

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

Table of Contents

(revised 8/23/18)/lm

The Program	3
Facilities and Resource	3
The Faculty	4-5
Graduate Program Administration	6
Graduate Advising, The Graduate Committee, The Graduate Program Manager	6
Deadlines Time-to-Degree Standards, Academic Probation, Full-Time Enrollment	7
Registration, Independent Studies Courses, Grades/Incompletes, Special Registration	8-9
Leaves of Absence, Returning from Leave, In Absentia Registration, Reinstatement	9-10
Fees/Tuition	10
Department Guidelines for the Evaluation of Written Work	11
Master of Arts Program	
Course/Unit requirements of the M.A. Degree	12
Proseminar	13
Deficiencies	13
Foreign Languages	13
Year-End Review	14
Masters Committee	14
Residency Requirement	14
Post-Master's Assessment and Continuation with Ph.D. coursework	14-15
Doctor of Philosophy Program	
Requirements of the Ph.D. Program	16
Transfer of Credit	16
Deficiencies	16
Foreign Languages	17
The Dissertation Committee	17
Year-End Review	17
Examinations	17-19
The Minor Field	18
Minor Field Examination	18
Major Field	18
Major Field Examination	18-19
Dissertation Prospectus	19

Oral Qualifying Examination	19
Advancement to Candidacy	19
Dissertation	20
Teaching Requirement	20
Optional Ancient Mediterranean Studies Emphasis	20
Optional Feminist Studies Emphasis	20
Optional European Medieval Emphasis	20
Thesis and Dissertation Guidelines	
Proposal for Thesis or Dissertation	21
Preparation	21
Dissertation and Theses Illustrations and Copyright	21-22
Approval	22
The Filing Fee	22-23
Financial Support	
Funding Search Databases	24
Extramural Fellowships Requiring Departmental Nomination	24
Departmental Research Travel Awards	24
Teaching Assistantships	25
Internships	25
Readers	26
Summer Sessions Employment	26
Employment – Documentation and Eligibility	26
Establishing Residency	26
Departmental Travel Conference Support	26-27
Extramural Funding	27
Need-based Financial Support	27
Eligibility	27
International Students	27
“Good Academic Standing”	27
Health Insurance	28
Housing	28
Email	
Setting up an UCSB U-Mail Account	28
Department Staff and E-mail Listservs	29
Department Forms for Graduate Students	30-40

THE PROGRAM

The Department of History of Art & Architecture offers a combined M.A./Ph.D. degree, leading to careers in academia, museums, and related professions. The graduate program trains students to engage with art, material culture, and the built environment with a critical eye, and provides advanced practical and theoretical training in a wide range of sub-disciplines.

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: Chizu Morihara (cmorihara@library.ucsb.edu).

The **Image Resource Center (IRC), Arts 1245**, supports all aspects of image use, presentation, and classroom technology. The IRC staff offer assistance and training with image research, acquisition, quality standards, copyright, and course projects (e.g., online exhibitions). The IRC hosts MDID, an online image database that incorporates teaching materials from the HAA department's curricula, and image collections from other UCSB departments and commercial image vendors. In addition, IRC staff provide support for other online image resources, such as Artstor, and help customize materials to courses or research areas. 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. The IRC Lab outfitted with a digital screen has areas for small group meetings for research and teachings, and a small research library of common art and architectural books. For further information on IRC services, policies and guidelines, please refer to the [HAA Department website](#). Contact: Jacqueline Spafford (spafford@hfa.ucsb.edu)

HAA FACULTY

ANN JENSEN ADAMS Ph.D., Harvard University (*17th-century Dutch Art, Visual Culture & History of Science (16th - 18th centuries), Early Modern Gender Studies; Portraiture*)

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*)

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*)

NUHA N. N. KHOURY Ph.D., Harvard University (*Islamic architecture and urbanism, 7th - 9th centuries and 17th century; Medieval Islamic Iconography; Modern art of the Arab world; Critiques of the field*)

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

Department Chair

LAURIE MONAHAN Ph.D., Harvard University (*Surrealism; French art (interwar period); European 20th-century Art; American Post-WWII Art; Visual Culture; Critical Theory*)

Faculty Graduate Advisor for 2018-2019

Department Vice Chair

CLAUDIA MOSER Ph.D., Brown University (*Roman Republican sanctuaries; altars; ancient rituals; cults and burial practices*)

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

E. BRUCE ROBERTSON Ph.D., Yale University (*American art; History of collecting and museums; British watercolors*)

Director of the 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*)

PETER C. STURMAN Ph.D., Yale University (*Chinese Painting and Calligraphy, Early to Modern; Intersections of texts, theories, and images*)

