

The Ohio State University

Department
of
History of Art

Graduate Studies Program Handbook

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The Graduate Program Handbook

History of Art at the Ohio State University

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THE GRADUATE PROGRAM HANDBOOK DEPARTMENT OF HISTORY OF ART THE OHIO STATE UNIVERSITY

INTRODUCTION

This handbook is the primary faculty and student guide to the policies and procedures of the graduate program in the Department of the History of Art at The Ohio State University. Additional important material about graduate study at The Ohio State University can be found in The Ohio State University *Graduate School Handbook* published by The Graduate School or at <http://www.gradsch.ohio-state.edu>.

Questions arising from the material covered in this handbook should be addressed to the Chair, Graduate Studies Committee.

A Short History of the Graduate Program

At most state universities graduate studies in the history of art have struggled to emerge from Fine Arts programs devoted primarily to vocational instruction in the studio arts and crafts and in art education. This was eminently the history at Ohio State University. Here, the Fine Arts program of instruction was unusually large, comprehensive, and studio oriented. It was one of the earliest established in a land-grant university, flourishing well before World War I. It offered instruction in virtually all the media of arts and crafts, pioneering in the development of teacher training in the arts and becoming known for its advanced curriculum, especially in painting and in ceramics. In this program, the history of art was taught as a necessary adjunct. By the 1930s and 1940s the OSU School of Fine and Applied Arts had a combined faculty of over forty members, the majority being practicing artists of professional standing. The school had the privilege of granting graduate degrees, including the PhD degree, to qualified candidates in the studio arts as well as in traditional academic subjects. In this program some fifty students, mostly painters and ceramicists, earned doctor's degrees. Some twelve to fifteen PhD degrees were granted in art history before 1950, with dissertation studies mainly in the field of American art, architecture and folk art.

In 1968, during a comprehensive reorganization of the University and the founding of the College of the Arts, History of Art was recognized as an independent academic unit and encouraged to develop a full-fledged instructional program of high quality and competitive rank. With this new mission, the procedures and standards of our graduate degree program were clearly separated from those in studio art and art education and were defined as comparable and competitive with established art history graduate programs at other American universities. Our curriculum was revised and upgraded in accordance with our new goals, and our program of course offerings was considerably expanded, particularly in the various areas of Asian art, and in Eastern European and African art. The faculty was gradually increased to eighteen regular members, each with specialized fields of instruction and research. Major efforts were made to involve the study of art history in various interdisciplinary programs in the University and to participate in regional and

national academic organizations. Fortunately, the Department was able to provide greatly expanded and improved resources for instruction and research in the Visual Resources Library and in the photographic collections and visual archives. It was able to assist in the development of a fine arts library of the very first order – with holdings of over 100,000 volumes – and with a superior curatorial staff and a distinctive and admirable physical facility.

During the forty-year history of the OSU History of Art graduate program, enrollments have averaged about forty students a year, with approximately two-thirds of these in active residence. Over a hundred students have now completed PhD degrees in a wide range of historical fields. The OSU Department of History of Art has achieved a respected status in the academic program of the University and has attained a competitive rank among the forty-some graduate art history programs in the country.

An Overview of the Program

The Department of the History of Art offers a full range of courses with particular depth and strength in Asian art and Modern art. Course requirements are structured with a view to developing broad substantive and methodological competence in the discipline as well as mastery of scholarship and research within the student's chosen field of concentration. Although the Department offers a number of basic courses in all periods and areas of art history, the Graduate Program places special emphasis on seminar work, whether specific to a particular area or designed to draw the resources of several different areas together around a specific theme or problem.

The Department awards a number of teaching assistantships and believes that a broad range of teaching assignments is an important element of a student's professional training. Students are expected to be capable of teaching across the full range of introductory courses in the Department.

The Department of History of Art's Visual Resources Library (VRL) oversees a digital collection currently comprising over 45,000 images. The rapidly growing collection of digital assets was developed in collaboration with OSU's Web Media Collective. The web-accessible database of digital images was custom-built to facilitate new methods of teaching art history and is accessible to the entire university community for study, teaching and research. See: <http://history-ofart.osu.edu/vrl/index.html>

Additional University Resources

The Fine Arts Library, with approximately 120,000 volumes covering all areas of the visual arts, is part of a University library system that contains over 5,000,000 volumes. The Ohio State University library system is among the largest research libraries in the country. In addition, the OSU libraries participate in OhioLINK, a computer network of state university libraries, private research universities, and other information resources throughout Ohio. OhioLINK provides easy access to information and rapid delivery of library materials from more than 75 library locations in the state. OSU students can borrow materials, search numerous online databases, and take advantage of document delivery through OhioLINK. Also included in the library system is the **Cartoon Research Library**, which contains, in addition to its massive collection of printed cartoon and cartoon-related materials, substantial collections of film posters and stills, and significant collections of 19th and 20th century photographs, daguerreotypes, and tintypes.

The **Wexner Center for the Arts** opened in November 1989. Conceived as a research laboratory for all the arts, it has emphasized commissions for new work and artist residencies since its inception. The building itself was Peter Eisenman's first major commission in the U.S. The Center's multidisciplinary programs encompass performing arts, exhibitions, and media arts (film/video) and have focused on cutting-edge culture from around the globe. For more information, go to www.wexarts.org. Graduate students in the History of Art frequently hold assistantships at the Wexner Center.

The **Columbus Museum of Art** also offers curatorial internships to graduate students in the department, as well as an active exhibition program. With its Howald, Schiller, Sirak, and Photo League Collections, the Museum is particularly strong in its holdings of American and modern European art. The rich holdings of the **Cincinnati Art Museum, Taft Museum, Cleveland Museum of Art, Dayton Art Institute, Butler Institute of American Art in Youngstown, and Toledo Museum of Art** are all within a few hours travel.

