

**HAA** HISTORY OF  
ART & ARCHITECTURE  
UC SANTA BARBARA

This document is offered in addition to the UCSB [Graduate Division website](#). All students should consult the HAA Graduate Student Handbook on a regular basis for any changes in policy.

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(revised 8/2024 HKC)

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## **THE PROGRAM at a GLANCE**

The [Department of History of Art & Architecture](#) offers a combined MA/Ph.D program and a Ph.D-only program, both leading to careers in academia, museums, and related professions. The graduate program trains students to engage with histories of art, art objects, material culture, and the built environment with a critical eye, and provides advanced practical and theoretical training in a wide range of sub-disciplines. Additional information and program resources can be found on our [Essential Program Resources](#) webpage, which has forms for preparing for exams, research topics, information for writing your dissertation, and much more!

## **FACILITIES AND RESOURCES**

**The Art and Architecture Collection**, located on the first floor of the Mountain Side of Davidson Library, houses an extensive collection of about 200,000 art publications, including monographs, periodicals, conference proceedings, auction catalogs, bibliographies, videos, CD-ROMs and DVDs. The subject areas include architecture, sculpture, drawing, painting, prints, decorative arts, photography, and interdisciplinary works on the arts. There are well over 96,000 art exhibition and collection catalogs as well as resources in microform format. The Library subscribes to numerous databases, including such major art and architecture indexes as Art Full Text, ARTbibliographies Modern, Avery Index to Architectural Periodicals, BHA and Artstor. Hundreds of other online databases are available to students. Davidson Library houses over three million volumes on all subjects. To find research material one can use the local catalog, Pegasus; and Melvyl for UC-wide and worldwide collections. Students may request works not held locally through the interlibrary loan system. The art librarians answer reference questions and are available for individual research consultation. Additionally, they will provide bibliographic instruction and/or tours for courses on a pre-arranged basis. Contact: Heather Nisen ([hnisen@ucsb.edu](mailto:hnisen@ucsb.edu)).

**The Image Resources Center (IRC) soon to be the Material / Image Research Lab**, located in Arts 1245, supports all aspects of image and object study and provides two spaces:

1. Main room: designed to support museum studies, architectural history, and other disciplines interested on teaching with objects - and learning through their materiality - from UCSB's Art, Design & Architecture Museum, the Architecture and Design Collection, and beyond
2. Seminar room: with an interactive projection screen, computer workstations, and movable furniture, it is ideal for small group meetings, seminars, and workshops

The IRC staff offers assistance and training with image research, acquisition, quality standards, copyright, and course projects (e.g., online exhibitions). They support image research for the UCSB campus through JSTOR (<https://www.jstor.org/site/ucsb/>), and hosts MDID, HAA's legacy digital image teaching collection. Individual and group training is available on request for all image research and teaching needs. Graduate students can take advantage of the IRC's PC and Mac workstations, each with a high-quality flatbed scanner and imaging and design software. A 3-D scanner for scanning and analyzing objects is also available. The IRC is also home to several projects, including the ongoing development of an archive of Modern and Contemporary Chumash art. For further information on IRC services, projects, policies, and facilities, please refer to the HAA Image Resource Center page.

### **Contacts:**

Dr Jeff O'Brien ([jeffobrien@ucsb.edu](mailto:jeffobrien@ucsb.edu)), Curator  
Christine Fritsch ([cfritsch@ucsb.edu](mailto:cfritsch@ucsb.edu)), Assistant Curator

## HAA FACULTY

**HEATHER BADAMO** Ph.D., University of Michigan (*East Christian and Byzantine Art, Theories of Cultural Exchange; Philosophies of Religious Violence; Strategies for Communal Self-fashioning as Manifested in the Visual Arts*)

**NATCHEE BLU BARND** Ph.D., University of California, San Diego (*Art and decolonization, race and space, placekeeping, cultural geography, critical pedagogy, environmental racism, interdisciplinary methodologies, narrative and research, cartography, critical and comparative Ethnic Studies, Indigenous Studies*)

**ALICIA BOSWELL** Ph.D., University of California, San Diego (*Pre-Columbian Archaeology and Art History, Cultural Heritage, Conservation, Complex Societies, Cultural Landscapes, Culture Contact, Frontiers, Ancient Technology*)

**SWATI CHATTOPADHYAY** Ph.D., University of California, Berkeley (*Modern Architecture and Urbanism; Cultural landscape of Colonialism, British Empire; Postcolonial and Critical Theory*)

**CHRISTINE GARNIER** Ph.D., Harvard University (*Art of North America, nineteenth and twentieth centuries; landscape and ecologies; sculpture, decorative arts, and material culture; photography; theories of value and exchange; decolonial and critical theory*)

**NUHA N. N. KHOURY** Ph.D., Harvard University (*Islamic architecture and urbanism, 7<sup>th</sup> - 9<sup>th</sup> centuries and 17<sup>th</sup> century; Medieval Islamic Iconography; Modern Art of the Arab World; Critiques of the Field*)

**MARIA LUMBRERAS** Ph.D., Johns Hopkins University (*16<sup>th</sup> - 17<sup>th</sup> century Spanish and Latin American Art; Interactions of Art, Science, and Archaeology; Early Modern Art Theory; Histories of Record Keeping and Evidence-handling Technologies; Historiographies of Art*)  
**Undergraduate Advisor, 2024-2025**

**MARK A. MEADOW** Ph.D., University of California, Berkeley (*Northern European Art, 15<sup>th</sup> - 17<sup>th</sup> century; Kunst- and Wunderkammern; History of Museums and Collecting; Early-Modern Spectacle*)

**CLAUDIA MOSER** Ph.D., Brown University (*Roman Republican Sanctuaries; Altars; Ancient rituals; Cults and Burial Practices*)  
**Graduate Advisor, 2024-2025**

**SYLVESTER O. OGBECHIE** Ph.D., Northwestern University (*African and African Diaspora Arts and Visual Culture; Contemporary Art; Cultural Patrimony Research, and Critical Theory*)

**GABRIEL RITTER** Ph.D., University of California (*Modern and Contemporary Art; Japanese Art, Korean Art; Museum Studies*)  
**Director of Art, Design & Architecture Museum**

**JENNI SORKIN** Ph.D., Yale University (*Contemporary Art; Material Culture, Craft, and Design; Gender and Artistic Labor; Art Criticism; Feminist Historiographies and Theory; Alternative Spaces; Art school Pedagogies; Global Exhibition Practice and History; Queer Culture and Theory*)

## ***Department Chair, 2024-2025***

**PETER C. STURMAN** Ph.D., Yale University (*Chinese Painting and Calligraphy, Early to Modern; Intersections of Texts, Theories, and Images*)

**VOLKER M. WELTER** Ph.D., University of Edinburgh (*Modern Architecture; Domestic Architecture; Patronage; Histories of Modernist, Revival Styles; and Sustainable Architecture*)

**RICHARD WITTMAN** Ph.D., Columbia University (*Cultural History of European Architecture and Town Planning, 17th - 19th centuries; Theory and Historiography of Architecture*)

### **CONTINUING LECTURERS (Non-Senate Faculty)**

**CAROLE PAUL** Ph.D., University of Pennsylvania (*17th- and 18th-century Art and Architecture in Italy; History of Collecting and Museums*)

**JEREMY WHITE** Ph.D., University of California Berkeley (*Architecture of the United States; Contemporary Architecture*)

### **AFFILIATED FACULTY**

**BHASKAR SARKAR** Department of Film and Media Studies

**SVEN SPIEKER** Department of German, Slavic and Semitic Studies

### **HAA EMERITI FACULTY**

**ANN JENSEN ADAMS** Ph.D., Harvard University

**C. EDSON ARMI** Ph.D., Columbia University

**ANN BERMINGHAM** Ph.D., Harvard University

**MARIO del CHIARO** Ph.D., University of California, Berkeley

**HERBERT M. COLE** Ph.D., Columbia University

**RAMÓN FAVELA** Ph.D., University of Texas, Austin

**ULRICH KELLER** Ph.D., University of Munich

**MIRIAM WATTLES** Ph.D., Institute of Fine Arts, NYU

**JEANETTE FAVROT PETERSON** Ph.D., University of California, Los Angeles

**Laurie Monahan** Ph.D., Harvard University

**E. BRUCE ROBERTSON** Ph.D., Yale University

**ABIGAIL SOLOMON-GODEAU** Ph.D., Graduate Center, City University of New York

**FIKRET K. YEGÜL** Ph.D., Harvard University

## **GRADUATE PROGRAM ADMINISTRATION**

### *FACULTY GRADUATE ADVISOR*

The **Faculty Graduate Advisor** is the official faculty representative of the Graduate Dean in matters concerning graduate students or graduate programs in academic departments. The Faculty Graduate Advisor is an administrative appointment, made directly by the Dean of Graduate Division in consultation with the Department Chair. Only the signatures of the Faculty Graduate Advisor and the Department Chair are officially recognized on forms and petitions presented by graduate students. The Faculty Graduate Advisor counsels students on their course load and academic program plan, addresses questions or concerns regarding their academic progress, advises them on the timing of minor and major exams and advancement to candidacy, monitors student progress, and considers student petitions, including those to drop/add courses, take leaves of absence, and constitute examination and thesis or dissertation committees. The Faculty Graduate Advisor also chairs the departmental Graduate Committee, the governing body for policy and procedures related to the graduate program.

The Faculty Graduate Advisor is also the primary advisor for all students in relation to departmental financial affairs. All first-year and second-year students in the program are required to meet with the Faculty Graduate Advisor to work out a timely schedule for the completion of their degree requirements, which includes filling out a study plan for the coming academic year. All students should plan to meet with the Faculty Graduate Advisor at least once per academic year until they advance to candidacy.

#### **2024-2025 Academic Year**

Faculty Graduate Advisor: Professor Claudia Moser

NOTE: The departmental Graduate Advisor should **not** be confused with your thesis/dissertation advisor (the chair of your thesis/dissertation committee, also referred to as your “primary advisor”).

### ***THE ACADEMIC GRADUATE PROGRAM MANAGER***

Not to be confused with the Faculty Graduate Advisor, the Graduate Program Manager is a staff appointment and provides administrative support for the graduate program, assists the faculty Graduate Advisor in monitoring students’ progress toward their degrees, and provides information about department and Graduate Division policies and procedures. The Graduate Program Manager coordinates the admissions process, the hiring of teaching assistants (appointment processing), and matters regarding department fellowships and financial assistance. The Graduate Program Manager maintains graduate student records.

#### **2024-2025 Academic Year**

Graduate Program Manager: Hunter Clark; [arthistory-grad-advisor@ucsb.edu](mailto:arthistory-grad-advisor@ucsb.edu)

The **Graduate Admissions Advisor** is responsible for administering all recruitment and admissions procedures, and is usually the primary contact point for all graduate student applicants during the admission process.

#### **2024-2025 Academic Year**

Graduate Admissions Officer:: Richard Wittman

## **THE GRADUATE COMMITTEE**

The Graduate Committee is composed of the Department Chair, the Graduate Admissions Advisor, the Graduate Faculty Advisor, and two other members of the faculty. The Graduate Committee is responsible for multiple policies and procedures, including; establishing policy for the graduate program; reviewing M.A. theses and Ph. D. dissertations for the department; nominating students for extramural and intramural fellowships; recommending students for departmental financial support; recommending students for admission into the graduate program; and conducting an annual review of all students' progress.

