

University of California Riverside
MA & PhD in Art History



GRADUATE STUDENT HANDBOOK

2024 – 2025

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HISTORY OF ART GRADUATE STUDENT HANDBOOK

The Handbook covers the Department's program and policies, providing the History of Art graduate student with a detailed supplement to the UCR General Catalog. The Graduate Advisor and Graduate Coordinator advise students, but it is the student's responsibility to make themselves 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 coursework 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 third year, PhD students write their field reviews, submit their dissertation prospectus and advance to candidacy. Students entering the PhD program with an MA normally write the field reviews and advance to candidacy in their second year. However, the Graduate Advisor will review their MA transcripts 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] at the UCR ARTS complex in Downtown Riverside). Students are also encouraged to enroll in internships (AHS 298-I) at the CMP, the Sweeney Art Gallery at UCR ARTS, or at other arts organizations in the Los Angeles-Riverside area.

DEPARTMENTAL ORGANIZATION

The Graduate Advisor

The Graduate Advisor is a faculty member available for consultation and advice to all graduate students in the program on an ongoing basis. The Graduate Advisor signs petitions to the Graduate Division. Issues related to the graduate program are initially handled through the Graduate Advisor.

The Faculty Advisor

Complementing the general guidance of the Graduate Advisor, each graduate student is assigned a provisional faculty advisor who will serve as an academic advisor until students select a Thesis or Dissertation Advisor (usually by the end of the first year). Until then, the provisional faculty advisor will approve each student's schedule of courses before registration each quarter.

The Graduate Coordinator

The Graduate Coordinator is a staff member responsible for handling the administrative details of the graduate program, maintaining graduate student files, and providing students with information regarding departmental and Graduate Division requirements and processes including deadlines, petitions and forms, and other campus-related procedures.

The Graduate Review Committee

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

Graduate Student Representatives

There are two Graduate Student Representatives, elected each year by the graduate students. One representative serves as a delegate to represent History of Art students in the campus Graduate Student Association, and one representative serves to represent the graduate students 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, either of the Graduate Student Representative will call a meeting of graduate students with respect to their role.

EVALUATION OF GRADUATE STUDENT PROGRESS

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 Coordinator 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 Advisor. 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 they have 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.

NON-COURSE DEGREE REQUIREMENTS

Course Breadth Requirements – MA and PhD Students

To fulfill breadth requirements, MA and PhD 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 Advisor, on visual culture offered by Anthropology, Media and Cultural Studies, and other departments and programs.

Not all courses offered by the department will appear in both areas of this chart, based on course content. Students should consult the Graduate Advisor and Graduate Coordinator to confirm which area(s) a course may satisfy, based on their individual area of concentration.

Breadth requirements vary by degree objective. Students should consult the MA and PhD Degree Requirements sections below to determine the requirements for their specific degree objective.

Chronological Areas	Geographic/Cultural Areas
<p>Pre-Modern: AHS 112, AHS 116, AHS 117, AHS 125, AHS 126, AHS 138, AHS 139, AHS 140, AHS 141, AHS 143, AHS 144, AHS 147, AHS 155, AHS 156, AHS 157, AHS 159, AHS 263, AHS 272, AHS 280, AHS 285</p>	<p>Art of the Americas: AHS 107, AHS 111, AHS 112, AHS 113, AHS 114, AHS 115, AHS 116, AHS 117, AHS 124, AHS 175, AHS 177, AHS 179, AHS 182, AHS 191, AHS 260, AHS 276, AHS 277, AHS 279</p>
<p>Early Modern: AHS 111, AHS 113, AHS 116, AHS 117, AHS 125, AHS 126, AHS 133, AHS 138, AHS 139, AHS 141, AHS 143, AHS 144, AHS 146, AHS 158, AHS 160, AHS 161, AHS 162, AHS 163, AHS 165, AHS 167, AHS 168, AHS 169, AHS 170, AHS 171, AHS 172, AHS 173, AHS 175, AHS 177, AHS 178, AHS 179, AHS 252, AHS 260, AHS 263, AHS 267, AHS 273, AHS 274, AHS 280, AHS 285</p>	<p>Asian Art: AHS 125, AHS 126, AHS 138, AHS 139, AHS 140, AHS 141, AHS 143, AHS 144, AHS 145, AHS 146, AHS 263, AHS 267</p>
<p>Modern/Contemporary: AHS 107, AHS 111, AHS 114, AHS 115, AHS 116, AHS 120, AHS 124, AHS 133, AHS 135, AHS 136, AHS 137, AHS 145, AHS 146, AHS 158, AHS 175, AHS 176, AHS 177, AHS 178, AHS 179, AHS 180, AHS 181, AHS 182, AHS 183, AHS 184, AHS 185, AHS 186, AHS 188, AHS 189(E-Z), AHS 191, AHS 252, AHS 260, AHS 276, AHS 277, AHS 278, AHS 279, AHS 280, AHS 282, AHS 283, AHS 284, AHS 285, AHS 286, AHS 287</p>	<p>European Art: AHS 107, AHS 120, AHS 133, AHS 147, AHS 155, AHS 156, AHS 157, AHS 159, AHS 133, AHS 158, AHS 160, AHS 161, AHS 162, AHS 163, AHS 167, AHS 168, AHS 169, AHS 170, AHS 171, AHS 172, AHS 173, AHS 180, AHS 181, AHS 182, AHS 273, AHS 274, AHS 276, AHS 277</p>

