

---

# **UCR History of Art**

---

# **GRADUATE STUDENT GUIDELINES**

---

**2015 - 2016**

---

UCR History of Art Graduate Student Guidelines

2015-2016

## Table of Contents

<b>OVERVIEW.....</b>	<b>2</b>
<b>DEPARTMENTAL ORGANIZATION.....</b>	<b>2</b>
<b>REQUIREMENTS FOR MASTER'S DEGREE.....</b>	<b>3</b>
<b>Degree Requirements.....</b>	<b>3</b>
<b>Breadth Expectations.....</b>	<b>4</b>
<b>Advancement to Candidacy.....</b>	<b>4</b>
<b>Thesis Research and Writing.....</b>	<b>4</b>
<b>Foreign Language Requirement.....</b>	<b>4</b>
<b>Grades and Grading.....</b>	<b>5</b>
<b>THESIS GUIDELINES.....</b>	<b>6</b>
<b>REQUIREMENTS FOR DOCTORAL DEGREE</b>	<b>7</b>
<b>Sixth-Quarter Review.....</b>	<b>8</b>
<b>Written and Oral Qualifying Exams.....</b>	<b>9</b>
<b>Advancement to Candidacy.....</b>	<b>10</b>
<b>Dissertation and Final Oral Examination.....</b>	<b>11</b>
<b>REGISTRATION, ENROLLMENT, AND TRANSFER OF CREDIT</b>	<b>11</b>
<b>FINANCIAL AID.....</b>	<b>15</b>
<b>Department.....</b>	<b>15</b>
<b>Additional Grants &amp; Fellowships.....</b>	<b>17</b>
<b>Financial Aid Office.....</b>	<b>18</b>
<b>FORMS.....</b>	<b>19</b>
<b>APPENDIX.....</b>	<b>19</b>

## **HISTORY OF ART GRADUATE STUDENT GUIDELINES**

The Guidelines cover the Department's program and policies, providing the History of Art graduate student with a detailed supplement to the General Catalog and the Graduate Student Handbook. The Graduate Assistant and Graduate Adviser are also available to students, but it is the student's responsibility to make her- or himself aware of the program's requirements and any changes that might be implemented.

### **OVERVIEW OF THE GRADUATE PROGRAM**

The Master of Arts degree may be completed in two years of full-time study, with the first year focused on course-work and the second on the research and writing of the thesis. Coursework for the PhD is normally completed in two years of full-time study, with the second year devoted in part to the preparation for the written field reviews. In the fall of the third year, PhD students submit the dissertation prospectus and advance to candidacy. Students entering the PhD program with an MA normally write the field reviews and advance to candidacy up to one year earlier. However, the Graduate Adviser will review the MA transcript carefully, and may require additional coursework.

Study of art and archival material is facilitated by regional museums and collections (including the California Museum of Photography [CMP] on campus). Students are also encouraged to enroll in internships (AHS 298I) at the CMP, the Sweeney Art Gallery (also on campus), or at other arts organizations in the Los Angeles-Riverside area.

### **DEPARTMENTAL ORGANIZATION**

#### **The Graduate Adviser**

The Graduate Adviser is available for consultation and advice to all graduate students in the program on an ongoing basis. Until students select a Thesis Advisor or Dissertation Adviser (usually, at the end of the first year), the Graduate Adviser will serve as their advisor, and will need to approve their schedule of courses before registration each term. Specific meetings with all continuing graduate students occur Spring Quarter, prior to Fall Quarter pre-registration to review the student's progress and structure her/his schedule for the following academic year. These advising meetings are also held Fall and Winter Quarters prior to pre-enrollment. The Graduate Adviser must sign petitions to the Graduate Division, and problems related to the graduate program are initially handled through the Graduate Adviser.

Complementing the general guidance of the Graduate Adviser, a Thesis Advisor or Dissertation Adviser will be chosen by each graduate student as she/he prepares to write her/his thesis. See below under Thesis Guidelines for more information.

#### **The Graduate Coordinator**

The Graduate Coordinator is responsible for handling the administrative details of the graduate program, maintaining graduate student files, and providing students with any information they may need regarding departmental and Graduate Division requirements and procedures (this includes all relevant forms to be submitted throughout the student's course of study).

### **The Graduate Review Committee**

The Graduate Review Committee consists of the Graduate Adviser and two faculty members. It serves as the Admissions Committee for applications to the graduate program and also meets to make recommendations for the Fellowship/Grant awards for entering and continuing students.

### **The Graduate Student Representative**

The Graduate Student Representative is elected each year by the graduate students to serve as a delegate and to represent History of Art students in the campus Graduate Student Association. The representative is also invited as a non-voting member to participate in the Department's faculty meetings, excluding those meetings regarding any personnel matters. Upon a specific request or for a particular issue, the Graduate Student Representative will call a meeting of graduate students.

## **REQUIREMENTS FOR THE MASTER'S DEGREE**

### **Degree Requirements**

A minimum of 48 units of course work must be completed, of which 32 units must be earned in graduate units.

