



Art History

MA + PhD

Student Guide

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School of
Art & Art History



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WELCOME

The School of Art & Art History takes pleasure in welcoming your participation in the Master of Arts and PhD in Art History programs. Faculty of the School of Art & Art History are committed to offering graduate students the highest quality of instruction. We all use the city of Chicago as our working cultural laboratory and will do our best to help you find resources in the greater metropolitan area as well as at the University.

SCHEDULE OF CLASSES + HOW TO REGISTER

Schedule of Classes

The schedule of classes for the semester is available online, this information is updated on a regular basis and will include changes to classes. View it online: <https://banner.apps.uillinois.edu/StudentRegistrationSSB/ssb/term/termSelection?mode=search&mepCode=2UIC>

Registration Process:

<https://my.uic.edu/>

<https://registrar.uic.edu/registration/>

It is important to create an Enterprise ID and password as well as NetID and password. In order to obtain any departmental approvals and permissions to register, contact Brenda Roman in the SAAH office if you have trouble registering. You will need to provide your UIN and the exact CRNs you are trying to register for. Also note that many classes have two sections you need to register in—a lecture and a discussion/laboratory. To properly register, you need to register for both sections.

Only 400/500 level classes count as elective credits toward graduation. If you are interested in a lower level class, sign up for it as a 400 level independent study with the instructor of record. Contact the SAAH office for assistance.

Art History Course Flyers:

<https://arthistory.uic.edu/courses/current-course-flyers/>

CONTACT LIST

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COURSEWORK – MA

The MA requires 36 credit hours. A sample course list is outlined in the following page. Actual course load may vary based on specific course of study.

A minimum of 16 hours of 500-level Art History courses, excluding Thesis/Course-Work-Only, is required. Students are required to take courses from at least four different tenured and tenure-track UIC Art History faculty members. It is recommended that MA students have a plan in place in their second semester with regards to completing either two qualifying papers or a thesis in the year to come.

AH 510 and 511 are required courses. Of the remaining course work selected with an advisor, all students are required to take at least one course in each of the following areas: Ancient/Medieval/Early Modern (before 1800); Modern/Contemporary (after 1800); and Africa/Asia/Indigenous Americas.

Students must present evidence of advanced knowledge of a language other than English as it relates to their chosen area of research. Evidence of the ability to pursue research in additional languages may be necessary, depending on the availability of literature in the field selected, and the selection of those languages must be approved by the student's advisor.

Students who decide to take Thesis (AH 598) must take at least 5 hours. Students selecting the two-paper option may register for 0-4 hours MA paper research (AH 590).

The department encourages interdisciplinary study and research. Students should explore course offerings in other departments within the College of Architecture, Design, and the Arts and UIC.

Proof of Language Competence: One of the following to be completed

- Receive a grade of B or better in a UIC foreign language reading course for graduate students (or its equivalent at another institution, with the approval of the DGS). These courses will not count toward the 36 credit hours required for the MA or PhD degree.
- Pass a language exam administered by a language department at UIC. The department recommends that students take the language exam during their first year of graduate study. In case of failure, the student may repeat the examination until it is passed. The foreign language requirement must be satisfied before the student registers for thesis research.
- A test administered by or through the Department of Art History of no more than two hours. The language test usually consists of a translation of a passage into English with the aid of a dictionary.
- 4 semesters of college/university language study, with a grade of B or better. Courses where readings are in translation may not be used. The last semester of study can be no more than 5 years prior to the student's first year of graduate study.
- The equivalent of the above (determined by the Director of Graduate Studies) in workshops, summer programs, fieldwork or research in a foreign language, or other language-learning activities.
- A degree from a foreign university where English is not the primary language of instruction. In cases of languages, such as some Native American languages, where there is not a significant body of written material in the language, courses focusing on grammar and conversation, or spoken fluency as demonstrated by testing, may be used.
- Native speakers with advanced reading skills as determined by the Director of Graduate Studies are exempt from the language requirement as are those students who have completed: 1) study in a foreign language at a foreign university, 2) field work conducted in a second language, or 3) summer intensive second language programs at an advanced level.
- A test of language proficiency from the MA degree (must be noted on transcript).

PROGRAM TIMELINE – MA

Exact academic dates can be found on UIC's Academic Calendar:
<https://catalog.uic.edu/gcat/academic-calendar/>

YEAR 1, FALL

REMINDER

At least 9 credit hours per semester are required to be considered full-time, 8 if holding an assistantship.

Late-August

Instruction begins

Meet with advisor to discuss planned coursework.

Early-September

Last day to add or make changes to 16-week course(s) via XE Registration; last day to drop 16-week course(s) with no W on record; last day to drop all courses from semester (excluding Part-of-Term A courses) and receive 100% cancellation of tuition and fees.

REMINDER

Contact DGS if you are interested in applying for an Award for Graduate Research (AGR). See complete details and deadlines on the Grad College website: <http://grad.uic.edu/>

Early-October

AGR application due to Grad College

Research and Travel Fund Applications due.

Forms are available here: <https://arthistory.uic.edu/forms/>

Early-November

Register for classes for next semester

SAAH Open House

Early December

Last day of instruction

YEAR 1, SPRING

January

Instruction begins

Last day for students to register late online. All grad students need to be correctly registered by this date to avoid fees and additional office paperwork.

Meet with advisor to discuss planned coursework.

March

AGR application due to Grad College, Research and Travel Fund applications due.

April

Begin considering with advisor whether to pursue Thesis option or 2-Paper Option

Do a credit check with Brenda Roman to ensure you are on track.

Last day of instruction

June–August

Summer activities may include: an independent study project with a faculty member to carry out thesis research; a language class; a paid internship.

YEAR 2, FALL

Late-August

Instruction begins

Meet with advisor to discuss planned coursework.

Early-September

Last day to add or make changes to 16-week course(s) via XE Registration; last day to drop 16-week course(s) with no W on record; last day to drop all courses from semester (excluding Part-of-Term A courses) and receive 100% cancellation of tuition and fees.

REMINDER

Contact DGS if you are interested in applying for an Award for Graduate Research (AGR). See complete details and deadlines on the Grad College website: <http://grad.uic.edu/>

Early-October

AGR application due to Grad College

Research and Travel Fund Applications due.

