, students should have amassed 63 credit hours. Students must also complete language requirements by this time. Language study represents additional coursework unless it is part of a minor. After completing 63 credit hours and two languages, students may proceed to Qualifying Exams.

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. Students meet the Indiana University Ph.D. residency requirement upon completing 90 credit hours. After this, students may register for G901 for as many as 6 semesters to maintain continuous 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.

Ph.D. Minor in Art History: Ph.D. students from other departments wishing to complete a minor in Art History must take two (2) lecture courses and two (2) seminars. A seminar may always be used to fulfill a lecture requirement. All programs must be determined in consultation with the Art History Director of Graduate Studies. A grade point average of 3.5 is required.

A775 (reading course): For reading courses, approval must be obtained from the Director of Graduate Studies and the instructor with whom you will study. Please request a form from the department’s Graduate Assistant 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, the major field advisor may require additional foreign languages. 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). This entails a nominal fee that can be charged to a student’s Bursar account. 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: https://best.indiana.edu/services/testing/gsfle.html. 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 twice. 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 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 a given 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 812-855-1595; there is a fee for the placement test.

4. Take and pass a 300-level (or higher) IU literature course in a given 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 credit 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. 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.

Continuous 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 graduating in June, July, or August any year must enroll in a minimum of 1 hour of credit during the summer semester when graduation occurs as described above.

Transfer Credit:
Hours accumulated for an M.A. completed at IU count toward the Ph.D. Up to 30 hours of graduate credit may be transferred from an M.A. completed at 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). A limit of 8 credits can be transferred from a degree that was not completed. 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:
Students must maintain a minimum grade point average of 3.5 in the major field. Only those Art History courses in which the student earns a B or higher will count toward the degree. Grades of P, S, or those below C (including C-) will not count toward your degree, although they will affect the student’s overall G.P.A. A student with a GPA lower than 3.5 may be placed on probation.

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 coursework is not completed within that period, the University automatically changes the “I” to an “F” grade. 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 toward 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 toward 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
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.

Change of Grades:
If an error has been made in calculating your grade, 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 G.P.A. 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.”

The Art History Department reserves the right to place a student on probation before they fall below the 3.0 minimum of the University Graduate School. (See above regarding departmental standards.)

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.
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 also 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 schedule to the Graduate 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 toward 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 completion 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 begin work on the Ph.D. dissertation. The topic of the dissertation must be in the same area as the qualifying exams; the student will determine said topic in consultation with their major advisor.
Outline of procedure following completion of qualifying exams

1. Submission of Preliminary Dissertation Proposal
2. Nomination of Provisional Research Committee
3. Submission of formal proposal
4. Defense and approval of formal proposal
5. Nomination of formal Research Committee
6. Dissertation Defense

Step 1: Submission of Preliminary Dissertation Proposal: Upon receiving the advisor’s approval, the student must submit a two-page written statement of their topic in PDF format to the Graduate Assistant, who will in turn circulate it to departmental faculty members for preliminary evaluation at the commencement of work. Faculty members will have two weeks to read and comment on this proposal. Votes for approval or disapproval should, along with any comments, go to the Graduate Assistant for communication to the student and the advisor.

Step 2: Nomination of the Provisional Research Committee: Following approval of the initial proposal by the general faculty, the student should form a departmental Provisional Research Committee for evaluation and approval of the formal dissertation proposal. The Provisional Research Committee must comprise the advisor and at least two additional readers. While this committee will likely form the core of the student’s final Research Committee, it need not necessarily do so.

Step 3: Submission of the Formal Dissertation Proposal: After general approval of the two-page proposal, the student will write an approximately 20-page dissertation proposal and submit it to their Provisional 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 Provisional Research Committee. The defense, which is open to the public, should take place no more than eight months after the successful completion of the qualifying exams and occur at a time when all examiners are able to participate. No later than two weeks prior to the defense, the student will submit their proposal to the Graduate Assistant as well as the Provisional Research Committee. The Graduate Assistant will also circulate the proposal among the faculty as a whole as well as to whomever expresses interest in reviewing this document. Following said defense, members of the Provisional Research Committee will provide the Graduate Assistant with written comments regarding the student’s performance during the proposal defense. Once the Provisional Research Committee has approved the proposal, the student must file a dissertation proposal approval form along with a copy of the proposal with the Graduate Assistant.