AHS 251A (Pro-Seminar in Historiography) and AHS 251B (Pro-Seminar in Methodology) are required of all graduate students. AHS 280 (Seminar in Research, Critical Analysis, and Thesis Writing) is required of all students in the second year. Students must also take three additional departmental graduate seminars of which two must be in fields outside the student's area of specialization. A maximum of 12 units of AHS 297 or 299 (thesis research and writing) is allowed for credit toward the degree requirements.

Ideally, an acceptable thesis will be completed within one year after the completion of all formal course work. The minimum course load for a full-time graduate student is 12 units of graduate work per quarter. Under optimum conditions, (and when no remedial work is required) the normative time to complete the degree in the History of Art is two years.

AHS 251A and 251B graduate seminars	8 units
AHS 280 graduate seminar	4 units
Two graduate seminars outside of area of specialization	8 units
Additional department graduate seminar	4 units
Thesis research and writing	12 units
Graduate and/or undergraduate upper-division courses	<u>12 units</u>
	<b>Total = 48 units</b>

### **Breadth Requirements**

The curriculum is divided into three broad areas of study: Pre-modern, Early-modern, and Modern/Contemporary: The courses in each of the three areas are distributed as follows:

**Pre-modern:** AHS 102/ANTH 102, AHS 112/ANTH151/LNST 112, AHS 140/AST 140, AHS 143/AST 143, AHS 144/AST 144, AHS 147, AHS 148, AHS 155, AHS 156, AHS 157, AHS 159, AHS 272, and AHS 285.

**Early-modern:** AHS 113, AHS134/HISE 134, , AHS 143/AST 143, AHS 144/AST 144, AHS 146/AST 147, AHS 160, AHS 161, AHS 162, AHS 163, AHS 164, AHS 165/HISE 133/WMST 170, AHS 166/WMST 169, AHS 167, AHS 168, AHS 169, AHS 170, AHS 171, AHS 172, AHS 173, AHS 174, AHS 177, AHS 252, AHS 260, AHS 267, AHS 273, AHS 274, and AHS 285

**Modern/Contemporary:** AHS 115/LNST 115, AHS 120/EUR110B/CPLT 110B/MCS 178/GER 110B, AHS 134/HISE 134, AHS 135, AHS 136/MCS 137, AHS 137/MCS 138, AHS 145, AHS 146/AST 147, AHS 175, AHS 176/MCS 176, AHS 177, AHS 178/URST 178, AHS 179, AHS 180, AHS 181, AHS 182, AHS 183, AHS 184/URST 184, AHS 185/URST 185, AHS 186/MCS 186, AHS 187/MCS 187, AHS 188, AHS 189, AHS 191, AHS 252, AHS 260, AHS 276, AHS 277, AHS 278, AHS 279, AHS 282, AHS 283, AHS 284, and AHS 285.

To fulfill the 20 units (two graduate seminars plus three additional graduate or upper division courses) required for breadth, students are required to take courses in as many historical periods, cultural traditions, and geographic areas as possible. The Graduate Advisor will oversee the selection of courses, making sure that at least two fulfill this historical/cultural/geographical diversity by being in areas (as defined above) outside of that in which the student is specializing. To fulfill degree requirements, students may also take courses, with the approval of the Graduate Adviser, on visual culture offered by Anthropology, Media and Cultural Studies, and other departments and programs at UCR or in Art History (and other departments) at other University of California campuses.

### **Advancement to Candidacy**

After required courses have been completed, students are eligible to be advanced to candidacy. In order to do this they must file an application for Advancement to Candidacy no later than the first week of the quarter in which their degree is expected to be awarded. The forms and specific dates may be acquired from the Graduate Secretary. [Appendix: Form A]

### **Thesis Research and Writing**

Students may choose to enroll in AHS 297 while conducting research for the thesis and must enroll in AHS 299 to receive grade/credit for writing the thesis. Only 12 units of AHS 297 and/or AHS 299, in any combination, will count toward completing the degree requirements but additional units of 297 and 299 will be allowed to obtain full-time status in a given quarter.

### **Foreign Language Requirement**

Students must demonstrate proficiency in one research language (in addition to English) appropriate to their area of study. The relevant language is to be chosen in consultation with the Graduate Adviser and, if possible, the potential MA thesis Adviser. Ideally, the student would acquire this language proficiency before entering the program. If this is not the case, the language requirement should be fulfilled before the fourth quarter in residence. This requirement is meant to provide the student with an understanding of a foreign language so that the student can perform graduate level research in this language.

Since most PhD programs have additional language requirements, students planning to continue on to obtain a PhD are strongly urged to consult with their Graduate and Thesis Advisers regarding additional foreign language recommendations.

The requirement may be satisfied by completing one of the following options:

- 1) Complete as a graduate student a University of California foreign language course equivalent to one of the following UCR classes:

Chinese 6	French 4
German 4	Italian 4
Japanese 6	Spanish 6

UC language classes may be taken S/NC, except for the terminal class, which must be taken for grade of B or better.

