

**Graduate Program Handbook
Art History
School of Art
University of Arizona
2026/27**

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OVERVIEW

The Graduate College sets the guidelines for all graduate programs at the University of Arizona. Each graduate program sets their own guidelines for their programs in addition to the Graduate College guidelines. It is the student's responsibility to understand the Graduate College, University and program guidelines.

Graduate College: grad.arizona.edu

General Catalog: <http://catalog.arizona.edu/>

Responsible Conduct of Research: https://research.arizona.edu/research-compliance/rcr?check_logged_in=1

Academic Integrity: <https://deanofstudents.arizona.edu/student-rights-responsibilities/academic-integrity>

Please take time to familiarize yourself to the various resources available for parents, for professional development, for health and wellness, etc.: <https://grad.arizona.edu/new-and-current-students>

Discrimination Reporting: <https://equity.arizona.edu/reporting>

24/7 Anonymous Hotline: [Hotline | Compliance Office](#)

THE PROGRAM

The Art History Graduate Program at the University of Arizona, leading to the Master of Art or Doctor of Philosophy degrees in Art History, provides a broad based and methodologically critical foundation essential to pursuing a career in Art History, whether in a university or museum setting. The Art History faculty offers a broad range of specialties, theoretical approaches, and methodologies. Students are encouraged to develop diverse critical methods and originality of thought as well as a thorough knowledge of the history of art. Graduate students may take advantage of course offerings in the Museum Studies Certificate Program, offered through the Art History Program and in related departments such as Architectural History, History, Classics, Anthropology, Gender & Women's Studies, Latin American Studies and English, among others. In addition, they may participate in the activities of the Africana Studies Program, the American Indian Studies Program, the Southwest Institute for Research on Women, the University of Arizona Medieval, Renaissance, and Reformation Committee, and the Arizona Institute for Resilience.

THE FACILITIES

The University of Arizona Libraries provides access to over 400,000 resources specifically related to art history, including approximately 35,000 art books and journals located on the fifth floor of the Weaver Science Library. As a UA graduate student, you can have items pulled and delivered to the library of your choice, including the Fine Arts Library in the Music Building, using the Express Retrieval service. You also have access to a variety of subject specific and interdisciplinary databases such as Bibliography of the History of Art, JSTOR, and ArtSTOR via the library website. Our databases let you search millions of books, journals, news articles, dissertations, reports, images, primary documents, and more. If you're not able to find something through the library, new materials may be purchased or an interlibrary loan or document delivery from a partner institution may be facilitated.

UA Libraries connects students with the tools needed to get your work done, including laptops, cameras, and specialty software, and by providing fully licensed citation management tools such as Mendeley and Zotero. There are five library locations designed to further your research and projects. The Main and Weaver Science libraries have designated quiet areas, and PhD students can apply for a long-term study carrel. For collaborative projects, you can reserve group study and presentation rooms online for up to 24 hours per week. To explore maker technology, visit the CATalyst maker studio. You may store materials in the library by applying for a graduate locker.

For more information about how the library can support you see www.library.arizona.edu/grads.

In addition, student can take advantage of the Architecture Library which houses over 50,000 titles and 120 periodicals concerning architectural design, history and theory, graphic communication, and building technology. The Center for Creative Photography houses works by over 100 famous twentieth-century photographers in its internationally known

archival collection of photographs. The Southwest Folklore Center houses tapes and manuscript archives of Southwest music and folklore. The Arizona State Museum, in the center of campus, specializes in prehistoric, prehispanic, and recent Indian cultures of the Southwest and includes the Pal Kelemen Spanish Colonial Art Collection. Its 30,000 volume library specializes in the archaeology and ethnology of the Southwest. The University of Arizona Museum of Art, located next door to the School of Art, offers special opportunities for graduate work, including the Samuel H. Kress Collection of 14th- to 19th-century European art; the Charles Leonard Pfeiffer Collection of more than 100 contemporary American paintings; the Edward Joseph Gallagher III Memorial Collection of contemporary American paintings and European, Latin American, and Oriental objects of art; and an outstanding prints and drawings collection containing works ranging from the late medieval to the contemporary. Temporary exhibitions focus on contemporary international, national, and regional artists.

The Visual Resources Center (VRC) is a digital and analog image library and a digital document library that also houses the Pat Heller Reading Room—a donated library that contains a limited selection of art books, MA Theses and Ph.D. Dissertations-- and graduate student study carrels. The VRC is dedicated to supporting the teaching, research, and study needs of faculty and students within the School of Art and the College of Fine Arts by providing image, research, and presentation resources and assistance. Administered by the School of Art, the center's collection development is founded on curricular need primarily in support of, but not limited to, the Art History division.

The VRC provides a variety of digital services to the School of Art community including digital image production and access, technical support, and equipment loans. The digital imaging lab at the VRC is equipped with five Macintosh scanning stations (3 flatbed scanners, 2 35 mm slide scanners). Access to scanning equipment is limited to VRC staff, SOA faculty, and SOA graduate students. The Imagen digital image database is available to faculty and graduate students via the web for research and teaching purposes. The VRC is located in Room 247 in the Art Building. Contact the director, Kimberly Mast, for any questions at kmast@arizona.edu.

STUDENT ASSOCIATIONS

The Art History Graduate Student Association (AHGSA) is an active organization that meets regularly to address issues of concern to the graduate students. The principal activity of AHGSA is to organize the Art History Graduate Symposium that has taken place each spring since 1990. This highly successful event forms an essential part of the professional development of Art History graduate students at the University of Arizona. The symposium is open to graduates from across the country and Canada. UA Art History graduate students choose a theme, send out a call for papers, select speakers, and moderate and comment on sessions. Other activities of the group include meetings with faculty to discuss articles and issues of critical concern to the discipline; dissemination of funding, research, and presentation opportunities; and general representation of student needs, careers, and interests within the discipline, and as part of the University community. AHGSA is an officially recognized unit of student government on campus and, as such, is eligible for University funding in addition to its own successful efforts in this regard. AHGSA has a full slate of officers as well as a student delegate to faculty meetings. Please see the AHGSA website for more information: <https://www.facebook.com/AHGSAofArizona/>

FINANCIAL ASSISTANCE

Several types of financial assistance are available to full time graduate students:

1. Graduate Teaching Associate/Assistantships -.25 GTAs lead breakout sections for larger classes or grade 75 to 100 students in large courses without breakout sections. A .25 FTE Graduate Assistantship is also available in the Visual Resources Center. These Assistantships carry half tuition waivers, waived out-of-state fees, and stipends (check with Graduate Program Coordinator for current amounts). These also include University health insurance coverage.

Graduate Associate/Assistantships are awarded by the faculty and are based on merit. Graduate Assistants must maintain a 3.0 grade point average and be enrolled for a minimum of 6 hours. First-time TAs must complete the Teaching Assistant Training Online (TATO) administered by the Graduate College. Grad Assistant positions vary each year according to the schedule of classes.

For more info on University requirements, see: <http://grad.arizona.edu/funding/ga>

2. Graduate Tuition Scholarships – These are partial fee waivers (not cash) applied to your University account.
3. School of Art Scholarships - These competitive scholarships vary, so check every year with the Graduate Program Coordinator to see what is available.
4. Thesis and Dissertation Tuition Scholarships: [Thesis & Dissertation Tuition Scholarships | University of Arizona Graduate College](#)
5. Miscellaneous Other Awards - Grants are sometimes available for underrepresented minorities through the Graduate College and the African-American Student Association. Additional financial aid information is available through the Financial Aid Office in the Administration Building.

