

Kress Foundation Department of Art History

GRADUATE STUDENT HANDBOOK

The graduate program of the Kress Foundation Department of Art History awards the M.A. and the Ph.D. degrees. Requirements for these degrees have been established by the Department as well as by the Graduate School. This Graduate Student Handbook consolidates information disseminated by many sources in an effort to help the art history graduate student understand the rules and regulations pertinent to the degrees offered. If a question is not answered here, or if clarification or further explanation is needed, please see a graduate advisor, the department chair, or your Ph.D. advisor. This handbook is designed for the student who has been accepted into the program and provides information in such areas as the requirements for the M.A., requirements for the Ph.D., comprehensive exam and dissertation procedures, graduate school time limits, financial aid, travel funds, procedures for evaluating graduate student performance, and student grievance procedures.

ADMISSION REQUIREMENTS

The beginning graduate student is expected to hold the B.A. or equivalent degree. The department assumes that any candidate for the M.A. degree in art history will have had undergraduate training in liberal arts, especially in history, cultural studies, literature, and fine arts. The student should have a strong background in art history, typically 18 or more hours of college credit distributed in such a way as to indicate that he or she has the basic foundation for advanced study. If not, deficiencies shall be made up by taking classes that will not count for graduate credit.

It is usually possible for a student who has taken 12 or more hours of undergraduate art history to enroll in some courses for graduate credit while making up the remaining undergraduate hours. Students who have taken less than 12 hours of relevant undergraduate courses are encouraged to register as "special students" or fifth-year undergraduates in order to take the necessary courses. An undergraduate grade point average of 3.3 is required for admission. Only in the most extraordinary circumstances will those with a lower grade point average be admitted.

For consideration of admission to the program, a completed admission form, a nonrefundable application fee, two official copies of transcripts of all post-secondary education, a resume or curriculum vitae, Graduate Record Examination (GRE) scores, three letters of recommendation (preferably from professors), a one-page statement of educational and career objectives, and one sample of writing (preferably an art history paper not to exceed 10 pages) should be sent to the department. International students must also submit their TOEFL scores and bank certifications as required.

M.A. PROGRAM IN ART HISTORY

Statement of Purpose:

The Master of Arts programs in European & American art and in Asian art at the University of Kansas seek to provide the student with a broad knowledge of the visual arts in those respective fields. An introduction to the basic concepts and methods of the discipline, of the techniques of research and the acquisition of information constitute the schedule of studies. The Master's degree may be considered either as an end in itself or a preparation for subsequent specialized doctoral studies.

Program Requirements:

The program for the Master's Degree in Art History requires a total of 30 hours of graduate work. A maximum of nine of the 30 hours may be taken outside the department with departmental approval. Students are individually advised by a graduate advisor to determine an appropriate program.

European & American M.A. students must take as graduate students at least one art history course numbered 500 or above in each of the following four broad areas: Ancient/Medieval, Renaissance/Baroque, Modern/American, and East Asian/African art. The East Asian or African requirement may be satisfied by taking any college level East Asian or African art history course including undergraduate courses, but any courses numbered lower than 500 will not count toward the 30 hours required for the M.A. degree. A course in East Asian/African art history taken at some other institution must be approved by the graduate advisor to satisfy the East Asian/African requirement.

Asian M.A. students should take a balanced distribution of graduate level (500 level or above) courses in Chinese and Japanese art history and show evidence of at least one course in the history of Western art. The Western art history requirement can be fulfilled with any college level course in Western art history. Undergraduate courses may be used to satisfy the requirement but any courses numbered lower than 500 will not count toward the 30 hours required for the Master's degree. A course in Western art history taken at some other institution must be approved by the graduate advisor to satisfy the Western art history requirement.

All M.A. students must take at least five art history seminars, two of which must be numbered 800 or above. Seminars numbered at the 600 and 700 level will be taught as proseminars, that is, classes in which reading, gathering knowledge and critical thinking are emphasized rather than research. Papers are generally shorter. Seminars numbered 800 or 900 will include research and require a long paper.

Foreign Language Requirement:

Since graduate students in art history may be required to use materials published in foreign languages they are expected to have a reading knowledge of one appropriate foreign language (normally German or French for European & American art history and Chinese or Japanese for Asian art history). This reading knowledge may be demonstrated in one of two ways. The student may pass a proficiency exam in a language, or enroll at the appropriate level in a foreign language and complete the fourth semester course with a grade of B or better. (Undergraduate coursework will not count.) The proficiency exam will be given during the advising/enrollment period of each semester by the art history department. Students are expected to take the proficiency exam or enroll in a language course during their first semester in the program. In the proficiency exam, the student will be expected to translate, with the aid of a dictionary, a passage of art historical writing in the foreign language in a set time. The translation will be graded on its overall accuracy. The proficiency exam must be passed before the M.A. comprehensive exam is taken. Foreign language credits numbered below 500 will not apply to the 30 credit M.A. requirement; those numbered above 500 may count.