Graduate Admissions Advisor for 2018-2019

MIRIAM WATTLES Ph.D., Institute of Fine Arts, NYU (*Early Modern and Modern Japanese Visual Culture: illustrated books and print culture, ukiyo-e woodblock prints, painting, calligraphy*)

VOLKER 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*)

HAA 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

GERARDO ALDANA Department of Chicana and Chicano Studies

COLIN GARDNER Department of Art

CONSTANCE PENLEY Department of Film and Media Studies

BHASKAR SARKAR Department of Film and Media Studies

SVEN SPIEKER Department of German, Slavic and Semitic Studies

HAA EMERITI FACULTY

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

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

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

FIKRET K. YEGÜL Ph.D., Harvard University

GRADUATE PROGRAM ADMINISTRATION

GRADUATE ADVISING

The **Graduate Advisor** is the official faculty representative of the Graduate Dean in matters concerning graduate students or graduate programs in academic departments. The 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 Graduate Advisor and the Department Chair are officially recognized on forms and petitions presented by graduate students.** The 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, leaves of absence, and constitute examination and thesis or dissertation committees. The Graduate Advisor also chairs the departmental Graduate Committee, the governing body for policy and procedures related to the graduate program.

The Graduate Advisor is also the primary advisor for all students in relation to departmental financial affairs. All first-year students in the program are required to meet with the 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 Graduate Advisor at least once per academic year until they advance to candidacy.

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

NOTE: The departmental Graduate Advisor should not be confused with your thesis/dissertation advisor (the chair of your thesis/dissertation committee).

2018-2019 Academic Year

Graduate Advisor: Professor Laurie Monahan

Graduate Admissions Advisor: Professor Peter Sturman

THE GRADUATE COMMITTEE

The Graduate Committee is chaired by the Graduate Advisor and includes as members the Department Chair, the Graduate Admissions Advisor, and two other members of the faculty. The Graduate Committee is responsible for 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, including teaching assistantships; recommending students for admission into the graduate program; and conducting an annual review of all students' progress.

THE GRADUATE PROGRAM MANAGER

The Graduate Program Manager is a staff appointment and provides administrative support to the graduate program, assists the faculty Graduate Advisor in monitoring students' progress toward their degrees, and provides information about departmental 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. She maintains graduate student records.

2018-2019 Academic Year

Graduate Program Manager: Savannah Parison

DEADLINES, ENROLLMENT AND REGISTRATION

Degree Deadlines and Time-to-Degree Standards

For additional information please consult the [Graduate Student Handbook](#) from Graduate Division.

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 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 written minor and major exams, formed an acceptable Ph.D. faculty committee, had their dissertation prospectus approved, and passed the oral qualifying exam.

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 Graduate Council and will be maintained in the UC Santa Barbara Graduate Policies and Procedures Handbook and the UCSB General Catalog. 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 (see definition below) 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 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 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 for subsequent quarters, 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 the Fall quarter following failure to meet a degree deadline (completing the M.A. degree or advancing to doctoral candidacy).
- inadequate progress is being made toward meeting the goals of the progress plan: e.g. two or more quarters of unmet goals.

Students who are placed on academic probation will not be eligible to receive centrally administered fellowship support or to hold a TA or GSR (Research Assistantship) appointment effective the following quarter.

Full-time Enrollment

Full-time enrollment for graduate students is a minimum of twelve units per quarter. There is no provision for part-time graduate student status: all graduate students are assessed full fees no matter how many units they take. All students who are registered 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 student to be considered making adequate academic progress.

Registration

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 Studies Courses

The **Graduate Student Independent Studies Petition** (see HAA [Graduate Student Forms](#)) must be filled out and signed by the student, instructor, and Graduate Advisor **to ensure that the course will be eligible for credit towards your degree objective**. This is a departmental petition that is used for all independent studies courses (ARTHI 295 and ARTHI 596 courses) and becomes part of your student file. Add codes to register for ARTHI 295 or 596 are dispensed by the Graduate Program Manager upon submission of this completed petition.

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

BY GRADUATE ADVISOR APPROVAL ONLY. DEPARTMENT OF HISTORY OF ART & ARCHITECTURE OFFERINGS ONLY. Independent reading and research in connection with an undergraduate upper-division [History of Art & Architecture](#) lecture course. In order to receive graduate credit, all graduate students who wish to enroll in an undergraduate upper-division History of Art & Architecture lecture course should 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 petition to request graduate credit, and such request must be accompanied by a syllabus and bibliography demonstrating graduate-level work to be accomplished.

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, with the corresponding instructor number. 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 502: Graduate Symposium in Art History (4 units)

Credit for preparation and for participation in the Annual AHGSA Graduate Student Symposium; sign up with your [individual advisor’s](#) instructor number. This will count as 4.0 units of your quarter course load, but **will not count as units toward your degree**.