The **Resource Center for Medieval Slavic Studies**, together with the **Hilandar Research Library**, contains 4,000 Slavic manuscripts, and is the largest collection of medieval manuscripts on microform in the Western Hemisphere. Of special interest are more than 1,200 manuscripts from different monasteries on Mount Athos, Greece, including the entire Slavic collection of Hilandar Monastery. The HRL, the largest repository of medieval Slavic Cyrillic texts on microform in the world, includes the holdings of 71 monastic, private, museum and library collections from 21 countries. There are over 4,000 Cyrillic manuscripts (more than a million pages), as well as over 700 Cyrillic printed books from prior to 1800 on microfilm. An additional 2000 manuscripts are expected to be acquired in the next few years. The holdings range from the 11th to 20th centuries, with a particularly strong collection of manuscripts from the 14th to 16th centuries. About half of the manuscripts are East Slavic, with much of the remainder South Slavic in provenance.

The John and Susan Huntington Photographic Archive of Buddhist and Related Art contains over 350,000 photographs and slides. This archive serves both as a research and pedagogical resource within and beyond The Ohio State University. Digital imaging projects in the Asian archive have received grants from the Battelle Endowment for Technology and Human Affairs, the U.S. Department of Education, The Andrew W. Mellon Foundation, and, most recently, The National Endowment for the Humanities. Graduate students in the department often hold assistantships in relation to the Archive's activities and management.

The Department cooperates with interdisciplinary programs offered at the University including the Center for Medieval and Renaissance Studies, programs in East Asian, Near and Middle Eastern, Byzantine, Slavic and Eastern European Studies, as well as the departments of Comparative Studies, Women's Studies, History, English, Philosophy, and Classics, and the Interdepartmental Programs in the Study of Religions, Classical Archaeology, and Film Studies.

Departmental and University Governance

Student participation in Departmental, College and University governance is intended to provide the graduate student with an understanding of collegiate decision-making. Participation as a graduate student representative on one of the University or Department committees, or at faculty meetings, can form an important part in the student's education as a potential member of a collegiate community.

Student representatives, elected by the graduate students, participate in the Department meetings and on three Department committees. The three committees are the Curriculum

Committee, the Group for the Intellectual Life of the Department (GILD), and the Graduate Studies Committee. The Curriculum Committee is responsible for overseeing the development of the academic offerings, while GILD is concerned primarily with extra-curricular activities—workshops, lectures, and the like. The student representative on the Graduate Studies Committee serves as a liaison between the graduate student body and the Graduate Faculty on matters of policy only. In addition to serving on one of the committees mentioned above, students participate in activities related to the recruitment of future graduate students and new faculty. There is as well an active History of Art Graduate Student Association.

Graduate students also have opportunities to participate in College and University committees outside the Department. The University Council of Graduate Students consists of representatives from academic units within the University. Its purpose is to provide a forum for the discussion of matters pertinent to graduate students and to communicate concerns to the Graduate School. Graduate students may also be asked to participate in other committees and councils of the University and may stand for election as representatives from their academic electoral unit to the University Senate.

POLICIES AND PROGRAM REQUIREMENTS

1. General Regulations

A. Advising

The particular shape of any given degree program is the result of agreements among the student, advisor, the student's committee, and the Department Graduate Studies Committee. Beyond particular courses and course requirements, any such program is made up of field and area concentrations, examination formats, a thesis or qualifying papers, and dissertation topics. Questions students may have before selecting an advisor should be directed to the Graduate Studies Chair.

For the first year, all incoming MA students are advised by a designated member of the Graduate Studies Committee. This is done to achieve uniformity of communication about the program and to allow the student time to become oriented to the Department and acquainted with the various members of the faculty before selecting an advisor. If a student is committed to a particular field, the student will be directed to the faculty in that field for additional consultation about the student's program.

As a general rule, a student will arrange, by mutual agreement, to work with the Graduate Faculty member whose field of scholarly concern is closest to that in which the student wishes to concentrate. **The selection of an advisor is made during the third quarter in residence.**

All course programs and changes in registration must be approved by the student's advisor. After having secured approval, the student must fill out the registration forms and have them signed by the advisor. Records of advising are submitted to and kept by the Graduate Secretary.

In case of the absence of the advisor for any length of time, an interim advisor will be chosen by the student and advisor, with the approval of the Graduate Studies Committee.

B. Quarterly Course Loads

A **full-time graduate student** is expected to take a course load of 10-15 hours. **Students holding Associateships** must be registered for nine (9) credit hours during each quarter that a 50% or greater appointment is held, except during Summer Quarter, when the minimum is seven (7) hours. An appointment of 25% requires registration for at least seven (7) credit hours during each quarter. **Students holding Fellowships** must be enrolled for at least 15 hours of graduate credit per quarter. For students who have passed their Candidacy Exams, however, 3 credit hours is considered a full-time load, and students should register for more than 3 hours only in very rare circumstances. Please note that the Graduate School also requires continuous enrollment of all ABD students who came to Ohio State in 2008 or after.

Although graduate language courses, reading for exams and independent studies (X93), and graduate level free electives do not count toward meeting minimal academic course and seminar requirements for the degree, students holding Associateships and Fellowships may use such credit to fulfill the minimum quarterly load and overall credit hour requirements set by the Graduate School.

C. Languages

In addition to the foreign language required for entrance, students who don't already have proficiency in a second foreign language are urged to acquire it as soon as possible; a minimum of two foreign languages is required of all PhD students. Specific research language requirements vary with fields and should be worked out with the intended advisor immediately upon acceptance.

Special language courses (numbered 571-3) are available for graduate students in several departments. Credit earned in such courses does not count toward meeting the hour requirements for the degree. In addition, the credit earned in the 101-04 course sequence does not count towards the minimum enrollment required for full-time graduate students. Language acquisition is to be pursued in addition to art history course requirements.

Language Certification may be obtained in different ways:

1. If a foreign language is taken as a class at this or another university, a transcript record (B or above) of one year's work, (defined as 101-4 or as 571-3), or its equivalent, is required.
2. If a foreign language is acquired in another fashion, a placement examination may substitute for a transcript; placement exams may be formal (as in the Princeton Exam or other certified testing procedures, such as those offered by the Department of East Asian Languages and Literatures) or informally administered by someone proficient who is outside of the art history department and who is authorized by the Graduate Committee.
3. Other certification may be submitted for approval to the Graduate Committee as circumstances dictate.
4. International students who have acquired English may count it as one of their languages.

