

# **The Department of Art and Art History University of Texas at Austin**

## **Art History Handbook: Guide to Graduate Studies**

### **Master of Arts (MA) and Doctor of Philosophy (PhD) Programs**



### **Introduction**

#### **The University of Texas at Austin**

Founded in 1883, the University of Texas at Austin annually enrolls about 50,000 students, a quarter of whom are pursuing graduate or professional degrees. Many of UT's graduate programs on campus are highly ranked nationally, and UT Austin leads all universities in the South in the number of doctoral degrees awarded. With a faculty of some 2,500 scholars, the University of Texas at Austin is a rich and varied community dedicated to expanding knowledge through teaching and research.

#### **The Graduate Program in Art History**

The Art History program at UT is among the nation's largest and most distinguished, with over twenty full-time faculty members who are leading scholars in their fields and represent a diversity of critical and methodological outlooks. Students in Art History are regularly honored with prestigious awards and fellowships, and alumni from this program lead successful careers at colleges, universities, and museums worldwide. Art History's strengths include a wide choice of course offerings in nearly all areas of the history of art, from Pre-Columbian, South Asian, Latin American, to European, American and African and African Diaspora art.

The program's expansive scope comprises courses covering a wide range of periods and cultures of art, while areas of special concentration are represented by several active research centers. Interdisciplinary study and collaboration play a vital role in the program. Additionally, research is enhanced by access to the many resources available across campus including the [Blanton Museum of Art](#), one of the country's leading university art museums; the university's notable [library system](#); and cultural archives such as the [Harry Ransom Center](#).

## **Table of Contents**

Introduction and Program Objectives .....	2
Important Contacts and Directory.....	3
Application Process .....	4
The Master's Degree in Art History .....	4
Course of Study .....	5
Example Program Plan .....	5
Language Requirement.....	6
Thesis Colloquium.....	6
Thesis .....	8
Graduation .....	8
Guidelines for Current MA Students Wishing to Apply to the PhD .....	9
The Doctoral Degree in Art History .....	10
Course of Study .....	10
Example Program Plan .....	10
Language Requirement.....	11
Dissertation Colloquium.....	11
Qualifying Examinations .....	13
Doctoral Candidacy and Dissertation Hours .....	15
Dissertation Defense and Graduation .....	16
Portfolio in Museum Studies .....	17
Departmental Policies .....	18
Advising.....	18
Graduate Credit & Grading.....	18
Annual Review .....	20
Semester of Graduation .....	20
Teaching Assistantships.....	19
Financial Resources .....	22
College of Fine Arts Funding Time to Degree Policy .....	23
University Policies .....	24
Time Limits.....	24
Breaks in Attendance.....	24
Warning Status and Dismissal .....	25
Services and Resources .....	25
Additional Policies .....	26

## **Important Contacts and Directory**

### **Departmental Contacts**

Art and Art History Department Chair: [Dr. Susan Rather](#)  
 Art History Graduate Adviser: [Dr. Nassos Papalexandrou](#)  
 Art and Art History Graduate Coordinator: [Robin Dangel](#)  
 Art History Faculty: <https://art.utexas.edu/people/faculty/art-history>

Coordinator of Museum Studies Portfolio: [Dr. Janet Leoshko](#)

### **College of Fine Arts**

Dean of the College of Fine Arts: [Dr. Ramon Rivera-Servera](#)  
 Senior Associate Graduate Dean of Fine Arts: [Dr. Raquel Monroe](#)  
 Staff Contacts: <https://finearts.utexas.edu/about/staff-directory>  
 Fine Arts Career Services: <https://finearts.utexas.edu/careers>

### **University Contacts**

UT Graduate School Dean: <https://gradschool.utexas.edu/>  
 UT Graduate Admissions: <https://gradschool.utexas.edu/admissions/contact>

### **Resources**

Art and Art History Student website: <https://sites.utexas.edu/artgrads/>  
 Art History Student page: <https://sites.utexas.edu/artgrads/art-history/>  
 Comprehensive list of UT resources for onboarding, health, housing, finances, transportation:  
<http://sites.utexas.edu/artgrads/resources/>

### **Policies**

This handbook contains some general remarks concerning University, Graduate School, and Department of Art and Art History procedures. For complete information, consult the following publications:

- The Graduate School Catalog: <https://catalog.utexas.edu/graduate/>
- University of Texas Course Schedule: <http://www.utexas.edu/student/registrar/schedules/>
- General Information Catalog: <http://www.utexas.edu/student/registrar/catalogs/>
- The Graduate School Website: <https://gradschool.utexas.edu/>
- The Graduate School “Key Dates” Calendar: <https://gradschool.utexas.edu/academics/policies/key-dates>
- Teaching Assistant Information: <https://hr.utexas.edu/student/student-academic-employment>

Students are responsible for familiarizing themselves with all University of Texas policies governing academic and non-academic conduct. The complete policy library may be found: <https://www.utsystem.edu/sites/policy-library>.

Both MA and PhD students may apply to Fine Arts Library staff at the beginning of each semester. These are assigned based on availability. Carrel checkout is reserved for all UT graduate students for the first two weeks of the fall semester. After this period, it is open to all UT students.

Students wanting to check out a carrel must make a request at the FAL Circulation desk where they may choose from a list of available carrels. Like books, carrels are checked out for the semester. However, carrels are not renewable. If a patron would like to keep or change a carrel, they must make that request at the Circulation desk at the end of the semester.

## **Application Process**

Full directions regarding admissions are always updated on the [program website](#). No late applications will be accepted. Thoroughly read Application Steps 1 through 5 on the program page for questions related to the application fee, submission process, transcripts, letters of recommendation, and language test scores.

Applicants to the Master of Arts Program are expected to have completed a broad range of undergraduate coursework in art history (18 hours in art history are recommended) and related fields. MA students will be required to demonstrate proficiency in reading/translating one contemporary language other than English prior to beginning the fourth semester in residence.

Applicants to the Doctoral Program must have an MA in Art History or an MA in a related field with substantial coursework in art history at the undergraduate and graduate levels. Applicants completing the second year of a Master's program are also eligible to apply (see page 9).

After the application is processed, monitor the application via [Mystatus](#). It is the applicant's responsibility to confirm that all materials have been received. After the program has made an admissions decision, please visit the [After The Decision](#) Graduate School page. Admissions decisions are final. Due to the volume of applications, individual applicant feedback cannot be given. If applicants are not admitted, they are free to apply in future admission cycles without prejudice.

Please see the [Frequently Asked Questions](#) page regarding visiting campus and the application process.

---

## **The Master's Degree in Art History**

### **Course of Study**

All courses in the program of work (except thesis) must be taken for a letter grade. Courses taken on the Credit/No Credit basis will not count towards the completion of the degree. Students can pursue the degree with specialized or general tracks. Courses must be in the upper (numbers NNN 320-379) or graduate (NNN 380-394) division. Demonstrated facility in reading at least one language in addition to English is also required (see page 6). All MA students must complete a written thesis.

### **Program of Work for General Track with Thesis: 30 hours**

#### **A. 6 Art History courses (18 hours)**

- ARH 395 Art Historical Methods (3 hours) Required for all MA students in the first semester of study - no exceptions

One Art History seminar in each of chronological groupings of western and non-western art, as follows:

- 1 seminar Ancient-Western and Non-Western (3 hours)
- 1 seminar Medieval to Early Modern (3 hours)
- 1 seminar Modern (3 hours)
- 2 additional seminars (6 hours) in any of the above areas

**B. 2 Minor (supporting) courses (6 hours):** Courses outside of Art History, in related areas such as history, literature, anthropology, archaeology, classical civilization, philosophy, architecture, music or any other area relevant to the student's area of interest. These courses must be either upper-division undergraduate courses (numbers NNN 320-379) or graduate seminars (NNN 380-394). No Art History faculty member may be an instructor of record for Minor coursework.