Research Language Requirement – MA and PhD Students

MA 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 Advisor and, if possible, the potential MA Thesis Advisor. Ideally, the student would acquire this language proficiency before entering the program. If this is not the case, the language requirement should be fulfilled by the fourth quarter in residence. This requirement is meant to provide the student with an understanding of a research 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 the Graduate Advisor and their Thesis Advisor regarding additional research language recommendations.

PhD 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 research languages required to perform graduate-level research. The relevant languages are to be chosen in consultation with the Graduate Advisor and the anticipated Dissertation Advisor. 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 a PhD student to demonstrate proficiency in more than two research languages.

The requirement may be satisfied by completing one of the following options. MA students select one language/method of completion and PhD students select two languages/up to two methods of completion:

1. Complete as a graduate student a University of California foreign language course equivalent to one of the following UCR classes:
 - ARBC 006
 - CHN 006
 - FREN 004 *or* FREN 009A **and** FREN 009B
 - GER 004 *or* GER 001R **and** GER 002R
 - ITAL 004
 - JPN 006
 - SPN 006

UC language classes may be taken S/NC, except for the terminal class in a series, which must be taken for a letter grade with a grade of B or better. This does not include the French or German reading/translation series, where both courses must be taken for a letter grade and passed with a B or better.

2. Take a Language Placement Exam as a graduate student given by the Department of Comparative Literature and Languages or the Department of Hispanic Studies. Placement out of the appropriate level, as defined in option #1 above, would satisfy the requirement.
3. Take a departmental language translation exam. This option allows students to master a language through outside courses or tutors and then be tested for language competency. The three-hour examination will consist of a passage of around four hundred (400) words or equivalent, which the student translates to English (approx. two hundred words direct translation and two hundred words of summary). Students may use a paper dictionary to translate the passage (online dictionaries may not be used). The exam is administered and graded by a faculty member other than the academic advisor.

Students are advised that the passages may be drawn from any field of art history and are not tailored to the student's area of expertise. They are also advised that they are expected to show a deep understanding of the language in their translation and will be graded accordingly.

The examination will be graded pass/no pass. A student may take the departmental examination in a language a maximum of two times. If a student does not pass after two examinations, they must complete the required coursework. Examinations are held the 2nd week of each quarter. Students must register for the exam by week 8 of the previous quarter.

4. Students who natively speak a language other than English can submit a petition to the Faculty Graduate Advisor for review.