SUBJECT AREAS

The course requirements are designed to provide the student with the opportunity to develop a depth of knowledge in a major field, while also acquiring a breadth of knowledge about the history of art in general. MA students are strongly encouraged to take a range of courses from several different professors. The major field should be chosen with the assistance of the major advisor. Some of the criteria for limiting the major area might include geographic, chronological, medium, or methodological considerations. Courses are available in the Art History Division, as well as in other departments on campus.

Within Art History

American
Architectural History
Contemporary Art and Theory
Design History
East Asian
Greek and Roman
Mexico/Latin America
Modern
Museum Studies (Certificate Program)
Photography
19th Century

Courses in Other Departments

Islamic

GUIDANCE AND MENTORING

GRADUATE ADVISING AND ASSISTANCE

The Art History Graduate Advisor is a faculty member available for the general counsel of all graduate students and will advise incoming Master's students until they have selected a major faculty advisor (see below). After selecting a major faculty advisor, the student should work closely especially with her/his major advisor. The Graduate Program Coordinator and the Business Manager (staff positions) are also available to assist students with technical and/or financial questions.

MAJOR ADVISOR

M.A. students must select a major area of concentration by the end of the first year. Students should solicit the agreement of a faculty member to direct the thesis or orals examination, and henceforth should discuss all academic decisions with the major advisor. Ph.D. students will enter the program only with the prior acceptance of a dissertation advisor.

ANNUAL REVIEWS

The annual review takes place at the start of every spring semester, and is scheduled by the Art History Graduate Advisor or Graduate Program Coordinator. During the annual review, students meet with the full Art History faculty. At least one week prior to the review, each graduate student will submit an Art History Annual Report (available on the School of Art website) to the Art History Graduate Advisor, their major advisor and the Graduate Program Coordinator. The review allows both the faculty and the student to clarify any questions and to solve any problems in the student's program.

LANGUAGE REQUIREMENTS

Reading knowledge of foreign languages is essential to independent research and to the successful completion of the Master's thesis and Ph.D. dissertation. Students should be ready to take their foreign language examination at the end of their first semester of graduate study, and should take the language exam each time it is offered until they pass. If a student should fail this first examination, they must take the examination again at the end of the second semester. All graduate students should pass their language exam by the end of their first year. Masters students will not be able to take the oral exam (option B) or register for thesis credits (option A), and PhD students will not be able to take their comps exam until the language requirement is complete. Students must choose a language that is pertinent to their area of graduate research with the approval of their major advisor and the faculty. The requirement can be met by passing the two-hour departmental examination, which consists of translating a foreign scholarly text into idiomatic English with the aid of a dictionary. Foreign language examinations are offered at the beginning and end of each semester. Faculty language advisors will administer and grade departmental examinations by pass or fail. Students for whom English is a second language may be excused from this requirement or may be given an extended time to satisfy this requirement on request. The requirement can also be met by passing with a B or better a graduate level language course specifically designed to teach graduate students how to read in that language. This course number is always 500, for example, GER 500, FREN 500, SPAN 500, etc.

At the Ph.D. level, competence in a second foreign language is required, with the same rules concerning timetable for passing the examination being applicable.

GRADES

Students must receive a B or better in graduate courses in order for these courses to count toward completion of the degree. If a student receives a C, the course will count for credit and be factored into the overall GPA, but it cannot be used to fulfill any requirements in the student's plan of study. In the event of a grade of C, the student is also required to meet with her/his major advisor, the art history graduate advisor, and the division chair to discuss her/his performance. The second grade of C will be seen as an egregious lapse in performance and as evidence that the student cannot perform at the graduate level. Please see the Grad Replacement Opportunity Policy here: [Repeating a Course & Grading for Repeated Courses | University of Arizona Catalog](#)

Incompletes will only be granted in the most extenuating circumstances. Should such an instance occur, the student must file a "[Report of Incomplete Grade](#)" with the professor in question as well as the major advisor, grad advisor, and division chair. Failure to make up an Incomplete by the end of the calendar year after a class has been completed will result in the grade of E. Course instructors may impose shorter time limits on completion of Incompletes; these will be adumbrated in [the Report of Incomplete Grade form](#) for completion of the work that both student and instructor agree upon. In a significant extenuating circumstance, the student has the option to request an extension before the incomplete becomes an E. Oral examinations, at both M.A. and Ph.D. levels, may not be taken until all incomplete coursework has been completed.

MUSEUM EXPERIENCE

Internships are available at the University of Arizona Museum of Art, the Tucson Museum of Art, the Center for Creative Photography, Arizona State Museum, the Arizona Historical Society, and elsewhere in Tucson for those who plan to pursue a museum career. In order to receive graduate credit for an internship, the student must have an Art History faculty advisor. Internship credits count towards completion of the Museum Studies Certificate Program (see below), but do not count to fulfill requirements for the MA or PhD course of study.

PROFESSIONAL DEVELOPMENT

A major strength of the graduate program in Art History at the University of Arizona is its emphasis on the students' development as professionals in the field of Art History, as well as in their growth as scholars. Toward that end, the faculty expects the active participation of all students in opportunities that provide practical experience and lead to the development of students' CVs. The most important of these opportunities is the annual graduate symposium organized by the Art History Graduate Student Association. This was one of the first symposia in the country run exclusively by graduate students, and the experiences it provides are essential to students' growth as art history professionals, whether one chooses to work in academia or in a museum environment. Students are encouraged to submit their original work for consideration to national symposia and conferences. Before participating in a public forum, students have the opportunity to go through a trial run at the Art History Brown Bag Colloquium Series. The Brown Bags are informal talks given by faculty and graduate students in Art History, in which scholars present their research for the critical review of their peers. Periodically during the year, the faculty invites specialists in their areas of research to give public lectures at the University of Arizona and private seminars to the Art History graduate students. In addition, the annual Jane Welch Williams Graduate Prize recognizes exceptional research by a Master's and a Ph.D student. The competition winners receive an honorarium and present their work to the public in spring semester. The Museum Studies Prize recognizes exceptional research in museum studies. The competition winner receives an honorarium and presents their work to the public in fall semester.

ADMISSIONS

ACCELERATED MASTER'S PREREQUISITES:

- Current University of Arizona undergraduate student in the BA in Art History; BA in Studio Art
- Completion of at least 1 400 level Art History course.
- Meet with the Art History Graduate Faculty advisor, to discuss your interest in the Accelerated Master's Program.
- Completion of a minimum of 75 undergraduate credit hours will be required at the time of application; a minimum of 90 undergraduate credit hours will be required at the time of entry into the AMP. If the student's GPA falls below 3.3 at the time they have completed 90 units, the student will not be admitted into the program. Courses taken for audit may not be included in the total number of units counted for eligibility or admission.
- A minimum cumulative GPA of 3.3 on a minimum of 12 units of undergraduate UA.
- Completion of at least 12 earned undergraduate credits in their major at the University of Arizona's main campus. Units still graded Incomplete, units graded Pass/Fail or units taken as audit will not count toward the requirement of the 12 undergraduate units.
- By the end of the semester of application (spring of year 3), the applicant must have completed all General Education requirements.
- Demonstration of the maturity necessary for success in an accelerated, highly competitive program.
- Expectation to complete the undergraduate degree within four years. The undergraduate degree requirements must be completed before the student is eligible to have the Master's degree awarded.
- Strongly recommended that the applicant must have completed 2 years of coursework in one foreign language (or the equivalent) by the end of year 3. By the end of year 5, AMP candidates must fulfill the language proficiency exam as defined by the Art History Graduate handbook (this is a translation exam).

