

Art History Graduate Handbook (Updated February 2020)

TABLE OF CONTENTS

General Information:

Starting Out.....2

Advising

Assessment and Grade.....2

Basic Expectations:

Standards for Maintaining Satisfactory Progress.....3

Course Loads.....3

Graduate Level Courses.....4

Big Ten Academic Alliance (formerly CIC).....5

PART II: Freestanding Master of Arts Program6

Admission.....6

Course of Study.....6

 A. Coursework.....6

 B. Breadth.....6

 C. Languages.....7

 D. Master’s Thesis.....7

PART III: The Doctoral Program.....8

Admission.....8

Course of Study.....8

Minimum University Requirements.....8

Minimum Department Requirements.....8

 A. Coursework.....8

 B. Breadth.....9

 C. Languages.....9

 D. Qualifying Paper.....9

 E. Graduate Minor.....9

 F. Preliminary Exams.....10

 G. Dissertation Prospectus.....10

 H. Dissertation.....11

 I. Dissertation Defense & Submission.....12

 J. Sample Schedule.....13

 K. Additional Policies and Practices.....14

Graduate Student Portfolio.....14

Ph.D. Second-year Review Process.....15

Admission to Candidacy.....16

Continuous Registration.....16

PART IV: FINANCIAL AID17

How Funding Packages are determined17

Eligibility and Criteria for Financial Aid.....17

Application Process.....17

Department Deadlines.....18

Internal Funding Sources and Descriptions.....19

Fellowship Information; Other Sources of Financial Aid; Emergency Aid.....20

PART V: FOREIGN LANGUAGE REQUIREMENTS21

Appendix I: UNIVERSITY POLICY ON HOSTILE AND INTIMIDATING BEHAVIOR.....23

Appendix II: GRIEVANCE PROCEDURE.....24

GENERAL INFORMATION

Starting Out

Graduate school is hard work, but it should also be a pleasure. We cannot encourage you enough to take full advantage of the opportunities the University has to offer by auditing classes and attending special lectures. We hope this is the beginning of a life-long intellectual adventure as well as career. We encourage you to set realistic but ambitious goals and plan ahead to meet them. As you select your classes, think carefully about program requirements. The department holds an orientation for all new graduate students prior to the first week of the fall semester and a reception for all graduate students in the first month of classes. These are good opportunities to introduce yourself to members of the faculty and staff or get to know them better.

Advising

Four people provide the guidance essential to success in your graduate career: the Director of Graduate Studies (DGS), the Graduate Coordinator, the Department Administrator and your major advisor. Each one has different responsibilities.

The **Graduate Coordinator** handles your paperwork, works with you to make sure that all deadlines are met, serves as liaison with the Graduate School Administration, and should be considered a resource to help you find answers to any questions you might have. You should address any questions regarding procedures and deadlines to him/her.

The **Director of Graduate Studies** provides general academic counseling and keeps track of student progress. Students in the process of satisfying departmental course and language requirements should meet with the DGS once a semester to review their records and plan for the next term.

The **Department Administrator** handles benefit and financial aid details, health insurance enrollment and fellowship, TAsip, and PAsip appointments.

Your **Advisor**, generally the specialist in your area of concentration, is your main academic advisor and intellectual mentor. You should determine your field and discuss your plans with the appropriate faculty member by the end of your first year, at the latest. All students should meet regularly with their major professors throughout their graduate careers. In particular, the major professor must approve language training, plans to satisfy the Ph.D. minor, and Ph.D. coursework in art history.

Assessment and Grades

The requirements for Satisfactory Progress in the Department (listed below) represent no more than minimum standards for continuing, not real success. First-year students are also expected to prepare a portfolio of their work for written assessment by two faculty members (typically their advisor and someone else with whom they have worked) by the

end of the first year of study.

Remember that advancement is not automatic. You should assess your own standing and progress. Since graduate students tend to get good grades, awards and funding are better indicators of your performance. Ph.D. students who wish to become dissertators must pass rigorous preliminary examinations and present a solid prospectus.

Basic Expectations

Standards for Maintaining Satisfactory Progress

1. Making steady progress toward meeting program requirements. For a course to count toward a requirement, you must receive a grade of B or better.
2. Maintaining a 3.0 average each semester.
3. Removing incompletes by the end of the semester immediately following the semester in which the student originally took the class. Students with more than one incomplete in any semester must discuss the circumstances with the Director of Graduate Studies.
4. If a dissertator, receiving P (passing) consistently. Two semesters of "U" (not passing) in a row may result in removal from the program.
5. Students must be making satisfactory progress in order to maintain financial aid guarantees. **Students who do not meet Graduate School criteria for satisfactory progress regarding incompletes or GPA will not be awarded financial aid. In addition, the Department of Art History will not grant financial aid to any student who has an Incomplete in more than two courses in a given semester.**
6. The responsibility for oversight of satisfactory progress rests with the Director of Graduate Studies and the graduate Coordinator. The Graduate Coordinator will provide the DGS with information about students who warrant scrutiny because of unsatisfactory progress, and both should meet to review the records of all graduate students prior to the beginning of the fall semester when the DGS meets with students individually, and prior to the financial aid application deadline on February 1. The DGS and Graduate Coordinator will review transcripts by the beginning of the fall semester to signal incompletes and verify that the student is in compliance with Graduate School standards. If a student is not maintaining satisfactory progress the DGS will contact the faculty advisor and student reminding them of the consequences of not meeting these standards.

