

# Art History Graduate Guidelines

2017-2018

MA in Art History

Oklahoma State University  
Stillwater, Oklahoma

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## Graduate Program Personnel

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**Graduate Coordinator**

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**Vennerberg Professor of Art and Department Head, Department of Art, Graphic Design, and Art History**

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## The Graduate Art History Faculty

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102 Bartlett Center

**Title:** Assistant Professor**Area:** Early Modern Art History**Education:**

B.A. (Kalamazoo College)

M.A. (University of Chicago)

Ph.D. (University of Chicago)

**Jennifer Borland, PhD***[jennifer.borland@okstate.edu](mailto:jennifer.borland@okstate.edu)*

744-3999

206 Bartlett Center

**Title:** Associate Professor**Area:** Medieval Art History**Education:**

B.A. (Univ. of Pennsylvania)

M.A. (Stanford Univ.)

Ph.D. (Stanford Univ.)

**Rebecca Brienen, PhD***[rebecca.brienen@okstate.edu](mailto:rebecca.brienen@okstate.edu)*

744-6016

108 Bartlett Center

**Title:** Vennerberg Professor of Art and Department Head**Area:** Seventeenth-Century Dutch Art History**Education:**

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M.A. (Harvard Univ.)

M.A. (Northwestern Univ.)

Ph.D. (Northwestern Univ.)

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203 Bartlett Center

**Title:** Associate Professor**Area:** Latin American Art History**Education:**

B.A. (Yale Univ.)

M.A. (Univ. of Texas, Austin)

M.Phil. (Cambridge Univ.)

Ph.D. (Univ. of Chicago)

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**Louise Siddons, PhD** *louise.siddons@okstate.edu*  
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B.A. (Cornell Univ.)  
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**Title:** Assistant Professor  
**Area:** East Asian Art History  
**Education:**  
B.A. (Beijing Univ., China)  
M.A. (Northwestern Univ.)  
Ph.D. (Northwestern Univ.)

## Assistantships

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The Graduate Program offers financial assistance on a competitive basis annually. The major criteria for awarding fellowships and other financial aid are academic excellence and scholarly promise, but need is also taken into consideration.

The Art Department usually awards 4-6 half-time (50% FTE) assistantships each year. The number of assistantships depends upon the availability of funds, which changes from year to year. Other assistantships may be available with the Oklahoma State University Museum of Art (OSUMA).

For the 2017-2018 academic year, the MA program in Art History will offer several half-time (50% FTE) graduate teaching and research assistantships (GTA). In addition, affiliated with the program will be one half-time (50% FTE) graduate assistantship (GRA) offered through the Oklahoma State University Museum of Art.

To apply for a graduate assistantship in the Art History program, the Application for Employment form, with attached resume, must be filled out and submitted to the Art History Graduate Director, usually due in early March.

## Assistantship Details

For the 2017-2018 Academic Year, a 50% FTE GTA (20 hours/week) = \$1,222 stipend per month for 9 months

\*In addition to this stipend, GTAs receive single-person health insurance (through the summer) and a tuition waiver (which includes an out of state tuition waiver) for up to 9/9/3 (Fall/Spring/Summer) credit hours.

For the 2017-2018 Academic Year a 50% FTE GRA (Museum; 20 hours/week) = \$1,222 stipend per month for 9 months

\*In addition to this stipend, GTA/GRAs receive single-person health insurance (through the summer) and a tuition waiver (which includes an out of state tuition waiver) for up to 9/9/3 (Fall/Spring/Summer) credit hours.

## Assistantship Requirements and Duties

\*20 hours/week

\*students must be enrolled in at least 6 credits of eligible courses each semester

Art history GTAs will be teaching assistants for ART 1503, 1513, 1603, and occasionally other courses. Their duties may include grading and exam preparation, leading discussion sections, occasional lectures, and meetings with students. GTAs must also attend the teaching workshop run by the art history faculty early in the fall semester.

OSUMA GRAs will be research assistants at the museum. Their duties may include administrative, registrarial, educational, and curatorial assignments as they relate to the primary purpose of research. GRAs will be encouraged to develop long-term projects of their own, related to the OSUMA's needs and activities, in an area of particular professional interest. GRAs will be expected to attend regular staff meetings throughout the 9-month period of their appointment.