REQUIREMENTS FOR THE MASTER'S DEGREE PLAN I (THESIS)

Coursework

A minimum of 48 units of coursework must be completed for the MA, of which 32 units must be earned in graduate-level courses. AHS 251A (Proseminar in Historiography) and AHS 251B (Proseminar in Methodology) are required of all MA students in the first year. AHS 280 (Seminar in Research, Critical Analysis, and Thesis Writing) is required of all MA 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 (Directed Research) or 299 (Research for Thesis or Dissertation) is allowed for credit toward the degree requirements. Requirements are as follows:

AHS 251A /251B Graduate Seminars	8 units
AHS 280 Graduate Seminar	4 units
One Graduate Seminar in area of specialization	4 units
Two Graduate Seminars outside of area of specialization	8 units
Two additional Graduate Seminars	8 units
Graduate and/or undergraduate upper-division courses	<u>16 units</u>
	Total = 48 units

Advancement to Candidacy

After required courses have been completed, MA students are eligible to be advanced to candidacy. To do this, they must file an application for Advancement to Candidacy no later than the first week of the quarter in which they expect to graduate. The *Application for Candidacy for Master's Degree* is accessed through **R'Grad** and must be in the Graduate Dean's queue by the posted deadline to be considered. Forms and deadlines are available on the [Regulations and Procedures](#) page of the Graduate Division website.

Thesis Research and Writing

Students may choose to enroll in AHS 297 (Directed Research) while conducting research for the thesis and must enroll in AHS 299 (Research for Thesis or Dissertation) 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 enrollment in additional units of 297 and 299 will be allowed to obtain full-time status in a given quarter.

Ideally, an acceptable thesis will be completed within one year after the completion of all formal coursework. 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.

MA Thesis Guidelines

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 60-80-page thesis).

As soon as the student has identified a particular subject of interest that they would like to pursue as a thesis topic (ideally in winter or spring quarter of their first year of graduate study), they should approach the appropriate faculty member in the Department and request that this professor serve as their Thesis Advisor.

Once the student and the Thesis Advisor 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 Advisor), the student will approach two additional faculty members, one of whom may be in another department (or, in rare instances, from another university, with approval of the Dean of the Graduate Division) to invite them to participate as thesis committee members. 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 their choice of thesis committee members ahead of time with the Thesis Advisor. The Graduate Advisor 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 Art History Department MA Thesis Advisor and Committee Form by confirming the Thesis Advisor at the end of the first spring quarter and the additional committee members at the end of the second fall quarter.

In the intermediate stages of thesis research and writing, the student works intensively with the Thesis Advisor on drafts of thesis chapters (under Research for Thesis units [AHS 299]): In some cases, with the advice of the Thesis Advisor, the student may want to prevail upon the secondary advisors 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 Defense Meeting), which will take place before the end of the spring quarter. Committee members should 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 go over the format of the discussion, which will vary according to the particular Thesis Advisor, with

their Advisor ahead of time.

Students are eligible to apply for Filing Fee status in the final quarter of their program (the quarter in which they actually file the thesis). See “Filing Fee Status” below. Students are advised to pay close attention to filing dates for each quarter and consult the Graduate Coordinator 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 thesis filing, students should contact the Graduate Academic Affairs Office. See the [Dissertation and Thesis Submission](#) page of the Graduate Division website for deadlines regarding formatting checks and draft submission. Upon completion, the student must submit one electronic copy of the thesis in the correct format to the Graduate Division and one copy to the Department. The Thesis Advisor and committee members may also request an electronic copy of the final thesis.

REQUIREMENTS FOR THE DOCTORAL DEGREE

Course Requirements

Students entering the PhD Program with a BA must complete a minimum of 60 units of coursework, 36 units of which must be earned in graduate level coursework. A maximum of 12 units of AHS 297 (Directed Research) or AHS 299 (Research for Thesis or Dissertation) is allowed for credit toward the degree requirements. Requirements are as follows:

AHS 251A /251B Graduate Seminars	8 units
AHS 280 Graduate Seminar	4 units
Two Graduate Seminars in area of specialization	8 units
Two Graduate Seminars outside area of specialization	8 units
Two additional Graduate Seminars	8 units
Graduate and/or undergraduate upper-division courses	<u>24 units</u>
	Total = 60 units

Students entering with an MA degree complete a minimum of 24 units of coursework, 16 units of which must be at the graduate level. The Graduate Advisor will review the MA degree transcripts of all incoming students, and may require supplemental coursework. Requirements are as follows:

AHS 251A /251B graduate seminars	8 units
AHS 280 graduate seminar	4 units
One graduate seminar in area of specialization	4 units
One graduate seminar outside area of specialization	4 units
One graduate /or undergraduate upper-division course	<u>4 units</u>
	Total = 24 units

AHS 251A (Pro-Seminar in Historiography) AHS 251B (Pro-Seminar in Methodology) are required of all PhD students in the first year. AHS 280 (Seminar in Research, Critical Analysis, and Thesis Writing) is required of all PhD students, and will be taken in the Fall quarter of a year specified by the student's advisor.