MASTER'S PREREQUISITES:

Applicants to the M.A. program should have taken at least four upper division Art History courses (12 units) with a Grade Point Average of 3.5 or better. While students may be admitted without these courses, they will be required to complete any deficiencies before graduate courses count toward the Master's Degree.

PHD PREREQUISITES:

Applicants should have an M.A. in Art History or a graduate degree in another discipline approved by the Art History faculty. All students must have a Master's degree from a recognized institution before applying to the Ph.D. program. Applicants with an M.A. outside Art History may be admitted to the program, but they will be required to take the methodologies course (ARH 511) and three graduate level courses in Art History (a total of 12 units) that will not count as coursework for the Ph.D. degree. Applicants currently enrolled in an M.A. program should include their M.A. thesis proposal and a statement that they expect to have completed the Master's degree by August of the academic year in which they would begin the Ph.D. program. The letter of recommendation from the M.A. advisor should also make reference to the expected date of completion of the M.A.

APPLICATION DUE DATES:

For Spring admission: September 15

For Fall admission:

PhD: January 10

MA: January 10 (Priority Deadline) & March 15 (Final Deadline)

AMP: March 15

TO APPLY:

Complete the Graduate College application on-line at <https://apply.grad.arizona.edu/>. We do not accept paper applications. The on-line application allows you to save changes and return to your application as often as you like. In the application, you will be asked to submit:

- Please submit a Statement of Purpose
- Please combine the following items into a single document (maximum file size: 5 MB) in the order shown below:
 - Resume/Curriculum Vitae
 - Writing or Research Sample (Maximum of 10 pages for MA and AMP applicants)
- All Official Transcripts (must have a minimum 3.0 GPA for last 60 units)
- Three letters of reference from academic sources. Accelerated Master's applicants must have all letters of recommendation from University of Arizona Art History faculty. You will need to provide contact information for three references. The system will generate *Request for Recommendation* emails to send to your referees. Referees can either attach their letters of recommendation directly onto your application or mail their letters to:
Graduate Program
School of Art
P.O. Box 210002
Tucson, AZ 85721
- Additional AMP Application Requirements only:
 - Have you met with the Art History Graduate Faculty Advisor?
 - Please list the 400 level Art History course you have completed.
 - Additional letter of recommendation requirements:
2 letters of recommendation must be from Tenured or Tenure-Track Art History faculty (Dr. Larry Busbea, Dr. Paul Ivey, Dr. Jeehey Kim, Dr. Sarah Moore, Dr. Irene Romano, Dr. Jennifer Saracino, or Dr. Stacie Widdifield). A minimum of 1, preferably 2, of the letters from Art History faculty should be from someone with whom you've taken a 400 Art History course.

The 3rd letter of recommendation can be from a tenured or tenure-track Art History faculty member, or a University of Arizona faculty member from another academic area (for example, History, Classics, Gender and Women's Studies, Anthropology, etc.) with whom you've taken a 400 level course.

If you have any questions about the application process please contact the School of Art Graduate Program Coordinator at (520)621-8518 or email mbartel@arizona.edu.

GRADUATE REQUIREMENTS FOR THE MASTER'S DEGREE

COURSE REQUIREMENTS

A minimum of 30 units are required to complete the Master of Arts degree in Art History (ten courses at three units each). Students must maintain continuous registration while completing the MA degree requirements. Students are expected to take three courses each semester the first year and two courses each semester the second year (when acting as a teaching assistant).

- 4 ARH courses in major field. One of these courses may be taken outside the department with the approval of the major advisor
- 4 electives in art history to provide breadth
- 1 Methods seminar (ARH 511)
- Students must be enrolled for 3 units of ARH 909 during the semester in which the oral exam is taken or ARH 910 in the semester the thesis is completed.
- Thesis Option Only: In the semester preceding the last semester, the student should register for 1 unit of ARH 910 to prepare a bibliography and establish the parameters of the thesis. Students should also establish their Master's Thesis Committee in the semester preceding the last semester.
- At least 3 seminars in the coursework in addition to Methods are required.

Additional Credits (these do not count towards your 30 credits):

Internships: You may choose to participate in internships for which you may receive credit, but these credits will not count towards your degree, with the exception of the Museum Studies Certificate. Use the "Graduate Internship Contract" form available on the School of Art website to register.

PROGRESS THROUGH THE MA PROGRAM:

Students enrolled in a graduate degree program at the University of Arizona are required to demonstrate Satisfactory Academic Progress toward degree completion. This includes maintaining a minimum 3.00 grade-point average, and completing requirements in a timely manner. Below we detail an ideal schedule that meets the requirements for Satisfactory Academic Progress. Of course, this schedule is subject to modification, but can serve as a good outline for timely completion of the degree. See the Grad College website for more detailed information about benchmarks, paperwork, etc.

NOTE for Teaching Assistants (TAs): If you are appointed by the grad advisor to be a teaching assistant, proceed to the Graduate Program Coordinator for paperwork. Always keep copies of paperwork for your own records. You will be required to take 6 units a semester of graduate coursework when you are a Graduate Assistant.

First Year

First Semester:

- Pass Methods course.
- Get copy of "Art History MA Annual Report" from the School of Art website and fill out as much as possible. You will need to update this every semester.
- Pass foreign language exam (typically, no assistantship is available until this is passed)

Second Semester:

- Graduate Review will be scheduled very early in the semester. Complete your “Art History MA Annual Report” in consultation with your advisor and submit it prior to the annual review.
- Identify major advisor
- Foreign language exam should be passed by the end of the second semester.
- Submit “Master’s/Specialist Plan of Study,” available on UAccess Student Center in Grad Path Forms.

Second year

First Semester:

- Identify the Option you will be pursuing (Option A: Thesis; Option B: Oral Exam)
- Option A: Thesis Only - Identify master’s thesis topic based on seminar research
- Identify other two members of thesis or oral exam committee

Second Semester:

- Graduate Review will be scheduled very early in the semester. Complete your “Art History MA Annual Report” in consultation with your advisor and submit it prior to the annual review.
- (Option A: Thesis) Write MA thesis. Finish MA thesis, check graduate college website for information on electronic submission of thesis for correct format and deadline for submissions (optional). Student must provide bound copy for the Visual Resource Center, and 1 unbound copy for the major advisor.
- (Option B: Oral Exam) Pass oral exam.
- Must be registered for ARH 910 for Thesis or ARH 909 for Oral Exam in the semester you graduate. Register using the “Graduate Independent Coursework Form” available on the School of Art website.
- Submit “Master’s Completion of Degree Requirements” form, available on the School of Art website. Have MA committee sign once all requirements have been met and return to Graduate Program Coordinator.

GRADPATH FORMS

The Graduate College has a series of forms that all degree seeking graduate students are required to complete in order to graduate. These forms are all available through GradPath on UAccess Student Center. To find GradPath go to UAccess Student Center (uaccess.arizona.edu). Under the Advisind tab, select “GradPath.”

Below is the list of forms available on GradPath:

- Responsible Conduct of Research Statement – Must complete before any other forms will become available. Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Plan of Study –Complete in 2nd Semester
- Master's/Specialist Committee Appointment Form –Complete in 3rd Semester
- Master's/Specialist Completion Confirmation – Form completed by Graduate College after you’ve submitted your
- Completion of Degree Requirements form to the Grad Program Coordinator in your last semester
- Transfer Credit Form – Only need to complete if transferring coursework from another institution. If transferring coursework, must complete before Plan of Study

TRANSFERRED COURSEWORK

At the Master’s level, students can transfer a maximum of two courses (6 units) with a grade of B or higher from another graduate program outside the University of Arizona, or a maximum of four courses (12 units) earned at the University of Arizona under Non- Degree Graduate status with the approval of the major advisor and the Graduate College. Coursework must be approved by the major advisor and Graduate College. To transfer coursework, complete the Transfer Credit Form through GradPath Forms.