The foreign language requirement at the Master's level is a departmental requirement. Students who plan to continue their graduate program past the Master's level should be aware of the fact that the Graduate School requires two languages for the doctoral program. Students may use the language acquired during the Master's program as one of those languages; however, qualifying examinations, language courses, etc. that have been completed five years prior to the doctoral comprehensive examination will not be acceptable as current knowledge of the research skill. The student will need to have the skill revalidated in some manner.

Summary of Master's Degree Requirements:

A. European & American art history candidates should complete

1. 30 graduate hours (i.e., 500 or higher level courses), with an overall GPA of 3.0 or better. These hours are to include:

a. One 3-hour course in each of the following areas: Ancient/Medieval, Renaissance/Baroque, and Modern/American.

b. 15 hours of 600 or higher seminars, 6 hours of which must be taken at the 800 level or higher.

2. One 3-hour non-Western course. This course may be numbered below 500 (i.e., an undergraduate course), but only if it is at the 500 level or above will it count towards the 30 hours required in A.1.

B. Asian art history candidates should complete:

Balanced distribution of 500 or higher level courses in Chinese and Japanese art.

6 hours of 600 or 700 level seminars

6 hours of 800 or 900 level seminars

C. Pass the Master's degree comprehensive exam.

Students must complete all M.A. requirements, including the 30 hours of coursework, by the end of the term in which they take the M.A. exams.

M.A. Thesis Option

A student may write a thesis in the final year of M.A. enrollment. In order to do so a member of the graduate faculty must accept responsibility for supervising the thesis which normally will be developed from a previously written seminar paper. Usually the student will enroll for three hours in HA 899: Thesis, while working on the thesis. Thesis hours do not count as 800 or 900 level seminar hours and must be taken in addition to the two seminars. No more than three thesis hours may be counted toward the thirty required for the degree.

The thesis, with a recommended maximum length of 50 pages, is meant to reflect a high quality of research and writing. With the advisor's approval, photocopied illustrations rather than original photographs may be used. Illustrations must always be clear enough that the readers can use them to judge the text. Three faculty members must read and approve the thesis, the supervisor and two others who have expertise in the area. The thesis must be submitted to the advisor by the tenth week in the semester of the expected graduation in order to meet the College of Liberal Arts and Sciences deadline. CLAS has its own thesis requirements; information can be obtained from the Graduate School.

M.A. Examination:

The purpose of the examination is to test a comprehensive knowledge of art history rather than to test the knowledge gained about specific topics taught in individual classes. The M.A. exam will not serve as a Ph.D. entrance examination for either the European & American or Asian art program.

The exam is given in both the fall and spring semesters of each year. It is given on two mornings within a one-week period just prior to the beginning of the semester. Ordinarily this would be mid-August

for fall and early January for spring. The student should take the exam during the semester in which course requirements are completed and when the thesis has been substantially advanced (if a thesis is being submitted). The exam may not be taken before the beginning of the semester during which the course work and/or thesis will be completed. Students must be enrolled in at least one hour of coursework at the University of Kansas during the semester in which the exam is taken.

I. Exam Format

Separate exams will be given in Asian and European & American art. The exam will be administered in two three-hour periods, scheduled over two days. During these sessions students will be asked to write six essays. Students will have an hour to write each essay.

Students will not be given specific questions to answer in the essays. Rather, students will be presented with six different sets of juxtaposed objects or monuments which are intended to generate their own questions. These works may be from any period and may or may not be accompanied by some identifying information. Slides will be projected for ten minutes at the beginning of the hour and again for five minutes at 45 minutes into the hour.

Each of these sets of works is meant to serve as the catalyst for an essay. The student will be expected not only to discuss the works and their relationship to one another, but also to incorporate them into a larger art historical argument of the student's own devising. That argument may address any issue or problem suggested by the juxtaposition, and should draw upon your broader knowledge and understanding of art history.

II. Grading of the Exam

The M.A. exam is graded independently by three faculty readers without knowledge of the students' identities. Each essay will be graded for its accuracy, clarity, ingenuity, and cogency. Each faculty member will assign individually a grade of "honors," "pass," or "fail" to each essay. The overall grade of each essay will be determined by the majority of the grades assigned by the three faculty readers. The results of the anonymous exams are then reviewed and approved by the entire faculty and communicated to the student. Students must pass at least four of the essays to pass the exam. Passage of all essays and four of these with honors constitutes passage with honors. Any student who fails the exam will be expected to take the entire exam again the next time that it is offered. A second failure of the exam will result in the student's being dropped from the program.

Petition for Continuation of Graduate Studies

After passing the MA exam and before enrolling for course work in art history beyond the M.A., a continuing KU student must submit a petition for continuation of graduate studies and receive departmental approval for the petition. Students wishing to enroll for the semester following their M.A. exams must submit the form to the department office within ten days of notification of their passing grade on said exam. Students who defer enrollment must submit this petition within 24 months of passing the exam; after that date, a new application for admission to the graduate program will be required.

