

**Graduate Program Handbook
Art History
School of Art
University of Arizona
2016/17**

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THE PROGRAM

The Art History Graduate Program at the University of Arizona, leading to the Master of Art or Doctor of Philosophy degrees in Art History, provides a broad based and methodologically critical foundation essential to pursuing a career in Art History, whether in a university or museum setting. The Art History faculty offers a broad range of specialties, theoretical approaches, and methodologies. Students are encouraged to develop diverse critical methods and originality of thought as well as a thorough knowledge of the history of art. Graduate students may take advantage of course offerings in related departments such as Architectural History, History, Classics, Anthropology, Gender & Women's Studies, Latin American Studies and English, among others. In addition, they may participate in the activities of the African-American Studies Program, the American Indian Studies Program, the Southwest Institute for Research on Women, the University of Arizona Medieval, Renaissance, and Reformation Committee, and the Group for Early Modern Studies Graduate Certificate Program.

THE FACILITIES

Art History students will find excellent library facilities available at the University of Arizona. The Main Library contains an art book collection consisting of approximately 120,000 volumes and 200 current art journal subscriptions in an overall library collection of approximately 7 million titles. Supporting collections include extensive holdings in facsimile editions and original rare books and manuscripts in Special Collections. The computerized library catalog is on-line. New data bases and services are added continually to the extremely user friendly, state-of-the-art system, including internal and external subject searches, access to the catalogs of other university libraries and to a wide range of data bases, and to new computerized research tools on a world-wide basis, including Worldcat. An efficient Interlibrary Loan Department makes available materials not in the libraries of the University of Arizona from other national and international collections.

In addition, students can take advantage of the Science and Architecture Libraries, the latter of which houses 50,000 titles and 120 periodicals concerning architectural design, history and theory, graphic communication, and building technology. The Center for Creative Photography houses works by over 100 famous twentieth-century photographers in its internationally known archival collection of photographs. The Southwest Folklore Center houses tapes and manuscript archives of Southwest music and folklore. The Arizona State Museum, in the center of campus, specializes in prehistoric, prehispanic, and recent Indian cultures of the Southwest and includes the Pal Kelemen Spanish Colonial Art Collection. Its 30,000 volume library specializes in the archaeology and ethnology of the Southwest. The School of Art Visual Resource Center has a growing digital library of approximately 60,000 images and is in the process of digitizing over 200,000 slides. The University of Arizona Museum of Art, located next door to the School of Art, offers special opportunities for graduate work, including the Samuel H. Kress Collection of 14th to 19th-century European art; the Charles Leonard Pfeiffer Collection of more than 100 contemporary American paintings; the Edward Joseph Gallagher III Memorial Collection of contemporary American paintings and European, Latin American, and Oriental objects of art; and an outstanding prints and drawings collection containing works ranging from the late medieval to the contemporary. Temporary exhibitions focus on contemporary international, national, and regional artists.

FACULTY

Kate Palmer Albers, Associate Professor
Art Building Room 292, phone 520-626-4865, kpalbers@email.arizona.edu
Ph.D., Boston University
History and Theory of Photography, Contemporary Art

Larry Busbea, Associate Professor
Art Building Room 286, phone 520-626-3053, Lbusbea@email.arizona.edu
Ph.D., Graduate Center, City University of New York
Modern/Contemporary
Research: Neo-Avantgarde Art, Architecture and Design 1955-1975 (Europe and US)

Pia Cuneo, Professor
Art Building Room 282, phone 520-626-4869, pfcuneo@email.arizona.edu
Ph.D., Northwestern University
Northern and Southern Renaissance Art
Research: Renaissance Art and Structures of Power; Early Modern Hippology

Paul Eli Ivey, Professor
Art Building Room 290, phone 520-621-1205, pivey@email.arizona.edu
Ph.D., State University of New York, Binghamton
Modern and Contemporary Art
Research: American Architecture and Religion; Utopia studies

Sarah J. Moore, Professor
Art Building Room 280, phone 520-621-9330, sjm@email.arizona.edu
Ph.D., City University of New York Graduate Center
American Art History and Modern European Art History
Research: Feminist Issues in American Art; Nationalism and Internationalism in American Art

Julie-Ann Plax, Professor
Art Building Room 294, phone 520-626-4864, jplax@email.arizona.edu
Ph.D., University of Missouri, Columbus
17th- and 18th-Century European Art
Research: Rococo Painting and Cultural Production

Irene Bald Romano, Professor
Department of Art History, School of Anthropology, Curator of Mediterranean Archaeology, Arizona State Museum
Affiliated Faculty, Classics Department, Affiliated Faculty, Religious Studies Program
Arizona State Museum 520-626-1377 ireneromano@email.arizona.edu
Ph.D., University of Pennsylvania
Classical Archaeology
Research: Classical Art and Archaeology; Museum Studies

Stacie Widdifield, Professor
Art Building Room 288, phone 520-621-9705, staciew@email.arizona.edu
Ph.D., University of California, Los Angeles
Prehispanic through Modern Mexican Art
Research: Gender, History and Nationalism in Mexican Art; 19th-Century European Art

AFFILIATE FACULTY AND PROFESSIONALS

Eleni Hasaki, Assistant Professor of Classics and Art History
Learning Services Building 209, phone 520-626-1398, hasakie@email.arizona.edu
Ph.D., University of Athens
Greek Art and Archaeology