ARTHI 550: Art History Research (4 units)

Credit for auditing courses in other departments that are needed to build a base for graduate research or for extra curricular work such as museum internship. This will count as 4.0 units of your quarter course load, but **will not count as units toward your degree.**

ARTHI 595: Group Studies (1-12 Units)

Informal reading and discussion. Each student must submit a brief description of the proposed work and written reports must be submitted for ARTHI 595. This will count as 4.0 units of your quarter course load, but **will not count as unit credit toward your degree.**

ARTHI 596: Independent Study (1-8 Units)

Individual tutorial. Each student must submit a written proposal signed by the faculty member supervising the tutorial, to be approved by the Graduate Advisor. **To have these units count towards a degree you must take the course for a letter grade and such request must be accompanied by a syllabus and bibliography demonstrating 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; may only be assigned if the quality of the work was of B or better; U (Unsatisfactory); I (Incomplete); IP (In Progress); P (Pass) for undergraduate courses; the grade P may be 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 pick up the petition at the **Office of the Registrar, or download from the Registrar's website**. Students must file a petition prior to the last day of the quarter in the Registrar's office 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 first quarter following the incomplete class, or the I grade will be automatically changed to an F, NP, or U. Automatic Fs are permanent scars on a student's academic record and should be avoided. To obtain an **extension on an Incomplete**, the student must confer with both the instructor and the Department Chair; and a request for extension form must be sent to the Office of the Registrar by the department.

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 are not exempt from the one-quarter deadline established for completion of Incompletes in all other courses. This means that in any course undertaken by a graduate student the 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. 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 Academic Services](#) for:

- Leave of Absence
- Reinstatement
- In Absentia
- Intercampus Exchange Program

Leaves of Absence

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 Fee quarter of Leave for terminal Master's or doctoral students who intend to file the thesis or dissertation the quarter of the leave request (**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 department 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 departmental Graduate Advisor and the 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.

Returning from Leave

To return from a leave of absence, Graduate Division must be notified in writing of your intent to return approximately 4 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 the duration of a quarter, but who need to be registered, may be able to take advantage of [in absentia registration](#) which reduces fees. Students whose research keeps them in California may also be 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 will be able to work without using UC resources have better success with these petitions.

Reinstatement from Unregistered (Lapsed) Status

If you fail to pay fees and/or register by the third week of the quarter you will lose student status, i.e. become lapsed. If you lapse, you may petition for reinstatement; however, reinstatement is at the discretion of the Department and Graduate Division.

FEES/TUITION

Consult the [Office of the Registrar](#) website for updated fee information.

Fee Deferral

Students may defer the payment of a quarter's fees by filling out a "promise to pay" agreement at 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. 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, s/he must inform the BARC Office; and the student will return from a quarter's leave owing two quarter's fees.

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 general, both students and faculty should remember that there should be no expectation of immediacy; in every instance, timeliness is essential but what this may consist of will 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.

Student recommendations

Requests should be made promptly, using the following guidelines: at least three weeks for a first-time 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 held responsible 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 the most complex issue as there are several intertwined matters: the differential between first chapters and last; 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 that are easy to discern.

- 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 should 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 work load prohibits prompt turnaround.

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. Because most academic and museum positions now require the Ph.D. degree for employment, the emphasis of the department is on preparing students for Ph.D. work. Students are **not** admitted to the program for a terminal M.A. degree. The entering student and his/her principal advisors are encouraged to create an individualized curriculum that will offer both a sound general understanding of his/her 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; s/he 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 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 a total of five graduate seminars (20 units) for a letter grade. Three seminars must be taken, each representing a different area, chosen from the four fields represented by department offerings: Western Art to 1750, Modern Art, Non-Western 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 (which graduate students take under the course number 295) or independent research (596). Two of the graduate level courses (8 units) may be taken outside the department.

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 Continuation Policy, page 15), 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 a Master's Thesis. This course of action would result in the confirmation of a terminal M.A. degree and not enable the student to continue in the 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.**

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, s/he 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 specialists in the fields involved. Such corrective work will not be counted towards satisfaction of the minimum requirements for the degree.

Foreign Languages

Foreign Languages (1 language required for M.A.; 2 for Ph.D.)

Every student must demonstrate the ability to read at least one foreign language (related to the area of intended History of Art & Architecture 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, German 2G or Chicano Studies 249(Spanish) will satisfy the requirement in these languages.
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 of art-historical text to be completed in two hours. Exams will be graded pass/fail by a member of the History of Art & Architecture faculty.
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 student's research, is acceptable. (See [HAA Graduate Student Forms](#))

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 individual seminar), 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 his/her faculty advisor are required to complete a year-end evaluation form and submit it to the Graduate Advisor (see HAA [Graduate Student Forms](#)). The Graduate Advisor will send letters of evaluation, as necessary, to students regarding their progress in the program.

