

GRADUATE STUDENT HANDBOOK

**Kress Foundation Department of Art History
The University of Kansas
(Revised: November 6, 2009)**

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 Office of Research and Graduate Studies (herein Graduate Studies). 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. 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, procedures for evaluating graduate student performance, and student grievance procedures.

If a question is not answered here, or if clarification or further explanation is needed, students should see the graduate director appropriate to their area of study (European & American art or East Asian art), the department chair, or their Ph.D. advisor. (Throughout this handbook "appropriate Graduate Director" means the Graduate Director for European & American Art or the Graduate Director for East Asian Art according to the student's area of enrollment.)

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 Graduate Studies rests with the student.

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 in the fall or spring or more than eight hours in the summer. All graduate students must be enrolled the semester they complete their degree requirements.

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.

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 approval of the appropriate Graduate Director. Students are advised individually, normally by the appropriate Graduate Director, to determine their program.

Six hours of graduate credit taken at a regionally accredited graduate school may be transferred and applied to the M.A. degree, if the transfer has the approval of the appropriate Graduate Director and the College Graduate Division. Eight hours may be transferred if the student holds a baccalaureate degree from KU. Only coursework graded B or higher may be transferred. Courses that were counted toward meeting the requirements of another graduate degree completed either at KU or at another institution may not be used toward meeting the 30 hours for the M.A. degree. Only credit hours earned while a student has status as a degree-seeking graduate student can be counted towards the 30 hours; no hours earned as a non-degree seeking student or undergraduate student can be counted towards the 30 hours.

M.A. students in European & American art 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 Director for European & American Art to satisfy the East Asian/African requirement.

M.A. students in East Asian art 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 Director for East Asian Art 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.

Time Limits to Complete Master's 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, Graduate Studies, on recommendation of the appropriate Graduate Director, shall have authority to grant the one-year extension. A leave of absence is not an option in the M.A. program.

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 that 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 examination tests a comprehensive knowledge of art history rather than 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.

1. Timing of the M.A. Examination

The M.A. examination is offered twice a year: in August and January normally on the Monday and Tuesday prior to the beginning of classes. There are two options of when a student may take the examination: (1) at the beginning of the semester during which all other requirements (30 credit hours of coursework and, if the student is writing one, the thesis) will be completed; or (2) at the beginning of the semester following the completion of these other requirements. The examination may not be taken earlier. Students taking the examination in August must be enrolled for at least one hour of coursework during the preceding summer term or fall semester about to begin; students taking it in January must be enrolled for at least one hour of coursework during the preceding fall or spring semester about to begin.

2. 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 images of 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. Images 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.

3. 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 being dropped from the program.

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. East 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.

PETITION FOR CONTINUATION OF GRADUATE STUDIES

After passing the M.A. 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.

Preparing a Doctoral Program of Study Petition

Students in the Ph.D. program are expected to present to the graduate faculty, for their approval, a Doctoral Program of Study petition by the end of their third semester. The status of students who fail to do so after three semesters will be evaluated at the beginning of each semester. Those who cannot justify a delay may be dropped from the program.

In the Doctoral Program of Study petition, the student identifies the faculty member who will be his or her advisor for the major field (hereafter referred to as the "major Ph.D. advisor" or "major advisor") and two other graduate faculty members, representing two minor fields. Normally, advisors for the major field and at least one minor field hold appointments in art history. In consultation with the major advisor, the student 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 student will define the two minor fields, one of which may appropriately be outside the department. Specific course work within the two minor fields is devised with the respective minor advisors, under the overall supervision of the major advisor. The Doctoral Program of Study petition also identifies the research skills the student will present to satisfy Graduate Studies requirement.

In consultation with the major Ph.D. advisor, the graduate faculty makes the final determination regarding the student's program. If approved, the student's program will be overseen by the major advisor and guided by his or her committee.

