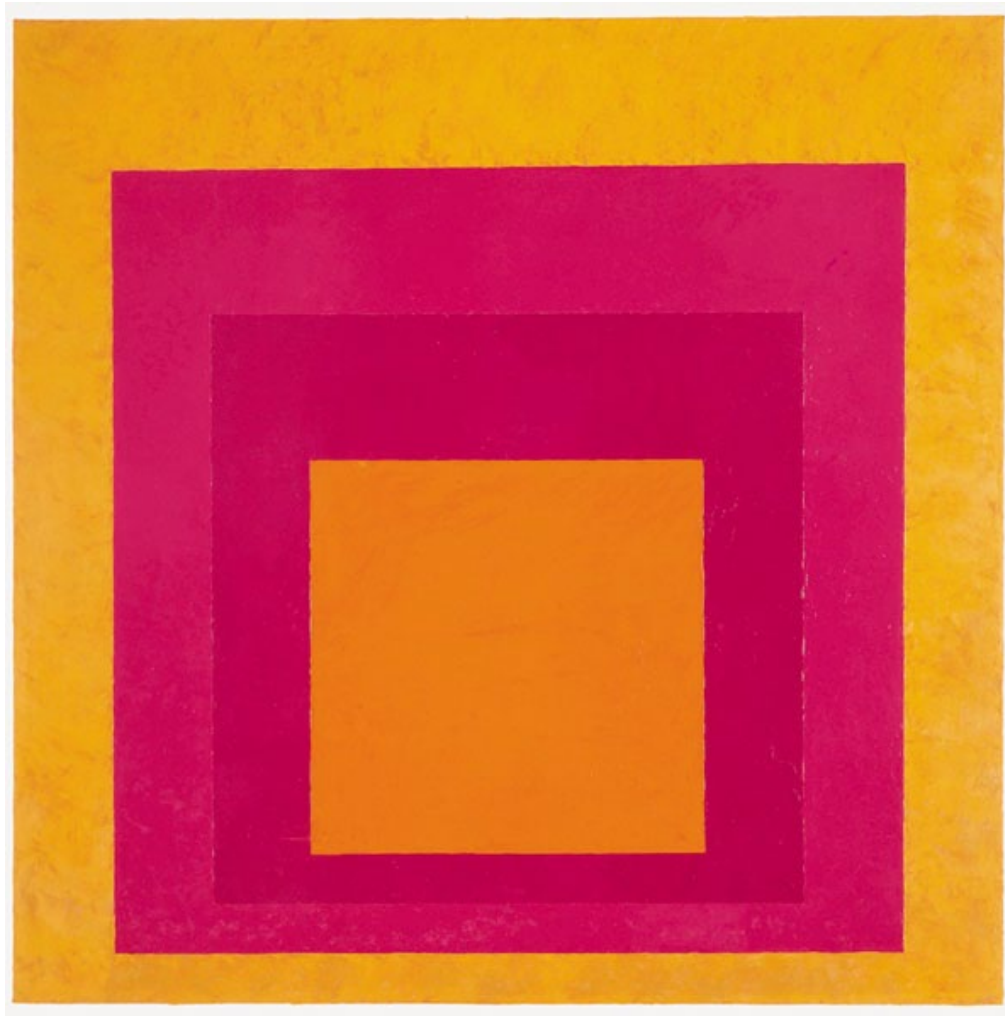


Indiana University Bloomington  
Department of Art History  
Graduate Student Handbook  
2023-2024



Josef Albers, *Homage to the Square (La Tebuana)*, 1951.  
Oil on fiberboard. Modern Art Museum of Fort Worth, Texas.

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## WELCOME

Welcome to the Department of Art History at Indiana University Bloomington! As a graduate student, you may have many questions about degree requirements, university resources, and departmental policies. This guide will attempt to answer those questions in a preliminary way.

Be sure to familiarize yourself with the Code of Student Rights, Responsibilities, and Conduct, available at [studentcode.iu.edu](http://studentcode.iu.edu). The Graduate Bulletin, maintained by the University Graduate School, also contains an authoritative account of University policy regarding advanced degrees: <https://graduate.indiana.edu/academics-research/bulletin.html>

The Handbook you receive upon matriculation will govern which degree requirements you must satisfy. For questions related to graduate study, please be in touch with our Director of Graduate Studies (DGS):

Professor Jeffrey Saletnik  
R/TV 329  
[saletnik@indiana.edu](mailto:saletnik@indiana.edu)  
812-855-7997

For your daily questions and needs, please feel free to contact the department staff located in the Radio/Television Building room 316:

Amelia Berry  
Department Manager & Departmental Graduate Coordinator  
[aiberry@indiana.edu](mailto:aiberry@indiana.edu)  
812-855-9390

## REGISTRATION AND COURSEWORK

Official university, course, and department announcements will be sent to your IU email address. 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.