GRADUATE COMMITTEE

University policy requires that the M.A. student's Graduate Committee consist of at least three Art History faculty members: the major advisor, and two other Art History faculty members. In addition, students may elect to have outside faculty members on their Committee, but this must be approved by the Art History faculty. The student is responsible for forming the Graduate Committee in their third semester by completing the Master's Committee Appointment form in Grad Path. It is expected that students will meet with the members of their Committees on a regular basis.

MASTER'S TRACKS

The Masters in Art History consists of two tracks, the thesis track (A) or non-thesis with comprehensive oral examination track (B). The thesis track is typically taken by those who are interested in continuing for a PhD or pursuing an advanced teaching career in Art History through stressing scholarly research skills. The non-thesis track emphasizes breadth of knowledge and practical training for teaching at the community college level, and is typically for students interested in working in art museum education, galleries and other commercial visual arts enterprises. The non-thesis track might be paired with the official certificate in museum studies. Those students on the comprehensive orals track will be required to take an oral examination to demonstrate their general knowledge of art history, art historical literature, and methodology. Students must identify their committee of three, one of whom will be her/his major advisor.

OPTION A - MASTER'S THESIS

Students will be required to submit a Master's Thesis to the Graduate Committee for final completion of the Master's Degree in the fourth semester of study (or in one of the subsequent summer sessions). In the semester preceding the last semester, the student should register for 1 unit of thesis to prepare a bibliography and establish the parameters of the thesis. Students should also establish their Master's Thesis Committee in the semester preceding the last semester. Students finishing their thesis should be enrolled in ARH 910. The Master's thesis should be a seminar or equivalent research paper in the student's major field that has been perfected over one additional semester under the supervision of the student's major professor and two additional faculty members. The overall plan of the thesis should be created in consultation with the major advisor. The thesis will critically engage a specific area or problem, review pertinent literature on the state of research, and expand the understanding of the issues involved through a wide reading of the secondary literature. The results should be analytic and interpretative, with complete notes, bibliography, list of illustrations, and illustrations. It should be 50 to 70 pages in length. After the major advisor and two additional readers have read and approve the final draft of the manuscript, the student must have all committee members sign the "Master's Completion of Degree Requirements" form, available on the School of Art website, the student may submit the Master's thesis to the Graduate College electronically. One hardbound copy made at the expense of the student must be given to the Art History Division, to be retained within the School of Art via the Visual Resource Center. The thesis should be printed on a heavy grade paper in its entirety complete with title, images and signature pages. The binding should be hard cover, black with gold lettering. The front should have the thesis title, name and year submitted and the last name, the words "MA Thesis" and the year should be printed on the spine. One unbound copy must be given to the major advisor. Students are also required to archive their thesis with the Graduate College through ProQuest: <https://grad.arizona.edu/gsas/dissertations-theses/submitting-and-archiving-your-thesis>

OPTION B – MASTER'S ORAL EXAMINATION

In lieu of a Master's thesis, students will be required to take an oral examination to demonstrate their general knowledge of art history, art historical literature, and methodology. The student must be enrolled in ARH 909 in the semester when the exam is taken, typically in March of the fourth semester. The Orals Committee will consist of the major advisor and two other Art History faculty members (or variations as described above). Normally, the major advisor will select ten images from the general area of the student's specialization, and the other two committee members, at the direction of the major advisor, will select ten images each from the entire history of art, such as might be discussed in an undergraduate survey course. During the examination, which normally lasts around two hours, the student will be asked to identify and discuss these thirty images and the issues they evoke. Students are expected to demonstrate knowledge of the basic art historical literature about their area, and a literacy regarding the survey images. The committee will vote on whether the student has

passed or not. Students who fail the first examination can take the oral examination a second time without penalty, by the end of April or beginning of May. This is the final opportunity to pass the examination. Failure upon the second attempt will result in dismissal from the program.

PLAN OF STUDY

In the second semester, each candidate must submit a Master's Plan of Study. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head before it is submitted to the Graduate College.

- Go to UAccess Student Center
- Under the Academics section, in the drop down menu, select "GradPath Forms"
- Complete the "Responsible Conduct of Research Statement" Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Create your Plan of Study
- Include all the coursework you've already taken AND all future courses you will take to complete your degree. This document can be updated as you progress, please make your best educated guess on your future coursework.
- In the comments section, list what courses you're using to fulfill each degree requirement. List 3 seminars, 4 courses for the major and 4 courses for breadth. Please see the example below:
4 Breadth - ARH 513B, ARH 523A, ARH 501, ARH 596F
4 In Area - ARH 596D, ARH 596N, ARH 517, ARH 599, ARH 699
3 Seminar - ARH 596N, ARH 596D, ARH 596F
Save this information for your own records. If your Plan of Study has to be returned to you for editing, all comments will be wiped clean and you'll need to re-enter your information.
- Submit and it will be sent off to your advisor for approval

TIME REQUIREMENT

Students should be able to complete the Master's Degree in four semesters or by the end of the second year.

Graduate credit, to be applicable toward a Master's Degree, can be no more than six years old. Petitions can be filed with the Graduate College requesting an extension of time for such courses to count for full credit. Not all petitions are approved. The Graduate College needs a compelling justification to extend time to degree.

ADDITIONAL ACCELERATED MASTERS REQUIREMENTS

- During the student's first year of the Accelerated Master's Program, in which the student is taking both graduate and undergraduate coursework, the student is expected to meet with both the undergraduate advisor and their temporary Art History faculty advisor each semester about what coursework will be used towards both the undergraduate and graduate degrees. Once the student graduates from the undergraduate degree, he/she must have an Art History faculty advisor in place.
- Students are expected to enter the program in the fall semester of their 4th year.
- AMP in Art History Students must complete a total of 30 graduate credits: 12 credits in the 4th year of their undergraduate degree and 18 graduate credits in 5th year.
- During the first fall semester in year 4, students will take the Art History Foreign language exam. Students may repeat the exam, but are required to pass it by the end of Spring of the 5th year or the AMP degree cannot be awarded.
- The 4th year combines undergraduate and graduate coursework. Students must consult with adviser to plan courses for years 4 and 5; ARH 511 (Methods in Art History) must be taken in Fall semester of year 4.
- By the end of year 4, the MA plan of study must be approved by the Art History Graduate Adviser.
- The seminar requirements for the MA degree must be completed by the end of the 5th year.
- AMP students may choose to write a Thesis (Option A) or take the MA Oral Exam (Option B). Either option must be completed by the end of Year 5 spring semester.
- Assessment standards and procedures are the same for the Art History AMP as for the regular MA in Art History.

