

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.

It is each graduate student's responsibility to know and observe all regulations and procedures relating to the graduate degree program the student is pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the requirements, regulations, procedures, and deadlines. Responsibility for following all policies and meeting all requirements and deadlines of graduate programs and the Graduate School rests with the student.

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.

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.

ENROLLMENT

The normal full-time enrollment for a graduate student is nine credit hours per semester or six hours per summer session. Students are not normally permitted to enroll for more than sixteen hours or more than eight hours in summer session. If a student is a KU employee, the hours of enrollment should be limited accordingly—usually to no more than ten hours for a half-time or six hours for a full-time staff member.

All graduate students enrolled in master's graduate programs must be enrolled the semester they complete the master's degree requirements. Master's students who complete all degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

Nine hours as a full-time student or six hours and a half-time teaching or research appointment at KU are the required number of hours of enrollment for student loads for course work and/or appointments at KU. They also represent full-time graduate student status for degree-seeking students for purposes of

qualifying for fellowship tenure, student loan deferment, and similar certification, and for meeting residence requirements for doctoral degrees.

COURSE CREDIT/TRANSFER CREDIT

Audit: A student may receive permission from an instructor to audit a course, but the audit does not appear on the transcript.

Transfer Credit: Six hours of graduate credit taken at a regionally accredited graduate school may be transferred and applied to a program leading to one of the master's degrees, if the transfer has the approval of the major department and the appropriate school. Eight hours may be transferred if the student holds a baccalaureate degree from KU. Only coursework graded B or higher may be transferred. Consult Graduate Catalog (page 25) for other restrictions at www.ur.ku.edu/Acadpub/gradcat/.

Credit Counted Toward Another Degree: Courses that were counted toward meeting the requirements of a graduate degree, completed either at KU or at another institution, may not be used toward meeting the requirements for an additional advanced degree.

Retroactive Graduate Credit: may not be awarded for course work after a semester has ended or after completion of a distance-learning course.

Non-Degree Seeking Credit: Credits earned as a non-degree seeking students may not be used toward meeting the requirements of an advanced degree.

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 (a modern European language 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.

Time Limits to Complete Degree

Master's degree students are allowed seven years for completion of all degree requirements.

Candidate for Degree

All graduate students enrolled in master's graduate programs must be enrolled the semester they complete the degree.

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. The student must 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. 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 at <http://www.graduate.ku.edu/~etd/>

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 will be 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.

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 also be demonstrated 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 all five committee members for the exam and 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. Before beginning the Written Tests, a student must contact the Office Manager to inquire about room availability for the oral exam. At that time, the student should also give the Office Manager the names and departments of committee members, the beginning and end dates of the written tests, and a request for a conference phone, if needed.

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. A prospective member of the committee from outside the university must have gained appointment as an Ad hoc member of the History of Art Graduate Faculty before appointment to the committee. An ad hoc member of the

committee is not considered an outside committee member.

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.

3. Post-comprehensive Enrollment

After passing the comprehensive oral examination, the candidate must be continuously enrolled, including summer sessions, until all the requirements for the degree are completed, and each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. During this time, until all requirements for the degree are completed (including the filing of the dissertation) or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of six hours a semester and three hours in the summer session. Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester and each summer session until all degree requirements have been met. The number of hours of each enrollment must be determined by the candidate's advisor and must reflect as accurately as possible the candidate's demands on faculty time and university facilities.

Dissertation:

1. Dissertation Committee

After completion of the comprehensive oral and written comprehensive exams, the Ph.D. candidate is ready to begin work on a doctoral dissertation. The first step is to form a committee composed of at least three readers including the dissertation advisor. (Five committee members are appointed for the final oral defense examination.) The final committee is composed of the three dissertation members and two other graduate faculty, at least one of whom should be from outside the department. The outside member represents the Graduate School and must be a regular member of the Graduate Faculty. Before the examination, the Graduate Division provides a list of responsibilities to the Graduate School representative. The Graduate School representative is a voting member of the committee, has full right to participate in the examination, and provides a written report on any unsatisfactory or irregular aspects of the examination to the committee chair, department chair, Graduate Division, and the Graduate School. Except for the Ph.D. advisor, dissertation committee members may be different from those on the comprehensive exam committee. All members of the committee must be chosen from the Graduate Faculty, and the chair must, in addition, be authorized to chair doctoral dissertations. A prospective member of the committee from outside the university must have gained appointment as an Ad hoc member of the History of Art Graduate Faculty before appointment to the committee. An ad hoc member of the committee is not considered an outside committee member.

2. 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.

3. 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.

4. Dissertation Contract:

Letter grades will be based upon a contract to be developed in advance of each 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 judgment. Satisfactory progress as outlined in the contract should be indicated by a grade of A; less satisfactory progress by a grade of B; unsatisfactory progress by a grade of C in the first instance, D in the second consecutive instance, and F in the third consecutive instance. The grade of F on dissertation hours will result in the student's status in the graduate program being reviewed by the graduate faculty.