Course Loads

The ordinary course load for graduate students is three courses for nine credits. You may take up to twelve credits without special permission but should discuss this with the Graduate Coordinator or major professor. T.A.'s (especially first-semester T.A.'s) normally take only two courses for six credits.

Taking an insufficient number of credits in the fall or spring semester may have financial ramifications. See the University of Wisconsin-Madison Graduate School policies here for

information on enrollment requirements (<https://grad.wisc.edu/documents/enrollment-requirements/>) which are enforced by the graduate school and which might pertain to you. You should be familiar with this site and consult it if you are considering enrolling in fewer than 8 credits (which is considered full time) or if you are receiving funding of any sort (T.A., P.A., fellowship).

Graduate Level Courses

In keeping with the Graduate School's policies and procedures, graduate students should take all courses at the graduate level. Please familiarize yourself with the Graduate School's Minimum Graduate Coursework (50%) requirement ([see https://grad.wisc.edu/documents/minimum-grad-coursework-requirement/](https://grad.wisc.edu/documents/minimum-grad-coursework-requirement/)) Although some courses may be "meets with" (i.e. mixed undergraduate/graduate), graduate students are expected to do work appropriate for their standing as a graduate student – for example, 700-level courses are created to "meet with" 300- or 400-level undergraduate courses and graduate students are expected to enroll in the 700-level section and complete a graduate-level assignment, typically a research paper, to receive graduate-level credit. The Graduate School's policy stipulates the following with regards to graduate coursework:

"Courses in the 300-699 range may be taken for credit by both undergraduate and graduate students; courses in the 300-499 range are generally considered intermediate level and courses in the 500-699 range are generally considered advanced level. Graduate students taking courses numbered 300-699 are expected to do graduate-level work, though they are enrolled in an undergraduate level course. The 300-699 range is not intended to include undergraduate-only, elementary level courses. Courses in the 700-999 range are open only to graduate students."

Graduate students in the Department are expected to take as many seminars as possible. These are generally 800-level courses (although occasionally some 600-level courses may be designated as seminars). Students may take lecture courses (300-level and above) with consent of their Advisor and the DGS, but they should enroll in them, whenever possible, as 700-level "meets with" courses. Typically these courses will be listed in the Timetable, but when they are not, the student should ask the Graduate Coordinator to create a 700-level "meets with" section for the course. This will designate "Graduate level" on the student's transcript. Under no circumstances will 700-level lecture courses count for graduate seminar credit.

799 Directed Study. Students should enroll in 799 when they are writing their M.A. Qualifying paper or M.A. Thesis, studying for preliminary exams with professors in the Department, or conducting a major research project outside of courses. Enrollment in a Directed Study means working one-on-one with a faculty member; regular meetings are expected as part of the course.

990 Research and Thesis. Students register for 990 after they have achieved dissertator status (passed the preliminary examinations and been admitted to candidacy). You should enroll in 3 credits during the fall and spring semesters (required to maintain full time status). You must enroll continuously during the academic year or you will have to reapply

for admission. If you wish to graduate during the summer, you must enroll in three credits during the 8-week summer session (DHH). Also note: “Once dissertator status has been achieved, courses other than 990 must be directly related to the dissertation research and approved by the advisor.”

Big Ten Academic Alliance (formerly CIC Program)

Students may also take courses at other institutions participating in the Committee on Institutional Cooperation (CIC) Program: University of Chicago, University of Illinois-Chicago, University of Illinois at Urbana-Champaign, Indiana University, University of Iowa, University of Michigan, Michigan State University, University of Minnesota, Northwestern University, Ohio State University, Pennsylvania State University, and Purdue University. For more information see <https://grad.wisc.edu/documents/big-ten-academic-alliance/>.

PART II – FREESTANDING MASTER OF ARTS PROGRAM

Admission

This program is designed for students who wish to develop their academic background in art history in order to pursue a career in the art world (museum, gallery, auction house, art consulting, publishing, etc.) and for those who wish to complete a M.A. before considering a Ph.D. program. It is a two-year program. Preference for funding normally goes to applicants completing their Ph.D. before consideration is given to students pursuing their M.A.

Course of Study

In addition to fulfilling the requirements outlined below, students should continue to acquire a broad knowledge of art history and related subjects by reading widely on their own and by taking and auditing courses. Those who did not major or minor in art history should speak with their faculty advisors as soon as possible about additional coursework that may be required.

All student schedules should be designed in consultation with the faculty advisor and the DGS based on the requirements outlined below. In extraordinary circumstances a student nearing the end of coursework who has not been able to take a course with his or her major professor may substitute an independent study (AH 799) for a lecture course. The independent study (AH 799) for the completion of the master's thesis (see below) may not be counted as a lecture course.*

A. Coursework

- AH 701 (required)
- M.A. students with a strong background in art history or the equivalent should take a minimum of **seven** art history courses, at least **three** of which must be seminars (typically 800 level courses)
- 30 credits total (which typically consists of 701 (3 credits), seven courses (21 credits), and 6 additional “directed study” (799) credits)

For a summary of minimum degree requirements, see <https://grad.wisc.edu/documents/minimum-graduate-degree-credit-requirement/>

Breadth

At least one course in three of the five following areas:

- Cross-Cultural/Diaspora
- Africa/Middle East
- Asia
- Europe
- The Americas

At least one course in three of the four following periods:

- Ancient to Medieval
- Early Modern (Circa 1400–Circa 1800)
- Modern (Circa 1800–Circa 1945)
- Contemporary (Post 1945)

B. Language

One foreign language. (See the Graduate Handbook, PART V, on satisfying this requirement)

C. Master's Thesis

Students complete their master's thesis in the fourth semester, usually registering for 6 credits of AH799 with their advisor. The thesis is normally an expanded and polished seminar paper of 30–40 pages, based on original research, analysis and interpretation.

