



GRADUATE STUDIES HANDBOOK

DEPARTMENT OF HISTORY OF ART

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INTRODUCTION

This handbook is the primary faculty and student guide to the policies and procedures of the graduate program in the Department of History of Art at The Ohio State University. Additional important materials about graduate study at The Ohio State University can be found in The Ohio State University [*Graduate School Handbook*](#) published by [*The Graduate School*](#).

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

A SHORT HISTORY OF THE GRADUATE PROGRAM

At most state universities graduate studies in 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 graduatedegrees, 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. 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. In this period, the 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 and with a superior curatorial staff and a distinctive and admirable physical facility.

The department's maturity as an independent academic unit was most fully realized in the early years of the 21st Century when the separate colleges of Arts and Humanities were combined into today's College of Arts and Sciences. With that change, the department's resources were brought into line with those of other full-fledge humanities departments at the university. The focus of the department's teaching and research has continued, moreover, to evolve in line with changes in the larger discipline. Whereas Asian art has long been a noted strength of the department, with South and East Asia as particular foci, faculty retirements and hiring have reconfigured it today as one of the preeminent centers for the study of East Asian modern and contemporary art. Areas of strength in Classical, Medieval, and Early Modern European art have been maintained and recently supplemented by expertise in the larger Early Modern world, especially as regards the study of the Precolumbian, Colonial, and Postcolonial Latin America areas—areas in which the university as a whole is strong, but had not been taught in the department. Established excellence in Modern and Contemporary art, a focus undergird by the presence of the Wexner Center for the Arts on campus, has continued to develop upon its deep faculty resources, as well. In the future, the department will seek to expand again into those areas temporarily vacated by retirement, such as African, Islamic, and American art.

During the 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. Yet, having determined to fund every graduate student admitted, the department has grown increasingly selective, too, one result being that its graduates now occupy important positions in research, teaching, and curation both in the United States and abroad. At the current moment, 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 graduate art history programs in the country.

AN OVERVIEW OF THE PROGRAM

The Department of History of Art offers a full range of courses with particular depth and strength in East Asian, Classical, Medieval/Early Modern, Latin American, and Modern /Contemporary 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. This 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. The VRL's resources are available here: <http://vrl.osu.edu>

ADDITIONAL UNIVERSITY RESOURCES

The Fine Arts Library, with approximately 200,000 volumes covering all areas of the visual arts, is part of a University library system that contains over 6,000,000 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 United States. The Wexner 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** in Cincinnati, **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 Huntington 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 Gender and Sexuality 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 graduate students 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 a 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 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.

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 a 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 second semester in residence.** The Students must fill out a Declaration of Advisor Form and have it signed by their advisor and the graduate studies chair and then turn it in to the graduate program coordinator in order to officially declare their advisor with the department. Students are also responsible for notifying the graduate school of the advisor selection.

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

B. SEMESTER COURSE LOADS

A **full-time graduate student** is expected to take a course load of 8-12 hours. **Students holding Associateships** must be registered for at least eight (8) credit hours during each semester that a 50% or greater appointment is held, except during Summer, when the minimum is four (4) hours. **Students holding Fellowships** must be enrolled for at least 12 hours of graduate credit per semester, except during Summer when the minimum is six (6) credit hours. For **students who have passed their Candidacy Exams**, three (3) credit hours is considered a full-time load, and students should register for more than 3 hours *only in very rare circumstances*. In these cases the extra hours must be approved by the student's advisor and the graduate studies chair. Please note that the Graduate School also requires continuous enrollment of all post-candidacy students who came to Ohio State in 2008 or after.

Although graduate language courses, reading for exams (HA 8193 or HA 8999), 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 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 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 1000-level courses does not count towards the 8-hour 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 (with a B grade or above) of one year's work, 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 6001

History of Art 6001: Historical and Conceptual Bases of Art History is required of all students in the Department. It is offered every fall semester and must be taken the first semester 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; a 3.3 GPA is the minimum acceptable grade point average. Students whose grade point average falls below a 3.3 will be put on probation and will not be eligible for Graduate Teaching Appointments 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 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, students are required to submit an academic progress report, which will be supplied by the graduate program coordinator 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.