Amy Newhall, Senior Lecturer, Near Eastern Studies
Louise Foucar Marshall Building 440, phone 520-621-5850, newhall@email.arizona.edu
Ph.D., Harvard University
Middle Eastern and Islamic Art
Research: Islamic Architecture and Archaeology; Mediterranean Cities; Episodes in Cross-Cultural Encounters; Islamic Spain

David Soren, Regents Professor of Classics and Art History
Learning Services Building 211, phone 520-621-5013, soren@email.arizona.edu
Ph.D., Harvard University
Roman Art and Archaeology
Research: Roman Imperial Art in Italy, Tunisia, and Cyprus; Italian Archaeology; History of the Cinema

Becky Senf, Curator Center for Creative Photography
Ph.D., Boston University
History of Photography
Research: Twentieth-Century Photography
Center for Creative Photography, senfb@ccp.library.arizona.edu

Kimberly Mast, Director, Visual Resources Center, School of Art
Art Building 247, phone 520-626-0540, kmast@email.arizona.edu

STUDENT ASSOCIATIONS

The Art History Graduate Student Association (AHGSA) is an active organization that meets regularly to address issues of concern to the graduate students. The principal activity of AHGSA is to organize the Art History Graduate Symposium that has taken place each spring since 1990. This highly successful event forms an essential part of the professional development of Art History graduate students at the University of Arizona. The symposium is open to graduates from across the country and Canada. UA Art History graduate students choose a theme, send out a call for papers, select speakers, and moderate and comment on sessions. Other activities of the group include meetings with faculty to discuss articles and issues of critical concern to the discipline; dissemination of funding, research, and presentation opportunities; and general representation of student needs, careers, and interests within the discipline, and as part of the University community. AHGSA is an officially recognized unit of student government on campus and, as such, is eligible for University funding in addition to its own successful efforts in this regard. AHGSA has a full slate of officers as well as a student delegate to faculty meetings. Please see the AHGSA website for more information: <http://www.cfa.arizona.edu/ahgsa/>

FINANCIAL ASSISTANCE

Several types of financial assistance are available to full time graduate students:

1. Graduate Teaching Associate/Assistantships -.25 GTA's are the lead instructors for courses without breakout sections, lead breakout sections for larger classes or grade 75 to 100 students in large courses without breakout sections. A .25 FTE Graduate Assistantship is also available in the Visual Resources Center. These Assistantships carry half tuition waivers, waived out-of-state fees, and stipends (check with Graduate Program Coordinator for current amounts). These also include University health insurance coverage.

Graduate Associate/Assistantships are awarded by the faculty and are based on merit. Students should have passed the language exam in order to qualify for an Assistantship. Graduate Assistants must maintain a 3.0 grade point average and be enrolled for a minimum of 6 hours. First-time TAs must complete the Teaching Assistant Training Online (TATO) administered by the Graduate College. Grad Assistant positions vary each year according to the schedule of classes.

For more info on University requirements, see: <http://grad.arizona.edu/funding/ga>

2. Graduate Tuition Scholarships – These are partial fee waivers (not cash) applied to your University account.
3. School of Art Scholarships - These competitive scholarships vary, so check every year with the Graduate Program Coordinator to see what is available.
4. Thesis and Dissertation Tuition Scholarships: <http://grad.arizona.edu/financial-resources/ua-resources/meritorious-awards/td-tuition-scholarship>

5. Miscellaneous Other Awards - The Center for Creative Photography awards one Ansel Adams Fellowship each year and has positions available for student workers. Grants are sometimes available for underrepresented minorities through the Graduate College and the African-American Student Association. Additional financial aid information is available through the Financial Aid Office in the Administration Building.

SUBJECT AREAS

The course requirements are designed to provide the student with the opportunity to develop a depth of knowledge in a major field, while also acquiring a breadth of knowledge about the history of art in general. MA students are strongly encouraged to take a range of courses from several different professors. The major field should be chosen with the assistance of the major advisor. Some of the criteria for limiting the major area might include geographic, chronological, medium, or methodological considerations. Courses are available in the Art History Division, as well as in other departments on campus.

Within Art History

American
Architectural History
Contemporary Art and Theory
Design History
Greek and Roman
Mexico
Modern
Museum Studies (Certificate Program)
Photography
Renaissance
19th Century

Courses in Other Departments

Islamic
Native American

GUIDANCE AND MENTORING

GRADUATE ADVISING AND ASSISTANCE

The Art History Graduate Advisor is a faculty member available for the general counsel of all graduate students and will advise incoming Master's students until they have selected a major faculty advisor (see below). After selecting a major faculty advisor, the student should work closely especially with her/his major advisor. The Graduate Program Coordinator and the Business Manager (staff positions) are also available to assist students with technical and/or financial questions.

EDUCATIONAL TECHNOLOGY COORDINATORS

Students may consult with the Ed Tech Coordinators about teaching strategies and the incorporation of technology into instructional activities.

MAJOR ADVISOR

M.A. students must select a major area of concentration by the end of the first year. Students should solicit the agreement of a faculty member to direct the thesis or orals examination, and henceforth should discuss all academic decisions with the major advisor. Ph.D. students will enter the program only with the prior acceptance of a dissertation advisor.

ANNUAL REVIEWS

The annual review takes place at the start of every spring semester, and is scheduled by the Art History Graduate Advisor. During the annual review, students meet with the full Art History faculty. At least one week prior to the review, each graduate student will submit an Art History Annual Report (available on the School of Art website) to the Art History Graduate Advisor, his/her major advisor and the Graduate Program Coordinator. The review allows both the faculty and the student to clarify any questions and to solve any problems in the student's program.