D. History of Art 715

History of Art 715: Historical and Conceptual Bases of Art History is required of all students in the Department. It is offered every fall and must be taken the first quarter in residence.

E. Academic Standards

Students accepted into the graduate program are expected to maintain a 3.6 GPA or better in all graduate course work; 3.3 is the minimum acceptable grade point average. Students whose grade point average falls below 3.3 will be put on probation and will not be eligible for TAs nor will they be eligible to graduate until they have achieved a 3.3 GPA. Students may not petition to have this requirement waived. There will be no exceptions.

F. Conditional Status

Students subject to conditions specified by the Graduate School in their offers of admission are ineligible for University support until those conditions have been met. Students required to make up deficiencies as stipulated in their departmental letters of admission are not eligible for departmental support until the deficiencies have been removed.

G. Annual Review

The Department of History of Art holds an annual review at which it examines and evaluates the progress of every graduate student in the Department. Since the review is essentially concerned

with aiding the students in their progress, its results are usually positive. However, the review may also refer students whose work has been found unsatisfactory to the Graduate Studies Committee. The Committee may place individually appropriate requirements or stipulations on a student's program and request that these be met by a specific date (that is, in effect, "Departmental Probation"). These specifications will be made in writing, presented to the student, and placed in the student's advising file. A copy will also be sent to the Secretary of the Graduate School. If the conditions are not met to the satisfaction of the Graduate Studies Committee, its Chair will notify the Graduate School that the Department is unwilling to allow the student to continue in the program. These actions may be taken even when the student in question has maintained a satisfactory grade point average but has failed to meet other academic requirements.

For this annual review, the students are required to submit an academic progress report which will be supplied by the grad secretary at the appropriate time. This report will consist of a summary of progress made toward the degree and a short statement regarding plans for the coming year.

H. Petitions

The Graduate Studies Committee is the final arbiter within the Department of all matters pertaining to the graduate program. Its policies are directed toward enabling students to make timely and intellectually satisfactory progress toward their degrees, and so it is open to petition in cases where those policies and their underlying intention may be in conflict.

It is also possible in certain cases to petition the Graduate School directly, either with the support of the Graduate Studies Committee or in appeal of its decisions. In such cases, students should seek the advice of the Chair of the Graduate Studies Committee.

2. The MA Program

A. INTRODUCTION

1. MA Plans

The department offers two MA plans (note that both require that the student satisfy the department's requirements for foreign language; see p.8).

PLAN A. 50 hours of graduate credit (including 715), with a minimum of 30 hours in the Department of History of Art; and two Qualifying Papers (hereafter QPs), each of which must be approved by a primary and secondary reader. (Note: the primary and secondary readers must be different for the two papers, so that a total of four faculty members will be involved in the reading and evaluation of the QPs.)

PLAN B. 45 hours of graduate credit (including 715) with a minimum of 30 hours in the Department of History of Art; a three-hour field examination; a thesis; and a one-hour oral examination on the thesis.

Credits beyond those required for the MA may be transferred toward the PhD on petition to the Graduate Studies Committee.

Time Limitations:

All requirements must be completed within 6 quarters of regular (non-Summer) enrollment. Under special circumstances, the Graduate Studies Committee may extend this limitation.

B. AREA REQUIREMENTS

All students entering the Master's program in the Department of History of Art must fulfill requirements related to their area of concentration.

1. Western

a. Students will be required to take one course in each of the following areas: Ancient (Ancient Near East, Egyptian, Greek, and Roman), Medieval (Early Christian, Byzantine, Romanesque, Gothic, and Islamic), Renaissance and Baroque (including Eighteenth Century), Modern (including American). b. Students who have not taken at least two courses in Asian and/or African art as undergraduates are required to take two non-Western courses. All courses are to be taken for a grade, and no graduate credit can be given for undergraduate (5xx or lower) courses, which must be passed with a grade of B or better. c. In addition to 715, students are required to complete at least four seminars (7xx or higher) with at least two different faculty members.

2. Asian

a. Students in the Asian program work closely with their advisor in designing a program that includes both a thorough, broad-based background in most of the major historical regions of Asia and a focused concentration in an Asian art history discipline in which they will be able to contribute to the scholarly arena at the highest level. In meeting the first goal, students should expect to take at least one course in five of the six Areas distinguished within the program – Buddhist, Chinese, Inner Asian, Islamic, Japanese, and South Asian. The particular concentration is a matter of discussion between the student and the advisor or advisors and is not necessarily limited to “standard” disciplinary considerations. b. In addition, all students who have not taken as undergraduates at least two courses in Western art will be required to take two courses in Western Art. All courses are to be taken for a grade, and no graduate credit can be given for undergraduate (5xx or lower) which must be passed with a grade of B or better. c. In addition to 715, students are required to complete at least four seminars (7xx or above) with at least two different faculty members.

3. African

Students will be required to take one course in each of the four areas listed below:

African Art and Archaeology

Area I: 610, 621, 704

Area II: 611, 614, 804

Contemporary African Art

Area III: 615, 618, 705

Area IV: 616, 617, 805

4. Islamic

Students wishing to concentrate on Islamic art may do so within either Asian or Western and should consult with their advisor about a particular program of study.

5. Other

With the support of relevant faculty, students may petition the Graduate Studies Committee to permit a more specialized course of study.

C. Writing Requirements

1. Plan A

A. Each Qualifying Paper will demonstrate the student's ability to (1) formulate and productively address art historical questions or problems, (2) conduct a thorough survey of the available literature, including material outside the discipline and/or in the original language, (3) assess this material critically, and (4) write fully annotated scholarly prose. The two QPs usually will be 5000-7000 words of text and will develop out of seminar reports or term papers. The format will follow the most recent edition of *MLA Handbook for Writers of Research Papers* or K.L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*. It is suggested the student complete one of the QPs before the beginning of the second year (over the summer session, for example) and the second, by the end of the first year.

B. Topics for a QP generally will be determined by the student and a member of the Faculty with whom the student has worked in the area of the topic. A second reader will be chosen by the student with the agreement of the first reader.