- Students will be considered undergraduates until they complete their undergraduate requirements, which should be no later than the end of the fourth year.
- Students entering with Advanced Placement Credit and/or who attend summer school may complete their Bachelor's degree in the Junior year.
- Students must complete at least 12 of their graduate credits while in graduate status.
- During years 1-3 (or approximately 0-90 credits) students will be taking undergraduate coursework and charged at the undergraduate rate.
- Once admitted to AMP, during the senior (or transition year), students may take up to 12 units of graduate coursework which may apply toward both the Bachelor's and the Master's degrees. Students will be charged at the undergraduate rate and retain eligibility for undergraduate scholarships.
- Students classified as seniors who have not yet completed a bachelor's degree may enroll in 500-level courses following the Graduate Credit for Seniors Policy. Courses numbered at the 600, 700 and 900 levels are not open to undergraduates.
- After completion of all Bachelors' requirements, students will be granted graduate status, be charged at the graduate rate, and be eligible for graduate assistantships. The student won't be eligible to graduate nor will they be eligible for assistantships until all Bachelors' requirements are completed. While an undergraduate, students are required to keep their graduate coursework cumulative GPA at 3.0, or higher if required by the graduate degree offering unit, to be admitted to the Master's program.
- Should a student have completed 12 graduate credits, but not yet completed the undergraduate degree, they will be considered graduate for financial aid and tuition purposes and coded as 'graduate' in UAccess. They will no longer be eligible for undergraduate scholarships, nor will they be eligible for graduate assistantships.
- At least 12 graduate credits must be taken while in graduate status, after completing all degree requirements for the Bachelor's.
- Students should be encouraged to complete their undergraduate requirements as soon as possible, but not later than one semester before receiving their Master's degree. Students finishing their undergraduate requirements later than one semester before receiving their Master's degree will no longer be eligible for undergraduate scholarships, nor will they be eligible for graduate assistantships. Neither degree will be awarded until the undergraduate requirements are completed along with the Master's requirements.

Please see the Graduate College website for all policies about Accelerate Master's Programs:

<https://grad.arizona.edu/admissions/types/accelerated-masters-programs-amp>

GRADUATE REQUIREMENTS FOR THE DOCTORAL DEGREE

The Ph.D. Program in Art History and Education utilizes the faculty expertise, curricular offerings, resources and the creative energies of the University of Arizona Division of Art History and the Division of Art and Visual Culture Education. The Art History track's goal is to produce excellent scholars of art history who will be uniquely competitive in the professional world of university teaching, museum and related careers. Applicants should have an M.A. in Art History or a graduate degree in another discipline approved by the Art History faculty. All students must have a recognized Master's degree before applying to the PhD program. Please see the Graduate College website for more information on recognized degrees:

<http://grad.arizona.edu/admissions/admissions-requirements/all-students/recognized-degrees>. Applicants with an M.A. outside Art History may be admitted to the program, but they will be required to take the methodologies course (ARH 511) and three graduate level courses in Art History (a total of 12 units) that will not count as coursework for the Ph.D. degree.

The GRE is not required. Applicants currently enrolled in an M.A. program should include their M.A. thesis proposal and a statement that they expect to have completed the Master's degree by August of the academic year in which they would begin the Ph.D. program. The letter of recommendation from the M.A. advisor should also make reference to the expected date of completion of the M.A.

COURSE REQUIREMENTS

63 units beyond the M.A. degree are required to complete the Doctor of Philosophy Degree in Art History, including 18 units of dissertation research and 45 units of coursework as follows:

- 3 units ARH 511 Methods
- 12 units (4 courses) in the major area of emphasis
- 9 units (3 courses) in the minor area
- At least 3 units (1 course) in interdisciplinary courses outside Art History. Please consult with your adviser about course content and number of units.
- 18 units (6 courses) of electives. If the advisor approves more than 3 units interdisciplinary, they will come from elective units. The Faculty strongly recommends that the student take 3 units of independent study (for example: a readings course related to dissertation research) in preparation for dissertation writing with relevant professor.
- 18 units dissertation research, ARH 920, register using "Graduate Independent Coursework Form"

PROGRESS THROUGH THE PHD PROGRAM:

Students enrolled in a graduate degree program at the University of Arizona are required to demonstrate Satisfactory Academic Progress toward degree completion. This includes maintaining a minimum 3.00 grade-point average, and completing requirements in a timely manner. Below we detail an ideal schedule that meets the requirements for Satisfactory Academic Progress. Of course, this schedule is subject to modification, but can serve as a good outline for timely completion of the degree. See the Grad College website for more detailed information about benchmarks, paperwork, etc.

NOTE for Teaching Assistants (TAs): If you are appointed by the grad advisor to be a teaching assistant, proceed to the Graduate Program Coordinator for paperwork. Always keep copies of paperwork for your own records. You will be required to take 6 units a semester of graduate coursework when you are a Graduate Assistant.

First year:

First Semester:

- Pass Methods (ARH 511)
- Take classes in major and minor areas.
- Pass language exam (2nd language beyond MA)
- Get copy of "Art History PhD Annual Report" from the School of Art website and fill out as much as possible. You will need to update this every semester.

Second Semester:

- Graduate Review will be scheduled very early in the semester. Complete your "Art History PhD Annual Report" in consultation with your advisor and submit it prior to the annual review.
- Foreign language exam must be passed by the end of the second semester.
- Submit "Doctoral Plan of Study" available through GradPath Forms on UAccess Student Center.

Second year:

- Complete course requirements
- Apply for outside grants and fellowships.
- Identify additional members of PhD committee
- Graduate Review will be scheduled very early in the semester. Complete your "Art History PhD Annual Report" in consultation with your advisor and submit it prior to the annual review.

Summer: prepare for comprehensive examination (written) and oral defense of dissertation proposal.

Third year:

- See Graduate Program Coordinator for relevant comprehensive examination paperwork
- Pass comprehensive examination and oral defense of dissertation proposal. The oral examination should take place within six months of satisfactory completion of the written examination.
- Advance to candidacy and selection of dissertation committee

Fourth/Fifth years:

- Write dissertation

- Defend dissertation
- Graduate!

GRADPATH FORMS

The Graduate College has a series of forms that all degree seeking graduate students are required to complete in order to graduate. These forms are all available through GradPath on UAccess Student Center. To find GradPath go to UAccess Student Center (uaccess.arizona.edu). Under the Academics section, in the drop down menu, select “GradPath Forms.”

Below is the list of forms available on GradPath:

- Responsible Conduct of Research Statement– Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Plan of Study – Complete in 2nd Semester
- Comp Exam Committee Appointment Form – Complete semester before comp exams scheduled
- Announcement of Doctoral Comprehensive Exam – Complete semester of comp exams
- Results of Comprehensive Exam – Faculty advisor (or chair) completes after student finishes comp exams
- Doctoral Dissertation Committee Appointment – Complete semester of completed comp exams
- Prospectus/Proposal Confirmation – Submit approved Prospectus/Proposal to Grad Program Coordinator semester after passing comp exams
- Announcement of Final Oral Defense – Submit in final semester, at least 3 weeks before final defense
- Results of Final Oral Defense – Faculty advisor (or chair) completes after completing final oral defense
- Transfer Credit Form – Only need to complete if transferring coursework from another institution. If transferring coursework, must complete before Plan of Study.

TRANSFERRED COURSEWORK

Graduate credit earned at other approved institutions may be counted toward the course requirements of the Ph.D., but will not be included in the calculation of the University of Arizona G.P.A. Transferred units are subject to the following restrictions:

- The credits must be approved by the Art History department and the Graduate College
- The minimum grade for transferred credits must be an A or B or equivalent at awarding institution.
- Transferred units may not count toward more than one doctorate.
- A student may not use more than 9 credits from an earned master’s degree from another university toward the Art History doctorate.

Students who wish to transfer credit must first meet with their faculty advisors for approval. Upon approval, students must submit an 'Evaluation of Transfer Credit' form before the end of their first year of study. The 'Evaluation of Transfer Credit' form is available through GradPath Forms on UAccess Student Center.

DOCTORAL PLAN OF STUDY

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head before it is submitted to the Graduate College.