PH.D. PROGRAM IN ART HISTORY

Admission

Students seeking admission to the doctoral program normally hold an M.A. degree in Art History from this or some other accredited institution. An applicant whose M.A. degree is from another institution must have passed a comparable comprehensive examination at a comparable research institution; if not,

he or she should take this Department's M.A. comprehensive examination (as a Ph.D. qualifying examination), or petition for exemption.

Making Application to the Ph.D. Program

After completion of the M.A., students are expected to make formal application to the Doctoral Program of the Department. This should be completed by the end of the third semester after the M.A. is awarded. The status of students who fail to apply to the Ph.D. program after three semesters will be evaluated at the beginning of each semester. Those who cannot justify a delay may be changed to non-degree seeking status.

The applicant must put together a doctoral committee, consisting of the major Ph.D. advisor and two other graduate faculty members, representing a major field of study and two minor fields. In consultation with the major advisor, the applicant will define a primary area of specialization and prepare a program of study within it. Also in consultation with the major advisor and in support of the major field, the applicant will define the two minor fields, one of which may appropriately be outside the department. Specific programs of study within the two minor fields are devised with the respective minor advisors, under the overall supervision of the major advisor.

A petition is submitted to the entire faculty outlining this program, as well as the research skills the student will present to satisfy the Graduate School's requirement. In consultation with the major Ph.D. advisor, the graduate faculty makes the final determination regarding the student's acceptance to the doctoral program. If approved, the student's program will be overseen by the major advisor and guided by his or her committee.

Residence:

The Ph.D. student must spend at least the equivalent of three full academic years (including the time spent in attaining the M.A.) in resident graduate study at this or some other approved University. Two semesters, which may include one summer session, after the M.A. must be spent in resident (on campus) study at the University of Kansas. During this period of residency, the student must be involved full-time in academic pursuits, which can be fulfilled as follows:

- 9 hours/semester (6 hours/summer)
- at least 8 hours + 30% TA or RA appointment
- at least 7 hours + 40% TA or RA appointment
- at least 6 hours + 50% TA or RA appointment

Employment outside the University may be used as part of the residency requirement if the student can demonstrate that the employment pertains directly to dissertation research. This type of employment will have to be approved by the Graduate Division of CLAS by petition with a supporting statement from the department.

Research Skills (language requirements):

In satisfying the Graduate School's requirement for demonstrated proficiency in two research skills, the Department of Art History shall require PhD candidates to satisfy prior to admission to the comprehensive examinations:

1. Demonstrate knowledge of two foreign languages relevant to the student's research interest(s);
or

For Western art students the two languages are customarily modern European ones; for Asian art students, Chinese and Japanese. (A student whose native language is not English may use the native language to fulfill a language requirement only if the language is considered to be an appropriate research tool for that student's program.)

One of the two languages for the PhD is normally the one that met the MA language requirement. Because language certification expires after five years, skills that met the MA language requirement may have to be demonstrated again prior to the comprehensive examination.

Language proficiency may be demonstrated (1) by passing a departmental proficiency exam, or (2) by completing with a grade of B or better the fourth-semester level of a language course. In the case of the second language proficiency may be demonstrated, (3) by completing with a B or better a course such as FR 100; French for Reading Knowledge, or (4) by submitting a letter from a faculty member attesting to the student's language proficiency.

2. Demonstrate knowledge of one foreign language and capability in one approved research skill pertinent to the candidate's field.

This alternative requires the written endorsement of the student's doctoral advisor. Approval of the skill and its means of demonstration must be obtained from the departmental graduate faculty as part of the formal application to the doctoral program.

General Comprehensive Examination:

In the process of forming a doctoral committee for the Petition for Admission into the Ph.D. Program, the student should establish with each advisor the scope of the major or minor field and the expectations the advisor has for the student's preparation for the Departmental Written Tests and Comprehensive Oral Examination. It is the student's responsibility to maintain ongoing contact with the advisors until it is time to take these tests.

When the doctoral aspirant has completed the course work specified on his or her Ph.D. petition at a level satisfactory to the department and has met all other requirements of the department and the University Graduate School (including evidencing two research skills and maintaining full-time enrollment at the University at the Ph.D. level for a minimum of one-year), s/he may stand for the Departmental Written Tests and Comprehensive Oral Examination.

It is the student's responsibility to schedule the Tests and Examination. This scheduling should be done in consultation with the major and minor advisors and the additional members of the committee, usually three months in advance of the tests. The Written Tests are to be taken over a period of no more than three weeks unless other arrangements are approved by the department graduate faculty. The scheduling of the Comprehensive Oral Examination must occur before the onset of the written tests. The Comprehensive Oral Examination itself should normally be taken at least two weeks after the conclusion of the written tests.

1. Departmental Written Tests:

The Departmental Written Tests will cover the student's one major and two minor areas of study previously approved by the faculty in the student's petition for admission to graduate study. The tests may be taken under option A (take home) or B (at school). Students may elect to take part of the exam under option A and part under option B.