- 2) Take the Language Placement Exams as a graduate student given at the beginning of each quarter by the Department of Comparative Literature and Foreign Languages or the Department of Hispanic Studies. Placement out of the appropriate level, as defined in option #1 above, would satisfy the requirement.

### **Grades and Grading**

The Graduate Division requires that all graduate students maintain a GPA of at least 3.00 in all upper- division and graduate course work undertaken. A student whose GPA drops below 3.00 is subject to dismissal. The Department recommends that students maintain a GPA of 3.50 as a minimum; students that fall below a 3.50 GPA are regarded as marginal. In addition, the Graduate Division requires that all foreign students maintain a GPA of at least 3.50 to retain their funding.

A grade of "B" in a graduate course signifies performance that is marginal. A grade of "B-" in a graduate course indicates a level of performance that is unacceptable to the department. If a student receives such a grade, she/he will be advised by the Graduate Adviser who will arrange for the student to retake the course as an auditor. The first grade will remain on the record.

A grade of "C+" or lower in a graduate course is regarded as a failure. It is cause for immediate departmental action. Depending upon the faculty's judgment of the student's overall performance, the faculty may recommend to the Graduate Division that the student be terminated from the program.

Students taking Special Studies (AHS 290) and Internships (AHS 298I) are to submit a paper or report to their instructors (for AHS 290) or Graduate Adviser (for AHS 298I) prior to the last day of instruction before they can receive a grade for the courses.

## **THESIS GUIDELINES**

The Department follows the Thesis or Plan I requirement of the University. The following guidelines are based on an optimum completion time for the MA degree of two years of study (the second year of which will be largely applied towards completing the thesis). Please see the sample MA Thesis Schedule (available from the Graduate Advisor).

As soon as the student has identified a particular subject of interest that she/he would like to pursue as a thesis topic (ideally in Winter or Spring quarter of her/his first year of graduate study), she/he should approach the appropriate faculty member in the Department and request that this professor serve as her/his Thesis Adviser.

Once the student and the Thesis Adviser have confirmed the thesis topic and the student has prepared a preliminary plan of study, bibliography, and thesis outline (these may come out of Directed Research units [AHS 297] or out of seminar work pursued with the Thesis Adviser), the student will approach two additional faculty members, one of whom may be in another department (or, in rare instances, from another university nearby, if the Dean of the Graduate Division approves) to invite them to participate as readers of the thesis. In cases where the thesis is strongly interdisciplinary, it may be advantageous to invite more than two additional readers onto the thesis committee. The student should discuss her/his choice of thesis committee members ahead of time with the Thesis Adviser; the Graduate Adviser must also be notified once the final committee is confirmed and before it is submitted for approval by the Graduate Division.

**The student must complete the Department of Art History: Thesis Topic and Thesis Committee Form [Appendix: Form B] the end of the students Third Quarter within the program.**

- In addition to the “Department of Art History: Thesis Topic and Thesis Committee Form” students must meet with their Thesis Advisor and Committee members in Fall of their Second Year and select a Thesis Defense date.
- The Defense Date should be no later than April 15<sup>th</sup>.

In the intermediate stages of thesis research and writing, the student works intensively with the Thesis Adviser on drafts of thesis chapters (under Research for Thesis units [AHS 299]): In some cases, with the advice of the Thesis Adviser, the student may want to prevail upon the secondary advisers to read earlier drafts.

After completing a full draft or a significant part of the thesis, the student is required to submit this material to the entire committee and to schedule with the committee members an oral discussion (the Thesis Meeting), which will take place at the end of the quarter before she/he intends to file (i.e., for a June filing, at the end of the Winter term). Committee members must be given 2 weeks to read the thesis draft before the oral discussion, which is an open-ended forum that affords the student an opportunity to obtain faculty input and suggestions for improvements before the thesis is finalized and filed. The group discussion facilitates the exchange of ideas among the members of the committee and the student. The student should discuss the format of the discussion, which will vary according to the particular Thesis Adviser, with her/his Adviser ahead of time. The Graduate Adviser must be notified as to the scheduled date of the thesis meeting.

The student can go on Filing Fee status in the final quarter of thesis completion (the quarter in which she/he actually files the thesis). See under “Filing Fee Status” below. Students are advised to pay close attention to filing dates for each quarter; the Graduate Assistant should be consulted early

in the thesis project regarding the completion and submission of the appropriate university forms and documents to smooth the way for thesis completion.

For questions regarding the physical format of the thesis or logistical issues regarding the actual filing of the thesis, students should contact the Student Affairs Office of the Graduate Division. They should consult the brochure entitled “Instructions for the Preparation and Submission of Thesis and Dissertations” available from the Graduate Division and should schedule an appointment with them for a review of the rough draft.

Upon completion, the student must submit two copies of the thesis in the correct format to the Graduate Division and one copy to the Department for its own use. The Department will assume the cost of binding its own copy. The Thesis Adviser and committee members may also request an unbound copy of the final thesis.

