



GRADUATE HANDBOOK

2016-2017

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THE PHD PROGRAM IN HISTORY OF ART

PROGRAM MISSION

The graduate program in the Department of the History of Art at the University of Michigan is designed to prepare students for academic and curatorial careers as well as other professional positions related to the visual arts. Its mission is to provide a broad intellectual foundation necessary for developing independent critical judgment as well as the specialized training needed to conduct advanced scholarly research. The program is noted for its emphasis on theory grounded in historical practice, its commitment to cross-cultural and interdisciplinary study, and its large and distinguished faculty, representing a broad range of historical and geographical expertise. Instruction is offered in modern and contemporary African, American, Asian, and European art; medieval and early modern Asian, European, Indian and Islamic art; and classical and ancient Near Eastern art and archaeology. Graduate students are encouraged to develop several areas of specialization within their field and to investigate the production, reception and function of artworks in a range of media, including new media, architecture and public monuments, and other elements of visual cultures past and present.

Graduate study and research is supported by the outstanding library collections at the University of Michigan, which include one of the top ten research libraries in North America, a dedicated Fine Arts library, and the renowned Asia Library. The Department has an exceptional visual resources collection, including unrivalled holdings in the Asian field, and is committed to making digital resources available to faculty and students. Students have opportunities to work with the outstanding art collections in the University of Michigan Museum of Art (European, African, Asian, and Islamic art), the Kelsey Museum of Archaeology, and area museums including the Detroit Institute of Art, the Toledo Museum of Art, and the Cleveland Museum of Art.

The research and teaching faculty of the Department of the History of Art currently numbers twenty-six plus adjunct and associated faculty. The Department's commitment to cross-cultural and interdisciplinary study is demonstrated by the number of joint faculty appointments and affiliations with cognate departments and programs, including the Department of Asian Languages and Cultures, the Department of Classical Studies, the Department of Philosophy, the Kelsey Museum of Archaeology, the University of Michigan Museum of Art, the Interdepartmental Program in Classical Art and Archaeology, the Center for Afroamerican and African Studies, the School of Art and Design, the Taubman College of Architecture and Urban Planning, the Women's Studies Department, and the Residential

College. Further, the Department has close ties with the Center for Chinese Studies, the Center for Japanese Studies, the Center for South Asian Studies, the program in Medieval and Early Modern Studies, the Museum Studies Program, and the Institute for the Humanities.

The Department annually supports a program of visiting lectures and academic conferences and symposia, which bring internationally renowned scholars to Ann Arbor, promote intellectual exchange, and contribute to the vitality of our graduate program. Topics of recent symposia include *Visualizing Africa*; *Modern Sculpture*; *Kinetics of the Sacred in Medieval European and East Asian Art*; *Materialism and the Materiality of the Image in the Nineteenth Century*; *The Experience and Use of Wonder*; *Contemporary Strategies in Documentary Photography*; and *The Art Book Today: Print Projects in the Digital Age*. Every second year, the graduate students themselves organize a national symposium, most recently *Exploring the Ephemeral*.

The high quality of the learning environment is demonstrated by the conspicuous success rate of our graduate students in competitions for international, national, and university fellowships and grants. They regularly secure outstanding tenure-track academic appointments, curatorial positions, and jobs in arts administration. Lists of awards and appointments are available in archived newsletters on the departmental website.

CONTACT

Questions or queries may be directed to the graduate coordinator in the Graduate Office (734-764-5401). Students should always feel free to be in touch with the current Director of Graduate Studies (DGS) for information or should problems arise.

Useful information can be found on the departmental website, including everything from announcements of upcoming departmental events, to lists of current students, to descriptions of sources of external funding (<http://lsa.umich.edu/histart>). Students should also make a habit of consulting the website of the Horace P. Rackham Graduate School. This site gives abundant information on university rules and requirements and on local funding opportunities (<http://www.rackham.umich.edu>).

SYNOPSIS OF PROGRAM

The University of Michigan offers a PhD in History of Art. The program is designed to be completed in six years, four of which are normally spent in residence. The first two years are devoted to intensive coursework intended to train students in the principal methods and materials used in the historical study of the visual arts and visual culture. In the third year students advance to candidacy after taking preliminary examinations and satisfying language requirements (competence in two research languages). They also, by the end of the third year, prepare a dissertation prospectus, which is discussed with the dissertation committee at a prospectus defense. The fourth through sixth years are spent conducting research and preparing a dissertation. During this phase of their career, students typically spend substantial time doing on-site research, supported by internal and external fellowships. The dissertation is defended in a formal dissertation defense. It is expected, in most cases, that defense will take place by the end of the sixth year. If students have not defended the dissertation by the end of the eighth year, they withdraw from the program and reapply to defend. There is no terminal M.A. degree, but students may post for the M.A., normally after two years in the program, upon completing a set of requirements described below.

Professional training is an integral part of the program. The faculty works closely with students to provide them with necessary teaching skills. Beginning in their second year, students have the opportunity to develop their professional capacities through teaching assistantships as “Graduate Student Instructors” (GSIs) and also, in individual cases, through research assistantships and curatorial internships. Students, once enrolled, may apply for admission into the Certificate Program in Museum Studies. They may also elect to complete certificates in other areas, including Medieval and Early Modern Studies and Women’s Studies.

FACULTY ADVISORS

The Director of Graduate Studies (DGS) oversees graduate advising and serves as the initial academic mentor for incoming graduate students, providing cohort orientations and helping entering students choose their first-year courses. Students soon settle on faculty advisors in their field who work closely with them to shape a rigorous and appropriate program of study. It is expected that first-year students meet with the DGS and their faculty advisors at least once per term.