Students register for courses via the [Student Center](http://one.iu.edu) on one.iu.edu. As registration approaches, visit the Office of the Registrar's home page, <https://registrar.indiana.edu>, for the most up-to-date instructions and deadlines. A late registration fee applies to students who fail to register during their scheduled registration period. Students can adjust their schedules using the drop/add process through the end of the first week of classes; consult the term schedule, available on the Registrar's homepage, for deadlines 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.

**Please note that all new graduate students are required to meet with the DGS to confirm registration plans. Continuing students will receive annual evaluations at the end of each academic year designed to ensure that they are meeting all requirements and making adequate progress toward the completion of their degree.**

Non-academic courses, such as swimming, ballet, etc., will not count toward your degree. An average course load is typically 12 credit hours per term (4 classes). Students 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 “In-Absentia Registration” under Ph.D. requirements).

## DEGREE REQUIREMENTS

### MASTER OF ARTS (M.A.)

#### Course requirements

The M.A. in the Department of Art History is a generalist degree that includes courses offered in the following areas: African, American, Ancient Greek and Roman, Contemporary, East Asian, Islamic, Late Antique and Byzantine, Medieval, Modern European, or Renaissance and Baroque 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 (African, Ancient, East Asian, Islamic, Medieval (including Byzantine), Modern [including American, European, and Contemporary art], Renaissance/Baroque), no more than two of which may be 500-level lectures* |
| 3 credit hours:  | A500: Historiography of Western Art  |
| 3 credit hours:  | A510: Critical Theories and Methods in Art History, ca. 1900 – Present   |
| 6 credit hours:  | A595 (essay seminar) with A775 (advanced research and readings)  |

This totals 30 credit hours, the minimum for the degree as determined by the University Graduate School. It is possible, and sometimes to the student’s benefit, to take more than 30 credit hours. University Graduate School policy stipulates that language courses cannot be used to satisfy the required 30 credits.

\*Course numbering: 500-level courses are lecture courses; 600-level courses are graduate seminars. A seminar may always be substituted for a lecture.

#### Transfer of Credits

Per College Graduate Office policy, up to 9 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 M.A. degree,

provided these credit hours have not already been applied to another completed undergraduate or graduate degree. Students wishing to arrange for a transfer of credit should consult with the DGS. An official transcript as well as course syllabi are necessary to arrange for the transfer of credits from another institution.

### Languages

M.A. students in Art History must demonstrate reading proficiency in one foreign language; depending on the student's area of interest, additional languages may be necessary. Language proficiency must be demonstrated by the beginning of the third semester of coursework and can be fulfilled in one of the following ways:

1. Take and pass the Graduate Student Foreign Language Exam (GSFLE); exam sittings are offered monthly during the academic year. 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 of your test results.

The GSFLE is available in French, German, and Spanish. Since these are institutional exams unavailable at other universities, students must complete any necessary language testing while in residence on the Bloomington campus. The GSFLE for Art History M.A. students cannot be administered on other campuses. Students taking French or Spanish may test a maximum of three times. German candidates may test two times. Students wishing to retake a language test may do so only once per semester. Before registering a third time, students of French or Spanish 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 Coordinator will be notified when you have passed.

3. Take and pass the 491-492 course sequence in a given language with a grade of B or higher. It is possible to enter the 492 course directly by passing the GSFLE placement examination. There is a fee for the placement test.

4. Take and pass a 300-level (or higher) IU literature course in the chosen language with a grade of B or higher. A memo from the appropriate language department should be provided to the Department of Art History Graduate Coordinator to certify student proficiency.

It is not possible to transfer credit hours in a language as proof of proficiency. Furthermore, the language departments that certify proficiency (French and Italian, German, etc.) do not accept transcripts as proof of proficiency.

### Master's Essay

The Master's Essay is an advanced research paper that typically runs to 25 to 35 pages in length, notes and bibliography included. Often the Master's Essay continues 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 ARTH-A775. In these courses, students will be guided toward the timely completion of the Master's Essay. Additionally, students must present their work in a public lecture during their final semester in the M.A. program (see below).