The M.A. thesis is read by a three-member M.A. committee. At least two readers must be members of the Graduate Faculty.

Students who wish to do so may deposit their Master's thesis with Memorial Library. See <https://grad.wisc.edu/current-students/masters-guide/>.

PART III – THE DOCTORAL PROGRAM

Admission

The Ph.D. program is for students who want a scholarly career or a position as a full curator. Individuals committed to the Ph.D. degree may apply directly from a B.A. program with the expectation of receiving an M.A. during their course of study. Applicants with an M.A. degree from another institution may be able to transfer some credits. Priority for financial support will be given to Ph.D. students as opposed to Freestanding M.A. students.

Course of Study

Students' courses of study in the Ph.D. program must meet the minimum requirements of the department as well as any additional requirements determined by the students' major professor, and this includes University requirements. For example, language requirements will vary considerably according to areas of specialization. At the beginning of, or just prior to, the first semester of Ph.D. work students should meet with their major professor to draw up a formal written description of additional requirements with specific courses noted wherever possible. The requirements may subsequently be modified upon agreement of both parties.

Minimum University Requirements

- 51 credits, including 30 credits taken at the pre-qualifying (M.A.) level and those accrued as a dissertator.
- 32 credits in residence in the major graduate program (With program approval, students are allowed to count no more than 21 credits of graduate work)
- Half of Ph.D. coursework (26 out of 51 total credits) must be completed in graduate-level coursework from other institutions).

Minimum Departmental Requirements

All student schedules should be designed in consultation with the faculty advisor and the DGS. Students are encouraged to explore a diverse range of subjects during their coursework.

A. Coursework

- AH 701 (required)
- 10 art history classes, four of which may be lecture courses, but students are strongly encouraged to take as many seminars as possible. In special circumstances up to two independent studies (AH 799) – one at the MA and one at the Ph.D. level– may be substituted for lecture courses

B. Breadth

At least one course in two of the following five following areas:

1. Cross-Cultural/Diaspora
2. Africa/Middle East
3. Asia
4. Europe
5. The Americas

At least one course in two of the following four following periods:

- Ancient to Medieval
- Early Modern (Circa 1400–Circa 1800)
- Modern (Circa 1800–Circa 1945)
- Contemporary (Post 1945)

C. Languages

Two foreign languages. If you satisfied language requirements at the M.A. level within the past 5 years these languages count toward your two required languages. (See Part V of the Graduate Handbook on Language Requirements)

D. Qualifying Paper

This is typically completed by the end of the second year of full-time study. Students usually register for AH 799 (credits to be determined) with their major professor. The paper is normally a perfected seminar paper of 30-40 pages, based on original research, analysis and interpretation. (Should a student leave the program at this stage, the paper will need to fulfill the guidelines for a Master's Thesis). The qualifying paper is read by the adviser and one other member of the graduate faculty.

Once the qualifying paper is approved and the student who has completed 30 credits of study may apply for an M.A. The Graduate Coordinator will apply for the warrant, which is signed and approved by the two readers of the qualifying paper.

Should a student decide to leave the program at this stage (with an M.A.), the 30 credits of coursework must meet the minimum degree requirements of the M.A. program, including breadth requirements.

E. Graduate Minor

- Option A (external): Requires a minimum of 9 credits in a minor program (single disciplinary or multidisciplinary). Fulfillment of this option requires the approval of the minor program. Minor requirements vary by department or program; it is the student's responsibility to check with the department or program and make sure they are fulfilling the requirements.

Option B (dedicated): Requires a minimum of 9 credits in one or more programs forming a coherent topic and can include course work in the program. Fulfillment of this option requires approval of the DGS or other member of the Graduate Faculty in charge of the minor field. The student will work with the Graduate Coordinator on the warrant and getting the appropriate signatures. See “Minors” for minimum course requirements and more information at <https://grad.wisc.edu/documents/minors/>.

F. Preliminary Exams

Students are generally expected to take preliminary exams at the end of the summer between the third and fourth year of the Ph.D., becoming dissertators by the beginning of their fourth year. Some fields may require more intensive language study or other field requirements, and in this case exams may be postponed up to two semesters. Preliminary exam scheduling is decided by the major professor in consultation with the student. In cases in which an advisor deems a delay in scheduling is necessary beyond the above stated flex time, the student may request that the Director of Graduate Studies review this delay. The Graduate School Process on Preliminary Exams may be found here: <https://grad.wisc.edu/documents/preliminary-examinations/>

Each student will have three members oversee the preliminary exams. The Committee will be chaired by the major professor. The members should remain as consistent as circumstances, such as leave schedules, allow and should include at least one member, besides the major professors, reasonably familiar with the historical material central to the student's interest. The third member would likely be similarly qualified or have close theoretical/methodological interests. These members usually constitute the core of the dissertation committee.