By the end of the third year, with the help of the student’s faculty advisors and the DGS, the student assembles a Preliminary Examination Committee consisting of three faculty members, at least two of whom must have appointments in the Department of the History of Art. One of these should be the faculty member who will likely act as the principal dissertation advisor. He/she oversees preparation for the Preliminary Examinations. Often,

the faculty advisors who serve on a student's Preliminary Examination Committee later serve on his/her Dissertation Committee. Faculty advisors may change if the student's scholarly interests shift significantly during his/her time in the program.

Faculty advisors assist the student in designing a program of study that fulfills minimum distribution guidelines (see below) and provides the best possible intellectual preparation for teaching and research in the student's field of interest. They also offer advice on resources within and outside the Department and mentor students, giving advice on professional development, including the writing of grant applications, preparation for conferences, and publication possibilities. At the completion of the dissertation, faculty advisors aid students in their search for professional and academic positions.

REQUIREMENTS FOR THE PHD

The doctorate is awarded in recognition of significant art historical expertise in a specific area within the discipline, which is demonstrated through coursework, the Preliminary Examination, and submission of a dissertation that makes an original contribution to the literature of the field.

The PhD is awarded upon completion of the following requirements:

1. *Coursework.* Students must complete a minimum of ten courses (30 credits) including the First Year Graduate Seminar (HistArt 615), two cognate courses (graduate level courses outside History of Art), and no fewer than seven upper-level seminars (500- to 800-level). These should be in History of Art, unless otherwise approved by the advisor. The Rackham School of Graduate Studies requires that students maintain a B average in all courses, and History of Art additionally requires that students must have received a B+ or higher in all graduate History of Art coursework. For courses at the 400-level, students must verify that a given course is offered for graduate credit before registering. Up to two directed readings with HistArt faculty members may count as part of the graduate seminar requirement, although students are strongly encouraged to take seminars rather than directed readings. After achieving candidacy students are enrolled in HistArt 995.
2. *Languages.* Students must demonstrate reading proficiency through departmental examination or approved coursework in at least two relevant research languages: the choice of languages is discussed and approved by the student's faculty advisors. It is advisable that the language requirement be met early, in the first year if possible, since knowledge of languages has a direct bearing on the level of research a student is able to conduct. Students cannot advance to candidacy at the end of the third year if they have not satisfied the language requirement, and their progress to the degree is halted.

3. *Distribution requirements.* All students are encouraged to take advantage of the global breadth of courses offered in the Department and must take at least two courses outside their primary field of interest, at least one outside their primary geographical area and at least one outside their time period (see groups below). The same course may not be used to meet both distribution requirements, nor may the First Year Graduate Seminar (HistArt 615) be used to meet either requirement. Students may petition to have courses taken in a prior MA program satisfy distribution requirements, though this is not encouraged!

Time Periods

1. Ancient
2. Medieval
3. Early Modern
4. Modern and Contemporary

Geographical Areas

- A. The Middle East (includes Western and Central Asia, and North Africa)
- B. Sub-Saharan Africa
- C. Asia (includes China, Japan, India, South and Southeast Asia, and the Pacific)
- D. Europe and the US
- E. Latin America and the Caribbean

4. *Cognate courses.* As mandated by the Rackham Graduate School, students must take 4 credits of cognate courses in related disciplines at the graduate level (courses numbered 400 or higher). In practical terms, this is generally two 3 credit courses. Under certain conditions, students entering the program with an MA may have one of their two cognates fulfilled “in spirit” based on their previous MA coursework. This option requires the approval of the Director of Graduate Studies who will petition the Office of Academic Records and Dissertations on the student’s behalf.
5. *Third-Term Review.* Early in January of the second year, students prepare a dossier for the Third-Term Review, a diagnostic review intended to help students identify strengths and recognize areas requiring further attention.
6. *Preliminary Examination.* Students must pass the Preliminary Examination in January of the third year.
7. *Candidacy.* Students are advanced to candidacy if: 1) they have passed all parts of the Preliminary Examination; 2) they have met language requirements; 3) they have completed minimum coursework (10 graduate courses with no incompletes).

8. *Dissertation Prospectus.* Students must submit a dissertation prospectus for approval by their Dissertation Committee. The proposal is discussed in a prospectus defense held at the end of the third year.
9. *Dissertation.* Students must complete and orally defend a satisfactory doctoral dissertation. This research must be presented in the format mandated by Rackham.

For further information about each of these milestones, see below (“Satisfactory Progress”).

OBTAINING THE MASTER’S DEGREE

The MA is awarded under two circumstances: 1) as a step toward the PhD by means of a formal application to Rackham, which is initiated by the student in consultation with the Graduate Office; or 2) in exceptional cases when a student, in consultation with advisors, elects to terminate his/her progress toward the PhD. In both cases, all of the following requirements must be met:

1. Students must complete a minimum of ten courses (30 credits) including the First Year Graduate Seminar (HistArt 615), two three-credit cognate courses (graduate level courses outside History of Art), and no fewer than five further upper-level courses in History of Art (500- to 800-level) or approved coursework taken at the 400-level. (Note: For courses at the 400-level, students must verify that each course is offered for graduate credit before registering.)
2. Students must demonstrate reading proficiency in at least one approved research language, normally through departmental examination.
3. Students must earn a grade of B or better in all History of Art courses and of B- in two cognate courses and must maintain a B average in all graduate coursework.
4. Students must fulfill the distribution requirements as for the Ph.D.
5. Students must undergo a successful Third-Term Review, demonstrating through the Third-Term Review Paper a command of skills in research, writing, and critical thinking.

It is expected that students will fulfill requirements for the MA degree by the end of the second year.