Option A. (take home). The tests are written outside of the department, with full access to books, notes, and other resources. The completed essays should be fully documented with citations and typed. For the major field the student will have 7 24-hour days; for each minor field 3 24-hour days.

Option B (at school). The tests are written in the department, without access to books, note, or other resources. The completed essays are not expected to be documented with precise citations and are often hand-written. The test in the major area will last six hours, and the tests in the two

minor areas will last three hours each. The distribution of these exam hours is decided by the student and the student's major advisor.

The advisors for the three areas will each grade the Departmental Written Tests Pass or Fail, usually within a week of the completion of the Tests. If all grades are Pass, the graders need not meet. If one or more grade is a Fail, or if one of the graders so requests, the graders shall meet to discuss the outcome of the Tests. Only students who pass the Departmental Written Tests may proceed to the Comprehensive Oral Examination. A student who receives a Fail on the Departmental Written Tests will be asked by the committee to retake one or more of the area tests, but in no cases may the Departmental Written Tests (in part or in their entirety) be taken more than three times. In any case, the examination may not be repeated until at least 90 days have elapsed since the last unsuccessful attempt.

2. Comprehensive Oral Examination:

The committee for the Comprehensive Oral Examination shall consist of at least five graduate faculty members including the advisors for the major and minor areas. In addition to advisors for the major and minor areas, at least one member of the committee must be a regular member of the KU graduate faculty from a department other than the aspirant's major department.

At the end of the Comprehensive Oral Examination the committee can assign a grade of Honors, Satisfactory, or Unsatisfactory. It can assign a grade of Satisfactory or Honors on the basis of the Comprehensive Oral Examination and Departmental Written Tests; it can assign the grade of Unsatisfactory on the basis of the Comprehensive Oral Examination alone. If the aspirant receives a grade of Unsatisfactory on the Comprehensive Oral Examination, it (in part or in its entirety) may be repeated on the recommendation of the department, but under no circumstances may it be taken more than three times. In any case, the Comprehensive Oral Examination may not be repeated until at least 90 days have elapsed since the last unsuccessful attempt.

After passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled, including summer session, until all requirements for the degree are completed. During this time, until all requirements for the degree are completed or until eighteen (18) post-comprehensive hours have been completed (whichever comes first), the student shall enroll for a minimum of six (6) credit hours per semester and three (3) credit hours per summer session. Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed, as long as the examination has been taken before the final exam period. If, after 18 hours of post-comprehensive enrollment, the student is not finished, she/he must enroll in at least one hour per semester and summer session until all requirements for the degree are completed.

Dissertation:

Dissertation Proposal:

Students must submit a dissertation proposal for approval by the department's graduate faculty. Normally, a student should submit this written dissertation proposal no later than one semester following successful completion of the comprehensive exam. The written proposal should follow a format similar to those available on file in the art history department office; should changes in format be prescribed in the future, students will be informed at least a semester in advance of the change's implementation. The proposal should be approved and signed by the primary advisor prior to its distribution to the faculty. Distribution should occur at least one week prior to the faculty meeting at which the proposal is to be considered. Students envisioning substantive changes to a previously approved dissertation topic must submit a revised proposal in accordance with this procedure.

Dissertation Grades:

The department faculty recently approved changes of policy for grading HA 999: Dissertation. Beginning Fall 2007, we shall each term award letter grades (A, B, C, etc.) in HA 999; a grade of "I" (Incomplete) will not be provided. These letter grades will be in lieu of the "P" (for Pass) previously awarded. Only in exceptional cases may a student request a special "P" grade; in such cases, the work unfinished due to

documented medical emergency or other unforeseen circumstance must be completed at the earliest possible moment.

Upon completion and successful defense of a dissertation, P grades convert to the final grade awarded to the dissertation. Letter grades, however, cannot convert; they remain a permanent part of the student's record. Hence, they will have a bearing on the student's overall GPA.

Dissertation Contract:

Letter grades will be based upon a contract to be developed semester by semester between the student and the advisor. These agreements will indicate the progress the student expects to make during the term. Specific plans for each student will vary. For example, one might propose to outline the text; another to draft a chapter; or, complete archival research in X; or, complete and submit the dissertation proposal, etc. These contracts should be developed in concert with the advisor, i.e., the student proposes a reasonable amount of work to be accomplished, and the advisor concurs or suggests alternatives. With agreement reached between student and advisor, the student will then be expected to complete the agreed upon work and, at the end of the semester, will be graded accordingly. (In grading each advisor will use his or her own standard. For example, an A grade might indicate satisfactory progress as outlined in the contract; a B grade might indicate partial completion; and a C grade might indicate unsatisfactory progress.)

HA999 Permission Numbers:

Beginning in the fall term, enrollment in HA 999 will require a permission number which can be obtained only from the advisor (i.e., no longer dispensed from the department's office manager). These permission numbers will be provided once a contract has been agreed upon between the student and the advisor. (If you have already received an enrollment number from the department office, you still must complete the contract with your advisor before the fall semester begins.)