### **2024-2025 Academic Year**

Natchee Blu Barnd, Maria Lumbreras, Claudia Moser, Jenni Sorkin

## **DEADLINES and ENROLLMENT**

### ***Degree Deadlines and Time-to-Degree Standards***

The number of years considered to be reasonable for completion of the doctoral degree sets the **Time-to-Degree-Standards (TTDS)**. These progress standards relate to the milestone of advancing to doctoral candidacy, and completion of the Ph.D.

Please note that the earlier normative time and time-to-degree have been merged into one standard that reflects varying expectations across disciplines. Academic departments each set doctoral advancement and completion time standards specific to their graduate program, which takes into consideration the appropriate amount of time needed to prepare for independent research (advancement to candidacy), and to produce an original work of scholarship (conferral of the doctorate).

**Advancement to candidacy** occurs once a student has completed the required coursework, language requirements, passed the department's minor exam and major written exam, formed an acceptable Ph.D. faculty committee, had their dissertation prospectus approved, and passed the major oral qualifying exam, thereby becoming a "Doctoral Candidate" or "ABD" ("All But Dissertation"). Prior to completing those requirements, all students in the Ph.D. program are known as "doctoral students."

### **History of Art & Architecture has the following time-to-degree-standards:**

Entering M.A./Ph.D.: 5 years (15 quarters) to advance to candidacy; 8 years (24 quarters) to completion of the dissertation.

Entering Ph.D.: 3 years to advancement to candidacy (9 quarters); 6 years (18 quarters) to completion of the dissertation.

These progress and timing standards were proposed by the Department and approved by the Graduate Council and can be found at Graduate Division's [HFA Time to Degree](#) website. Please note that the time-to-degree standards are in effect for students entering Fall 2010 and thereafter.

### **Expanded Master's & Doctoral Time-To-Degree for Parenting Demands from Graduate Division**

This policy is designed to assist students who have parenting responsibilities while maintaining continuing student status by formally extending their time-to-degree to keep them in good academic standing through the extension period.



A *Master's* student with parenting demands (as defined at the link below) of 50% or more responsibility for a child may receive an extension of up to one additional year for completing the Master's degree. The total extension of Master's time-to-degree granted under this policy is one year per child, up to a total of two years.

A *Doctoral* student with parenting demands (as defined at the link below) of 50% or more responsibility for a child may receive an extension of up to one additional year for passing preliminary examinations and qualifying examinations or an extension of up to one additional year between advancement and completion while in candidacy. The total extension of doctoral time-to-degree granted under this policy is one year per child, up to a total of two years.

More information can be found through the Graduate Division: [Academic Parenting Accommodation Policies](#).

### **Academic Probation**

To avoid being placed on academic probation, students who are beyond a degree deadline must commit to a plan of action to address the tasks to be accomplished to advance or complete the Master's or doctorate, along with a timetable for completion of each task agreed upon by the student and mentor.

A student may be placed on academic probation if:

- the individual faculty advisor and/or the Graduate Advisor determines that the student is not making satisfactory progress toward their degree objective.
- no degree progress plan has been filed by the middle of Fall Quarter, following failure to meet a degree deadline (i.e., completing the M.A. degree or advancing to doctoral candidacy).
- inadequate progress is made in meeting the goals and deadlines of the progress plan: e.g., two or more quarters of unmet goals.

If placed on academic probation, a Graduate Division representative, the student and the student's primary advisor devise an action plan to facilitate the completion of the degree objective. This plan is monitored regularly by the primary advisor and Graduate Division to assure progress is being made. Students placed on academic probation are not eligible to receive any centrally administered fellowship support, any TA or GSR (Graduate Student Research assistantship) appointments, effective the quarter following student notification of academic probation. As long as a student remains on probation, university funding of any kind is prohibited. *This is a UC-wide policy.*

### **Full-time and Part-time Enrollment**

Full-time enrollment for graduate students is *twelve (12) units* per quarter, and no fewer than *eight units* per quarter. Part-time graduate student status requires a maximum of *six (6) units* per quarter, and is granted at the discretion of the Dean of Graduate Division for one (or more) of the following reasons: health, occupation, family responsibilities. All full-time graduate students are assessed full fees no matter how many units they take. All part-time students pay half of the resident or non-resident supplemental tuition fee, if applicable; half of the professional fee; part-time students are responsible for paying in full the campus-based and UC SHIP fees (for more information, see Graduate Division's [Part-Time Tuition Status](#)). All registered students are considered to be "in residence" at UCSB regardless of their actual physical presence on campus. Eight successfully completed units are the *minimum* required for a full-time student to be considered making adequate academic progress.

## **REGISTRATION**

To be considered Officially Registered at UCSB and within the Department, students must be enrolled in at least one (1) unit. To maintain eligibility for fellowships, academic appointments, and fee remission during the academic year (Fall, Winter, Spring Quarters), students must be registered in a minimum of eight (8) units. Please read more on [Graduate Divisions Registration Expectations](#) page, as well as consult the [Office of the Registrar](#) website for important registration instructions, deadlines and the Schedule of Classes for course enrollment codes and instructor codes.

### ***Independent Study Courses (ARTHI 595/596)***

Independent study courses can be used *only* for the elective requirements for your degree objective. The **Graduate Student Independent Study Petition** ([HAA Forms/Petitions](#)) must be filled out and signed by the student, instructor, and Graduate Advisor to ensure that the course will be eligible for credit as an elective toward your degree objective. This departmental petition is used for all independent studies courses (ARTHI 595/596 courses) within the department and becomes part of your student file. Add codes to register for Independent Studies are dispensed by the Graduate Program Manager upon submission of the completed petition. If a student wishes to take an independent study outside of the department, she/he/they must complete the [HAA Graduate Student Independent Study Petition](#) to ensure course credit eligibility toward the degree objective, but should register for the appropriate graduate-level independent study under the supervising instructor's name in the corresponding department. **Please note** that effective Fall 2023, when petitioning to take an Independent Study with a faculty advisor, a syllabus outlining a plan of graduate work to be completed during the quarter between the student and faculty advisor is required as part of the petition process. Information listed on the syllabus should include any readings to be completed, type of work or research to be done, how often the student and advisor will be meeting, and any other information to convey the work to be completed. You can find an example of a syllabus on [Grad Divs website here](#).

### **ARTHI 295: Seminar – Advanced Readings in Art History (4 units)**

Graduate Advisor approval required. Applicable to History of Art & Architecture offerings only.

Independent reading and research in connection with an undergraduate upper-division History of Art & Architecture lecture course *can only fulfill the elective requirements for your degree objective*. In order to receive graduate credit, all graduate students who wish to enroll in an undergraduate upper-division History of Art & Architecture lecture course *must* enroll in ARTHI 295 for a letter grade with the relevant instructor number. Students taking upper-division courses are expected to write special term papers or do comparable graduate-level research work in order to earn graduate credit. The instructor will determine requirements or projects. *Each student must submit a departmental form to request graduate credit, and the request must be accompanied by the course syllabus and a brief bibliography demonstrating graduate-level work to be accomplished by the student.*

### **ARTHI 500: Apprentice Teaching (4 units)**

All teaching assistants are required to enroll in ARTHI 500. This course includes directed readings, instruction in use of visual aids, pedagogical techniques, design of materials for discussion sections, and methodological analyses, and can only be taken S/U. Attendance at lectures in the course to which the teaching assistant is assigned is a requirement. Graduate students should sign up for ARTHI 500 using the instructor number corresponding to the instructor for the course for which you are TAing. This will count as 4.0 units of your quarter course load, but *will not count as unit credit toward your degree*. If hired as a TA in another department, *after* consulting with the Graduate Advisor, you may sign up for ARTHI 500 using the Graduate Advisor's instructor number.

**ARTHI 596: Independent Study (1-8 Units)**

Individual tutorial. A student must submit a written proposal signed by the faculty supervising the tutorial. To count these units toward the degree, the student *must take the course for a letter grade*, it *must* be approved by the Graduate Advisor, and the request *must* be accompanied by a syllabus and bibliography demonstrating the graduate level work to be accomplished.

**ARTHI 597: Reading for Exam (1-12 units)**

Preparation for (qualifying M.A. exam -- rare) Ph.D. exams. *No credit allowed toward degree.*

**ARTHI 598: Master's Thesis Preparation (1-12 units)**

Master's Thesis research and preparation. *No credit allowed toward degree.*

**ARTHI 599: Ph.D. Dissertation Preparation (1-12 units)**

Dissertation research and preparation. *No credit allowed toward degree.*

***Grades/Incompletes***

Letter grades assigned at UCSB are A, B, C, D and F. Non-letter grades are S (Satisfactory) for graduate courses only; this may only be assigned if the quality of the work was of B or better; U (Unsatisfactory); P (Pass) for undergraduate courses, assigned only if the quality of the work was of C or better; NP (No Pass). Consult the [Office of the Registrar](#) website for the quarterly [Schedule of Classes](#) and *Calendars & Deadlines* for course add/drop deadlines for graduate students.

To obtain an **Incomplete grade**, a student must fill out the [DocuSign PowerForm](#) on the [Office of the Registrar](#) website. Students *must* file a petition *prior* to the last day of the quarter to receive an Incomplete grade. If this petition is not filed, a grade of F, NP, or U will be recorded. *Incomplete grades must be completed by the end of the subsequent quarter, or the grade will be changed automatically to an F, NP, or U.* Automatic F's are permanent scars on a student's academic record and should be avoided. To obtain an *extension or an incomplete*, the student must confer with both the instructor and the Department Chair. The Department must then submit a request for an extension to the Office of the Registrar.

The policies that follow are imposed by the Office of the Registrar:

- Students will be allowed to carry No Grades (NG) and No Records (NR) for only one quarter past when the course was originally undertaken before the NG or NR automatically reverts to a failing grade. A NG or NR will appear on the student's record when the instructor does NOT report a grade at the end of the quarter on grade sheets. This brings the grade notations of NG and NR in line with the policy governing Incomplete grades, except that a student will not be able to petition for extensions of NG and NR as they can with an Incomplete.
- Coursework numbered 597, 598, 599 is subject to the one-quarter deadline established for completion of Incompletes in all other courses. Any course undertaken by a graduate student resulting in an *Incomplete will automatically revert to a failing grade unless the work is completed and a grade reported to the Registrar by the end of the subsequent quarter.*

To **change a grade** of any type, the **instructor** must use the online grading system to submit a new grade. TAs who are changing a grade for a student are authorized to use the system pending approval of the

instructor. If an instructor is out of town the Department Chair can access the system to submit the grade.

### **Registration Status Requiring Special Approvals**

See Graduate Division Forms and Petitions or click on the links below to learn more about the requirements pertaining to specially approved registration status (e.g. *in absentia* and leave of absence) and the potential impact [on time to degree](#):

- [Leave of Absence](#)
- Filing Leave of Absence
- [Reinstatement](#)
- [In absentia](#)
- [Intercampus Exchange Program](#)

### **Leaves of Absence (LOA)**

Graduate students are expected to maintain continuous registration. Leaves of absence may be granted only in extraordinary circumstances. Extraordinary circumstances include:

- Leave for medical/health difficulties (automatically extends time to degree)
- Leave for pregnancy and/or parenting needs up to the age of 12 months of the child or up to the first 12 months of adoption placement in the home (automatically extends time to degree)
- Leave to deal with family emergencies; Leave to perform military duties required by the government of the student's home country (automatically extends time to degree)
- Filing Leave of Absence for terminal Master's students or doctoral students who intend to file the thesis or dissertation the quarter of the leave request (this *does not* extend time to degree).