- Go to UAccess Student Center
- Under the Academics section, in the drop down menu, select “GradPath Forms”
- Complete the “Responsible Conduct of Research Statement” Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Create your Plan of Study
- Include all the coursework you’ve already taken AND all future courses you will take to complete your degree. This document can be updated as you progress, please make your best educated guess on your future coursework.

- You do NOT need to include any dissertation courses on the plan of study. There are two sections, a Major section and a Minor section. In the major section you will put all coursework that you are not using for your minor (methods, major, interdisciplinary and electives)
- In the comments section, you will list what courses you're using in the major section to fulfill each degree requirement.
List 12 Units of Major, 3 Units of Interdisciplinary and 18 Units of Electives. Please see the example below:
12 Units Major: ARH 599; ARH 526A; ARH 596I; ARH 529D
3 Units Interdisciplinary: HIS 695H;
18 Units Elective: ARH 514C; ARH 500; ARH 517; AMUS 525; AMUS 680; ARH 523B
- Submit and it will be sent off to your advisor for approval

COMPREHENSIVE EXAMINATION

Before admission to candidacy for the doctoral degree, the student must pass a written and an oral Doctoral Comprehensive Examination. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization. The examination should not take place until the student's coursework is complete. The Comprehensive Examination is considered a single examination, although it consists of written and oral parts.

COMPREHENSIVE EXAMINATION COMMITTEE

The examining committee must consist of a minimum of four members; the major advisor and three additional members. One member must represent the student's minor area. Three members must be University of Arizona Art History tenured or tenure-track faculty. The fourth member may be an approved special member. Special members must be pre-approved by the Dean of the Graduate College before the examinations begin. See the Committee Appointment Form instructions below for more details. The comprehensive examination committee is separate from the Ph.D committee. Faculty serving on the comprehensive examination committee are not required to join the student's Ph. D committee.

COMPREHENSIVE EXAM COMMITTEE APPOINTMENT FORM

After your Plan of Study has been approved, you will be able to start your Comp Exam Committee Appointment form. This form lists all the members on your comprehensive exam committee.

When you select your committee members, you'll first search for your advisor. After you've found and selected your advisor, select their committee role (far right column) as "chair". Then click the + sign on the far right to add another line. This will allow you to add another member to your committee. You'll need to add a new line for every member of your committee. All other committee member roles should be "member". If you have co-chairs, then select both those faculty members' roles as "co-chair" and everyone else's roles as "member".

Special Members: Any member on your committee must be a current tenured or tenure-track faculty member at The University of Arizona. If you would like to have someone on your committee who is not a current tenured or tenure-track University of Arizona faculty member, we must submit a request to the Graduate College for them to be a special member. You must first collect an up to date electronic copy of your special member's CV or Resume. Complete the Special Member form available on the School of Art website. Submit the Special Member form and CV to advisor for approval. After your advisor has approved, submit this form to the Graduate Program Coordinator to receive final approval and have the request submitted to the Graduate College.

THE WRITTEN COMPREHENSIVE EXAMINATION

The written examination will be administered upon completion of coursework and language requirements, and prior to commencing full time dissertation research, usually at the beginning of the sixth semester of Ph.D. study. The examination will consist of three different parts, to be completed within five days. Students must pass all three parts before they can go on to the oral defense; a student may retake a failed portion once only, usually at the end of that semester in which the first attempt was made. For each part, the student will be able to choose to answer one question out of at least two

different options, and will be allowed to write for three hours. The material from one part will be taken from the area of the student's major, one part from the minor, and one part from the area of the student's dissertation.

ANNOUNCEMENT OF DOCTORAL COMPREHENSIVE EXAM

After you've passed your written exam and are ready to schedule your oral exam, complete the "Announcement of Doctoral Comprehensive Exam" form available through GradPath Form on UAccess Student. When you've completed the Announcement of Doctoral Comprehensive Exam form, the link to the Results form will be emailed to your committee chair, and your committee chair will report the results of your written and oral exams through this form.

THE ORAL COMPREHENSIVE EXAMINATION

The oral examination should take place within six months of satisfactory completion of the written examination, preferably at the end of the same semester in which the written examinations are passed. This examination consists of a presentation and defense of the dissertation proposal and clarifications or amplifications of the written examination. The student will provide their committee with a dissertation proposal (approximately ten pages) two weeks prior to the scheduled exam. During the first fifteen minutes of the defense, the student will make a formal presentation (including images) to the committee about their intended dissertation project. The committee will then provide the student with feedback and advise them regarding possible revision and/or implementation of the project. If needed, the student may repeat the oral defense once only. Successful completion of the written examination and oral defense will allow students to advance to Ph.D. candidacy.

ADVANCEMENT TO CANDIDACY

When the student has satisfied all course work and language requirements, and has passed the written and oral portions of the Comprehensive Examinations, they must file a Doctoral Dissertation Committee Appointment Form (available through GradPath Forms in UAccess Student Center). This form must be submitted to the Graduate College as soon as requirements are met but no later than six months before the final oral defense of the dissertation is scheduled. *At this time there will be a one-time fee for dissertation processing charged to the student's bursar's account.*

DOCTORAL DISSERTATION COMMITTEE

Ph.D. students in Art History at the University of Arizona, in conjunction with their dissertation advisor, select a dissertation committee. The committee is composed of at least three and up to five faculty members, with at least three from the Art History division at the University of Arizona (typically at least one would be from the student's major area and one from the minor). Faculty from outside Art History can also be included on the committee. The fourth and fifth members may be tenured or tenure-track University of Arizona faculty, or an approved special member.

Special Members: If you would like to have someone on your committee who is not a current tenured or tenure-track University of Arizona faculty member, we must submit a request to the Graduate College for them to be a special member. You must first collect an up to date electronic copy of your special member's CV or Resume. Complete the Special Member form available on the School of Art website. Submit the Special Member form and CV to advisor for approval. After your advisor has approved, submit this form to the Graduate Program Coordinator to receive final approval and have the request submitted to the Graduate College.

DISSERTATION WRITING EXPECTATIONS AND GUIDELINES

It is expected that you will create a calendar in consultation with your Committee chair for the five-year, time-to-degree completion period following the comprehensive exams.

- **Essential: Use the final dissertation filing date of the last semester of the five years allowed for completion of the degree to help you schedule - work backwards from that date.**
- Develop a calendar of Fall and Spring semester-based work goals and progress review meetings in consultation with your Chair.

Typical goals will include:

- Research period
 - Completion of a full draft (expect to write one chapter per semester!)
 - Committee chair's evaluation of the draft
 - Revisions to the draft based on the chair's evaluation (do not assume that this is a matter of simple edits – you may be required to substantially rewrite and/or reorganize and this takes time!)
 - Submission of the second draft to the full committee for review
 - Revisions to the draft from the full committee
 - Schedule your Defense
 - Respond to any revisions that emerge from the Defense
- **You will need to take into careful consideration the schedules of your Chair and committee members well in advance of scheduling any activities.** Faculty may well not be available over the summer, for example.
 - **You should always be prepared to summarize your dissertation topic in writing and where you are in the process of completing your dissertation.**
 - **If you are seeking letters of recommendation from your Chair and committee members, you must provide in writing (this will help recommenders as well as you in drafting your proposal):**
 - A summary of your dissertation project
 - The merits of your dissertation project
 - When you expect to complete the dissertation
 - Why you are a good candidate for the specific funding or position for which you are applying
 - Information about the submission process, etc.