Forms are available here: <https://arthistory.uic.edu/forms/>

November

Register for classes for next semester

If writing a thesis: Last week to formally choose thesis advisor and two committee members, submit thesis proposal, and send paperwork listing committee members to the Graduate College.

If doing 2-Paper option, notify DGS of the names of the two readers of each of your papers, and complete the department's 2-Paper option form.

SAAH Open House

Early December

Last day of instruction

YEAR 2, SPRING

January

Instruction begins

Meet with advisor at start of each semester to discuss planned coursework.

Submit thesis draft to committee OR submit each paper to first reader

Last day for students to register late online.

Submit intent to graduate to Graduate College.

February

Final thesis revision is due to committee. Schedule oral defense.

March













Submit thesis to Grad College OR have two approved papers along with two-paper option form signed by readers.

April

Do a final credit check with Brenda Roman.

Last day of instruction.

18-Month MA Option

	Year One		Year Two	
	Fall	Spring	Summer	Fall
Required Courses	 AH 510 Historiography of the Visual Arts, 1750 to 1960 (4)*	 AH 500 AH 500 level seminar (4) Modern/Contemporary (after 1800)**		 AH 511 Toward New Histories of the Visual Arts, 1960 to the Present (4)*
	 AH 500 AH 500 level seminar (4) Ancient/Medieval/Early Modern (before 1800)**	 AH 400/500 AH 400 or 500 level seminar (4) Africa/Asia/Indigenous Americas**		 AH 590/598 Master's Paper Research (4) or Thesis Research (5)
Recommended Courses	 Elective Elective Cross-disciplinary or Non Art History Seminar, relevant for thesis topic (4)	 AH 596 Readings in Art and Architecture: Independent study with thesis advisor (4)	 AH 596 Readings in Art and Architecture: Independent study with thesis advisor (4)	 I/RA/TA Internship, RAship or TAship
			 Language Study or Other Practical Skills [GIS, Computer Skills, Archives, Curatorship etc] ***	 Language Study or Other Practical Skills [GIS, Computer Skills, Archives, Curatorship etc] ***
If Needed/Optional				
Total Credits: 37	12 credits total	12 credits total	4 credits total	9 credits total

MA PROGRAM – GENERAL GUIDELINES

Time Limitation

Within 5 consecutive years of initial registration, students may petition the Graduate College for an extension of the time limit; petitions require the recommendations of the student's advisor and the DGS.

Leave of Absence

Same as policy for Time Limitation

THESIS OPTION

Advisor and Thesis Committee

No later than the 12th week of the semester preceding intended graduation, students who have selected the Thesis Option:

- Formally choose a thesis advisor and two additional members of the Thesis Committee (one member may be drawn from outside the department or university). Notify (in writing) the DGS of the intent to write a thesis and provide the names of the Thesis Committee members (form located on Graduate College website under downloadable forms: <http://grad.uic.edu/pdfs/CommRecForm.pdf>). The DGS and the Graduate College must approve the membership of the committee.
- The student should meet with the committee as soon as possible after the completion of thesis proposal to obtain approval before beginning the process of research and writing.

Thesis Semester Credit Hours

Minimum of 5 credit hours in AH 598 (thesis research) required. No more than 8 hours of AH 598 can be applied to the degree. To register for AH 598, students must have successfully completed all course requirements including the foreign language requirement, passed the Comprehensive Examination, and submitted the Committee Recommendation Form.

Completion of Thesis

- The thesis draft must be complete and distributed to the full committee no later than the first Friday of the semester in which the student intends to graduate. The thesis draft must be approved by the advisor prior to its distribution to the full committee.
- To declare your intention to graduate for a certain term, you must submit the Pending Degree List form (<http://osssorawebprod2.admin.uillinois.edu/webforstudent/graduationpdl3.asp>). The Pending Degree List form may be submitted from the start of registration for your graduation semester until the Friday of the third week of fall and spring semester or second week of the summer semester.
- A final revision is expected by the sixth week of the semester. Students should allow two to three weeks turnaround time by committee members for each thesis draft and should also be aware that committee members routinely require extensive revision and rewriting of the thesis drafts before final approval.
- The oral defense of the thesis will take place after the committee has approved the final draft of the thesis. The committee members will attend the defense, which will take place no later than 3 weeks after the final version of the thesis has been approved.
- The deadline to submit the final, approved thesis for graduation is normally the tenth week of the semester (sixth week of summer semester). Most Art History faculty are on 9-month teaching contracts and do not supervise theses in the summer. Check with your thesis advisor.

- Students submitting a MA thesis or a PhD dissertation must abide by the Graduate College [policy on image permissions](#). Permission to include images that come from published sources must be granted by the publisher. Approval may be a screenshot of the copyright holder's website allowing blanket permission to certain individuals or groups, a copy of an email granting permission, or a scan of a letter granting permission.

TWO-PAPER OPTION

Students who select the Two-Paper Option must submit two substantial research papers written in graduate courses taken at UIC or at a CIC institution. Qualifying papers should be based on two different seminar papers or one seminar paper and one independent study paper. Each paper should be at least equivalent in quantity and quality to an excellent seminar paper and should use primary sources, ask critical questions of the material being presented, and be potentially useful for other scholars. Students selecting the two-paper option may register for 0-4 hours MA paper research (AH590).

Readers

No later than the 12th week of the semester preceding intended graduation, students who have chosen the Two-Paper Option:

Formally select two professors to read each paper: the professor for whom each paper was written, whether from Art History or from another department, shall be one of the readers. At least one of the readers must be from the department of Art History. The same two professors may serve as readers for both papers

Notify (in writing) the DGS of the intent to choose the Two-Paper Option and provide the names of the faculty members who originally assigned the papers and of any additional readers. Complete the Two-

Paper Option form (also available in the Art History office). It will be placed in your file for reference.

Registration

Students who select the Two-Paper Option may register twice for AH 590 MA Paper Research (0 credit hours). Registration is not required but does entitle students to registered student status.