## Teaching Methodology Workshop

Graduate Teaching Assistants must participate in a teaching workshop during the fall semester, which will be led by the art history faculty.

## Tuition Waivers

Students with Graduate Teaching Assistantships and Research Assistantships pay in-state tuition rates; that is, the University waives the non-resident portion of their tuition. The University will also pay the remaining resident tuition for six or nine hours of qualifying courses each fall and spring semester. If students receive the tuition waiver (GSSI) in the Spring, they will have all their degree-required hours covered in the

Summer (in-state and out of state) *regardless* of summer employment (“600” outreach type hours cannot be covered); the minimum Summer enrollment is 2 credit hours. In addition, teaching assistants also receive a monthly stipend during the academic year, and single-person health insurance. Students are responsible for resident tuition for courses taken in excess of this limit, and for all fees. Students who have insurance coverage in the Spring semester receive that coverage through July, regardless of enrolment and/or employment.

## Time Limits

A teaching assistant not on strict academic probation is eligible for financial support under the following conditions. Art history M.A. students can receive up to two years of support. Support is contingent upon satisfactory progress toward the degree. If exceptional circumstances exist, MA students in the final year of financial support may petition the Head of the Department of Art, Graphic Design and Art History for an additional year of support. Such cases will be judged on an individual basis and in light of Departmental policies and staffing needs.

## Important Links:

- Graduate Assistantships:  
<http://gradcollege.okstate.edu/assistantship>
- International Teaching Assistant Test  
<https://gradcollege.okstate.edu/ita>
- Fall/Spring/Summer Enrollment Guidelines:  
<https://gradcollege.okstate.edu/enrollment>
- Student Health Insurance:  
<http://uhs.okstate.edu/student-health-insurance-plan>
- Tuition Waiver Forms:  
<http://gradcollege.okstate.edu/FormsPage>

## Guidelines for the M.A. in Art History

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The MA in Art History at Oklahoma State University prepares graduates for success in a Ph.D. program in art history, a career in art museums and galleries, and other art-related occupations. This program allows students to explore multiple geographic locations, cultures, time periods and methodological perspectives. The practical skills that are developed in this study, particularly in research, writing, and the analysis of

complex visual signs, constitute the essential components necessary in all professions and are directly applicable in a wide variety of career options.

### Criteria for the award of the Master's Degree (Thesis Option):

- a. 30 credit hours including:
  1. Six (6) hours of graduate level seminars within the program (ART 5920: Art History Graduate Seminar);
  2. Six (6) hours outside of the art history program but related to the student's area of study;
  3. Six (6) hours of Thesis (ART 5000);
  4. Three (3) hours of Theory and Methods in Art History (ART 5013);
  5. Nine (9) hours related to the student's curricular track or geographic areas.

NOTE: At least twenty-one (21) credit hours must be graduate (5000 or 6000) level courses.
- b. Completed master's thesis and oral defense.
  1. Thesis and defense will be supervised and evaluated as to its success or failure by a committee of three (3) full-time faculty members with graduate college standing.
  2. At least two (2) members of the committee must be drawn from the art history faculty, with one of those being the committee chair.
- c. Plan of Study grade point average of 3.0.

### Criteria for the award of the Master's Degree (non-thesis option):

- a. 36 credit hours including:
  1. Six (6) hours of graduate level seminars within the program (ART 5920: Art History Graduate Seminar);
  2. Nine to twelve (9-12) hours outside of the art history program but related to the student's area of study;
  3. Six (6) hours of Thesis (ART 5000);
  4. Three (3) hours of Theory and Methods in Art History (ART 5013);
  5. Nine (9) hours related to the student's curricular track or geographic areas.

NOTE: At least twenty-seven (27) hours of the 36 total must be graduate (5000 or 6000) level courses.
- b. Submission of qualifying paper (after the completion of 27 hours) judged satisfactory by a committee of three (3) full-time faculty members with graduate college standing. The qualifying paper must be between 15- 20 pages in length. It may take one of the following forms: 1) A research



paper on a focused topic (a traditional seminar paper); or 2) A scholarly catalog essay. The public presentation may take place in the department as part of the art history roundtable series of talks or at an academic conference.

- c. Plan of Study grade point average of 3.0.