Residence

There is no specific number of credit hours required for the Ph.D. However, 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. After the M.A., two semesters, which may include one summer session, must be spent in residence (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 Graduate Studies' requirement for demonstrated proficiency in two research skills, Ph.D. candidates shall, prior to admission to the comprehensive examinations, demonstrate knowledge of two foreign languages relevant to the student's research interest(s). For students in European or American art the two languages are customarily modern European ones; for students in East Asian art, 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 Ph.D. is normally the one that met the M.A. language requirement. (Students who enter the KU Ph.D. program with an M.A. from elsewhere may use that M.A. degree's language certification to meet this language requirement by providing appropriate written evidence to the appropriate Graduate Director during the first semester of KU enrollment.)

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 (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.

In exceptional cases, a Ph.D. candidate may satisfy the Graduate Studies requirement for two research skills by demonstrating (1) knowledge of one foreign language and (2) 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

The General Comprehensive Examination consists of two parts: the Departmental Written Tests and the comprehensive Oral Examination.

In the process of preparing the Doctoral Program of Study petition, 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. Program of Study at a level satisfactory to the department and has met all other requirements of the department and University Graduate Studies (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 at least two additional examiners, 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 Doctoral Program of Study petition. 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 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.

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.

The Ph.D. Dissertation

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. All members of the dissertation 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 dissertation 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.

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, and should be no more than five pages long (double spaced, 12 pt. type, 1 in. borders). The proposal should be approved 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.

Progress on the Dissertation: HA 999 Permission Numbers and Grades

Each semester the dissertation student must enroll in at least one hour of HA 999. Enrollment in HA 999 requires a permission number that can be obtained only from the dissertation advisor (said numbers are not dispensed by the department's office manager). Dissertation advisors will provide permission numbers only after a contract has been agreed upon between the student and the advisor. A contract must be developed in advance of each semester, including summer sessions, between the student and the advisor. These contracts will indicate the progress the student expects to make during the term. Specific plans for each student will vary. For example, one student 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.

Hours taken for HA 999 will receive letter grades each term (A, B, C, etc.); a grade of "P" (passing) or "I" (Incomplete) will not be provided. In assigning grades 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.

Each dissertation is to be completed within time limits specified by Graduate Studies. 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.

Memorandum with Submission of Dissertation Chapter Drafts

Drafts of dissertation chapters submitted to readers 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 memo follows in Appendix 1 of this document.) 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 students can take a lead role in keeping track of their research project and its progress.

Approval of Chapters and the Final Draft

Dissertation 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. When the completed dissertation has been accepted by the dissertation committee in final draft form, and all other degree requirements have been satisfied, the student schedules the Final Oral Examination, which serves as the dissertation defense.

The Final Oral Examination

In order to schedule the Final Oral Examination, the student should do the following:

1. Submit an application for degree on "Enroll and Pay." The College graduate student calendar with deadlines may be found on the "Information for Graduate Students" page of the College of Liberal Arts and Sciences website: <http://www2.ku.edu/~clas/students/gradschedule0809.shtml>
2. At least three weeks before the student's defense date, provide the Art History department Office Manager the following information so that the exam may be officially scheduled:
 - The date and time of the defense. Reserve a room(s) with the Office Manager. If the defense will take place via conference call, inform the Office Manager so that preparations can be made in advance.
 - If the defense will take place via conference call, inform the Office Manager so that preparations can be made in advance.
 - The names and departments of the five members of the dissertation committee. [Note: If any of these committee members are not members of the KU graduate faculty, inform the Office Manager as soon as possible, but no less than three weeks in advance, so that they can be appointed as ad hoc members of the History of Art graduate faculty.]
 - The final title of the student's dissertation.

The final oral examination of the dissertation is the culmination of the Ph.D. program. Five committee members are appointed for the final oral examination. The final committee is composed of the three dissertation members and two other graduate faculty members, at least one of whom should be from outside the department. The outside member represents Graduate Studies and must be a regular

member of the Graduate Faculty. Before the examination, Graduate Studies provides a list of responsibilities to the Graduate Studies representative. The Graduate Studies 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, College Graduate Division, and Graduate Studies. Except for the Ph.D. advisor, dissertation committee members may be different from those on the comprehensive exam committee. Approval of the final dissertation draft by the dissertation committee will generally be followed promptly by the final oral examination.