## **REQUIREMENTS FOR THE DOCTORAL DEGREE**

### **Degree Requirements**

Students entering the PhD Program with a BA must complete a minimum of 60 units of course work, of which 36 units must be earned in graduate units.

Students entering with an MA in Art History are admitted Post-MA, but are required to complete one year of coursework (20 units). This must include three graduate seminars. The Graduate Adviser will review the MA degree transcripts of all incoming students, and may require supplemental coursework.

AHS 251A (Pro-Seminar in Historiography) and AHS 251B (Pro-Seminar in Methodology) are required of all graduate students. AHS 280 (Seminar in Research, Critical Analysis, and Thesis Writing) is required of all students in the second year. Students must also take two graduate seminars in their area of specialization, two graduate seminars outside of their area of specialization, two additional graduate-level courses, and six additional graduate or upper-division courses. A maximum of 12 units of AHS 297 or 299 (thesis research and writing) is allowed for credit toward the degree requirements.

### **Foreign Language Requirement**

Doctoral students must demonstrate proficiency in two research languages (in addition to English) appropriate to their area of study. The language requirement ensures that the student has an understanding of the foreign languages required to perform graduate-level research. The relevant languages are to be chosen in consultation with the Graduate Adviser and the anticipated dissertation adviser. Ideally, the student would acquire this language proficiency before entering the program. If this is not the case, the requirement should be met as soon as possible. All language requirements must be completed before the student may advance to candidacy.

Depending on the field of study, the department may require demonstrated proficiency in more than two foreign languages.



The requirement may be satisfied by completing one of the following options:

- 1) Complete as a graduate student a University of California foreign language course equivalent to one of the following UCR classes:

Chinese 6	French 4
German 4	Italian 4
Japanese 6	Spanish 6

UC language classes may be taken S/NC, except for the terminal class, which must be taken for grade of B or better.

- 2) Take the Language Placement Exams as a graduate student given at the beginning of each quarter by the Department of Comparative Literature and Foreign Languages or the Department of Hispanic Studies. Placement out of the appropriate level, as defined in option #1 above, would satisfy the requirement.

### **The Sixth-Quarter Review**

Students who enter the program with a BA degree normally petition for their Sixth-Quarter Review during their fifth quarter. Students who enter the program with an MA degree may request a Sixth-Quarter Review after their second quarter in the program. The Sixth-Quarter Review is normally required before students may take their written examination.

The student submits a portfolio that includes research paper(s) and other writings selected by the student and advisor, a brief analysis of the student's own research and writing (ca. 750 words), and a brief description of the student's tentative dissertation research area. The student's advisor submits a confidential letter assessing the student's achievements and potential. The Graduate Committee considers all aspects of a student's performance during the Sixth-Quarter Review, including the submitted material and letters, the student's grades, comments from faculty who have taught the student, and any other pertinent information. Students already holding an MA degree may submit work carried out as part of the MA.

Students who receive a "Proceed" in the review are fulfilling the department's expectations.

Students who receive a "Hold" on the Sixth-Quarter Review should be aware that some part of their progress does not meet departmental expectations, and should discuss the result with their faculty advisor and the Graduate Advisor. They may continue to enroll and fulfill requirements, but must request a second Sixth-Quarter review within three quarters. At a second review, the only possible outcomes are "Proceed" or "Terminate."

Students who receive a "Terminate" on their Sixth-Quarter review may not proceed to any PhD examination or to candidacy. If they do not hold an MA degree in History and need to complete the requirements of the MA degree at UCR, they may enroll for up to three additional quarters to complete the MA requirements, up to a total of nine quarters of enrollment in the History department graduate program. If they already hold an MA degree, they may not continue enrolling in the PhD program after receiving the result of "Terminate."

Only under extraordinary circumstances may a student enroll more than nine quarters in the PhD program without permission to "Proceed." Such cases must be approved by both the Graduate Studies Committee and by the Graduate Dean.

## **Written and Oral Qualifying Exams**

### **The Field Review**

In the spring quarter of the second year of Doctoral Study (ideally in spring quarter of the first year for students entering with an MA), each student will write a substantial literature review of the major field. (This is the equivalent of the written exam required by Graduate Division.) This may comprise several reviews of different (sub)fields making up the major field. This should *not* approximate or replicate the Dissertation Prospectus (see below). Rather, it should demonstrate broad and detailed knowledge of the field in which the students plans to write her dissertation.

The scope, length, and emphasis of the review should be determined in consultation with the anticipated dissertation adviser and other faculty in the field. Likewise, the student should identify the parameters of the field and develop a reading list in collaboration with the dissertation adviser and other relevant faculty as soon as possible. The Graduate Advisor must approve the proposed major field.

The field review should be written in the spring quarter of the second year (ideally the first year for students entering with an MA), but must in every case be approved by the Qualifying Committee no later than the end of winter quarter of the third year (of the second year for students entering with an MA).