CERTIFICATE IN MUSEUM STUDIES

Graduate students in the History of Art PhD program may apply to the Museum Studies Program (www.umich.edu/~ummsp). This is an interdisciplinary certificate program involving 18 credit hours of study. Students generally apply to the Program during their first year of graduate study. The Museum Studies Program requirements include a yearlong two-semester proseminar, six credit hours of cognate courses (400-level and above), and six credit hours of practical engagement (usually involving internships, independent study, or research at institutions that may be located virtually anywhere in the world). Six of the Museum Studies 18 credit hours may be ‘double-counted’ with coursework undertaken for the History of Art degree, as long as they are not also double-counted in another program. The remaining twelve credit hours (normally four courses) are therefore taken in addition to the History of Art degree requirements. While History of Art coursework must be completed by the semester of the preliminary exams (by the end of the third year), the Museum Studies credit hours can be fulfilled within the longer degree period, but must be completed within five years of entering the certificate program.

In order to avoid carrying too heavy a course load during the pre-candidacy period of study, the following strategies are recommended for History of Art graduate students enrolled in the Museum Studies Program.

- Students can ‘double-count’ the Museum Studies proseminar taken during their second year as their two required History of Art cognate courses
- Alternatively students can ‘double-count’ two of their History of Art required departmental or cognate courses as the Museum Studies cognate courses
- Special arrangements can be made for students taking their additional six-credit hours of Museum Studies coursework (equivalent to two seminar courses) during post-candidacy periods when their History of Art coursework is lighter – especially during the winter semester of the third year following preliminary exams (this is subject to the permission of the Director of Graduate Studies) and during the fall semester of their fourth year, if they are still in residence.
- Students can use the Spring/Summer semesters and post-candidacy period to fulfill some of the six credit hours of practical engagement for the Museum Studies Program

CONTINUOUS ENROLLMENT

Beginning in September 2010, as mandated by Rackham, all students must be enrolled (registered and paying tuition) for the entire period in which they are active in the program, whether in residence in Ann Arbor or conducting research elsewhere. “Leave” is granted only for short periods during which students are unable, for personal reasons, to pursue their studies (depending on circumstance, for one or two semesters). Departments have been allocated a number of “tuition fellowships” – which carry no stipend or benefits – to award to students during semesters when they are not otherwise supported through the University of Michigan (by fellowships or teaching/research posts). Tuition fellowships may not be awarded in the term in which a student defends the dissertation. (Students can be supported in their final term by Rackham Predoctoral Fellowships, Rackham One-Term Fellowships, fellowships at the Institute of Humanities, Rackham Merit Fellowships, or GSI-ships; the Department will help pay tuition, or cost-share with the student, when funds are available.)

For a full description of the policy of continuous enrollment, see the Rackham website.

HEALTH CARE

Rackham regards certain fellowships as “benefits-eligible”: these include Rackham-administered fellowships (e.g. Rackham Candidacy Fellowships and Predoctoral Fellowships) and certain external fellowships (e.g. Fulbright Fellowships) – for the latter they will cost share with departments to supply Grad Care. The overall policy with respect to Grad Care is currently under discussion at Rackham and LSA. For the present the department regards most departmental and external fellowships as “benefits-eligible” and will award Grad Care through the years that the student is enrolled.

YEAR-BY-YEAR SUMMARY OF THE PROGRAM: PURPOSES AND PROCEDURES

I. FIRST YEAR

The first year is devoted to developing the skills in critical reading and visual analysis that are essential to art historical research. This is an opportunity to broaden the base of your knowledge and to explore new fields and ideas. Choose a variety of courses, periods, and approaches. Be aware of, and start to fulfill, the departmental distribution requirement (2 courses providing you with chronological and geographical range) and the university cognate requirement (2 courses outside History of Art). You should pass at least one of two language examinations. The summer is typically devoted to language study, pre-dissertation travel and research, and/or internships.

FALL TERM

- HistArt 615 (Introductory seminar for entering cohort)
- Two additional graduate courses
- Responsible Graduate Research Training Sequence
- Optional: language class (credit or audit) and/or undergraduate lecture course to fill out knowledge in your field or art history more generally (audit)

WINTER TERM

- Three graduate courses
- Responsible Graduate Research Training Sequence
- Optional: language class and/or undergraduate lecture class (audit)

II. SECOND YEAR

Coursework continues as you focus increasingly on your field of interest and begin to define the area of your dissertation research. Use your seminar work to develop and test topics. Dissertations and scholarly articles frequently begin as seminar reports. In this year you will also be doing your first teaching as a Graduate Student Instructor (GSI). In order to prepare you for leading discussion sections and grading, you will take a required 1-credit seminar with your cohort on teaching the History of Art. You should pass a second language examination. Early in January you will present materials for the Third-Term Review, described below, to be conducted by the Graduate Committee. During the winter term the second-year cohort meets with the DGS to learn about the structure of the Preliminary examinations. By the end of the term you will select the chair and members of the prelim committee (three faculty members, usually all from the Department) and will begin deciding on areas in which to be tested and compiling reading lists and monuments lists. In the summer you will continue, as necessary, with language study, undertake pre-dissertation travel and research and/or internships, and make headway on study for examinations in the following January .

FALL TERM

- 2 graduate courses
- HistArt 993 – 1-credit pedagogy seminar
- Graduate Student Instructor (GSI) leading discussion sections in undergraduate lecture course

WINTER TERM

- 2 graduate courses
- Graduate Student Instructor (GSI) leading discussion sections
- Settle on Prelim Committee, discuss exam structure with Chair and submit preliminary reading / monuments lists (due May 1st)

- MA requirements should be met by the end of this term:
 - 10 graduate courses (normally seminars); GPA must be a B or higher
 - 2 cognates (grade of B- or better – cannot bring GPA below a B)
 - 2 departmental courses satisfying distributional requirements
 - Language Requirement (at least one of two)

III. THIRD YEAR

By the end of the third year, you should be ready to embark exclusively on dissertation research. During the course of the year you will be studying for and taking your Preliminary Examinations and then preparing a dissertation prospectus that will serve as a discussion document in the prospectus defense that takes place at the end of the winter term.