### Master's Essay Proposal

Before beginning major work on the Master's Essay, students will write a proposal, generally running 3-4 pages in length, for their essay research. The first reader (advisor) must review and approve this proposal, after which the student should send the proposal to the Graduate Coordinator for circulation among and approval by all the Art History faculty. Faculty members will have two weeks to read and provide feedback on this proposal. The proposal must include the following: title, names of first and second readers, description of the project that addresses extant scholarship and methodology, and a one-page bibliography. Proposals are due by January 31.

### Master's Research Presentation

All students who are completing the M.A. program will present their research in a public forum within the department during the spring term. The date for the spring presentations will be determined by the faculty in consultation with the larger university schedule and announced in the preceding fall semester. Presentations should be 15-20 minutes. A discussion period of five minutes will follow each presentation.

### Approval of Master's Essay

Upon completion of the essay and the presentation, the student's work must receive formal approval by the first and second readers. Upon approval, the faculty advisor sends an electronic copy of the M.A. essay to the Graduate Coordinator, at which point a student is eligible to graduate pending completion of all other degree requirements. Copies of the final approved essay should be submitted to the Graduate Coordinator no later than 12pm on the last Friday of the semester in order to graduate that semester.

To graduate from the Master's program, M.A. students must complete all of the above requirements and procedures. In addition, they must submit a Master's Application for Advanced Degree (MAAD) electronic document (eDoc), which will be approved by the Graduate Coordinator and processed by the University Graduate School.

### Submission of the Master's Application for Advanced Degree

The Master's Application for Advanced Degree eDoc is used to confirm commencement participation and inform the University Graduate School of a student's intent to graduate. Students

will submit the MAAD eDoc through one.iu.edu: <https://one.iu.edu/task/iub/masters-application-for-advanced-degree>. Note:

- Students who wish to have their names listed in the Commencement Ceremony program need to complete the student section of the MAAD eDoc by February 25<sup>th</sup> for spring graduation. However, students are not required to have their name appear in the program. If students do not wish to be listed in the commencement program, they should submit their MAAD eDoc on February 26<sup>th</sup>.
- **If graduating in December or May:** The deadline to submit the MAAD eDoc changes annually. Please consult the University Graduate School website for updated deadlines and pay attention to graduation announcements from the Department Graduate Coordinator: <https://graduate.indiana.edu/thesis-dissertation/deadlines.html>
- **If graduating in a month other than December or May:** The MAAD eDoc must be submitted by the 15<sup>th</sup> of the month in which a student plans to graduate.
- The Master's Essay must receive formal approval from both its first and its 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 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.

## GRADES

### Letter Grades

Grades of C or higher will count toward the graduate degree. Grades of "P" or "S," or those below C (including C-) will not count toward the graduate degree, although they will still affect a student's 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

A student may be given a grade of Incomplete ("I") when circumstances beyond the student's control keep them from completing all course assignments. Students who have received an "I" grade are responsible for finishing the course on a schedule established by the instructor of record for the course. They must do so 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 circumstances beyond the student's control render completion within one year impossible, the student may file a Request of Extension of Removal of an Incomplete Form, available from the Department Graduate Coordinator. At that point, the instructor of record, the DGS, and the Dean of the Graduate School will formally review the student's request. 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 research courses such as A595 (Master’s Essay Research) and A775 (Advanced Readings and Research). These courses are assigned an “R” instead of an Incomplete (“I”). Courses which have been graded “R” are nonetheless counted as accumulating toward the degree credit total, and the appropriate letter grade replaces the “R” grade once the associated research or project has been completed.

### Pass/Fail Option

To be eligible for a Pass/Fail option in a class, an M.A. student must have completed 30 hours of coursework and maintain a minimum G.P.A. of 3.5. Such courses may not be used for fulfillment of language or 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 factored into the G.P.A. An F grade, however, will be included in the G.P.A., and no credit will be given for the course. For more information, please consult the University Graduate School Bulletin: <https://bulletins.iu.edu/iu/gradschool/2021-2022/policies/grading.shtml>.

### Checklist for Graduation

- Complete all coursework and language proficiency exams according to the M.A. degree requirements.
- Apply for graduation by submitting the MAAD eDoc (see above section).
- Complete the Master’s Essay proposal and have it approved by the primary advisor.
- Give a public lecture on the subject of the Master’s Essay.
- Complete the essay and await approval from first and second readers, incorporating feedback as necessary.
- Ask the primary advisor to send the final approved essay to the Graduate Coordinator.
- Make sure all “R” and “I” grades, if any, have been converted to letter grades.