Students on leave are restricted to minimal use of university facilities, faculty and staff time. Students apply for leaves for a specific length of time and for a specific reason, both to be discussed with the student's advisor and the Graduate Advisor. To qualify for a leave, the student must have been enrolled at UCSB for at least one quarter prior to petitioning and must be in good standing (3.0 GPA or better). Petitions for leaves of absence may be obtained from the [Graduate Division Forms and Petitions](#) and must be signed by the Graduate Advisor and approved by Graduate Division. Depending on the type of leave being requested, certain documentation may be required.

*NOTE: It is the student's responsibility to designate a representative to retrieve and forward any mail or campus information delivered to the student's graduate mailbox.*

### **Filing LOA**

By [petitioning for a Filing LOA](#), this enables graduate students who have fulfilled all degree requirements except the final examination and filing of the master's thesis, doctoral dissertation, DMA supporting document, or completion of master's comprehensive examination or project to take a Filing LOA in lieu of registering. All research and a substantial portion of the thesis/dissertation/DMA supporting document must be drafted prior to the Filing leave quarter. Students on leave of absence *are not registered students*, and therefore relinquish most student privileges and resources such as extensive use of faculty time.

*Note: For international students on Filing LOA, NRST fee is waived as well.*

To be eligible for a Filing LOA, students must have not been on Filing leave previously, and you must have been registered in the academic quarter prior to the quarter you plan on taking leave. For example, if you are planning to take a leave in Spring, then you must have been registered in the Fall quarter. (*if taking a leave in Fall, then you must be registered in at least one unit in the summer*).

### ***Returning from LOA***

To return from a leave of absence, Graduate Division **must** be notified in writing of your intent to return *approximately four weeks before the expiration of an approved leave of absence*. Registration and the preparation of billing materials will then be initiated.

### ***In Absentia Registration***

Graduate students whose research or study requires them to remain outside California for at least one quarter, but who need to be registered as a full-time student, may be able to take advantage of *in absentia* registration which permits a reduction in fees. Students whose research keeps them in California but *outside* of the Santa Barbara area are eligible to petition Graduate Division for *in absentia* status, but the process requires extra documentation, including a letter from the student's primary advisor. Historically, students who are able to work without using UC resources have better success with these petitions.

### ***Reinstatement from Lapsed Status***

Students who fail to pay fees and/or register by the *third* week of the quarter will lose student status, i.e. *lapse*. If a student lapses, she/he/they may submit the [Petition for Reinstatement from Lapsed Status](#); however, reinstatement is at the discretion of the Department and Graduate Division Dean.

Considerations for reinstatement include the student's performance in terms of meeting academic requirements prior to lapsing; the availability of department resources to support the student's area of interest; the availability of faculty who worked with the student prior to lapsing. Students who wish to reinstate and have exceeded the time limit for completion of the Master's and/or Doctoral degree must also submit a plan and timetable for degree completion to the Department and Graduate Division.

### **FEES/TUITION**

Consult the [Office of the Registrar - Fees](#) website for the latest fee information.

### ***Fee Deferral***

Students may defer the payment of a quarter's fees by filling out a "promise to pay" agreement with the BARC (Billing Accounts Receivable Collections) Office. Depending on the student's circumstances, fees may be divided into three equal monthly installments, or come due in a lump sum at a specified date. For more information please visit [BARC Office Payment Plans](#). A fee deferral or promise to pay obligates the student to register. If, after signing a promise to pay, the student decides to take a leave of absence rather than register, she/he/they must inform the BARC Office; and the student will return from a quarter's leave owing two quarter's fees.

### ***Establishing Residency***

Every entering student is classified as a resident or nonresident of California for tuition purposes. U.S. citizens and permanent residents who have come to UCSB from outside the state of California are reminded to take steps to establish California residency *as soon as possible*. Domestic nonresident students **must** establish California residency by the beginning of their second year.

To be considered for a resident classification, students must:

- Complete and submit an Statement of Legal Residence (SLR) immediately after submitting the Statement of Intent to Register (SIR), and
- Provide clear and convincing evidence that they have satisfied all UC residence requirements.

NOTE: Students who fail to submit the SLR will be classified as a nonresident for tuition purposes and will be responsible for all nonresident tuition.

For residency requirements and further information see [Office of the Registrar - Residency](#). There are four general categories that must be met: 1) physical residency; 2) intent to remain in California; 3) Financial Independence and 4) Immigration Status. Details on qualifications required to meet these categories can be found at [UCOP Residency Requirements](#). All international doctoral students in good standing receive the International Doctoral Recruitment Fellowship (IDRF) at the start of their fourth quarter of residency (usually the start of their second year). Since all international students are required in their first year of residency (3 quarters) to pay the non-residential supplemental tuition fee (see “Graduate NRST” at Office of the Registrar - Fees/Expenses) the IDRF covers these supplemental fees from their fourth quarter onward. Once an international student advances to candidacy, she/he/they receive a waiver of non-residential supplemental fees for up to nine registered quarters. For further information see Graduate Division’s [International Applicants IDRF](#) page.

*The Office of the Registrar has an appointed Residency Officer who has sole authority over assessing student residency status. Questions should be directed to the Registrar’s Office.*

## **DEPARTMENT GUIDELINES FOR THE EVALUATION OF WRITTEN WORK**

We recognize three levels of written interaction worth addressing here:

- Student recommendations
- Seminar papers and short theses
- Dissertation chapters

In every instance, timeliness is essential but this may vary depending upon the quantity and quality of the work to be evaluated. Students and faculty should work from the outset to establish a schedule for the production and evaluation of work and adhere to it as closely as possible, mutually agreeing to changes as necessary. It is advisable that this be put into writing for future reference and guidance.

### **Recommendation letters**

Requests should be made promptly, using the following guidelines: at least three weeks for a first-time letter of recommendation, two weeks for a new version of a recommendation. If you fail to alert faculty within a reasonable amount of time (i.e., less than three weeks), then faculty cannot be faulted for failing to write the letter promptly.

### **Seminar papers**

Faculty should return seminar papers, with comments, no later than two weeks into the following quarter.

### **Dissertation chapters**

This is a complex issue as there are several intertwined matters: the differential between initial drafts and subsequent revisions; the need to circulate the dissertation to the committee; the pressures of normative time and the job market. But there are some basic rules of thumb:

- First, students should expect a chapter to be read and returned with comments in one month or less; multiple chapters or a complete draft should be read and returned with comments in two months (in other words, slightly less than a quarter).
- Second, the advisor needs to make every effort so that the student can get the draft to the acceptable point at which it can be circulated to the other members of the committee as soon as possible.
- Third, while pressures of the job market need to be taken into account, you should never expect that the turnaround time for reading, commenting, revising and final approval will take less than two months.
- Finally, it is the student's responsibility to keep the faculty informed about when to expect chapters, just as it is the faculty member's responsibility to notify students when faculty workload prohibits prompt turnaround.
- It is therefore sensible for advisor and advisee to set a mutually-agreed upon schedule while in the writing phase of the program, and re-visit it frequently (quarterly, annually) to fine-tune it.

## **MASTER OF ARTS PROGRAM**

The purpose of the M.A. Program is to ground students in the history and methods of art and architectural history, and to train them to conduct original scholarly research in the field. As the vast majority of academic positions and even many museums now require a doctoral degree for employment, the Department emphasis in the M.A. Program is to prepare students for Ph.D. work. Students are *not* admitted to the program for an M.A. degree alone. The Department does not offer a terminal M.A. The entering student and her/his/their principal advisors are encouraged to create an individualized curriculum that will offer both a sound general understanding of her/his/their intended area of specialization and the conceptual tools necessary to conduct original research. The program is designed to allow for a high degree of initiative and responsibility on the student's part; she/he/they is expected to take advantage of the department's broad diversity of subfields, instructor expertise, and theoretical and methodological approaches.

### ***Course/Unit Requirements of the M.A. Degree***

Students are required to follow M.A. Plan I (Thesis Option). In *rare* circumstances, students who do not continue on to the Ph.D. program can earn the M.A. under Plan II (Comprehensive Examinations) as established by the Graduate Division. The department must approve the study plan of every Master's student and a completed M.A. thesis is required to continue on to the Ph.D. program.

**Plan 1 (thesis):** In addition to the submission of an acceptable thesis presenting an original contribution to the field and demonstrating both mastery with the subject and lucid presentation, this plan requires completion of a minimum of 32 units of coursework (normally eight courses) for a letter grade. Students are required to take the Proseminar in art-historical methods (ARTHI 200A) and five additional *departmental* graduate seminars (20 units) for a letter grade. Of these five required seminars, *three* must represent a different area chosen from the four fields represented by department offerings: Western Art to 1750, Modern Art, World Art, and Architecture. The remaining 8 units may be taken in the form of additional seminars, upper-division History of Art & Architecture undergraduate lecture courses (graduate students must enroll using ARTHI 295) or independent research (596). Beyond the required five departmental seminars, up to two of graduate level courses (8 units) may be taken outside the department, but students must petition for up to 8 units of non-departmental seminar credit to count towards their degree through the Graduate Advisor (see [HAA Forms/Petitions](#)). Students must also petition non-department courses to count toward their degree.

**A paper already written for a departmental seminar or reading/research course can be proposed as the basis for the thesis.** The thesis must be a well-crafted and polished document, conform to high standards of research and writing (See Matriculation Policy, page 11), represent an original contribution to the field, and meet with faculty approval. In addition, the thesis must be presented in a form acceptable to the UCSB Library and meet the filing requirements of the Graduate Division. For details, see the Graduate Division publication for [Filing Your Thesis, Dissertation, or DMA Supporting Document](#).

When the thesis is completed and submitted to the department, it must be accompanied by reports from the three M.A. thesis committee members evaluating its content for review by the Graduate Committee. Please refer to "Post Master's Assessment" on page 14.

**Plan 2 (Comprehensive Examinations):** In *very rare* circumstances, and only with Graduate Advisor approval, students may take a comprehensive examination in lieu of writing a Master's Thesis. This course of action would result in the confirmation of a terminal M.A. degree and prohibits the student's



advancement to continue to the department's Ph.D. program. In addition to the successful completion of comprehensive examinations, this plan requires completion of a minimum of 36 units of upper-division and graduate coursework, taken for a letter grade, of which *at least 24 units must be at the graduate level* (excluding courses numbered 597 or 598, units for teaching assistant duties or training, or service as a graduate student researcher). A maximum of 12 units of the required 24 graduate units may be in 596 coursework. The three-hour comprehensive examination should demonstrate a student's general proficiency in two areas of study represented by two ladder faculty members within the department. The questions will be prepared and graded by the appropriate faculty specialists and the Graduate Advisor.

**Non-Departmental Units:** Students are allowed to petition up to 8 units of non-departmental graduate courses, taken for a letter grade, to count towards their degree (see HAA forms). *Petitions must be approved prior to course enrollment.* In some circumstances, a memo from the thesis advisor to the Graduate Advisor may be required.

### ***ARTHI 200A Proseminar***

Introduction to art-historical methods, with emphasis on the historical development of current practices, critical theory, debates within the field, and cross-disciplinary dialogues. **This course is required for all entering graduate students.** This course will count as 4.0 units towards the degree, but **will not count towards satisfying the 20-unit seminar credit requirement.** Currently, the Proseminar is offered every other academic year.