FALL TERM

- Graduate Student Instructor (GSI) leading discussion sections
- Prelim Study, enrolled in HistArt 990 (8 credits). You should meet regularly with the chair of your committee and occasionally with the full committee or members thereof.

WINTER TERM

- Graduate Student Instructor (GSI) leading discussion sessions
- Take Preliminary Examination at the end of January.
- Advance to candidacy, enrolled now in HistArt 995 (8 credits)
- Prepare dissertation prospectus for April defense meeting with Dissertation Committee. At conclusion, submit approved prospectus (corrected if necessary) to the Graduate Office.

IV. FOURTH YEAR

You now embark on full-time dissertation research. Some students will find funding that will enable them to begin doing on-site research. Others will be resident in Ann Arbor either on fellowship or teaching as a GSI for the whole of the time. All through the next three years, when you are engaged in dissertation writing and research you should remain in close contact with your dissertation advisor and keep him/her updated on your progress. In addition, by February 1st of each year, you must submit a yearly dissertation progress report to your Dissertation Chair and the graduate coordinator for review. These reports are discussed by the entire faculty at the final faculty meeting of the academic year. In the event that the faculty determine that a student is not making adequate progress, then the Dissertation Chair will communicate a list of recommendations for improvement to the DGS who will then convey the report to the student. Students who are not making adequate progress will be reviewed the following semester again. If the student's progress is still

deemed not to be adequate, then departmental funding could be affected, or faculty may recommend that the student withdraw from the program.

FALL TERM

- Register for HistArt 995.
- Attend Grant Workshop.
- Submit request for departmental nominations for external fellowships to the Graduate Committee, along with CV and a list of all fellowships for which you plan to apply (discuss strategy with your advisor) and a research proposal, i.e. a description of your dissertation – topic, purpose, tentative structure, progress to date – that will develop into a component of a grant application.
- By the end of the term, submit a “provisional dissertation schedule,” including a tentative breakdown of chapters and mapping a schedule for yourself, showing how you will complete the dissertation, chapter by chapter, by the end of the sixth year.

WINTER TERM

- Register for HistArt 995.

VI. FIFTH YEAR

You will be conducting on-site dissertation research, on fellowship.

FALL TERM

- Register for HistArt 995 (8 credits)
- Apply for internal and external fellowships for the following academic year
- By the end of the term, submit “final dissertation schedule”. This document, which contains a breakdown of chapters and a schedule for submitting chapters, should be regarded as a binding agreement. If you miss a deadline, you should negotiate a new one. Chapters should be sent digitally to the Graduate Office as well as to the Advisor.

WINTER TERM

- Register for HistArt 995 (8 credits) Continue to submit chapters as completed.

VI. SIXTH YEAR

You will be seeking to bring the dissertation to completion by the end of the winter term, likely on a fellowship intended for writing up.

FALL TERM

- Register for HistArt 995 (8 credits)

- Those with a dissertation near completion and able to set a defense date can begin looking at CAA listings and apply for jobs and postdoctoral fellowships.

WINTER TERM

- Register for HistArt 995 (8 credits)
- Plan completion of dissertation and defense by end of term

VII. YEARS SEVEN AND EIGHT

If a dissertation project requires extensive field or archival research or demands unusual language preparation, a student may be obliged to submit the final product in the seventh year. The Graduate Committee under these circumstances will accept a petition to support work through the seventh year (providing tuition fellowships as required by the policy of continuous enrollment or, when available, GSIships, graderships, or fellowship). Only under exceptional circumstances, e.g. if a student has been awarded a major pre-doctoral fellowship, can the Graduate Committee accept a petition to offer financial support into the eighth year. After the end of the eighth year, the student is no longer in good standing. Procedures, which involve withdrawing from the program and petitioning for readmission when significant progress has been made, are outlined below.

STUDENTS ENTERING WITH AN M.A. DEGREE

In principle, all students (those entering with a B.A. and those entering with an M.A. degree) fulfill the same requirements, take the preliminary examination in January of the third year, advance to candidacy, and submit a dissertation prospectus at the end of the third year. Students who have completed an M.A. and have written a thesis in their proposed area of specialization may petition, during their first year at Michigan, to follow a fast-track program. They then take the preliminary examination at the end of their second year, having passed language requirements, and schedule a dissertation prospectus defense early in September of the third year. Requirements for coursework are reduced to eight graduate level seminars (including HistArt 615 and two cognates and two courses filling departmental distributional requirements; the DGS and advisor can decide that departmental distributional requirements are fulfilled if a student has taken appropriate courses at the M.A.-granting institution).

SATISFACTORY PROGRESS

Satisfactory Progress is defined as maintaining an appropriate (as distinct from minimally acceptable) academic record, reaching the various stages of progress in the program at or near the time expected of the majority of students, and, for students supported by teaching assistantships, giving evidence of satisfactory teaching. Cases of students not maintaining satisfactory progress will be reviewed by the DGS and the Graduate Committee for appropriate action. The Department takes satisfactory progress into account in awarding

teaching support and dissertation and candidacy fellowships. If a student is deemed not to be making satisfactory progress and cannot correct this within a reasonable amount of time (generally one semester), then the faculty may recommend that the student withdraw from the program.

MINIMALLY ACCEPTABLE GRADES

- Minimally acceptable overall grade point average: **B**
- Minimally acceptable grade in a language course: **B**
- Minimally acceptable grade in a History of Art course: **B+**
- Minimally acceptable grade in a cognate course: **B-**

Failure to receive an acceptable grade means course credit will not be applied toward requirements for the degree. Students performing only at minimal grade levels will have difficulty in persuading the Graduate Committee that their progress has been satisfactory or justifies the continuation of support.