Completion of Two Papers

A draft must be distributed to the respective primary reader of each paper no later than the first Friday of the semester in which the student intends to graduate. Each draft must be approved by the respective primary reader prior to its distribution to the second readers. Students should allow two to three weeks turnaround time by readers for each paper draft and should also be aware that readers routinely require extensive revision and rewriting of drafts before final approval.

To declare intention to graduate for a certain term, students must complete the steps listed in the UIC Web for Student for the Pending Degree List as given on this web. The Pending Degree List form may be submitted from the start of registration for the graduation semester until the Friday of the third week of fall and spring or second week of the summer semester.

Both papers should be completed and approved by all readers by the tenth week of the semester. The departmental Two-Paper Option form must be signed by all readers and given to the DGS.

COURSEWORK – PHD

Minimum Semester Hours Required: 96 semester hours beyond the baccalaureate degree.

Students must present evidence of advanced knowledge of a language other than English as it relates to their chosen area of research. Evidence of the ability to pursue research in additional languages may be necessary, depending on the availability of literature in the field selected. The selection of languages must be approved by the student's advisor.

Candidates must complete at least 64 semester hours of course work beyond the master's degree. Of this amount, 32 semester hours must be in graduate seminars, of which 16 semester hours must be taken in the department. At least 32 semester hours of credit beyond the MA degree must be at the 500-level. Of the 64 semester hours required beyond the master's degree, a maximum of 24 semester hours of dissertation research are allowed.

Required Core Courses

- AH 510: Historiography of the Visual Arts, 1750 to 1960
- AH 511: Toward New Histories of the Visual Arts, 1960 to the Present

Teaching assistants also take:

- AH 512: Art History Teaching Seminar

Seminars

Select 16 hours from seminars such as:

- AH 441: Topics in Medieval Art and Architecture
- AH 460: Topics in Modern and Contemporary Art
- AH 463: Topics in North American Art and Architecture
- AH 464: Topics on Art in Chicago
- AH 465: Arts of the Black Atlantic

- AH 470: Topics in Indigenous American Art, Architecture, and Visual Culture
- AH 471: Topics in Asian Art and Architecture
- AH 522: Issues in Architecture, Design and Urbanism

Seminars vary each semester.

Preliminary Examination Required; written and oral, to be taken upon completion of the course work and satisfaction of the language requirement. The written examination will cover the area of focus; the oral examination will be based on the written sections.

Dissertation Required; the dissertation will make a contribution to knowledge in art history and will be publicly defended before the scholarly community.

Grade Point Average Requirement Students must maintain a minimum grade point average of 3.00/4.00. No credit will be given for a course taken as part of the doctoral program in which the grade earned was less than a B.

Interdepartmental Concentrations

Students earning a graduate degree in this department may complement their courses by enrolling in select concentrations after consulting with their graduate advisor. Interested students should begin exploring this option early in their studies as it could add to the amount of their coursework and thus require some planning ahead. Interdepartmental concentrations available for this degree include:

- Central and Eastern European Studies
- Gender and Women's Studies
- Latin American and Latino Studies
- Museum and Exhibition Studies
- Violence Studies

If students feel they've already taken equivalents of course work as part of an MA degree, AH 510 and AH 511, and/or the required language courses, speak to the DGS about waiving this requirement. No course credit is given for waived courses.

At the end of every year, students complete a self-assessment and funding request form so that they can anticipate sharing their accomplishments and pitching the sorts of assistantships they would like and not like to have.

Students should choose their advisor by the end of their first year. Students are expected to meet regularly with their advisors—as the chairs of their exam and dissertation committees—to discuss coursework, research plans, language requirements, teaching and research assignments, exam reading lists, committee composition, and applications for fellowships and jobs.

To complete their dissertation prospectus in the fall semester of their third year, students should register for AH 596—an independent study, geared toward meeting this objective, to be supervised by the dissertation advisor. The prospectus will be submitted to the student's dissertation committee and defended by semester's end. Exams should be completed in the spring of their third year so that students can begin the work of applying for external funding in the fall of their fourth year.

Every spring, faculty assign research and teaching positions for the following year. We hope to give students the opportunity to teach their own classes. In order to maximize your chances of teaching your own course, you are strongly encouraged to complete your prospectus and exams by the end of the third year and to plan to apply for fellowships beginning in the fourth year.

PROGRAM TIMELINE – PHD

Exact academic dates can be found on UIC's Academic Calendar:
<https://catalog.uic.edu/gcat/academic-calendar/>

YEAR 1, FALL

REMINDER

At least 9 credit hours per semester are required to be considered full-time, 8 if holding an assistantship.

Late-August

Instruction begins

Early-September

Last day to add or make changes to 16-week course(s) via XE Registration; last day to drop 16-week course(s) with no W on record; last day to drop all courses from semester (excluding Part-of-Term A courses) and receive 100% cancellation of tuition and fees.

REMINDER

Contact DGS if you are interested in applying for an Award for Graduate Research (AGR). See complete details and deadlines on the Grad College website: <http://grad.uic.edu/>

Early-October

AGR application due to Grad College

Research and Travel Fund Applications due.

Forms are available here: <https://arthistory.uic.edu/forms/>

Early-November

Register for classes for next semester

SAAH Open House

Early December

Last day of instruction

YEAR 1, SPRING

January

Instruction begins

Last day for students to register late online. All grad students need to be correctly registered by this date to avoid fees and additional office paperwork.

Meet with advisor to discuss planned coursework.

March

AGR application due to Grad College, Research and Travel Fund applications due.

April

Register for classes for next semester.

Complete student self-assessment and funding request form (circulated by DGS)

Choose advisor

Last day of instruction

June–August

Summer activities may include: an independent study project with a faculty member to carry out thesis research; a language class; a paid internship.

YEAR 2, FALL

Late-August

Instruction begins

Meet with advisor

Early-September

Last day to add or make changes to 16-week course(s) via XE Registration; last day to drop 16-week course(s) with no W on record; last day to drop all courses from semester (excluding Part-of-Term A courses) and receive 100% cancellation of tuition and fees.

Early-November

Register for classes for next semester

Early December

Last day of instruction

YEAR 2, SPRING

Early January

Instruction begins

Last day for students to register late online.

