

**University of Pennsylvania**

**GRADUATE GROUP IN THE HISTORY OF ART BULLETIN**  
Updated 9 September 2024

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## I. OVERVIEW

### a. Structure of the Graduate Group

At the University of Pennsylvania, post-baccalaureate study in the liberal arts is directed by “graduate groups,” under the supervision of the Associate Dean for Graduate Studies and Director of the Graduate Division of the School of Arts and Sciences. The Graduate Group in the History of Art includes all the standing faculty members of the Department of the History of Art, plus art and cultural historians from other departments in the University and from other Philadelphia institutions.

The Graduate Group is headed by a Chair, nominated by its members, and appointed by the Vice Provost upon the recommendation of the Associate Dean for Graduate Studies. In matters of curriculum and student policy, the Graduate Group Chair reports directly to the Associate Dean for Graduate Studies. In other areas, notably faculty staffing, the Chair of the Department represents the interests of the Graduate Group in dealings with the School of Arts and Sciences. University-wide regulations governing the Ph.D. and M.A. degrees are set by the Graduate Council of the Faculties, chaired by the Vice Provost for Education. The Department of the History of Art also provides administrative support for the Graduate Group in Art and Archaeology of the Mediterranean World. For Members of the Graduate Group, consult the department [website](#).

### b. Fields of Study

The Graduate Group offers courses leading to the M.A. and Ph.D. degrees in the history of art. Programs of study are typically supported by collaborations between this Graduate Group and other departments at the University that provide instruction in related fields. For Fields of Study, see the department [website](#).

### c. Libraries and Other University Resources

The University of Pennsylvania Libraries rank among the best in the nation. The Fisher Fine Arts Library occupies a masterpiece of Victorian architecture, designed by Frank Furness. Its collections are supplemented by the substantial art history holdings of the University Museum Library and the Van Pelt Library, the University's central research collection. Expedited delivery is provided for books in the collections of Ivy League schools and over 70 other academic libraries on the east coast. History of Art graduate students are assigned carrels in the Fisher Library.

The University of Pennsylvania boasts several important museums and collections. The Penn Museum contains highly significant holdings of archaeology and anthropology, served by a large, research-oriented staff. The Institute of Contemporary Art occupies its own building on campus, where it displays exhibitions that are created by its own curators and by other institutions. The Ross Gallery, located in the Fisher Library Building, also hosts temporary exhibitions, frequently curated by faculty and students from the Graduate Group. The University's Architectural Archives are especially rich, providing material for research and

exhibition. The Kislak Center includes important holdings in rare books, manuscripts, and other media, particularly in Japanese illustrated books, Indic and Thai manuscripts, and others. The Department of the History of Art occupies the Jaffe History of Art Building (3405 Woodland Walk). The building provides faculty offices, seminar rooms, a graduate student lounge with individual lockers, and a conference room for teaching fellows.

#### d. [Affiliations with Other Regional Institutions](#)

The Graduate Group maintains close connections with the leading Philadelphia museums, notably the Philadelphia Museum of Art and the Pennsylvania Academy of the Fine Arts. Curators from those institutions offer occasional instruction in the Graduate Group, and members of the faculty serve the museums as guest curators and advisors. Our graduate students participate in the lecturer programs at the Philadelphia Museum of Art, the Institute of Contemporary Arts, and the Barnes Foundation. The other museums of Philadelphia are frequently useful to our students. These include the Rodin Museum, Historical Society of Pennsylvania, and Rosenbach Collection. The collections of the Athenaeum of Philadelphia, the Library Company of Philadelphia, the Free Library of Philadelphia, and the American Philosophical Society contain materials not available elsewhere.

Graduate students at the University of Pennsylvania may register for courses at Bryn Mawr College, Princeton University, and the University of Delaware. The University also participates in semester- and year-long exchange programs with Harvard, Yale, Princeton, Columbia, Cornell, Brown, MIT, Chicago, Stanford, and Berkeley. Students should be aware that other schools follow different academic calendars and operate under different academic rules for late work and other matters. Permission of the Graduate Group chair (and, in some cases, the Associate Dean for Graduate Studies or Vice Provost for Education) is required to take courses at these institutions, and a maximum of three courses from them may be counted toward a degree at the University of Pennsylvania.