INCOMPLETES

Satisfactory and timely completion of the program depends on managing time effectively and completing coursework on schedule. The accumulation of incompletes can have significant negative impact on a student's career (handicapping students in fellowship competitions) and has led in certain cases to students having to withdraw from the program. Students should be aware that under the rules of the Rackham School of Graduate Studies, the granting of incompletes is not automatic and, indeed, is discouraged in all but extreme circumstances, and when the unfinished part of the student's work is small. Any student wishing an "I" grade in a course must officially request permission from his/her instructor and then set up a schedule for completing the unfinished work. Students are normally expected to make up late work before the end of the subsequent term. "I" grades may be changed to letter grades only if the incomplete work is made up by the end of the fourth full term beyond the term for which the grade of "I" was given; every subsequent term (Fall, Winter, Spring/Summer) is counted regardless of whether or not the student is enrolled. During this time, the grade point average continues to be based on hours of completed work. Incompletes are noted on students' transcripts even after a final grade has been given for the course.

LANGUAGE REQUIREMENT

A knowledge of relevant research languages is crucial to success in the field of the History of Art. Students are advised to begin language study before entering the program and to continue it early in their career at Michigan. Language needs vary and are determined by

faculty advisors and the DGS in consultation with the student, taking into account professional standards and research needs in the student's chosen field. The number of research languages required will be at least two (other than English).

Departmental language examinations are administered three times per year – at the beginning of the Fall and the winter terms and at the end of the winter term. Language exams last two hours and require the student to translate an extract from a scholarly text or primary source (ca. 750 words). Dictionary (print or electronic) is allowed. Use of the Internet is not permitted.

Students whose research languages fall outside the expertise of the faculty of history of art, may fulfill the requirement in one of two ways. They may arrange with a faculty member in another department to administer a test (a translation test and/or oral examination as appropriate), or they may offer proof that they have passed a language course with a grade of B+ or above on a level that their advisor deems adequate to their research needs (intermediate or advanced). In the latter case, the advisor will inform the DGS in writing that a given course adequately fulfills the requirements; the student then has an official transcript forwarded to Student Services.

If one of the research languages happens to be the student's native tongue, the department may grant a waiver to the exam in that language. In such cases, the DGS and Graduate Office should be advised by the student's advisor so that the fulfillment of this requirement is formally recorded with the Rackham Graduate School.

Students with exceptional language needs, who require more than two research languages will be encouraged to use their summers for language study and to apply for competitive Foreign Language and Area Studies (FLAS) and other fellowships to fund additional language study. It is understood that the need for extensive language work may cause the dissertation to be completed beyond the sixth year.

FAILING LANGUAGE EXAMINATIONS

A student who fails a language examination is advised to consult with the grader of the language attempted to learn strengths and weaknesses. The student may retake the examination on subsequent scheduled dates. Two languages must be passed before the student can be advanced to candidacy.

THIRD-TERM REVIEW

In early January of the second year, each student submits a dossier for the Third-Term Review. This consists of: 1) a form in which students document progress in the program to date and give a sense of future plans (research area, etc.); 2) a Third-Term Review paper. This should be an unrevised, clean, corrected copy of a paper written for a graduate course at Michigan. Students should choose for submission the paper that they best feel demonstrates their command of skills in research, writing, and critical thinking.

Two History of Art faculty members designated by the student will evaluate the Third-Term Review paper, assessing it as evidence of the capacity to complete a dissertation. The two faculty evaluations will, in turn, be reviewed by the Graduate Committee, along with evaluations of coursework submitted by all UM faculty members who have taught the student. The evaluations allow the Graduate Committee to develop an overall picture of the student's progress toward the degree, to assess the student's ability to succeed in the program, and to determine future directions. At the conclusion of the review process, the DGS prepares a written evaluation and gives students the option to individually discuss the committee's assessment. If the student is not making satisfactory progress, discussions will ensue about the advisability of remaining in the program.

THE PRELIMINARY EXAMINATION

The preliminary examination forms a bridge between coursework and dissertation research. It is designed to consolidate and test students' command of the art and scholarship of their teaching field and their research field and is based upon the student's initial formulation of a dissertation topic. Students take the preliminary examination during the first half of January of the third year (check candidacy deadlines on Rackham website).

Preparation. During the second year, as part of the Third-Term Review, students provide a tentative list of the three members of their Preliminary Examination Committee. This committee consists of the student's primary advisor (normally the anticipated chair of his/her Dissertation Committee) and normally two but at least one other faculty member from History of Art. Ideally the whole committee, but certainly the chair of the committee, should meet with the student in the last weeks of the winter term to define the areas of questioning and to help with the initial compiling of reading and monuments lists. The student should begin studying over the summer and continue through to the January test date. A full meeting of the Preliminary Examination Committee should take place early in the fall semester of the third year and at periodic intervals until the test date.

Format of the test. The written examination, taken on two consecutive days, consists of four areas of questioning: two in the teaching field (historically and geographically defined) [=Day I] and two in the research field (represented by two focused areas relevant to the proposed

dissertation topic) [=Day II]. The tests are proctored; they can either be handwritten or taken on a clean laptop; plagiarism or downloading of pre-prepared material will lead to the student's failing the exam.

Each of the four parts of the test is two hours in length. Students then submit the exam to the Graduate Program Coordinator and to the Committee (by hand, via email or on a CD).

The written test is followed by an oral discussion with the full Preliminary Examination Committee: it runs about 1½ hours and is held within the following week. The meeting offers an opportunity to discuss issues not addressed or insufficiently treated in the written exam, and can thus provide the committee with further information about the student's knowledge of the field. The meeting is also the occasion for looking forward and beginning to discuss preparation of the dissertation prospectus.