Master's 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 or student's discretion. 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 Academic Forms and Petitions](#)) Committee changes also require the approval of these three authorities. See the Graduate Division [Graduate Student Handbook](#) at 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 follows to proceed with 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.
- **A Master's thesis** submitted with **three written reader's evaluations** (the M.A. committee members), and copy of any images.
- **One photocopy each** 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.

The student will receive a written evaluation of the faculty's assessment of their development, their promise for independent, innovative, and original research, and for completion of doctoral study from the Graduate Committee. Please note that beginning Ph.D. course work is not equivalent to advancing to candidacy. A student becomes a Doctoral Candidate following successful completion of minor, major and oral exams, and the approval of a 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 Option 2 for their M.A. degree and will not continue with Ph.D. course work 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 the Ph.D. requirements. A petition must be submitted to the Graduate Advisor for approval when the student begins the Ph.D. program (see HAA [Graduate Student Forms](#)).

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 his/her principal advisor(s) are encouraged to create an individualized curriculum that will offer both a sound understanding of his/her 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; s/he is expected to take advantage of the department's broad diversity of instructors, approaches and fields, as well faculty expertise and resources campus-wide.

Requirements of the Ph.D. Program

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

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 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 for up to 8 units of non-departmental seminar credit to count towards their degree through the Graduate Advisor (see HAA forms). Students must petition non-departmental courses to count towards their degree.

ARTHI 200A Proseminar

Introduction to critical theory and methodology in art history, with emphasis on historical development of current practice, debates within the field, and cross-disciplinary dialogues. **This reading 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 continuation to the Ph.D. program) to have a **maximum of two seminars (8 units) counted toward the Ph.D. requirements** (see HAA [Graduate Student Forms](#)).

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** been applied toward a degree already awarded. The student must submit a departmental approved general *Graduate Student Petition* to the Graduate Division (see [Graduate Division Forms and Petitions](#)). Students must take the 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, s/he 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.

Foreign Languages - 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 11). If a student's advisor considers a third language essential for research, it can be made a prerequisite to the 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 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 may be added by petition to the Graduate Advisor and the UCSB Graduate Council). The Chair of the committee will be the director of the dissertation research. This committee should be named at least one month in advance of the major/oral qualifying examinations, both via an internal departmental form and an official Graduate Division Form. To officially name the committee the student must submit a Ph.D. Form I, *Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy*, to the Graduate Division. Any changes to the thesis committee must also be made by petition (see [Graduate Division Forms and Petitions](#)).

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.

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 his/her faculty advisor are required to complete a year-end evaluation form and submit it to the Graduate Advisor (see HAA [Graduate Student Forms](#)). The Graduate Advisor will send letters of evaluation, as necessary, to students regarding their progress in the program.

Examinations

Written Major and Minor Field Examinations and an 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 a meeting 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 the committee members. These questions/themes are designed to help frame the student's response to the questions presented on the exam.

Note that 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.

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. Students should decide the scope of the minor field in consultation with the Minor Exam Committee. 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 course 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 [Graduate Student Forms](#)).

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, one of whom must be a faculty in the Department of History of Art & Architecture. The Chair of the Minor Exam Committee may 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 of these two questions will ask the student to design a course syllabus and explain the course rationale. The Minor Exam Committee may choose to offer three questions and allow the student to answer two. Questions should be emailed to the Graduate Program Manager in advance of the exam for distribution to the student at the appropriate time. Typed answers will be emailed back to the Minor Exam Committee, copying the Graduate Program Manager, for review.

The Minor Exam should be passed before the Major Exam is scheduled. The minor field should be named in the departmental petition to take the Minor Field Examination. Petitions to Take the Ph.D. Minor Exam must be completed at least two weeks prior to taking the examination (see HAA [Graduate Student Forms](#)).

Students joining the M.A./Ph.D. program during the 2017-18 academic year and thereafter will take the Minor Exam in the 8th week of spring quarter of their second year in the Ph.D. program. Students should plan their coursework and preparation accordingly.

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 his or her primary field, including broad familiarity with its scholarship and primary sources, and to help 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 is usually made up from members of the Dissertation Committee. All exceptions, such as inclusion of non-Senate faculty, must be requested and pre-approved by the Graduate Advisor.

The Major Exam consists of a six-hour, written closed-book examination with a one-hour break. The exam will consist of two or three questions determined by the Major Exam Committee.

The Major Exam must be passed before taking the Oral Qualifying Examination, and the latter should be completed within one month of passing the Major Exam. The Major Exam Committee must inform the student within one week

of completion whether s/he has passed the examination. An internal departmental petition to take the Major Exam must be completed at least two weeks prior to taking the examination (see HAA [Graduate Student Forms](#)).