The review must be submitted to the committee by Monday morning of week nine of the quarter in which it is prepared. The committee will then have ten days to read the review and vote to approve or reject (fail) it.

### *The Field Review Committee*

The field review is read and evaluated by the qualifying committee (see below).

The student must receive a "proceed" on the Sixth-Quarter Review before writing the field review.

### Appeals of Failed Field Review:

The Graduate Committee is the entity to address in the case of appeals of field review results. If there is a case of appeals to the results, the students should contact the Graduate Advisor immediately. The Graduate Committee will review the issue with care and move quickly towards a resolution.

Students who fail a field review have only one opportunity to retake the exam. A second failure means that the student may not continue in the graduate program in Art History.

## **Advancement to Candidacy—The Dissertation Prospectus**

In the quarter following successful completion of the field review, the student prepares and presents the dissertation prospectus. This is a substantial and thorough review of the literature on the topic of the proposed dissertation (as opposed to the broader field, covered in the field review), as well as a detailed presentation of rationale, goals, questions, scope, and proposed methods of the dissertation. More specifically, it should include the following elements: (1) proposed title, (2) the principal issue(s) to be addressed, (3) relation of the proposed topic of research to current literature in the field, (4) discussion of sources (including archival) for research, (5) bibliography, and (6) a timetable for completion of the project and expected degree award date. The proposal should be approximately 20-25 double-spaced typed pages in length.

The prospectus should be developed in close collaboration with the dissertation advisor and others in the Qualifying Committee. The dissertation advisor must approve the prospectus before the oral qualifying examination may be scheduled. (This is the equivalent of the oral exam required by Graduate Division.)

The qualifying oral examination is a presentation and defense of the dissertation prospectus before the Qualifying Committee. The committee will offer criticism and suggestions for focusing and strengthening the project.

The date for the oral examination should be scheduled as early as possible, since it can be difficult to find a time for the committee to meet. The prospectus should be submitted to the committee at least two weeks before the oral examination, although some committees may require more time to read it.

### *The Qualifying Committee*

The qualifying committee reads the field reviews and serves as the examining committee in the qualifying oral examination. It is comprised of five members, a majority of whom, but not all, are affiliated with the program. The chair of the Qualifying Committee is normally from the academic unit supervising the student's Ph.D. program. One member of the Qualifying Committee, designated the "outside member," must be a voting member of the UC Academic Senate who does not hold an appointment in the student's academic unit or graduate group. This person represents the faculty at large and acts most importantly, as a third party ensuring fairness. Special expertise in the area of the student's dissertation is not expected; this member's academic field may be unrelated to the field of study of the student and the other committee members, and this member is expected to be unaffiliated with the department.

Although the same faculty will normally comprise the committee for the field reviews and the qualifying oral examination, substitutions may be made, since it is often necessary to replace a committee member who is on leave, etc.

All course requirements, including language requirements and the sixth-quarter review, must be completed before the student may advance to candidacy.

NOTE: There is substantial incentive to complete the field review, dissertation prospectus, and advancement to candidacy on schedule. All external funding sources (Fulbright, etc) require the applicant to have advanced to candidacy be eligible for fellowship support. The deadlines for these

funding sources are invariably in the fall, so delaying advancement to candidacy by one quarter delays eligibility for external funding by a full year.

### **Dissertation and Final Oral Examination**

The dissertation must make a substantial and original contribution to the field. It should be formatted and presented to the university in accordance with the rules given by Graduate Division. It must also be presented to the department in a defense attended by the dissertation committee (ideally the same faculty on the Qualifying Committee, though substitutions may be necessary). The final examination is open to the faculty and students of the department.

## **REGISTRATION, ENROLLMENT, AND TRANSFER OF CREDIT**

### **Residency**

Students who have not been residents of California for more than one year prior to the residency determination date for each quarter are charged a Nonresident Tuition Fee. If you are an adult student (at least 24 years of age), you may establish residence for tuition purposes in California if you are a U.S. citizen, or a permanent resident or other immigrant, or if you are a nonimmigrant who is not precluded from establishing a domicile in the U.S. Check with the Residence Deputy for the latest information of qualifying nonimmigrant visas.

To establish residence you must be physically present in California for more than one year prior to the residence determination date and you must have come here with the intent to make California your home as opposed to coming to California to go to school.

### **Continuous Registration**

Students are expected to register for every academic quarter unless a leave of absence has been granted. For the quarter in which the degree is actually awarded, students must either be registered or on Filing Fee status.

### **Registration Process (How to enroll in courses)**

Always check your web mail. Registration notifications will be sent around the fifth week of every quarter. The Schedule of Classes is available online at <http://www.classes.ucr.edu/>. Take note of the 5-digit registration number and visit GROWL at <http://www.growl.ucr.edu> to register for courses.

### **Directed Studies (290 courses)**

Directed studies courses should be arranged the quarter prior registration. You must complete a form found at the Graduate Division web site, found here: <http://graduate.ucr.edu/forms/studentforms/290Petition.pdf>. Provide one copy to the Graduate Program Assistant and send the original to the Graduate Division.