Students can track the approval of the MAAD eDoc via the “Document Search” application in One.iu.edu: <https://one.iu.edu/task/iu/document-search>. Find your MAAD eDoc by entering your IU username in the “Initiator” field.

### Time Limits for Graduation and Progress through the Degree

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.

There is no set order in which courses must be taken; however, coursework generally is completed by the end of the second year. Students also are required to meet the following benchmarks:

- **Language proficiency** should be addressed as soon as possible. Every student should register for and take a language proficiency test in the **first semester** of the program.



Students who cannot demonstrate language proficiency by passing the exam should either register for an appropriate language class during the Spring semester or be prepared to remain on campus for the summer after their first year to take an intensive summer course that will allow them to acquire the necessary language skills. Language proficiency must be demonstrated by the beginning of the third semester. Students who do not attend to the demonstration of language proficiency within the first semester will not be permitted to register for second semester courses.

- **ARTH-A500 and ARTH-A510**, which are required courses, are offered in alternate years during the fall semester. The courses do not need to be taken in a particular order, but they must be completed by the end of the third semester.
- **M.A. essay and presentation:** The M.A. essay is generally completed by the end of the second semester of the second year. Students will also present the results of their research to their colleagues as an oral presentation in an open forum in the same semester.

#### Annual Student Review

At the end of every spring semester, each current student in the M.A. program will receive a written review from the DGS outlining progress through the degree and expectations for future work.

#### Probation and 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 University Graduate School 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 Department of Art History reserves the right to place a student on probation before they fall below the 3.0 minimum of the University Graduate School.

A student who has been placed on probation must hold that status for at least one semester before the College Graduate Office can terminate that student’s enrollment. If the situation warrants doing so, 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 an official termination letter.

## DUAL M.A. AND M.L.S. PROGRAM

This program enables students to earn both a Master of Arts degree in Art History and a Master of Library Science degree. The dual-degree 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 and write an M.A. essay in Art History.

### 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 Degree in the Library Science program. Additionally, students should check their program information in the Student Center (<https://one.iu.edu/task/iu/student-center>) to ensure that they are appropriately coded as both Art History and Library Science students throughout the duration of their time in both programs.

For information on the M.L.S. requirements, please consult the Luddy School of Informatics, Computing and Engineering bulletin. **Dual degree students should submit separate MAAD eDocs for both their Art History and Library Science degrees respectively.**

### Time Limits for Graduation and Progress through the Program

The dual-degree 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 dual degree requirements. Students should expect to follow the departmental guidelines for the completion of the M.A. degree.

## 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 during the same admissions cycle as external applicants. 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 another institution. If conditions for matriculation are not met, the student may reapply the following year.

An application to the Ph.D. program consists of:

- Online application form
- Writing sample
- Personal statement outlining proposed course of study and career aspirations
- Curriculum vitae
- Original official transcripts
- Three letters of support. In the case of internal applicants, we strongly recommend that

one of these letters be from a faculty member who has agreed to serve as the primary dissertation advisor, and that a second letter come from a faculty member who has agreed to serve on the dissertation committee.

Applications are reviewed by the Graduate Admissions Committee, chaired by the DGS. 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 African, American, Ancient Greek and Roman, Contemporary, East Asian, Islamic, Late Antique and Byzantine, Medieval, Modern European, and Renaissance and Baroque 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 (African, Ancient, East Asian, Islamic, Medieval (including Byzantine), Modern [including American, European, and Contemporary art], Renaissance/Baroque), no more than two of which may be 500-level lectures (A500 Historiography and A510 Critical Theories and Methods in Art History can satisfy major requirements) |
| 12 credit hours: | Minor course requirement  |
| 3 credit hours:  | A775 (advanced readings: qualifying exams preparation)  |

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 that does not count toward a student's total credit count unless otherwise specified by an outside minor program. After completing 63 credit hours and demonstrating proficiency in two languages, students may proceed to qualifying exams.

After completing their exams students may register for one or more credits 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 Advanced Research for no more than 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. Students should identify their minor within the first semester of study.