C. Each QP will be evaluated High Pass, Pass, or Fail by both readers individually. Both readers must adjudge the QP Pass or High Pass in order for the QP to fulfill the MA requirement; evaluations must be sent to the student and to the Graduate Chair. **D.** After all four readers have passed the QPs and the readers' reports have been placed in the student's file, the graduate secretary will notify the Graduate School that the "examination" requirements for the Master's degree have been completed.

2. Plan B

A. The student will select the advisor under whose direction the thesis will be written. Faculty members may serve as thesis advisors outside their area of special competence only on the approval of the Graduate Studies Committee.

The student should begin to define a thesis topic as soon as practicable. In selecting a topic, both the student and advisor must keep in mind that the topic should be of sufficiently limited scope to allow the thesis to be finished by the end of the two-year period expected for the completion of the MA degree. The thesis will be prepared according to the most recent edition of the *MLA Handbook for Writers of Research Papers*, or K.L. Turabian's, *A Manual for Writers of Term Papers, Theses and Dissertations* and comply with format requirements published in the *Graduate School Handbook*, "Guidelines for Preparing Theses, Dissertations and D.M.A. Documents."

B. The thesis topic will be defined by mutual agreement of the student and advisor, and the student will prepare a brief thesis proposal, containing a statement of the subject and proposed methods and aims.

C. After the thesis advisor has approved the proposal, the advisor and the student will select a second reader from the Graduate Faculty and request participation as early as possible. The second reader will ordinarily be on the Graduate Faculty of the History of Art Department, but may be from another department if this is appropriate for the particular thesis topic and if the Graduate Studies Committee approves.

D. The thesis advisor and the second reader constitute the student's Examination Committee. It will be the responsibility of this committee to evaluate the field examination, to approve the thesis and to conduct the oral examination.

E. The student's Examination Committee may request assistance from other members of the Graduate Faculty whose names may be added to the committee in accordance with the policies of the Graduate School.

F. A draft of the thesis must be approved by the student's committee before the student may take the Master's oral examination.

G. Upon satisfactory completion of the Master's oral examination and the submission of the final copy of the thesis, the student's advisor will notify the Graduate Studies Committee and report their official approval to the Graduate School.

D. Field Examination for Plan B

When examinations are scheduled during the student's course of study is a matter left up to the student and the readers of each examination. In any event, the Graduate Secretary must be notified a week in advance of the date and a room properly reserved.

A. The Master's field examination for students following Plan B will consist of a three-hour written examination, to be prepared by the thesis advisor and other readers of the thesis (at least one other person from the department must be a reader). It will consist of general and specific knowledge of the broad field in which the student has chosen a thesis topic. The advisor and second reader(s) will read the examination and report the results to the student and the Graduate Chair in writing within two weeks. Evaluations will be judged either satisfactory or unsatisfactory. The completed exam itself as well as the evaluation of the readers must be filed by the primary advisor in the student's permanent file. If the written examination is judged unsatisfactory, the student may retake it. In the event of a second failure, it will be considered that the student has failed the examination as a whole and the student will be required to withdraw from the graduate program. The time limit will be strictly enforced.

B. The oral examination is intended to be a test of the student's knowledge of the area of the thesis and its immediate context.

1. The examination is taken during the quarter in which the student plans to graduate and after he/she has received approval on the final draft of the thesis. A student must be registered for at least three credit hours during the quarter this examination is taken.
2. The examination is given by the student's advisor and other readers of the thesis.
3. The examination lasts approximately one hour.
4. Results of the Master's Examination, along with the approval of the final copy of the thesis, will be reported to Graduate School. A copy of the thesis is filed with the Graduate School.
5. If the oral examination is failed, the student will be allowed to take the examination a second time. In the event the student fails the examination twice, he or she will not be permitted to take another examination.

3. The PhD Program

A. Introduction

The PhD program in the Department of History of Art requires proven competence in several different fields of concentration, and the completion of a dissertation prospectus and colloquium prior to the writing and defense of the dissertation itself. The more particular requirements of both the Graduate School and the Department are outlined below.

B. General Requirements

1. Graduate School

- a. The Graduate School requires that the PhD program consist of a minimum of 75 graduate quarter hours beyond the MA program and a total of 120 graduate quarter hours beyond the BA.
- b. A minimum of 45 graduate credit hours above the Master's degree must be completed at this University.
- c. A minimum of three out of four consecutive quarters with an enrollment of at least 9 graduate credit hours per quarter must be completed while in residence at this University. This requirement must be fulfilled after the Master's degree is earned or after the first 45 hours of graduate credit have been completed.
- d. A minimum of 6 graduate credit hours over a period of at least two quarters must be completed after admission to candidacy, that is, after the Candidacy Examination has been passed.
- e. The student is required to register for at least 3 credit hours during the quarter he/she expects to graduate or take any of the written or oral examinations.

2. Department

- a. At least six courses beyond those required for the MA must be seminars, i.e., courses offered at the 700-level or above.
- b. Normally five of these courses would be taken in the Department of History of Art, while one could be in another discipline. However, students may, with their advisor's approval, petition the Graduate Studies Committee to take more seminars in other departments and fewer in History of Art. The seminars in the Department may include course work in any area, but may not include either 715 or an 890. Credit for 793, 893, and 993 will only be accepted when the departmental Special Studies Contract specifies that such work is acceptable; this action requires the **signature of the Graduate Studies Chair. Petitions, made jointly by the student, the advisor and the faculty member involved (if not the advisor) for retroactive acceptance of "93" courses to meet the 700 level or above hour requirement, will be accepted by the Graduate Studies Committee for only two regular term quarters (excluding summer quarter) after the quarter in which the contract is made.**
- c. Normally, a maximum of 20 quarter hours of cognate studies will be allowed depending on the individual program as developed by the student in conjunction with the advisor.
- d. In addition to 6 hours of 999 which must be taken after the student completes the Candidacy Examination, students must take **10** hours of 999 prior to entering candidacy. However, in order to count toward the degree these hours must be taken solely to find, define and research a dissertation topic and must be taken after the student has completed the MA degree. No hours of 999 taken by MA students will count toward either degree.
- e. In addition to the course requirements for the MA degree, students concentrating in an area of Western art must have studied at the 700-level or above with a minimum of **four** different faculty members during their tenure in the PhD program. PhD students in all other areas (e.g. South Asian or Chinese) must have studied with **two** or, ideally, three different faculty members. Those students entering the PhD program with a MA in a

cognate field that has been accepted as background for Art History need only fulfill the post-MA requirement.