I. FIRST FOUR YEARS CURRICULAR MAP FOR TYPICAL MA/PHD STUDENT

The following curricular map represents what a typical graduate student's first four years of academic work might look like. It should be noted that actual schedules will vary and that this curricular map should serve only as one reference point in the ongoing discussions shared by the graduate student and his/her advisor.

Students entering without a Masters Degree:

YEAR I		
Autumn Semester		
	HA 6001: Historical and Conceptual Bases of Art History	4 credit hours
	HA 5XXX (Lecture)	3 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 6015: Practicum for Graduate Teaching Associates	1 credit hour
	Language study as required	
Spring Semester		
	HA 5XXX (Lecture)	3 credit hours
	HA 5XXX (Lecture)	3 credit hours
	HA 8XXX (Seminar)	4 credit hours
	Language study as required	
YEAR 2		
Autumn Semester		
	HA 5XXX (Lecture)	3 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 6015: Practicum for Graduate Teaching Associates	1 credit hour
	Language study as required	
Spring Semester		
	HA 8XXX (Seminar)	4 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 8193: Individual Studies (work on thesis or qualifying papers)	3 credit hours

	Language study as required	
YEAR 3		
Autumn Semester		
	HA 5XXX (Lecture)	3 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 8XXX (Seminar)	4 credit hours
	Language study as required	
Spring Semester		
	HA 5XXX (Lecture)	3 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 8XXX (Seminar)	4 credit hours
	Language study as required	
YEAR 4		
Autumn Semester		
	HA 8999: Research (For work on Candidacy Exams)	6 credit hours
Spring Semester	HA 8999: Research(prospectus and colloquium)	3 credit hours (post candidacy students must enroll for 3 credits hours post candidacy)

Students entering with a Master's Degree:

YEAR 1		
Autumn Semester		
	HA 6001: Historical and Conceptual Bases of Art History	4 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 5XXX (Lecture)	3 credit hours
	HA 6015: Practicum for Graduate Teaching Associates	1 credit hour
	Language study as required	
Spring Semester		
	HA 5XXX (Lecture)	3 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 8XXX (Seminar)	4 credit hours
	Language study as required	
YEAR 2		
Autumn Semester		
	HA 8XXX (Seminar)	4 credit hours
	HA 8XXX (Seminar)	4 credit hours
	HA 6015: Practicum for Graduate Teaching Associates	1 credit hour
	Language study as required	
Spring Semester		
	HA 8999: Research (For work on Candidacy Exams)	6 credit hours
YEAR 3		
Autumn Semester		
	HA 8999: Research (prospectus and colloquium)	3 credit hours (post candidacy students must enroll for 3 credits hours post candidacy)

Please note: Students on teaching fellowships (GTAs) may choose to take somewhat lighter seminar loads their first year, but are strongly encouraged to follow the above templates as closely as possible. Two seminars a semester should be the norm for all students in good standing.

2. THE MA PROGRAM

A. INTRODUCTION

Although the Department offers both the Master of Arts and Doctor of Philosophy degrees, the MA is awarded in partial fulfillment of the requirements for the PhD. The Department does not admit students who wish to work solely toward the Master's degree.

The department offers two MA plans (note that both require that the student satisfy the department's requirements for foreign language; see p.9).

PLAN A. 30 hours of graduate credit (including 6001 and four seminars) with a minimum of 18 hours in the Department of History of Art; a thesis; and a one-hour oral examination on the thesis.

PLAN B. [NB: This is the option most frequently exercised within the Department:] 30 hours of graduate credit (including 6001 and four seminars), with a minimum of 18 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. 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.

Credits beyond those required for the MA (under either Plan A or Plan B) may be transferred toward the PhD on petition to the Graduate Studies Committee.