DAY I: Teaching Field. The student, in consultation with his/her primary advisor, decides on a temporal/geographical area covering an appropriate range of material. Examples include: "Modern European Painting and Sculpture, 1848-1945"; "Seventeenth-Century Netherlandish Art"; "Arts of China in the Song Period, 960-1279"; "Islamic and Christian Worlds in the Mediterranean Basin, Tenth to Thirteenth Centuries." As a general rule, studying for the general field portion of the preliminary exam should prepare the student to teach an undergraduate survey course in the area.

In preparation for the test in the teaching field, the student compiles a monuments list (circa 100-150 works) and a bibliography of essential reading in the field (circa 25-50 books/articles). These two lists are honed in discussion with the primary advisor and the committee. The precise format of the test on Day I is determined by the student and the committee in consultation.

Day I, Part I: The student is tested on the monuments list in a two-hour exam in which powerpoint slides are shown and the student responds to questions. The examination sometimes consists of questions asked of a series of single images (e.g. eight works for 15 minutes each), or of questions asked of compared images (e.g. 4 pairs for 30 minutes each).

Day I, Part II: The student is tested on the general literature of the field in a two-hour exam, and is normally asked to answer 3 out of 5 questions (40 minutes each). The student, in advance, organizes his/her reading in five areas (five "nodes") out of which the examiner draws when formulating the five questions.

Day II: Research Field. Study for this portion of the test is intended to help the student develop a special field and to acquire expertise germane to proposed dissertation research. Depending on the character of the dissertation and the needs of the student, the areas of

questioning on Day II may focus on a particular medium or genre, a critical category or concept, a theoretical or methodological issue, a body of comparative material or a related minor or cognate field.

In preparation for the test in the research field, the student compiles bibliographies (circa 50 books/articles each) in the two chosen special fields. As part of the preparation for the test, students are asked to develop three “questions” in each of the two fields: in this way the student should come to terms with crucial scholarly currents. The advisor and committee help the student define and hone the three topics as part of the process of reading and study. When setting the two exams, the examiners select and refine two of the three questions.

Day II, Part I: The student is asked to choose one of two questions and to write a two-hour essay answering the question.

Day II, Part II: The student is asked to choose one of two questions and to write a two-hour essay answering the question.

Sample tests are available on the departmental website.

Synopsis of Preliminary Examination

DAY I (Teaching field).

- Part I: This section consists of responses to a series of questions posed in relation to images (single or paired) shown on PowerPoint.
- Part II: This section consists of three forty-minute essays. The Committee provides five questions related to the issues highlighted in the student’s bibliography and the student chooses three to answer.

DAY II (Research field).

- Parts I and II. In each case the student writes one two-hour essay. The Committee provides two questions, developed from the three questions proposed by the student, and the student chooses one to answer.

ORAL FOLLOW-UP

- The final component is an oral examination of 1½ hours that takes place within one week of the written portion of the examination.

Failure. A student must pass all parts of the preliminary examination in order to proceed in the program. He/she will be asked to retake unsatisfactory portions of the examination. Students cannot re-sit any part of the examination more than once.

CANDIDACY

Through the conferring of candidacy, the Department officially confirms that a student is qualified to conduct dissertation research in the area proposed. In order to be nominated for candidacy, a student must have completed all required coursework (30 credits), including cognate courses and courses satisfying distributional requirements, met the foreign language requirement, received a favorable Third-term Review, and passed the preliminary examination.

THE DISSERTATION

This guideline is intended to help students plan the research and writing of the dissertation, making it possible to finish within three years of passing the preliminary examinations. Students should bear in mind that the successful completion of a dissertation is a two-way process of negotiation between student and advisor(s), drawing where appropriate on the advice and expertise of the other members of his/her committee.

PROSPECTUS

Students who have passed their Preliminary Examination and achieved candidacy are expected to form a Dissertation Committee comprised of four members (see below) and write a *prospectus* of their doctoral dissertation. The prospectus should be completed and defended at the end of the sixth term. Ideally all four members of the Dissertation Committee are present at the prospectus defense. It is not required that the cognate member be present.

The prospectus is a detailed description of the proposed dissertation project that situates the work in the field; the document (no more than 2500 words in length) usually concludes with a tentative chapter outline, a research plan (including necessary travel), and a working bibliography. The student should consult with the advisor and members of the committee when formulating this important document, which serves as the intellectual plan for subsequent dissertation research and as the basis for future grant writing. The 1 1/2-hour prospectus defense – which typically opens with the student offering a brief presentation of his/her project with images – provides a crucial opportunity for the committee and the student to discuss intellectual and methodological aspects of the project and formulate research plans and strategies. A copy of the approved prospectus is filed with the graduate office two weeks after the defense.

DISSERTATION COMMITTEE

The Rackham Graduate School requires that each dissertation committee have a minimum of four members, three of whom must be regular members of the Rackham faculty. One of these three Rackham faculty members must hold an appointment in a cognate field outside of the Department of History of Art. The Department further requires that the committee include at least two regular History of Art faculty members. Emeritus faculty do not normally serve on dissertation defense committees after three or more years of retirement. On the committee composition, see:

<http://www.rackham.umich.edu/downloads/oard/forms/disscommitteeguidelines.pdf>

The members of the dissertation committee should be registered with the Department soon after the prospectus defense and must be registered with the Graduate School at least six months prior to the dissertation defense. When necessary, changes may be made in the committee's membership in consultation with the DGS through an amendment form available from the Student Services Office. All changes must be registered with the DGS and the Graduate School.