### ***Deficiencies***

Entering students are expected to be familiar with the history of art and architecture, and have a general knowledge of the field that prepares them for graduate level work. If either the student's primary advisor or the Graduate Advisor detects deficiencies in the student's training, she/he/they may be required to do remedial work. Such work may consist of taking regularly scheduled upper-division course work, graduate seminar work, or individual tutorial(s) or any combination of these designed to satisfy the faculty specializing in the designated field(s). Such corrective work will not be counted as part of the minimum requirements for the degree.

### ***Foreign Language Requirement (1 required for M.A.)***

Every student must demonstrate the ability to read at least one foreign language (related to the area of intended research) by **the end of the third quarter of residency.** Students will enroll in language courses in the first quarter of residency unless they have been exempted by passing an optional departmental language examination administered during the *first or second week of Fall quarter* (with approval of the Graduate Advisor, language exams may be offered during Spring quarter). In accordance with Graduate Division policy, the language requirement can be satisfied in one of the following ways:

1. **Elementary Language Courses (UCSB):** One year (three quarters) of an appropriate language with a grade of 'B' or better in the third quarter. Previous language courses taken before the student has been admitted to graduate standing at UCSB may not be counted as fulfilling this requirement, unless completed at UCSB not more than two years prior to enrollment in the graduate program. All exceptions will require the Graduate Advisor's approval.
2. **Language Courses for Graduate Students (UCSB):** A grade of 'B' or better in French 11B or German 2G (Graduate level reading) will satisfy the requirement.

3. **Departmental Reading Exam:** By request to the Graduate Advisor, the department will administer reading exams in French, Italian, German, Chinese, Japanese, Arabic, Dutch, and other languages. Students will be asked to translate, with a dictionary if needed, approximately two pages (500 words) of an art/architectural historical text to be completed in two hours. Exams will be graded pass/fail by a History of Art & Architecture faculty member.
4. **Foreign Literature Course at UCSB:** Pass an upper-division foreign language literature course with a 'B' or better.
5. **A Bachelor of Arts Degree** in a foreign language, i.e.: French, German, Spanish or other relevant language major.
6. **A Masters of Arts Degree that required passing a foreign language.** An entering Ph.D. student who can provide documentation that an M.A. degree earned at another institution required satisfaction of competency in an acceptable foreign language can have that language count as one language satisfied for the Ph.D.
7. **A student's native language,** other than English, relevant to a student's research, is acceptable. Students must fill out the Language Verification form online. (see [HAA Forms/Petitions](#)).

*NOTE: Any exceptions to the above policy must be requested in writing to the Graduate Advisor for their approval.*

### ***Year-End Review***

Each year, the entire faculty are called to evaluate students' progress towards the degree. The review consists of an assessment of academic performance in course work (faculty are asked to evaluate students at the end of their graduate seminars), completion of the language requirement, and progress towards completion of the thesis. A student's performance as teaching assistant may also be addressed. This review will take place every May/June. The student and her/his/their faculty advisor are required to complete a year-end evaluation form and submit it to the Graduate Advisor (see [HAA Forms/Petitions](#)). The Graduate Advisor will send letters of evaluation, as necessary, to students regarding their progress in the program.

### ***Master's Thesis Committee***

A Master's thesis committee consists of a **minimum** of three ladder-rank faculty members, of which at least two must be members of the History of Art & Architecture Department. The third member may be a ladder faculty member from the department, another UCSB department, or another UC campus. The fourth and additional members, including non-ladder and non-UC faculty, may be added at the department's or student's discretion; if there are 3 non-UCSB faculty on your committee, a [Committee Exception form](#) must be filled out and submitted to Grad Div. Ladder faculty from non-UC campuses may be added by petition to the Graduate Advisor and the UCSB Graduate Council. The Chair of this committee advises the student on a course of study and usually directs the thesis research. The formation of the committee requires the approval of the Graduate Advisor, the Department Chair, and the Dean of the Graduate Division. (A form is filed with the Graduate Division to officially name/change a committee; see [Graduate Division Forms and Petitions](#)). Any changes to an existing committee require the approval of these three authorities. See the Graduate Division website for [requirements of degree committees](#). The Graduate Dean will consider written requests from the Department for exceptions to thesis committee policy. Final drafts should be submitted to the Master's committee at least six weeks prior to filing.

### **Residency Requirement**

Students in the Master's Program must spend a minimum of three quarters in full-time residence at UCSB.

### **Post-Master's Assessment and Continuation with Ph.D. Course Work**

This is an in-house procedure a student in the department's MA program follows to proceed to Ph.D. level course work in History of Art & Architecture (This process is independent of filing the M.A. thesis with the Graduate Division).

To begin Ph.D. course work, students must complete the M.A. program requirements under Plan 1 (Thesis). The department will conduct a Post-Master's Assessment intended to evaluate the student's overall progress in graduate study. For the Post-Master's Assessment students must submit the following to the Graduate Program Assistant four weeks prior to the quarter in which the student intends to begin Ph.D. course work:

- **Letters of endorsement from two ladder-rank faculty** indicating their willingness to work with the student in the Ph.D. program, one of whom must be willing to sponsor the student's Ph.D. work and act as Ph.D. dissertation advisor.
- **An electronic Master's thesis** submitted with **three written reader's evaluations** (the M.A. committee members), and a digital copy of any images [for further information about images and copyright please refer to the information provided below for "Filing the Dissertation" (p.#)].
- **An electronic file** of the thesis abstract, title page, and approval page is to be given to the Graduate Program Assistant to be placed in the student's file.

A written evaluation of the faculty assessment of the student's development, the student's promise for independent, innovative, and original research, and the completion of doctoral study is submitted by the Graduate Committee. Please note that beginning Ph.D. course work is *not* equivalent to advancing to candidacy. A Ph.D. student becomes a Doctoral Candidate only after successfully completing minor, major and oral exams, and receiving approval of the dissertation prospectus.

**Note:** *This process is independent of the requirements of the filing of the M.A. thesis with the Graduate Division. Students who choose Plan 2 for their M.A. degree, thereby **not** continuing to the Ph.D. program do not need to complete the above process.*

### **Carrying over seminar units for fulfilling Ph.D. course requirements**

A maximum of two seminars (8 units) beyond fulfillment of the M.A. unit requirements may carry over and be counted toward Ph.D. coursework requirements. A petition must be submitted to the Graduate Advisor for approval when the student begins the Ph.D. program (see [HAA Forms/Petitions](#)).

## **DOCTOR OF PHILOSOPHY PROGRAM**

The department's Ph.D. program is designed for mature and broadly educated students who have a sound foundation in the general field of art and architectural history. These students will also have demonstrated the ability to use art and architectural history methodology both in conducting research and in presenting the results of their research in the form of a scholarly paper or thesis. The entering student and her/his/their principal advisor(s) are encouraged to create an individualized curriculum that will offer a sound understanding of her/his/their intended area of specialization and the conceptual and methodological tools necessary to conduct original research. The program is designed to allow for a high degree of initiative and responsibility on the student's part; she/he/they is expected to take advantage of the department's broad diversity of instructors, approaches and fields, as well as faculty expertise and resources campus-wide.

### ***Requirements of the Ph.D. Program***

The Ph.D. program is to be planned around **one major and one minor field of study**.

The major field consists of the student's primary area of research expertise, and a minor field consists of a secondary area of research expertise. The major and minor areas may be disparate or related, but must be distinctly separate fields.

### ***Course Requirements***

The student is required to complete 28 units in graduate courses taken for a letter grade (above M.A. course work), of which 20 units must be in History of Art & Architecture *graduate seminars* (200-series *except* 200A and 295); the remaining 8 units are electives, usually History of Art & Architecture independent study courses (ARTHI 596). However, a student may find it desirable or necessary to take courses in other departments in preparation for the minor or major examinations or for research. Students may petition the Graduate Advisor for up to 8 units of non-departmental seminar credit to count towards their degree through HAA forms (these should not substitute for the required 20 units of History of Art & Architecture seminars). Students must petition all non-departmental courses to count towards their degree. **For course forms and petitions, please see the [HAA Forms website](#).**

### ***ARTHI 200A Proseminar: Required***

The Proseminar is an introduction to critical theory and methodology in the history of art and architecture, with emphasis on historical development of current practice, debates within the field, and cross-disciplinary dialogues. *This course is required for all entering graduate students.* This course will count as 4.0 units towards the degree, but *will not count towards satisfying the 20-unit seminar credit requirement.*

### ***Transfer of Credit***

Students who completed the M.A. in History of Art & Architecture at UCSB and took seminar units beyond the required number of graduate units (32), may petition (at the time of matriculation to the Ph.D.) to have a maximum of two seminars (8 units) counted toward the Ph.D. requirements (see [HAA Forms/Petitions](#) ).

Students transferring to UCSB from another graduate program may petition to transfer a limited number of credits for graduate coursework, only if the student was enrolled in a graduate program when the courses were completed and they have not yet been applied toward a degree already awarded. The student must submit a departmental approved general *Graduate Student Petition* to the Graduate

Division (see [HAA Forms/Petitions](#)). Students **must** take Proseminar (200A) regardless of previous coursework elsewhere.

### ***Deficiencies***

If either the student's primary advisor or the Graduate Advisor detects deficiencies in the student's training, she/he/they may be required to do remedial work. Such work may consist of taking regularly scheduled upper-division course work, graduate seminar work, or individual tutorial(s) or any combination of these in order to satisfy the specialists in the fields involved. Such supplemental work will not be counted towards satisfaction of the minimum requirements for the degree.

### ***Two Foreign Languages Requirements - Ph.D.***

Adequate reading skills in two languages essential to the field of specialization are required. It is generally expected that incoming Ph.D. candidates have appropriate command of at least one foreign language. If documentation can be presented that proficiency in an appropriate language was required as a condition of the student being awarded the M.A. in History of Art & Architecture, then this will be recognized as meeting one language requirement for the Ph.D. Incoming students with adequate reading skills in one or both required languages can demonstrate these skills in the optional departmental reading exam(s). Usually, incoming Ph.D. candidates will be able to meet at least one language requirement in this way; they should meet the second language requirement by the beginning of the second year of residency, using one of the methods outlined (see page 14 & 15). If a student's advisor considers a third language essential for research, it can be made a prerequisite to the Major Oral Qualifying Examination. Any exceptions to the methods of fulfilling the language requirement must be requested in writing to the Graduate Advisor for approval.

### ***The Dissertation Committee***

A Ph.D. Dissertation Committee must be composed of at least three UC-Senate ladder-rank faculty members. Two of the members must be ladder-rank faculty from the UCSB History of Art & Architecture department, one of whom is appointed Chair. The third member may be a ladder-rank faculty member from the department, another UCSB department, or another UC campus. Additional members may be added at the discretion of the department (ladder-rank faculty from non-UC campuses or non-UC Senate personnel may be added by petition to the department Chair, Committee Chair, and Grad Div. Petitions to Grad Div can be found on the website [here](#)). The Chair of the committee will be the director of the dissertation research. **This committee should be named at least two months in advance of the Major Written exam, both via an internal departmental form and an official Graduate Division Form.**

To officially name the committee, students must submit two documents. First, the Doctoral Form I, Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy, from the Graduate Division. The second form to be submitted is the History of Art & Architecture Petition to Form a Dissertation Committee. Both forms should be completed and submitted to the Graduate Program Advisor via email or DocuSign.