**C. 2 Thesis courses (6 hours, to be taken in sequence)**

- Thesis: ARH 698A Thesis Colloquium (3 hours)
- Thesis: ARH 698B Thesis (3 hours)

**Program of Work for Specialized Track with Thesis: 30 hours**

Tracks: Ancient-Western and Non-Western, Medieval to Early Modern, Modern

Requirements:

**A. 6 Art History courses (18 hours)**

- ARH 395 Art Historical Methods (3 hours) Required for all MA students in the first semester of study - no exceptions
- 3 Art History seminar (3 hours) in the chosen track
- 1 Art History seminar (3 hours) in an area outside the chosen track
- 1 additional Art History seminar (3 hours) or ARH 396 Advanced Reading Tutorial (3 hours) or ARH 396K Lecture Tutorial (3 hours). Reading tutorials require a [signed form](#).

**B. 2 Minor (supporting) courses (6 hours):** Courses outside of Art History, in related areas such as history, literature, anthropology, archaeology, classical civilization, philosophy, architecture, music or any other area relevant to the student's area of interest. These courses must be either upper-division undergraduate courses (numbers NNN 320-379) or graduate seminars (NNN 380-394). No Art History faculty member may be an instructor of record for Minor coursework.

**C. 2 Thesis courses (6 hours, to be taken in sequence)**

- Thesis: ARH 698A Thesis Colloquium (3 hours)
- Thesis: ARH 698B Thesis (3 hours)

**Example program plan for the MA**

<u>First Semester</u> 1. Methods (ARH 395) 2. Seminar 3. Seminar or outside course	<u>Second Semester</u> 1. Seminar 2. Seminar 3. Seminar or outside course
<u>Third Semester</u> 1. Thesis colloquium (ARH 698A) 2. Seminar	<u>Fourth Semester</u> 1. Thesis writing (ARH 698B) 2. Seminar or outside course

\*Additional electives may be added if a student prefers. Students may need to enroll in more courses in order to be eligible for employment or full-time (9 hours) enrollment.

\*\*Students may enroll in ARH 396C Reading Tutorial, [with permission](#), in their last semester. This course will not count as a seminar course. An instructor of record and program of work is still required.

**MA Language Requirement**

MA students must have reading/translation competence in at least one modern language in addition to English. The additional language will be relevant to the student's areas of study and will allow the student to understand the scholarship of their field. The language will be determined in consultation with the Graduate Adviser and the choice is subject to ratification by the Graduate Studies Committee.

The choice of language is flexible but must be decided in consultation with one's advisor/committee chair or the Graduate Adviser if an advisor has not yet been selected. Language courses cannot count toward fulfillment of the requirement for six hours of coursework taken outside the department (supporting work or minor). The language exam requirement must be fulfilled in one of the following ways:

- **4 semesters of college-level language courses** passed at grade B or above. Advanced placement credit can count towards the required number of courses.
- **Departmental exam** to test translation proficiency in French, Spanish, Italian, German, and Portuguese (and other languages as petitioned by students) administered 3 times each year (beginning and end of fall semester, and once during spring semester). Exams are graded by at least 2 faculty members. Language exams will be administered to students who wish take it in a given semester. The exam proceeds simultaneously, in a single location and time that works for all. This requirement can be fulfilled in one of the following ways, and must be satisfied by the end of the third long semester in residence

*To compensate for the exceptional difficulty involved, students who plan on qualifying in a language other than the traditional European languages may be allowed to do so. Permission may be granted after consultation with the Graduate Adviser and after petitioning the faculty to substitute an instructional course in that language in place of a supporting (i.e. out-of-department) course.*

### **MA Thesis Colloquium**

During the semester of enrollment in Thesis research (ARH 698A, 3 hours), usually in the third semester of residence and after the completion of 18 hours of coursework, the student presents a topic for faculty approval in a Thesis Colloquium. Enrollment in ARH 698B Thesis (3 hours) may take place only after an approved presentation.

- In the first year, no later than the end of the Spring semester, the student will contact an Art History faculty member about supervising the thesis and initiate a discussion about possible topics.
- Students are encouraged to interview faculty in their area of specialization in order to find a faculty supervisor/committee chair. Students and supervisors must be in alignment to accommodate their professional goals. Failing to find a supervisor will result in termination from the program.
- The wise Art History Master's student will take advantage of the summer following the first year to develop and research a topic or possible topics with the goal of being ready to schedule the colloquium in the early part of the Fall semester.
- If the colloquium is not held, a grade of Incomplete is assigned; a final grade will be assigned when the colloquium is held during the next long semester.
- Remind the supervising professor to change the Incomplete to the final grade using the Registrar's online grade change page. Incompletes will be permanent after two long semesters.

### **Who attends the colloquium?**

The thesis Colloquium is attended by 5 faculty members:

- Graduate Adviser for Art History. If the Graduate Adviser is also the thesis adviser, only 3 additional faculty are needed
- Student's thesis adviser

- Second reader for the thesis
- 2 additional faculty members chosen by the student in consultation with the thesis adviser

### **Format**

- Single spaced
- Times New Roman 12-point font
- Standard margins

### **Header layout for the thesis prospectus:**

Thesis Prospectus	
Student's name	Name of supervisor
Date (including year), time	Location: [DFA 2.506]

### **Content**

The prospectus will include the following:

- A clear statement of the problems to be investigated in the thesis
- A critical review of the state of the research on the topic
- An outline showing how the topic will be developed (about 1 page)
- A working bibliography (not to exceed 2 pages)

*Note: Parts 1 and 2 together should not exceed 1500 words.*

### **Distribution**

A week before the scheduled MA Colloquium, the prospectus is distributed electronically (PDF version) to the committee, Graduate Adviser, and Graduate Coordinator. If requested, it may be distributed in hard copy via faculty mailbox.

### **Colloquium**

The thesis colloquium is about 30 – 40 minutes in length and begins with an informal presentation by the student. The committee members have already read the prospectus, so the presentation should be concise, brief and to the point; the purpose of the presentation is to present the images associated with the prospectus and review the main points. Five minutes should be sufficient for the presentation.

Discussion follows the presentation. Upon completion of this conversation between the faculty committee and the student, the student is excused from the room to allow the faculty committee to discuss the topic. The student then returns and the faculty presents the student with recommendations.

### **Presentation**

Colloquia are presented in the Art History Conference Room, DFA 2.506. Students may present images on Power Point using the ceiling projector, via the networked MAC computer in this room. Plan a practice presentation prior to the formal colloquium to familiarize yourself with the projector set up. Contact the Art History Graduate Coordinator to reserve the conference room for a practice presentation (recommended).

All committee members are expected to attend the colloquium. However, when a member of the committee is unable to attend in person, it is possible for that committee member to attend by Zoom, Skype, or phone/conference call.

## Scheduling the Colloquium

Contact the Art History administrative associate to reserve the conference room for the presentation, and also make the Graduate Coordinator aware of this date/time.

To schedule the colloquium, visit the [online course schedule](#) to find availabilities for each faculty member involved in the colloquium. Work with the Graduate Adviser to set up available time slots. Email the committee and the Graduate Adviser with a [Doodle poll](#), if needed. Once the student has confirmed a time and date, send a confirmation email to the Graduate Adviser and Graduate Coordinator. Please put *Colloquium Schedule Request* in the subject line to be added to the colloquium calendar. If students wish to make any changes to the original schedule, they must notify the Art History Graduate Coordinator, the Graduate Adviser and committee with the most current information.

- Past Prospectuses for ARH MA and PhD  
Colloquia: <https://utexas.box.com/s/luzqghox9cws4n521tf8d7qxofzci2ej>
- Search theses and dissertations via UT libraries: <https://repositories.lib.utexas.edu/handle/2152/12963>
- [Fall 2022 Colloquium Workshop PowerPoint](#)

## The Thesis

The thesis is completed in conjunction with the student's faculty advisor and reader. The student can choose to have more than one reader in addition to the thesis adviser and reader. The thesis guidelines from the University of Texas may be found here: <https://gradschool.utexas.edu/academics/theses-and-dissertations>.