Meet with advisor

April

Register for classes for next semester.

Complete student self-assessment and funding request form (circulated by DGS)

Last day of instruction

May–August

Students are advised to begin work on the dissertation prospectus.

YEAR 3, FALL

Late-August

Instruction begins

Meet with advisor. *This is the semester to constitute an exam committee and to complete and defend the dissertation prospectus.*

Early-September

Last day to add or make changes to 16-week course(s) via XE Registration; last day to drop 16-week course(s) with no W on record; last day to drop all courses from semester (excluding Part-of-Term A courses) and receive 100% cancellation of tuition and fees.

Early-November

Register for classes for next semester

Early December

Last day of instruction

December–January

It is highly recommended that students who have passed their qualifying exams begin the work of identifying fellowship opportunities, taking note of their deadlines and preparing drafts of requisite research statements. Plan to meet with your advisor accordingly before the start of the summer.

YEAR 3, SPRING

Early January

Instruction begins

Last day for students to register late online.

Meet with advisor

Schedule both written and oral exams to be completed this semester. Plan to submit the completed committee recommendation form to the Graduate College (available on Grad College website and due at least 3 weeks prior to written exam).

April

Register for classes for next semester.

Last day of instruction

YEAR 4, FALL

Late-August

Instruction begins

Present advisor with list of fellowships and deadlines for letters of recommendation.

Plan to meet with advisor to get feedback on application drafts.

Early-September

Last day to add or make changes to 16-week course(s) via XE Registration; last day to drop 16-week course(s) with no W on record; last day to drop all courses from semester (excluding Part-of-Term A courses) and receive 100% cancellation of tuition and fees.

Early-November

Register for classes for next semester

Early December

Last day of instruction

YEAR 4, SPRING

January

Instruction begins

Meet with advisor

Schedule both written and oral exams to be completed this semester

Last day for students to register late online.

April

Register for classes for next semester.

Last day of instruction

YEAR 5 – YEAR 6

Ideally to be spent off-campus undertaking funded dissertation research.

YEAR 7 –

Plan to complete dissertation and schedule dissertation defense.

PHD PROGRAM – GENERAL GUIDELINES

Prospectus

It is recommended that students complete their dissertation prospectus in the fall semester of their third year. The prospectus, submitted to the student's dissertation committee and defended by semester's end, should be approximately ten pages long and include the following:

- a clear statement of the problem to be investigated in the dissertation and a working thesis.
- a critical review of the state of the research on the topic.
- the initial expected archival sources.
- an outline showing how the topic will be developed.
- a working bibliography.

Prospectus Defense

The student will meet with the advisor and at least two members of the Dissertation Committee to discuss and defend the prospectus. The prospectus defense provides an opportunity for the committee and the student to discuss the intellectual and methodological aspects of the dissertation and to formulate research plans and strategies. If the committee deems the defense has been satisfactory, the student will file a copy of the approved prospectus with the DGS within two weeks. If the defense is deemed unsatisfactory, the student may petition to have another defense.

Preliminary Examination

The purpose of the doctoral exam is to determine the candidate's readiness to undertake dissertation research and passing it constitutes formal Admission to Candidacy. Effective Fall 2019, students should plan to complete their exams by the end of their third year so that they can begin the work of applying for external funding in the fall of their fourth year.

Examination Committee

The student forms an Examination Committee when coursework and the language requirement are completed. The committee will be composed of at least five members of whom at least three are UIC graduate faculty with full membership, and two of whom must be tenured. It is recommended but not required that one member be from outside the Department of Art History, either from another UIC department or from outside the university. The chair of the committee must be a full member of the UIC graduate faculty. Committee members must be approved by the Dean of the Graduate College who will appoint them.

Exam Areas of Specialization

Each student will propose two areas of specialization for the preliminary examination. In most cases, one will be chronological or geographic such as Renaissance art, or American art, and one will be thematic such as gender and art, or landscape or furniture design. The student will also give an indication of the proposed dissertation subject matter. The suggested areas of specialization and subject matter for the dissertation will be submitted to the Examination Committee at least three months prior to the potential date of the preliminary exam so that the committee and the student can negotiate the areas to be covered by the exam.

- The Examination Committee will meet (part of the time with the student), elect a chair, set up the test schedule and approve the two fields of concentration and the reading list. Students are expected to prepare for the exam on their own and cannot assume that courses taken in the department will necessarily prepare them for it. They are strongly encouraged to consult those members of the graduate faculty who are responsible for their examination fields in order to become familiar with the expectations of those individuals. They are also encouraged to consult previous doctoral exams, which are available from the DGS. Doctoral candidates are expected to have a reading period of three to six months to prepare for the examination.

Written Exam

Prepared by the Examination Committee, the Ph.D. exam format is a 72 hour take home-exam. Questions and answers can be delivered by e-mail with the consent of both faculty and student. Candidates will answer two questions in total, with one question pertaining to each of their subject areas. The committee will provide the student with at least two, but not more than three questions per subject area. Questions in both subject areas are distributed at the same time, however, to allow for flexibility and planning on the part of the student.

Oral Exam: The written exam will be followed by an oral defense of the exam one to two weeks later. The oral component is intended to address issues/weaknesses in the exam that could cause complications for candidates as they approach the dissertation process.

Exam Grading

The committee shall meet approximately half an hour before the oral exam to determine a “pass” or “fail” grade for the written component of the exam, and to briefly discuss each member’s questions for the student. After the oral exam, each member will assign a final grade of “pass” or “fail”, and the chair will inform the student of the committee’s decision immediately after the oral exam. A candidate cannot be passed with more than one “fail” vote. The examination report must be signed by all members of the committee. The results of the examination must be submitted to the Graduate College within two weeks of the completion of the exam.

Admission to Candidacy / Retaking the Exam

Students who have passed the exam will be notified of their Admission to Candidacy by the Dean of the Graduate College. If the student does not pass the exam, on the recommendation of the committee, the chair may permit a second examination, which must be taken within one year. A third examination is not permitted. Students who do not complete the degree requirements within five years of passing the preliminary examination must retake the examination.