#### e. [Admission and Advising](#)

Applications for admission are made using the University of Pennsylvania's [online application system](#). Instructions and information about materials necessary for application are available at the Graduate Division [website](#). The application system is generally available beginning in early October. December 15 is the deadline for application for admission to the History of Art graduate programs for the following fall semester. We do not offer spring semester admission. Occasionally, students may be permitted to complete the M.A. degree part time, but part time enrollment is not permitted for the Ph.D. degree.

Applications should include a [personal statement](#) of no more than 1000 words, a writing sample of art-historical or related research of no more than 30 double-spaced pages, three letters of recommendation from college or university faculty with whom you have taken classes (if you are an arts professional, one letter from a senior colleague is permissible), and a c.v. We do not require the Graduate Record Examination. All application files are individually reviewed by members of the faculty, who pay particular attention to the applicant's personal statement,

letters of recommendation, writing sample, and academic record. Applicants may contact the faculty in the department and graduate group as part of the application process.

We do not offer feedback on any applications at any stage, and we do not retain admissions-related comments or documents after the close of each admissions cycle in April.

While the Graduate Group has established no absolute prerequisites for admission, candidates for advanced degrees are expected to bring to their graduate study a superior undergraduate liberal arts education, including adequate preparation in the languages needed for their area of interest and a record of successful work at the advanced undergraduate level in the history of art. Students with demonstrated high academic achievement in the liberal arts, but without special preparation in the history of art, may also be admitted.

An Advisor is designated for each student who is admitted to an art history graduate program. The Advisor will help guide the student in their choice of course work and preparation for the M.A. Research Paper and / or Ph.D. Dissertation. In preparation for the Candidacy Examination, an Examination Chair is designated. Typically, but not always, the Examination Chair continues to work with the student (now a Ph.D. Candidate) as their Dissertation Chair. **The positions of Advisor, Examination Chair, and Dissertation Chair must be held by members of the standing faculty of the Department of the History of Art.** *In certain cases, members of the Graduate Group may serve as primary adviser for the major field or the dissertation, but not as the official chairs of those committees.* The examination chair and exam committee should be identified by the beginning of the 3<sup>rd</sup> year; under normal circumstances, the Examination Chair continues as the Dissertation Chair; the Dissertation Committee should be established by 5<sup>th</sup> year.

For a variety of reasons, the Advisor, Examination Chair and Dissertation Chair may each be different individuals. A new Advisor/Examination Chair/or Dissertation Chair is identified in consultation with the Graduate Group Chair. Students should consult the Graduate Group Chair immediately should any questions or concerns arise. N.B. such changes may affect the student's progress through the program, and timelines for new directions are to be established by the new Advisor/Examination Chair/Dissertation Chair and the Graduate Group Chair. For more detail, please see [GSAS guidelines](#).

The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or status as a veteran or disabled veteran in the administration of educational policies, programs or activities; admission policies; scholarship and loan awards; athletic or other University administered programs; or employment. Questions or complaints regarding this policy should be directed to:

Executive Director

[Office of Affirmative Action and Equal Opportunity Programs](#)

3600 Chestnut Street

Sansom Place East, Suite 228 Philadelphia, PA 19104-6106

Telephone (215) 898-6993; TDD (215) 898-7803; Fax (215) 746-77088

#### f. Financial Support

University fellowships are awarded to students admitted to the Ph.D. program. Students admitted to the M.A. program are not eligible for such awards. The customary award is a Benjamin Franklin Fellowship, which provides five years of tuition, health insurance, and stipend support, plus additional summer stipends for three years. While some fellowships do not require the student to perform services for the University, the Benjamin Franklin Fellowship requires four semesters of enrollment in *ARTH 8000 Pedagogy*, where the student serves as a teaching assistant in departmental lecture courses.

Application for fellowship awards is automatic. If you are applying for a named fellowship, please designate this in the application. To be assured of receiving full consideration for university fellowships and admission, applicants should be sure that their applications and all supporting documents (transcripts, letters of recommendation, writing sample) are received by the December 15 deadline.