Step 5: Nomination of the Formal Research Committee: Following successful defense of the full-length proposal, the student will nominate a formal Research Committee. The formal Research Committee must comprise at least four IU faculty members: the advisor, no fewer than two additional Art History faculty members, and a representative for the outside minor. In exceptional circumstances, changes to the formal Research Committee may prove necessary. Under such
circumstances, the Graduate School recommends that the edoc be submitted at least 70 days before the defense, in order to allow time for processing.

**Step 6: Dissertation Defense:** Upon completion of research and writing, the student will defend their dissertation before the formal 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 https://graduate.indiana.edu/thesis-dissertation/index.html.

**Failed Exams and Unsuccessful Proposal Defense**
As stated in the University Graduate School Bulletin, students have two chances to pass their qualifying exams. Should a student fail all or any part of the qualifying exams on the first sitting, the department will place that student on academic probation. No proposal defense will occur until the student has passed all qualifying exams. After passing the exams, should the student fail to produce a proposal within the time frame described above, the department will issue a written warning to the student. The warning will stipulate that the student has a maximum of four additional months to produce and defend the dissertation proposal. Should the student fail to meet this deadline, the department may place them on academic probation.

Students who fail the proposal defense will be placed on academic probation, but may attempt a second defense within six months of the initial failure. Following revision of the proposal in accordance with comments from the Provisional Research Committee and/or departmental faculty, the student will follow the same procedures as they did during the first attempt.

**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 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 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:**
**You are responsible for your own registration, which takes place online.** 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, courses must be revalidated through written or oral examinations, or courses must be retaken. The University Graduate School must approve all requests for revalidation. After revalidation of candidacy, the Ph.D. dissertation must be completed within three years. No further extension is 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 with an SAA appointment in the Department has their own mailbox in the Art History office in which they can receive USPS and campus mail. Students without departmental SAA appointments have folders for USPS and campus mail. Students should check their mailboxes and/or folders 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 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:
If you move and/or change your 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 (Christopher Nunn, chnunn@iu.edu).

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 each year for an AI or GA position for the subsequent year, 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 degree 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 Giles Knox.

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, 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 2020-2021 president is Chaeri Lee, the vice president is J.J. Degner-Lopez, and the faculty advisor is Professor Faye Gleisser.

Placement Services:
The College of Arts and Sciences Walter Center for Career Achievement provides Graduate School students with answers to questions concerning career opportunities, the job search, and application to graduate/professional school. Trevor Verrot, an art historian, is their Graduate Career Coach (tmverrot@iu.edu). Resources for graduate students, including platforms for obtaining resume advice, a database of employment opportunities, and an app for scheduling in-person appointments with the Graduate Career Coach, can be accessed here: https://careers.college.indiana.edu/graduate-student-career-coaching/
HELPFUL LINKS

College of Arts and Sciences:
https://college.indiana.edu/

Department of Art History:
https://arthistory.indiana.edu/

Friends of Art Bookshop:
https://www.facebook.com/foabooks

Graduate School Bulletin:
https://bulletins.iu.edu/iub/index.html

Department of Art History Bulletin:

Grunwald Gallery of Art:
https://soaad.indiana.edu/exhibitions/grunwald-gallery/index.html

Office of the Bursar:
https://studentcentral.indiana.edu/pay-for-college/index.html

Office of the Registrar:
https://registrar.indiana.edu/

Sidney and Lois Eskenazi Museum of Art:
https://artmuseum.indiana.edu/

University Graduate School:
https://graduate.indiana.edu/