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 Qualifying Examinations.

The student submits a portfolio that includes 6 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 to the Graduate Advisor. The student's Dissertation 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 and can move forward to the qualifying exams.

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 Art 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 Art 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.

Students must receive a "proceed" on the Sixth-Quarter Review before proceeding to the Written and Oral Qualifying Exams.

QUALIFYING EXAMINATIONS

Before being advanced to candidacy, PhD students must complete all University and program requirements and pass a series of Written and Oral Qualifying Examinations. The Field Review meets the Written Exam requirement and the Prospectus Defense meets the Oral Qualifying Exam requirement.

Written Qualifying Examination (Field Review)

In the fall quarter of the third year of doctoral study (ideally in fall quarter of the second year for students entering with an approved MA), each student will write a substantial literature review of the major field. Changes to these deadlines must be approved by petition to the Art History Graduate Advisor.

The field review examines the student's competency in the discipline of art history and should consist of three fields, comprised of one field pertinent to the major area of study and two complementary fields chosen in consultation between student and Dissertation Advisor. Suggested field topics include but are not limited to:

- one broad historical field
- a second thematic field
- a methodological overview pertinent to the field

The field review does not approximate or duplicate the dissertation prospectus (see below). Rather, it should demonstrate that the student is aware of the key voices, arguments and texts that drive existing scholarship governing the field defined by the student's dissertation prospectus.

The scope and emphasis of the review should be determined in consultation with the anticipated Dissertation Advisor and (optionally) other faculty in the field. The Graduate Advisor must approve the proposed fields. The student should identify the parameters of the field and develop a reading list in collaboration with their advisor, and determine a schedule for completing drafts of the review, which may be reviewed by their advisor in draft form *one time* prior to turning in the exam.

Each section of the field review should be at most 25 pages, although the page count is flexible depending on the field.

Immediately after the fields have been approved, the student invites the faculty members who will form the field review reader panel (see below under Qualifying Committee). At this time the student distributes the field descriptions to each prospective member of the committee so that they are aware of the shape the reviews are likely to take. The student's advisor will maintain communication with those members so that all are clear about their mutual expectations once the exam has been distributed. The exam may be reviewed by the advisor in draft form one time prior to submission.

The field review should be approved by the Qualifying Committee (see below) no later than the end of winter quarter of the third year (of the second year for students entering with an MA), submitted to the committee by Monday morning of week 8 of the quarter in which it is prepared. The committee will have ten days to read the review and vote to approve or reject (fail) it. Should the student fail the exam they may re-take it one time, but they must pass the exam no later than

the end of winter quarter of the third year (or the second year for students entering with an approved MA).

Following the successful completion of coursework and the field review, students who do not hold an accredited M.A. in Art History may apply for an M.A. Plan II in Art History.

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.

Oral Qualifying Examination (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
- 6) a time- table 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 on the Qualifying Committee. The Dissertation Advisor must approve the prospectus before the oral qualifying examination may be scheduled. (This is the oral portion of the Qualifying Exam).

The oral qualifying 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.

All course requirements, including language requirements and the Sixth-Quarter Review, must be completed before the student may advance to candidacy.

The Field Review Reader Panel

The field reviews are read by a panel of faculty readers, including the Dissertation Advisor. This panel is not officially nominated to Graduate Division, but should be recorded for department records. The panel may consist of 3-4 readers, and the majority of faculty readers must come from the Art History department. Normally, the readers will be the student's Dissertation Advisor and three Art History faculty members that will serve on the Qualifying Committee discussed below. In cases where a student's dissertation topic is broadly interdisciplinary, a faculty member from a relevant department may be invited to read the field reviews.

Although the same faculty will normally make up the field review reader panel and the Qualifying Committee, substitutions may be made, since it is often necessary to replace a committee member who is on leave, etc. However, once the Qualifying Committee is formally nominated to Graduate Division, any changes to committee membership must be made via a separate petition.