## Curricular Requirements and Recommendations Specific to the M.A. in Art History

Students will select two (2) geographic areas of concentration within the five (5) offered in the Art History program, one to be the major area and the other the minor. A selection of courses, both lecture and seminar will be taken in these areas. At least one course outside the department will be in the major area. Generally, the master's thesis will relate to the cultural connections between the major and minor areas.

## Application and Admission

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Admission to the MA program in Art History requires a Bachelor of Arts, Bachelor of Fine Arts, or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials appear below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission. Deadline: February 1.

### Admission Standards

1. Candidates for the M.A. in Art History must be fully admissible to the Graduate College at Oklahoma State University.
2. Prerequisite courses: Five (5) undergraduate courses in art history are required and foreign language experience is recommended. M.A. students may take prerequisites during the program; however, they will not count toward the 30 hours required for graduation.
3. No entrance exams, such as GRE, will be utilized.
4. Additional application materials (to be sent to the Art Department):
  - a. statement of purpose
  - b. three letters of recommendation
  - c. writing sample (5-10 pages; an excerpt from a longer work is acceptable)

Admission to the master's program presupposes an undergraduate major in art history, or a minimum of five (5) undergraduate courses in art history. The M.A. program welcomes applications from graduates with bachelor's degrees in other areas, such as English, History, Philosophy, Sociology, Anthropology, Religious Studies, and Foreign Languages and Literatures. Normally deficiencies in this basic requirement must be made up, without graduate credit, before admission to full standing. With the approval of the department, undergraduate courses in subjects directly related to the study of art history may be accepted as satisfying the minimum admissions requirement, but such approval must be requested in writing and obtained in advance.

In addition to the regular graduate school application forms, applicants to the graduate program in art history are required to submit a writing sample (typically a copy of a term paper or honors thesis) which, in their opinion, represents their best work. These papers help the department in the evaluation of applications. Letters of recommendation which highlight aspects of the student's academic and scholarly potential are also required.

All applicants whose native language is not English, or who have not received a degree from an English-speaking university, must take the Test of English as a Foreign Language (TOEFL); the required minimum score is 550 if paper-based, or 79 if Internet-based.

Students who do not meet the minimum requirements for admission to full standing may apply for admission with provisional standing. This will permit them to enroll in undergraduate or graduate level courses to make up deficiencies after which they may be admitted to full standing.

### Transfer of credits from another college or university

Following OSU Graduate College requirements and guidelines, students may transfer up to nine (9) hours of graduate credit from another accredited institution if the following provisions are met:

- a. The student was formally admitted to graduate study at the institution;
- b. The course(s) is certified as graduate credit at that institution;
- c. The student earned a "B" or better in the course;
- d. The work transferred is expected to be in art history or related subject areas and must be approved by the student's advisor as part of an accepted plan of study;

e. The work transferred must be recommended by the student's advisory committee and approved by the Dean of the Graduate College at the time the plan of study is prepared.

## Retention Standards

Students in the M.A. in Art History program must maintain a 3.0 or above overall GPA.

## Graduation Standards

Candidates for the M.A. in Art History must have successfully completed thirty (30) credit hours of course work, completed a master's thesis and oral defense and at graduation have a GPA of 3.0 or above.

# Graduate College Rules and Regulations

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There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by all the Graduate Faculty of Oklahoma State University rather than just the Department of Art, Graphic Design and Art History. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all Departmental, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are thinking about, or participating in, graduate studies in Art History at Oklahoma State University. Copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at:  
<http://www.okstate.edu/registrar>.

### Important Links:

- Graduate College Academic Calendar  
<http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Forms

<http://gradcollege.okstate.edu/FormsPage>

## Advisor and Thesis Committee

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All graduate students must select an advisor and two additional advisory committee members. All committee members must have graduate faculty status, two must be from Art History, and one may be from a related discipline.

### Advisor

Students should consult with a faculty member to determine if she/he is willing to serve as thesis advisor, and do so by the end of their first semester of course work. If this is not possible, students should arrange for an advisor by the end of their first year of graduate study. An advisor of an MA student may be any member of the graduate faculty of the Art History Program; in most cases, the advisor has expertise in the subject matter (major) area in which the student plans to specialize. Students must get permission from faculty members before they may include them on their committees, and faculty retain the right to resign from a student's committee.