Dissertation Prospectus

Prior to the student's 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 their Dissertation Committee members to develop the proposal.

The student must submit the dissertation prospectus to the Dissertation Committee for their 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.

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 three hours, will comprise (1) a 10-20 minutes presentation of the dissertation prospectus; (2) the answering of questions posed by the Dissertation Committee on the Major Exam; and (3) a defense of the dissertation prospectus, including answering 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 her/his individual advisor (not the Graduate Program Manager) will make arrangements for the examination. The Graduate Advisor and Program Manager are to be notified of the date at least two weeks in advance. Immediately after the examination the members of the committee will notify the student of their conclusion and sign the Ph.D. 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.

Timing of Major Examination and 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.

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 \$50 advancement-to-candidacy fee (the student pays the Cashier and takes the receipt to the Graduate Division along with the Form II).

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 his/her 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 at 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 the Graduate Division. Copies of the dissertation's title page, signature pages, and abstract must be filed with the Graduate Program Manager. Signatures on these forms must be original – Graduate Division will not accept scanned copies. If a member of your committee is not on campus, please consider the time that will be necessary for them to mail their signed form to the department.

Teaching Requirement

All Doctoral Candidates must teach (usually in the capacity of a Teaching Assistant) a minimum of one quarter at some time before being granted the Ph.D. degree. TAs 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 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 circum-Mediterranean world from roughly the Bronze Age to the early Middle Ages.

Optional Feminist Studies Emphasis

The [Department of Feminist Studies](#) coordinates the emphasis program. Visit their website for additional information on faculty interests, course offerings, and program requirements.

Optional Interdisciplinary Ph.D. Emphasis in Medieval Studies

The [Doctoral 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. Visit their website for additional information on faculty interests, course offerings, and program requirements.

THESIS and DISSERTATION GUIDELINES

Proposal for Thesis or Dissertation

A tentative outline for the thesis or dissertation should be submitted and approved by the chairman 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 (see page 14, "Dissertation Proposal").

Preparation

The candidate will work under the supervision of the chair of the 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.

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. Do so enough in advance to allow yourself time 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. The following standards are a summary of the ways in which copyright and reproductions have been established for non-digital materials by Graduate Division and no additional policies have been made for digital images at this writing. Reproductions for images or other materials that are not within the public domain and are not the property of the student author, i.e. in which a person, persons or institution retain copyright can only be included in a thesis or dissertation if the student has received written permission to use such material. 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 located, or a set of pages with captions that omit the images, but again provide sources in which readers may locate them.

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 reproduction, 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 (i.e. not-for-profit academic journals) in advance.
- Reproducing illustrations from books and journals is more likely to create problems than acquiring photographs from a museum or archive.

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 the copyright questionable images, 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 where your objects 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.

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 illustrations 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 Guide. 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, all dissertations will go on to be published and the same may happen for many M.A. theses. For this reason, it is generally advisable to acquire photographs (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 his/her 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 is to 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 be in a fee relationship with the University in the quarter that the dissertation is filed, that is, either registered or using the filing fee. The filing fee is a 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 your thesis/dissertation you do not have to pay a filing fee. 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 would have to 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 and pay appropriate fees. (Students returning from lapsed status are required to file a petition with the 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. 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, every year before March 2nd, should complete the online [Free Application For Federal Student Aid \(FAFSA\)](#).

The financing of your graduate career is *your* responsibility. The department offers some financial support in the form of Teaching Assistantships (TAs). 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 are 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. Students should also go to the [Graduate Division](#) website for information on central fellowships.

Funding Search Databases

PIVOT

All members of the UCSB community have free access to [Pivot](#), a funding search database, if they are connected to the UCSB network or if they sign up for an account with a [ucsb.edu](#) email address. 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. For more information, visit the [Office of Research Find Funding](#) section.

Extramural Fellowships Requiring Departmental Nomination

See [Continuing Student Funding: External Sources](#) for application deadlines (usually around October 1).

Attention ABD students: To be eligible for fellowships that require departmental nomination (Kress, CASVA, Dedalus), you must respond to the call put out by the department. You should submit a statement of research status, brief CV, and proposal by the indicated deadline; in some instances, a letter from your advisor may be required. Each extramural fellowship requiring nomination has different submission deadlines. 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 Advisor will make an effort to announce the timeline and instructions for submission for each fellowship, however students should also do their own research to investigate these funding opportunities.

Departmental Research Travel Awards (Pre-ABD, ABD)

By Application to the Graduate Committee -- Deadline: TBA (one quarter before planned travel)

Applications for departmental research travel fellowships are considered any time during the academic year (fall, winter or spring quarters). Students should apply at least one quarter before the planned travel; 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

Application Deadline: TBA (for those students who do not have a funding package guarantee.)