G. Dissertation Prospectus

The dissertation prospectus should be completed as soon as possible after preliminary exams, within a year at the latest (except in extraordinary cases). It is to be written before the majority of the research has been completed. It should readily convey even to the non-specialist the nature and import of the project. The main text should be twelve to fifteen pages in length and include the following components:

1. A brief description and statement of the central research question or problem and rationale for its merit and import as a scholarly contribution.
2. A critical overview and analysis of the state of current research, including an assessment of varying interpretations and a statement of how the proposed project differs and what it intends to add to the field.
3. A plan of research and statement on methodology.
4. A preliminary outline of chapters.
5. A research and writing schedule, including a description of planned research trips.
6. A substantial annotated bibliography.

Prospectus Colloquium

In the semester in which the dissertation colloquium is to be scheduled, students will present the prospectus to the Ph.D. committee after consultation with the major professor.

At a mutually agreed-upon time the committee members will convene for the colloquium, a meeting during which the committee discusses the feasibility of the project and provides constructive advice. The committee should be comprised of a minimum of 3 professors, but it is recommended that all members of the dissertation committee be present. Although it is preferable that the student participate in person, this meeting can take place either with or without the student. At this stage the committee will determine whether the prospectus passes, passes with revisions, needs to be revised and resubmitted, or fails. It is understood that when completed the dissertation may vary in content or argument from the prospectus.

A public presentation of the dissertation topic or argument is encouraged at any point in the process.

H. Dissertation

Expectations

The dissertation is a book-length study in which the candidate demonstrates a full range of scholarly skills. It should show insight and originality in the questions it proposes to answer. It should present evidence of thorough research in primary and secondary sources. Candidates in art history, visual culture, and material culture should also show their ability to analyze visual and material evidence. Arguments should be clear, well-written, and persuasive both to specialists and to other scholars outside the major field. (See <https://grad.wisc.edu/documents/dissertation/>)

Dissertation Committee

A dissertation committee comprised of at least four members representing more than one graduate program. Three of these individuals must be UW-Madison graduate faculty or former faculty (within one year of resignation or retirement). At least one of the members should be outside of Art History (typically from the minor committee). One member may be from another institution. For committee requirements, see <https://grad.wisc.edu/documents/committees/>

Dissertation Schedule and Writing

Before you begin writing your dissertation we suggest that you visit the Graduate School

website, which contains information on deadlines, format, and getting your degree.

Candidates should submit at least half of their chapters to their major professors as they complete them in the first year of writing. The professors should return the individual drafts in a timely fashion, normally in three to four weeks for each chapter. Some candidates may need as much as an additional year to undertake sufficient revisions.

Students who plan to graduate in May should submit more polished drafts of at least two thirds of their dissertations to the three members of their Ph.D. committees by **October 15**. Those planning to graduate in December should do so by **April 28**. The students should receive their readers' comments in a written report by **November 15** (or June 30). Students should not expect the department to send out assurances of graduation to potential employers until this phase is successfully completed.

By **February 28** (or October 15), the candidates should submit complete drafts, including full notes, bibliography, and illustrations to the entire five members of their dissertation committee. Candidates who miss the February deadline should not expect to receive degrees in May and run the risk of having to wait until the following December since faculty are not necessarily available in the summer. In exceptional circumstances a small amount of flex time on these deadlines may be granted, but the new deadline must be confirmed with the advisor and the entire committee.

At least two (2) months before the oral defense of the dissertation, the candidates must obtain the form for establishing the examining committee (titled Ph.D. Final Oral Committee Approval Form) from the Graduate Coordinator. The dissertation defense should occur no later than **April 30** to allow time for final changes to the manuscript. Under no circumstances should committee members be asked to read material in the last two weeks of any semester.

Students who do not defend their dissertations within five years of passing their preliminary examinations without an excellent excuse will be asked to retake the exams. In exceptional circumstances if a student is not able to complete writing the dissertation within five years, an extension may be granted in consultation with the advisor. The advisor then petitions both the department chair and the graduate coordinator for one year's extension, and the letter and extension agreement are included in the student's file.

I. Dissertation Defense & Submission

Each candidate must defend the dissertation before his or her dissertation committee. The candidates should inform the Graduate Coordinator and DGS when they plan to defend. The Graduate Coordinator will prepare the necessary documents and submit them to the Graduate School and schedule the defense. More information on graduate school policy may be found here: <https://grad.wisc.edu/documents/final-oral-examination/>

After a successful defense, the candidate should make an appointment with the Ph.D. Examiner, Room 217 Bascom Hall, phone 262-3011, and take the library copy of the

dissertation, title page, the signed abstract, and all of the completed forms to the Graduate School for approval. Students are required to do this in person.

The student then goes to the Bursar to pay a microfilming and depositing fee. The Graduate School Ph.D. Degree Office now handles sending the dissertation to be microfilmed, bound, and catalogued. The abstract will be published in Dissertation Abstracts. (See <https://grad.wisc.edu/current-students/doctoral-guide/#defend-and-deposit-your-dissertation> .)

Your Ph.D. dissertation must be your own work. If it is the result of research enterprises in which others have collaborated, you must present a substantial portion representing your own contribution.