LANGUAGE REQUIREMENTS

Reading knowledge of foreign languages is essential to independent research and to the successful completion of the Master's thesis and Ph.D. dissertation. Students should be ready to take their foreign language examination at the end of their first semester of graduate study. If a student should fail this first examination, s/he must take the examination again at the end of the second semester. Typically, no Teaching Assistant position will be given to a student who has failed to meet the language requirement, nor will the student be able to take the oral exam or register for thesis credits. Students must choose a language that is pertinent to their area of graduate research with the approval of their major advisor and the faculty. The requirement can only be met by passing the two-hour departmental examination, which consists of translating a foreign scholarly text into idiomatic English with the aid of a dictionary. Foreign language examinations are offered at the beginning and end of each semester. Faculty language advisors will administer and grade departmental examinations by pass or fail. Students for whom English is a second language may be excused from this requirement or may be given an extended time to satisfy this requirement on request.

At the Ph.D. level, competence in a second foreign language is required, with the same rules concerning timetable for passing the examination being applicable.

GRADES

Students must receive a B or better in graduate courses in order for these courses to count toward completion of the degree. If a student receives a C, the course will count for credit and be factored into the overall GPA, but it cannot be used to fulfill any requirements in the student's plan of study. In the event of a grade of C, the student is also required to meet with her/his major advisor, the art history graduate advisor, and the division chair to discuss her/his performance. If at any time during the student's course of study, s/he receives a second grade of C, the student will not be allowed to continue in the program.

Incompletes will only be granted in the case of documented medical emergency. Should such an instance occur, the student must file a "Report of Incomplete Grade" with the professor in question as well as the major advisor, grad advisor, and division chair. Oral examinations, at both M.A. and Ph.D. levels, may not be taken until all incomplete coursework has been completed.

MUSEUM EXPERIENCE

Internships are available at the University of Arizona Museum of Art, the Tucson Museum of Art, the Center for Creative Photography, the Arizona Historical Society, and elsewhere in Tucson for those who plan to pursue a museum career. In order to receive graduate credit for an internship, the student must have an Art History faculty advisor. Internship credits count towards completion of the Museum Studies Certificate Program, but do not count to fulfill requirements for the MA or PhD course of study.

PROFESSIONAL DEVELOPMENT

A major strength of the graduate program in Art History at the University of Arizona is its emphasis on the students' development as professionals in the field of Art History, as well as in their growth as scholars. Toward that end, the faculty

expects the active participation of all students in opportunities that provide practical experience and lead to the development of students' CVs. The most important of these opportunities is the annual graduate symposium organized by the Art History Graduate Student Association. This was one of the first symposia in the country run exclusively by graduate students, and the experiences it provides are essential to students' growth as art history professionals, whether one chooses to work in academia or in a museum environment. Students are encouraged to submit their original work for consideration to national symposia and conferences. Before participating in a public forum, students have the opportunity to go through a trial run at the Art History Brown Bag Colloquium Series. The Brown Bags are informal talks given by faculty and graduate students in Art History, in which scholars present their research for the critical review of their peers. Periodically during the year, the faculty invites specialists in their areas of research to give public lectures at the University of Arizona and private seminars to the Art History graduate students. Attendance is expected at these exceptional opportunities to learn from (and network with) internationally recognized scholars. In addition, the Jane Welch Williams Award recognizes excellence in graduate work. Students submit a scholarly paper to this annual competition, the best of which is chosen to be presented as a talk at the University of Arizona Museum of Art.

ADMISSIONS

MASTER'S PREREQUISITES:

Applicants to the M.A. program should have taken at least four upper division Art History courses (12 units) with a Grade Point Average of 3.5 or better. While students may be admitted without these courses, they will be required to complete any deficiencies before graduate courses count toward the Master's Degree.

PHD PREREQUISITES:

Applicants should have an M.A. in Art History or a graduate degree in another discipline approved by the Art History faculty. All students must have a Master's degree from a recognized institution before applying to the Ph.D. program. Applicants with an M.A. outside Art History may be admitted to the program, but they will be required to take the methodologies course (511A or 511B) and three graduate level courses in Art History (a total of 12 units) that will not count as coursework for the Ph.D. degree. Applicants currently enrolled in an M.A. program should include their M.A. thesis proposal and a statement that they expect to have completed the Master's degree by August of the academic year in which they would begin the Ph.D. program. The letter of recommendation from the M.A. advisor should also make reference to the expected date of completion of the M.A.

APPLICATION DUE DATES:

For Spring admission: September 15

For Fall admission: January 10

TO APPLY:

Complete the Graduate College application on-line at <https://apply.grad.arizona.edu/>. We do not accept paper applications. The on-line application allows you to save changes and return to your application as often as you like. In the application, you will be asked to submit:

- Please combine the following items into a single document (maximum file size: 5 MB) in the order shown below:
 - Statement of Purpose
 - Resume/Curriculum Vitae
 - Writing or Research Sample (Maximum of 10 pages for MA applicants)
- All Official Transcripts (must have a minimum 3.0 GPA for last 60 units)
- Three letters of reference from academic sources. You will need to provide contact information for three references. The system will generate *Request for Recommendation* emails to send to your referees. Referees can either attach their letters of recommendation directly onto your application or mail their letters to:

Graduate Program
School of Art
P.O. Box 210002
Tucson, AZ 85721

- **MA Only - GRE scores.** Please request that ETS send official notification of your GRE scores to the Graduate College. The institutional code for the University of Arizona is 4832. The Art History division only looks at Verbal and Analytical scores. PhD students are not required to submit GRE scores.