f. A minimum of two languages related to the field of concentration is mandatory for the PhD. Additional languages, to be decided upon by the advisor in conjunction with the student and, if necessary, the Graduate Studies Committee, may be required. A student should normally be able to read French and German and have a working knowledge of appropriate field languages. Students working in Islamic, African or Asian Art are expected to have one or more field languages. Refer to Part 1, C., for specifics.

g. If a PhD student has not entered with a MA from this department, area requirements listed under Part 2, B. must be fulfilled.

C. Candidacy Examination

1. General Information

a. The Candidacy Examination will be conducted in accordance with the policies and guidelines published by the Graduate School in the *Graduate School Handbook*. The Candidacy Examination will consist of four parts: written examinations on a general field, a complementary field, and a special field, as well as an oral examination

b. The student must be in good standing in the Graduate School and be registered for at least three credit hours each quarter in which any part of the Candidacy Examination is taken.

c. Ideally by the end of his or her first year in the PhD program, the student, in conjunction with his or her advisor, will have chosen an Examination Committee. The committee must be comprised of four separate members of the Graduate Faculty at Ohio State, at least two of whom must be from History of Art. Before beginning the written portion of the Candidacy Examination, the student will submit to the Graduate Studies Committee a Declaration of Examination Committee and Fields form, signed by all members of the Examination Committee. In addition to specifying the members of the committee, and the general, complementary and special fields (see C.2 below), the date the written portion will begin and the date of the expected completion of all portions of the written exam should be given.

d. The Graduate Secretary must be notified at least one week in advance of each test date. Examinations must be computer-generated. The field examiner will report the result of the written portion of the area examination directly to the student's advisor and Graduate Secretary no later than two weeks after completion of the field examination.

e. In accordance with Graduate School regulations, once begun, the student has the right to complete all portions of the examination, both written and oral. However, in the event of failure of the written examination or any portion of it, the student may elect to have an "unsatisfactory" reported to the Graduate School and to repeat the examination or portion of it prior to taking the oral examination. Since failure of the written examination or any portion of it reflects deficient preparation in the areas to be examined during the oral, the student is advised to attempt satisfactory completion of the written examination prior to taking the oral. If the Examination Committee judges on the basis of the written examination that the oral examination should not be taken, the student has the right to waive taking the oral examination or to proceed. If the student decides to waive the oral examination, a written statement to the Examination Committee must be made requesting a waiver. The Examination Committee will then record an "unsatisfactory" on the

Candidacy Examination Report and return it with a copy of the student's waiver request to the Graduate School.

2. Written Examination

a. 8-12 hours (time allotted to fields divided as necessary by the student's Examination Committee) of written exams will be given in a series of three sessions of approximately 3-4 hours each. Time limits will be strictly enforced. It is expected that the student will take the examination during a single quarter but, with the approval of the Examination Committee, he/she may be allowed to spread the examination (including the oral) over one calendar year. The student will normally take the examination upon completion of all course work, but the examination may be advanced or postponed, depending on the student's preparation as judged by his/her Examination Committee.

b. The student will have three examinations, in a General Field, Complementary Field, and Special Field, as defined below:

i. General Field: The student and advisors will jointly identify a general area of specialization, broadly defined and reflecting in scope the areas of specialization typically expected of someone entering the profession. The examination over this general field will be comprehensive in scope, requiring broad knowledge of the area as a whole.

ii. Complementary Field: The student's Examination Committee, in conjunction with the student, will also identify a complementary field, contiguous with or in some other sense complementary to, the general field. Its parameters are to be set by the Examination Committee, again in consultation with the student, and may be defined in either geographic/chronological terms or otherwise (so that a student might have sculpture, e.g., or psychoanalytic theory as a complementary field).

iii. Special Field: The Special Field is to be directly related to the student's chosen dissertation topic or at least to the conjunction of interests out of which the dissertation is likely to come. Here again the exact scope and nature of the exam will be determined by the student's entire 4-person Examination Committee.

3. Oral

a. The oral examination normally must be completed within one month of the written portion and it must be scheduled with the Graduate School two weeks in advance.

b. The student is considered to have passed the Candidacy Examination only when the decision of the Examination Committee is unanimous. The decision of each examiner must be indicated by signature on the Candidacy Examination Report submitted to the Dean of the Graduate School. If a failure is recorded, the student may be permitted to take a second oral examination if the Advisory Committee recommends it and sets conditions for such a re-examination, such as retaking the written examinations or any portion of them, prior to retaking the oral examination. No candidate will be permitted to take the Candidacy Examination more than twice.

D. Dissertation

1. Committee

The Dissertation Committee is composed of the advisor and at least two other authorized Graduate Faculty members, one of whom must be from the Department of History of Art. Selection of the Committee members is the responsibility of the advisor and is subject to the policies of the Graduate Studies Committee. The Dissertation Committee should be established as early as possible.

2. Prospectus

The candidate, working with the Dissertation Committee, will prepare a written prospectus, which is normally 10 to 20 pages (double-spaced) and includes the following:

- a. An introduction containing a complete statement of the purpose or objective of the planned dissertation, including but not limited to a statement of the problem to be addressed and its significance to the study of Art History and related areas.
- b. A review of the present state of knowledge of the topic as represented by current literature.
- c. A statement of the strategies of research and rhetoric to be employed.
- d. A provisional outline.

3. Colloquium

A colloquium presentation of the prospectus should be scheduled not more than one month after the written prospectus has been approved by the committee. The colloquium is in no sense an examination but is simply the public presentation of a project whose terms have been approved by the relevant Dissertation Committee. Its only purpose is to bring the project into full departmental view. On completion of the colloquium a student is properly described as “ABD” (All But Dissertation).