Publication of the doctoral dissertation is required. The University uses University Microfilms Inc. (UMI), Ann Arbor, Michigan, to publish the thesis on microfilm and to publish an abstract of the dissertation in Dissertations Abstracts, a monthly publication. You must pay the cost of microfilming the dissertation and publishing the abstract.

Three copies of the dissertation are needed: one library copy on 25% rag content, 20 lb. weight paper, and two photo-copies. The library copy is for deposit in the University of Wisconsin Memorial Library and the other two are for the major professor and the student (after the oral exam). The Graduate School does the filing of the dissertation for the student.

The student must also prepare an abstract of not more than 350 words. The purpose of the abstract is to give a succinct account of the dissertation, and it should include these items: statement of problem; procedure or methods; results; and conclusions. The student must prepare one original abstract and four Xerox copies.

J. Sample Schedule (for a student without the need for additional coursework in language, etc.)

Pre-qualifying level

- 1st year Fall: 9 credits, including 701
- Spring: 9 credits
- 2nd year Fall: 6 credits (allowing a drop for first-time teaching)
- Spring: 6 credits, including AH 799 for qualifying paper (see below)
- M.A. granted with successful completion of 30 credits, one language and the qualifying paper

Post-qualifying (Ph.D. level)

- 3rd Year Fall: 9 credits.
- Spring: 9 credits. Complete Minor and Language Coursework.

AH 799 should be taken for preparation for preliminary exams. Prelims to be taken at end of summer or early in the following fall semester, so students can achieve dissertator status by beginning of fourth year.

Dissertator Status (“ABD”) is granted after the completion of the requirements for the second language, and the Minor, and after passing the preliminary exams.

- 4th Year Fall: 3 credits. Prospectus and grant application.
- Spring: 3 credits. Research
- 5th Year 6 credits. Research and travel; grant writing
- 6th Year 6 credits. Research and travel; writing
- 7th Year 6 credits. Completion of writing and dissertation defense

Graduate school rules dictate that students complete their dissertations **by five years after preliminary exams**, but we strongly encourage candidates to do so as soon as possible.

- 8th Year [allowed by Grad School]

K. Additional Policies and Practices

Graduate Student Portfolio

In order to promote professional development and fulfill a campus mandate on assessing our Graduate Program, the department requires students prepare a “portfolio” of their scholarly work. It is set up electronically in the Cloud using the UW---Madison BOX system such that the student, the DGS, the Graduate Coordinator, and major professor have access. The portfolio should include a Research Statement, on how all course---work relates to the student's educational goals and intellectual projects, along with representative pieces of writing done in the program.

What Constitutes Scholarly Work?

- At the M.A. level, any piece of writing involving one or more of the following: research, close analysis, close reading or contextualization of a historical text, or critical reading of a scholarly text. The place of any creative work in the portfolio should be clearly defined.
- At the Ph.D. level, there should be at least one more substantial piece of writing that involves the use of primary sources and scholarship in at least one language beside English (unless the field is American or British). At the end of the M.A. or Ph.D. program, students will therefore have compiled a portfolio of all their scholarly work.

This portfolio should be maintained, ideally, throughout the student's graduate career. As such, it represents the student's cumulative, synthetic, and original contribution to knowledge in the field. Students are therefore encouraged to explore a diverse range of subjects during their M.A. and Ph.D. coursework. In the exceptional circumstance that students write on related topics (for example, on the same artist, work, or interpretive framework) for two different classes they must obtain the express permission of both instructors. Related essays should cite each other, and any language drawn directly from another paper should be quoted and footnoted. If there is any doubt about what constitutes overlap, it is better to err on the side of caution. The student should supply the current professor with the past work (or both professors if the projects are simultaneous) and

explain how substantial new work and thought will result in an enhanced piece of scholarship.

The portfolios of all students will be reviewed at the end of the first years of the M.A. and Ph.D. degrees (typically the first and third year). The **Director of Graduate Studies** will oversee this process each spring. The review committee will consist of the major professor and one faculty member in a related field of study or with whom the student has had a class. In the case of disagreement between the two readers, the Graduate Coordinator will act as a third reader. If reviewers are especially concerned about a student, the whole department will review the portfolio. Results of this review will be discussed with each student in an advising and mentoring conference with the student's advisor.

Transfer Credits

Students coming into the Ph.D. program with an M.A. from another institution may request transfer credits as follows:

- Beyond the minimum "residence" credit requirements, (32) the major program can count "transfer" credits to meet the minimum "degree" credits (30 for a Master's and 51 for a Ph.D.). See https://grad.wisc.edu/catalog/degrees_arthistory_criteria.htm.
- Students with an M.A. in art history or a related field can normally expect substantial transfer credits from their previous program at the end of their second semester at UW---Madison (*they may consider transferring up to 21 credits provided those were taken within a 10 year time frame; see https://grad.wisc.edu/catalog/degrees_arthistory_criteria.htm*)
- At the end of the second semester of the first year, the student petitions for previous coursework to count toward the UW Ph.D. degree by submitting the **Transfer Credits Request Form**, which includes brief written descriptions of courses and suggested course equivalencies from the UW-Madison Course List. The primary advisor assesses requested transfer credits by the end of the student's first year in the UW program and works with the Director of Graduate Studies to approve these credits. The DGS will return the Transfer Credit Request Form to the student with any necessary revisions and then the student should fill out the Approved Transfer Credit Form and send both that form and the Transfer Credits Request Form to the Graduate Coordinator and DGS. These approved credits will not appear on the transcript but will be used to document that the student has completed all coursework to be approved for dissertator status.