Ph.D. Minor in Art History: Ph.D. students from other departments wishing to complete a minor in Art History must take 2 lecture courses (500 level) and 2 graduate seminars (600 level). A seminar may always be used to fulfill a lecture requirement. All programs must be determined in consultation

with the Art History DGS. A grade point average of 3.5 is required.

A775 (readings course): For readings courses, approval must be obtained from the DGS and the instructor with whom you will study. Normally A775 cannot be used to satisfy the minor requirements.

### Languages

Reading proficiency in two foreign languages is required; depending on the student's area of study, the major field advisor may require additional foreign languages. Demonstration of language proficiency or plans to address language acquisition should be demonstrated within the first semester of enrollment in the Ph.D. program. Proficiency must be demonstrated in both languages in one of the following ways before qualifying exams may be taken:

1. Take and pass the Graduate Student Foreign Language Exam (GSFLE); exam sittings are offered monthly during the academic year. 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 of your test results.

The GSFLE is available in French, German, and Spanish. Since these are institutional exams unavailable at other universities, students must complete any necessary language testing while in residence on the Bloomington campus. The GSFLE for Art History Ph.D. students cannot be administered on other campuses. Students taking French or Spanish may test a maximum of three times. German candidates may test two times. Students wishing to retake a language test may do so only once per semester. Before registering a third time, students of French or Spanish 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 Coordinator will be notified when you have passed.
3. Take and pass the 491-492 course sequence in a given language with a grade of B or higher. It is possible to enter the 492 course directly by passing the GSFLE placement examination. 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. A memo from the appropriate language department should be provided to the Department of Art History Graduate Coordinator to certify student proficiency.

It is not possible to transfer credit hours in a language as proof of proficiency. Furthermore, the language departments that certify proficiency (French and Italian, German, etc.) do not accept transcripts as proof of proficiency.

### Qualifying Exams

After a student has completed 63 credit hours in the major and minor fields and has satisfied departmental language requirements, they may take Qualifying Exams and advance to candidacy. Exams are generally taken in the third year of study. See page 16 for more information on the format of qualifying exams.

### Continuous Enrollment

Students who have passed the qualifying exams must maintain continuous enrollment by enrolling each semester (excluding summer sessions) in the appropriate dissertation research credits. Students can register for dissertation research 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 for the dissertation, students may register for ARTH-G901 (6 credits per term for up to 6 terms) to maintain continuous enrollment until they defend the dissertation. Once students have accumulated 90 credit hours in completed coursework and dissertation credits, they must enroll in a minimum of 1 hour of graduate credit each semester until the degree is completed. 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 graduate in June, July, or August of any year must enroll in a minimum of 1 hour of credit during the summer semester in order to be eligible to graduate.

### Transfer Credit

Up to 30 hours of graduate credit may be transferred from an M.A. completed at IU or another institution. Transferred courses must have been completed within seven years prior to successful completion of the Ph.D. qualifying exams. Students wishing to arrange for a transfer of credit hours from another institution should confer with the DGS. Every effort will be made to identify transferable coursework.

## 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" or "S," or those below C (including C-) will not count toward the degree, although they will still affect the student's overall G.P.A. A student with a G.P.A. lower than 3.5 may be placed on probation.

### Incomplete Grades

A student may be given a grade of Incomplete ("I") for a class in instances when circumstances beyond the student's control keep them from completing all course assignments. Students who have received an "I" grade are responsible for finishing the course on a schedule established by the instructor of record for the course 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 circumstances beyond the student’s control render completion within one year impossible, the student may file a Request of Extension of Removal of an Incomplete Form, available from the Department Graduate Coordinator. At that point, the instructor of record, the DGS, and the Dean of the Graduate School will formally review the student’s request. 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 research 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, and the appropriate letter grade replaces the “R” grade once the associated research or dissertation has been satisfactorily completed.

### Pass/Fail Option

To be eligible for the Pass/Fail option, a Ph.D. student must have completed 30 hours of coursework, maintain a minimum G.P.A. of 3.5, and have no more than 3 credit hours of Incomplete or “R” courses. Such courses may not be used for fulfillment of language or research 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 factored into the G.P.A. An F grade, 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 the 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 DGS outlining progress through the degree and expectations for future work. Copies of the evaluation will be sent by the DGS to members of the student’s advisory or research committee.

### 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 University Graduate School 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 Department of Art History reserves the right to place a student on probation before they fall below the 3.0 minimum of the University Graduate School.

