Graduate Program, Getting Started

1. Getting Started: Your first year of graduate work may be a bit overwhelming. Getting used to a new place, to the rigors of graduate school, and (for some) to the fast pace of the quarter system is all very demanding. Take time before school begins to absorb the information in this handbook, which is designed to walk you through the PhD program and its requirements. Once you arrive on campus, you can ask for help with matters you don’t understand from the faculty member serving as Director of Graduate Studies and from the Department Coordinator.

1.1 Advising and Registration: In late summer, you will receive information from the Department Coordinator concerning course offerings and online registration procedures to help you begin planning your program of study for the first year. Beginning on the Monday of the week before autumn quarter starts, you’ll be invited to attend various social and practical orientation meetings organized by the Department. At that time, you’ll also meet individually with the Director of Graduate Studies, who is responsible for answering your questions about the program requirements and guiding you through the program. The Department Assistant will send you a program of study worksheet, which you should bring to your meeting with the DGS where you will make a tentative plan of your first year’s course of study, in order to be sure that you’ll meet all the distribution requirements.

You will repeat this process of advisement and registration before each quarter of coursework. You should also consult with your advisor or potential advisor on your course selections. You are able to add and drop courses freely until the third week of the quarter. Courses dropped after the third week will remain on your transcript and will be graded with a “W,” indicating that you have withdrawn.

1.2 Time Schedules: The Time Schedules, found at http://coursesearch.uchicago.edu are the most up-to-date listing of course meeting times and locations. Course descriptions are available on the department website.

1.3 Departmental Communication: Official departmental announcements and important deadlines are sent by email. Additionally, information regarding events, deadlines, and other department business can be found on our internal web calendar. It is important that you check your email regularly and respond to messages from staff and faculty in a timely manner.

1.4 Residence Status: The University requires full-time continuous registration. Please see http://studentmanual.uchicago.edu/residence_phd for detailed information on the residence system and policies.

1.5 Pro Forma Status and Leaves of Absence: Pro Forma registration is a limited privilege granted for a maximum of six quarters and designed to provide full-time status to doctoral students who must reside a substantial distance from Chicago, usually abroad, to conduct preparatory field research, archival research, or data collection required for completion of the dissertation. Pro Forma is a full-time registration status and it counts as a regular year in determining a student’s years of residence in the program. Students apply for Pro Forma status by completing an Application for Pro Forma and an Absentee Student Information Sheet, both available from the Dean of Students Office. For more information, please see https://studentmanual.uchicago.edu/pro_forma.

Leaves of absence may be granted to help students with exceptional personal circumstances or medical conditions, including childbirth, or to allow them to take advantage of opportunities for intellectual development elsewhere. Talk to the Director of Graduate Studies, Department Coordinator, and Dean of Students about your situation. Applications for a leave of absence must be submitted to and approved by the Dean of Students. For more information, please see https://studentmanual.uchicago.edu/leaves_of_absence.

1.6 Tracks: The Department has two tracks, or schedules of deadlines for meeting requirements. The basic requirements for the PhD degree are the same for both tracks; Track II allows students to pace their courses differently because of their need to study foreign languages.

Track I will serve many students, including all those specializing in the study of modern Western Europe and North America. Track II is for those students who must begin one or more non-modern or non-Western European languages during their coursework. They take these language classes as part of a normal three-course load per quarter. Because the three quarters of an introductory language sequence cannot count toward graduate course credit, this will push the student’s completion of coursework into the third year, when three additional courses must be taken to make up for the language sequence. The qualifying paper must be completed at the same time as for Track I students. Intermediate- or higher-level language courses in non-modern/non-Western European languages will count as graduate classes (see 1.15).

1.7 Faculty Advisor: All entering students should identify a faculty advisor in their primary area of interest as early as possible and consult with that person about their program of study, minor area, and languages needed for their projects. It is understood that occasionally students may change advisors later in their studies. In winter quarter of their second year at the latest, students need to determine a primary advisor. Students should consult as needed with, and notify, the Director of Graduate Studies. For spring quarter of their second year, students enroll in a preliminary exam reading course with their advisor.

1.8 List of Departmental Requirements:

- Eighteen courses, including the Art History Proseminar (ARTH 40200) and the COSI Objects and Materials Seminar (ARTH 44002), a preliminary reading course, and at least seven other Art History courses
- One qualifying paper, approved by two readers, for which most students will enroll in two reading courses, one of which may be with a second reader, who may be outside Art History
- Foreign language proficiency as outlined in sections 1.10–1.15
- Completion of the Teaching Colloquium (ARTH 50100) in autumn of the third year (see 3.8)
- Completion of the Dissertation Proposal Workshop (ARTH 50200) typically in the spring of the third year (see 1.46)
- Preliminary exams passed
- Dissertation proposal approved by three readers
- Dissertation approved by three readers
- Dissertation defense approved by those committee members present and the Chair

1.10 Charting the Program:

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<th>Year</th>
<th>Quarter</th>
<th>Coursework</th>
<th>Other</th>
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<tr>
<td>Year</td>
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| Year 1 | Autumn | 3 courses, including Proseminar  
Orientation Week: Register for language exam and courses, including Proseminar  
Registration can be changed until the end of Week 3 without fee (same schedule holds for every following quarter)  
Week 7: Advising meetings for winter registration  
Week 8: Registration |
| Winter | 3 courses, including COSI Objects & Materials seminar  
Week 7: Advising meetings for spring registration  
Week 8: Register for courses, including language course if language exam was not passed |
| Spring | 3 courses  
Summer | Language study and reading lists |
| Year 2 | Autumn | 3 courses including Qualifying Paper Course I  
Week 1: Register for foreign language exams as needed  
Week 1 or 2: Meet with faculty advisor to discuss summer reading |
| Winter | 3 courses including Qualifying Paper Course II  
Submit qualifying paper to readers by Friday of 7th week; QP approval due to department by last day of exam week |
| Spring | 3 courses including Preliminary Exam Reading Course and Pedagogies of Writing (HUMA 50000)  
Apply for course assistant and/or writing intern positions for following year  
Finish putting together fields and reading lists for prelims |
| Summer | Language study  
Study for preliminary exams |
| Year 3 | Autumn | Teaching Colloquium (ARTH 50100)  
Weeks 1 and 2: Meet with faculty advisor to discuss summer reading  
Begin formulating dissertation ideas  
Serve as course assistant or writing intern in two courses this year |
| Winter | Take prelims  
Begin formulating dissertation proposal |
| Spring | Dissertation Proposal Workshop (ARTH 50200)  
Submit pre-dissertation trip proposal for department approval  
Submit dissertation proposal for faculty committee approval |
| Summer | Pre-dissertation research trip if applicable  
Work on dissertation proposal and grant applications  
Advancing to candidacy at this time is strongly encouraged and puts students in a strong position to apply for grants in autumn of fourth year |
| Year 4 | Autumn | Dissertation research and writing, abroad as necessary  
Apply for dissertation research grants |
| Winter |  |
| Spring | Apply for teaching positions for fifth year  
**Must be ABD by last day of spring quarter of the fourth year** |
| Summer |  |
| Year 5 | Autumn | Dissertation research and writing  
Serve as course assistant or writing intern and/or teach as an independent instructor  
Apply for external dissertation write-up fellowships |
| Winter | Possibly apply for University of Chicago dissertation completion grant |
| Spring |  |
| Summer |  |
| Year 6 | Autumn | Dissertation research and writing |
| Winter |  |
| Spring | Dissertation defense  
Submit final copies of dissertation to the Dissertation Office in quarter of graduation |