DOCTORAL DISSERTATION

The dissertation should be 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 also present evidence of thorough research in primary and secondary sources. Arguments should be clear, well-written and persuasive both to specialists and to other scholars outside the field. The dissertation will make a contribution to knowledge in art history and will be publicly defended before the scholarly community.

Advisor

The advisor—the candidate’s dissertation director—must be a member of the UIC graduate faculty and is considered the primary reader of the dissertation. The student will submit the name of the proposed advisor at the time of prospectus submission.

Dissertation Committee

The student forms a Dissertation Committee after Admission to Candidacy (the committee recommendation form is located here). The committee will be composed of at least five members of whom at least three are UIC graduate faculty with full membership and two of whom must be tenured. At least one member must be from outside the Department of Art History, either from another UIC department or from outside the university. The chair of the committee, who will be elected by the committee members, must be a full member of the UIC graduate faculty. Committee members must be approved by the Dean of the Graduate College who will appoint them.

Members of the Dissertation Committee may or may not be the same as those on the Examination Committee, depending on the student’s choice. If, as the work progresses, the chair or any committee member no longer wishes to supervise a candidate’s dissertation, the candidate and the DGS must be informed in writing. If the advisor or a member of the committee is, for any reason, unable to supervise the

candidate, the candidate, in consultation with the DGS, will suggest an appropriate alternate. Candidates who wish to change chairpersons or committee members must secure the consent of another member of the graduate faculty to join the committee, notify the current chair, and submit the name to the DGS in writing. In all cases, any changes in committee membership must be approved by the Dean of the Graduate College.

Change of Plans

If any substantive changes are made to the plans for the dissertation as outlined in the approved prospectus (which might include a change in direction, focus, methodology, or material covered), the candidate might be required to write a revised prospectus and schedule a second defense.

Monitoring the Dissertation

It is the advisor's responsibility to decide when the candidate needs to submit all or part of the work-in-progress to other members of the committee for review. The committee members will give comments to the advisor who will convey them to the candidate. The director may call a meeting of the committee at any time that he or she deems appropriate.

Dissertation Defense

A defense is scheduled after the Dissertation Committee members have tentatively approved the dissertation. The committee may accept the dissertation as it stands, accept it conditionally pending certain revisions, or reject it. Revisions can range from minor editorial changes to a major recasting of a substantial portion of the text. Normally the committee delegates to the chairperson of the committee the responsibility for ensuring that these revisions are made. All dissertations must meet the format and stylistic requirements of the Graduate College. There will be an oral defense of the dissertation attended by the doctoral candidate and the members of the dissertation committee, advertised and open to the academic community of the university and announced at least one week prior to

its occurrence. The committee vote is pass or fail. A candidate cannot be passed if more than one vote of fail is reported.

Dissertation Image Rights

Students submitting a PhD dissertation must abide by the Graduate College [policy on image permissions](#). Permission to include images that come from published sources must be granted by the publisher. Approval may be a screenshot of the copyright holder's website allowing blanket permission to certain individuals or groups, a copy of an email granting permission, or a scan of a letter granting permission.

Time Limitation

Students admitted to the PhD program with an approved MA, must complete the requirements for the degree within 7 consecutive years after initial registration as a doctoral student. Students entering the program with a BA must complete the requirements for the degree within 9 years after the initial registration. Exceptions to this requirement will be granted only upon application and then only if the justification is sufficient in the judgment of the student's advisor, the DGS, and the Graduate College.

Leave of Absence

Except for international students whose visas require continuous registration and doctoral students who have passed their preliminary exams, graduate degree-seeking students may take one semester (fall or spring) plus the summer session off without formal leave approval from the Graduate College. Degree students who desire to take an additional consecutive semester off, for a total maximum of 3 consecutive terms, must file a Graduate Petition for Leave of Absence by the tenth day of the third term for which leave is requested. For exceptions to this policy, please consult the Graduate College.

Time spent on leave formally approved by the department and the Graduate College does not count towards the time to complete the degree.

TEACHING ASSISTANT POLICY

The Art History department employs Teaching Assistants to help faculty members provide a rich and meaningful educational experience for both our students and the Assistants themselves. Toward that end, there are certain requirements of their positions that the Assistants are asked to meet.

Compensation and Appointment

- TAs receive a tuition waiver and a stipend set by the university
- TAs are selected by the Graduate Program Committee of the Department

Expectations

- Newly appointed TAs are required to attend the TA orientations offered by the University and the Department of Art History shortly before the start of the Fall semester
- TAs must attend all meetings of the course to which they are assigned and to do all the required readings for the class in addition to whatever auxiliary preparation the professor deems reasonable.
- This may take the form of additional readings, the preparation of lecture notes, or the leading of group discussions of the course material.
- TAs may also be asked to run regular discussion sections and be responsible for developing material from the class lectures to facilitate discussion, for administering, and grading, course exams, for assigning and grading written assignments, for conducting review sessions, and for performing other relevant duties that the instructor might require.
- TAs are also asked to make themselves available for extra-class consultation with their students by maintaining regular office hours (usually one fixed hour and one or two by arrangement).

Survey of World History of Art (AH 110 and 111)

Most of the department's Teaching Assistants are involved in the Survey of World History of Art (AH 110 and 111).

For these classes:

- TAs are required to attend a weekly meeting (usually on Friday afternoons) at which the professor will discuss the content of each review session and other subjects related to the class.
- While this meeting normally takes from one to two hours, students are expected to keep their schedules sufficiently open following this meeting to be able to address unanticipated issues.
- The TAs are also expected to aid in the development of the writing and research skills of their students that are necessary for written assignments, as well as the development of student study skills in preparation for quizzes and exams.
- Finally, TAs are required to grade their students' written assignments and exams in a timely manner.

Accountability and Evaluation

- Ultimate authority on all matters of teaching resides in the professor and any serious course-related problems relating to students' academic performance, or ethical or personal issues should be brought to his or her attention.
- TAs will be evaluated every semester by the supervising professor and a short written statement summarizing that evaluation will be submitted to the Graduate Program Committee.