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

## PH.D. ADMINISTRATIVE MATTERS

### Doctoral Advisory Committee

All students need to nominate a Doctoral Advisory Committee within one year of beginning Ph.D. coursework. The Advisory Committee is designed to be an advising and mentoring resource for students as they work their way through coursework and prepare for Qualifying Exams. The Doctoral Advisory Committee comprises at least three faculty members within the department:

1. The student’s primary advisor is automatically the first member of the advisory committee.
2. During the first year of study, the student will identify a second faculty member within the department whose research and/or methodological focus aligns best with the student’s proposed course of study and request them as a second member of the advisory committee. Ideally, this should be the faculty member who the student would like to have serve as second reader for their qualifying exams, although this is not essential.
3. The third member of the advisory committee will be the current DGS. The DGS’ role as the third member of every standing advisory committee is to provide guidance on procedural and administrative questions. The DGS is not there to determine the student’s course of study, dissertation topic, or other questions of research content and methodology.

This committee is nominated through the College of Arts and Sciences Graduate Student portal: <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. Exams are generally taken in the third year of study.

Qualifying examinations 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 usually administered on an open-book/open-note basis. Please communicate your exam schedule to the Graduate Coordinator, who will be the administrative clearinghouse for all qualifying exams.

The questions are customarily formulated by the major advisor and graded on a pass/fail basis. The responses are normally read by a faculty committee of two or three members, often members of the student's Advisory Committee. 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, 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 fail a second time. A second failed attempt will result in termination of enrollment.

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 (<https://one.iu.edu/task/iub/nomination-to-candidacy-for-phd>). The approved nomination form will be filed with the student's records 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 of the last qualifying exam, not the date when the University Graduate School approves the nomination to candidacy.

When the qualifying exams are successfully completed, the "R" grades for the student's exam preparation courses are replaced with a standard letter grade determined by the student's primary advisor.

### 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 the 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 Dissertation Proposal
4. Dissertation Proposal Defense and approval of Formal Dissertation 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 Coordinator, who will in turn circulate it to departmental faculty members for preliminary evaluation. Faculty members will have two weeks to read and provide feedback on this proposal. The result of the vote and faculty comments will be communicated to the student by the Graduate Coordinator.

**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 Formal 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 and the DGS. 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. The proposal should be completed and submitted to the members of the Provisional Research Committee at least two weeks prior to the proposal defense.

**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 Coordinator as well as the Provisional Research Committee. The Graduate Coordinator will 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 Coordinator with written comments regarding the student's performance during the proposal defense within one week of the defense. Once the Provisional Research Committee has approved the proposal, the student must file the approved dissertation proposal with the Graduate Coordinator.

**Step 5: Nomination of the Formal Research Committee:** The Dissertation Research Committee, which may or may not be the same as the Provisional Research Committee, assumes the broader mentoring function once the student has been admitted to candidacy. Following successful defense of the full-length proposal, the student will nominate a Formal Research Committee (<https://one.iu.edu/task/iupui/phd-nomination-of-research-committee>). The Formal Research Committee serves as a research and mentoring resource for the student through the completion of

the dissertation. The Formal Research Committee must comprise at least four IU faculty members who are members of the University Graduate School faculty, half of which must be formally endorsed to direct doctoral research: 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 University Graduate School recommends that the updated 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 the 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 Formal 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 (<https://one.iu.edu/task/iub/phd-defense-announcement>).

For instructions on preparing and submitting the dissertation, see <https://graduate.indiana.edu/thesis-dissertation/index.html>.

#### Dissertation Approval: Electronic Committee Signatures

Each Formal Research Committee member is required to submit their signature verifying that a student has successfully defended the dissertation. Once a student successfully defends the dissertation, they should submit the Defense Signature Collection eDoc by entering the names and IU ID of each committee member (<https://one.iu.edu/task/iub/defense-signature-collection>). Those committee members will then approve the eDoc, which will serve the same purpose as a physical signature. Committee members outside of IU are listed under “Outside Members.” If there are outside members on the student’s committee, the Research Chair’s approval will serve as their approval since outside members will not have access to the eDoc.

#### 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 they 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

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 they may register for ARTH-G901 Advanced Research, 6 credit hours of doctoral dissertation research for a flat fee of \$150 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 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. 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 can 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 requires approval from the Dean of the University Graduate School.

### Time limits for graduation

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.