Any changes to the thesis committee must also be made by petition of Doctoral Form I-A (see [Graduate Division Forms and Petitions](#)). *Note that all incoming and outgoing members of said committee must be notified of changes to the student's dissertation committee at the time changes are made, and any changes must be registered with Graduate Division.*

### ***Advancement to Candidacy***

Advancement to Candidacy occurs once a student has completed course requirements, language requirements, passed the department's written minor and major exams, has an approved Ph.D. Dissertation Committee, had their dissertation prospectus approved, and passed the oral qualifying exam. (See page 20 for further details)

### ***Year-End Review***

Each year, the entire faculty are called to evaluate students' progress towards the degree. The review consists of an assessment of academic performance in course work, completion of the language requirement, and progress towards completion of the dissertation. Students' performance as teaching assistants may also be addressed. This review will take place every June. The student and her/his/their faculty advisor are required to complete a year-end evaluation form and submit it to the Graduate Advisor (see [HAA Forms/Petitions](#)). The Graduate Advisor will send letters of evaluation, as necessary, to students regarding their progress in the program. Students are responsible for completing their portion of the form and forwarding it to their faculty advisor.

## **General Information on Qualifying Examinations**

Minor Written Field Examinations and Major Written Exams and Major Oral Qualifying Examination must be successfully completed before the student may be advanced to candidacy (the designation indicating that requirements have been completed, with all but the dissertation remaining, or “ABD”). Students must be enrolled when taking exams, i.e., not lapsed or on leave. The student’s exam committee, including the Committee Chair, must be established prior to preparing for exams. The examination committee must convene with the student prior to exam preparation, in which the parameters of the examination are decided, including the date of the exam, the responsibilities of the committee members and the exam format. In preparation for exams, students should develop a bibliography in the area of focus, and work on questions/themes drawn from the bibliography in consultation with all committee members at least two months prior to the exam, with a follow up with all committee members a month prior to the exam. These questions/themes are designed to help frame the student’s response to the questions presented on the exam but they should not be identical to the questions posed on the exam. Exam questions related to the larger themes developed during the student’s preparation and area concerns will be produced by the primary advisor and circulated to all committee members for input at least one week prior to the written exam.

In the cases of Minor exams, the primary examiner should be a faculty member other than the dissertation advisor, although the dissertation advisor may serve on the Minor Exam Committee. The minor and major exams may be taken in either disparate or related but distinctly separate fields.

In general, students will meet to discuss readings with the chair of their exam committees weekly or biweekly during the period of exam preparation. Exam preparation will typically last for two to four months for the minor exam and two quarters for the major exam.

Students are responsible for coordinating the schedule for the exam with their committee members, and for reserving rooms if necessary. In order to notify all committee members, Graduate Advisor, and Room Reserver, a [Petition to Take the Minor Exam](#) must be filled out and signed by the student and Committee Members. After the date(s) are determined, it is recommended that the student remind all members of the committee of the upcoming date a day or two before the exam.

Normally the exam is administered in the department, but the student, in consultation with the student’s advisor, may petition the Graduate Committee via the faculty Graduate Advisor for an exception. Students are permitted to use their own computers for these exams, but must sign a departmental honor pledge acknowledging that the exam is closed-book. Additionally, students are eligible to retake the minor and major exams up to two (2) times.

### ***The Minor Field***

Students are encouraged to diversify their course of study. A minor field is a secondary field of expertise, and is designed to support and extend the student’s primary research expertise. A minor field can be related to, but not identical to the major field (see below). It can also be a completely different area of interest (e.g., a student may choose to develop a minor field in Medieval Art while their major field is Contemporary). Students should decide the scope of the minor field in consultation with the Minor Exam Committee (see below). To develop a sufficient background in the minor field, students are encouraged to take seminars, or independent studies in the form of ARTHI 295 or 596 (Note: 295 courses cannot be used toward the minimum 20 unit ARTHI Graduate Seminar requirement). A departmental form to take

the minor exam, providing time and date of exam, as well as signatures from the committee members, must be submitted to the department in advance of the exam (see [HAA Forms/Petitions](#)).

### **Minor Field Examination**

The goal of the minor exam is to test the student's mastery of the key materials, intellectual debates and research trajectories in the minor field, and to determine whether the student has acquired sufficient expertise for teaching purposes. The Minor Exam Committee consists of two ladder-rank UC faculty members (the Chair and Second Reader), one of whom must be ladder-rank faculty in the Department of History of Art & Architecture. Please note that *both* members of the Minor Exam Committee should be consulted and involved in the development of the subtopics of the minor field to be studied, the bibliography that covers these, and the general questions that frame the study of the key materials. These general questions will be used by the Minor Exam Committee to develop the specific question appearing on the Minor Exam. These preparatory questions should *not* be identical to the exam questions, but should be connected thematically and topically. In preparation for the Minor Exam, the student should also be preparing a syllabus for a 10-week course based on the materials relevant to the minor field. This should be prepared in advance of the actual exam. The Chair of the Minor Exam Committee must not be the Chair of the student's Dissertation Committee. All exceptions, such as inclusion of non-Senate faculty, must be requested and pre-approved by the Graduate Advisor after consultation with the Graduate Committee.

The Minor Examination is a three-hour, written closed-book examination consisting of two questions. One question will ask the student to explain the course rationale, based on the syllabus developed in preparation for the written exam. The second question, for which the Exam Committee may offer the student two options, will pertain to the subject areas determined by the Minor Exam Committee and the student. Questions should be emailed to the Graduate Program Manager the day before the exam for distribution to the student at the appropriate time. Responses must be emailed to the members of the Minor Exam Committee, copying the Graduate Program Manager, for review at the conclusion of the allotted exam time.

### **Taking the Minor Exam**

The minor field and the Minor Exam Committee should be named and completed at least two weeks prior to taking the examination via the departmental [Petition to take the Ph. D Minor Exam](#). Upon completing the Minor Exam, students should email their responses directly to their named Committee Members or Exam Readers, as well as send a copy to the Graduate Advisor. Additionally, students need to fill out the [Minor Exam Results & Responses form](#), notifying members of completion of exam, and allowing them to report their comments and results of the form. Once all committee members have commented and signed the form and the Graduate Advisor has received a copy, the student will be notified whether they have passed or failed the exam, or if they need to retake it. Students are eligible to retake the Minor Exam up to two (2) times without repercussions; retaking one question does not count as retaking the whole exam.

Students joining the M.A./Ph.D. program after the 2017-18 academic year will take the Minor Exam **no later than** the 8<sup>th</sup> week of spring quarter of their second year in the Ph.D. program. Students should plan their coursework and preparation accordingly.

### **The Major Field**

The major field is the student's primary field of expertise and the field in which the dissertation will be written. Students should define their major field to suit their research interests in consultation with the



student's primary advisor and the members of the Major Exam Committee/Dissertation Committee. The major field should be named in the departmental [Petition to Take the Major Field Examination](#).

### **Major Field Examination**

The Major Examination will be in the student's major field of study and will be determined by her/his advisor and other faculty members of the Major Exam Committee. The goals of the major examination are for the student to demonstrate general command of her/his/their primary field, including broad familiarity with its scholarship and primary sources, and to prepare the student for the advanced research necessary to complete a dissertation. The Major Exam Committee consists of three ladder-rank UC faculty members and usually includes members of the Dissertation Committee. All exceptions, such as inclusion of non-Senate faculty, must be requested and pre-approved by the Graduate Advisor. Please note that *all* members of the Major Field Examination should be consulted and involved in the development of the areas of the major field to be studied, the bibliography that covers these areas, and the general questions that frame the study of the key materials. These general questions will be used by the Major Exam Committee to develop the specific questions appearing on the Major Exam; they should not be identical to the preparatory questions.

### **Taking the Major Written Exam**

The Major Exam consists of a six-hour, written closed-book examination with a one-hour break. Normally the exam is administered in the department, but the student, in consultation with the student's advisor, may petition the Graduate Committee via the faculty Graduate Advisor for an exception. The exam will consist of two or three questions determined by the Major Exam Committee. Students are allowed to retake the Major Exam up to two (2) times without repercussions; retaking one question does not count as retaking the whole exam.

The Major Exam Committee should be named and completed at least two weeks prior to taking the examination via the departmental [Petition to take the Ph. D Major Written Exam](#). Upon completing the Major Exam, students should email their responses directly to their named Committee Members, as well as send a copy to the Graduate Advisor. Additionally, students need to fill out the [Major Written Exam Results & Responses form](#), notifying Committee members of completion of exam, and allowing them to report their comments and results of the form. Once all committee members have commented and signed the form, and the Graduate Advisor has received a copy, the student will be notified whether they have passed or failed the exam, or if they need to retake a question or the whole exam.

The Major Exam **must be passed** before taking the Oral Qualifying Examination, which should be completed within two weeks after passing the Major Exam. The Major Exam Committee must inform the student within one week of completion whether she/he/they has passed the Major Exam.

### ***Timing of Major Written Examination and Major Oral Qualifying Examination***

In keeping with the time to degree requirements, students are expected to complete their Major Examination and Oral Qualifying Examination by the end of their third year in the Ph.D. program.

### **Dissertation Prospectus**

Prior to the student's Major Oral Qualifying Examination, the student will prepare a dissertation prospectus (approximately 10-15 pages), which should consist of a narrative account of the proposed dissertation topic, address the scope and depth of existing literature, and defend the originality and significance of the topic. The prospectus should include a research plan (research questions,

methodology, sources, research schedule), proposed chapter outlines, and a bibliography. Students should consult with all members of their Dissertation Committee members as the proposal and prospectus are developed.

The student must submit the final dissertation prospectus to the Dissertation Committee for review before the oral exam can be scheduled. Scheduling of the oral exam is contingent on committee members' availability and review of the submitted prospectus. The student should expect the Committee to require at least a week or more to review the prospectus. The student should consult with individual committee members to determine how much review time is required. All members of the student's Dissertation Committee at the Oral Qualifying Exam must approve this prospectus; it will become a part of the student's file.

### ***Major Oral Qualifying Examination***

The purpose of the Oral Qualifying Examination is to address the performance of the student on the Major Exam, and to discuss the viability of the dissertation topic. The Oral Qualifying Examination, lasting two to three hours, will comprise (1) a 10-20 minute presentation of the dissertation prospectus; (2) responses to questions posed by the Dissertation Committee on the Major Exam; and (3) a discussion of the dissertation prospectus, including responses to questions posed by the Dissertation Committee on the viability of the proposed dissertation.

The Oral Qualifying Exam Committee consists of the members of the Dissertation Committee. The student and their individual faculty advisor (not the Graduate Program Manager) will make arrangements for the examination. The Graduate Advisor and Graduate Program Manager are to be notified of the date at least two weeks in advance through submission of the [Petition to Take the Oral Qualifying Exam](#). Immediately after the examination is completed, the members of the committee will notify the student of their conclusion. This will be done by submitting the [Oral Qualifying Exam Results & Responses form](#), as well as completion of [Grad Div's Ph.D. Doctoral Form II](#) (see [Graduate Division Forms and Petitions](#)). If the committee is not satisfied, the student will be permitted to sit for the examination a second time.

The student will **advance to candidacy** (see below) when the Dissertation Committee is satisfied that the Major and Minor Examinations have been passed satisfactorily, and when the dissertation prospectus is approved at the Oral Qualifying Exam.

### ***Advancement to Candidacy***

A student must be registered to advance to candidacy. In addition to passing the qualifying examinations the student must have satisfied the following requirements to advance to candidacy:

- Achieved a cumulative GPA of at least 3.0 with no Incompletes on the transcript.
- Registered for three consecutive quarters prior to the qualifying examinations.
- Paid the [Graduate Division Advancement to Candidacy Fee](#) (the student pays the Cashier and takes the receipt to the Graduate Division along with the completed Form II from Graduate Division).