Memoranda with Submissions:

In addition to these departmental policy changes, we will require advisees to include an additional document with each submission. As material is completed and submitted, it should be covered by a memorandum explaining what is attached. A draft chapter without a covering memo places an undue burden on the reader to recall what the document is, at what stage it is, and what feedback would be helpful. A memo to the advisor (or other readers) should indicate what the document represents, how issues raised in previous drafts have been addressed, and propose times (generally 2-3 weeks hence) when you would be available to discuss the work. (Ideally these discussions should occur in person; however, if that is not possible, then telephone or email is acceptable.)

The memo need not be lengthy, but it should be specific and clearly stated. (A sample follows.) Such a memo should permit the advisor's more expeditious review of the draft and more useful, focused critiques. And, these memoranda provide one way you can take a lead role in keeping track of your own research project and progress.

Doctoral Time Constraints:

Each dissertation is to be completed within time limits specified by the Graduate School. It is the student's responsibility to keep track of the time remaining for completion of the dissertation, its defense and submission to the university. Some advisees are already dangerously close to running out of time. Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress as contracted (see above), nor is the university likely to approve such extensions. The Graduate School requires that students complete all doctoral degree requirements within eight years of admission to the PhD program. (NB: For students earning Master's degrees in this department, the eight-year clock begins running the first semester they enroll following completion of the MA requirements; for students coming with an MA from elsewhere, the clock begins in their first KU semester.) A one-year extension may be granted on the advice

of the dissertation advisor and with the consent of the department's graduate faculty. A student may petition for a leave of absence (either during the pre- or post-comprehensive period) in order to pursue full-time professional activities related to the doctoral program and long-term professional goals, or

because of illness or other emergency. Ordinarily a leave of absence is granted for one year only, with the possibility of extension upon request. However, after an absence of five years, a doctoral aspirant or candidate loses status as such and must apply for readmission to the program and the Graduate Division.

Sample covering memo, with emphasis on the "what," "why" and "when" of the submitted material:

Dear Professor XXX,

Here is the revised draft of my third chapter. When we last met, you suggested that I address the following issues:

- *Brief description of Issue A.
- *Brief description of Issue B.
- *Brief description of Issue C.

To address "A" I have added three paragraphs on page x.

To address B, I have significantly changed two sections of pages y and z.

I still have questions about C: I have tried to address them on pages xx and yy but would appreciate any additional comment you have about this topic, especially my application of X theory and my use of Y methodology.

Although we haven't discussed it, I've also tightened up the Introduction and would appreciate your thoughts on how or if it works better now. It is always helpful to know the section where you think I'm on track, as well as the places where there are still problems.

To make it easier for you to find these revised sections, I've highlighted them [in red, or with post-its, etc].

Would it be convenient to meet [or visit by phone/email] in a couple of weeks to review these changes? If you have time, my schedule is very flexible in the week of xxx, except for when I teach on Monday and Wednesday mornings. Is there a specific time that would work well for you?

Chapters should be approved by the dissertation advisor before they are given to the other members, and at least one other reader should be involved early in the editing process. A copy of the complete dissertation, as approved by the advisor, should be sent to the other members of the committee at least six weeks before a defense is scheduled. The five committee members must agree that the dissertation is satisfactory before the defense can be scheduled.

The final oral defense examination of the dissertation is the culmination of the Ph.D. program. Approval of the dissertation by the dissertation committee will generally be followed promptly by the final oral examination. After the successful completion of the examination, two unsigned, unbound copies of the dissertation will be submitted to the Graduate School, with assurance that all degree requirements have been met.

The oral defense generally begins with a brief talk, with slides by the candidate, which is open to the public, after which there shall be an oral examination (generally two hours or less). The final oral examination committee will assign a grade of "honors," "satisfactory," or "unsatisfactory" for the candidate's performance and dissertation. If a grade of "unsatisfactory" is reported, the candidate may be allowed to repeat the examination upon the recommendation of the department.

The dissertation must be approved by the Graduate School as well as by the department. Instructions regarding the proper form of the dissertation may be obtained from the Graduate School. Any substantial deviation from the norm must be approved in advance by the Graduate School to avoid last minute disappointments over unacceptable variations. It is strongly recommended that the student review the entire dissertation with the Graduate School for preliminary approval before final photocopying.

Photographs are encouraged (but not required in all cases) for the dissertation. If color photographs are used, both copies turned in to the Graduate School must contain originals. If black and white photographs are used, the Graduate School copy must contain original photographs and the second copy may contain photocopies of those photographs. With the dissertation director's approval, photocopies or scanned/digital images rather than original photographs may be used in some cases, but this should be cleared with the Graduate School in advance. Illustrations must always be clear enough that all readers can use them to judge the text.