ENROLLMENT REQUIREMENTS

- The dissertation must be completed and defended in an oral examination within five years of the completion of the comprehensive examinations.
- A student admitted to a doctoral program must register each Fall and Spring semester for a minimum of 1 graduate unit from original matriculation until the completion of all course requirements, written and oral comprehensive exams, and 18 dissertation units. When these requirements are met, doctoral students not on financial assistance and/or needing to maintain appropriate visa status, must register for a minimum of 1 unit of dissertation credits each semester until final copies of the dissertation are submitted to the Graduate Student Academic Services Office. If only the Final Oral Exam (the defense) is completed during the summer or winter term, the student has maintained continuous enrollment, and has fulfilled all 18 required dissertation credits, registration is not required. Exams are typically scheduled for the fall and spring semesters only.
- Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.
- Doctoral students who have maintained continuous enrollment and are taking only comprehensive exams during either Summer or winter term do not have to register for graduate credit during that summer or winter session.
- Doctoral students who have maintained continuous enrollment, fulfilled all their other degree requirements as well as the 18 hours of dissertation and were enrolled in the prior semester may defend in the summer or winter term without registration. If, however, a student needs library privileges in the final semester, enrollment is required.

FINAL ORAL DEFENSE EXAMINATION

Upon completion of the writing of the dissertation, an oral defense of the dissertation will take place that will last no longer than three hours. The examination focuses on the dissertation itself but can include general questioning related to the field(s) of study within the scope of the dissertation. The exact time and place of this examination must be scheduled by completing the Announcement of Final Oral Defense Form, available through GradPath Forms on UAccess Student Center, at least 3 weeks before final defense, and announced publicly in Lo Que Pasa at least one week in advance. The candidate, the candidate's committee, and interested members of the public shall be in attendance. The dissertation chair presides over the examination. The candidate will be expected to give a presentation of approximately one hour on the work. The examination is open to the public for this initial portion during which the student presents the dissertation and entertains questions from the committee members and the public. Upon completion of the presentation and questioning, the examination is closed to the public and the members of the committee will deliberate and vote on whether or not the candidate has passed. They will inform the candidate of their decision immediately following their deliberations. Upon completion of the Announcement of Final Oral Defense form, the candidate's committee chair will receive the Results of Final Oral Defense form through GradPath Forms, and will report the results of the defense. One hardbound copy made at the expense of the student must be given to the Art History Division, to be retained within the School of Art via the Visual Resource Center. The dissertation should be printed on a heavy grade paper in its entirety complete with title, images and signature pages. The binding should be hard cover, black with gold lettering. The front should have the dissertation title, name and year submitted and the last name, the words "Dissertation" and the year should be printed on the spine.

Students are also required to archive their dissertations with the Graduate College through ProQuest:

<http://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#submission-of-dissertation>

GRADUATE REQUIREMENTS FOR ART HISTORY PHD MINOR

PhD students who want to minor in Art History must take 9 units of Art History coursework as approved by their minor advisor.

PhD students who know which Art History faculty member they would like to serve as their minor advisor should email the faculty member, and request a meeting to discuss their desire to minor in Art History. PhD students who do not know who they would like to have as their minor advisor should meet with the Art History Graduate Faculty Advisor to discuss their next steps.

MUSEUM STUDIES CERTIFICATE PROGRAM

The Museum Studies Certificate Program (MSCP) is designed to enhance existing graduate degree programs for those students seeking scholarly expertise and practical experience in the field of museum studies. The Certificate Program is also a stand-alone program, open to those who have completed an undergraduate degree but are not enrolled in a graduate degree program. The theoretical and scholarly orientation of the curriculum for the MSCP is balanced with museum practice through internships at the Center of Creative Photography, the University of Arizona Museum of Art, the Arizona State Museum, and other relevant museums in the region and beyond.

REQUIREMENTS

- Students meet 12 credit hours of coursework, including two core courses: ARH 500: Topics in Museum Studies; and ARE 525: Theory and Practice in Art Museum Education. The other 6 course credits are earned from electives that must be approved by the coordinators of the MSCP. Elective courses may be selected from those in another relevant field of special interest to the career goals of the student, including but not limited to Art History, AVCE, archival management, arts administration, anthropology, and history. A total of six credits (either course work or internship experiences or a combination) may overlap with credits in the degree program within the School of Art or may overlap with credits for degrees in other areas, at the discretion of the degree granting department.
- Students complete 6 credit hours (270 hours) of one or more internships in a museum or gallery. The internship(s) must include a significant scholarly component that links the practical work with the academic requirements for

the certificate. One of the two faculty coordinators of the MSCP must approve the internship experiences and provide final grades based on the recommendations of the museum supervisor and a final paper summarizing the experience. For AVCE students in the Community and Museums track who are required to complete 6 credits of internship, these internship credits could apply to both programs, provided the internships are conducted in a museum or gallery. No more than 6 credits can be “double-dipped,” either internship or course credits.

APPLICATION DEADLINES

Applications due September 15 for Spring admission and January 10 for Fall admission.

APPLICATION PREREQUISITES

Applicants have a recognized Bachelor’s degree and must have a minimum 3.0 grade point average.

APPLICATION REQUIREMENTS

Please schedule an interview with the Museum Studies Certificate advisor. After the interview process, you will then complete the brief Graduate Admissions Application on apply.grad.arizona.edu.

GRADES

Students must receive a B or better in graduate courses in order for these courses to count toward completion of the degree. If a student receives a C, the course will count for credit and be factored into the overall GPA, but it cannot be used to fulfill any requirements in the student's plan of study. Please see the Grad Replacement Opportunity Policy here: [Repeating a Course & Grading for Repeated Courses | University of Arizona Catalog](#)

REGISTRATION REQUIREMENT

Students are required to meet with the Museum Studies Certificate advisor once every semester to receive coursework approval.

PLAN OF STUDY

Students must submit a Certificate Plan of Study during their second semester in the program.

- Go to UAccess Student Center
- Under the Academics section, in the drop down menu, select “GradPath Forms”
- Complete the “Responsible Conduct of Research Statement” (this should only take you 30 seconds or so).
- Create your Plan of Study
- Include all the coursework you’ve already taken AND all future courses you will take to complete your degree. This document can be updated as you progress, so don’t worry too much about how accurate your future coursework is. Just make your best guess.
- Submit and it will be sent off to your advisor for approval

GRADUATE COUNCIL

The School of Art Graduate Council is charged with providing input and serving as liaison between the School of Art administration & faculty and fellow graduate students. Here are some examples of potential topics that Graduate Council could address: graduate curriculum, graduate facilities and equipment, visiting artists, graduate student policies, research opportunities and activities, as well as the School of Art’s vision and direction. The graduate council can coordinate and provide input in various efforts among graduate students and the community—for example, open studio days and graduate gallery programming.

For issues concerning individual students, please see the grievance policy in the student handbook.

Graduate students in each program (Masters/PhD for Art History & AVCE, 2D, 3DXM, P|V|I, I+D) will nominate one representative. These 8 representatives will make up the Graduate Council. The Graduate Council will nominate 1 chair who

will attend one SEC meeting each semester and coordinate the Council meetings. The Graduate Council will also nominate representatives to be a full non-voting member of the School of Art Curriculum, Facilities, and VASE Committees.

Program representatives are invited to attend one Program Meeting yearly, preferably in the beginning of the academic year. At program meetings when the Graduate Council representative is in attendance, faculty will not discuss matters regarding fellow students. If attending a program meeting is not possible, the Graduate Council representative could also meet with the program chair. If additional attendance or meetings with the program are desired, that will be determined by the Graduate Council representative and Program Chair.