DISSERTATION RESEARCH

The fourth, fifth and sixth years in the program are devoted to dissertation research and writing. It is expected that students will consult regularly with the dissertation chair and, where appropriate, with other members of the dissertation committee. While students are away from the University, they should submit written material to their dissertation chair on a regular basis and should expect to receive feedback and advice. It is recommended that chapters be forwarded to committee members in the department who may or may not give immediate response but who should be kept abreast of a student's progress.

PROVISIONAL AND FINAL DISSERTATION SCHEDULE

During the fall semester of the fourth year, the student is asked to draw up a provisional calendar for completion of the dissertation and a provisional chapter outline. By the beginning of the fall semester of the fifth year in the program, the student is asked to submit the following evidence of his/her progress on the dissertation:

- 1) *A final chapter outline* of the dissertation, with section headings and summaries of content (no more than two pages), *agreed upon by the dissertation chair before it is submitted*, to the graduate committee for review. Students should also submit a copy of these documents

to other members of the dissertation committee to keep them informed of the student's progress.

- 2) *A final schedule for completion and defense* of the dissertation (no more than one page), *agreed upon by the dissertation chair before it is submitted*, to the graduate committee for review and approval. This submission may, where appropriate, include a petition to the graduate committee for an extension to the normal defense deadline (see below under exceptions), when the proposed research project requires unusual and particularly time-consuming field work or acquisition of new language skills.

RESEARCH AND WRITING

Students need to be aware that the success of their research project depends as much on their ability to process and write up their work as it does on the quality and extent of their primary research. Students will find that they have a much clearer sense of what essential research remains to be done, and which is less necessary to the overall project in the time remaining, once they have begun to commit their findings and thoughts to paper. Therefore, it is departmental policy that students begin to submit chapter drafts to their dissertation chairs well in advance of the project completion date. By the beginning of the winter semester of a student's fifth year in the graduate program at the latest, he/she should submit a *substantial piece of writing*, such as a draft chapter or equivalent (about thirty pages), to the dissertation chair. It should also be noted that many fellowship applications require submission of a writing sample from the dissertation.

"TAPPAN TALKS"

In order that students may receive constructive critique from faculty and fellow students, each student is required to present a paper to the Department based on his/her dissertation research. Normally this happens during the fourth or fifth year, depending on when the student is resident in Ann Arbor. The presentation gives students an opportunity to develop their skills in explaining the scope and nature of their work to a broader audience.

FACULTY RESPONSIBILITIES:

- The dissertation chair or co-chairs are the only members of the faculty who are required to respond to a student's work-in-progress on the dissertation. Committee members other than the chair or co-chairs are not obligated to read substantial written drafts prior to the submission of the completed dissertation.
- While on sabbatical or other leave of absence from the Department, dissertation chairs are obliged to continue supervising their students' doctoral dissertations. They are

expected to respond to students' chapter drafts and outlines within a month of receipt of the material when these have been completed according to the schedule agreed upon.

- If a student fails to meet the agreed upon deadlines for submitting chapters, the dissertation chair is under no obligation to read a student's material until the student has re-negotiated the missed deadline with him/her. While chapter deadlines may shift somewhat, the agreed defense date may not be moved.
- Faculty will notify the graduate committee if chapter submission deadlines are missed. In this situation, students' funding and nomination for grants may be affected.

SUBMITTING THE DISSERTATION

A student will be expected to present the completed dissertation and defend it at an oral defense conducted by the dissertation committee. It is the student's responsibility to obtain information on dissertation deadlines, format, and procedures from the Rackham Graduate School well in advance of the defense. Procedures are outlined in the Rackham dissertation handbook, found here: <<http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf>>. Students continue to register for HistArt 995 (8 credits) during the semester in which they defend the dissertation.

A final draft of the dissertation must be submitted to all members of the dissertation committee at least one month in advance of the defense date. It is to a student's great advantage to submit the preliminary final draft to the dissertation chair well before this date. This ensures that any suggested revisions may be properly discussed and incorporated in the final draft in a satisfactory manner.

DEFENSE

If a dissertation is to meet the deadline for completion in year six, a defense date must be set before the end of April. A dissertation can be completed within a given academic year only if the defense takes place before the end of the winter semester. This ensures that the chair and members of the dissertation committee will be in a position to attend the defense. Spring or summer term defenses may also be scheduled if the committee members are in agreement.

The entire dissertation committee (minimum four members) must be present at the dissertation defense. A speaker phone or Skype will be set up if one or two members are resident outside of Ann Arbor. The defense is public and peers may attend. It is often the practice that one or more friends take notes recording the substance of the group conversation.

After the defense, the student must incorporate corrections and submit a final version to Rackham, approved by the dissertation chair or a proxy by a given date. The due date for submitting the final, approved dissertation in a given term is set by Rackham and is absolutely inflexible. Should a student miss the deadline for a given term even by a day, he/she will be compelled to pay tuition to enroll the following term.

Rackham sets specific dates each academic year for receiving the degree. These roughly correspond to the following: early October for a December degree; mid-April for a May degree; and late June for an August degree. Students and advisors should consult the Rackham website for specific dates in a given year.

EXCEPTIONS TO A SIX-YEAR COMPLETION

If a student is unable to complete the dissertation within six years, he/she should negotiate a new deadline with his/her dissertation chair and register the new plan with the grad office for approval by the graduate committee. Satisfactory grounds for an extension would be: 1) when time-consuming language study is needed in order to complete dissertation research satisfactorily; 2) when extensive fieldwork or archival work in unusually difficult circumstances is required. When a student receives a major external award, this, too, may require a modification of the standard timeline to completion. In this case a revised schedule should be agreed with the dissertation chair and submitted to the graduate office for approval by the graduate committee before the end of the academic year prior to taking up the award. Rackham will allow one year of maternity leave for each child, and will also allow a leave for heavy care for a spouse, elder or dependent.