All texts translated from a foreign language must be accompanied by the original language source. These may be placed in the text, in footnotes, or in an appendix. In the case of Asian languages, photocopies of the original texts may be used.

TIME LIMIT FOR PH.D. AND M.A. DEGREES

Time Limit for M.A. Degree

M.A. students will be allowed seven years for completion of all requirements for the degree. In cases where compelling reasons necessitate a one-year extension of the normal seven-year limit, the Graduate School, on recommendation of the department shall have authority to grant the one-year extension. A leave of absence is not an option in the M.A. program, except in very rare cases.

Time Limit for Ph.D. Degree

Each dissertation is to be completed within time limits specified by the Graduate School. It is the student's responsibility to keep track of the time remaining for completion of the dissertation, its defense and submission to the university. Some advisees are already dangerously close to running out of time. Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress as contracted (see above), nor is the university likely to approve such extensions. The Graduate School requires that students complete all doctoral degree requirements within eight years of admission to the PhD program. (NB: For students earning Master's degrees in this department, the eight-year clock begins running the first semester they enroll following completion of the MA requirements; for students coming with an MA from elsewhere, the clock begins in their first KU semester.) A one-year extension may be granted on the advice of the dissertation advisor and with the consent of the department's graduate faculty. A student may petition for a leave of absence (either during the pre- or post-comprehensive period) in order to pursue full-time professional activities related to the doctoral program and long-term professional goals, or because of illness or other emergency. Ordinarily a leave of absence is granted for one year only, with the possibility of extension upon request. However, after an absence of five years, a doctoral aspirant or candidate loses status as such and must apply for readmission to the program and the Graduate Division.

A student may petition for a leave of absence during either the pre- or post-comprehensive period to pursue full-time professional activities related to the student's doctoral program and long-range professional goals. Leaves may also be granted because of illness or other emergencies. Ordinarily a leave of absence is granted for one year, with the possibility of an extension upon request.

It may be necessary for a student to revalidate or retake the oral examination if he or she took the examination more than five years before an extension of time request.

After an absence of five years a doctoral aspirant or candidate loses status as such and in order to continue must apply and be accepted for readmission to the department and to the CLAS Graduate Division.

SUMMARY OF GRADUATION REQUIREMENTS

M.A.

1. Application for degree (obtained and filed in Graduate School)
2. Satisfactory M.A. exam results

3. All grades turned in*
4. Documentation of continuous enrollment
5. Fulfillment of language requirement

In addition if the student exercises the thesis option:

1. Two unbound copies of the thesis
2. binding fee
3. M.A. agreement form
4. Loose copy of title page and abstract

Ph.D.

1. Application for degree (obtained and filed in Graduate School)
2. Successful defense of dissertation
3. Two unbound copies of dissertation in proper format
4. Loose copy of abstract and title page
5. Microfilming form
6. Survey of Earned Doctorate form
7. Microfilming fee
8. Binding fee
9. Copyright fee (not mandatory)
10. All grades turned in*
11. Documentation of continuous enrollment
12. Fulfillment of language/research skill requirement

*If an incomplete grade is allowed to stand, a letter must be written by the student's advisor to the Graduate School stating that the course is not required for the degree.

FINANCIAL AID

Although the department does not have extensive financial aid, it is always worth noting that, among major research institutions, the University of Kansas has one of the lowest tuition rates in the country. Our scholarships and fellowships are limited, but for Art History graduate students the following types of support are available by application or nomination.

As a rule, only the first and second of these are available for entering students. (Unfortunately we have no financial aid available for entering international students.)

By nomination:

1. The Department selects a Morris Family Fellow from new graduate students who begin their studies in the fall semester and provides a \$15,000 scholarship, appointment as a graduate teaching assistant, and full tuition waiver during the first year. The second year, the Morris fellow will be appointed as a graduate teaching assistant, provided he or she did well the first year, with a stipend of about \$9000 and a full tuition waiver. The third year, the Morris fellow will be eligible for an internship at the Spencer Museum of Art, which carries a stipend of about \$9000.
2. The Department nominates incoming graduate students with outstanding undergraduate records and strong recommendations for the University Honors and First-Year Fellowships, and the Graduate Minority Opportunity Fellowship. These fellowships are competitive within the entire University. To be considered, all application materials must be received by January 1.

By application:

1. Half-time positions in the slide room.
2. Half-time positions teaching discussion sections.
3. Half-time positions teaching lower-level survey classes.
4. One semester grading or assistantships as funded by the University.
5. Half-time internship positions in the Spencer Museum of Art, selected by the Museum staff.
6. Foreign Language Area Studies grants for those studying Far Eastern languages, administered by the Center for East Asian Studies.
7. Other positions within the University, such as in the Art Library.

By nomination:

9. Sickman Scholarship for studies in Chinese art.
10. Dissertation Fellowship. Nominees for the dissertation fellowship must submit a well-developed dissertation proposal, and must have completed the comprehensive oral examination by the beginning of the fall semester when the fellowship commences.
11. The department also nominates students for several national grants each year, such as the Kress Foundation and National Gallery grants.