In the Art History program, public thesis defenses are not required. The thesis is complete when the student's faculty advisor gives final approval. M.A. theses should be 60 pages in length, excluding bibliography and images.

## MA Graduation

**To graduate, students must be registered for at least 3 Thesis B hours.**

### Confirm Committee Members

- Any changes to the MA committee must be finalized by the Graduate School **a minimum of 30 days** prior to the date of submission of the final draft of the thesis.
- All members must sign the MA committee approval form. Signatures on the signature sheet can be electronic.

### Apply to Graduate

At the beginning of the semester, apply to graduate by completing the online MA Graduation Application form. The Graduate School's [Deadlines & Submission Instructions page](#) has links at the top of the page for students, with a link to this form, with deadlines, submission information, and a checklist for the process. Applications are generally due by mid-April (Spring) and mid-November (Fall), and these are hard deadlines. More information about MA candidacy may be found: <https://gradschool.utexas.edu/academics/theses-and-dissertations/masters-candidacy>. Students should consult the Graduate School's ["Key Dates" calendar](#) regarding all relevant milestones for applying for graduation, defending, and submitting final materials.

### Thesis Review

- Submit the final draft of the thesis, reviewed for technical and grammatical correctness by your supervisor, to each of your committee members **at least 4 weeks** prior to the Graduate School's deadline for submission.
- The thesis should be finalized prior to the posted end of semester due date.
- All details to submit the thesis can found on the [Deadlines & Submission Instructions](#) page.



- The required paperwork (Master's committee approval form, Statement on Research with Human Subjects form, any requests to delay publication) must be submitted to the Graduate School by the posted Graduate School deadline.
- The form **does not** need to be printed on any special-colored paper (formerly required by the Graduate School)

## Graduation

The only graduation ceremony for graduate students (Convocation) is held at the end of the Spring semester. If students are unable to complete and upload the thesis and submit the signature sheet and other required paperwork, they cannot walk at this graduation ceremony.

Read about graduation and the Convocation ceremony [here](#). Academic regalia is required to walk at graduation and may be ordered from the [University Co-op](#).

## ***In Absentia* Registration (generally for Summer session only)**

An extension is allowed for students registered in the Summer Session who are unable to submit the thesis by the last class day of the Summer Session. This option is called [in absentia registration](#). This is an option only at the end of the Summer Session and is not offered at any other time. Prior to requesting *in absentia* registration, the Graduate Adviser must submit a petition to the Graduate School with the most updated version of the thesis. Students still must submit required thesis paperwork to the Graduate School.

## **Guidelines for Current MA Students Wishing to Apply to the PhD**

### Process

Keep in mind that the selection process for the Ph.D. program is quite rigorous. Students intending to apply to the doctoral program should have an open conversation with their thesis supervisor to discuss the feasibility of taking this step.

The application file will consist of the same items that were required for the MA application, with any completed chapters of the thesis comprising the second writing sample. If there are no completed chapters, an additional seminar paper will be submitted as the second writing sample. These materials must be submitted to the Art and Art History Graduate Coordinator as a packet by the end of the first week in January.

Faculty may submit letters of recommendation directly to the Graduate Coordinator, but please clarify that the letter must be submitted before the beginning of the Spring semester.

### Application Packet

1. Updated [“Departmental Application”](#) (under “Upload Supporting Materials”)
2. New personal statement (1 page)
3. Updated Curriculum Vita/Resume
4. 3 letters of recommendation (new) from faculty
5. 2 writing samples; one will be an Art History seminar paper and the other will be the thesis
6. All undergraduate and graduate transcripts (do not need to be official – can be a PDF grade statement).

Internal applicants are recommended by approval of their advisor, who will confirm significant progress on the MA thesis. Internal applicants will be admitted based on the graduate admissions committee. Depending on the student's progress on the thesis, this decision may occur late in the Spring semester.

If a student applies to another program and receive a funding offer, they are welcome to notify the Admissions Committee co-chairs with the details of the offer. All universities with doctoral programs should be adhering to [the April 15<sup>th</sup> Resolution](#). This is the deadline for each applicant with an admission/funding offer to make a final decision and commit to one school.

Standard funding for a doctoral student includes four semesters of support in the form of Teaching Assistantships (when available) and 2 semesters of Assistant Instructorships (when available). In addition, the department will assist students approaching the primary research year in applying for major external fellowships to support their research. Students who are not awarded a fellowship will receive modest departmental funding to pursue dissertation research.

## **The PhD in Art History**

### **Course of Study**

The Doctor of Philosophy degree requires at least 30 hours of coursework beyond the MA degree. Only coursework taken for a letter grade will count towards completion of the doctoral Program of Work. Seminars or independent study courses taken on the credit/no credit basis cannot be counted towards completion of the degree.

Course requirements include:

- A minimum of 5 graduate seminars in at least two of the Department's chronological groupings of western and non-western art: Ancient; Medieval to Early Modern; and Modern
- 9 hours of supporting work, normally consisting of 2 graduate seminars outside the Department of Art and Art History in areas related to the major field, and 1 graduate reading course outside the Department of Art and Art History often taken in the context of preparation for the qualifying examination. All of these courses must be taken for a letter grade.
- A minimum of 6 hours of dissertation research and writing

Further requirements include reading/translation competence in at least 2 contemporary languages in addition to English, a dissertation colloquium, written and oral qualifying examinations that admit the student to doctoral candidacy, the dissertation, and the oral defense of the dissertation. PhD students who are employed as Teaching Assistants must enroll for one term in ARH 398T Supervised Teaching in Art History, a pedagogy seminar that meets 1 hour per week. This course does not count toward completion of the degree.

### **Program plan for the PhD**

<u>First Semester</u>	<u>Second semester</u>
1. Seminar 2. Seminar or outside course 3. Supervised Teaching (ARH 398T)* (register for ARH 398T if awarded a Teaching Assistantship for first year).	1. Seminar 2. Seminar 3. Seminar or outside course
<u>Third Semester</u>	<u>Fourth Semester</u>
1. Dissertation colloquium (ARH 397) 2. Seminar 3. Seminar	1. Qualifying exams (ARH 396P) 2. Qualifying exams (ARH 396P) 3. Reading course outside Department, in support of a Qualifying Exam question
<b>Before advancing to doctoral candidacy, student must have satisfied the requirement for reading proficiency in 2 contemporary languages in addition to English</b>	

<u>Fifth Semester</u>	<u>Sixth Semester</u>
Dissertation hours ARH 399R (3 hours), 699R (6 hours), or 999R (9 hours)	Dissertation hours ARH 399W (3 hours), 699W (6 hours), or 999W (9 hours)
<i>Students register for only ONE semester in R status, all subsequent semesters are in "W" status</i>	<i>Student must be registered in dissertation hours in all long semesters until graduation</i>

## **PhD Language Requirement**

Doctoral students must have reading/translation competence in at least 2 modern languages in addition to English. These languages will be relevant to students' areas of study and will allow individuals to undertake primary research and understand the scholarship of their chosen field.

Language courses cannot count toward fulfillment of the requirement for 9 hours of coursework taken outside the department (supporting work or minor). Each language requirement can be fulfilled in one of the following ways, and must be satisfied before advancing to doctoral candidacy:

- **Four semesters of college-level language courses** passed at grade B or above. Advanced Placement credit can count towards the required number of courses.
- **Departmental exam** to test translation proficiency in French, Spanish, Italian, German, and Portuguese (and other languages as petitioned by students) administered twice per semester. Exams are graded by at least two faculty members. Language exams will be administered to students who wish take it in a given semester. The exam proceeds simultaneously, in a single location and time that works for all. The choice of language is flexible but must be decided in consultation with one's adviser.
- **Confirmation of completion** of a modern language requirement from the student's Master's program

*To compensate for the exceptional difficulty involved, students who plan on qualifying in a language other than the traditional European languages may be allowed, after consultation with the graduate advisor and after petitioning the faculty, to substitute an instructional course in that language in place of a supporting (i.e. out-of-department) course.*

## **The Dissertation Colloquium**

The Dissertation Colloquium, held during the third or fourth term of the student's residence and after the completion of at least 18 hours of coursework, is meant to present the faculty with the dissertation proposal. The colloquium is intended to be an informal conversation with the faculty concerning the topic, its feasibility, and potential pitfalls that might affect the student's ability to complete it successfully.