Since fellowships are awarded for the purpose of accelerating study toward advanced degrees, all fellowship holders must register for full-time programs (i.e., three course units per term for credit). All fellowship holders must maintain good academic standing according to the standards set by the graduate group. Fellowship holders are not to work more than 10 hrs per week outside of their departmental responsibilities. In all cases, the amount of an award is subject to possible adjustment if the recipient receives another fellowship award.

Dissertation research (which usually begins in the seventh semester / fourth year) is conducted with support from many fellowship sources. The Graduate Group is responsible for nominating students for various university fellowships and for certain external fellowships, including those from the Kress Foundation and from the Center for Advanced Study in the Visual Arts. Matriculated students who wish to be considered for such nominations should contact the Graduate Group Chair. The Graduate Group and the Office of the Graduate Division also work hard to assemble information concerning the many fellowships that do not require official nomination.

Penn students' success rate in external fellowship competitions is very high; recent doctoral students have received support from the Center for Advanced Study in the Visual Arts (National Gallery of Art), the Kress Foundation, the Social Sciences Research Council, the Luce Foundation, the American Council of Learned Societies, the Fulbright Fellowship program, the Delmas Foundation, the Smithsonian Institution, Rotary International, the British Council, the Deutsche Akademische Austauschdienst, the Metropolitan Museum of Art, the Kress Foundation, the Dedalus Foundation, the Japan Foundation, the Kunsthistorisches Institut in Florence, and the Social Sciences and Humanities Research Council of Canada, among others.

Small summer travel grants are awarded by the Graduate Group, with preference given to students preparing dissertation proposals and language study. US citizens who are eligible for FLAS (Foreign Language Acquisition Study) grants should apply there for language study

support. See also below. If funds permit, requests from M.A. students seeking support for travel related to thesis research may be considered.

Funding to subsidize the travel of students who have been invited to present papers at scholarly and professional conferences is available through the [Graduate and Professional Student Assembly](#) (GAPSA) and the [Graduate Student Government of the School of Arts and Sciences](#) (SASGov). Information concerning student loans can be obtained from the [Office of Student Financial Services](#).

#### g. [Language Requirements](#)

In addition to mastery of English, students must demonstrate reading knowledge in a minimum of two research languages relevant to the subfield being studied. The specific languages required for each student will be determined by that student's faculty advisor in consultation with the Graduate Group Chair. Students working in European and American art usually acquire facility in French and German but may choose other languages in consultation with their faculty advisor. Students pursuing other fields will acquire mastery in these or other relevant languages. A student is expected to demonstrate ability in one language by the first month of their first year, and in a second language by the beginning of the second year in the program. Incoming graduate students who do not have the requisite language skills are strongly urged to enroll in formal, intensive language courses before undertaking graduate study.

Proficiency in French, German, Spanish, and Italian can be tested by language examinations administered by the Graduate Group in September of every year. The exam requires translating two short texts at a level of accuracy and speed practical for scholarly research. One text is to be rendered in a close, word-for-word translation, the other in a fluid précis. A paper dictionary may be used for both parts of the exam. Other languages will be assessed appropriately in consultation with the Graduate Group Chair.

Certification may be given to students who have passed graduate-level language examinations at peer institutions or who have passed the tests given at the conclusion of the special summer language reading courses offered by the School of Arts and Sciences.

#### h. [Satisfactory Progress](#)

Students who are enrolled in courses and those who have completed course requirements and are preparing either the M.A. Research Paper or the Ph.D. Dissertation must demonstrate steady and substantial progress toward the completion of the degree. Those who fail to demonstrate excellence in coursework or to make substantial progress in their research may be required to withdraw; those on the Ph.D. track who are not performing at an appropriate level in their coursework (frequent Incompletes, or a B+ average and below), or if their Qualifying Paper does not pass at the PhD level will take the M.A. as a terminal degree.