Following advancement to candidacy, the student will normally devote full-time effort to carrying out the research for, and writing of, the doctoral dissertation. At this stage of the Ph.D. program, a student is labeled "ABD," an abbreviation for **All But Dissertation**, and known as a "Doctoral Candidate."

## ***Dissertation***

The Candidate will work directly under the supervision of her/his/their individual advisor, and consult other members of the Dissertation Committee on dissertation research. Major changes in the topic and the substance of the dissertation require Dissertation Committee approval. Following the completion of doctoral research, the student will prepare a dissertation which must be approved by each member of the Dissertation Committee and conform to the rules and regulations of the Graduate Division and the Library. After receipt of a draft of the Ph.D. dissertation, the Ph.D. committee shall evaluate the content. Students should allow at least **six weeks lead time** for faculty to adequately review their dissertation. The Committee may require that the Candidate undertake further work prior to approval of the dissertation. Once the dissertation has received final approval from the committee, the student must file the dissertation with Graduate Division according to the [Graduate Division Filing Tutorial](#). Additionally, the student must file a Dissertation Defense Waiver Form titled Ph.D. Form III-A with Graduate Division. Copies of the dissertation's title page, signature pages, and abstract must be filed with the Graduate Program Manager. During the Covid-19 pandemic Graduate Division has made an exception to their "wet" signature policy which requires *original* documents with original signatures. As of this writing (9/2021), students can submit the signature pages using DocuSign or a PDF file that includes the electronic signatures of the members of your Dissertation Committee. Be sure you check to see if this accommodation is current – see Graduate Division's [Filing Your Dissertation or Thesis](#). Otherwise the signatures on these forms *must* be original – Graduate Division will not accept scanned copies. If a member of your committee is not on campus, be sure to consider the time required for them to mail their signed form to the Department. See additional filing guidelines below (pp. 24-25).

## ***Teaching Requirement***

All Doctoral Candidates must teach (usually as a Teaching Assistant) a minimum of one quarter at some time prior to completion of the Ph.D. degree. TAships are awarded based on available resources and by standards that the department uses to assess degree progress (e.g., exams, grades, coursework and timely progress toward the degree).

## ***Optional Ph.D. Emphases***

For students who wish to add an additional specialized emphasis to their doctoral degree requirements in the History of Art & Architecture, the following emphases are affiliated with the department's Ph.D. program. Details about the programs and specific requirements can be found at [Optional Doctoral Emphases](#) (please note that only those emphasis programs naming the History of Art & Architecture are available). Students should keep their individual advisor apprised of any additional emphases the student wishes to add to their doctoral degree. The following emphases are affiliated with the Department of History of Art & Architecture.

### ***Optional Ancient Mediterranean Studies Emphasis***

Ancient Mediterranean Studies (AMS) is an Interdisciplinary Ph.D. Emphasis program that offers graduate students the opportunity to bridge the traditional disciplinary borders of fields constituting this area of Study. AMS embraces scholars from the departments of Anthropology, the History of Art & Architecture, Classics, History, Philosophy, and Religious Studies. The focus is the Mediterranean world from roughly the Bronze Age to the early Middle Ages. There are optional lectures and 2-credit lecture-series seminars that accompany the emphasis.

### ***Optional Feminist Studies Emphasis***

The [Department of Feminist Studies](#) coordinates the emphasis program. Students pursuing the Feminist Studies Doctoral Emphasis are required to complete successfully four seminars designed to develop critical and analytic understanding of feminist theory and pedagogy as well as the study of women, gender, and sexuality. Feminist Studies as an inter-departmental set of conversations and intellectual questions also supports a multifaceted undergraduate curriculum at UCSB; doctoral emphasis students are encouraged to apply to teach Feminist Studies courses as teaching assistants and associates as part of their training.

### ***Optional Interdisciplinary Ph.D. Emphasis in European Medieval Studies***

The Interdisciplinary Ph.D. Emphasis in European Medieval Studies has been developed primarily for Ph.D. candidates whose dissertations focus to a substantial degree on some aspect of medieval European or Mediterranean culture. The faculty in the Medieval Studies Program firmly believe that while our graduate students should continue to pursue degrees within traditional disciplines, the emphasis will enhance their prospects for academic positions by affirming that they have analyzed medieval society from a multidisciplinary perspective, that they have approached its society and culture through original sources in more than one language, and that they have received formal training in technical skills that are necessary for research with archival or manuscript materials.

## **THESIS and DISSERTATION GUIDELINES**

### ***Proposal for Thesis or Dissertation***

A tentative outline for the thesis or dissertation should be submitted and approved by the Chair and other members of Thesis or Doctoral Committee at least a quarter prior to the student's advancement to candidacy. At the time of the Oral Qualifying Exam a more fully developed dissertation proposal should be submitted.

### ***Preparation***

The candidate will work under the supervision of the Chair of the Doctoral Committee, but other members of the committee should be asked to give advice. Before writing, the candidate should consult the "Notes for Contributors" published annually in the March issue of the [Art Bulletin](#), the "Style Guide for Theses and Dissertations" available through the UCSB Library Reference Desk, and the University of California Style Manual's "Bibliography" and "Footnotes" by Peyton Hurt. Preparation of final copies must follow formatting requirements enforced by the Graduate Division. For requirements and information on filing the thesis or dissertation see the [Graduate Division](#) website.

Graduate Division requires that all dissertations and theses be submitted electronically. An Electronic Dissertation/Thesis (EDT) must be submitted to ProQuest, which provides online access to dissertations, newspapers, cultural archives, and other aggregated databases. This must be done *before* the filing deadline. You must email your dissertation/thesis approval page to [academics@graddiv.ucsb.edu](mailto:academics@graddiv.ucsb.edu); this is your *signed signature page* and should include electronic signatures of your dissertation committee. You can submit this via DocuSign or as a pdf file. This must also be submitted prior to the filing date. For more information on the requirement to submit a thesis to ProQuest, see below.

### ***Dissertation and Thesis Illustrations and Copyright***

Laws concerning fair use and the copyright of digital images and other materials are rapidly changing at this writing so be sure to verify the current policies with Graduate Division. It is the student's responsibility to ascertain and follow all university guidelines and requirements concerning the format and filing of theses and dissertations. This takes advance planning so there is adequate time for the student to comply fully. The department cannot approve any deviations from the filing requirements and will not make appeals to do so on a student's behalf. Check the [Graduate Division Filing Tutorial](#) *early and often*. Inquire about any updates as you near your filing deadlines. Graduate Division has an extensive guide to formatting and electronic submissions that can be found on the [Filing the Dissertation or Thesis](#) page. The following standards are a summary of the ways in which copyright and reproductions have been established at this writing but *it is the student's responsibility to assure that all formatting and copyright regulations are current*. Reproductions for images or other materials that are not within the public domain and are not the property of the student author can only be included in a thesis or dissertation if the student has received written permission to use such material. This applies to any material for which a person, persons or institution retain copyright. If for financial, logistical or other reasons the student cannot acquire these permissions, Graduate Division recommends either providing an appendix that contains a list of the visual material with sources in which reproductions may be found, or a set of pages with captions that omit the images, but again include sources in which reproductions may be found. Note that these regulations follow federal and university guidelines about reproduction and copyright of digital images. The department guidelines for submitting your dissertation to your Dissertation Committee are somewhat different, and are described below under "Departmental Guidelines."

Keep the following points in mind as you prepare the reproductions in your thesis or dissertation:

- **Logistically:** it takes considerable time to write permission requests for reproductions and receive approvals, especially if you plan on using a large number of images for your work.
- **Financially:** individuals or institutions may charge fees for reproduction permissions. Even if these fees are modest, they can quickly add up.
- You retain rights to photographs you have taken yourself, so the copyright question is usually not an issue if you are using your own images.
- Many, perhaps most, institutions such as museums are willing to waive any fees for reproduction rights for dissertations or theses. Inquire about this well in advance of your filing deadline, as you acquire the images. Similarly, many institutions also waive such fees for scholarly publications so be sure to characterize it as such when you make your request (i.e. not-for-profit academic journals).
- If your reproductions can be found in [Artstor](#), which is available through the UCSB Library, the site often includes reproduction information for its images.
- Reproducing illustrations from books and journals is more likely to create problems than acquiring photographs from a museum or archive.

According to University policy, there are three basic options for treating illustrative material in which copyright is an issue:

- Secure written permissions from the institutions or individuals who hold the copyright to each image for which copyright is a question.
- OR: Include your illustration pages, but leave out those images with questionable copyright, and replace them with references indicating where your readers may find them reproduced elsewhere. **THIS APPLIES ONLY TO THE COPIES GIVEN TO THE UNIVERSITY.** See the departmental guidelines below.
- OR: Replace all illustration pages with a list at the end of the thesis/dissertation that provides the same caption information, as well as references indicating where your readers may find them reproduced elsewhere. **THIS APPLIES ONLY TO THE COPIES GIVEN TO THE UNIVERSITY.** See the departmental guidelines below.

In most cases, it will require less time and work to produce a list of your objects that can be found in reproduction than it would to secure the photographs, especially if you need to secure reprint permission as well. In professional terms, however, it is usually a good idea to acquire photographs and reprint permissions as you are working on your project, with later publications in mind. Whatever route you and your committee choose, make sure that you budget in the time it will take to secure images and permissions or produce the list.

### ***Electronic Dissertation/Thesis (EDT): Open Access and ProQuest***

The University of California is a public institution that is committed to distributing knowledge to the public. In keeping with this mission, your dissertation or thesis must be deposited with ProQuest and UC's Institutional Repository (IR), which provides open access to all materials. Under particular circumstances you may wish to delay or "embargo" the release of your EDT. You may embargo your EDT with ProQuest for an unlimited period of time; your dissertation can be embargoed in UCSB's IR for up to two years. Requests for more than two years require the approval of the Thesis/Dissertation Chair and the Dean of Graduate Division. More information is available at Graduate Division's [Copyright, Coauthorship & Reprint Permissions](#) page.

## **Departmental Guidelines**

- Regardless of the policies of Graduate Division and Graduate Council, the Department of History of Art & Architecture *requires students filing theses or dissertations to submit all digital images to the members of your M.A. or Ph.D. committee.*
- Many students will publish articles in the course of working on their dissertations. If you have published material from your thesis or dissertation, prior to filing, or are planning to do so, again refer to the [Graduate Division Filing Tutorial](#). Wherever and whenever possible, make sure that you retain the right to reuse and republish your own scholarship when you submit to journals or other publications.
- Students working on material where fair use is not an issue should continue to include images in the versions of the thesis or dissertation that are filed with the university.
- In principle, dissertations transform into publications and the same is true of many M.A. theses. For this reason, it is generally advisable to acquire high quality digital images (and also reproduction permissions where possible) of your objects whether or not they are to be included in what is submitted to the university.

## **Approval**

It is the responsibility of a candidate to ascertain whether any members of her/his/their Thesis or Doctoral Committee require an opportunity to make criticisms or suggestions for improvement of the thesis or dissertation *before* the final copy is prepared. Each member of a Thesis or Doctoral Committee must receive a complete and illustrated copy of the work *no less than six weeks* prior to the last day of classes of the quarter in which the degree is sought. Committee members may recommend changes or require that the candidate meet with them to discuss the dissertation or thesis. When all are satisfied each member of the Thesis/Dissertation Committee will sign the approval page. Ph.D. candidates are not required to defend their dissertations and submit a Form III-A to the [Graduate Division](#). *One photocopy each of the dissertation abstract, title page, and approval page must be given to the Program Assistant.* All questions regarding the filing process should be addressed at [Graduate Division Academic Services](#).