## **Registration**

- Register in one section of ARH 397 Doctoral Colloquium in the semester that the colloquium will be held.
- If the colloquium is not held, a grade of Incomplete is assigned; a final grade will be assigned when the colloquium is held during the next long semester.
- The Incomplete must be changed to a final grade on line; the student must remind the supervising professor to do this. Incompletes will be permanent after two long semesters.

## **Who attends the colloquium?**

- Art History Graduate Adviser (if the Graduate Adviser is also the dissertation adviser, only 4 additional faculty members are required)
- 5 faculty members of the dissertation committee
- All committee members are physically present at the colloquium. However, when a member of the committee is unable to attend in person, it is possible for that committee member to attend by Zoom/Skype or speaker phone/conference call.

### **Format**

- Single spaced
- Times New Roman 12-point font
- Standard margins

### **Header layout for the thesis prospectus:**

Dissertation Prospectus	
Student's name	Name of supervisor
Date (including year), time	Location: [DFA 2.506]

### **Content**

A week before the scheduled Dissertation Colloquium, the student presents to the Graduate Adviser for Art History and the faculty a written prospectus, prepared with the help of the dissertation adviser. The prospectus should not exceed **9** pages (single spaced, 12-point font, Times New Roman with standard margins) and should include the following:

1. A clear statement of the problem to be investigated in the dissertation
2. A critical review of the state of the research on the topic
3. An outline showing how the topic will be developed
4. A working bibliography

*Note: Parts 1 and 2 together should not exceed 2500 words.*

### **Distribution**

A week before the scheduled Dissertation Colloquium, the prospectus is distributed electronically (PDF version) to the committee, Graduate Adviser, and Graduate Coordinator. If requested, it may be distributed in hard copy via faculty mailbox.

### **Colloquium**

The dissertation colloquium is about 30 – 40 minutes in length and begins with an informal presentation by the student. The committee members have already read the prospectus, so the presentation should be concise, brief and to the point; the purpose of the presentation is to present the images associated with the prospectus and review the main points. Ten minutes should be sufficient for the presentation.

Upon completion of the presentation, the student and committee discuss the proposed dissertation. Following this discussion, the student is excused from the room during faculty discussion of the topic, after which the student returns and the faculty presents the student with recommendations.

The topics for the doctoral qualifying examinations are set at the colloquium. The student must complete the doctoral qualifying examinations by the end of the next long semester following the colloquium presentation.

There may be additional discussion about the composition of the dissertation committee. Note also that the final composition of the dissertation committee is not formalized until after the qualifying exams are completed and the student initiates the online doctoral candidacy application process.

### **Presentation**

Colloquia are presented in the Art History Conference Room, DFA 2.506. Students may present images on Power Point using the ceiling projector, via the networked MAC computer in this room. Plan a practice presentation prior to the formal colloquium to familiarize yourself with the projector set up. Contact the Art History Graduate Coordinator to reserve the conference room for a practice presentation (recommended).

All committee members are expected to attend the colloquium. However, when a member of the committee is unable to attend in person, it is possible for that committee member to attend by Zoom, Skype, or phone/conference call.

### **Scheduling the Colloquium**

Contact the Art History administrative associate to reserve the conference room for your presentation, and also make the Graduate Coordinator aware of this date/time.

To schedule the colloquium, visit the [online course schedule](#) to find availabilities for each faculty member involved in your colloquium. Work with the Graduate Adviser to set up available time slots. Email your committee and the Graduate Adviser with a [Doodle poll](#), if needed. Once the student has confirmed a time and date, send a confirmation email to the Graduate Adviser and Graduate Coordinator. Please put *Colloquium Schedule Request* in the subject line to be added to the colloquium calendar.

If a student makes any changes to the original schedule, they must notify the Art History Graduate Coordinator, the Graduate Adviser and committee with the most current information.

- Past Prospectuses for ARH MA and PhD  
Colloquia: <https://utexas.box.com/s/luzqghox9cws4n521tf8d7qxofzci2ej>
- Search theses and dissertations via UT libraries: <https://repositories.lib.utexas.edu/handle/2152/12963>
- [\*\*Fall 2022 Colloquium Workshop PowerPoint\*\*](#)

### **Qualifying Examinations**

Qualifying Examinations are comprised of both written examinations and an oral examination. The oral exam is attended by all 4 examiners. The Graduate Adviser does not necessarily attend the oral examination unless they are supervising one of the examinations. An examiner may attend by Zoom/Skype/conference call if they are not on campus.

Students will be examined in 4 areas: at least 2 broad areas of expertise and 1 or 2 focused areas, with the possibility of 1 area being directed by a faculty member outside the Department of Art and Art History.

### **Registration**

While preparing for qualifying exams, students should register for as many sections of ARH 396P, Qualifying Exam Preparation as needed to meet registration (full or part-time) requirements. Students do not need to register for ARH 396P with every examiner. Any Art History GSC member may supervise an ARH 396P.

As noted on the doctoral program of work, students will also register for a graduate-level reading tutorial (often referred to in other departments as a conference course or independent study) supervised by a faculty member outside the department who is on the examining committee.

- The reading tutorial will be on the letter-grade basis if the course will be used to complete the third required minor course taken outside the department.
- Contact the Graduate Coordinator in the outside faculty member's home department to request information on the registration process, which may require a form.
- When the form is completed and submitted, students may register themselves.

If all examiners are Art History faculty, register for a seminar or graduate independent study in an outside department to complete the final (third) course requirement for minor (supporting) work.

- The 4 written exams must be completed within a 7-day period.
- The oral examination can be scheduled as soon as the day after the last written exam and preferably no more than 2-3 days following the last written examination.
- When the dates for the written qualifying examinations and oral examination have been set, notify the Graduate Coordinator with the names and email addresses of the 4 examiners, including the date and time each examiner's question will be given.

### **Examination and Reservation Process**

The Graduate Coordinator will request questions from each examiner and archive the questions until the date of the examination. Examinations should begin no earlier than 9:00 am and must be completed no later than 4:30 pm. Reserve an additional 15 minutes on either side of the 3-hour block as a buffer.

Contact the Graduate Coordinator about a suitable room in the Art History suite for your exams. If no room is available, reserve a room in the Fine Arts Library, using their [online room reservation page](#). The rooms available are DFA 4.104, DFA 4.110 and DFA 4.112. When scheduling these rooms, make sure no music classes are scheduled in the adjacent room during your exam time. Under extenuating circumstances, a student may be able to complete examinations remotely or via videoconferencing.

Contact the Art History Administrative Assistant to schedule the neutral (non-internet connected) laptop computer for the written portion of the exams and to schedule the Art History Conference Room (DFA 2.506) for a two-hour block for the oral exam. The Art History Conference room is always reserved on Wednesday afternoons from 3-5 pm for faculty meetings; this time slot is not available for oral exams.

With respect to the timed comprehensive qualifying exams, if a student has documented disability through the University of Texas Services for Students with Disabilities Office, the program will allow accommodations on an individual basis. This accommodation will allow for extended time during the qualifying "candidacy" exams.

### **Written Exams**

- At the beginning of each 3-hour exam period, the Graduate Coordinator will provide students with 1 or 2 questions. If the examiner has provided 2 questions, choose 1 of the questions and, without access to notes, books, bibliography, internet or any form of supporting materials, produce a written response during the 3 hours allocated for the exam.
- Students are allowed to have blank paper, pens/pencils and snacks in the examination room.
- At the completion of each exam, bring the laptop to the Art History Office. The exam will be transferred onto a computer via USB flash drive.
- Electronic copies will be sent to all examiners and the student. Hard copies will be printed upon request.