The Office of the Graduate Division regards the completion of courses on schedule as a condition of satisfactory academic performance. Incomplete work is assigned the mark "I" on

students' transcripts. Students who carry an "I" late into the semester following that in which the work was due will receive a warning from the Graduate Division and must consult with the Graduate Group Chair. Work left incomplete in August (for fall courses) or December (for spring courses) will result in a suspension of financial aid. Those with incompletes on their records cannot serve as teaching assistants, hold university fellowships, sit for the Ph.D. Candidacy Examination, or receive additional summer funding.

i. [Academic Review](#)

The Graduate Group reviews the academic performance and level of participation in the graduate program of all students annually. During their first year, students receive letters in the Spring and Summer semesters reviewing their performance from the previous term; all other students receive an annual letter from the Graduate Group Chair in the Summer semester.

j. [Transfer of Credit](#)

At least eight course units of the total program required for the M.A. and at least twelve course units of the total program required for the Ph.D. must be completed at the University of Pennsylvania; the balance may be transferred from other institutions, if the transfer is approved by the Graduate Group and the Associate Dean for Graduate Studies. Such requests for transfer of credit may be made to the Graduate Group Chair after the student has been enrolled for an academic year. No work done as an undergraduate, whether at this institution or elsewhere, will be counted, except as part of an approved sub-matriculation program. Credits toward satisfaction of the course requirements can be given for a maximum of four course units of work completed while registered in the College of Liberal and Professional Studies.

k. [Colloquium](#)

The intellectual forum of the Graduate Group is the Department Colloquium, which brings together department faculty, graduate students, and other members of the art history community. Colloquia take place most Wednesday afternoons during the fall and spring semesters to discuss the work of a faculty member or visitor. Attendance is required of first year students and expected of all students in residence. Participation at colloquium is also part of annual assessments. Penn Ph.D. candidates present at the Department Colloquium, normally in their 5<sup>th</sup> year, as their required Dissertation Colloquium.

l. [Registration, Tuition and Fees](#)

It is each student's responsibility to ensure proper registration every semester, even when not taking courses, and that all financial obligations are met. Financial matters are handled in the Office of the Associate Dean for Graduate Studies, but it is possible to check one's registration status on-line through [Path@Penn](#). For a full explanation of tuition and fees, consult the [Graduate Catalog](#). Darlene Jackson, the Graduate Program Administrator, is your departmental point person for these matters.

#### m. Courses in Other Departments

In consultation with their advisor, the Graduate Group encourages its students to take a limited number of courses in other departments. Such courses should be approved by the Graduate Group Chair before registration.

#### n. Scope of these Regulations and Exceptions

These Graduate Group regulations do not supersede the University's or the Graduate division's Academic Rules for Ph.D. Programs, with which students must also be familiar. Requests for exceptions to these regulations should be addressed to the Graduate Group Chair.

## II. M.A. Program

The M.A. Program is a terminal degree program. Students who are admitted to and complete their M.A. in Penn's art history program do not automatically receive admission to the Ph.D. program; students wishing to continue must apply to the Ph.D. program during the regular admissions cycle. Students admitted for the M.A. are not eligible for university fellowships, although they may apply any outside awards they receive to their graduate study.

Upon receiving the M.A. degree, Penn graduates have gone on to hold curatorial positions in national and regional museums, auction houses, and galleries. Students have also used their M.A. degrees as steppingstones to Ph.D. programs, receiving admission to many prestigious Ph.D. departments in the United States and overseas. Faculty closely mentor and work with M.A. students to achieve the students' goals and to prepare them for their desired career path.

Ph.D. students, who do not already have master's degrees, must also complete the requirements for the M.A. degree.

#### a. Master of Arts Degree Requirements

- Ten course units (10 c.u.)
- 9 c.u. at 4000- level or above. Students are expected to take at least one 7000-level seminar in the department each semester
- participation in the Department Colloquium in the first year
- Competency in two research languages; see l.g.
- M.A. Research Paper (1 c.u.)