Ph.D. Second---year review process

After the completion of the second year of graduate study, the DGS and primary advisor will review the progress of each Ph.D. candidate since the Portfolio Review. For graduate students working under the supervision of a professor who is the DGS, the chair of the Graduate Admissions Committee will be asked to participate in the assessment. Students who entered the Ph.D. with an M.A. in art history will be asked to provide one seminar paper from the second year. For students who entered the Ph.D. program without an M.A.

in Art History, the DGS and primary advisor will review the Qualifying Paper and recommend advancement to the Ph.D. or termination at the M.A. The Admissions Committee will make a final determination in cases where the DGS and primary advisor disagree. The outcome of the review will be communicated to the student in a letter from the DGS.

Note on overlapping papers

In the exceptional circumstance that a student writes on related topics (for example, on the same artist, work, or interpretive framework) for two different classes, she or he must obtain the express permission of both instructors. Related essays should cite each other, and any language drawn directly from another paper should be quoted and footnoted. If there is doubt about what constitutes overlap, err on the side of caution. The student should supply the current professor with the past work (or both professors if the projects are simultaneous) and explain how substantial new work and thought will result in an enhanced.

Admission to Candidacy [Dissertator Status]

Official admission to candidacy for the Ph.D. degree occurs when the student has:

1. Completed all major and minor requirements including languages and incompletes
2. Has passed the preliminary examinations

A student may not officially call themselves a "Ph.D. Candidate" until all of these steps are completed. See <https://grad.wisc.edu/documents/dissertator-status/>.

Continuous Registration

"Once you achieve dissertator status you are expected to maintain continuous registration until completion of the doctoral degree." (Graduate School Catalog) Dissertators need to register each fall and spring semester for three (3) credits of Art History 990 to maintain continuous registration. See <https://grad.wisc.edu/documents/continuous-enrollment-requirement/>.

PART IV: FINANCIAL AID

How Funding Packages are Determined

Financial aid through the Art History Department comes in the form of fellowships, assistantships, research funds, and travel funds. The Admissions and Financial Aid Committee reviews applications for funding annually (in the spring) and appoints students with fellowships and assistantships based on merit. Because of the scarcity of departmental funding, students are encouraged to search broadly across campus and beyond, and to apply for assistantships and fellowships outside the department if eligible. Students should direct all questions regarding financial aid to either the Department Administrator, the DGS, or the faculty member who is serving as the chair of the Admissions & Fellowships Committee. See below for detailed descriptions of specific fellowships, assistantships, special departmental awards, and other financial aid.

Eligibility and Criteria for Financial Aid

The Department's main goal is to recruit and retain the most promising students. Eligibility for any kind of financial aid depends upon faculty assessment of the student's potential as well as his or her performance in the graduate program. Students must be maintaining **satisfactory progress** to receive funding. Funding is prioritized for students in the Ph.D. program; the maximum amount of departmental aid is five years (and that is by no means typical or guaranteed). The department balances many considerations in addition to individual student merit, including: the number of existing guarantees to specific students; specific programmatic needs (i.e., which courses are allowed to have teaching assistants, and what project assistantships are available because professors have gotten grants); and equity in distributing appointments among the fields of concentration represented by the pool of applicants. In addition to faculty members on the Admissions and Fellowships Committee, the professors who will be teaching the courses with teaching assistants and those who have gotten a project assistantship through a grant are also consulted during the review process.

Application Process

Each student who seeks financial aid from the Department, including those students who have multi-year guarantees, must fill out the financial aid application form (updated each year at: <https://arthistory.wisc.edu/graduate-programs/#forms>). Please note that in keeping with the Department's policy on maintaining Satisfactory Progress, we ask you to indicate any Incompletes on your record. We require all students to document that they have applied for other appropriate sources of support outside the department including TA and PA positions and FLAS.

In addition, the financial aid application includes the following:

- Statement (no longer than 2 pages) including a brief description of plans for continuing graduate studies, identifying vocational and degree goals. You should describe your progress to date, academic plans for next year and any special

projects or research connected with your program. Please state specific preferences for PA and TA positions and any pertinent skills, experience or knowledge areas. Ph.D. candidates should indicate the date you took or expect to take prelims, list any coursework or the requirements remaining, and describe your dissertation topic and research progress to date.

- Brief Curriculum Vitae (2 pages maximum)
- Concise note of support sent directly to the Graduate Coordinator by your Major Advisor (you should discuss this with your advisor in person or by email.)

Before submitting the application materials students should send an email message [with “Box Request for Financial aid” in the memo line] to the Graduate Coordinator, indicating that they are applying for financial aid and/or other awards administered by the department. The Graduate Coordinator will reply with a Box link to submit materials to the appropriate folders.

Applications for financial aid in the form of department fellowships, University Fellowships, PA and TA positions will be evaluated by the Admissions and Financial Aid Committee. Nominations for special awards such as the Dana Allen Dissertation Fellowship at the IRH, and applications for research travel funds administered by the department (e.g. Schorger Fellowship for research in Italy) will be considered by the Awards Committee.