Time Limitations:

All requirements must be completed within 4 semesters of regular (non-Summer) enrollment, that is before the end of the Spring semester of their second year. Those MA students who do not complete these requirements before the first day of the Autumn semester of their third year may lose good standing in the program. Under special circumstances, the Graduate Studies Committee may extend this limitation.

B. AREA REQUIREMENTS

Although the department does not have specific area requirements, all students entering the Master's program in the Department of History of Art must consult with their advisors to develop a curricular plan that embraces courses treating the art of a wide diversity of subject areas. Thus, for example, a student of Western art history should not only know his/her own area but also know something of the larger sweep of Western art, not to mention the art of regions beyond the Europe and North America. Likewise, those students studying Asian or Latin American art should study regions beyond the boundaries of their own focal civilizations/eras as well. Ideally, students should study with a minimum of four professors.

C. WRITING REQUIREMENTS

1. PLAN A

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 must comply with the formatting requirements published in the *Graduate School Handbook*, ["Guidelines for Formatting 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 the 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 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. The Application to Graduate form (students must choose the thesis option for Plan A on the form) must be submitted online through gradforms.osu.edu and signed by the student's advisor and the Graduate Studies Chair no later than the second Friday of the semester in which graduation is expected.
- G. Upon satisfactory completion of the Master's oral examination and the submission of the final copy of the thesis, the student's advisor and committee will sign the Report on Final Document form online at gradforms.osu.edu.

2. PLAN B

- 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 first summer session, for example) leaving only the second QP for the subsequent 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. The Application to Graduate form (students must choose the non-thesis option for Plan B on the form) must be submitted online through gradforms.osu.edu and signed by the student's advisor and the Graduate Studies Chair no later than the second Friday of the semester in which graduation is expected. All of the QP readers must be declared on the committee portion of this form.

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, the Graduate Program Coordinator 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, all four readers will sign the Report on Final Examination form on gradforms.osu.edu notifying the Graduate School that the examination requirements for the Master's degree have been satisfactorily completed.

D. FIELD EXAMINATION FOR PLAN A

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 Program Coordinator must be notified two weeks in advance of the date and a room properly reserved.

A. The Master's field examination for students following Plan A will consist of the thesis.

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.

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 semester 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 semester 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. The student's advisor and committee members will report the results of the exam on the Report on Final Documentation form online at gradforms.osu.edu. The Final copy of the thesis is filed online 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 50 graduate credit hours beyond the MA program and a total of 80 graduate credit hours beyond the BA.
- b. A minimum of 24 graduate credit hours above the Master's degree must be completed at this University.
- c. If the Master's degree was earned at another university, the Graduate School requires that it be transferred to this university. You can do so using the Transfer of Graduate Credit form found on the [Graduate School's website](#).
- d. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full-time enrollment must be completed while in residence at this University.
- e. A minimum of six (6) graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy, that is, after the Candidacy Examination has been passed.
- f. Following candidacy, student are required to follow the Graduate School's [continuous enrollment policy](#) and must be continuously enrolled for at least three (3) credit hours every semester (summer session excluded)

until graduation. The only exceptions to this policy are students who entered the graduate program prior to Autumn 2008.

2. DEPARTMENT

- a. At least six courses beyond those required for the MA must be graduate seminars.
- b. Normally at least five of these courses will be taken in the Department of History of Art, while the sixth could be taken 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. Students who come to the department with an MA from another program are required to take the graduate proseminar, 6001, which shall count towards the student's six seminar requirement (however, those students who earned their MA in the department cannot count 6001 as one of their six post-MA seminars). It is noted that non-seminar courses cannot be used towards the seminar requirement, although they may be used to fulfill graduate school and departmental credit hour requirements when taken as an 8000 level course. Credit for 8193 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 8193 courses to meet the seminar requirement will be accepted by the Graduate Studies Committee for only two regular semesters (excluding summer) after the term in which the contract is made, and only under extraordinary circumstances. Students may only take one 8193 course in lieu of normal department seminars. To do so, they must fill out a petition form. Exceptions may be allowed in special cases by the Graduate Studies Committee.
- c. Normally, a maximum of 20 hours of cognate studies will be allowed depending on the individual program as developed by the student in conjunction with the advisor.
- d. A student is normally expected to (continuously) enroll primarily in 8999 after satisfactorily completing the candidacy examination. It is recommended that the student also take 6 hours of 8999 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 8999 taken by MA students will count toward either degree.