Teaching Assistantship awards for the following academic year will be made in the Spring quarter. Continued progress towards the degree is required of all students in order to be eligible. Students beyond normative time are not usually considered for TAs. TAs awards are determined by the Graduate Committee as part of the department financial support application.

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

- The student's over-all performance in the program to date or (if used for recruitment) the student's potential to do excellent work.
- The student's past performance as a teaching assistant.
- The needs of the individual instructor requesting TA support
- The student's art historical areas of interest and expertise.
- The amount of available TA support provided to the Department from the College of Letters and Science Budget Office.

The department believes that teaching experience is a valuable part of graduate education and strives to allow each student some TA experience. At least one quarter of teaching assistantship or equivalent experience is recommended for all Ph.D. students.

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 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).

In addition to the salary, the award of a TAship of at least 25% time or Graduate Student Researcher of 25-34% time will qualify the student for a partial fee offset which covers the registration fee and educational fee components of quarterly charges. There remains approximately \$266.61 in miscellaneous required local campus fees which is not covered. 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 History of Art & Architecture, TAs employed at 50% time (20 hours/week) usually teach two discussion sections, 25% TAs will teach only one section.

Internships

Graduate Enrichment Fund Museum Internship: This internship sponsored by the Graduate Enrichment Fund are 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 Digital Media Internships: This internship is sponsored by the Image Resource Center. Internships average sixteen weeks. Two or three internships are offered each year the first beginning in fall quarter. Calls to apply for these internships are made throughout the year. Interns learn about image scanning and manipulation, digital image storage, web-site creation and management. Contact [Jackie Spafford](#), IRC Curator.

Readers

Readers are hired for professors who have upper-division classes that exceed 30 students. For each student in excess of 40, the reader works one (1) hour. For example, a class of 42 students would provide two reader hours at approximately \$13.49/hour (rate as of 10/01/12). Readers do not hold office hours or lead sections, but read exam/papers in upper-division courses. Readers may not be currently enrolled in the course for which they are reading. 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.

NOTE: It is important to obtain a reader form from the instructor, return it to Christian Brown, Financial and Budget Coordinator, and sign employment papers before work is begun. Readers WILL NOT be paid for work done prior to signing employment papers.

Summer Sessions Employment

Teaching for Summer Sessions is an option for ABD students, and TAing is an option for any graduate student. The call to apply to teach or to TA for the summer session usually comes at the end of fall quarter, however assignments are not given until Spring quarter. The Department Chair sets the Summer Sessions selection of classes, TA assignments, and teaching schedule. A call for interest in these positions will be put out to students. Teaching Assistant assignments will be made by the Graduate Committee as per guidelines used during the regular academic year.

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 appointment begin date.

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. See [Office of the Registrar](#) for further information.

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 Travel Conference Support

Graduate students **who will 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. 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.

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 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](#) website 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 (Free Application For Federal Student Aid)** 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

[Gaucho Health 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

[Housing, Dining & Auxiliary Enterprises](#)

University Owned Housing

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

Off-Campus Housing

The Community Housing 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 an UCSB U-Mail Account

A majority of departmental business is conducted via email in an effort to conserve paper. 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 U-Mail 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

Judi Haskell

Director, Arts Administrative Support Center (AASC)

805 893-4444

jhaskell@hfa.ucsb.edu

Christian Brown

Financial and Budget Coordinator, AASC

805 893-3984

cbrown@hfa.ucsb.edu

Savannah Parison

Program Manager, History of Art & Architecture (Graduate and Undergraduate Student Advisor)[Course Scheduling, Evaluations, Textbook Orders])

805 893-2454

ssharp@ucsb.edu

Jackie Spafford

Curator, Image Resource Center

805 893-2509

spafford@hfa.ucsb.edu

Christine Fritsch

Assistant Curator, Image Resource Center

HAA Website Content Editor

805 893-2509

christinef-h@hfa.ucsb.edu

DEPARTMENTAL E-MAIL LISTSERVS

ahgsa@arthistory.ucsb.edu

For All History of Art & Architecture Graduate Students

ahfac@arthistory.ucsb.edu

For All History of Art & Architecture Faculty

ahlec@arthistory.ucsb.edu

For All History of Art & Architecture Lecturers and Affiliates

ahemeriti@arthistory.ucsb.edu

For All History of Art & Architecture Emeriti Faculty

aascstaff2@hfa.ucsb.edu

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

**Graduate Student Independent
Studies Petition**

Student Information

For use by the Department to record content of student units that are used toward the degree. This will become part of the student's file.

Attach the required syllabus and bibliography before submitting to Graduate Program Advisor for approval.

Student Name: _____ Quarter: _____
Last Name *First Name*

Have the instructor sign approval next to course being taken for credit.