The Advisor's primary responsibility is as a mentor. As a result, it is expected that the Advisor will establish the closest working relationship with the student. The Advisor guides and counsels the student in the research or scholarly effort, ensuring compliance with applicable research regulations. The Advisor serves as the primary resource for the graduate student in identifying potential committee members for the student's Advisory Committee. The Advisor is responsible for reporting to the Advisory Committee on the student's progress. It is the Advisor's responsibility to mentor the student toward a research, scholarly or creative project that is original and worthy of the degree sought. The Advisor is typically involved in the preparation of scientific or creative presentations, manuscripts for publication, etc. which may be a degree requirement in some graduate programs.

### Advisory Committee

1. Thesis and defense will be supervised and evaluated as to its success or failure by a committee of three (3) full-time faculty members with graduate college standing.
2. At least two (2) members of the committee must be drawn from the art history faculty, with one of those being the student's advisor (and committee chair) in the student's major field, and the faculty member in their selected minor field.

## Changes

To change an advisor or advisory committee, a student must complete a Committee Change Request form, to be signed by all committee members and the Department Head, and submitted to the Graduate College. Resubmission of the student's Plan of Study form may also be required.

***Student's Research Advisor Leaves the Institution:*** Should a student's Research Advisor leave OSU before the student completes his/her degree, the following steps may be taken after consultation with the Research Advisor and Graduate Program Coordinator:

- For a master's student who need only complete their research project to finish the degree, the student may complete the research project under the direction of the original Research Advisor. If the Advisor is also the Chair of the student's Advisory Committee, a new Chair would be appointed. The original Research Advisor can continue as a member of OSU's Graduate Faculty, participate in the student's thesis/dissertation defense, and fulfill his/her obligations to the student.
- For a master's student who is in the early stages of their program and research project, he/she may choose a new Advisor and start a new research project.
- A student may also choose to transfer to the advisor's new educational institution.

If a student is unable to secure a new Advisor in 30 calendar days, there is no obligation on the part of the program, Graduate College or Oklahoma State University to provide a new one. Without an Advisor the student will not be eligible to continue in the graduate program.

***Student-Advisor Relationship:*** When it is determined that a graduate student and Advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new Advisor or change to another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no obligation to provide the student a new Advisor. If a new Advisor cannot be identified in 30 calendar days, the student will no longer be eligible to continue in the graduate program.

### Important Links:

- Graduate Faculty Database:  
<https://gradcollege.okstate.edu/faculty-and-staff-resources>
- Oklahoma State University Guidelines for Best Practices in Graduate Education  
<https://gradcollege.okstate.edu/best-practices>

- Best Practices: Advisory Committees and Defenses  
<https://gradcollege.okstate.edu/best-practices>

## Plan of Study

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A plan of study is a listing of course work the student intends to take for completion of the degree, and an estimated time schedule. The student must develop the plan with his/her advisor and advisory committee. The Graduate College requires MA students to file a plan of study with the Graduate College before completing the 17th hour of graduate credit.

Students may download a plan of study form and instructions from the Art History MA web page or the Graduate College downloads page. The student should consult with the graduate director to complete a draft version of the form.

**Planning Meeting.** Prior to the completion of the 17<sup>th</sup> hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- A plan of study
- Tentative plans for the thesis

**Submitting the Plan of Study.** The Plan of Study is filled out online: <http://gradcollege.okstate.edu/planofstudy>. **The signed plan must be filed with the Graduate College prior to the completion of the 17<sup>th</sup> hour of graduate study.**

**Changes.** Changes to the plan of study can be made with the approval of the advisory committee. A revised plan is submitted online as well (see above for URL).

**Ten-Year Rule.** A final plan of study may not include any course more than ten years old at the time of actual graduation.

## Checklists

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### RCR for Graduate Students

OSU policy requires all graduate students to complete, on a one-time-only basis early in their graduate study, an online module about responsible conduct of research (RCR), designated for the humanities. **All new graduate students should plan to complete the module in their first semester.** When you're done, print the completion certificate and take it to your department office for filing.