TRANSFER CREDIT

- The Graduate College only accepts transfer credits in excess of those applied to an earned degree. Credits earned for a degree that was not completed may also be transferable.
- Maximum allowed transfer credit: No more than 9 semester hours of previous graduate work.
- The DGS evaluates the student's petition for transfer credit and makes a recommendation to the Graduate College.
- Non-degree credit: Individuals enrolled as non-degree students who are subsequently admitted as degree candidates may petition to transfer a maximum of 12 semester hours of graduate credit in which grades of A or B were earned.

GRADUATE INTERDISCIPLINARY CONCENTRATIONS

Below is a list of concentrations that students can have beyond Art History. Interested students should begin exploring this option early in their studies as it could add to the amount of their coursework and thus require some planning ahead.

- Central and Eastern European Studies
- Gender and Women's Studies
- Latin American and Latino Studies
- Museum & Exhibition Studies
- Violence Studies

More information on their specific requirements can be found at: <https://arthistory.uic.edu/programs/graduate-interdisciplinary-concentrations/>

ACCESS AROUND CAMPUS

UIC IDs

All students must have a UIC photo ID (i-card) to borrow books from the library and to use many other services on campus. To obtain your i-card, print and take a copy of your class schedule and photo identification to the ID Center in Student Center East, 750 S. Halsted St., Room 124. There is no charge for the ID, but, should you lose it, they will charge for replacing it. This card will be coded to allow you to access certain buildings 24 hours a day, 7 days a week.

As soon as you have an i-card, please contact Chris Markin (Assistant Director of Instructional Facilities and Spaces) to have it encoded. Chris' email address is: cmarki1@uic.edu. If possible, don't wait until the beginning of the semester to do this—you will encounter inconvenient encoding traffic.

CREATING A PROFILE

The "People" section of the Art History website lists profiles of staff, faculty, adjuncts, graduate students, and more. Given the importance of visibility for both you and your work in today's academic world, graduate students are strongly encouraged to create a profile for the department's website that showcases their background, research interests, and accomplishments to date. Once created, a profile is able to be edited by the student at any time.

Please fill out the contact form at this link: <https://arthistory.uic.edu/contact/post-your-profile/>

LOCKER INFO AND POLICY

Lockers are available free of charge to UIC students in the following Lecture Centers: Burnham Hall, Addams Hall, Taft Hall, Stevenson Hall, and Henry Hall. To register, students will need to visit the SCE Building Management office, located on the 1st floor of Student Center East, Monday–Friday from 8:30am–5:00pm.

During the first two weeks of school, locker runs to go to the locker building location of your choice leaves from the building management office at the start of the hour: 9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm, and 2:00pm. After the second week of school, please see building management on duty for availability.

Please have a key padlock and your I-card ready before coming to register. The Building Managers will only give out lockers if you have a padlock. Combination locks are not accepted. In addition, if you remove your lock from your assigned locker, please notify SCE Building Management immediately if you no longer need the locker so it can be reassigned.

Locker rentals registration begins on the 1st day of class during the Fall, Spring and the 4-week Summer semesters.

For further information, please contact the Building Management office at (312) 413-5100.

Locker Usage Policy

- UIC, Student Centers, or Staff/Employees are not responsible for lost, stolen or damaged property in the lockers.
- The University of Illinois at Chicago and Student Centers reserves the right to enter a locker if staff suspects misuse, cleanliness issues, or for safety purposes.
- All lockers must be completely vacated at the end of each semester. The end of each semester is on the Friday of Finals

week. If items or lock have not been removed, both items and lock will be discarded at 5:00pm finals Friday.

- Failure to comply may forfeit future locker rental privileges.
- Should locker users no longer want or need their assigned locker, notification to Building Management must be given on or before the day locker is vacated.
- Locker renewal must be done in person at the start of each semester.

RESEARCH CARREL

Research carrels are available for UIC graduate students to study in at Daley Library. To reserve one, visit library.uic.edu, and enter “research carrel” in the search bar. Click the “Reserve a research carrel at Daley Library” link under the “How Do I...?” section. Then, fill in the requested information.

Carrels are assigned on a first-come, first-served basis. A staff person will contact you to set up an appointment for key pickup. Carrels are not renewable, meaning you must always request to reserve one.

Carrels are assigned until the end of the spring semester of each academic year, or the end of the Summer term. You will receive a notice when your carrel key is due. By that date you must:

- Return keys.
- Remove your personal belongings.
- Reapply for the following semester, if desired.

You must sign in and out at the attendant’s desks at the east and west doors in Daley Library. Your carrel key can be recalled, and you may not be assigned another in the future, if you use your carrel less than 15 times during a semester. NOTE: If you lose or do not return a key, you will be charged a \$100 re-keying fee, as well as a \$25 non-refundable processing fee. If you do not remove your personal belongings from the carrel at the end of the semester, you will be charged \$25.

BLACKBOARD

Blackboard Learn (<https://uic.blackboard.com/>) is the centrally-supported learning management system used by faculty and students at UIC. You will need your NetID and common password to login. This system is also used to interact with students via Blackboard Collaborate, post and view course content, grade assignments, and manage grades.

Training and support is provided by Learning Technology Solutions (LTS). Access the LTS website for quick guides, workshops, and other support here: <https://learning.uic.edu/contact/lts-support-team/>

IT OFFICE

The university is serviced by the UIC IT Office (it.uic.edu) on a broader scale. They should be contacted for Blackboard support, IT professional services, University-owned end-point devices and associated operating and application software, WEPA (campus-wide printing system stations such as those in the library and other campus buildings), and identity and password security, to name a few categories. Visit their website to learn more.

The IT Office in the College (CADA IT) are able to assist with issues for our in-building printers (Henry Hall, Jefferson Hall, etc.) errors, etc. To request support, use their webform: <https://help.uillinois.edu/TDClient/37/uic/Requests/ServiceDet?ID=802>.

ON-CAMPUS STUDENT RESOURCES

Graduate College — <https://grad.uic.edu/>

The ultimate resource for information on graduate studies at UIC. You will consult this site regularly throughout your time here. Benn Williams (bwilli7@uic.edu) oversees most of the Graduate College's internal fellowships and awards.