Sample timeline:

Year 1: Coursework in major (Art History) and minor (outside of Art History), completion of other academic and administrative requirements (for example, language proficiency or

appointment of Advisory Committee)

Year 2: Coursework in major (Art History) and minor (outside of Art History), completion of other academic and administrative requirements (language study as needed)

Year 3: Completion of any remaining coursework for major or minor, if necessary

Preparation for and completion of Qualifying Exams

Advancement to candidacy and appointment of Provisional Research Committee

Submission of and defense of the dissertation proposal

Appointment of Formal Research Committee

Year 4: Dissertation research and writing

Year 5: Dissertation research, writing, submission, and defense

Please note: This outline offers a generalized scheme. Each student will bring a different experience to the schedule, and should not, therefore, be perturbed by minor deviations to the timeline.

Consultation with the dissertation supervisor throughout this period will facilitate progress towards degree milestones and the completion of the Ph.D. in an appropriate and timely manner. It is the student's responsibility to bring major disruptions to study to the attention of the primary advisor as soon as possible.

#### 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 University Graduate School will process the degree.

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

#### Leave of Absence and Parental Accommodations

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

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

#### Graduate Student Mailboxes

Every Art History graduate student in residence in the department has a mailbox in the Art History office in which they can receive USPS and campus mail. Sometimes shared mailboxes are necessary due to available space. Students should check their mailboxes regularly.

### Academic Files

Throughout their tenure as students at IU, graduate students have access to their own academic files (with the exception of letters of recommendation for which waivers have been signed). Consult with the Graduate Coordinator if you ever wish to check your student file. Should any information from the file need to be sent elsewhere, a request in writing with a signed FERPA release form will need to be submitted first.

### Student Contact Information

Students who move, change their phone number, or change their legal name need to update their student record with the Graduate Coordinator and with the Registrar through SIS (<https://one.iu.edu/task/iu/view-edit-my-personal-information>).

### Email

The University uses the IU email system for all official communication. 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 within the Department of Art History. Applications for these positions are posted early in the spring semester. Notification of application deadlines will be sent via the department's listserv.

The Sidney and Lois Eskenazi Museum of Art also awards a number of GA positions with tuition remission. These appointments 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 when applications are circulated by the Museum, usually in early spring.

The department supports incoming Ph.D. students with an award package that includes 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 departmental Financial Aid Committee will know that the student is still in need of internal funding. Students whose funding commitment has been met may continue to apply for SAA positions; however, priority will be given to students with active funding commitments.

#### Criteria for AI/GA positions

All appointments are made according to the pedagogical needs of the department. First in line for AI and GA positions are those students who have been guaranteed departmental support as part of an admissions offer. Even so, academic merit is the primary benchmark for anyone seeking an SAA. In gauging merit, the department may consider not only G.P.A., but also the timely completion of coursework, successful language acquisition, etc.

Normally, only students who have been admitted with a special funding package will receive

more than two years of AI/GA support at the M.A. level, or five years of support at the Ph.D. level. Incoming Ph.D. students may be guaranteed up to five years of SAA support. M.A. students who have completed 30 credit hours within the Department of Art History are usually ineligible for further financial aid.

#### Expectations for AI/GA positions

Faculty are expected to establish clear guidelines regarding SAA appointments at the beginning of each semester. Duties depend upon on the nature of the appointment (AI or GA), but may include, among other things, grading, exam monitoring, administration of the course Canvas site, and teaching of course sections. AIs/GAs are expected to work no more than 20 hours per week. Whatever the nature of the assignment, faculty should be clear about what work will be expected of the AI/GA with respect to grading, classroom teaching, proctoring of exams and the like. Further, all work should be appropriate to and fall within the scope of the position. If a course has multiple SAA appointments, it is the faculty's responsibility to coordinate AI/GA work. This information should be discussed with the AI/GA and a statement regarding roles and responsibilities should be included on the course syllabus.

Conversely, students holding SAAs are expected to complete their work in a timely manner in direct consultation with and according to the procedures established by the instructor of record. To this end, faculty should establish reasonable deadlines for completing grading and other tasks during the semester.

#### Internal Funding Opportunities

The Department also makes annual calls for research funding applications during the fall, spring, and summer terms. Available to both M.A. and Ph.D. students, these awards are available to support continuing dissertation research; work on the M.A. essay or dissertation proposal; acquisition of books presently unavailable through the IU library system or interlibrary loan; acquisition of photographs and/or permissions to reproduce photographs for research; internships or other professional development appointments that require supplemental support or do not offer support; conference attendance; and other expenses pertaining to in-depth research on the history of art and visual culture. Calls for applications are circulated via the Art History graduate student listserv.