If you have any questions about the application process please contact the School of Art Graduate Program Coordinator at (520)621-8518 or email mbartel@email.arizona.edu.

GRADUATE REQUIREMENTS FOR THE MASTER'S DEGREE

COURSE REQUIREMENTS

A minimum of 30 units are required to complete the Master of Arts degree in Art History (ten courses at three units each). Students must maintain continuous registration while completing the MA degree requirements. Students are expected to take three courses each semester the first year and two courses each semester the second year (when acting as a teaching assistant). More than one class can be taken outside the department with the approval of major advisor.

- 4 ARH courses in major field. One of these courses may be taken in a substantially different discipline, outside the School of Art.
- 4 electives in art history to provide breadth
- 1 Methods seminar (ARH 511A or ARH 511B)
- Students must be enrolled for 3 units of ARH 909 during the semester in which the oral exam is taken or ARH 910 in the semester the thesis is completed.
- At least 3 seminars in the coursework in addition to Methods are required.

Additional Credits (these do not count towards your 30 credits):

Internships: You may choose to participate in internships for which you may receive credit, but these credits will not count towards your degree, with the exception of the Museum Studies Certificate. Use the "Graduate Internship Contract" form available on the School of Art website to register.

PROGRESS THROUGH THE MA PROGRAM:

Students enrolled in a graduate degree program at the University of Arizona are required to demonstrate Satisfactory Academic Progress toward degree completion. This includes maintaining a minimum 3.00 grade-point average, and completing requirements in a timely manner. Below we detail an ideal schedule that meets the requirements for Satisfactory Academic Progress. Of course, this schedule is subject to modification, but can serve as a good outline for timely completion of the degree. See the Grad College website for more detailed information about benchmarks, paperwork, etc.

NOTE for Teaching Assistants (TAs): If you are appointed by the grad advisor to be a teaching assistant, proceed to the Graduate Program Coordinator for paperwork. Always keep copies of paperwork for your own records. You will be required to take 6 units a semester of graduate coursework when you are a Graduate Assistant.

First Year

First Semester:

- Pass Methods course.
- Get copy of "Art History MA Annual Report" from the School of Art website and fill out as much as possible. You will need to update this every semester.
- Pass foreign language exam (Ideally, no assistantship is available until this is passed)

Second Semester:

- Graduate Review will be scheduled very early in the semester. Complete your “Art History MA Annual Report” in consultation with your advisor and submit it prior to the annual review.
- Identify major advisor
- Foreign language exam should be passed by the end of the second semester.
- Submit “Master’s/Specialist Plan of Study,” available on UAccess Student Center in Grad Path Forms.

Second year

First Semester:

- Identify the Option you will be pursuing
- (Option A Only) Identify master’s thesis topic based on seminar research
- Identify other two members of thesis or oral exam committee

Second Semester:

- Graduate Review will be scheduled very early in the semester. Complete your “Art History MA Annual Report” in consultation with your advisor and submit it prior to the annual review.
- (Option A) Write MA thesis. Finish MA thesis, check graduate college website for information on electronic submission of thesis for correct format and deadline for submissions (optional). Student must provide bound copy for the Visual Resource Center, and 1 unbound copy for the major advisor.
- (Option B) Pass oral exam.
- Must be registered for ARH 910 or ARH 909 in the semester you complete the thesis or oral exam. Register using the “Graduate Independent Coursework Form” available on the School of Art website.
- Submit “Master’s Completion of Degree Requirements” form, available on the School of Art website. Have MA committee sign once all requirements have been met and return to Graduate Program Coordinator.

GRADPATH FORMS

The Graduate College has a series of forms that all degree seeking graduate students are required to complete in order to graduate. These forms are all available through GradPath on UAccess Student Center. To find GradPath go to UAccess Student Center (uaccess.arizona.edu). Under the Academics section, in the drop down menu, select “GradPath Forms.”

Below is the list of forms available on GradPath.

Responsible Conduct of Research Statement – Must complete before any other forms will become available. Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.

Plan of Study –Complete in 2nd Semester

Master’s/Specialist Committee Appointment Form –Complete in 3rd Semester

Master’s/Specialist Completion Confirmation – Form completed by Graduate College after you’ve submitted your Completion of Degree Requirements form to the Grad Program Coordinator in your last semester

Transfer Credit Form – Only need to complete if transferring coursework from another institution. If transferring coursework, must complete before Plan of Study

TRANSFERRED COURSEWORK

At the Master’s level, students can transfer a maximum of two courses (6 units) with a grade of B or higher from another graduate program outside the University of Arizona, or a maximum of four courses (12 units) earned at the University of Arizona under Non- Degree Graduate status with the approval of the major advisor and the Graduate College. Coursework must be approved by the major advisor and Graduate College. To transfer coursework, complete the Transfer Credit Form through GradPath Forms.

FOREIGN LANGUAGE REQUIREMENT

All students must take a two hour departmental exam based on translation of a scholarly text with the aid of a dictionary. The language must be pertinent to the study of the major area (with approval of graduate or major advisor): German,

French, Spanish, and Italian. The exam should be completed by the end of the second semester and is required for a TAsip. The exam is offered at the beginning and end of each semester, proctored by the Graduate Program Coordinator.

GRADUATE COMMITTEE

University policy requires that the M.A. student's Graduate Committee consist of at least three Art History faculty members: the major advisor, and two other Art History faculty members. In addition, students may elect to have outside faculty members on their Committee, but this must be approved by the Art History faculty. The student is responsible for forming the Graduate Committee in his/her third semester by completing the Master's Committee Appointment form in Grad Path. It is expected that students will meet with the members of their Committees on a regular basis.