4. Dissertation

- a. The dissertation is a scholarly contribution of knowledge in the student’s field of specialization. By conducting the research and by writing the dissertation, the student is expected to demonstrate a high level of knowledge in his or her field and the capability to function as an independent scholar.
- b. The student must complete the dissertation within **five calendar years** of the completion of the Candidacy Examination. If a student fails to submit the final copy of the dissertation document to the Graduate School within five years of being admitted to candidacy, the candidacy is canceled. In such a case, with the approval of the advisor and the Graduate Studies Committee, the student may take a Supplemental Candidacy Examination. If this Supplemental Candidacy Examination is passed, the student is readmitted to candidacy and must then complete a dissertation within two years.
- c. The student must submit their doctoral dissertations electronically through OhioLINK, the state’s library network, including a typed draft of the dissertation to his/her Dissertation Committee for review and prepared in compliance with format requirements published in the *Graduate School Handbook and outlined on-line at <http://www.gradsch.ohio-state.edu>*. Approval, indicated by the signatures of the Committee, certifies that the dissertation is of sufficient merit to warrant holding the Final Oral Examination.

5. Dissertation Defense

- a.** Once the Dissertation Draft Approval Form has been signed, the advisor will propose to the Graduate Studies Committee the date, time, and place of the Final Oral Examination. The finalized time and location should be given to the graduate secretary.

- b.** The Final Oral Examination is held after the Dissertation Committee has approved the draft of the dissertation. This exam is to cover the content of the dissertation research on which the written document is based and to dwell more on principles and historical perspective than on factual data. The Final Oral Examination seeks to test originality, independence of thought and capacity to synthesize and interpret.

- c.** The student's Final Oral Examination Committee is composed of members of the student's Dissertation Committee and the Graduate School Representative. Other Graduate Faculty members and graduate students may attend the examination. Responsibility for conducting and evaluating the Final Oral Examination, however, rests exclusively with the student's Final Oral Examination Committee (the Dissertation Committee and the Graduate School Representative).

GRADUATE ASSOCIATESHIPS AND FINANCIAL SUPPORT

1. Forms of Support

The two principal forms of student support in the Department of the History of Art at The Ohio State University are University Fellowships and Graduate Associateships (GA).

A. University Fellowships

University Fellowships are awarded by and subject to the rules of the Graduate School. Students who wish to be considered for a University Fellowship must indicate this interest on the application form at the time of application for admission to the program (but see Presidential Fellowships, I.c.3.d, below). Further information on University Fellowships can be found on the Graduate School website and application materials.

B. Graduate Associateships

Graduate Associateships are awarded by the Department within broad guidelines established by the Graduate School. Associateships may involve teaching (GTA), research assistance (GRA), or administration (GAA). Conditions and regulations pertaining to departmentally awarded graduate associate positions are outlined in section 2, below.

C. Other Sources of Support

1. Students in the History of Art have often held GA positions awarded by some other unit within the University—another department, the library system, one or another administrative unit, or the Wexner Center. Typically students find and apply for these positions themselves. The relevant regulations, conditions of eligibility, renewal, and so on, are those set by the employing unit.
2. From time to time, faculty members in the Department of the History of Art have externally funded research grants that include provision for GA position linked to the project. Appointment to such positions is at the disposition of the relevant faculty member. Such appointments remain subject to the general Graduate School regulations pertaining to associateships.
3. Additional research and research travel grants are available within the Department in the form of Pyne and Murnane awards and within the Graduate School in the form of Graduate School Alumni Research Awards (GSARA).
 - a. Pyne and Murnane awards are typically small amounts given for highly specific projects and do not supply ongoing support. Applications for Pyne and Murnane support are made to the Graduate Studies Committee. Its particular way of making its decisions varies somewhat with the amount of support available.
 - b. GSARA funds are awarded on the basis of University-wide competition.

c. FLAS awards, supporting foreign language research, are awarded on the basis of university-wide competitions. d. Presidential Fellowships, for the final year of work on the dissertation, are awarded twice annually on the basis of University-wide competition and nominees are submitted by the GSC.

4. Advanced students will typically seek dissertation support from such external agencies as the Fulbright program or the Kress Foundation. Further information about such opportunities, and particularly about sources specific to a given field or fields, is best obtained from the advisor.

2. Graduate Associateships

A. Eligibility, Selection, Renewal

1. The Department's policy is to support, to the extent possible, students who continue to demonstrate achievement both as students and as Graduate Associates. However, resources do not always permit this and advanced doctoral students, in particular, are advised to actively explore or pursue outside funding.

2. Early in the Spring quarter the Department conducts a review of all students in the program, followed by a further review of those applying for financial support from the Department. The faculty recommendations following on this review are forwarded to the Graduate Studies Committee which then submits its recommendations, including its recommendations from the pool of entering students, to the Chair. The faculty and Graduate Studies Committee will typically consider academic performance and progress as well as such evaluations as are available of previous performance in assigned associateships.

3. In general, the Chair will consult closely with the Graduate Studies Committee (or its Chair or other representative) in making associateship appointments. It is recognized that in some circumstances this may not be possible.

4. While the Chair has necessarily a considerable discretion in making GA assignments, the Graduate Studies Committee retains final authority over the pool of eligible students. No student can be given Departmental support without the endorsement of the Graduate Studies Committee.

5. Students will be notified of appointment or reappointment for the following year as soon as possible after the Graduate Review. The exact timing of such notification depends partially on budgetary matters not under the Department's control.

6. Conditional students, students on academic probation, and students with a grade point average of less than 3.3, as well as those who have exceeded the stipulated limits on support, are not eligible for departmental support under usual circumstances.

B. Rights and Responsibilities

1. General

- a. Within the limitations of Graduate School policy and relevant Departmental policies, the responsibilities of a GA are established by the supervising faculty or staff member.
- b. Questions or grievances should be addressed to the Chair or other representative of the Graduate Studies Committee Chair. Grievances not resolved by this process follow the procedure outlined in the *Graduate School Handbook*. All first-time GAs in the Department of the History of Art are required to attend the relevant sessions of the Autumn Departmental orientation. They must also attend the workshops and orientations required by the Graduate School.