### **Oral Exam**

- When all written qualifying examinations are completed, a 2-hour oral examination on the same topics will follow. The entire examining committee will question the student about their responses. At the beginning of the exam, the faculty will request that the student step outside while they

discuss the content of the written exams. When the student returns, each examiner in turn will take some time (typically 25 minutes or so) to question the student on the written response to the question. At the end of this period, the student is again requested to step outside the room while the examiners discuss the student's written and oral responses and determine a grade.

- The student's performance on these exams will be ranked Pass or Fail

In the case that a student does not successfully complete any of the candidacy exam questions, the student has one month to study and retake that part of the exam. If they do not successfully pass the exam, they will be terminated from the program.

*Note: The student may apply for doctoral candidacy when all program requirements are completed (including foreign language requirements) and after completion of qualifying exams. However, the Registrar blocks registration in dissertation hours until the online Doctoral Candidacy Application is final approved by Graduate School. Refer to the [Doctoral Candidacy](#) and [Dissertation Hours](#) section for details.*

Below are examples of past qualifying examinations topics. Please note that these can include both general subjects and topics related to a particular student's dissertation research:

#### Medieval Art

1. Gothic Art
2. Northern Renaissance Art
3. French Court Culture and Patronage (possibly an outside the Department question)
4. Fourteenth-Century Manuscript Illumination

#### Modern/Contemporary European Art

1. European Art, 1890-1945
2. Art of the United States, 1945-1985
3. Art and Philosophy of Language (Examiner: Art History Dept.)
4. Little Magazines and Literary Modernism (Examiner: English Dept.)

### **Doctoral Candidacy and Dissertation Hours**

The online doctoral candidacy application must be final approved by the Graduate Dean before students are eligible to register in dissertation hours. If students need additional hours until they can add dissertation hours, it is advised they register for ARH 396C Reading Tutorial as needed. An instructor of record and program of work is still required ([see form](#)). If students still have an advising bar when they are eligible to register for dissertation hours, email the Graduate Adviser to discuss the program of work and plans for completion. After this discussion takes place, email the Graduate Coordinator to request that the advising bar be cleared.

### **Forming the Dissertation Committee**

Students are encouraged to interview faculty in their area of specialization in order to find a faculty supervisor/committee chair. Students and supervisors must be in alignment to accommodate their professional goals. Failing to find a supervisor will result in termination from the program.

In consultation with the committee supervisor, confirm the 5 individuals who have agreed in advance to serve on the dissertation committee, following these criteria:

- The supervisor and at least 2 other people on the committee must be from the Art History Graduate Studies Committee (tenured or tenure-track faculty)
- 1 person on the committee must be from outside the department
- The "outside" person may be from the University of Texas at Austin or another university

Once the doctoral dissertation committee is final approved by the Graduate School, it can be changed only by petition to the Graduate School, with the agreement of all committee members.



## Applying for Doctoral Candidacy

After completing all program requirements (including both foreign language requirements) and passing the written and oral qualifying exams, the committee supervising the dissertation is formalized in the doctoral candidacy application process. Please confirm with the Graduate Coordinator that all program requirements have been met. See the Graduate School's guide on advancing to Doctoral Candidacy: <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy>.

Review the [Application for Doctoral Candidacy](#). Students must be registered (tuition paid) to submit the online candidacy application. If students have not applied by the end of the semester, they must wait until registration is completed for the following semester before initiating the application. After admission to candidacy for the doctoral degree, students must stay in continuous enrollment in dissertation hours each Spring and Fall semester until the degree is completed, unless in ISR status (see bottom of page).

If the doctoral candidacy is final approved early in the semester, the student can drop place-holder hours and register for dissertation hours. Contact the Graduate Coordinator for information.

Doctoral candidates may request one of the two private offices in the Fine Arts Library during their primary dissertation writing year. This request should be made to the Art History Division administrative associate via email in May of the preceding academic year. The faculty will prioritize the requests based on several factors, including the student's date of advancement to candidacy and access to space elsewhere on campus.

As for the study carrels in the library, both MA and PhD students may apply to FAL staff at the beginning of each semester. These are assigned based on availability.

Students may register for 3, 6 or 9 dissertation hours. The first digit of the course number indicates the number of credit hours, so ARH 399 = 3 credit hours, ARH 699 = 6 credit hours, and ARH 999 = 9 credit hours. Students employed as a Teaching Assistant, Assistant Instructor, Graduate Research Assistant, or Grader must be enrolled for 9 credit hours.

## Registering in dissertation hours

The online doctoral candidacy application must be final approved by the graduate dean before students can register in dissertation hours. For all semesters, students will register for ARH 399W, 699W, or 999W – dissertation writing. (\_99R or dissertation reading was removed from the schedule in 2018).

After the second semester in dissertation hours, all students in doctoral candidacy are batch-registered for the same number of hours as the previous semester. Any type of financial or non-financial bar will block the batch registration process. Always check registration and make sure to be registered and for the correct number of hours. **Students must be registered in dissertation hours in the semester that they defend the dissertation and graduate.** If the student does not submit the completed dissertation and graduate in the semester the dissertation defense takes place, they will need to continue to register in dissertation hours until they graduate.

## Independent Study and Research (ISR) status

In certain circumstances, students conducting independent research outside of the U.S. may be eligible for [Independent Study and Research](#) (ISR) status *in lieu* of registering for dissertation hours. However, as noted above, students must be registered in *dissertation* hours to defend the dissertation and graduate. If a student is approved for ISR status, the International Office staff will register you. Pay careful attention to the health insurance cost requirements of ISR.

## The Dissertation

The dissertation must make an original contribution to scholarship. It normally requires fieldwork of at least a year's duration. The Dissertation Committee directs the student during the completion of the dissertation. The dissertation guidelines from the University of Texas may be found here: <https://gradschool.utexas.edu/academics/theses-and-dissertations>.



The request must be filed in the Graduate School with the abstract, signature and title pages for a format check at least **2 weeks** in advance of the defense. This time is necessary for the Graduate School to process the request and to mail the defense report materials, a copy of the abstract and an invitation to the defense to all committee members and graduate program.

## **Dissertation Defense and Graduation**

**To defend the dissertation and graduate, students must be registered for at least 3 dissertation hours.**

### **Confirm Committee Members**

- If students have been in dissertation hours for a number of years, check to see who is officially listed as a member of the dissertation committee.
- Any changes or updates to the committee can be made only by submission of the [\*Petition for a Change in Doctoral Committee\*](#) to the Graduate School and with the agreement of all committee members.
- Any changes to the committee must be finalized by the Graduate School **a minimum of 30 days** prior to the date of the dissertation defense.
- At least 4 committee members, including your supervisor, must be physically present at the defense (via Zoom is acceptable) and **all members must sign the signature page of the dissertation**. Signatures on the signature sheet can be electronic.

### **Apply to Graduate**

At the beginning of the semester, apply to graduate by completing the online Doctoral Degree Candidate form. The Graduate School's [Deadlines and Forms page](#) has links at the top of the page for doctoral students, with a link to this form, with deadlines, dissertation submission information, and a checklist for the process. Applications are generally due by mid-April (Spring) and mid-November (Fall), and these are hard deadlines. Students should consult the Graduate School's ["Key Dates" calendar](#) regarding all relevant milestones for applying for graduation, defending, and submitting final materials.

### **The Dissertation**

- Submit the final draft of the dissertation, reviewed for technical and grammatical correctness by your supervisor, to each committee member **at least 4 weeks** before the dissertation defense date.
- Schedule your dissertation defense, also known as the final [oral examination](#).
- The completed form and required paperwork must be submitted to the Graduate School **a minimum of 2 weeks** prior to the defense date.
- All the details to set the time and date for the dissertation defense can be found on the [Deadlines & Submission Instructions](#) page. This page also has a link to the Request for Final Oral form.
- Forms **do not** need to be printed on a special paper color

The dissertation is retained by the University Libraries. Information about format requirements is available from the Office of Graduate Studies.