- e. In addition to the course requirements for the MA degree, students must take seminars with a minimum of four different faculty members during their tenure in the PhD program. 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 requirements.
- 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 Asian or other Non-Western areas 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 semester 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 PhD Candidacy Form Committee 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 Program Coordinator must be notified at least three (3) weeks in advance of each test date. Examinations must be computer-generated. The student is responsible for making sure that all members of the committee received a copy of all exams no less than two (2) weeks before the oral defense.

- 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 exam. 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 semester 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. The Application for Candidacy form must be submitted online through gradforms.osu.edu and signed by the student's advisor and the Graduate Studies Chair by the two week deadline. Any forms

submitted and not signed by the two week deadline will result in a change in examination date in order to meet the two week deadline.

- 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 Report On Candidacy form online at gradforms.osu.edu. 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. Students must fill out a prospectus approval form and have written their prospectus and had it approved within three months of the completion of exams. The Prospectus 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). To schedule the colloquium and attain a room students must turn in their signed prospectus approval form to the graduate program coordinator at least 2 weeks prior to the proposed colloquium date. They must also submit an image and the title of the talk to the graduate program coordinator. The date of the colloquium should be determined in conjunction with the student’s advisor and candidacy committee and with regards to the department’s ability to attend.

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. The same procedures for filing for candidacy with the graduate school apply for the supplemental exam.

- 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*](#). 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. The student in conjunction with their advisor and committee will decide on the deadlines for submitting the draft of their dissertation for review. Once the draft has been approved by the committee a date and time for the final oral defense will be chosen. Students must then consult with the graduate program coordinator to arrange for a room. The student will then submit their Application for Final Examination form on gradforms.osu.edu. This form must be submitted and signed by the advisor and defense committee no later than 2 weeks before the intended defense date. Failure to submit this form and signatures by the deadline will result in a change in the defense date and time in order to comply with the Graduate school rules.
- 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). At the end of the exam the advisor and committee will submit the results of the oral portion of the exam on the Report on Final Examination form online at gradforms.osu.edu. The advisor, committee (including graduate school representative) will determine if the dissertation is complete at the end of the oral exam. If no changes are needed at that time the committee will report their results on the Report on Final Document form online at gradforms.osu.edu. If revisions are needed the form will be signed when the final document has been submitted to the committee.

GRADUATE ASSOCIATESHIPS AND FINANCIAL SUPPORT

1. FORMS OF SUPPORT

The two principal forms of student support in the Department of 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 (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 the 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 other units within the University—the library system or the Wexner Center. Typically students find and apply for these positions themselves. The relevant regulations, conditions of eligibility, renewal, and so on, are set by the employing unit.

2. From time to time, faculty members in the Department of History of Art have externally funded research grants that include provisions for GA positions linked to the project. Appointment to such positions is at the disposition of the relevant faculty member. Such appointments remain subject to Graduate School guidelines pertaining to associateships.
3. Various research and research travel grants are available through the Department, the College of Arts and Sciences and the University.
 - a. At the department level Pyne, Snow and Murnane research awards are granted via the graduate studies committee. Calls for applications for these awards usually occur two times a year, once in Autumn semester and once in Spring semester.
 - b. At the college level, College of Arts and Sciences small research grants are available through the dean's office.
 - c. At the University level FLAS awards, supporting foreign language research, are awarded on the basis of university-wide competitions.