MASTER'S TRACKS

The Masters in Art History consists of two tracks, the thesis track (A) or non-thesis with comprehensive oral examination track (B). The thesis track is typically taken by those who are interested in continuing for a PhD or pursuing an advanced teaching career in Art History through stressing scholarly research skills. The non-thesis track emphasizes breadth of knowledge and practical training for teaching at the community college level, and is typically for students interested in working in art museum education, galleries and other commercial visual arts enterprises. The non-thesis track might be paired with the official certificate in museum studies. Those students on the comprehensive orals track will be required to take an oral examination to demonstrate their general knowledge of art history, art historical literature, and methodology, based on a reading list provided by the student's major advisor.

OPTION A - MASTER'S THESIS

Students will be required to submit a Master's Thesis to the Graduate Committee for final completion of the Master's Degree in the fourth semester of study (or in one of the subsequent summer sessions). Students finishing their thesis should be enrolled in ARH 910. The Master's thesis should be a seminar or equivalent research paper in the student's major field that has been perfected over one additional semester under the supervision of the student's major professor and two additional faculty members. The overall plan of the thesis should be created in consultation with the major advisor. The thesis will critically engage a specific area or problem, review pertinent literature on the state of research, and expand the understanding of the issues involved through a wide reading of the secondary literature. The results should be analytic and interpretative, with complete notes, bibliography, list of illustrations, and illustrations. After the major advisor and two additional readers have read and approve the final draft of the manuscript, the student must have all committee members sign the "Master's Completion of Degree Requirements" form, available on the School of Art website, the student may submit the Master's thesis to the Graduate College electronically (optional). One hardbound copy made at the expense of the student must be given to the Art History Division, to be retained within the School of Art via the Visual Resource Center. The thesis should be printed on a heavy grade paper in its entirety complete with title, images and signature pages. The binding should be hard cover, black with gold lettering. The front should have the thesis title, name and year submitted and the last name, the words "MA Thesis" and the year should be printed on the spine. One unbound copy must be given to the major advisor.

OPTION B – MASTER'S ORAL EXAMINATION

In lieu of a Master's thesis, students will be required to take an oral examination to demonstrate their general knowledge of art history, art historical literature, and methodology, based on a reading list provided by the student's major advisor. The student must be enrolled in ARH 909 in the semester when the exam is taken, typically in March of the fourth semester. The Orals Committee will consist of the major advisor and two other Art History faculty members (or variations as described above). Normally, the major advisor will select ten slides from the general area of the student's specialization, and the other two committee members, at the direction of the major advisor, will select ten slides each from the entire history of art, such as might be discussed in an undergraduate survey course. During the examination, which normally lasts around two hours, the student will be asked to identify and discuss these thirty slides and the issues they evoke. Students are expected to demonstrate knowledge of the basic art historical literature about their area, and a literacy regarding the

survey slides. The committee will vote on whether the student has passed or not. Students who fail the first examination can take the oral examination a second time without penalty, by the end of April or beginning of May. This is the final opportunity to pass the examination, as mandated by the University of Arizona Graduate College.

PLAN OF STUDY

In the second semester, each candidate must submit a Master's Plan of Study. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head before it is submitted to the Graduate College.

- Go to UAccess Student Center
- Under the Academics section, in the drop down menu, select "GradPath Forms"
- Complete the "Responsible Conduct of Research Statement" Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Create your Plan of Study
- Include all the coursework you've already taken AND all future courses you will take to complete your degree. This document can be updated as you progress, please make your best educated guess on your future coursework.
- In the comments section, list what courses you're using to fulfill each degree requirement. List 3 seminars, 4 courses for the major and 4 courses for breadth. Please see the example below:
4 Breadth - ARH 513B, ARH 523A, ARH 501, ARH 596F
4 In Area - ARH 596D, ARH 596N, ARH 517, ARH 599, ARH 699
3 Seminar - ARH 596N, ARH 596D, ARH 596F
Save this information for your own records. If your Plan of Study has to be returned to you for editing, all comments will be wiped clean and you'll need to re-enter your information.
- Submit and it will be sent off to your advisor for approval

TIME REQUIREMENT

Students should be able to complete the Master's Degree in four semesters or by the end of the second year.

Graduate credit, to be applicable toward a Master's Degree, can be no more than six years old. Petitions can be filed with the Graduate College requesting an extension of time for such courses to count for full credit. Not all petitions are approved. The Graduate College needs a compelling justification to extend time to degree.

GRADUATE REQUIREMENTS FOR THE DOCTORAL DEGREE

The Ph.D. Program in Art History and Education utilizes the faculty expertise, curricular offerings, resources and the creative energies of the University of Arizona Division of Art History and the Division of Art and Visual Culture Education. The Art History track's goal is to produce excellent scholars of art history who will be uniquely competitive in the professional world of university teaching, museum and related careers. Applicants should have an M.A. in Art History or a graduate degree in another discipline approved by the Art History faculty. All students must have a recognized Master's degree before applying to the PhD program. Please see the Graduate College website for more information on recognized degrees:

<http://grad.arizona.edu/admissions/admissions-requirements/all-students/recognized-degrees>. Applicants with an M.A. outside Art History may be admitted to the program, but they will be required to take the methodologies course (511A or 511B) and three graduate level courses in Art History (a total of 12 units) that will not count as coursework for the Ph.D. degree. As applicants already hold a post-graduate degree and have thus already taken the GRE, additional GRE scores are not required. Applicants currently enrolled in an M.A. program should include their M.A. thesis proposal and a statement that they expect to have completed the Master's degree by August of the academic year in which they would begin the Ph.D. program. The letter of recommendation from the M.A. advisor should also make reference to the expected date of completion of the M.A.