### **Filing Fee Status**

Students who have completed all degree requirements except for filing their thesis are eligible for filing fee status during the final quarter of residence. Students must fill out a form to certify that

their thesis committee has read and approved a draft of the manuscript, and that only minor revisions need to be made. The filing fee is one-half of the Registration Fee. Only one quarter of filing fee status is allowed. Students who fail to complete their thesis must register and pay full fees for the following quarter. Students are advised to read the filing fees paperwork carefully. Students on filing fees are not allowed to TA, RA, or hold any type of student position. In addition, since students do not pay fees they will not be awarded financial aid for the quarter in which they elect to be on filing fees.

### **Leave of Absence**

If, for any reason, a student does not plan to enroll for any regular academic quarter, she/he MUST petition the Graduate Adviser for a Leave of Absence and the leave must be approved by the Dean of the Graduate Division. The policy of the Department of the History of Art is to grant leaves only under extraordinary circumstances. If a student fails to register for classes and does not petition to go on leave, that student automatically forfeits graduate status and must reapply for admission to the program.

Leaves are granted for the following reasons:

- \* Serious illness or other temporary disability
- \* The need to concentrate on a job or occupation not directly related to the degree program
- \* Family responsibilities
- \* Financial hardship

Students must be in good standing and must have been enrolled for at least one quarter in order to obtain a leave of absence. Leaves are not normally granted for more than one year. Students on leave may not use University facilities or make demands on faculty time. Students may not receive credit for academic work done during the Leave period.

Should it become necessary for a student to take a leave during an academic quarter, she/he withdraws for that quarter. All classes being taken at the time are recorded as having been dropped. Failure to obtain an approved Leave of Absence under these circumstances will result in the student receiving "F" in all courses in which she/he is enrolled. Leave of Absence forms are available in the Department office and must be submitted to the Graduate Division after receiving the Graduate Adviser's approval.

### **Extension of Leave, Withdrawal**

The same form is used for Leaves of Absence, Extension of Leave, and Withdrawal. It is only in the latter case, however, that formal re-admission is necessary should the student wish to return to the University. A student who withdraws also runs the risk that the department may not accept a later application for re-admission. Re-Admission is not automatic. [Appendix: Form C]

### **In Absentia Registration**

Students pursuing graduate study or research outside the State of California for an entire quarter may register in absentia and may receive a 50 percent reduction in the Registration Fee. In absentia registrants should be writing a Master's thesis. Forms are available in the Graduate Division.

## Withdrawal

Prior to the first day of classes, students who withdraw will receive a full refund of fees minus a processing fee. Thereafter students are entitled to a partial refund during the first 5 weeks of the quarter. The amount of refund is determined by the number of calendar days elapsed between the first day of instruction and the date on which a withdrawal form is filed with the Graduate Division.

## Enrollment

Students are expected to carry a full academic course load (12 graduate units). When a Study List contains both graduate and undergraduate courses, the following table is used to calculate the appropriate course load:

Program for Full-Time Academic Status		
Graduate Units	+	Undergraduate Units
0		16
1		15
2		13
3		12
4		11
5		9
6		8
7		7
8		5
9		4
10		3

## Part-Time Study

Half-time study (six units or less) is possible. This status is only approved for students who cannot attend full-time for reasons of occupation (full-time employment outside the University), unusual family responsibilities, or poor health. Contact the Graduate Division for a petition and deadline dates.

### ***Limitations:***

- (1) International graduate students are not eligible for part-time status owing to federal regulations governing student visa status.
- (2) Graduate students accepted for part-time study will acquire time to the degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for part-time study.
- (3) Part-time students are not eligible for employment as Graduate Student Researchers (GSRs) and Teaching Assistants (TAs) or to hold University fellowships as determined by the Graduate Council; part-time students cannot receive University financial aid.

- (4) All students considering application for approved part-time status should be cautioned that their eligibility for deferment of student loan repayment obligations may be in jeopardy. Students should consult the Business Office of the University or College where they incurred their debt for specific information.

### **Transfer of Credit**

With the approval of the Graduate Adviser, up to eight units (two courses) of credit for work taken at non-UC campuses may be allowed. These units must have been taken in graduate status at an institution of recognized standing and cannot be used to reduce the minimum residency requirement or minimum requirement in the 200 series courses (seminars) taken at UCR.

Credit for graduate work completed at other campuses of the UC system may be granted in excess of eight units. Up to one-half of the units required for the M.A. may be transferred from another UC campus, including 200 series unit requirements.

### **Incomplete Grades**

It is expected that students will complete all work for the term during the term. Under very unusual circumstances, students may request an incomplete grade from the instructor; however, granting such requests is purely at the instructor's discretion and may be denied. Having more than one incomplete grade on one's record will seriously disadvantage a student, as it will jeopardize their funding from the Graduate Division and disqualify them from TA-ships, departmental research positions and fellowships.