2. GTA

- a. Graduate Teaching Associates in the Department of History of Art teach and grade undergraduates only.
- b. The Department recognizes several distinct teaching assignments. Graders normally grade undergraduate tests and papers, manage review materials, administer make-up exams, and may meet with students about minor problems and questions; graders are on occasion asked to lead review sessions prior to exams. Recitation leaders, most frequently attached to the 200-level series, lead discussion sections, usually twice a week in addition to their grading duties, and in general play a significantly more active role in the conduct of the course; on occasion they may be asked to lecture. More advanced graduate students may be assigned as instructor or co-instructor to an evening or weekend course or a course of their own at the main campus or a branch campus. The Department is actively interested in creating more opportunities of this kind, particularly those that would enable doctoral students to teach in their area of academic specialization. In general, and with due attention to needs and resources, the Department tries to move students progressively along the path outlined here.
- c. The role of the GTA in the undergraduate instruction is one the Department takes fully seriously. Prospective GTAs must be adequately qualified for the position to which they are assigned. Students who may be otherwise qualified for support but are unprepared to serve in a particular course cannot be placed in that position; this may sometimes mean that no assignment can be made for a particular student.
- d. Graduate students teaching in the Department of History of Art are regularly evaluated by the faculty member(s) with whom they are working or, where relevant, by a member of the faculty selected by the Graduate Studies Committee.

3. GAA and GRA

- a. Administrative and research positions funded by the Department, as opposed to an external grant, are assigned in essentially the same way as teaching assignments, that is, by the Chair in close consultation with the Graduate Studies Committee and in light of the faculty Graduate Review. Such assignments are drawn from the same pool of students as teaching assignments.
- b. Externally funded administrative or research positions within the Department are awarded apart from Graduate Studies Committee recommendations and so do not imply any ongoing Departmental obligation.

C. Terms and Benefits

1. Graduate Associates in the History of Art are provided tuition and stipends in accordance with University policy, Graduate School guidelines, and available funding.
2. The Department has set a scale of “promotional levels” for nine-month associateship stipends; budget permitting, a continuing associate will normally progress annually to the next level of stipend.
3. “Annual appointment” means an appointment for the Autumn, Winter, and Spring quarters. Such appointment includes a tuition waiver for Summer quarter, but no stipend.
4. Some Summer stipend appointments are available. Such appointments are more than usually dependent on Departmental needs and GA experience, and are the object of specific advice and attention during the Graduate Review. Summer quarter assignments are not considered in determining promotional level of stipend.
5. GA salary is taxable income and therefore needs to be declared. In the case of some fellowships research assignments, this salary may be considered tax-exempt; further information on these matters is available from the Graduate School or the University Tax Office in Human Resources.
6. GTAs have assigned space in the Graduate Room on the second floor of Hayes Hall. The room is supplied with computer access and a telephone whose use is limited to local calls.

D. Limitations

1. MA students are limited to a maximum of six regular quarters (and 2 summer stipends) of GA support
2. PhD students are limited to a maximum of 18 regular quarters (and six summer s stipends) of GA support.
3. Quarters of externally funded support, whether obtained elsewhere within the university or from History of Art staff or faculty grants, do not count against these limits.
4. Limits are not entitlements. Recommendations and decisions about continuation of support are always made in light of both the student’s progress and departmental needs and resources.
5. These are Departmental limits and may be lifted by the Graduate Studies Committee in response to a petition supported by the advisor. They may also be lifted by the Chair, in consultation with the Graduate Studies Committee, in response to particular needs that cannot otherwise be met.

FORMS, PROCEDURES, AND DEADLINES

Many of the deadlines listed below are set by the Graduate School. Students are advised to consult the *Graduate School Handbook* at least one quarter in advance so as to be able to meet early deadlines. The information below is given in very summary form and is given in much fuller form in the Graduate School Handbook.

1. Application

A. General

1. Application

Information outlining application to the MA and PhD programs at The Ohio State University can be found online at <http://gradadmissions.osu.edu>. For more information, please contact the Graduate Admissions Office located at 1800 Cannon Drive, Columbus, OH 43210-1270.

2. Transfer Credit

Graduate credit earned at another university may be transferred provided the student fulfills all other Graduate School requirements. Up to 45 credit hours of post-Master's work in a field in which the doctorate is awarded at the university may apply. Such course work must be approved in writing by the advisor and the Graduate Studies Committee. This is a decision which is usually made after the student has been in residence for two quarters.

B. Internal Application to PhD

1. Application

Graduate students in the Department of the History of Art Masters Program who intend to continue for the PhD must make formal application to the Graduate Studies Committee. The student forwards to the GSC chair a brief personal statement giving details of the proposed plan of study and offering any further information (for example, the relationship of the Master's study to the advanced degree or specifics of language acquisition) the student deems useful to her/his application. At the same time, the student should submit a current advising report (obtainable in the main office).

Because the completion of MA requirements generally comes at the end of a quarter, students who are planning to graduate and apply for internal submission should contact the GSC chair the quarter prior to expected graduation so that a timetable acceptable to all parties may be worked out.

Plan A

In addition to the material listed above, the student should submit letters of evaluation from all four QP readers. Applicants must have been awarded a High Pass from at least two of the four readers.

Plan B

In addition to the material listed above, the student should request three brief statements of support. Two of these must be from readers of the Masters thesis and contain an assessment of that document. If the student wishes to change fields for PhD study, a statement from the future advisor must be included.

2. Transfer of Credit

Students who accumulate hours beyond the required number while completing the MA degree and who wish to have those hours count toward their PhD program must obtain their advisor's consent and petition the Graduate Studies Committee. If the request is approved by the Graduate Studies Committee, the Graduate Studies Chairperson then must write a letter to the Dean of the Graduate School requesting that these specific courses and credits be transferred to the PhD program. Special note should be taken of the 9 regular quarter MA restriction.