Oral Qualifying Exam Committee

The Oral Qualifying Exam Committee is a five-member committee officially nominated to Graduate Division to serve as the body that oversees and passes the Oral Qualifying Exam. The chair of the Qualifying Committee must be from the academic unit supervising the student's Ph.D. program. Committee members are determined in consultation between Dissertation Advisor and student. The committee must be comprised of at least three members from the Art History department, in addition to one officially designated "oversight" member who is not affiliated with the Art History department. The "oversight" member may be an academic senate member from another UCR department, or another UC campus. The Qualifying Committee is officially nominated by submitting the Nomination for Oral Qualifying Exam Committee petition in R'Grad and must be approved no later than 2 weeks before the date of the Oral Qualifying Exam.

After the written and oral qualifying exams are passed, the student must nominate the Dissertation Committee. The committee must consist of at least 3 members, the majority of the committee members must be Academic Senate members from the student's graduate program. The chair of the Dissertation Committee will remain the same as on the Qualifying Committee, but the members need not be the same as the Qualifying Committee. See regulations for the Dissertation Committee <https://graduate.ucr.edu/regulations-and-procedures#the-dissertation-committee>

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 to 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.

The final examination is open to all the faculty and graduate students of the department.

ENROLLMENT AND REGISTERING FOR CLASSES

Registration Process (How to enroll in courses)

See the [UCR Academic Calendar](#) for registration appointment dates and enrollment periods. The Schedule of Classes is available online approximately 5 weeks prior to the start of the next quarter. Students should confirm their intended course schedule with their Thesis/Dissertation Advisor or the Graduate Advisor, and the Graduate Coordinator to ensure that selected courses meet degree requirements. Students login to R'Web to view their registration appointment and register for courses during the enrollment period each quarter.

Adding/Dropping of Courses

The deadlines for adding and dropping courses are stated in the *Academic Calendar* (<http://registrar.ucr.edu/registrar/academiccalendar/index.html>). See the Coordinator if you have questions regarding adding or dropping a course.

29X Course Series

To enroll in AHS 290, AHS 292, AHS 297, AHS 298-I, AHS 299, or AHS 302, contact the Graduate Coordinator with the course number, instructor name, and number of units desired. Once enrolled in the course, students complete a Project Agreement Form, signed by the student, instructor, and Graduate Advisor, and return to the Graduate Coordinator no later than the last day of Week 2 of the quarter in which credit is to be earned for the course. The Project Agreement Form outlines the scope of the research project or paper agreed on by the student and instructor in order to earn the specified number of units for the course. These forms are kept in the student's academic file.

Students taking courses in the 290 series (AHS 290, 292, 297, 298-I, or 299) submit a paper or report to their instructor or Graduate Advisor (for AHS 298-I) prior to the last day of instruction before they can receive a grade for the course.

290 Directed Studies

Courses numbered 290 (Directed Studies) are intended to provide opportunities for qualified students to undertake advanced work in a topic appropriate to the student's special interests and needs. Directed Studies allow students to study topics that are not covered in a regularly offered course on campus. These courses should be arranged the quarter prior to registration and require an approved petition on R'Grad in order to meet degree requirements. Graduate Division approves the petition, but does not enroll students in courses. Students self-enroll on R'Web or contact the Graduate Coordinator for assistance. See 290 regulations and procedures <https://graduate.ucr.edu/regulations-and-procedures#directed-studies-courses-290>

292 Concurrent Analytical Studies

MA and PhD students who plan to receive graduate-level credit for an upper-division (100-level) Art History lecture course enroll in 1 unit of AHS 292 concurrent with the lecture and submit the department form. To receive graduate-level credit for upper-division courses in other departments,

contact the appropriate Graduate Advisor for information on the corresponding 292 enrollment process.

297 Directed Research and 299 Research for Thesis/Dissertation

MA and PhD students not advanced to candidacy submit forms for all enrollments in AHS 297 and 299. Once a PhD student advances to candidacy, they will be enrolled in AHS 299 with their Dissertation Advisor each quarter upon written request.