Financial awards from the College Graduate Office: <https://college.indiana.edu/student-portal/graduate-students/financial-support/fellowships-awards.html>

Financial awards from the University Graduate School: <https://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 distributed via the Art History graduate student listserv. Students should also consult with their dissertation supervisors to identify area-specific opportunities appropriate to their work.

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

## GENERAL OUTLINE OF THE ROLES AND RESPONSIBILITIES OF STUDENTS, ADVISORS, AND DEPARTMENTS

Students are encouraged to be aware of College policy with respect to their rights and responsibilities as they work towards their degrees. The following resources outline the roles and responsibilities of students, advisors and departments:

- a. IU Student Code of Conduct: <https://studentcode.iu.edu/>
- b. College of Arts and Sciences Guidelines for Advisor-Graduate Student Interactions: <https://college.indiana.edu/student-portal/graduate-students/advising/index.html>

### Conflict resolution and grievance procedures

The Department attempts to foster a supportive and inclusive atmosphere and sincerely hopes that graduate students do not have cause for grievance; however, should students find themselves in such a situation, they should bring the matter to the attention of the DGS and the Department Chair for guidance and support as needed. If the problem is not resolved and there is evidence of a clear procedural error (e.g., change in syllabus or grading procedure), unfair bias (e.g., discrimination), or the problem is with the DGS or Department Chair, the student may appeal to the College Graduate Office. Students should submit the Appeal and Complaint Form, available online or from the Director of Graduate Student Services. In depth information provided by the College Graduate Office at the following:

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

Information regarding bias and sexual misconduct reporting may be found here:

<https://college.indiana.edu/about/diversity-inclusion/resources/grad-student-resources.html>

## 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, the department also hosts catered receptions after the lectures as an opportunity for graduate students and faculty to connect outside of the classroom. Graduate students may have ideas for nominating scholars for the Burke Lecture Series. If you have someone in mind, please contact the DGS, who will forward your suggestion to the department lecture committee.

### 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. AHA maintains a membership listserv which circulates information of interest to graduate students. Each academic year, a departmental faculty member is appointed to serve as Faculty Advisor to AHA to support their endeavors.

### Professional Development

a. Discipline specific mentoring:

Professional mentoring customarily takes place between student and advisor. For M.A. students and during the first years of course work for Ph.D. students, students and advisors discuss such opportunities as summer internships, workshops, and the funding opportunities available to support them. As Ph.D. students reach candidacy, advisors and students develop a strategy for fellowship applications in support of dissertation work. Throughout these processes advisors work with students to develop CVs, cover letters, and applications.

During the course of this relationship, students can expect faculty members to set clear guidelines and expectations for the completion of work. At the same time, students must recognize that they bear primary responsibility for completion of the degrees.

b. Broader mentoring:

The Doctoral Advisory Committee is the main source for mentoring prior to completion of exams (see above).

### Career Placement Services and Paths to Professionalization

Towards the completion of their dissertation, students work in conjunction with their advisors to identify employment opportunities advertised through professional organizations such as the College Art Association (<https://www.collegeart.org/>), the major clearing house for academic and curatorial positions in art history.

- a. The department also makes students aware of and encourages participation in campus workshops and forums directed towards different types of career opportunities. Notice of these events is circulated via the departmental listserv.
- b. The College of Arts and Sciences Walter Center for Career Achievement also provides graduate students with answers to questions about career opportunities, the job search, and application to graduate or professional school. 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/career-prep-outcomes/career-coaching/grad-career-coaching/index.html>

- c. The department also directs students to the resources of the Graduate Mentoring Center: <https://graduamentoringcenter.iu.edu/index.html> For students wanting to develop their pedagogical approaches in the classroom as an Associate Instructor, the Center for Innovative Teaching and Learning (CITL) provides services supporting excellent teaching and learning. Their instructors offer instructional and curricular consulting, tips on integrating instructional technologies in the classroom, and can arrange class observations and confidential feedback sessions outside of the department if desired: <https://citl.indiana.edu/consultations/online-course-review/index.html>

## HELPFUL LINKS

College of Arts and Sciences:

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

Department of Art History:

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

University Graduate School Bulletin:

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

Department of Art History Bulletin:

<https://bulletins.iu.edu/iu/gradschool/2020-2021/programs/bloomington/art-history/index.shtml>

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/>