COURSE REQUIREMENTS

63 units beyond the M.A. degree are required to complete the Doctor of Philosophy Degree in Art History, including 18 units of dissertation research and 45 units of coursework as follows:

- 3 units ARH 511A or 511B Methods
- 12 units (4 courses) in the major area of emphasis
- 9 units (3 courses) in the minor area
- 6 units (2 courses) in interdisciplinary courses outside Art History
- 15 units (5 courses) of electives. The Faculty strongly recommends that the student take 3 units of independent study in preparation for dissertation writing with relevant professor.
- 18 units dissertation research, ARH 920, register using "Graduate Independent Coursework Form"

PROGRESS THROUGH THE PHD PROGRAM:

Students enrolled in a graduate degree program at the University of Arizona are required to demonstrate Satisfactory Academic Progress toward degree completion. This includes maintaining a minimum 3.00 grade-point average, and completing requirements in a timely manner. Below we detail an ideal schedule that meets the requirements for Satisfactory Academic Progress. Of course, this schedule is subject to modification, but can serve as a good outline for timely completion of the degree. See the Grad College website for more detailed information about benchmarks, paperwork, etc.

NOTE for Teaching Assistants (TAs): If you are appointed by the grad advisor to be a teaching assistant, proceed to the Graduate Program Coordinator for paperwork. Always keep copies of paperwork for your own records. You will be required to take 6 units a semester of graduate coursework when you are a Graduate Assistant.

First year:

First Semester:

- Pass Methods (511A or 511B)
- Take classes in major and minor areas.
- Pass language exam (2nd language beyond MA)
- Get copy of "Art History PhD Annual Report" from the School of Art website and fill out as much as possible. You will need to update this every semester.

Second Semester:

- Graduate Review will be scheduled very early in the semester. Complete your "Art History PhD Annual Report" in consultation with your advisor and submit it prior to the annual review.
- Foreign language exam must be passed by the end of the second semester.
- Submit "Doctoral Plan of Study" available through GradPath Forms on UAccess Student Center.

Second year:

- Complete course requirements
- Apply for outside grants and fellowships.
- Identify additional members of PhD committee
- Graduate Review will be scheduled very early in the semester. Complete your "Art History PhD Annual Report" in consultation with your advisor and submit it prior to the annual review.

Summer: prepare for comprehensive examination (written) and oral defense of dissertation proposal.

Third and following year(s):

- See Graduate Program Coordinator for relevant comprehensive examination paperwork
- Pass comprehensive examination and oral defense of dissertation proposal
- Advance to candidacy and selection of dissertation committee
- Write dissertation
- Defend dissertation
- Graduate!

GRADPATH FORMS

The Graduate College has a series of forms that all degree seeking graduate students are required to complete in order to graduate. These forms are all available through GradPath on UAccess Student Center. To find GradPath go to UAccess Student Center (uaccess.arizona.edu). Under the Academics section, in the drop down menu, select "GradPath Forms."

Below is the list of forms available on GradPath.

Responsible Conduct of Research Statement– Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.

Plan of Study – Complete in 2nd Semester

Comp Exam Committee Appointment Form – Complete semester before comp exams scheduled

Announcement of Doctoral Comprehensive Exam – Complete semester of comp exams

Results of Comprehensive Exam – Faculty advisor (or chair) completes after student finishes comp exams

Doctoral Dissertation Committee Appointment – Complete semester of completed comp exams

Prospectus/Proposal Confirmation – Submit approved Prospectus/Proposal to Grad Program Coordinator semester after passing comp exams

Announcement of Final Oral Defense – Submit in final semester, at least 3 weeks before final defense

Results of Final Oral Defense – Faculty advisor (or chair) completes after completing final oral defense

Transfer Credit Form – Only need to complete if transferring coursework from another institution. If transferring coursework, must complete before Plan of Study.

TRANSFERRED COURSEWORK

Graduate credit earned at other approved institutions may be counted toward the course requirements of the Ph.D., but will not be included in the calculation of the University of Arizona G.P.A. Transferred units are subject to the following restrictions:

- The credits must be approved by the Art History department and the Graduate College
- The minimum grade for transferred credits must be an A or B or equivalent at awarding institution.
- Transferred units may not count toward more than one doctorate.
- A student may not use more than 9 credits from an earned master's degree from another university toward the Art History doctorate.
- Credit for correspondence courses or extension work obtained at other institutions will not be accepted for graduate credit.

Students who wish to transfer credit must first meet with their faculty advisors for approval. Upon approval, students must submit an 'Evaluation of Transfer Credit' form before the end of their first year of study. The 'Evaluation of Transfer Credit' form is available through GradPath Forms on UAccess Student Center.

FOREIGN LANGUAGE COMPETENCY

Ph.D. students are required to demonstrate reading fluency in a second foreign language beyond that required at the Master's level. See above section on language requirements. Decisions regarding which language to choose should be made upon consultation between the student and her/his advisor. Proficiency in two foreign languages must be demonstrated before students will be allowed to take the Comprehensive Examination.

DOCTORAL PLAN OF STUDY

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head before it is submitted to the Graduate College.