Presidential Fellowships, normally applied 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. Alumni grants for graduate research and scholarship (AGGRS) are available several times throughout the year. Various other awards such as the Ray travel award, Coke grants and the Howe award are also available.

4. Advanced students will typically seek dissertation support from such external agencies as CASVA, 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. Annually, towards the end of the Spring semester, the Department conducts a review of all students in the program.. The faculty recommendations following 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 degree progress as well as teaching evaluations when determining teaching assignments.
3. In general, the Chair will consult closely with the Graduate Studies Committee Chair in making associateship appointments. It is recognized that in some circumstances this may not be possible.
4. While the Chair has 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 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 (see D. limitations), 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 History of Art are required to attend all assigned sessions of the University teaching orientation which takes place before the start of Autumn semester. GAs will ideally take the departmental GA practicum (6015) two years in a row.

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, and administer make-up exams, and may meet with students about minor problems and questions; graders are often asked to lead review sessions prior to exams.

Recitation leaders, most frequently attached to the 2000-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 course or a branch campus. The Department is actively interested in creating more opportunities of this kind, particularly for those that would enable doctoral students to teach in their area of academic specialization.

- c. 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) and lecturers with whom they are working or, where relevant, by a member of the faculty selected by the Graduate Studies Committee.
- e. GTA's are required to distribute discursive evaluations in all of their courses. These will be available for distribution from the front office the final weeks of the semester and must be completed using class time. GTA's are also required to turn in all exams and coursework not collected by students at the end of each semester. Coursework and exams must

alphabetized and be clearly labeled with the course number, instructor's name, GTA's name and section.

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. GA stipends are set by the college and are reviewed annually by the college.
3. Annual appointment means an appointment for the Autumn and Spring semesters. which includes a tuition waiver for Summer, but no stipend.
4. Some Summer stipend appointments are available. These appointments are dependent on Departmental needs, GA experience, and available funding.
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.

D. LIMITATIONS

1. Students entering the graduate program at the MA-level are normally limited to six years of GA support.
2. Students entering the program with an MA in art history already in hand are normally limited to four years of GA support.
3. External support (i.e., from non-OSU fellowships and 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.

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 two semester 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*.

A. GENERAL

1. APPLICATION

Information outlining application to the MA and PhD programs at The Ohio State University can be found online at <http://gpadmissions.osu.edu/index.html> . For more information, please contact the Graduate Admissions Office located at 105 Student Academic Services Bldg, 281 W. Lane Ave, Columbus, OH 43210.

2. TRANSFER CREDIT

Graduate credit earned at another university may be transferred provided the student fulfills all other Graduate School requirements. Up to 26 semester 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 semesters. Students must submit a Transfer of Graduate Credit Form and a copy (front and back) of their transcripts to the Graduate Program Coordinator for submission to the graduate school.

B. INTERNAL APPLICATION TO PHD

1. APPLICATION

Graduate students in the Department of the History of Art Master's 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 semester, students who are planning to graduate and apply for internal submission should contact the GSC chair the semester prior to expected graduation so that a timetable acceptable to all parties may be worked out.

In addition to the material listed above, the student should submit a letter of support from their intended doctoral advisor. Applicants who opted for a Plan B Master's degree must also have been awarded a High Pass from all four of their QP readers.

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 student must submit a Transfer of Graduate Credit Form to the Graduate Program Coordinator for submission to the graduate school.

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 semester, the student must meet with their advisor to approve his or her schedule.

If a student plans to take an individual or group studies course (8193 or 8999), they may obtain the class # for said instructor from the Graduate Program Coordinator and enroll online. The class number for individual or group studies will change every semester.

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. AUDITING A COURSE

If a student opts to audit a course they must submit a signed course enrollment permission form or an e-mail from the professor’s osu e-mail account approving the student to audit the course to the Graduate Program Coordinator. If the student has already enrolled in the class, they **must not** drop the course (the auditing change will be made once the form is submitted). If they haven’t enrolled they will be enrolled when the form is processed. Audited hours do not count towards the degree hour requirements.