2. Registration and Fees

A. Registration

The Ohio State University uses an on-line registration system. Registration materials for continuing graduate students will be emailed to the student by the Office of the University Registrar. Prior to each quarter, the student must meet with their advisor to approve his or her schedule. A **Graduate Advisory Course Schedule** form (available in the main office) must be completed by the student, signed by the advisor and submitted to the Graduate Secretary by the start of each quarter. The Graduate Advisory Course Schedule will be retained in the student's advising file, as well as a record of any subsequent changes approved by the advisor.

If a student plans to take an individual or group studies course, a **Permission to Enroll in Individual or Group Studies** form (available in the main office) must be filled out and signed by the instructor and the Graduate Studies Chairperson. This form must be submitted to the Department office with the Graduate Advisory Course Schedule for the student's file. The course call number necessary for registration in the individual studies course will be given to the student at that time.

Registration is done by limited time "windows" which will be outlined on the registration email. In order for the department to ascertain the enrollment viability of a course, grad students must register when their "window" opens.

B. Changes

In order to change a schedule after the first Friday of the quarter, forms must be obtained from the main office. A **Change Ticket** is necessary for dropping a course, while adding a class requires a **Course Enrollment Permission** form (dropping and adding requires both). The Course Enrollment Permission form must be signed by the advisor and by the appropriate instructor and one copy returned to the Department office and one to the Graduate School. The appropriate form for individual or group studies must also be completed and signed by the advisor, instructor, and Graduate Chairperson.

After the second Friday of the quarter, the Course Enrollment Permission form must also be signed by the Department Chairperson. Schedule changes are not permitted after the third Friday of the quarter except by petition.

C. Fees

Fee statements are sent electronically from the Registrar. If the fees are not paid by the deadline indicated on the statement, late payment penalties will be imposed (deadlines are also printed in the Master Schedule).

Graduate Associates' fees will be paid by the Department via a fee payment authorization sent to the Office of Fees and Deposits. Any penalties incurred are the responsibility of the student, as are parking fees and insurance premiums.

3. Advising

When a student is transferred from the First-Year advisor to an Area advisor, or at any subsequent time changes Area advisor, a **Declaration of Advisor** form must be obtained from the Graduate Secretary. This is approved and signed by the new advisor and the Graduate Chairperson. The form is then returned to the Graduate Secretary who will record the change and notify the Graduate School.

4. Examinations

A. MA

1. The **Master's Examination Report** forms are generated by the Graduate School.
2. The **Master's Examination Report** must be signed by the student's entire qualifying paper or thesis readership and submitted to the Graduate School (see <http://www.gradsch.ohiostate.edu> for submission instructions) by the deadline published in the Master Schedule of Classes.
3. If a student exceed by more than two years an extension of the MA two-year requirement, the student may be required to retake the written examinations before graduation.

B. PhD

1. The Doctoral Draft Approval/Notification of Final Oral Examination form is available from the Graduate School or the Graduate Secretary. It must be signed by the advisor and all members of the Dissertation Committee and submitted to the Graduate School no later than two weeks before the Final Oral Examination is scheduled to take place. With the Draft Approval form, the student must submit a complete draft of the dissertation for format review.
2. After the Dean of the Graduate School has approved the Final Oral Examination Committee, a Graduate School Representative will be appointed.
3. No less than one week before the Final Oral Examination the student must deliver a copy of the dissertation to the Graduate School Representative.
4. The **Final Oral Examination Report** form is generated by the Graduate School. It must be signed by all members of the Committee and the Graduate School Representative and submitted to the Graduate School no later than two weeks before commencement.
5. Finally, the **Final Approval** form must be signed by every member of the Dissertation Committee and submitted to the Graduate School no later than one week before commencement. Graduate students should bring a paper copy of the dissertation document along with their completed Doctoral Draft Approval Form to Graduation

Services in the Graduate School, 247 University Hall, at least two weeks prior to the date of their Final Oral Examination. The paper copy will be reviewed for correct formatting and returned while the graduate student waits. This format check cannot be accomplished electronically. If applicable, graduate students may pick up a Delay of Electronic Dissemination Form when Graduation Services reviews and approves the formatting of the paper copy. In addition, one copy of the dissertation with the title page signed by the advisor must be submitted to the Graduate School along with a 350 word or less abstract, and a copy of the latter must also be submitted to the Department Graduate Secretary. (see <http://www.gradsch.ohiostate.edu>)

5. Theses and Dissertations

Thesis and dissertation procedures and rules are determined by the Graduate School, which publishes “Graduate School Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents” and contained in the *Graduate School Handbook*. This is available to all graduate students in the Graduate School offices or online at <http://www.gradsch.ohio-state.edu>.

All theses and dissertations subject to oral examination or defense must be delivered to the participating Graduate Representative no less than one week in advance of the scheduled examination.

The Master’s Thesis Approval form must be signed by the student’s entire Advisory Committee and accompany the final copy of the thesis to the Graduate School. An abstract of the thesis must also be turned in to the Graduate School and to the Graduate Secretary.

6. Graduation

Students are required to register for a minimum of three graduate credit hours during the quarter in which they plan to graduate.

A student must submit an **Application to Graduate** (Master’s Degree or Doctoral Degree) form to the Graduate School no later than the second Friday of the quarter in which graduation is expected. Since the application is valid for that quarter only, the student should submit the form only if he/she is certain that all the requirements will be met that quarter. The student submitting an Application to Graduate form is cautioned not to expect advisors or second readers to have the time to read theses, papers or dissertations at the last minute.

In order to submit an Application to Graduate-Master’s Degree, MA-Thesis students should have submitted the first draft of their thesis. However, they must have completed at least their field examinations or a promising draft of their thesis. Non-thesis students must have completed their examinations or one of their papers. The application should indicate which plan the student is pursuing, the Examination Committee members, and the expected date of examination.

The Application to Graduate - Master’s Degree and Application to Graduate - Doctoral Degree forms are available from the Graduate School or the Graduate Secretary.

Late Graduation

A student who does not meet published graduation deadlines for the MA or PhD, but who does fulfill all degree requirements by the last business day prior to the first day of

classes for the following quarter, may graduate the following quarter without registering or paying fees.

As of: June 17, 2009