Departmental Deadlines

The departmental deadline to ensure consideration for all forms of financial aid from the University and the Department is February 1st. This includes applications for University and Department fellowships and teaching assistant and project assistant positions. Deadlines for fellowships from outside sources occur variously throughout the academic year, beginning in the autumn; check with the Director of Graduate Studies, the Graduate Coordinator, and in some cases, the Department Administrator Grad Coordinator, for dates in each case.

The deadline for Departmental Research Awards is **Oct. 15th**; and for conference travel grants there are two opportunities a year with deadlines of **Oct. 15th** and **February 1st**.

Applications for Incoming Students

As an entering graduate student, you may apply for most University of Wisconsin---Madison fellowships or assistantships by completing the Personal Data sheet on the application for admission, by the admission deadline of December 15.

Applications for Continuing Students and Re-Entry Students

February 1 is the deadline for continuing students to apply for departmental fellowships or assistantships for the following year, and for assistance with expenses of research/conference presentation travel. Check with the Department Administrator or Graduate Coordinator if you have questions about procedures or forms.

Internal Funding Sources & Descriptions

Assistantships

All assistantships (except Research Assistantships) are governed by the Agreement between the State of Wisconsin and the Teaching Assistants Association. For full details, students should consult the printed Agreement. Students are free and indeed encouraged to apply for Assistantships outside the Art History Department.

- **Project Assistants:** help an individual professor with a research project or work in the Visual Resources Collection (slide room). Duties and requirements vary according to the particular position. Most appointments are in the 33---75% range. Besides a stipend, fringe benefits such as health insurance and tuition remission are also included. The department and individual professors must post notices announcing the position and detailing the requirements. The decision to appoint P.A.s is made by the admissions committee in consultation with the faculty member who has the P.A.ship.
- **Teaching Assistants:** lead discussion sections and grade written work in lecture courses. They may teach 3 fifty---minute sections depending on course enrollment and available funding. The number of teaching assistantships available in any semester depends upon the funding allocated by the College of Letters and Science. In addition to a stipend, the positions provide various fringe benefits such as health insurance and tuition remission, meaning that tuition is paid on your behalf. To spread financial aid to as many students as possible, the department does not normally grant students who receive teaching assistantships any other departmental funds (except for prizes, readerships, research/conference travel assistance, or Emergency Aid) during the semester in which they hold their teaching assistantship. The Committee also tries to arrange its nominations for University awards so that students will not hold teaching assistantships and University awards concurrently. The department evaluates all TAs through the instructing professor's class visits and the results of teaching evaluations. See TA contract, a document which must be signed by TA and major professor every semester.
- **Research Assistants:** differ from project assistants only in that both the professor and the assistant work in the same area of research (e.g. on a mutual project). An appointment as a research assistant is appropriate if the activity performed by the

research assistant is primarily for the benefit of the individual's course of study and research and directly applicable to the individual's thesis or dissertation. Tasks which are irrelevant or unnecessary to the appointee's academic program or repetitive beyond that which is necessary to achieve excellence in the activity are not appropriate for an individual appointed as a research assistant. The Department does not tend to appoint Research Assistants.

Readers (Grading Assistants): grade papers, exams, and other course work; they do not instruct students. They are paid on an hourly basis and do not receive fringe benefits.

Readers do not ordinarily attend class, although in exceptional circumstances the supervising professor may request additional funds to allow the reader to audit. All graduate students are eligible, and the number of positions depends upon the number of professors who apply to the College of Letters and Science for funds; in the past, classes have had a minimum 40 students enrolled before the professor may apply. The Professor is in charge of choosing the student.

Fellowship Information

The Departmental Administrator and Graduate Coordinator receive notices of both University and outside competitions and publicize them as soon as possible over email and on the Fellowships bulletin boards in the Art History Department. See the Department webpage for information on common Art History fellowships. For all external fellowships (such as the CASVA and Kress awards) and internal UW---Madison fellowships (such as the Dana Allen) that require departmental nomination, you are required to submit a proposal/statement along with an endorsement from your primary advisor by Oct. 15. The proposals will be read, and nominees selected by the admissions and fellowships committee.

Other Sources of Financial Aid

- **Student Employment:** Opportunities do exist for graduate students to find part---time employment with departments within the University, and with professors on an ad hoc basis. The best way to find such employment is through the federally sponsored Work---Study Program, which helps subsidize student employment. The Office of Student Financial Aid, 432 North Murray Street, (<https://financialaid.wisc.edu/>) has information about both this program and related job openings on campus (<https://studentjobs.wisc.edu/>).
- **Loans:** The Art History Department does not make any loans. For information, visit the Financial Aid website for grad students at <https://financialaid.wisc.edu/>

Emergency Aid

Short---term loans for emergency situations are available through the Office of Student Financial Services. Limited funds for emergency situations are also available through the Dean of Students Office, 75 Bascom Hall. The maximum available through each is \$300.

PART V: FOREIGN LANGUAGE REQUIREMENTS

Language Requirements

Language requirements exist to ensure that students will be able to conduct original research, function abroad as a professional, and be a member of the appropriate international community of scholars. M.A. students should demonstrate competence in one language; Ph.D. students must show competence in two. Students who will need to conduct research abroad must learn the appropriate languages fully, not simply in "for reading knowledge" courses or through examinations. Consult closely with your major professor on language needs in your field. Language needs vary tremendously according to area of specialization.