5. HA 999 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.)

6. 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.

7. 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. Time Limits to Complete Degree—After being admitted to the doctoral program at KU, a student must complete all degree requirements in eight years. In compelling cases where the degree has not been finished, the Graduate Division has the authority to grant a one-year extension on the written advice of the department and dissertation committee. Students who complete the master's degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of ten years to complete both degrees. 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.

8. 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 final dissertation draft by the dissertation committee will generally be followed promptly by the final oral examination. As soon as the committee approves the final draft, the student should contact the Office Manager to inquire about room availability for the defense. At that time, the student should also give the office manager names and departments of committee members, the final dissertation title, and a request for a conference phone, if needed.

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). With the approval of your advisor, it may be possible to schedule a phone-in defense. In this case, the cost of the phone call is the responsibility of the Ph.D. candidate. 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.

The examination is followed promptly by electronic submission of your dissertation with assurance that all degree requirements have been met. For instructions about electronic submission of dissertations, go to <http://www.graduate.ku.edu/~etd/>. Information includes general guidelines for preparing and submitting your dissertation, instructions for formatting your dissertation, instructions for converting your dissertation to PDF, publication requirement: instructions for submitting your dissertation, copyright option, degree requirements to be submitted to the University of Kansas, title page format, title page format to copyright, and acceptance page format.

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. Time Limits to Complete Degree—After being admitted to the doctoral program at KU, a student must complete all degree requirements in eight years. In compelling cases where the degree has not been finished, the Graduate Division has the authority to grant a one-year extension on the written advice of the department and dissertation committee. Students who complete the master's degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of ten years to complete both degrees. 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.

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
2. Satisfactory M.A. exam results
3. All grades turned in*
4. Documentation of continuous enrollment
5. Fulfillment of language requirement
6. Electronic submission of thesis (if applicable)

Ph.D.

1. Application for degree
2. Successful defense of dissertation
3. Electronic submission of dissertation
4. Submission of signed title and acceptance pages
5. All grades turned in*
6. Documentation of continuous enrollment
7. 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.

INTERNATIONAL STUDENTS

Enrollment—All F-1 and J-1 international students are required by U.S. Federal law to pursue a full course of study every fall and spring semester. Generally speaking nine hours is considered full time for graduate students. Students with a 50% Graduate Teaching or Research Assistantship are considered full time with six hours. Once a student has completed his or her post-comprehensive exam, the student must enroll in the number of hours required by the Graduate School. If in less than nine hours (or six hours + 50% assistantship), the student will need to complete paperwork in International Student and Scholar Services (ISSS) to be considered full time for immigration purposes. Enrollment is only required in the summer if it is the student's first or final term. Summer enrollment need not be full time.

Dropping a course/course—All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before dropping below full time.

Withdrawal from the university— All F-1 and J-1 international students must get permission from International Student and Scholar Services (ISSS) before withdrawing from the university.

Change in degree program— F-1 students should always have an I-20 which accurately reflects their degree program (major and level). Any changes will necessitate a new I-20. Likewise all J-1 students should be in possession of a DS-2019 accurately reflecting their current degree program.

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.

By nomination:

1. The Department selects a Morris Family Scholar 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 \$11,500 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 \$11,500. A second new graduate student will receive a one-time \$5000 Morris Family Scholarship.
2. The Graduate School has available a number of fellowship awards to recognize academic accomplishment and to assist meritorious students in the timely completion of their degree programs. The number of fellowships awarded each year depends upon available funds. Applicants for admission to the Graduate School who wish to be considered for these awards must supply the required supporting materials to the proposed major departments. Graduate students interested in fellowships should consult their departmental or program advisors and request that formal nomination be made to the Graduate School. Nominations must be made on standard forms supplied by the Graduate School, accompanied by letters of recommendation, current official transcripts, and, if available, additional evidence of scholastic attainment. Each nominee must prepare a statement describing academic and professional goals and the effect that an award would have in attaining these goals. It is the responsibility of the nominee and department to provide all materials required for evaluation of the nominee's qualifications. Applications must include Graduate Record Examination aptitude test scores. In some cases, scores from other nationally administered standardized tests for graduate admission may be substituted, but only if the program requires this test for admission.
3. The department awards a student each year with the Sickman Asian Art Scholarship, the Excellence in Asian Art Scholarship, the Timothy Mitchell Award, and the Stokstad Award.
4. The department also nominates students for several national grants each year, such as the Kress Foundation and National Gallery grants.

By application:

1. Half-time GRA and hourly positions in the Visual Resources Collection.
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.