By the end of the second full semester of enrollment, you should have:

- selected a faculty member as an advisor (who has agreed to serve in this capacity) in your major area of study
- chosen your thesis committee (selected two other faculty members, at least one in art history, and obtained their agreement)
- met with your committee and discussed your plan of study
- filed your plan of study

### For submitting a plan of study

- Minimum of 30 hours for thesis plan
- Minimum of 15 hours required in Art History (including 6 hours thesis, 6 hours of graduate level seminars, and 3 hours of theory/ methods)
- At least 21 hours of course work at the 5000 or 6000 level at OSU
- All courses, including 4000-level, must be taken for graduate credit
- No more than 9 hours of course work taken as special student or transferred from another institution
- No course work may be used to complete requirements for another degree
- The plan of study must be signed by the advisor, committee members, and the Graduate Director

Students take 30 semester hours (including six credit hours of thesis), prepare a thesis embodying original research, and pass a defense of the thesis.

### Before you are eligible to graduate, you must have:

- maintained a GPA of 3.0 or above on all graduate course work
- filed an approved plan of study with the Graduate College.
- filed a Graduation Clearance form (and a revised plan of study, if applicable)
- filed a Diploma Application
- submitted the defense copy (Final Draft) of your thesis by the Graduate College deadline
- passed your oral defense (Final Examination) and turned in the signed

Results of Final Defense form to the Graduate Director.

- submitted the final copy of the thesis in accordance with the format guidelines at <http://gradcollege.okstate.edu/tdg>

## Course Requirements

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**Required Courses.** The Art History program requires the following class for all MA students: *ART 5013: Theory and Methods in Art History*. The following requirements govern MA course work.

**Theory and Methods in Art History.** *ART 5013: Theory and Methods in Art History* is required of all students during their first year in the master's program. Students who believe that they have already taken a course equivalent to *ART 5013* may petition the Graduate Director to have this requirement waived. The student's petition should include a letter asking for the waiver and containing reasons for the request, a copy of the syllabus from the previous course, and any papers or assignments done for that course. The Graduate Director will then pass the request to the professor teaching the course for an evaluation and request a written recommendation. Upon receiving the recommendation, the Graduate Director will affirm or deny the petition and notify the student and the student's advisor. Each case will be judged on its own merits, regardless of whether the same course number at the same institution has been recommended as an equivalent course before.

**Required Hours at 5000/6000 Level.** All MA students must complete at least 21 hours of course work at the 5000/6000 level; this 21 hours of course work may include six hours of credit for work on the thesis.

**ART 5920: Art History Graduate Seminar: Special Topics.** Students must take at least two seminars (6 credit hours) in art history; they may take up to 12 credit hours.

**Electives.** Students are required to take at least six credit hours outside of the art history program but related to the student's area of study (but no more than nine). Students choose the remaining hours of course work in consultation with the graduate advisor and their advisory committees (which usually consists of additional art history courses). Course selection should take into account the student's thesis subject and professional goals.

**4000-Level Courses.** Only those 4000-level courses marked by an asterisk in the OSU *University Catalog* are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. (Many art history courses are listed as both 4000 and 5000 level - graduate students should enroll in the 5000-level course.)



**Transfer Hours.** Students may transfer up to nine graduate hours from another university granting a master's degree in Art History. A student's advisory committee shall determine the number of hours of transfer credit to be awarded. If a student uses the hours for a degree at the previous institution, the hours are not applicable to the MA degree at OSU.

**Methods Workshop for Teaching Assistants.** Teaching assistants must attend the additional teaching methods workshop in their first semester of teaching at Oklahoma State University.

**End-of-Semester Evaluations.** All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. These evaluations are kept on file in the Art Department Office and are available for students to read.

**Grade of "Incomplete."** The following regulations apply to students who receive what at OSU is termed the "composite incomplete" grade ("IB," "IC," "ID," or "IF") for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the "remarks" dropdown of the electronic grade sheet.
- Graduate teaching assistants or research assistants having more than two incomplete grades on their records will not be recommended for reappointment, and will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the *University Catalog* for a full explanation of University policy governing incomplete grades.