Here are some suggested guidelines:

- Ancient: Greek, Latin, and German
- Medieval: Latin, Greek, or Arabic; German, French, Spanish or Italian
- Renaissance: Italian, German, and Latin
- Northern: German, Dutch, and Latin
- Modern: French and another language
- American: Two languages or one language and statistics
- Chinese: Modern Chinese, Classical Chinese, and Japanese
- Japanese: Modern Japanese, Classical Japanese, and Kanbun or French

Fulfilling Language Requirements by Examination

Language examinations --- administered variously by the language departments, the UW--- Extension, or the Educational Testing Service Graduate Reading Proficiency Examination --- must be arranged by the student. Students taking the Educational Testing Service Graduate Reading Proficiency Examination must attain the score of 550, which represents a minimum level of reading competency. You are encouraged to take the ETS examination at the earliest possible date in the languages in which tests are currently available (French, Spanish, German, and Russian) and to have transcripts forwarded to the Art History Department. The Art History office will record completion of the language requirement on receipt of these transcripts.

Fulfilling Language Requirements by Coursework

Students with an undergraduate major or an M.A. in a language automatically qualify in that language as do its native speakers. Otherwise students must have completed the following course requirements no earlier than four years before entering the program at UW--- Madison.

- African languages: 4 semesters
- Chinese (Mod): 6 semesters*
- Chinese (Class): 2 semesters
- French: 4 semesters

- German: 5 semesters
- Greek: 4 semesters
- Japanese (Mod): 6 semesters*
- Japanese (Class): 2 semesters
- Latin: 4 semesters

*All Modern East Asian language courses are intensive and require eight hours of class contact a week (Lectures M, W, F, discussions M---F). To speed your progress you might take the first two semesters the first year, then the intensive ten---week course during the summer (includes third and fourth semesters, twenty---hours a week).

Fulfilling Language Requirements through "Graduate Reading Knowledge" Courses

Some language departments offer special, one---semester courses that teach only reading knowledge for graduate students. Discuss with your major professor whether this training is sufficient to your research needs.

Appendix I. University Policy on Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior, sometimes known by the shorthand term “bullying,” is defined in university policy as “unwelcome behavior pervasive or severe enough that a reasonable person would find it hostile and/or intimidating and that does not further the University’s academic or operational interests.”

Hostile and intimidating behavior (HIB) can occur in both the private and public sectors, including colleges and universities. Even individual instances of such behavior can have a significant effect on the person it’s aimed at, and can take a physical and emotional toll, reduce the effectiveness of a person’s work, and hamper the ability of individuals – and entire units – to do their work. It is a significant reason for unhealthy workplace climate and culture and should be addressed immediately.

Hostile and intimidating behavior can occur both within and across employment sectors – faculty on faculty, faculty on staff, etc. – and power differentials, and in any university setting (the office, the lab, in the halls, at meetings; it can happen in groups or one-on-one). Regardless of when and how it happens, it must be addressed and corrected. Hostile and intimidating behavior is prohibited by university policy.

For resources to help address and prevent hostile and intimidating behavior see <https://hr.wisc.edu/hib/>

Appendix II: College of Letters & Science Graduate Programs' Grievance Procedure (February 14, 2020)

Graduate students are a valuable and integral part of our department. Students who feel they have been treated unfairly are entitled to a prompt hearing of their grievance. Development of robust and comprehensive grievance policies are in progress at both the department and college level in accordance with campus Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/>). Since Research Assistant (RA) appointments involve a combined academic and employment experience, there may be a separate academic evaluation made by the supervisor and/or enrolling graduate program. The research assistant and their supervisor should have periodic and ongoing conversations to discuss research progress.

Below are some general guidelines and resources that may be helpful:

Academic Related Grievances

Academic-related grievances are pursued through processes described in the graduate program handbook (link, if available, L&S administration will collect these and provide them to the Graduate School) with subsequent appeals following Graduate School policy.

Employment Related Grievances

A grievance is defined as, and limited to, a written complaint identifying an alleged violation of a specific employment provision(s) of the Graduate Assistant Policies and Procedures and remedy sought. Grievances may be filed by a Teaching, Project or Research Assistant. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place and the specific policy section or sections involved.

If appropriate and possible, the student should speak first with the person toward whom the grievance is directed. There are occasions (e.g., situations involving violent or harassing behavior, or coercive use of institutional power) when initial attempt to resolve the issue with the person toward whom the grievance is directed would potentially put the complainant at risk. Due to power differentials graduate students may not feel comfortable discussing the issue with faculty or staff directly involved with the situation. In such cases it is appropriate to consult with other trusted members of the department. They may include but not limited to graduate program director/coordinator, advisor, chair, associate chair department administrator or HR contact, or TA supervisors.

If a satisfactory result is not achieved through direct discussions or the graduate student is not confident resolution will be achieved through steps outlined at the departmental level, they are strongly encouraged to contact division level resources: the College of Letters & Science Associate Dean for Teaching and Learning Administration, the College of Letters & Science Academic Associate Deans or the College of Letters & Science Director.

Campus Resources

- <https://doso.students.wisc.edu/>
- <https://hr.wisc.edu/employee-assistance-office/lifematters/>
- <https://ombuds.wisc.edu/>
- <https://compliance.wisc.edu/>
- <https://grad.wisc.edu/current-students/>