Instructor Signature	Course	Units
	ARTHI 295 Sem Adv Reading (Undergrad ARTHI course being used _____)	(4)
	ARTHI 596 Reading & Research in Art History	(1-8)

NOTE: Courses must be taken for a **letter grade** to have units count toward the degree. **A maximum of 8.0 units of 295/596 may be used toward satisfying degree requirements.**

Proposal for 295 or 596 Give a brief explanation below and include syllabus and bibliography demonstrating graduate level work to be accomplished.

Student Signature: _____ Date: _____

Graduate Program Advisor Approval: _____ Date: _____

Year End Student Progress Evaluation

Student Information

To be completed by the student and given to their faculty advisor for comment before being submitted to the Graduate Program Advisor.

Student Name: _____ Date: _____
Last Name *First Name*

I. Courses I have taken this year:

Fall	Winter	Spring

II. One Paragraph Report on Academic Progress to be Completed by Student (Below):

III. One Paragraph Evaluation of Student's Academic Progress to be Completed by the Student's Faculty Advisor (Below):



Petition to Request Recognition of Coursework Toward the Ph.D. Unit Requirement

Student Information

To be used at time of completion of M.A. requirements and submitted to the Graduate Advisor when continuing to the Ph.D. program.

Student Name: _____ Date: _____
Last Name *First Name*

A maximum of eight (8.0) units, that are in excess of the 32 units used toward the M.A. coursework requirement, in which a satisfactory letter grade was earned, can be approved for Ph.D. coursework credit.

List each course requested for PhD credit:

Course	Instructor	Grade	Units	Quarter Taken

Student Signature: _____ Date: _____

Graduate Program Advisor Approval: _____ Date: _____

Petition to Take the Ph.D. Minor Exam
Student Information

To be completed by student and submitted to Savannah Parison, Academic Program Manager, for approval in advance of the planned exam date.

Student Name: _____
Last Name *First Name* *M.I.*

I would like to take the minor field examination in the field of: _____

Exam Date: _____ This is the first second (check one) time I have taken an examination in this field.

Exam Time: _____ to _____. Variance from the three hour time limit must be approved in writing by the Graduate Advisor in advance.

The following faculty will participate (SIGNATURE OF PARTICIPATING FACULTY REQUIRED):

Professor: _____ will be the examiner. Signature: _____

Professor: _____ will be the second reader. Signature: _____

NOTE: If participating faculty are not in residence for signature, they may email approval to the Graduate Program Manager and Faculty Graduate Advisor.

Student Signature: _____ Date: _____

Graduate Program Advisor Approval: _____ Date: _____

Report on Exam

We have examined this student's knowledge of the field cited, and we grade his/her answers Pass / No Pass:

First Reader: _____ Pass No Pass (check one) Date: _____

Second Reader: _____ Pass No Pass (check one) Date: _____

Petition to Take the Ph.D. Major Exam

Student Information

To be completed by student and submitted to Savannah Parison, Graduate Program Manager, for approval in advance of the planned exam date.

Student Name: _____
Last Name *First Name* *M.I.*

I would like to take the major field examination in the field of: _____

Exam Date: _____ This is the first second (check one) time I have taken an examination in this field.

The following faculty will participate AND HAVE AGREED TO SERVE ON THE DISSERTATION COMMITTEE (SIGNATURE OF PARTICIPATING FACULTY REQUIRED):

Professor: _____ will be the examiner. Signature: _____

Professor: _____ will be the second reader. Signature: _____

Professor: _____ will be the third reader. Signature: _____

Other: _____ *

Student Signature: _____ Date: _____

Graduate Program Advisor Approval: _____ Date: _____

NOTE: If participating faculty are not in residence for signature, they may email approval to the Graduate Program Manager and Faculty Graduate Advisor.

Report on Exam

We have examined this student's knowledge of the field cited, and we grade his/her answers Pass / No Pass

First Reader: _____ Pass No Pass (check one) Date: _____

Second Reader: _____ Pass No Pass (check one) Date: _____

Third Reader: _____ Pass No Pass (check one) Date: _____

Graduate Native Language Verification
Student Information

Please complete this form and submit it to the Academic Program Manager, Savannah Parison.

Student name: _____

Major Area of Study: _____

Foreign Language: _____

Please describe how your native language applies to your area of research:

For Department Use Only

By signing below, I indicate my approval for the application of this student's native language proficiency to be applied to their language requirement.

Graduate Advisor Signature

Primary Thesis/Dissertation Advisor Signature

DEADLINE: Must be returned *hard copy* to Savannah Parison, when Graduate Committee is available. In other words, during the regular academic year, travel for summer must be requested during spring quarter, with enough time for the committee to complete its review before travel begins.