- Go to UAccess Student Center
- Under the Academics section, in the drop down menu, select “GradPath Forms”
- Complete the “Responsible Conduct of Research Statement” Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Create your Plan of Study
- Include all the coursework you’ve already taken AND all future courses you will take to complete your degree. This document can be updated as you progress, please make your best educated guess on your future coursework.
- You do NOT need to include any dissertation courses on the plan of study. There are two sections, a Major section and a Minor section. In the major section you will put all coursework that you are not using for your minor (methods, major, interdisciplinary and electives)
- In the comments section, you will list what courses you’re using in the major section to fulfill each degree requirement.
List 12 Units of Major, 6 Units of Interdisciplinary and 15 Units of Electives. Please see the example below:
12 Units Major: ARH 599; ARH 526A; ARH 596I; ARH 529D
6 Units Interdisciplinary: HIS 695H; CCTP 725
15 Units Elective: ARH 514C; ARH 511B; ARH 517; AMUS 525; AMUS 680;
- Submit and it will be sent off to your advisor for approval

COMPREHENSIVE EXAMINATION

Before admission to candidacy for the doctoral degree, the student must pass a written and an oral Doctoral Comprehensive Examination. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization. The examination should not take place until the student's coursework is complete. The Comprehensive Examination is considered a single examination, although it consists of written and oral parts.

COMPREHENSIVE EXAMINATION COMMITTEE

The examining committee must consist of a minimum of four members; the major advisor and three additional members. One member must represent the student's minor area. Three members must be University of Arizona tenured or tenure-track faculty. One member may be an approved special member. Special members must be pre-approved by the Dean of the Graduate College before the examinations begin. See the Committee Appointment Form instructions below for more details. The comprehensive examination committee is separate from the Ph.D committee. Faculty serving on the comprehensive examination committee are not required to join the student's Ph. D committee.

COMPREHENSIVE EXAM COMMITTEE APPOINTMENT FORM

After your Plan of Study has been approved, you will be able to start your Comp Exam Committee Appointment form. This form lists all the members on your comprehensive exam committee.

When you select your committee members, you'll first search for your advisor. After you've found and selected your advisor, select their committee role (far right column) as “chair”. Then click the + sign on the far right to add another line. This will allow you to add another member to your committee. You'll need to add a new line for every member of your committee. All other committee member roles should be “member”. If you have co-chairs, then select both those faculty members' roles as “co-chair” and everyone else's roles as “member”.

Special Members: Any member on your committee must be a current tenured or tenure-track faculty member at The University of Arizona. If you would like to have someone on your committee who is not a current tenured or tenure-track University of Arizona faculty member, we must submit a request to the Graduate College for him/her to be a special member. You must first collect an up to date electronic copy of your special member's CV or Resume. Complete the Special Member form available on the School of Art website. Submit the Special Member form and CV to advisor for approval. After your advisor has approved, submit this form to the Graduate Program Coordinator to receive final approval and have the request submitted to the Graduate College.

THE WRITTEN COMPREHENSIVE EXAMINATION

The written examination will be administered upon completion of coursework and language requirements, and prior to commencing full time dissertation research, usually at the beginning of the sixth semester of Ph.D. study. The examination will consist of three different parts, to be completed within five days. Students must pass all three parts before they can go on to the oral defense; a student may retake a failed portion once only, usually at the end of that semester in which the first attempt was made. For each part, the student will be able to choose to answer one question out of at least two different options, and will be allowed to write for three hours. The material from one part will be taken from the area of the student's major, one part from the minor, and one part from the area of the student's dissertation.

ANNOUNCEMENT OF DOCTORAL COMPREHENSIVE EXAM

After you've passed your written exam and are ready to schedule your oral exam, complete the "Announcement of Doctoral Comprehensive Exam" form available through GradPath Form on UAccess Student. When you've completed the Announcement of Doctoral Comprehensive Exam form, the link to the Results form will be emailed to your committee chair, and your committee chair will report the results of your written and oral exams through this form.

THE ORAL COMPREHENSIVE EXAMINATION

The oral examination should take place within six months of satisfactory completion of the written examination, preferably at the end of the same semester in which the written examinations are passed. This examination consists of a presentation and defense of the dissertation proposal and clarifications or amplifications of the written examination. The student will provide her/his committee with a dissertation proposal (approximately ten pages) two weeks prior to the scheduled exam. During the first fifteen minutes of the defense, the student will make a formal presentation (including slides) to the committee about her/his intended dissertation project. The committee will then provide the student with feedback and advise her/him regarding possible revision and/or implementation of the project. If needed, the student may repeat the oral defense once only. Successful completion of the written examination and oral defense will allow students to advance to Ph.D. candidacy.

ADVANCEMENT TO CANDIDACY

When the student has satisfied all course work and language requirements, and has passed the written and oral portions of the Comprehensive Examinations, s/he must file a Doctoral Dissertation Committee Appointment Form (available through GradPath Forms in UAccess Student Center). This form must be submitted to the Graduate College as soon as requirements are met but no later than six months before the final oral defense of the dissertation is scheduled. *At this time there will be a one-time fee for dissertation processing charged to the student's bursar's account.*

DOCTORAL DISSERTATION COMMITTEE

Ph.D. students in Art History at the University of Arizona, in conjunction with their dissertation advisor, select a dissertation committee. The committee is composed of at least three and up to five faculty members, with at least three from the Art History division at the University of Arizona (typically at least one would be from the student's major area and one from the minor). Faculty from outside Art History can also be included on the committee. The fourth and fifth members may be tenured or tenure-track University of Arizona faculty, or an approved special member.