When the Graduate Council would like to bring forward a request that is a significant change to a process, use of materials, structure, or language that is in place in the Graduate Building, please send a request in writing to the Graduate Program Coordinator. Please include dates, costs and any other details that you think might be helpful to communicate. If you are not sure if a change would be considered "significant", please ask the Graduate Program Coordinator. Give the Admin two weeks to respond, ask questions, or clarify and an approval before you proceed.

Graduate Council can request a maximum of \$150 per event for up to two Grad Council events each academic year. Unused funds from one year cannot be banked for future years.

Election Process: Each spring, all graduate students will be asked to email the Graduate Program Coordinator to nominate a representative from their program to serve on the following year's Graduate Council. The Graduate Program Coordinator will compile the results. If the student nominated does not wish to serve on the Graduate Council, the next person will be asked, and so on.

The Graduate Program Coordinator will schedule the Graduate Council's first meeting of the year.

PETITION

Students can formally petition for an exception to be made to the policies established by the School of Art in the handbook by submitting a SOA Petition, available on the School of Art [website](#). Students can formally petition policies established by the Graduate College by completing a Graduate Petition.

APPEAL

If a student disagrees with a decision made by the division or school, they may appeal the decision using the SOA Appeal form, available on the School of Art website.

GRIEVANCES

Should a graduate student feel he/she/they has been treated unfairly, they should follow the below steps to resolve the issue. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action. If the problem cannot be resolved informally with the person responsible, then the student would bring the issue to the Graduate Program Coordinator, who will help the student find the appropriate next step.

If the problem cannot be resolved informally, the student may be able to file a formal grievance.

Please see the complete grievance policy and other resources on the Grad College website: <https://grad.arizona.edu/policies/academic-policies/grievance-policy>

PREPARING FOR THE PROFESSION

The School of Art (SOA) is committed to preparing students for the profession and for a competitive career in the Arts. The Program encourages you to begin conceiving of yourself as a professional as soon as you join the School. As you begin taking classes and become familiar with the Program's faculty, students, and resources, take advantage of museum exhibitions at the university and in Tucson, visiting artists and scholars, symposium, colloquia and panel discussions devoted to professionalization. And though professional careers in the Arts may seem a long way off for students beginning their programs, you should begin to maintain and periodically revise important documents. Also, it's never too early to think of your current work as preparation for future scholarly projects.

- Conduct yourself like a professional in your classes, workshops, seminars, and make your courses work for you. Speak up; take initiative. These experiences are important places to make connections with your peers and mentors; as well as providing practices for professional settings.

Being professional means coming to class on time e session, being prepared, refraining from eating or texting during class. You should be a model student in a co-convened class for the undergraduate students.

- Compose a Curriculum Vitae and update it at the beginning of each semester. The c.v., like other important professional documents, will require careful development and revision as you gain experience and fashion yourself for your career.
 - CAA Artist CV Guidelines: <https://www.collegeart.org/standards-and-guidelines/guidelines/visual-art-cv>
 - CAA Historians and Scholars CV Guidelines: <https://www.collegeart.org/standards-and-guidelines/guidelines/art-history-cv>
- Check your official U of A email frequently, during normal working schedules M-F, 9-5. This is the official channel of communication for all faculty and students. This is particularly important if you are an instructor of record.
 - When contacting your faculty, use email as a default.
 - While some faculty might be comfortable communicating via text, always assume that you should keep your communication with your faculty via email unless an individual faculty member has indicated otherwise.
 - If you find email overwhelming, you can set up filters in your mailbox software. If your area has a dedicated email list, look fo emails from that as well.
- Pay attention to the SOA Graduate Student Listserv. This is a space to stay informed about scholarships, national or international events and other opportunities. This listserv is not just helpful for current events, but it gives you a glimpse of what opportunities are available in your field for publication and external opportunities.
- See the Graduate College website, take advantage of the resources they provide.
- Attend, as many as possible, events related to the profession, such as guest lectures and/or seminars, workshops, museum events, artist talks, conferences, or symposia. Support your peers and colleagues by attending and/or volunteering and contributing to the success of these events.

- Create work with an eye to the future, that is, as the beginnings of possible exhibitions, workshops, artist talks, conference papers, dissertation chapters, or articles for publications. Note Calls for Papers, or Proposals posted around the School of Art, CFA, University, and on the various specialization Listserv.
- Join professional organizations such as National Art Education Association, Arizona Art Education Association, College Art Association, College Book Art Association, Society for Photographic Education, American Institute of Graphic Arts. Ask your faculty about field-specific organizations and listservs. Look into student memberships (usually significantly cheaper than faculty). All provide sources of information about what's going on in the specific profession.
- Develop a Teaching Portfolio. Gather syllabi of classes you have taught, or design syllabi for classes you'd like to teach. Compose a Statement of Teaching Philosophy and revise it periodically. With an eye to your eventual job interviews, ask yourself what you value as a teacher. What kinds of materials and texts do you find valuable in the classroom? Consider taking advantage of the many resources available to you at the Office of Digital Learning, and the Office of Instruction and Assessment (OIA). Many free classes, certifications, and you can join a Faculty Learning Community.
- When writing your dissertation, thesis or master's report, consider joining or starting a writing group of other thesis, report or dissertation-stage students.
- Take advantage of the Graduate Writing Institute. Many graduate students in all phases of their career have found these free services immensely helpful.

SCHOOL OF ART 22/23 GRAD COUNCIL RESOURCE REPOSITORY

1. Contract Breakdown
 - a. [Contract Cheat Sheet](#)
 - i. [Tuition Rates Sample SpreadSheet](#)
2. Food Resources
 - a. [Campus Pantry](#)
 - b. [Food not Bombs](#)
 - c. ['85 North](#) // \$14 Buffet next to the art studios
 - d. [Community Food Bank](#) // There's one location 5 minutes from University
 - e. [Borderlands' Produce on Wheels With-Out Waste](#)
3. Clothing Resources
 - a. [Campus Closet](#)
4. Housing Resources
 - a. [Tucson Tenant Union](#)
5. Internet Resources
 - a. [Government Internet Assistance](#)
6. Transportation Resources
 - a. [Sun Tran \(free fares\)](#)
7. Academic Resources
 - a. [Writing Center - Book Same Day appointments](#)
 - b. [Kanopy](#) // Kanopy is a is an on-demand streaming video platform that offers films, TV shows and documentaries that you can access with your university email account for free
 - c. [Think Tank](#)
 - d. [Thrive Center](#)
8. Mental Health Resources
 - a. [CAPS - Up to 6 sessions free each semester if you verbally say you cannot pay](#)
9. Emergency Resources
 - a. [UAPD](#) - (520) 621-8273
 - b. [Critical Incident Response Team](#) // focuses primarily on the management of situations involving critical incidents on campus
 - c. [UAlert](#)
10. Grants/Scholarships
 - a. [Pivot](#) // Trusted source for global funding information
 - b. [Scholarship Universe - Apply Each Academic Year](#)
11. Summer Opportunities
 - a. Summer Teaching // Talk to respective program chair about summer offerings
 - i. I+D= Try to do so by the Fall semester for the next Summer
 - ii. 2D= Voice interest by Fall semester, and send reminder at beginning of Spring semester for Summer classes
 - iii. ARH= ART119 offered during summer depending on demand; Voice interest by Fall semester
 - b. [Arizona History Museum](#)
 - c. [The Mini Time Machine Museum of Miniatures](#)
 - d. [UA A Camp](#)
 - e. [Tucson Racquet & Fitness Club](#)
 - f. [The Gregory School](#)
 - g. [Tucson Jewish Community Center](#)
 - h. [Children's Museum Tucson](#)
 - i. [Girl Scouts of Southern Arizona](#)