## **The Filing Fee**

All students must pay fees to the University in the quarter that the dissertation is filed, that is, either registered or using the filing fee. The filing fee is a one-time only, reduced registration fee (usually ½ of the registration fee) in the quarter of which a student is completing the last requirements for a degree. Paying the filing fee **terminates graduate status**; therefore, only Ph.D. students and terminal Master's degree students (those not planning to continue into the Ph.D. program) may use it. If you *are* enrolled during the quarter in which you plan to complete the thesis/dissertation no filing fee is required. Spring fees cover summer up until Fall quarter begins. Students who lapse out of the program, i.e. are on unapproved leave of absence and not registered, must return to registered status in order to file. Registration in summer session is currently the least expensive quarter (requiring as little as 4-unit registration for normal graduate load, with no non-resident tuition charge) during which filing requirements can be completed. Students returning for a fall, winter or spring filing from lapsed status will be required to register as a full-time student and pay appropriate fees. Students returning from lapsed status are required to file a petition with Graduate Division requesting reinstatement to the graduate program. Approval of this petition triggers assessment of quarterly fees and reinstatement of registration privileges. Students who miss the end-of-quarter filing deadline (see the *Schedule of Classes*) by even a day will be placed on the next quarter's degree list. ***There are no exceptions.*** If requested, the Graduate Division will provide a letter certifying the actual date of completion of requirements and guaranteeing that the degree will be awarded the last day of the next quarter.

## **FINANCIAL SUPPORT**

**All students must complete the online (FAFSA) every year before 2 March.**

The financing of your graduate career is your responsibility. The department offers some financial support in the form of employment; either Teaching Assistantships (TAs) or Readerships. TAs and other forms of financial support are contingent upon the annual departmental budget as determined by the University of California. The continuance of any awarded multi-year support packages is contingent upon a student's remaining in good academic standing. Investigating intramural and extramural avenues of financial assistance should be a top priority for every student. The Department maintains a list of fellowship opportunities on its website: [Continuing Student Funding](#). Students should go to the [Graduate Division Student Financial Support](#) website for information on UCSB Central Fellowships for Continuing Students.

### ***Funding Search Databases***

#### **Office of Research Resources for Graduate Students**

The [Office of Research](#) offers free access to a number of funding search databases if students are connected to the UCSB network or if they sign up for an account with a ucsb.edu email address. One of these, Pivot, offers a searchable database of 25,000 records representing over 400,000 individual funding opportunities from numerous sponsors across all disciplines. Students can create accounts and sign up for personalized email funding alerts.

### ***Extramural Fellowships Requiring Departmental Nomination***

See [Continuing Student Funding: External Sources](#) for application deadlines (usually around October 1). **By application to the Graduate Committee; consult with your advisor prior to applying.**

Attention ABD students: To be eligible for fellowships that require departmental nomination (Kress, CASVA, Dedalus), you must respond to the call distributed by the Department. You must submit to the Graduate Advisor and the Graduate Program Advisor a statement of research status, a brief CV, and a proposal by the indicated deadline; in some instances, a letter from your advisor may be required. Note that each extramural fellowship requiring nomination has different submission deadlines, but the Department will be requesting your materials on the same date. It is strongly suggested that you contact your advisor if you are thinking of applying for a nomination. ***Do not leave this to the last minute!*** A winning proposal is one that has gone through *several* drafts in consultation with your advisor. The Graduate Faculty Advisor will make an effort to announce the timeline and instructions for submission for each fellowship. The department website includes a list of fellowships and grants available to art historians and architectural historians, along with the dates in which these awards become available: [Continuing Student Funding](#). This list is by no means exhaustive, and students are encouraged to do their own research to investigate funding opportunities.

### ***Departmental Research Travel Awards (Pre-ABD / Post-ABD)***

Students must submit the [Travel Support Application](#) to the Graduate Committee at least **one quarter** or **two months** before the planned trip. Travel petitions should NOT be submitted during the Summer quarters. If planning on traveling during the Fall quarter, please contact the Graduate Advisor to be advised on when to submit the application.



Applications for departmental research travel fellowships are considered any time during the academic year (Fall, Winter or Spring quarters); awards are made as stipend payments during the academic quarter after approval. The availability of departmental funding is contingent on current budget allocations. All students interested in applying for any research-based departmental assistance must complete the department application form and submit it with required information to the Graduate Committee (via the Graduate Program Assistant). Students' applications will be judged on the basis of the quality of previous academic work, support of their research advisor, on the evidence of the ability to do research and other creative accomplishments, and on the promise of becoming a productive scholar.

Financial award stipends are paid through the Graduate Division. To receive a stipend a student must be in an approved student status (registered). In planning your budget, be aware that stipends paid directly to you will be subject to tax withholdings. For more information regarding taxation please refer to the [Graduate Division Tax Information and Resources](#).

### ***Teaching Assistantships (TAships)***

**Application Deadline: Announced annually, usually in Spring Quarter, for those students who do not have a funding package guarantee.**

Additionally, please review the [Departments TA Handbook](#) for information and resources when you start as a TA.

Teaching Assistantship appointments for the following academic year will be made in the Spring quarter, pending allocations provided by the Dean of the Division of Humanities and Fine Arts. Interested students are asked to register their course preferences and the Department Chair, who is responsible for curriculum, will attempt to fulfill those preferences within the constraints of time and course enrollments. Continued progress towards the degree is required of all students in order to be eligible. Students beyond normative time are not usually considered for TAships and students on academic probation are not eligible following University policy. TA appointments are determined by the Graduate Advisor, the Department Chair and the Graduate Committee. Please note that by expressing interest in TAships or Associate Instructor positions, students are indicating to the Department that they are available for this financial support during the quarters requested, and will notify the Department Chair and the Graduate Program Advisor immediately should a conflict arise. This is extremely important so that enrollments and positions can be adjusted *prior to undergraduate enrollment* in the designated class. Curriculum plans, including TA allocations for summer and the following academic year, are submitted to the Dean of HFA in March for the following academic year, so please be aware of this as you make your TA requests.

The faculty take into consideration the following when making awards and assignments:

- The student's overall performance in the program to date or (if used for recruitment) the student's potential to do excellent work.
- The student's ability to work in a timely and reliable fashion.
- The student's past performance as a teaching assistant.
- The needs of the individual instructor requesting TA support.
- The student's architecture and/or art historical areas of interest and expertise.
- The amount of available TA support provided to the Department from the Division of Humanities and Fine Arts..

The department believes that teaching experience is a valuable part of graduate education and strives to provide each student some TA experience. At least one quarter of teaching assistantship or equivalent

experience is required for all Ph.D. students. If this is your first appointment as a TA, you are required to attend the Campus-wide Orientation for New TAs held at the beginning of Fall Quarter – even if your appointment is not scheduled until next Winter or Spring Quarter. The UAW will host a mandatory 30-minute UAW orientation for new ASE employees following the end of the orientation. For additional information, please visit: <https://id.ucsb.edu/teaching/ta-training/new-tas>. Registration begins in early August.

A student employed as a TA will be paid once a month on the first of the month, for service rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1st. A student employed as a Graduate Student Researcher (GSR) will be paid once a month on the fifth working day of the month. Students employed in either of these titles may borrow up to the amount of their first paycheck when the quarter begins through the TA/GSR loan program (see the Office of Financial Aid). Additionally, beginning Fall 2023, all TA's will be required to record hours NOT WORKED per their assignments; meaning any sick time or time away from your assigned sections should be recorded to show you **did not work**. For more information and clarification, please reach out to the Departments AP Analyst, [Sandra Caceres](#).

In addition to salary, a TAship of at least 25% time or a Graduate Student Researcher of 25-34% time qualifies the student for a Partial Fee Remission, which covers the registration fee and educational fee components of quarterly charges. Local campus-based fees are not covered (as of this writing, 8/2024, these fees were approximately \$402). Appointment as a TA/GSR also provides payment of the health insurance fee each quarter. The offset and health insurance payment will be credited to the student's BA/RC (billing) account. In the Department of History of Art & Architecture, TA's are generally employed at 50% time (20 hours/week) and usually teach two discussion sections. A 25% TA appointment requires that only one section (10 hours/week) be taught. In the event that a student wishes to teach a third section (employed at 75%), this must be approved by the student's advisor and the Graduate Advisor or the Department Chair prior to receiving the additional 25%. Optimally the Department supports students with TAships in order to provide funding while permitting them to make progress through the program, which is why 50% appointments are generally preferred. Note that international students may have additional restrictions on their employment, depending on their visa status. TAs are responsible for preparing section plans on a rotating basis, usually based on a topic determined by the instructor. TAs meet once a week with all TAs and the instructor to discuss the lesson plan for the subsequent week. TAs are responsible for grading all assignments and exams for students in their sections and for teaching their sections once per week, based on the agreed-upon section prep, for the duration of the quarter.

After you have been notified of your course assignment for the quarter, you and your faculty supervisor should set a day and time to meet at least one week before the start of the quarter, and review the [ASE Description of Duties Checklist](#). After reviewing the checklist and confirming your duties for the quarter, both you and your faculty supervisor will sign the form, and then submit it to the Graduate Advisor, Hunter Clark.

The department's admission's letter lays out a time table of employment and stipends per academic calendar year. During the years in which Department support is offered as employment (usually TAships) is listed in place of a stipend, students will be employed by HAA department, unless otherwise stated. If employment outside the Department is sought in lieu of the Department's offer, a request is required prior to approval from the student's Faculty Advisor and Department Chair. After receiving approval, student's must submit an [Employment Eligibility Verification form](#) to the home department Graduate Staff Advisor at least two weeks prior to the quarter of employment. Likewise, if employment is sought

when the student is outside normative standing, on monitoring status, or may exceed the set FTE percentage, then an [Exception to Employment Policy form](#) must be completed and submitted to the Graduate Staff Advisor prior to the start of the quarter of employment.

### **Readers**

Readers appointments can only be made by the Department Chair rather than individual faculty. Reader hours are provided to instructors teaching upper-division classes that exceed 30 students. For each student in excess of 30, the Reader works one (1) hour. For example, a class of 60 students would provide 30 reader hours at approximately \$22.28/hour (hourly rate beginning 10/1/24). Readers do not hold office hours or lead sections, and they are not required to attend lectures. Adequate grading guidelines and "answer keys" must be provided by the instructor so that the Reader can properly grade assignments with those materials alone. Readers grade exams/papers in upper-division courses according to the hours allocated and established by the appointment letter. Readers may not be currently enrolled in the course for which they are grading. Readers must be currently enrolled at UCSB; have a cumulative GPA of at least 3.0; and ideally, should have taken and received at least a 'B' in the course or its equivalent in which they are serving. Readers are not paid for attending the class for which they are reading. A graduate student who is appointed as a Reader for 25% or more during the academic quarter will qualify for partial fee remission and payment of student health insurance.

If this is your first appointment as a Reader, you are required to attend the Campus-wide Orientation for New Readers held at the beginning of Fall Quarter – even if your appointment is not scheduled until next Winter or Spring Quarter. The UAW will host a mandatory 30-minute UAW orientation for new ASE employees following the end of the orientation. For additional information, please visit: <https://id.ucsb.edu/teaching/ta-training/new-tas>. Registration begins in early August.