- AHS 297: Directed Research is used when students are working on preparatory research or projects that are related to, but not content of the thesis/dissertation. MA students typically enroll in AHS 297 if they are preparing an extended annotated bibliography, reading list, etc., before starting work on the formal thesis. PhD students typically enroll in AHS 297 when preparing field reviews or the dissertation prospectus.
- AHS 299: Research for Thesis/Dissertation is used when students are working exclusively on thesis/dissertation research and writing. MA students typically enroll in 12 units of AHS 299 in the winter quarter of their second year if all other coursework requirements are met. PhD students enroll in 299 units while they are ABD.

302 Teaching Practicum

MA and PhD students who have been assigned a TAship may enroll in up to 4 units of AHS 302 each quarter they work as a Teaching Assistant. 302 units represent academic credit for teaching experience gained through department TAships. These units do not count towards any degree course requirements, but they do count towards the 12-unit minimum enrollment each quarter. 302 units are also available for students who receive a TAship in a department outside of Art History; contact the appropriate Graduate Coordinator for more information.

ENROLLMENT AND REGISTRATION STATUS

Continuous Registration

Students are expected to register for every academic quarter once their graduate studies begin. For the quarter in which the degree is awarded, students must either be registered in at least 12 units of coursework or use Filing Fee Status.

In Absentia Registration

In Absentia status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs 100 miles or more from the UCR campus. See procedures and regulations <https://graduate.ucr.edu/regulations-and-procedures#in-absentia-registration>

Leave of Absence

A Leave of Absence is intended to allow the temporary interruption of a student's academic program. See full regulations and procedures <https://graduate.ucr.edu/regulations-and-procedures#in-absentia-registration>

[procedures#leave-of-absence](#)

Withdrawal

With the approval of the Graduate Dean, students may withdraw from the University at any time prior to the end of instruction. Students who are planning to withdraw should submit the Petition for Withdrawal through R'Grad prior to the first day of instruction to avoid any fee payment for the withdrawal quarter. Fellowships and financial aid are awarded to students with the understanding that they will complete the entire quarter. Students who withdraw during the quarter will be required to return any financial support received. See full regulations and procedures <https://graduate.ucr.edu/regulations-and-procedures#withdrawal-from-ucr>

Filing Fee Status

A Ph.D. student who has completed all degree requirements with the exception of filing the dissertation and the final defense, or a Master's student who has completed all degree requirements with the exception of filing the thesis/field report/project or completing an exam, may use Filing Fee Status in their final quarter instead of paying full registration fees. Students on Filing Fee Status do not pay regular tuition and fees, nor do they enroll in coursework. Therefore, they are not entitled to University student privileges or use of University facilities, such as the Student Recreation Center. However, students on Filing Fee Status still have access to the Library. For full regulations see <https://graduate.ucr.edu/regulations-and-procedures#filing-fee-status>

TRANSFER OF CREDIT, GRADES, GRADING

Transfer of Credit

With the approval of the Graduate Advisor, transfer of up to eight quarter 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.

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 coursework undertaken. A student whose GPA drops below 3.00 is subject to dismissal. The Art History 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.

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 undesirable.

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.

Satisfactory/No Credit (S/NC) Grading

Graduate students may take coursework on an S/NC basis only when the course description indicates that this is an option. Graduate students may not use undergraduate or graduate courses taken on an S/NC basis to complete their degree requirements, unless the course is only offered on an S/NC basis. Exceptions must be approved by the Dean of the Graduate Division.

For graduate students, a grade of S is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of NC is assigned. S/NC grades do not impact GPA.

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 TAs, departmental research positions and fellowships.

RESIDENCY

California Residency for Tuition Purposes

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 Non-Resident Tuition (NRT) Fee. Graduate students who are over the age of 24 and are U.S. citizens, permanent residents or other immigrants, or are nonimmigrants who are not precluded from establishing a domicile in the U.S., are able to establish residency for tuition purposes.

To establish residency, students must be physically present in California for more than one consecutive year prior to the residence determination date and must have come to California with the intent to make California their home as opposed to coming to California to go to school. Contact the Residency and Fee Coordinator at reshelp@ucr.edu for more information. The Residency and Fee Coordinator is the only campus authority who can provide official residency information.