Writing Center — <http://writingcenter.uic.edu/>

Provides assistance for all forms of writing (semester papers, CVs etc.)

Department of English — <https://engl.uic.edu/>

Contact for freelance student editors

IT Office — <http://it.uic.edu/>

Provides assistance with computers and network issues on campus including equipment borrow; also offers technology courses

Webstore — <http://webstore.illinois.edu/>

Online store that offers discounted and free computer programs/software for UIC students and faculty

Daley Library — <https://library.uic.edu/>

Offers access to journals, special collections, and interlibrary loans, and a variety of study spaces for individual and group studies.

Institute for the Humanities — <https://huminst.uic.edu/>

Offers workshops, talks, working groups, study spaces, and residential fellowships (currently unpaid) to graduate students

Counseling Services — <http://counseling.uic.edu/>

UIC offers a limited number of free counseling sessions and other assistance through its counseling center

Support programs and cultural centers —

<https://diversity.uic.edu/engagement/ccusc/>

Wellness Center — <http://wellnesscenter.uic.edu/>

Located at SCE, the center offers a variety of services including wellness supplies, pop-up pantry, individual consultations, breast-feeding and sexual health services

Office of Career Services — <http://careerservices.uic.edu/>

Assists graduate students with developing CVs and portfolios as well as offers career advising and other employment events

Office of International Services — <https://www.ois.uic.edu/>

Assists international students with a wide variety of issues from help with visas and immigration documents to providing new student orientation

STUDY SPACES AROUND EAST CAMPUS:

- Quiet and Regular Individual and Group study areas are available in all floors of Daley Library (this includes Idea Commons, Circle Reading Room, research carrels, SMART projector and small seminar rooms)
- Seminar room and study space at C-Stop in Behavior Sciences Building (BSB), ground floor
- Multi-use spaces are available on the second floor of Student Center East (SCE) including spaces in the food court area.
- Port Center Cafe in University Hall (UH)
- For exclusive writing space, see Grad College's WriteON program (<http://grad.uic.edu/writeon>) - spaces available typically at Student Services Building (SSB 2790) with appointment and also at University Hall.
- The Institute for the Humanities (Stevenson Hall, basement floor) offers study spaces throughout the year
- Many student support centers at the Student Services Building (SSB) offer study spaces including LARES (SSB 2640), AAAN (SSB 2800), NASP (SSB 2700)

OFF-CAMPUS STUDENT RESOURCES

Museums & Galleries

- Museum of Contemporary Art
- Museum of Contemporary Photography
- Smart Museum
- Mary & Leigh Block Museum of Art (Northwestern University)
- Chicago Art History Museum
- A. Phillip Randolph Pullman Porter Museum
- Chicago Athenaeum: Museum of Architecture and Design
- Clark House Museum
- DePaul University Art Museum
- Dusable Museum of African American History
- Frank Lloyd Wright Home and Studio
- Gallery 400
- Glessner House Museum
- Hyde Park Art Center
- Jane Addams Hull-House Museum
- Lil Street Art Center
- Logan Arts Center (University of Chicago)
- Oriental Museum (University of Chicago)
- Loyola University Museum of Art
- National Hellenic Museum
- National Museum of Mexican Art
- Roger Brown Study Collection

Libraries/Related institutions

- Regenstein Library, University of Chicago
- Ryerson & Burnham Library, Art Institute of Chicago
- Harold Washington Library
- Seminary Co-Op, University of Chicago Campus
- Consortium of Research Libraries

- Newberry Research Library
- Neubauer Collegium for Culture and Society, University of Chicago

Art Non-Profits

- Arts Club of Chicago
- Chicago Architecture Foundation
- Chicago Artists' Coalition
- Chicago Cultural Center
- Chicago Public Art Group
- Graham Foundation
- Illinois Arts Alliance Foundation
- Landmark Preservation Council
- Spertus Institute
- Stony Island Arts Bank
- Ukrainian Institute of Modern Art

CULTURAL LIFE

The Art History Graduate Student Association (AHGSA) provides an official conduit between graduate students, faculty and staff of the Art History (AH) programs, as well other organizations and student bodies throughout UIC.

AHGSA is intended to facilitate communication and to serve as a forum where students can share ideas or concerns, ask questions, and propose projects. AHGSA welcomes and affirms all AH and MUSE graduate students and strives to support and enliven our dynamic community of art historians and museum professionals. Join AHGSA on Facebook by searching “AHGSA at UIC.”

The School's social media are:

[facebook.com/uicsaah](https://www.facebook.com/uicsaah)
[instagram.com/uicsaah](https://www.instagram.com/uicsaah)

FINANCIAL INFORMATION

Payment

Student account E-bills will be available online. The university does not mail student account bills to registered students. Please note: if your student account did not have any activity within the last month's billing cycle, then you will not have an E-bill for this month. This is all available on the web for students, which can be accessed at my.uic.edu

Financial Aid

Please contact the office of financial aid <http://www.uic.edu/depts/financialaid/> with your questions. **Cori McManus** is the contact person for graduate students: corim@uic.edu. You can also contact Tenesha in the School of Art & Art History office with financial questions pertaining to your support package.

In some cases, students receiving loans might have to raise the ceiling on their financial aid should they be granted a monetary award. Please contact the Art History Department Chair should you have any challenges relating to financial aid.

If a student has accepted the full amount of loans offered, any subsequent award, waiver, or scholarship will essentially go towards decreasing their borrowed loan amount, rather than generating a refund. For this reason, all students should verify with the Office of Financial Aid that they have room in their budget for an award prior to submitting an application for department funds.

FUNDING RESOURCES

Art History Graduate Student resources page

<https://arthistory.uic.edu/programs/graduate-resources/>

Graduate College Fellowships & Awards

<https://grad.uic.edu/funding-awards/graduate-college-fellowships/>

The Graduate College (<http://grad.uic.edu/>) offers a number of fellowships and awards available to domestic and international students. Funding opportunities and deadlines can be found here: <http://grad.uic.edu/funding-awards/gc-fellowship-and-award-deadlines/>

Note that for some awards, students do not need to apply directly. Instead, academic programs submit nominations. Students who wish to be nominated for these awards should contact the DGS for details.