### **Annual Faculty Evaluation of Graduate Student Progress**

During the Spring Quarter of each academic year, the Graduate Division requires the Department to evaluate the progress of each graduate student in the program. The Graduate Program Assistant assembles the necessary information for the evaluation. The annual evaluations are conducted at a special meeting of the entire faculty. All information regarding each student's academic progress is taken into account--including, but not limited to, grades. If a student has a grade of "Incomplete" in a course at the time of evaluation, the instructor of the course may indicate a tentative grade based on completed work for use in the student's overall evaluation. Based on the faculty's joint evaluation, each student receives a letter from the Graduate Adviser. The outcome of the evaluation may be (1) a letter informing the student of satisfactory progress, (2) a letter mentioning one or more areas of faculty concern (e.g., low GPA), (3) a letter requiring that a specific action be taken by the student by a stated deadline, or (4) a letter notifying the student that he/she has been recommended to the Graduate Division for termination from the graduate program and stating the reason(s). Formal notification of termination is made by the Dean of the Graduate Division.

## FINANCIAL AID

\*\* It is the student's responsibility to Inform Financial Aid if any monies are awarded, including Gluck Fellowships. You must tell your Financial Aid Advisor so that they can update your award monies. If you fail to do this, students may be placed in an "over award" status, which may result in having to pay back the University loan monies. Please speak directly with Financial Aid regarding awards and how extra monies will affect your loans.

### Department

Aid consists of Gluck Fellowships, History of Photography Fellowship, Teaching Assistantships, Research Assistantships, and Readerships. Graduate Student Health Insurance (GSHIP) is paid for all readers, and teaching and research assistants employed at 25 percent time (10 hours per week) or more. There is also a partial remission of the Educational Fee.

Fellowship/grant awards are paid from a variety of funding sources, some of which require financial data. Students who receive awards will be required by the Graduate Division to complete the Free Application for Federal Student Aid (FAFSA), which is available on-line at the following address: <http://www.graddiv.ucr.edu/HowFindMoney.html>

- Gluck Graduate Fellowships, funded by the Gluck Foundation, are awarded each year to selected students. Gluck Fellows receive a \$5,000 stipend, and in some cases are renewable for a second year. The objective of this fellowship is to engage and educate the broader community in the arts. This fellowship involves the student in opportunities to develop professional and teaching skills through lectures delivered to specially targeted audiences such as school age students, the elderly and infirm, and under-served populations.
- Teaching Assistantships (TAs) are appointed to work 50% time, (approximately 80 hours a month) and are paid \$2,059.78 **per month (\$6179.34 per quarter/course)**. The Department Chair solicits student applications during spring quarter for the following academic year. Students wishing to be considered for an appointment must in turn submit a written reply to the Chair expressing their interest. After the students' replies are received, decisions are made by the faculty for the coming academic year.

### Regulations:

- (1) TAs must have a minimum cumulative GPA of 3.00 as a graduate student, and are eligible to be a TA for a course if they have completed the course being taught or its equivalent with a grade of "B" or higher.
- (2) All new TAs who will begin their first TAship anytime during the academic year are required to complete the Teaching Assistant Development Program



(TADP) orientation and disciplinary-cluster workshops offered by the Graduate Division only during the first week of the fall quarter. During the first quarter of actual TAs, TAs must be enrolled in AHS 301 Directed Studies in the Teaching of the History of Art (3 units) which involves attending additional TADP workshops. Enrollment in AHS 302 Teaching Practicum (1-4 units), which gives them credit for their teaching experience, is optional.

- (3) A student with 8 units or more of "I" grades on her/his record at the time of appointment or reappointment is not eligible to act as a TA.
  - (4) No student is eligible for appointment as a TA for more than two academic years or six quarters.
  - (5) TAs are required to register each quarter for a minimum of 12 units of course work. This course load may include units representing their teaching experience (i.e., AHS 301 and/or AHS 302).
  - (6) Students may not be employed more than 50% time or 20 hours per week during the academic year in any combination of appointments (including TAs, RAs, etc.).
  - (7) TA assignments involve leading discussion sections, reading papers and examinations, and assisting with the grading of a course. A professor may also ask the TA to give one or two lectures in the course. However, the TA is an assistant and does NOT assume responsibility for the basic organization or delivery of the course material, nor for final decisions on grades. All TAs are expected to post and keep two office hours per week.
- Graduate Student Researchers (GSR) are graduate students who perform research related to their degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

Criteria for Appointment:

- (1) Must be a registered graduate student in full-time residence in a Masters or Doctoral degree program and in good academic standing.
- (2) Must have minimum overall GPA of 3.00.
- (3) Must be making acceptable progress toward degree.
- (4) Appointment is part-time during the academic year. Appointment as a GSR in combination with other University appointments may not exceed half time during the academic year. During the summer recess and inter-quarter periods, appointments may be increased to 100%.