Graduate Division subsidizes the NRT Fee for international PhD students for the first 8 quarters of the program, at which time the student is expected to have advanced to PhD candidacy. If an international PhD student is not advanced to candidacy by the beginning of the 9th quarter, the student is responsible for NRT until they advance to candidacy. Once an international PhD student advances to candidacy, Graduate Division waives the NRT fee for the following 9 consecutive quarters only. If an international student remains in the program past the 17-quarter mark, they are responsible for NRT fees for the remainder of their program.

FORMS & PETITIONS

Department Coursework and Degree Milestone Forms

The forms below are used to track student degree progress within the Art History Department and are **not** official Graduate Division petitions. It is the student's responsibility to submit all department forms on time, so their academic file stays up to date with the most current information regarding degree progress. See the Graduate Coordinator for questions regarding department forms and worksheets, and for electronic or printed copies.

- General department forms and worksheets:
 - AHS 29X Project Agreement Form (for AHS 292, 297, and 299 units)
 - Course Area Worksheet
- MA forms and worksheets:
 - Thesis Advisor/committee form
 - Degree progress worksheet
 - Degree progress timetable
- PhD forms and worksheets:
 - Dissertation Advisor/committee form
 - Degree progress worksheet (for post-BA and post-MA students)
 - Degree progress timetable (for post-BA and post-MA students)

Graduate Division Petitions

Graduate Division petitions are electronic and available on [R'Grad](#) unless otherwise noted. Instructions and deadlines for all petitions, as well as PDF forms for petitions not available on R'Grad, are located on the [Petitions and Forms](#) page of the Graduate Division website. Based on the type of petition, forms will be signed and approved by the submitting student, Graduate Coordinator, Graduate Advisor, Thesis/Dissertation Advisor or other faculty instructor, Department Chair, and Graduate Division. Students receive email confirmation when a petition is submitted to R'Grad and an email when the petition has been approved by Graduate Division. **Students are responsible for completing and submitting all petitions to Graduate Division, electronically or in-person.**

FINANCIAL SUPPORT

Departmental Financial Aid

Financial aid offered by the Art History Department consists of Gluck Fellowships, The California Museum of Photography Fellowship, and graduate student employment positions including Teaching Assistantships, Research Assistantships, and Readerships. Partial fee remissions are paid for TAs, Research Assistants, and Readers employed at 25% time (10 hours per week) or more during the quarter of employment.

****It is the student's responsibility to inform Financial Aid of any monies 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.

Academic Student Employment (ASE) positions are available in the Art History Department in the form of TAships, Reader/Grader appointments, and Research Assistant appointments. See general regulations for academic employment <https://graduate.ucr.edu/regulations-and-procedures#employment>

Teaching Assistants (TAs) are appointed to work 50% time, (approximately 20 hours/week or 80 hours/ month) and receive a monthly salary, fee remissions, and GSHIP coverage for the quarter of the appointment. A certain number of Teaching Assistantships are guaranteed to incoming PhD students at the time they are admitted to the program, as part of their funding package. MA students are not guaranteed Teaching Assistantships, although they may be offered to MA students in good standing if they become available.

Reader-Graders are hired to assist in the reading and grading of papers and examinations in undergraduate courses that have large enrollments, and are paid an hourly rate for an employment commitment of 1 hour per student enrolled for the quarter (see the Graduate Coordinator for the current rate). 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 minimum GPA of 3.00 is required.

Travel Awards

The Department of Art History offers awards that support graduate student research travel. A call for applicants is announced each year in winter quarter. Usually in the spring term, the previous year's recipients present talks on their research.

The Barbara B. Brink Graduate Travel Award provides travel support for one graduate student in the History of Art.

The Richard G. Carrott Endowed Memorial Student Support Fund provides travel support for one graduate or undergraduate student in the History of Art.

The Françoise Forster-Hahn Graduate Travel Award provides travel support for one graduate or undergraduate student in the History of Art.

The California Museum of Photography (CMP) Fellowship is offered jointly each year by the Art History Department and the CMP at UCR ARTS. It is awarded to one incoming PhD student at the time they are accepted into the program, and includes tuition, fees and stipend for one year of study. The CMP Fellow is expected to attend curatorial meetings and fundraising gatherings at the CMP, and will have the opportunity to curate a small exhibition from the CMP collection, or to produce another form of programming, to be developed in collaboration with museum staff and

the History of Photography faculty.