Dissertations must be made available to the public. A list of ways to do so is available from the Office of Graduate Studies. The student may request permission from the Graduate Dean to temporarily delay making the dissertation available to the public in order to protect patent or other rights. This request must be supported by a written recommendation from the dissertation supervisor. The Graduate Dean makes the final decision regarding delayed publication.

Students may arrange for registration of copyright, at their own expense, by making arrangements directly with the copyright office at: <https://www.copyright.gov/registration/>.

## Graduation

The only graduation ceremony for graduate students (Convocation) is held at the end of the Spring semester. If students are unable to complete and upload the dissertation and submit the signature sheet and other required paperwork, they cannot walk at this graduation ceremony.

Read about graduation and the Convocation ceremony [here](#). Academic regalia is required to walk at graduation and may be ordered from the [University Co-op](#).

### ***In Absentia* Registration (generally for Summer session only)**

An extension is allowed for students registered in the Summer Session who are unable to submit the dissertation by the last class day of the Summer Session. This option is called [in absentia registration](#). This is an option only at the end of the Summer Session and is not offered at any other time. Prior to requesting *in absentia* registration, the Graduate Adviser must submit a petition to the Graduate School with the most updated version of the dissertation. Students still must submit required dissertation paperwork to the Graduate School.

## **Portfolio in Museum Studies**

### **Program Description**

Beginning in the Fall semester 2008, the Portfolio in Museum Studies allows MA and PhD students already enrolled in the Art History graduate program to develop a concentration concerning some aspect of the practices and cultural significance of museums. This non-degree program offers opportunities for obtaining further expertise in a cross-disciplinary manner. Those interested in this portfolio program should refer to the Portfolio in Museum Studies site: <http://sites.utexas.edu/museumstudies/>.

The specific goals of this program are:

1. To develop an understanding of how museums and their collections shape societies
2. To develop an awareness of past practices of museums in order to foster an understanding of current and future developments
3. To develop practical and analytical skills relevant to understanding the increasingly complex roles of museums and those who work in them

Through a set of thematically related courses, this portfolio program is meant to promote cross-disciplinary scholarship and study by bringing together faculty and students from a variety of disciplines whose interests and training transcend the boundaries of traditional academic disciplines.

Upon completion of both the degree and the portfolio requirements, the portfolio certification will be added to the student's transcript.

## **Departmental Policies**

### **Advising**

Each semester, the [Course Schedule](#) lists all courses offered and is published online, usually the week prior to advising. All graduate students must meet with the Graduate Adviser prior to registering for courses. The advising bar (account hold) will not be cleared until the student has met with the Graduate Adviser in person. Academic advising for the Fall semester takes place in April for continuing students and late August for incoming students; academic advising for the Spring semester takes place in October.

The Graduate Coordinator will set up advising appointments via Google Sheets with the dates and blocks of times the Graduate Adviser is available for academic advising. Prior to advising, review the degree requirements and program progress. Students may register for an Art History seminar or outside elective only if approval is received during an academic advising meeting with the Graduate Adviser. The student is

ultimately responsible for tracking and completing the requirements in their Program of Work. The student should consult the complete [Academic Calendar](#) for registration deadlines.

Individual instruction courses (ARH 396K Lecture Tutorial and ARH 396/396C Reading Tutorial) all require a signed form prior to enrollment. Please download and fill out from <http://sites.utexas.edu/artgrads/art-history/art-history-advising/forms/>.

### **Course Schedule and Online Registration**

The Course Schedule and add/drop procedures are published online each semester before advising and registration at [www.utexas.edu/student/registrar/schedules](http://www.utexas.edu/student/registrar/schedules). Students register for each semester online using [UT Direct](#). Students must be advised by the Graduate Adviser and clear all financial bars before registering. In order to expedite TA assignments, please register during initial registration.

Coursework outside of Art History is suggested [here](#). If any course listed in the Course Schedule does not show as “open,” it has been restricted by that department. Most departments restrict their graduate courses and students will likely need the consent of the instructor to register. The [Graduate Coordinator](#) in that department may register you for the course if permission of the instructor has been received. If a student has consent and are requesting registration from a Graduate Coordinator by email, always include: Full name, UT EID, the number and title of the course, the unique number for the course (5 digits). If a student previously received consent from the instructor by email, forward or include the consent information in the email.

### **Annual Evaluation**

Students will review their degree requirements with the Graduate Adviser each year during the fall advising cycle.

There will be an annual progress to degree check in the spring semester. The entire Graduate Studies Committee will review every graduate student in the program. The faculty will discuss the students’ time to degree, course completions, milestones, and other prerequisites. If the student is not making satisfactory progress in a timely fashion, a follow-up letter will be sent to the student with requirements for continuation in the program. Students are expected to be in regular communication with their committee chair/faculty advisor about their degree progress.

### **Graduate Credit & Grading**

#### **Grade Point Average**

To receive a degree, the student must have an overall graduate grade point average of at least a B average/3.0. Only upper-division undergraduate (numbers NNN 320-379) or graduate-level (NNN 380-394) courses at the University of Texas at Austin (except report and exhibition courses) are counted in the grade point average. Courses receiving letter grades of C- through F do not fulfill degree requirements. See the Graduate School’s complete policy on graduate credit: <https://gradschool.utexas.edu/academics/policies/grades-and-credit>.

#### **Credit/No Credit**

A student may take no more than two additional courses not specifically required for the degree on a credit/no credit basis. A student may elect this option, with the approval of the Graduate Adviser, within the first 8 weeks of the long semester or the first 3 weeks of the summer session. See the Graduate Coordinator for the form. Credit/No Credit grades are not computed in the grade point average. Performance level of “C” or above constitutes a grade of Credit (Cr).

#### **Incomplete Grades**

[Grades](#) must be given for every course. Incompletes are not for student convenience (i.e. lack of work or unfinished work); they may be issued only in case of approved, compelling, non-academic circumstances

beyond the student's control. If an “incomplete” is warranted, the instructor reports the symbol "X" to the Registrar in place of a grade. The student must complete the course requirements and the instructor must report a final grade by the end of the grade-reporting period in the student's next long-session semester of enrollment.

If this deadline is not met, the "X" is converted to an “I” (Permanent Incomplete) and can never be converted to a grade. A student cannot be assigned a TA position if they have an Incomplete. A student cannot graduate with an “X” or “I” in their Program of Work.

## **Semester of Graduation**

### **Application to Graduate**

Students must visit the Office of Graduate Studies website <https://gradschool.utexas.edu/academics/graduation> for deadlines and graduation information. Follow all directions listed. The application for graduation is generally due in April for Spring graduates, July for Summer graduates, and November for Fall graduates. There are no exceptions for missed deadlines.

[The Graduate Studies graduation website](#) also has the most updated information regarding deadlines, convocation details, career resources, and official verification of degree timelines. Students should consult the Graduate School's [“Key Dates” calendar](#) regarding all relevant milestones for applying for graduation, defending, and submitting final materials.

### **Registration for Final Semester**

Students must register for thesis or dissertation hours during the last semester of coursework in which they expect to receive their degrees.

### **Format Check**

All students are encouraged complete a format check in the Graduate School. To perform a format check, go to <http://www.utexas.edu/ogs/pdn/>, click on the “Master’s Graduation Deadlines and Guidelines” for the current semester, and scroll to the bottom of the page to determine who to contact for the format check.

### **Uploading Thesis or Dissertation**

Students must upload their materials and deliver a title page, signature page, abstract and a Statement on Research with Human Participants by the 3 pm on the last day of classes. Current requirements can be found here: <http://www.utexas.edu/ogs/pdn/>. The Graduate School must approve the Report.

## **Teaching Assistantships**

The complete handbook of Teaching Assistant employment guidelines may be found here: <https://policies.utexas.edu/policies/teaching-assistants>.

Graduate school policies regarding Grad Student Academic Appointments: <https://gradschool.utexas.edu/academic-employment>.