Following the third or fourth week of class, the Graduate Program Advisor will be sending out a call to both graduate students and faculty members who have eligible Reader hours in their upper-division courses. The Department Chair is responsible for making Reader assignments based on the number of readers available and the requests from faculty based on enrollments. Readers must record their hours worked in Kronos in order to be paid, and are paid on a biweekly basis. Readers are hired after the Add/Drop deadline for the specified quarter (typically the 6th week of instruction). Readers are not allowed to grade for any instructor prior to being hired and signing their appointment letter.

### **Summer Sessions Employment**

In January, the Department Chair proposes to Summer Sessions a selection of classes, TA assignments, and teaching schedule for the upcoming Summer Sessions. Associate Instructors and TA assignments are made by the Department Chair following guidelines used during the regular academic year. Pending approval by the Department and Summer Sessions, available Associate Instructor appointments are for doctoral candidates *only*, while TAs are available to any qualified graduate student. All graduate students, both domestic and international, may work up to 100% FTE during the Summer Sessions *pending advisor and Department approval*, although this is rarely recommended. The call to apply as a Teaching Associate or a TA for the Summer Session usually comes at the end of Fall Quarter or in early Winter quarter though. Assignments are not made until Spring quarter following Summer Sessions approval. As with graduate teaching appointments during the regular academic year, requests for summer teaching appointments as a Teaching Associate or a TA are indicative of the student's availability for this financial support during the summer sessions requested. Students who find they are unavailable for the summer are asked to notify the Department Chair and the Graduate Program Advisor

*immediately*. This is extremely important so that enrollments and positions can be adjusted *prior to undergraduate enrollment* in the designated class.

### **Employment – Documentation and Eligibility**

Federal law requires employers to certify that everybody hired is legally entitled to work in the U.S. This law applies to everyone - native-born American citizens as well as immigrants, foreign visitors, and naturalized citizens.

If you intend to work for pay for any employer, either on or off campus, you must provide documentation of your eligibility to work before you can be hired or re-hired. No one will be hired or re-hired at UCSB for any position, including academic appointments (teaching assistants, research assistants, etc.) *without proof of eligibility to work*. To avoid delays in hiring dates, late checks, etc. be prepared to show appropriate papers as soon as you arrive on campus.

The Federal Immigration Reform and Control Act of 1986 requires you to show both identity and proof of employment eligibility. **Form I-9 must be completed before ANY employment appointment start date.**

In any quarter that you are a registered graduate student and hired into an Academic Student Employee (ASE) appointment(s) at 25% time or more, you are entitled to a full fee remission of the UC Student Health Insurance Plan (UC SHIP) premium, a partial fee remission of 100% of the annual tuition and student services fees, and other applicable benefits as set forth in Fee Remission Article in the Collective Bargaining Agreement (CBA). For additional information regarding quarterly fees and fee remission, please visit: <https://www.graddiv.ucsb.edu/fees-costs>.

### **Internships**

**Graduate Enrichment Fund Museum Internship:** This internship sponsored by the Graduate Enrichment Fund is organized with the following *participating* museums when possible: The Huntington Art Gallery and Virginia Steel Scott Gallery; Fowler Museum at UCLA; the Los Angeles County Museum of Art; and the Santa Barbara Museum of Art. Graduate students who are ABD and making good progress toward the Ph.D. are given priority for these positions when they become available. Usually the internship is for one academic year at 20 hours per week, and is compensated at the approximate rate of a full-year Teaching Assistantship. Fees and health benefits are also covered. Calls to apply for this internship are made when participating museums have committed to a cost-sharing arrangement with the Department. Applications must include a letter of intent, a letter of recommendation from your advisor, and a copy of your CV. Note: internship placements are dependent on the willingness of the museums to participate and *may not be available every year*.

**Image Resource Center Internships:** The Image Resource Center occasionally offers graduate internships. Calls to apply for these internships are made throughout the year. Contact Jeff O'Brien ([jeffobrien@ucsb.edu](mailto:jeffobrien@ucsb.edu)), IRC Curator, for further information..

Other internship opportunities can be located on the [HAA Internship and Opportunities website](#). .

## **Department Travel Conference Support**

Graduate students who are presenting a paper at a scholarly conference may request support toward travel costs from the Department of History of Art & Architecture.

The department has a limited amount of money to support conference travel. In most cases, the department will only be able to provide partial funding for transportation. Please note that students may only apply to the department for support for travel to only one conference per year.

Please note: [Academic Senate Doctoral Student Travel Grant](#) Program will support one trip (in a graduate student's career) for ABD students to present a paper at a conference. All ABD students seeking funding for this purpose **must** first apply to this program. The Academic Senate invites applications into two pools: Pool 1 covers conferences occurring between July 1 and December 31 of any given year, and Pool 2 covers conferences between January 1 and June 30 of the following year. Students who are ABD may only apply for departmental aid if their application for this program is denied, or if they have previously received funding for a prior conference. The [Graduate Student Association Conference Travel Grant](#) offers travel reimbursement grants up to \$200 for conference fees and travel. Applications must be made in the quarter immediately following the conference travel. GSA travel grants are available only for those expenses that are not covered by other sources of financial support. Please see the individual websites for further information.

All other students invited to present papers at conferences may apply to the department for support funding for travel. The department has a limited amount of money to support travel to conferences. The award guidelines are: \$150 for CA conferences; \$400 for all other states; \$600 for travel outside the U.S.

Only one reimbursement award per year can be made to a student. Applications can be submitted at any time during the academic year. (A year is considered all travel from July 1 of the current year to June 30 of the next year). Allowable expenses are the actual cost of the airline ticket or equivalent ground transportation to and from the conference or meeting. Original receipts may be required.

Applications should include a copy of the formal invitation to present, an abstract of the paper/project to be presented, a letter to the graduate committee explaining why and how attending this conference is important and useful, and a budget of estimated travel expenses. The student's research advisor must also sign the application indicating approval. Please note that students may only apply to the department for support to travel to one conference a year. Students who are ABD may only apply for departmental aid if their application for an Academic Senate Doctoral Student Travel Grant has been denied.

## **Extramural Funding**

A number of governmental and private-sector fellowships are available to graduate students. Students can begin by visiting the [Graduate Division Funding Options](#) for links to financial support information.

## ***Need-Based Financial Support***

Graduate students may apply for need-based loans and work-study awards through the Office of Financial Aid. The process is initiated by completing the **FAFSA** ( ) that can be filed online. The programs are based entirely on demonstrated financial need. Questions should be directed to the [Office of Financial Aid](#).

## ***Eligibility***

Only **U.S. citizens and eligible non-citizens may apply for funds administered by the Office of Financial Aid**. The Office of Financial Aid uses a standard student budget for the initial calculation of your eligibility for various programs. Students' eligibility for any financial aid program is determined by comparing their resources to their budget. The Office of Financial Aid does its best to meet student needs after taking into account other financial resources, including teaching and research assistantships, fellowships, veterans' benefits, etc. Assistance is usually offered as a combination package.

## ***International Students***

For more information on financial aid for international students, consult with the [Office of International Students and Scholars](#).

## ***“Good Academic Standing”***

All students who receive central fellowships (including “block grant” funds) administered by the Graduate Division must maintain continuous enrollment and remain within normative time to degree. Students who are not in academic good standing because their cumulative GPA is below 3.0 or they have excessive units of unfinished coursework – defined as 12 or more units of Incomplete (I), No Grade (NG), or No Record (NR) – may not hold centrally administered fellowships. Students who have exceeded the time limit for completion of the Master's degree (four years plus one-quarter grace period) are also not eligible to hold centrally administered fellowships.

## **HEALTH INSURANCE**

### **UC SHIP Insurance**

Mandatory health insurance is a component of quarterly fees. Students with their own insurance plans can apply for a waiver of this mandatory fee.

## **HOUSING**

### ***University Owned Housing***

The University owns a variety of housing units available to graduate students through [UCSB Campus Housing](#). You can [access contracts and apply on line](#). There are typically active waitlists for campus housing, so both early action and patience are advised.

### ***Off-Campus Housing***

The [Community Housing Services](#) office, located in the University Center, Room 3151, will assist you in finding a room or a roommate through their listings of available housing.

## **EMAIL**

### ***Setting Up a UCSB Email Account***

A majority of departmental business is conducted via email. In order to conduct official university business, each student is required to have a university email (U-Mail) address. The email system allows students to forward their university email to another address if desired. All graduate students sign up for a free U-Mail account through the University and are eligible for activation about a week after the Registrar's Office has processed your Statement of Intent to Register. See [U-mail Student Collaboration Services](#) to set-up a U-Mail account.

## **HAA DEPARTMENT STAFF**

### **Suzanne Dougherty**

Director, Arts Administrative Support Center (AASC)  
(805)893-4444  
ARTS 1242  
[sdougherty@ucsb.edu](mailto:sdougherty@ucsb.edu)

### **Sandra Caceres**

Academic Personnel & Services Manager, AASC  
(805)893-2454  
ARTS 1244  
[scaceres@ucsb.edu](mailto:scaceres@ucsb.edu)

### **Hunter Clark**

Academic Program Manager & Graduate Advisor  
ARTS 1238  
[arthistory-grad-advisor@ucsb.edu](mailto:arthistory-grad-advisor@ucsb.edu)

### **Jeff O'Brien**

Curator, Image Resource Center  
(805)893-2509  
ARTS 1245B  
[jeffbrien@ucsb.edu](mailto:jeffbrien@ucsb.edu)

### **Christine Fritsch**

Assistant Curator, Image Resource Center  
HAA Website Content Editor  
(805)893-2509  
ARTS 1258  
[fritsch@hfa.ucsb.edu](mailto:fritsch@hfa.ucsb.edu)

### **Christian Brown**

Financial and Budget Coordinator, AASC  
(805)893-3984  
ARTS 1248  
[cbrown@hfa.ucsb.edu](mailto:cbrown@hfa.ucsb.edu)

### **Danielle Freeman**

Financial Coordinator, HAA  
ARTS 1254  
[dfreeman@ucsb.edu](mailto:dfreeman@ucsb.edu)

### **Mike Rambour**

Applications and Database Programmer, HAA  
(805)893-7894  
ARTS 1264  
[mrambour@hfa.ucsb.edu](mailto:mrambour@hfa.ucsb.edu)



## **DEPARTMENTAL EMAIL LISTSERVS**

In order to be added to one of the listservs and stay up to date with news, events, and opportunities, please ensure you speak to either Mike Rambour or Hunter Clark. These listservs are a way to easily and effectively communicate with faculty, staff, and peers in the department, and is a great source of information.

[ahgsa@arthistory.ucsb.edu](mailto:ahgsa@arthistory.ucsb.edu)

For All History of Art & Architecture Graduate Students

[ahfac@arthistory.ucsb.edu](mailto:ahfac@arthistory.ucsb.edu)

For All History of Art & Architecture Faculty

[ahlec@arthistory.ucsb.edu](mailto:ahlec@arthistory.ucsb.edu)

For All History of Art & Architecture Lecturers and Affiliates

[ahemeriti@arthistory.ucsb.edu](mailto:ahemeriti@arthistory.ucsb.edu)

For All History of Art & Architecture Emeriti Faculty

[aascstaff2@hfa.ucsb.edu](mailto:aascstaff2@hfa.ucsb.edu)

For All Arts Administrative Support Center and History of Art & Architecture Staff