Graduate Student Employment Opportunities

After their first year in the program, students become eligible for positions in the department. Ordinarily jobs are available as Visual Resources Collection 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 also become available.

Visual Resources Collection assistants assist the Visual Resources Curator in all aspects of creating images and maintaining the collection.

Graduate teaching assistants and Visual Resources Collection 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

Graduate School Student Travel Funds

Funds are awarded to graduate students for travel to academic conferences and other scholarly activity. Funds are limited and are available strictly on a first come, first serve basis each semester. Each student is limited to one \$400 award per career. Periodically, funds for a second conference are available in the Graduate School. Please check with the Graduate School for the availability of these funds.

Art History Travel Fund

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.

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 or 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. If travel is by public transportation to a distant destination, the group will generally travel together to and from the destination.

d. No per diem support will be provided.

- e. Admission fees to research venues (e.g., museums, historic sites) may be reimbursed.
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).

Applications for general research travel may be submitted at any time, but no less than two weeks prior to the scheduled travel.

VI. Expense and Travel Reports

Recipients of awards from the Art History Travel Fund are required to submit receipts for all expenses for which reimbursement is claimed. Unreceipted expenses cannot be 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.

Student Grievance Procedure

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Graduate School establishes the following procedures to hear the individual grievances of graduate students. A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit and all Graduate Divisions have established grievance policies and procedures. Appeals of a grievance heard at one of these levels is to the Judicial Board. These procedures shall not be used to hear disputes assigned to other hearing bodies under USSR Article VI, Section 4.

The Graduate School has established a set of guidelines for petitions from graduate students that fall in into certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of the Graduate School:

1. Cases involving the Graduate Divisions of two or more schools or colleges;
2. Cases involving the interpretation of Graduate School policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6.4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure. The Graduate School shall provide a copy of this procedure to anyone who requests it.

1. The Standing Committee on Graduate School Fellowships, Scholarships, and Student Affairs is charged to “establish policies governing the handling of individual grievances of graduate students brought to the attention of the Graduate School and to carry out or delegate the investigation of individual grievances presented to the Graduate School,” and to “make and report final recommendations to the Dean of the Graduate School with respect to individual grievances.” Since the committee has the responsibility to adjudicate and hence to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. It is appropriate, however, for the Graduate School office, in its administrative capacity, to look into complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. Before pursuing formal grievance procedures, a grievant should ordinarily attempt to resolve the matter informally through direct or indirect consultation with the other party, through discussions with supervisory personnel or through informal mediation. If the problem is not solved in this fashion, the Dean shall refer the complainant to the committee or, if appropriate, to another appropriate unit charged with jurisdiction to resolve the dispute. If it is referred to the committee, the Graduate School office shall make available to the committee what it has learned that bears on the complaint. This shall not be construed, however, to deny the right of a student to file a complaint directly with the committee.
2. To start the grievance process, the complainant must submit a written grievance to the Graduate School. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
3. At the time the complaint is submitted to the Graduate School, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
4. Upon receipt of the complaint, the Graduate School shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
5. Pursuant to University Senate Code 14.2.c, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
6. The respondent shall submit a written response to the Graduate School within 14 calendar days of receiving the complaint. The response shall contain the respondent’s statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.

7. Upon receipt of the response, the Graduate School shall contact the complaining party to verify that a copy of the response has been provided.
8. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Graduate School shall appoint a committee to consider the complaint. Normally, a complaint shall be heard by a subcommittee of three, appointed by the chairperson of the Standing Committee on Graduate School Fellowships, Scholarships and Student Affairs from among the members of the committee. However, the complainant may request a hearing before the full committee. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint. In the summer, if the complainant requests a hearing before the full committee he or she must waive the right to timely hearing (see 11 below) and a hearing date will be scheduled early in the fall.
9. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
10. Time limits. To use this procedure, the complainant must file the written complaint with the Graduate School within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).
11. Upon receiving the complaint, if the chair of the committee determines that if any of the following grounds exist, he or she may recommend to the Dean that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Graduate School lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
12. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the Graduate School. The Dean will send a copy of the referral to the complainant(s) and any responding parties.
13. If not previously attempted, prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.
14. If mediation is successful, the mediator will forward to Dean, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Dean. The Dean will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.
15. If mediation is not successful, the mediator will notify the Dean, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
16. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.

17. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
18. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
19. Witnesses other than parties shall leave the hearing room when they are not testifying.
20. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
21. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
22. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
23. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
24. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Dean. The committee shall base its recommendations solely upon the information presented at the hearing.
25. The committee will send its written recommendation to the Dean and the parties as soon possible and no later than 14 calendar days after the end of the hearing.
26. Within 14 calendar days of receiving the committee recommendation, the Dean will notify the parties of the acceptance, modification, or rejection of the recommendation. The Dean will advise the parties of the procedure available to appeal the decision.

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