### **Teaching Assistant Eligibility**

To be employed as a Teaching Assistant, students must:

1. Be a degree-seeking graduate student without existing admissions conditions imposed by the Vice Provost and Dean of Graduate Studies;
2. Be in good academic standing and making satisfactory progress toward a graduate degree;
3. Remain registered in courses that count toward the graduate degree for at least nine semester hours during each semester of the long session; and

4. If holding an appointment for any summer term (first six weeks, second six weeks, nine weeks or twelve weeks), must remain registered in courses that count toward the graduate degree for at least three summer hours during any term of the summer session.

### **Grade expectations**

An employee must not have more than:

- Two grades of X (temporary incomplete), or
- One grade of X and one grade of I (permanent incomplete).

A graduate student may not be employed after their 14<sup>th</sup> semester of academic employment unless a successful 14-semester petition is submitted to the Graduate School before the 15<sup>th</sup> semester of employment

### **Appointment of TAs**

All Teaching Assistant (TA) appointments are made on a semester-by-semester basis, follow strict departmental criteria, and are subject to availability of funds. Departmental criteria for appointment of TAs have this order of priority: safety concerns, technical laboratory considerations, specific academic program needs, faculty requests, and student requests. All teaching assistantship awards are performance-based and subject to availability.

### **Guidelines and Resources for TAs**

TAs are held to the same ethical standards as faculty. For comprehensive information on duties, benefits, teaching tips, academic integrity, Center for Teaching Effectiveness, Graduate Student Instructor Program and the ASPECTS workshop series, consult both <http://www.utexas.edu/ogs/employment/> and <http://ctl.utexas.edu/>.

### **Tuition Reduction Benefits (TRB)**

The University provides Tuition Assistance to all TAs hired for half and full appointments in the Fall and Spring and those hired for full appointments in the Summer. If a student hold a TA appointment, they should receive a [Tuition Reduction Benefit](#).

### **Insurance**

Teaching Assistants appointed as full-time TAs (20 hours/week) for 4.5 months or more (one long semester) are eligible for health insurance as offered by the University to its employees: <https://hr.utexas.edu/student/student-employee-insurance-benefits>. Please see this page for questions related to benefits and summer insurance coverage.

### **In-State Tuition Eligibility**

Non-resident and international students who hold full TA appointments will pay tuition and fees at the rate charged to in-state residents. If there are questions regarding residency status, please see UT's [Residency Entitlement site](#). TAs should always receive in-state tuition, but are required to request this benefit each semester: [https://utdirect.utexas.edu/acct/fb/waivers/rte\\_request.WBX](https://utdirect.utexas.edu/acct/fb/waivers/rte_request.WBX).

### **International Students as TAs**

International Students must demonstrate English language proficiency before being assigned as a TA: <https://world.utexas.edu/esl/ita>. This requires registering for an Oral English Proficiency Assessment. Please see the Texas Global website for Frequently Asked Questions, including exemptions and scoring. International students must have work authorization in order to be employed.

International students may work as many as 20 hours per week during the fall and spring semesters. Full-time employment (21-40 hours per week) is allowed only during the following times for enrolled and continuing students:

- Spring Break (5 weekdays, plus the Saturday and Sunday before and after)
- Summer (day after May graduation through day before August classes start)

- Winter Break (day after December graduation through day before January classes start).

### **20/30 Hour Limit**

Assignments in a student job title at the university, including academic as well as non-academic positions, may not exceed 20 hours per week during the first two long semesters (fall/spring) of graduate study at UT Austin, and no more than 30 hours per week during the subsequent semesters, including [summer](#).

The following exceptions apply: up to 40 hours per week during:

- Spring Break (5 weekdays, plus the Saturday and Sunday before and after);
- Summer (day after May graduation through day before August classes start, but no more than an average of 30 hours per week between 6/1 and 8/31; and
- Winter Break (day after December graduation through day before January classes start).

### **Mandatory Reporting and Open Records**

As an employee of the university, if you witness or receive information about sexual harassment, sexual assault, dating violence or stalking that involves a current student or employee, you must promptly report the incident to the University's [Title IX Coordinator](#) or a Deputy Title IX Coordinator.

Additionally, the university is a public employer and is subject to the Texas Public Information Act. As such, records created by and about you may be subject to an open records request and disclosure. Your name, work location and other employment related information, including salary, may be visible on publicly accessible websites or in other publicly available records.

## **Financial Resources**

### **Funding**

The Department of Art and Art History awards scholarship funding based on holistic application review and performance. All students are automatically considered for these awards. The Art History program attempts to fund as many students as possible through grants, scholarships, and fellowships.

All domestic students should consider completing a FAFSA to see if they are eligible for state or national aid in the form of loans or grants. Students are not required to complete a [FAFSA](#), nor are they required to accept offered financial aid.

For international students, please consult the [International Fees Fact Sheet](#), an important document containing tax and insurance information.

### **Primary Research**

Advanced doctoral students (usually in the second year) planning for the primary research year in the subsequent year, who wish to be considered for nomination by the department for grants should utilize the following page regarding steps to submit nominations to the Scholarships Chair:

<http://sites.utexas.edu/artgrads/primary-doctoral-research-year-survey/>.

A comprehensive list of fellowships and grants for Art History students may be found here:

<http://sites.utexas.edu/artgrads/fellowshipsgrants/>. Deadlines and additional resources are listed here:

<http://sites.utexas.edu/artgrads/deadlines-and-additional-resources/>.

### **Graduate School and College of Fine Arts Fellowships**

The Graduate School and College offer a couple of sizable fellowships to continuing students. The award is made by nomination only. For more information: <http://www.utexas.edu/ogs/funding/fellowships/continuing/>.



## **Travel Funding**

### **1. Departmental Funding**

Applications for conference travel (Professional Development Awards) are received on a rolling basis throughout the semester. Students do not necessarily apply on a direct link, as the award is based on a departmental nomination. Payment comes from two sources, the Office of Graduate Studies and department funds.

Although Art History's major research competition is in the spring, a fall competition will fund research travel for PhD students to be carried out in the winter or early spring. Since most Master's-level thesis projects are intended to be completed without travel, the majority of this money goes to PhD students. In certain cases, support may be available for MA students. Funding allowances are determined by the Scholarship chair.

[Research Travel Fund Request Form](#)

[AH-Conference-Travel-Request](#)

### **2. Graduate School Professional Development Awards**

Students may be funded by a Graduate School Professional Development Award only once each academic year. The amounts awarded follow the guidelines. Each year the Office of Graduate Studies awards the Department of Art and Art History provides funding for advanced doctoral students to attend professional conferences to present a paper based on original research.

Prior to applying for the Graduate School's travel funding, please speak with the Art History Scholarship Chair. The Graduate School Professional Development Awards [website](#) has details regarding the deadlines, [Student Professional Development Form](#), and necessary materials. See: <http://sites.utexas.edu/u/artgrads/travel-funding/>.

### **Non-Resident Tuition Waivers**

A limited number of non-resident tuition waivers are available for students from outside of Texas. Non-resident tuition waivers are awarded on a semester-by-semester basis. The students who receive these waivers pay resident tuition as opposed to non-resident tuition. All out-of-state-students are automatically considered for these awards.

### **Emergency Funds**

The office of [Student Emergency Services](#) exists to help students and their families during difficult or emergency situations. The [Student Emergency Fund](#) provides limited emergency financial support to currently enrolled students who are unable to meet essential expenses. Awards are not considered loans and **do not** require repayment. Some funds may be considered income and are therefore subject to federal taxes.

### **Tuition Loans and Emergency Loans**

Tuition loans are available during registration and will be applied to a student's fee bill. Full-time students who are US citizens can get a Tuition Loan for their entire tuition bill. International students can get a Tuition Loan for half their tuition bill. Interest is charged at a rate of 4% per year. Emergency loans of up to \$300 are given in cash. Contact [Student Financial Services](#) for more information, 512-475-6282.

### **College of Fine Arts Funding Time to Degree Policy (Updated 2017)**

The College of Fine Arts strives to matriculate outstanding doctoral (PhD, DMA), terminal masters (MFA.) and non-terminal masters degree (MA, MM) students and provide them with the training, experience and support necessary for successful completion of their respective degrees and placement in academic and other training-related jobs upon graduation.