Graduate Student Researcher (GSR) Salary Scale:

- Readers are hired to assist in the reading and grading of papers and examinations in undergraduate courses that have large enrollments, and are paid **\$14.16 an hour**. Students are eligible to be a Reader for a course if they have completed the course or its equivalent with a grade of "B" or higher. A graduate student reader would not be expected to be involved with the evaluation of work by any other graduate student. A minimum GPA of 3.00 is required.

### **Additional Grants & Fellowships**

- **Nonresident Tuition Grants:** A limited number of tuition grants may be available to incoming students who are not residents of California and are US citizens or have permanent immigrant visas. Interested individuals should contact the Graduate Adviser or Student Affairs Officer.
- **Central Fellowships:** These are highly competitive fellowships, awarded by the Graduate Division on the recommendation of the Department, and intended for outstanding entering graduate students with minimum GPAs of 3.5 and GRE scores above 308. Nominations by the Department are made to Graduate Division based on a completed application received by February 1. Recipients of the fellowship must maintain GPAs of 3.5 or higher and make acceptable progress in order to ensure continuation of fellowship support.
- **Master's Thesis Research Grants:** These are for student expenses in the research undertaken for the MA thesis. Applications are available from the Graduate Division. Applications are considered once each quarter. Students must be registered while expending their award. Maximum award is \$500.
- **Humanities Graduate Student Research Fellowships:** These provide funds to assist students doing original research or creative projects in the humanities or in interdisciplinary areas involving the humanities. Awards vary and are granted up to a maximum of \$1,500. Applications are available from the Graduate Division. Applications are considered once a year during the Spring Quarter. Interested students should apply for this grant in the Spring quarter of their first year in residence.

### **Financial Aid Office**

The Office of Financial Aid assists students in meeting educational expenses they cannot afford from personal resources. Applicants must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any need based financial assistance, including loans. FAFSAs are available in December for the following academic year and must be filed annually. In addition to submitting the FAFSA, various supporting materials that the office uses to determine individual financial need may be required. The Office of Financial Aid is located in the Students Services Building, near the Commons.

Documents required to complete the financial aid application should be submitted as soon as possible. Although UC Riverside accepts applications on a year-round basis, awards are based on fund availability. Priority consideration is given to applicants who submit the FAFSA by March 2 and all supplemental required documents by May 1.

Interest-free loans, in small amounts, are available for students experiencing temporary financial difficulties. These loans are repayable in 30 days and are subject to availability of funds.

The Deferred Payment Plan (DPP) is designed to give students an opportunity to pay their quarterly fees and tuition in three monthly installments. For each quarter of participation, a new application must be submitted with a processing fee of \$25. You can apply for DPP using your Growl account. If you have any questions, please contact the Student Business Services office at (951) 827-3204.

The Student Business Services Office also offers Direct Deposit (a credit to a bank account of your choosing) for financial aid and other student refunds. Students may request to have their refunds electronically transferred directly to their personal bank or credit union account rather than wait for refund checks to be generated. To sign up for Direct Deposit, please visit your Growl account. If you have any questions, please contact the Student Business Services office at (951) 827-3204.

### **Webmail**

For university purposes, your UCR Web mail account should be used. The department will take note of your personal e-mail account, but all university transactions should be through your Web mail. To access, visit <http://webmail.ucr.edu/>. CLICK on HELP. CLICK on STUDENT HELP. CLICK on <<https://ldap.ucr.edu/ldap/id>>. Click here to access the Online Username Lookup System. ENTER all pertinent information (your last name, student ID, permanent pin, birth date). Take note of your ID and change your password.

## **FORMS**

### **Petitions**

For most petitions, there are standard forms with certain required signatures, although within the Department some petitions may be submitted in the form of a personal letter to the Graduate Adviser. Details concerning the various petitions can be obtained from the Graduate Program Assistant.

Because registration packets are self-explanatory, this handbook will list only those petitions that are required after official study lists have been filed. These include the following:

- Add/Drop Forms are used to add or drop a class after the second week of instruction. The forms are available in the Student Services Building and require the signatures of the individual class instructors and the Graduate Adviser. Once these signatures have been obtained, the form is taken, by the student, to the Registrar's Office, the appropriate fee (if any) paid, and the petition is formally filed. [Appendix: Form D]
- General Petition Forms are the Graduate Division's general purpose forms for unusual situations and circumstances, e.g., extension of the time period for an "Incomplete," transferring units, waiving course work, etc. In sum, if there is not a specific form for the particular problem at hand, this form will undoubtedly cover the situation. It is a good policy to check with the Graduate Division, as well as the Graduate Adviser, in problematic situations. [Appendix: Form E]

## Appendix

All forms are available in the Art History office from the Graduate Coordinator.

- Appendix A Application for Candidacy for Master of Arts... Art History  
Due no later than the first week of the quarter in which degree is expected to be awarded.
- Appendix B Department of Art History: Thesis Topic and Thesis Committee Form  
\*\* Due by the end of students Third Quarter in the Program (Usually Spring Quarter)
- Appendix C Leave of Absence, Extension of Leave, Withdrawal
- Appendix D Graduate Add/Drop Form
- Appendix E Graduate Student General Petition