**History of Art and Architecture
Academic Year 2017-2018**

**Student NAME _____
Minor Exams Completed (Qtr): _____**

PRE-ABD GRADUATE STUDENT TRAVEL SUPPORT APPLICATION

NOTE: Awards made for research travel are contingent on the completion and submission of this application. The applicant **MUST COMPLETE** the **MINOR EXAMS** to be eligible for disbursement of funds. Conditions of disbursement are listed below; please review them carefully.

1) FACULTY RESEARCH ADVISOR: _____

2) NAME OF PROJECT: _____

3) DATES OF TRAVEL: _____

THE FOLLOWING INFORMATION IS REQUIRED IN SUPPORT OF THIS APPLICATION:

- Attach a separate page describing the project (limit 250 words)
- Explain any special circumstances affecting your proposed research or budget
- Attach a complete travel itinerary
- Attach a travel BUDGET: Including estimates for travel, lodging, meals and other anticipated expenses
- Complete and submit this form with the appropriate signatories

_____ Date _____

SIGNATURE, APPLICANT

_____ Date _____

SIGNATURE, PHD COMMITTEE CHAIR or FACULTY ADVISOR

Signature indicates faculty approval of travel & research plan

APPLICATIONS MUST BE SUBMITTED TO THE GRADUATE COMMITTEE via the Graduate Assistant

Funding Policies for Continuing Graduate Student Awards

- a) All departmental funding is based on merit and is dependent on the availability of funds.
- b) Pre-ABD funding is intended to confirm the viability of the dissertation topic and can be used no later than the summer following the successful completion of doctoral exams.
- c) For ABD research funds: The applicant **MUST** have successfully reached ABD status to be eligible for disbursement of funds
- d) Pre-ABD and post-ABD awards are each offered only once in a student's career.
- e) Other sources of pre-ABD support supersede departmental aid.
- f) Research funding levels are caps based on geographic location.
- g) We do not rescind awards to students who win extramural fellowships but set a threshold, above which departmental awards only cover up to 50% of university fees and insurance; Graduate Division usually covers the remainder. Threshold level: \$20,000.
- h) Students beyond time to degree and normative time (4 years to MA and ABD; 7 years to PhD) are not eligible for departmental cash awards; they are eligible for TA positions providing teaching positions are available.

DEADLINE: Must be returned *hard copy* (see above)

***** Support is awarded as fellowship funds. Disbursement is restricted to academic quarters during which student is registered with fees paid (or disbursement during the summer, if student was registered for the previous Spring quarter.)***

Petition to Form a Dissertation Committee

Student Information

Student is required to get signatures of those faculty who will be involved in the major exams and who have agreed to advise the dissertation.

Student Name: _____ Date: _____
Last Name *First Name*

Major field of specialization: _____

Minor field of specialization: _____

The following faculty will participate AND HAVE AGREED TO SERVE ON THE DISSERTATION COMMITTEE SIGNATURE OF PARTICIPATING FACULTY REQUIRED

Professor: _____, Chair Signature: _____

Professor: _____, member Signature: _____

Professor: _____, member Signature: _____

Professor: _____ (Optional) Signature: _____

Student Signature: _____ Date: _____

Graduate Advisor Approval: _____ Date: _____

Doctoral committees are nominated by the department and appointed, by, and responsible to, the Graduate Division Dean. The committee must consist of **at least three UC ladder faculty members** (Assistant, Associate, and/or Full Professors). Two members of the committee must be ladder faculty from the student's home department, one of whom will be appointed as chair or co-chair. Appointment of additional members is at the discretion of the department and does not require approval.

Note: Before official advancement to candidacy, the Ph.D. committee must be named officially to the Graduate Division using Form I, official report of the oral qualifying exam is reported using Graduate Division Form II.

Conference Travel Support Application

Student Information

Applications should include:

- a copy of the formal invitation to present accepted paper
- 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 for academic progress
- a budget of estimated 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 per year academic year.

Students who are ABD may only apply for departmental support if their application for the [Academic Senate Doctoral Student Travel Grant](#) has been denied.

Proof of denied application is required to be attached to department request.

Student Name: _____ Date: _____
Last Name *First Name*

Are you advanced to candidacy (ABD)? Yes No (check one)

If ABD, have you applied to the Graduate Division to attend this conference? Yes No (check one)

Conference Name: _____

Dates of Attendance: _____

Conference Location: _____

Title of Paper to be Presented: _____

Research Advisor Approval: _____ Date: _____

Note:

Allowable expenses are the actual cost of the airline ticket or equivalent ground transportation to and from the conference or meeting (from SBA). Original receipts may be required.

Maximum funding is as follows:

Within California: \$150.00

Other U.S. Locations: \$400.00

Outside the U.S.: \$600.00