As higher education comes under increasing scrutiny for its ability to deliver quality education within a reasonable time frame, issues of time to degree and level of support for graduate education naturally draw focus.

Graduate student support takes the form of fellowships, external grants and work appointments as Teaching Assistants (TA), Assistant Instructors (AI) and Graduate Research Assistants (GRA).

The College of Fine Arts, responsive to the issues of support and sensitive to the corollary dynamic surrounding student debt, monitors graduate student enrollment and overall program populations, encourages multi-year support offers as part of recruitment, and calculates average time to degree of all programs, particularly relative to per-student average levels of funding support.

It is the general expectation that graduate students maintain full-time status for the full duration of their study, remain in residence while completing their respective degrees, and include summers in their program of work when appropriate. All forms of support will be contingent upon progress toward the degree as reflected in meeting the milestones for doctoral programs (on file with the Graduate School) as well as program timelines established for master's degrees.

We expect our departments to have doctoral students enter candidacy at some point during their third year but no later than the fourth year in the program. In general, the College expects students to complete their PhD or D.M.A. by the end of their sixth year if not sooner. Most terminal degree M.F.A. candidates complete their programs in three years; some programs have now engineered completion to occur in two years linked by summer study.

While the College will consider individual exceptions, all entering and current doctoral students should work with a clear expectation of no College funding beyond their sixth year. This policy was originally implemented in Fall 2014. M.F.A. and MA students should expect no College funding beyond the milestone determined by their program.

Petitions for exception, which will be rarely granted starting Fall 2017, must include compelling and exceptional justification, be supported by the department chair, and should be directed to the Senior Association Dean for consideration. All doctoral program faculty and advisers are strongly encouraged to mentor students toward timely completion.

## **University Policies**

### **Time Limits**

#### **Master's Degree**

All requirements for a master's degree must be completed within one six-year period. Work over six years old may be reinstated only with the permission of the graduate dean, upon recommendation of the Graduate Studies Committee. The Graduate Studies Committee will review the program of every student yearly; the results of this review will be provided to the student in writing.

#### **Doctoral Degree**

All completed work that is included in a doctoral student's degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of United States military service). Work over six years old may be reinstated upon recommendation of the Graduate Studies Committee. The Graduate Studies Committee will review the program of every student yearly; the results of this review will be provided to the student in writing. At those times, the committee may recommend additional coursework, further examinations, or termination of candidacy. In addition, the program is subject to review by the graduate dean.

### **Breaks in Attendance**



### **Leave of Absence and readmission**

Graduate students, prior to the last semester may apply to the Graduate Adviser for a [leave of absence](#) of no more than two semesters. Per the policy, a student must have a very strong reason for requesting a leave of absence (i.e. personal or family illness, etc.). The Graduate School does not accept "insufficient funds" as an acceptable reason for granting a leave of absence. A leave of absence does not affect the time limit for completion of the degree. While on a leave of absence, a student may not receive advice or assistance from faculty members and may not use services or facilities of the University. The student on an approved leave of absence must apply for readmission in order to return to the University; however, readmission during the approved period is automatic and the application fee is waived if a copy of the approved Leave of Absence application is submitted. Students applying for readmission must do so by December 1 for the spring semester, July 1 for the fall semester.

### **Withdrawal**

A student may withdraw (i.e. drop all of their courses) from the University through the last day of classes. In order to withdraw for a semester or summer session, a student must file a Withdrawal Petition and Refund Request form with the Dean of Graduate Studies. This fillable form is available [here](#). Students may also reach out to the Graduate Coordinator for a copy. Please be in communication with your program if you intend to withdraw.

### **Warning Status and Dismissal**

#### **Warning**

If a student's cumulative graduate grade point average falls below a B average/3.0, the Dean of Graduate Studies will warn the student that their [good standing](#) is in jeopardy. During the next semester or summer session in which the student is registered, they must maintain a B average or be subject to dismissal. This warning can affect whether or not a student is eligible for TA-ships in the subsequent semester. Student are reviewed by the Graduate Studies Committee annually, and must be making satisfactory progress to continue. See: <https://catalog.utexas.edu/graduate/degree-requirements/warning-status-academic-dismissal-termination/>.

Note: A student in a warning status may drop or withdraw only with special permission of the Graduate Adviser and the Dean of Graduate Studies. A petition must be presented to the Dean of Graduate Studies from the Graduate Adviser. Withdrawals for [medical reasons](#) are handled through the Student Health Center. Please be in touch with the department if you intend to withdraw.

#### **Dismissal**

Students may be dismissed by the Graduate School for failing to make [Satisfactory Academic Progress](#).

#### **Grievance Procedures**

Every effort should be made to resolve [academic, nonacademic, and employment grievances](#) informally between the student and the faculty member most directly involved or, such efforts failing, by the Graduate Adviser, and/or the Chair of the Department. Students may seek assistance from the Ombudsperson who will serve as a neutral third party: [www.utexas.edu/student/ombuds](http://www.utexas.edu/student/ombuds).

When serious issues cannot be resolved informally, the graduate student may have recourse to the formal grievance procedure that can be found in the [General Information Catalogue](#) (academic, non-academic, employment, and other disputes). It should be noted that the precise procedure to be followed in adjudicating given grievance will depend upon the particular circumstances surrounding the case. Refer to the Handbook of Operating Procedures, policy 1.C.2 at [www.utexas.edu/policies/hopppm/](http://www.utexas.edu/policies/hopppm/).

### **Services and Resources**

Below is a list of useful links and resources for prospective and current students. Please note that this is not an exhaustive list. See also: [the complete list of University offices A-Z](#).

[Accounting and Cashier Services \(Bursar\)](#)

[Blanton Museum of Art](#)

[Career Services in Fine Arts](#)

[Center for Community Engagement](#)

[Counseling & Mental Health Center](#)

[Financial Aid](#)

[General Libraries Information](#) (also see: [UT Fine Arts Library](#))

[Graduate Catalog and Policy Library](#)

[Graduate and International Admissions Center](#)

[Graduate Student Services and Resources](#) (General: Career, Events, Housing, Graduate Students Families, Climate Surveys, Campus Services, Student Employment)

[Graduate Housing](#)

[Graduate Professional Development & Events](#)

[The Graduate School](#)

[Graduate Student Writing Support Services](#)

[Legal Services for Students](#)

[Center for Access and Restorative Engagement](#)

[Office of the Registrar](#): semester schedules (including deadlines), calendars, and catalogs:  
<https://registrar.utexas.edu/calendars>

[Ombuds](#)

[Parking & Transportation](#)

[Police Department \(UTPD\)](#)

[Recreational Sports Information](#)

[Resource Guide to Mental Health Services for Graduate Students and Programs](#)

[Disability and Access](#)

Any student with a documented disability who requires academic accommodations should contact Disability and Access at 471-6259 (voice) or 1-866-329-3986 (Video Phone) as soon as possible to request an official letter outlining authorized accommodations. Additional information here: <http://www.community.utexas.edu/disability/>.

[Texas Union Information Desk](#)

[Undocumented Students](#)

[University Health Services](#)

[UT Global \(Formerly International Student Services\)](#)

[Veteran Student Resources](#)

[Visual Arts Center \(Art Building\)](#)

---

## **Additional Policies**

Students are responsible for familiarizing themselves with all University of Texas policies governing academic and non-academic conduct. The complete policy library may be found: <https://www.utsystem.edu/sites/policy-library>.

In order to address frequently asked questions, a few select policies are outlined and linked below.

### [Academic Policies](#)

- Full-time student status
- Grades & Credit
- Leaves of Absence
- Transfer Credit
- Key Dates
- Grievances

### [Registration Policies](#)

- Adding & Dropping Courses
- Registration Procedures
- Late Registration
- Withdrawals
- International Independent Study & Research
- International Travel Policies

[Title IX Policies: Sexual Harassment, Misconduct, Discrimination, and Consensual Relationships](#)

[Academic Integrity](#)