## Sample Curricular Tracks

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### *Medieval and Modern: Cross-temporal Encounters between Islam and the West*

YEAR 1

Fall Semester: 9 hours

- ART 5013: Theory and Methods in Art History [3 credits]
- ART 5920: The Art of the Crusades [3 credits, grad seminar]

- Seminar in East and West Comparative Philosophy, PHIL 5343 [3 credits]

Spring Semester: 9 hours

- ART 5693: Gender in Visual Culture (3 credits)
- Globalization and Culture, INTL 5243 [3 credits]
- ART 5920: Pan-Asianism [3 credits, grad seminar]

YEAR 2

Fall Semester: 6 hours

- ART 5163: Art since 1960 [3 credits]
- ART 5000: Thesis [3 credits]

Spring Semester: 6 hours

- ART 5713: Islamic Art and Architecture [3 credits]
- ART 5000: Thesis [3 credits]

### *Asia and the West: Art of the Trade Routes*

YEAR 1

Fall Semester: 9 hours

- ART 5013: Theory and Methods in Art History [3 credits]
- ART 5663: History of Chinese Art [3 credits]
- East Asian Philosophy, PHIL 4953 [3 credits]

Spring Semester: 9 hours

- ART 5920: Pan-Asianism [3 credits, grad seminar]
- East Asia since 1800, HIST 6120 [3 credits]
- ART 5593: Art of Conversion: 16th C. New World [3 credits]

YEAR 2

Fall Semester: 6 hours

- ART 5920: Art & Pilgrimage in Latin America [3 credits, grad sem]
- ART 5000: Thesis [3 credits]

Spring Semester: 6 hours

- ART 5673: Japanese Art [3 credits]
- ART 5000: Thesis [3 credits]

### *Images, Relics, and Popular Piety in the Early Modern World*

YEAR 1

Fall Semester: 9 hours

- ART 5013: Theory and Methods in Art History [3 credits]
- ART 5920: Art & Pilgrimage in Latin America [3 credits, grad sem]
- Topics in Philosophy of Religion PHIL 5303 [3 credits]

Spring Semester: 9 hours

- Popular Religion in the West 1300-1700 HIST 6120 [3 Credits]
- ART 5920: American Southwest [3 credits, grad seminar]
- ART 5713: Islamic Art [3 credits]

YEAR 2

Fall Semester: 6 hours

- ART 5920: Art of the Crusades [3 credits, grad seminar]
- ART 5000: Thesis [3 credits]

Spring Semester: 6 hours

- ART 5000: Thesis [3 credits]
- ART 5593 Art of Conversion: 16<sup>th</sup> C. New World [3 credits]

## Languages

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There is no language requirement for the M.A. Art History degree. However, many areas of study are enriched by the ability to research in a foreign language. It is also necessary for further graduate study (Ph.D). Therefore, we highly encourage students to consider taking some language courses upon beginning the M.A. program.

## Thesis

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The candidate for the MA degree normally prepares a study of original research for the six hours of thesis credit. It is possible for the student to convert a course paper of high quality into a thesis with additional research.

**Prerequisites.** In order to defend a thesis students must:

- have a grade point average of at least 3.0 on all graduate work taken beyond the baccalaureate degree. All courses carrying graduate credit, including transfer hours on the approved plan of study, will be calculated in this grade point average.
- have an approved plan of study on file with the Graduate College and with the Art History Graduate Director.
- submit a completed Intent to Defend form in the first three weeks of the semester in which they intend to defend
- meet all Graduate College deadlines and requirements.

The thesis should be a serious effort of publishable quality. The thesis will be expected to be approximately 60-75 pages long. See “**Thesis Guidelines**” document for more specifics on Proposal, Roundtable, Thesis, and Defense.

**Proposal.** MA candidates writing a thesis should submit a proposal (approximately 1000 words, including literature review and breakdown of chapters; bibliography should also be included) no later than the beginning of the first semester they register for thesis hours. The proposal must be approved by the candidate's committee. Committee members must be notified in writing if an approved proposal differs significantly from the submitted thesis (if, for example, the topic of the thesis changes or the authors or texts to be treated are altered or the number or character of the chapters changes). Students must provide a copy of the approved proposal to the Graduate Director.

**Reading Procedure.** At the time that the proposal is approved, the candidate and the committee members should agree upon a reading procedure. Matters to be discussed in reaching this agreement might include which chapters each member of the committee needs to see as they are completed by the candidate; whether individual committee members wish to see the chapters serially or all at once; and how much time committee members will need to finish reading a chapter or the entire thesis. Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense.