The final oral examination, which is open to interested members of the university community, generally begins with a brief talk that summarizes the dissertation and is usually illustrated by images provided by the candidate, followed by questions from the committee members. (The event generally lasts two hours or less.) With the approval of the advisor, it may be possible to schedule a phone-in defense. In such cases, the call will begin with summary comments about the dissertation by the candidate, who will bear the cost of the phone call. 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 Graduate Studies as well as by the department.

Electronic Submission of Approved Dissertation

The final oral examination is followed promptly by electronic submission of the dissertation by the student with assurance that all degree requirements have been met. Instructions about electronic submission of dissertations are available at <http://www.graduate.ku.edu/~etd/>. Information includes general guidelines for preparing and submitting your dissertation, instructions for formatting the dissertation, instructions for converting the dissertation to PDF, publication requirements, 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. Degree

Students entering the Ph.D. program with an M.A. from KU are allowed a **total** of ten years of enrollment to complete both degrees (i.e., from the beginning of the M.A. to the completion of the Ph.D.).

Furthermore, all students must complete all Ph.D.-degree requirements within eight years of enrollment in the KU Ph.D. program. For students entering the Ph.D. program with an M.A. from KU, the eight-year clock begins with the first semester of enrollment following completion of the M.A. requirements. For students entering the Ph.D. program with an M.A. from elsewhere, the eight-year clock begins with the first semester of enrollment at KU. (Note that in both cases the eight-year-limit begins prior to faculty approval of a student's Doctoral Program of Study Petition.)

In compelling cases where the Ph.D. degree has not been finished within these limits, the College Graduate Division has the authority to grant a one-year extension in response to a student's petition and the supporting, written advice of the dissertation advisor and the appropriate Graduate Advisor. Advisors are unlikely to recommend extensions for a student who has not made satisfactory progress on the dissertation as recorded by grades for HA 999 (see #3 above), nor is the university likely to approve such extensions. It may be necessary for a student to revalidate or retake the Ph.D. Comprehensive Oral Examination if it was taken more than five years before an extension of time request.

A Ph.D. 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. Students whose progress, especially at the dissertation level, is significantly slowed or halted for such reasons are strongly encouraged to petition for

a leave of absence. A leave of absence will help a student conserve the limited period of allowed Ph.D. enrollment.

A Ph.D. student who fails to enroll for five consecutive years will be disenrolled from the program and the University. In order to continue with the Ph.D. degree, he or she must apply (and be accepted) for readmission to the department and to Graduate Studies.

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 Graduate Studies 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 nomination or application.

By nomination (as a rule, only the first and second of these are available for entering students):

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 Scholar 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 Scholar 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. Graduate Studies 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 Graduate Studies 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 Graduate Studies. Nominations must be made on standard forms supplied by Graduate Studies, 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.

TRAVEL FUNDS

Graduate Studies 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 Graduate Studies. Please check with Graduate Studies for the availability of these funds.

Art History Travel Fund

The art history travel fund considers applications from art history graduate students to support travel for dissertation research (domestic or international); travel to professional meetings for delivery of a research paper or the professional equivalent; travel to professional meetings for job interviews; travel to special training projects and other programs; and group travel. Full details, including limitations, regarding Art History Travel Fund support of graduate student travel can be found at the department Web site.

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 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 Studies 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 Studies Fellowships, Scholarships, and Student Affairs is charged to “establish policies governing the handling of individual grievances of graduate students brought to the attention of Graduate Studies and to carry out or delegate the investigation of individual grievances presented to Graduate Studies,” and to “make and report final recommendations to the Dean of Graduate Studies 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 Studies 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 Studies 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 Graduate Studies. 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 Graduate Studies, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).

4. Upon receipt of the complaint, Graduate Studies 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 Graduate Studies 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, Graduate Studies 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, Graduate Studies 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 Studies 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 Graduate Studies 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) Graduate Studies 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 Studies. 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.

* * *

Appendix 1: Sample covering memo for submission of draft dissertation chapters

Sample 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?

Best,

Your student.