Graduate Student Employment Opportunities

After their first year in the program, students become eligible for positions in the department. Ordinarily jobs are available as slide room assistants, discussion group teaching assistants, teaching assistants who have the responsibility for teaching their own class, or research assistants to individual faculty members. Quite regularly, grading positions (either monthly or hourly) also become available.

Slide room assistants assist the slide librarian in all aspects of making slides and maintaining the collection.

Graduate teaching assistants and slide room assistants are required to be full-time Art History graduate students. To fulfill this requirement a student must be enrolled in at least six hours per semester until completion of 18 hours of course work after taking the Ph.D. comprehensive examinations. After the 18 hours of course work are completed, the graduate student must be enrolled in a minimum of one hour of art history per semester (not including summer semester). (Note: full-time status may also be defined as 9 hours enrollment, 6 hours + 50% appointment, 7 hours + 40% appointment, or 8 hours + 30% appointment.

TRAVEL FUNDS

For graduate students, support will be considered for the following types of travel:

1. Art History Travel Fund Dissertation Award for doctoral dissertation research (domestic or international). These grants are subject to the following limitations:

- a. Applicants must have successfully completed all preliminary course requirements and comprehensive examinations, and the dissertation proposal must have been accepted by the faculty.
- b. If research requires use of materials not in the student's native language, evidence of adequate command of the language must be provided.
- c. Requests for research funding must be accompanied by a letter of recommendation from dissertation advisor.
- d. Requests must be accompanied by evidence of a good faith effort to find research funding elsewhere.
- e. Costs will be based on the lowest available rates for air or surface travel.
- f. Travel support in this category per graduate student career may not exceed limits established by the Travel Committee and reviewed periodically.
- g. Travel must be completed and accounted for within eighteen months of the meeting at which the award is approved or an extension must be requested from the Travel Committee.

2. Professional meetings, for delivery of a research paper or the professional equivalent, with the following limitations:

- a. Costs will be based on the lowest available rates for air travel or mileage at current KU rates, whichever is less.
- b. Per diem support may be provided for those presenting papers, for up to three 24-hour periods at current KU rates or an amount fixed annually by the Travel Committee for such purposes.
- c. Such requests must be accompanied by evidence of prior application to the KU Graduate School's travel support programs, if the applicant is eligible for Graduate School support.
- d. Such requests must be endorsed by the student's dissertation advisor or (for pre-doctoral students) the appropriate graduate advisor, to provide assurance that the applicant's progress toward the degree will not be impeded by the proposed work and travel.
- e. To be eligible for such funding, a graduate student must be delivering a research paper related to his or her course of study.
- f. A graduate student will be eligible for funding for not more than two conference papers or special training projects (IV. B. 3)

3. Special training projects or other programs, with the following limitations:

- a. Request must be accompanied by letter of support from art history faculty member(s) in pertinent subject field.
- b. Costs will be based on the lowest available rates for travel by public conveyance or at current KU mileage rates for private vehicle, whichever is less.
- c. No support for tuition or per diem will be provided.

d. A graduate student will be eligible for funding for not more than two special training projects or conference papers or (IV. B. 2)

4. Group travel, with the following limitations:

a. Requests to travel to attend symposia, conferences and exhibitions should be accompanied by endorsement from art history faculty member(s) in pertinent subject areas.

b. Costs will be based on the lowest available rates for travel by public conveyance or mileage at current KU rates, whichever is less.

c. If group travel is by private vehicle, support will be based on at least three students per vehicle.

d. No per diem support will be provided.

5. Professional meetings, in search of employment, with the following limitations:

a. Support is limited to those students who are concluding their resident graduate studies at KU and who have previously scheduled interviews at the conference.

b. Support is limited to travel costs to attend one such conference. No support for subsistence will be provided.

Note: Committee members are available to consult with students, to read preliminary drafts of travel requests, and to offer advice before the application is officially submitted.

V. Application Procedure

Three (3) copies of the application should be submitted to the Office Manager. Applications must be submitted on the form provided by art history department. The application must include: a) a descriptive statement of the proposed travel and its relation to the applicant's research and/or teaching activity; b) the scheduled beginning and duration of the travel; c) a budget, with separate itemization of air or surface travel and per diem expenses, if allowable; d) any other pertinent documents, as noted above (e.g., evidence of applications to other sources for travel support; faculty recommendations).

VI. Expense and Travel Reports

Recipients of awards from the Art History Travel Fund are required to submit receipts for all expenses involved, regardless of the amount of the grant or the expense. Unreceipted expenses cannot be covered or reimbursed. Expense reports should be submitted to the art history department office manager no later than eighty (80) days following conclusion of travel.

Travel must be completed within the academic year for which it was initially requested. (The Art History Travel Fund's year coincides with the KU academic calendar, i.e., beginning August 15.) Other than dissertation research awards, which are valid for eighteen months from the date of award, grants not expended within the year originally requested may be carried forward only with the permission of the Committee. Permission for such extensions must be requested in writing, with explanation of the extenuating circumstances.