Gluck Fellowships is funded by the Gluck Fellows Program of the Arts at UCR, are awarded each year to selected students by application. Gluck Fellows receive a \$5,000 stipend upon completion of 10 hours of arts outreach in the local community. This fellowship provides an opportunity for graduate students to develop professional and teaching skills by creating and offering high energy, interactive arts education workshops delivered to specially targeted audiences primarily consisting of K-12 students in underserved schools in the Riverside area. MA and PhD students are eligible to apply for a Gluck Fellowship during each year of their program. More information is available on the [Gluck Program website](#).

Additional On-Campus Grants & Fellowships

There are a variety of resources for funding, both internal and external. In addition to UCR funding opportunities, students may explore external funding sources. See more information about types of sources <https://graduate.ucr.edu/funding>

[UCR Center for Ideas and Society Humanities Graduate Student Research Grants](#) provide funding for UCR faculty and students through annual calls for a variety of projects. Award amounts and call formats vary from year to year.

Financial Aid Office

Graduate fellowship awards and employment are facilitated by the Graduate Financial Support office of the Graduate Division.

Student loans are facilitated by the campus main Financial Aid office, located in the Highlander One Stop Shop (HOSS) inside the Student Services Building. All graduate students should complete the [Free Application for Federal Student Aid \(FAFSA\)](#) each year of their graduate program. The form becomes available in December for the following academic year. Although UC Riverside accepts financial aid 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. Graduate students are eligible for [unsubsidized federal loans](#) only.

IMPORTANT NOTE REGARDING DIRECT DEPOSIT: financial aid direct deposit is separate from payroll direct deposit. Students need to complete separate direct deposit authorizations for both systems in order to receive direct deposit for financial aid refunds and payroll checks. It is strongly recommended that students sign up for financial aid direct deposit via R'Web as soon as possible after accepting admission to UCR, and that students who are hired for department or campus employment sign up for payroll direct deposit during the HR onboarding process.

[Interest-free loans](#) of up to \$500 per quarter 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 fees and tuition over an extended period of time and is only available for Fall, Winter and Spring quarters.

There is a processing fee of \$25 for the application. You can apply for DPP from the Student Accounts tab in R'Web. Contact the Student Business Services office at (951) 827-3204 for questions.

R'MAIL AND MAILBOXES

R'Mail

Your UCR R'Mail email account should be used for all communication with UCR faculty and staff. All University transactions and official communications will be through R'Mail. To access, visit <http://rmail.ucr.edu>.

Mailboxes

All registered students have a department mailbox. This mailbox is to be used for university purposes only. Students should not have other mail, including catalogs and magazines, sent to the department. Faculty and staff have mailboxes in the workroom, where students may leave messages or paperwork.

ON-CAMPUS RESOURCES AND PROGRAMS

At UC Riverside, there are a number of resources to help support students in being healthy and successful. See resources and contact information below, for additional services and resources see <https://gsrc.ucr.edu/campus-resources>

Basic Needs	https://basicneeds.ucr.edu/
Bookstore	https://cbs.ucr.edu/image/bookstore
Career Center	https://careers.ucr.edu/
Counseling Center	https://counseling.ucr.edu/
Ethnic and Gender Centers	https://inclusion.ucr.edu/
Financial Aid	https://financialaid.ucr.edu/
Graduate Division	https://graduate.ucr.edu/
Graduate Student Association	https://gsa.ucr.edu/
Graduate Wellness- The Well	https://well.ucr.edu/
Housing	https://housing.ucr.edu/
Information Technology Services (IT)	https://its.ucr.edu/
International Affairs	https://international.ucr.edu/
Office of the Ombuds	https://ombudsperson.ucr.edu/
Library	https://library.ucr.edu/
Transportation and Parking Services	https://transportation.ucr.edu/
Registrar's Office	https://registrar.ucr.edu/
Student Business Services	https://sbs.ucr.edu/
Student Health Services	https://studenthealth.ucr.edu/
UCPath	https://ucpath.ucr.edu/