**Deadlines.** Students submitting theses must adhere to deadlines established by the Graduate College and by the Department of Art, Graphic Design and Art History. See also “Thesis Guidelines” document.

**Formatting your thesis.** The student must write the thesis according to the Graduate College Template, available from the Graduate College or at: <http://gradcollege.okstate.edu/tdg>. The Graduate College also offers workshops on formatting (see above website).

**Defense Copy (Final Draft).** The defense copy of the thesis should contain all of the chapters in a completed form and full documentation.

**Final Copy.** If, as a result of the defense, revisions to the thesis are required, committee members will not sign the thesis until they are satisfied with the revisions.

## Final Examination: Thesis Defense

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A thesis defense will consist of a public, oral examination by the thesis committee. It will be no less than 45 minutes, but in many instances, it will be longer. The candidate submitting a research thesis will answer challenges to the thesis argument as well as questions on the thesis subject. The thesis defense occurs after the student has submitted a complete draft of the thesis to all committee members.

**Intent to Defend Form.** Candidates will file a nonbinding Intent to Defend form with the Graduate Director within the first three weeks of the semester in which they expect to defend the thesis. Each member of the committee will sign this form before it is filed with the Graduate Director. If a student does not defend in the semester when the Intent to Defend form is filed, he or she should resubmit the form when he or she is prepared to defend.

**Scheduling of Oral Defense.** Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense. The Graduate Director and the Art Department Office must be notified no less than two weeks before the oral defense of the day, time, and location of the defense, and the title of the thesis. The scheduling of the defense should be done by the student in consultation with her/his advisor and thesis committee. No thesis defense will be held during the summer.

## Student Tenure

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Students must complete all requirements for the MA degree within seven years from their first enrollment in courses for the MA program.

## Length of Financial Support for Graduate Teaching Assistants/Graduate Assistants

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A teaching assistant who has not been placed on strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for a maximum of two years.

If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the Department of Art, Graphic Design, and Art History for an additional year's support. Such exceptional cases will be judged on an individual basis and in light of Departmental policies and staffing needs.

## Ineligibility for the MA Degree

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The Graduate Director may with proper cause declare a student ineligible for a graduate degree from the Department of Art, Graphic Design, and Art History at Oklahoma State University. Upon determining that such cause exists, the Graduate Director will immediately notify the student's advisor, who will discuss the matter with the student and respond to the Graduate Director within fifteen working days. Should the Graduate Director still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then appeal to the Art History faculty within ten working days for a hearing.

The Art History faculty will review the appeal and report its findings to the Graduate Director, who will notify the student. The student may then appeal that decision to the full Graduate Faculty in Art History. The decision of that group shall end the Departmental appeal process.

## Appeals and Petitions

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All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the OSU Academic Appeals Board. Contact the Provost's office (101 Whitehurst) for information and forms. Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually one of the following: the Art History Graduate Faculty (for exceptions to Departmental policy), or the Graduate Council (for exceptions to OSU policy). Students are urged to discuss matters with their advisors and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon a student's written request within a reasonable amount of time, a student and/or advisor may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.

***Dismissal from the Graduate Program:*** Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal (See section XII. Appeals Processes). If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

**Important Links:**

- Academic Calendar:  
<https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- Academic Integrity Policy:  
<http://academicintegrity.okstate.edu/>
- Graduate Student Appeals Policy:  
[http://gradcollege.okstate.edu/sites/default/files/appeals\\_policy.pdf](http://gradcollege.okstate.edu/sites/default/files/appeals_policy.pdf)
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- Graduate Student Appeals:  
<https://gradcollege.okstate.edu/content/appeals-policy>
- Leave of Absence Policy:  
<https://gradcollege.okstate.edu/leave-of-absence-policy>
- Graduate College Best Practices in Graduate Education  
<https://gradcollege.okstate.edu/best-practices>
- Grade Appeals Policy:  
<https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>

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## Department/College/University Resources

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### Department or Graduate Program:

- Art History Organization: <https://campuslink.okstate.edu/organization/art-history-organization>
- Oklahoma Conference of Art Historians: <https://www.facebook.com/groups/OKarthistory/>
- College Art Association: <http://www.collegeart.org/>