A travel diary or daily log (required by KUEA and IRS) and a brief narrative report of the results of travel should be submitted to the Chair of the Art History Travel Committee at the conclusion of travel. No future requests will be considered from an applicant until all expense and travel reports for previous grants are received.

Any publications resulting in whole or in part from these awards should be reported to the Chair of the Art History Travel Committee.

VII. Acknowledgments

Support from the Art History Travel Fund should be acknowledged in any scholarly publications resulting therefrom.

PROCEDURES FOR EVALUATING GRADUATE STUDENT PERFORMANCE

1. The graduate advisors advise all M.A. students each term, review their folders and grades, and discuss with them their program needs. Doctoral students should be advised by their dissertation advisor.
2. The Asian and European & American faculty respectively meet each spring to review all M.A. students. The results of these reviews are communicated to the students during advising sessions.
3. Graduate students are encouraged to talk with faculty members at any time about their program and their progress.
4. Students who are having difficulties are asked to consult with the graduate advisor; if necessary and appropriate, the case will be discussed by the faculty.
5. The M.A. examination becomes the focus of a discussion by the entire faculty of each graduate student taking the examination. This is the major evaluation since it is felt that this is the most vital transition in a graduate student's academic career. The students are informed of the exam results by letter, and are encouraged to discuss their progress with the graduate advisor.
6. When the petition for continuation of graduate studies is submitted, the entire graduate faculty meets to consider the student's petition.
7. When students apply for financial aid or jobs within the department, there is a general discussion among the faculty members of their progress. Again, students are encouraged to speak with the graduate advisor and/or the Department chairperson.
8. When the petition for admission to the Ph.D. program is submitted, the entire graduate faculty meets to consider the student's petition.
9. When dissertation proposals are submitted, they (and student progress) also are reviewed by the entire graduate faculty.

GRADUATE STUDENT GRIEVANCE PROCEDURES

1. Students are expected to consult with the graduate advisor or their Ph.D. advisor at least once each term about their general progress. This is an opportunity for students to discuss problems on an informal basis.
2. The graduate advisor and the Department chairperson are also available at all times to discuss any problem. It is hoped that resolutions can be made before the problem becomes a formal grievance.

3. If grievances cannot be settled in discussions with the graduate advisor and/or chairperson, they may be brought to the entire faculty for discussion.
4. If grievances cannot be settled within the Department, a student may then take his or her grievance to the Dean of the College of Liberal Arts and Sciences.

LOAN DEFERRAL INFORMATION

Questions often arise about enrollment requirements for loan deferral. Decisions about loan deferrals are based on a combination of information from the Financial Aid Office and the Graduate School. Each deferral case is decided individually because individual loans have different criteria. If a student has multiple loans, criteria for each will be different. However, there are some general guidelines to consider. For instance, if a loan has been in repayment at any time, the student subsequently must be enrolled full time.

One of the most commonly asked questions concerns off-campus enrollment and loan deferral requirements. Quite often the Graduate School Office will certify dissertation students who are off-campus as full-time students if they are enrolled in at least two hours. The Graduate School policy is that if a student is far enough away from campus that campus facilities are not used, enrollment in two hours is sufficient for certification for loan deferral. The student should write a letter to the Dean of the Graduate School stating the off-campus status.

If you need loan deferment, be sure to check whether you need to be enrolled full-time or part-time. There is a form available that can be filled out and sent in by Student Records to your lending agency. Full-time enrollment can be certified by 9 hours enrollment, while part-time enrollment can be certified with six hours enrollment. Exceptions will be handled on a case-by-case basis by the Graduate School, which will consider employment in conjunction with enrollment.

RESIDENT FEE CLASSIFICATION

Many graduate students come to K.U. from out of state and pay non-resident tuition fees. After a year's residence in Kansas, it is possible to be classified as a resident, thereby saving a considerable amount in tuition and fees. A summary of the procedure is as follows:

- Q. How can I prove that I am an in-state resident for tuition paying purposes?
- A. Generally, you must be able to show that 1) you have physically resided in Kansas for at least one full year prior to this enrollment, 2) that you rely on in-state sources for your financial support, and 3) that one year ago you took every step you could to establish intent to make Kansas your permanent residence (obtained a Kansas driver's license, automobile registration, voting registration, etc.)
- Q. How do I apply for resident fee status at K.U.?
- A. After reading the regulations, complete the Petition for Resident Classification (available in 122 Strong), have it notarized, and submit it to the Office of the University Registrar. It will be reviewed and you will be notified of the decision. The deadline for submitting petitions is 30 days after the first day of classes for the term; however, an application can be received as early as two months in advance.

ADDITIONAL INFORMATION

For further information on graduate matters, please consult the Graduate School website at: <http://www.ku.edu/~graduate/>, Graduate Advisor or the Graduate School Catalogue.

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