Special Members: If you would like to have someone on your committee who is not a current tenured or tenure-track University of Arizona faculty member, we must submit a request to the Graduate College for him/her to be a special member. You must first collect an up to date electronic copy of your special member's CV or Resume. Complete the Special Member form available on the School of Art website. Submit the Special Member form and CV to advisor for approval. After your advisor has approved, submit this form to the Graduate Program Coordinator to receive final approval and have the request submitted to the Graduate College.

ENROLLMENT REQUIREMENTS

- The dissertation must be completed and defended in an oral examination within five years of the completion of the preliminary examinations.
- A student admitted to a doctoral program must register each Fall and Spring semester for a minimum of 3 graduate units from original matriculation until the completion of all course requirements, written and oral comprehensive exams, and 18 dissertation units. When these requirements are met, doctoral students not on financial assistance and/or needing to maintain appropriate visa status, must register for a minimum of 1 unit of dissertation credits each semester until final copies of the dissertation are submitted to the Graduate Student Academic Services Office. If only the Final Oral Exam (the defense) is completed during the summer or winter term, the student has maintained continuous enrollment, and has fulfilled all 18 required dissertation credits, registration is not required.
- Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.
- Doctoral students who have maintained continuous enrollment and are taking only comprehensive exams during either Summer or winter term do not have to register for graduate credit during that summer or winter session.
- Doctoral students who have maintained continuous enrollment, fulfilled all their other degree requirements as well as the 18 hours of dissertation and were enrolled in the prior semester may defend in the summer or winter term without registration. If, however, a student needs library privileges in the final semester, enrollment is required.

FINAL ORAL DEFENSE EXAMINATION

Upon completion of the writing of the dissertation, an oral defense of the thesis will take place that will last no longer than three hours. The examination focuses on the dissertation itself but can include general questioning related to the field(s) of study within the scope of the dissertation. The exact time and place of this examination must be scheduled by completing the Announcement of Final Oral Defense Form, available through GradPath Forms on UAccess Student Center, at least 3 weeks before final defense, and announced publicly in Lo Que Pasa at least one week in advance. The candidate, the candidate's committee, and interested members of the public shall be in attendance. The dissertation chair presides over the examination. The candidate will be expected to give a presentation of approximately one hour on the work. The examination is open to the public for this initial portion during which the student presents the dissertation and entertains questions from the committee members and the public. Upon completion of the presentation and questioning, the examination is closed to the public and the members of the committee will deliberate and vote on whether or not the candidate has passed. They will inform the candidate of their decision immediately following their deliberations. Upon completion of the Announcement of Final Oral Defense form, the candidate's committee chair will receive the Results of Final Oral Defense form through GradPath Forms, and will report the results of the defense. One hardbound copy made at the expense of the student must be given to the Art History Division, to be retained within the School of Art via the Visual Resource Center. The dissertation should be printed on a heavy grade paper in its entirety complete with title, images and signature pages. The binding should be hard cover, black with gold lettering. The front should have the dissertation title, name and year submitted and the last name, the words "Dissertation" and the year should be printed on the spine. Students are also required to archive their dissertations with the Graduate College: <http://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#submission-of-dissertation>

MUSEUM STUDIES CERTIFICATE PROGRAM

The Museum Studies Certificate Program (MSCP), sponsored by and affiliated with the graduate degree programs (M.A. and Ph.D.) in the Division of Art History, is designed to enhance the existing graduate degree programs in Art History for those students seeking scholarly expertise and practical experience in the field of museum studies. The theoretical and scholarly orientation of the curriculum for the MSCP is balanced with archival and curatorial practice through internships at the Center of Creative Photography, the University of Arizona Museum of Art, the Arizona State Museum, and other relevant cultural institutions in the region.

REQUIREMENTS

- 12 credit hours of coursework, as approved by the Museum Studies Certificate Advisor. Graduates must meet with the advisor each semester to gain course approval. 6 of the 12 credit hours may overlap with the degree program in which the student is currently enrolled and count as credit hours for both.
- 6 credit hours of internship with a local art institution. The internship must include a significant scholarly component that links the practical work with the academic requirements for the certificate.

APPLICATION DEADLINES

Applications due September 15 for Spring admission and January 10 for Fall admission.

APPLICATION PREREQUISITES

Applicants have a recognized Bachelor's degree and must have a minimum 3.0 grade point average.

APPLICATION REQUIREMENTS

Please schedule an interview with the Museum Studies Certificate advisor. After the interview process, you will then complete the brief Graduate Admissions Application on apply.grad.arizona.edu.

GRADES

Students must receive a B or better in graduate courses in order for these courses to count toward completion of the degree. If a student receives a C, the course will count for credit and be factored into the overall GPA, but it cannot be used to fulfill any requirements in the student's plan of study. If at any time during the student's course of study, s/he receives a second grade of C, the student will not be allowed to continue in the program.

REGISTRATION REQUIREMENT

Students are required to meet with the Museum Studies Certificate advisor once every semester to receive coursework approval.

PLAN OF STUDY

Students must submit a Certificate Plan of Study during their second semester in the program.

- Go to UAccess Student Center
- Under the Academics section, in the drop down menu, select "GradPath Forms"
- Complete the "Responsible Conduct of Research Statement" (this should only take you 30 seconds or so).
- Create your Plan of Study
- Include all the coursework you've already taken AND all future courses you will take to complete your degree. This document can be updated as you progress, so don't worry too much about how accurate your future coursework is. Just make your best guess.
- Submit and it will be sent off to your advisor for approval