### Graduate College:

- Graduate College: <http://gradcollege.okstate.edu/>
- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Fall/Spring/Summer Enrollment Guidelines: <https://gradcollege.okstate.edu/enrollment>
- Graduate Assistantships: <http://gradcollege.okstate.edu/assistantship>
- Graduate College Academic Calendar: <http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Degree/Certificate Programs: <http://gradcollege.okstate.edu/degree>
- Graduate Faculty Database: <https://gradcollege.okstate.edu/faculty-and-staff-resources>
- Graduate Student Appeals Policy: <http://gradcollege.okstate.edu/content/appeals-policy>
- Graduate and Professional Student Government Association (GPSGA): <http://temp-gpsga.okstate.edu/content/resources>
- Graduate College Forms: <http://gradcollege.okstate.edu/FormsPage>



- Graduate Student Appeals: <https://gradcollege.okstate.edu/content/appeals-policy>
- Graduation Checklist (Doctoral Degree): <http://gradcollege.okstate.edu/doctoral-checklist>
- Graduation Checklist (Master's Degree): <http://gradcollege.okstate.edu/masters-checklist>
- International Teaching Assistant Test: <https://gradcollege.okstate.edu/ita>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/leave-of-absence-policy>
- OSU Guidelines for Best Practices in Graduate Education: <http://gradcollege.okstate.edu/bestpractices>
- OSU Best Practices: Advisory Committees and Defenses: <https://gradcollege.okstate.edu/best-practices>
- Test of English Language Proficiency: <http://gradcollege.okstate.edu/telp>

**University:**

- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <http://www.library.okstate.edu/>
- Family Resource Center: <http://www.reslife.okstate.edu/frc/>
- Health Insurance (Student): <http://uhs.okstate.edu/student-health-insurance-plan>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <http://itle.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <http://icae.okstate.edu/>

- OSU High Performance Computing Center: <http://hpc.it.okstate.edu/>
- OSU Writing Center: <http://osuwritingcenter.okstate.edu/>
- Residential Life: <http://www.reslife.okstate.edu/>
- Responsible Conduct Research Training: <http://compliance.okstate.edu/rcr/training>
- OSU Research Compliance:
  - Appropriate Use of Human Subjects in Research: <http://compliance.okstate.edu/irb/irb-index>
  - Appropriate Use of Animals in Research: <http://compliance.okstate.edu/iacuc/iacuc-index>
  - Biosafety Program: <http://compliance.okstate.edu/ibc/ibc-index>
  - Radiation Safety Program: <http://compliance.okstate.edu/rso/rso-index>
  - Laser Safety Program: <http://compliance.okstate.edu/lso/lso-index>
- Seretean Wellness Center: <http://wellness.okstate.edu/>
- Services for Students with Disabilities: <http://sds.okstate.edu//>
- Student Affairs: <https://studentaffairs.okstate.edu/>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <http://www.parking.okstate.edu/>

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## Survival Skills for Graduate Students

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- **UCLA Graduate School Survival Guide:**  
<https://grad.ucla.edu/asis/library/survivalguide.pdf>
  
- **PhDs.org Succeeding in Graduate School:**
  - **How to Succeed in Graduate School: A Guide for Students and Advisors**  
<http://www.csee.umbc.edu/~mariedj/papers/advice.pdf>
  
  - **What Predicts Graduate School Success:**  
<http://www.apa.org/gradpsych/2012/09/cover-success.aspx>
  
  - **Ten Simple Rules for Graduate Students:**  
<http://chem.virginia.edu/graduate-studies/test-links-pg/how-to-succeed-as-a-graduate-student/>
  
  - **Your First Year in a Ph.D. Program:**  
<http://chronicle.com/article/Your-First-Year-in-a-PhD/142953/>
  
  - **Graduate School Survival Guide:**  
<https://grad.ucla.edu/asis/library/survivalguide.pdf>
  
  - **The Successful Graduate Student: A Review of the Factors for Success:**  
<http://www.aabri.com/manuscripts/10569.pdf>
  
- **A Brief Survival Guide for New Graduate Teaching Assistants at UNC Charlotte:**  
<http://teaching.uncc.edu/learning-resources/articles-books/best-practice/teaching-research-assistants/survival-guide-new-tas>