First and Second Years

1.29 Qualifying Paper: During autumn and winter quarters of second year, students will research and write a qualifying paper under the guidance of a principal advisor, who must be a faculty member in the Art History Department. Students will arrange for a second advisor at the University, who need not be in Art History, no later than the beginning of winter quarter. Students will typically enroll in an independent research course with the primary advisor, or with the primary and secondary advisors, in both autumn and winter quarters, to accommodate the research and writing within the course load. These two courses count toward the 18 required for the degree. The complete draft is due to both readers by Friday of the seventh week of winter quarter. The form approving the final version must be filled out by the student, signed by both readers, and submitted to the Department by Friday of exam week in winter quarter. The approval form is available for download on the department website. Students should submit a copy of the approved paper to the Department.

1.30 Summer Stipend Holders: Summer stipends are intended to enable students to continue their training and research through the summer by supporting their expenses. The first priority for summer work is to take care of language skills, whether acquiring or improving them. The University offers the equivalent of one-year introductory and more advanced courses in many languages in a condensed format during summer quarter, without tuition charge to continuing graduate students. The Department requires students to take these courses for a letter grade and to enroll in regular three-quarter courses, not the research-for-reading courses. The goal here is to get solid language training that will stay with you.

First- and second-year students are expected to develop a summer reading list with the help of your faculty advisor (see 1.31). In the third summer, students may continue language study, develop dissertation proposals, and/or take a pre-dissertation research trip. See section 1.47 describing pre-dissertation grants.

All students receiving summer stipends should include, in the work plan you file early each spring for the upcoming year of study, a description of their plans for the upcoming summer (language study, research/travel plans, summer reading plans).

1.31 Summer Reading Lists for First and Second Summers: First- and second-year students are expected to develop a summer reading list of several books and/or substantial articles, with the help of your faculty advisor. You should make an appointment to discuss your list by the middle of spring quarter and should have agreed on the list by the end of exam week. The first summer list should be directed toward identifying the qualifying paper topic. The second summer list may be directed toward the preliminary exam fields or the dissertation topic. You should make an appointment with your advisor to discuss the reading list at the start of autumn quarter.

1.32 Grades, Incomplete Coursework, and Completion Deadline: The official grading scale used by the Department is A, B, C, D, and F, including pluses and minuses. In general, however, graduate student grades range from A to B-, and grades of B or B- indicate seriously inadequate work. A+ is not an official grade in the University, but may be used within the Department.

By the second year, it is expected that grades for art history courses should be mostly, if not entirely, in the A range. Graduate research courses may be graded Pass/Fail. The Qualifying Paper courses, ARTH 49808 and 49809 (first and second quarter) will be graded after the final paper is submitted to the faculty advisor. Both courses will receive the same letter grade, which will be the same as the grade for the paper.

A blank grade indicates that the student has completed the coursework but for some reason the instructor has not yet filed the grade. (For example, the grade for the first quarter of the Qualifying Paper course will remain blank until the paper is completed later in the year.) A grade of I (Incomplete) indicates that the student hasn't yet completed requirements for the course but will do so in the future. When requirements for the course are completed, the student should ask the faculty member to send in a grade. The final grade is entered next to the I. According to the Department policy, grades of I (Incomplete) indicate that the student hasn't yet completed requirements for the course but will do so in the future. When requirements for the course are completed, the student should ask the faculty member to send in a grade. The final grade is entered next to the I. Accordingly, the Department strongly discourages students from taking Is. It is important to understand that a grade of I remains on the transcript forever.

The Department follows the policy of the Division of the Humanities, which you need to consult: http://humanities.uchicago.edu/students/manual/incomplete-coursework. Any updates to the policy will appear on that URL.

The Incompletes policy conforms to other divisional and university requirements. In particular note: All full-time students must maintain satisfactory academic progress in their program of study. Satisfactory academic progress is determined annually by the department in the spring quarter. For more information see the Enrollment and Satisfactory Progress policy at https://humanities.uchicago.edu/students/manual/academic-policies/satisfactory-academic-progress.

Federal Student Aid policy limits the maximum time for incomplete course work to be completed. For more information see the Federal Student Aid Satisfactory Academic Progress Standards at: https://sla.uchicago.edu/page/maintaining-eligibility

The University’s grading policies can be found at: http://registrar.uchicago.edu/page/university-grading-policies

Note: The Department strongly discourages Incompletes except in a medical or personal emergency. If a student cannot complete course work by the end-of-quarter deadline, it is his or her obligation to promptly contact the instructor or the Director of Graduate Studies with an explanation and request an incomplete. This is important because instructors are expected to file grades at the end of the quarter, not to leave them blank. If the instructor grants an Incomplete, s/he will file a grade of "I", confirm with the student what assignments need completion, and set a deadline that normally falls two weeks before the start of autumn quarter.

When a student finishes an Incomplete, s/he should send a copy of the completed coursework to the Department Coordinator as well as the instructor. (If a student submits coursework on time and the instructor is late in grading it, or if a student submits work for an Incomplete by the September deadline, the grade will remain blank until the instructor files it. In such cases, the instructor, rather than the student, is responsible for the lack of grade. The student’s completion of the work is attested by the copy s/he sends to the Coordinator, and which is added to the student’s file.)

If a student on fellowship does not complete work for Incompletes by the September deadline, the student will be unable to register for the autumn quarter. Continuing fellowship funds will not be available without registration.

The Humanities Division’s grievance procedure for academic matters can be found here: http://humanities.uchicago.edu/current/grievance-procedure.

1.33 Exceptions and Petitions: If you wish to have the Department consider other options for completing requirements, you may petition the faculty by addressing a letter to the Director of Graduate Studies describing, explaining and justifying the changes you request. It will be presented to the faculty and voted upon by them.
Graduate students are expected to devote their time primarily to their studies. The objective of the program is the PhD degree. However, students may apply for the MA degree along the way to achieving the PhD, or students entering the program with an MA in art history in a field other than the one in which they anticipate writing a dissertation, or with an MA in another discipline, or with an MA from an art history program based outside North America or Britain will follow the regular program, taking 18 courses.

Special provisions apply to students entering the program with an MA from an art history program in North America or Britain in the field in which they anticipate writing a dissertation:

1) In the spring of their first year, these students have the option of petitioning the Department to grant course credit toward the departmental requirements for courses taken in their previous program. The Department considers petitions on a case-by-case basis, and may approve anywhere from one to five credits. If the courses in question were taken at the University of Chicago, however, it may consider a larger number. The student should provide the Director of Graduate Studies a brief cover letter requesting the credits, including the course titles, descriptions, and instructors, accompanied by: a transcript, the course syllabi, and a copy of the paper or other major written assignment for each course. The Director of Graduate Studies will present the petition at a faculty meeting for discussion and vote, and will report the decision to the student.

2) These students write the qualifying paper on the same schedule as other students. If, however, they and their faculty advisor feel they have written a course paper during the first year that is suitable for the qualifying paper, they have the option of expanding that paper over the summer and completing it in autumn quarter of the second year.