C. CHANGES TO SCHEDULE

In order to change a schedule after the first Friday of the semester, 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 or an e-mail from the professor’s osu e-mail account (dropping and adding requires both). These are then turned in to the Graduate Program Coordinator.

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

D. 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. INTERNSHIPS

Internships are frequently available for credit to students at museums and galleries at the university and in the Columbus area (e.g. The Wexner Center, Columbus Museum of Art, COR&P) and often serve as useful pedagogic introductions to the intellectual and practical lives of museums, galleries, and other curatorial spaces. Students who take up such internships can receive some academic credit in most circumstances. When such opportunities arise, those interested should complete an application form available at the front office and submit it for evaluation by the Graduate Studies Committee who will consider assignments with the advice of the relevant institutions.

4. ADVISING

When a student is transferred from the First-Year advisor to an Area advisor, or at any subsequent time changes their advisor, a **Declaration of Advisor** form must be obtained from the Graduate Program Coordinator. This is approved and signed by the new advisor and the Graduate Chairperson. The signed form must be returned to the Graduate Program Coordinator. It is the Student's responsibility to notify the graduate school of the choice/change of advisor.

5. EXAMINATIONS

A. MA

1. The **Master's Report on Final document (Plan A) and the Master's Report on Final Examination (Plan B)** forms are available on gradforms.osu.edu after the student has submitted their Application to Graduate..
2. The Master's Report on Final document (Plan A) and the Master's Report on Final Examination (Plan B) must be signed by the student's entire qualifying paper or thesis readership on gradforms.osu.edu by the published deadline.

B. PHD

1. The Application for Final Examination form is available from on gradforms.osu.edu It must be signed by the advisor and all members of the Dissertation Committee and submitted no later than two weeks before the Final Oral Examination is scheduled to take place. Graduate students should bring a paper copy of the dissertation document 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.
2. After the Graduate School has approved the Application for Final 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 appointed Graduate School Representative.
4. The **Report on Final Examination** form is generated by the Graduate School and is available for signature on gradforms.edu It must be signed by all members of the Committee and the Graduate School Representative and submitted to the Graduate School by the published deadline for the semester or summer session of graduation.

5. Finally, the Report on **Final Document** form must be signed by every member of the Dissertation Committee and the Graduate School Representative and submitted to the Graduate School by the published deadline for the semester or summer session of graduation. If applicable, graduate students may submit a petition to delay electronic dissemination on gradforms.osu.edu.

6. THESES AND DISSERTATIONS

Thesis and dissertation procedures and rules are determined by the Graduate School, which publishes “[Graduate School Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents](#)” and contained in the *Graduate School Handbook*. All theses and dissertations must be taken to the graduate school for a formatting check no less than two weeks before the oral exam.

All 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 Report on Final Document form must be signed by the student’s entire Advisory Committee online at gradforms.osu.edu. The student must upload their thesis online following the [guidelines outlined by the graduate school](#). A copy of the thesis must also be turned in to the Graduate Program Coordinator.

The PhD Report on Final Document form must be signed by the student’s entire Advisory Committee online at gradforms.osu.edu. The student must upload their dissertation online following the guidelines outlined by the graduate school.

7. GRADUATION

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

A student must submit an **Application to Graduate** (Master’s Degree or Doctoral Degree) form on gradforms.osu.edu no later than the second Friday of the semester in which graduation is expected. Since the application is valid for that semester only, the student should submit the form only if he/she is certain that all the requirements will be met that term. 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 promising draft of their thesis. Non-thesis students must have completed their papers. The application should indicate which plan the student is pursuing (thesis or non-thesis), 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 on gradforms.osu.edu.

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 semester, may graduate the following semester without registering or paying fees if they have notified the graduate school that they would like to use the End of Semester option. The graduate school must be notified of the change before the end of the semester they applied to graduate.

As of April 2015