The Art History Department expects doctoral students to seek external support beginning in their fourth year of the program, after which no department support is guaranteed. Students are required, at the start of their fourth year, to submit to their advisor a list of fellowships they are planning to apply for. After the fourth year, it is required that students requesting department support are also applying for external support.

Students who complete their prospectuses and exams by the end of their third year and apply for fellowships in their fourth year and who wish to teach their own class will be given priority by the faculty when teaching assignments are made.

Other units across the UIC campus (e.g. Global Asian Studies and Anthropology) often have TA or GA positions available. Additionally, graduate hourly positions also occasionally become available through Gallery 400, UIC Daley Library, Hull House Museum and other units across campus.

GEO

Graduate Student Employees Organization (GEO) Local 6297 website: <https://uic-geo.net/mainsite/>

The Graduate Employees Organization is the labor union representing more than 1,500 Teaching and Graduate Assistants at UIC. We are affiliated with the Illinois Federation of Teachers (IFT), the American Federation of Teachers (AFT), and the AFL-CIO.

Fellowships

Students who have passed their qualifying exams are expected to apply for fellowships. Below is a list of funding opportunities:

UIC Funding Opportunities

- Graduate Student Council Travel Award: <https://gradstudentcouncil.uic.edu/awards/travel-awards/>
- Office of International Affairs <https://oia.uic.edu>
- SnAP: UIC Scholarship & Awards Program https://uic.academicworks.com/users/sign_in

U of I System Awards:

- President's Research in Diversity Travel Award: https://www.vpaa.uillinois.edu/academic_affairs_programs/diversity_travel_assistance_program/

Some External Fellowship Opportunities

- Center for Advanced Study in the Visual Arts, National Gallery of Art
- Fulbright U.S. Student Program*: conduct research in 1 of 140 countries
- American Councils for International Education: 3 programs, Eastern Europe, ex-USSR
- Mellon-CES Dissertation Completion Fellowship
- Deutscher Akademischer Austauschdienst (DAAD)*: Research in Germany

- Critical Language Scholarship*:
Structured summer study of a “critical” language
- Ford Foundation: Predoc, diss, postdoc fellowships - commitment to teaching/research
- Dolores Zohrab Liebmann Fund Fellowship*:
Stellar undergrad; financial need as grad
- Boren Fellowship*:
Build-your-own language study/research plan for 6+ months
- SSRC/Mellon International Dissertation Research:
9–12 months, non-US topic
- American Council of Learned Societies:
Over a dozen separate competitions
- Fulbright-Hays Doctoral Dissertation Research Abroad*: Spend 6–12 months; multi-country (varies)

The following can be found on the Graduate College’s website: go.uic.edu/online-funding. These are recommended fellowship-finding search engines:

UIUC Graduate College Fellowship Opportunities database

- <https://app.grad.illinois.edu/fellowship-finder/>

SPIN:

- <https://spin.infoedglobal.com/>

International Education Financial Aid

- <https://www.iefaf.org>

Cornell University Fellowship Database

- <http://www.gradschool.cornell.edu/fellowships>

For non-US citizens:

- https://docs.google.com/document/d/1UE9Bjw51x_7A76XayExT52uYAM-FmMDyUTEqU8WaVHs/edit

CHICAGO METROPOLITAN EXCHANGE PROGRAM

The Chicago Metropolitan Exchange Program (CMEP) allows graduate students in a doctoral program, or in a participating training program that is jointly supported by the Exchange Scholar’s home and host institutions, to enroll at one of the three participating institutions to take advantage of academic courses at any of the other participating institutions that are not available at their home institution. The three institutions in the program are the University of Chicago, Northwestern University and the University of Illinois at Chicago. UIC students are permitted to take a total of three quarters of classes through the CMEP program at the University of Chicago and Northwestern University.

UIC students who would like to take courses at the University of Illinois at Urbana-Champaign or the University of Illinois at Springfield may do so as a concurrent registrant through the UIC Registrar’s Office, and would not be part of this program.

Approved applicants for the Chicago Metropolitan Exchange Program will be referred to as Exchange Scholars. Exchange Scholars pay for class(es) taken at the host institution at the home university, and at the home university rates. Students show proof of payment they made at the home campus, or bill from the home campus, to the host campus liaison.

UIC students who are Exchange Scholars will register for the appropriate section(s) of GC 500 at UIC and the actual course(s) at the host institution. Registration hours for the UIC GC 500 course should be the equivalent of the hours taken at the host institution, using the same number of sections of GC 500 as courses registered for at the host institution

Jim Kollenbroich supervises the program and can be contacted at (312) 996-3958 and jkolle1@uic.edu

For complete information, procedures and application, please visit: <https://grad.uic.edu/chicago-metropolitan-exchange-program/>

PGIA + PGRA

Provost's Graduate Internship Award

Increasingly, graduate students are seeking positions outside the traditional tenure-track professoriate. To this end, the Graduate College has greatly enhanced its career and professional development offerings to help graduate students consider new career options and to build translatable skills. In an annual spring competition, the PGIA incentivizes graduate students to independently identify short (3-month) internship opportunities that might lead to employment following graduation. Students in programs with mandatory internships as part of their curriculum are ineligible. The PGIA will fund students, with the consent of their advisor, who seek novel opportunities outside of traditional academe, e.g., in a museum, cultural center, nonprofit organization, or in university administration or academic publishing. The Graduate College will award \$5,000 over three months with the assumption of a 20-hour weekly obligation. More information can be found at <https://grad.uic.edu/funding-awards/graduate-college-fellowships/pgia/>

Provost's Graduate Research Award

Since its inception in 2009, this award has supported multidisciplinary scholarship to expose students to varied research and creative fields. The award mechanism has naturally evolved into a way for students early in their studies to develop new research directions for their PhD dissertations or terminal degree thesis/capstone project and has been used by graduate programs as a way for students to practice writing research proposals. Funding in the sum of \$5,000 paid out over five months is available for pilot grants (or preliminary research) so that students can then have stronger applications for funding from external sources. More information can be found at <https://grad.uic.edu/funding-awards/graduate-college-fellowships/pgra/>