Under most circumstances the student is expected to complete the dissertation no later than the end of the seventh year, defending preferably in the fall or winter terms, or, at the very latest, in the spring/summer term. After this the student is no longer making satisfactory progress and is no longer eligible for departmental tuition fellowships and GradCare. Exceptions to the seven-year rule, which are discussed by the graduate committee, will be granted only if, for example, the student had received a major pre-doctoral grant and needs to remain enrolled in the program. At the end of the seventh year (unless there has been a successful petition to the graduate committee) and, with no exceptions, at the end of the eighth year, the student will receive a letter from the DGS indicating that he/she will be discontinued from the program as of September of the following year. Students who have been discontinued are officially off the books of the Department of the History of Art and the Rackham Graduate School.

Students who are disenrolled from the program may apply for readmission through the Rackham Graduate School. If readmitted, candidates may still complete the degree, normally within three years, exceptionally beyond three years. If the student goes beyond three years,

then the advisor must write a letter to the DGS attesting that the student's knowledge and understanding of the field is up-to-date, otherwise the student will have to re-sit all or part of the preliminary examinations as a condition of re-entry into the program. The student seeking to reenroll must be certain that the dissertation chair and members of the dissertation committee are willing to continue to serve as advisors. The student applies to the graduate committee for permission to reenroll when the dissertation is virtually complete. The student enrolls for one term to defend the dissertation, prepare the final text (incorporating corrections), and submit it to Rackham. The student is responsible for paying tuition fees for this term.

ACADEMIC DISMISSAL

Clearly articulated procedures and careful records of program and department decisions safeguard the rights of both students and faculty in cases where a student is unable or unwilling to meet the academic expectations of the program.

The following is a summary of issues that arise when considering a dismissal of a graduate student for academic reasons.

- Students who are not making satisfactory academic progress should have an opportunity to return to good academic standing by completing satisfactory work within a deadline that is explained in advance.
- If the student has not been able or willing to return to good standing within the agreed upon time frame, the faculty should consider dismissal on academic grounds.
- Decisions about academic dismissals should never be the decision of a single faculty member. This process should involve at a minimum the student's advisor, the faculty director of the program, and at least one other faculty member who is involved in policy or admissions in the program. After full review of the case, the committee may decide to dismiss, or to impose other academic sanctions. To insure fairness and avoid bias, unnecessary grievances or litigation, the program-level process should provide written notification of the decision to the students (and possibly a copy to the advisor), the reasons for it, the effective date, and appeal options available to the student.
- In general, academic dismissals should take effect at the end of an academic semester in which the student is enrolled.

The decision to dismiss a student for academic reasons rests with the faculty in the student's graduate program. However, only Rackham has the authority to make the dismissal official. The staff at the Rackham Graduate School will process the dismissal upon the written recommendation from the faculty leadership in the graduate program involved in the dismissal process.

DUAL DEGREES

Students admitted to the graduate program of another unit in the University who wish to be admitted as well to the Graduate Program in History of Art may petition after they have been in residence one year and have completed a minimum of two seminars in History of Art. The application consists of:

- Curriculum vitae
- Research Statement
- Personal Statement
- Writing sample (c. 25 page)
- Letters of recommendation from two faculty members in History of Art and one in the home department

The application is forwarded to the Director of Graduate Studies who presents it to the graduate committee and the case is reviewed.

If admitted, the student works with faculty representatives of the two units to devise a program of study. Normally the student will take no fewer than six seminars in History of Art, including HistArt 615 (taught in the fall term every year) and two courses that satisfy the distributional requirements (geographical and chronological). Language requirements (two for History of Art) are normally maintained. The format of the preliminary examination, drawing elements from standard tests in both departments, is determined through discussion. The dissertation committee is comprised of two members from each unit, one person acting as principal advisor or two acting as co-advisors. Financial arrangements are negotiated at an early date, the home department bearing most of the costs. The student is expected to participate fully in the life of the department, to attend lectures and symposia.

FUNDING

Individual funding packages, which vary slightly year to year, are described in the initial letter of admission. These letters set out the terms of support, including tuition remission, health insurance, and monthly stipends – guaranteed so long as students continue to make “satisfactory progress” in the program. Arrangements for summer funding – to be used for travel, language study, and research during the first four years in the program – are also set out in these letters.

In addition, the department has funds available (varying year to year) for subsidizing attendance at conferences directly in the area of the student’s dissertation research and supporting the costs of publication.

If the student is presenting a paper at a conference, he/she should apply to the Rackham School of Graduate Studies for support. The maximum amount varies according to whether

the paper is to be delivered in the United States or abroad. If funds are available, the department will consider topping up the Rackham award.

Rackham Graduate School also has funding available for pre-candidacy and candidacy research: students should consult the Rackham website to make themselves aware of possibilities.

The departmental website contains a list of available fellowships – local, national and international. Students should consult the list and be aware that some deadlines occur very early in the academic year. Some of the fellowships require departmental nomination and students may ask to be considered in a formal process that takes place each September. The department is committed to helping students gain support for their research and holds an annual Grant Writing Workshop in the fall. Students should ask advisors to read and comment on drafts of their proposals.

ELIGIBILITY FOR GSI SUPPORT: TEN-TERM RULE

The ten-term rule specifies that no graduate student may receive more than ten terms of College (LS&A) support, including teaching and fellowships. A term of support is defined as a full term in which the student has a complete tuition remission and a stipend, whether or not that stipend is earned by teaching. Non-teaching terms of support from departmental fellowships thus count toward these limits. Support that counts toward the College's ten-term rule:

All college and departmental fellowships

All GSI appointments of .25 or greater

Rackham, Institute for Humanities, CEW, and IRWG fellowships do not count toward the College's ten-term rule.