#### b. Program of Study, Timing, Time Limits, Leaves of Absence

Students should complete the ten-course requirement for the M.A. degree in three semesters by taking three course units in each of the first two semesters, including at least two 5000- or 7000-level seminars each semester. In the third semester students should take two 5000- or 7000-level seminars and a 9990 independent study for work on the M.A. Research Paper. In the fourth semester a student will take a second 9990 to complete the writing of the M.A. Research Paper. The M.A. degree will be awarded upon certification that all requirements have been met.



The maximum time allowed for the completion of M.A. course requirements is six consecutive years. For terminal M.A. students, two semesters of further registration are allowed after the completion of course requirements.

An M.A. student who wishes to take a leave of absence must submit a written request to the Graduate Group Chair for initial approval and then to the appropriate Associate Dean for Graduate Studies for final approval. The granting of a leave of absence does not automatically change the time limit. Time spent in military service does not count towards the six-year limit.

#### c. M.A. Research Paper

The M.A. Research Paper is a substantial piece of original scholarship that often begins as a research problem for a 5000- or 7000- level course and is continued as an independent study (ARTH 9990). Alternatively, it can originate as an independent study project. Following the advice of the supervising instructor, the paper is deepened and developed into a polished format, and accepted with the approval of the Graduate Group Chair.

A final version of the M.A. Research Paper must be deposited with the Graduate Group.

*The title page should bear the title, author's and advisor's names, and the words "Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Arts, University of Pennsylvania, Graduate Group in the History of Art, [month and year of approval]."*

### III. Ph.D. Program

The doctoral program at the University of Pennsylvania provides students with broad training in the history of art and its critical approaches, and also focused training in their selected fields. Students completing the Ph.D. are well prepared for teaching positions at the university and college level and curatorial positions in museums and galleries as well as for other arts-related careers. Members of the faculty work closely with Ph.D. students to outline a course of study appropriate for their career objectives.

#### a. Doctoral Degree Requirements:

- Minimum twenty course units (20 c.u.) by the end of the 3<sup>rd</sup> year
- 14 c.u. at 4000-level or above, including Independent Studies (ARTH 7999). Students take at least one 7000-level seminar in the department each semester
- Participation in the Colloquium during First Year
- Language requirements; see l.g.
- Major Field and Distribution requirements
- Qualifying Paper approved by Graduate Advisory Committee
- Four Semesters as a Teaching Assistant (ARTH 8000; 4 c.u.)
- Dissertation Proposal
- Minor Field Capstone project (Minor Field preparation; 1 c.u.; ARTH 9910)
- Ph.D. Candidacy Examination (Doctoral Candidacy preparation; 1 c.u.; ARTH 9980)

- Dissertation Colloquium
- Dissertation Submission to Dissertation Committee
- Dissertation Presentation and Defense
- Dissertation Deposit

b. [Program of Study, Worksheet, Timing, and Time Limits](#)

The program of study is represented graphically in the Academic Planning Worksheet, available through [Path@Penn](#). The Graduate Group Chair and Graduate Program Coordinator will maintain an official version of this worksheet, recording the completion of requirements. Students may maintain their own unofficial worksheets, for planning purposes. Students who arrive without transfer credits should complete all requirements for the Ph.D.—except the dissertation—in six semesters (by the end of the 3<sup>rd</sup> year).

*Students should normally take three courses per term, with at least two graduate seminars per term. At least one seminar must be at the 7000-level. See II.c for distribution requirements.*

All students are required to take the Methods Proseminar (ARTH 7010) in their first semester of coursework. Course selections should be made in consultation with the student’s standing faculty Advisor, who must submit approval of the course plan to the Graduate Group Chair before the end of the first week of classes. Students are permitted to take one independent study (ARTH 7999) per year during the first two years, except when extraordinary circumstances warrant special permission.

This is a typical program:

FIRST YEAR

- 1st semester: 3 c.u. = three courses (3 c.u.), including the Methods Proseminar (ARTH 7010) and at least one 5000- or 7000-level seminar (a fourth course is optional)
- 2nd semester: 3 c.u. = three courses (3 c.u.), including at least two 5000- or 7000-level seminars (a fourth course is optional)

*Five of the courses taken in the first year should be seminars taught by members the Graduate Group. For a list of Graduate Group faculty, which includes professors from the departments of History, Religious Studies, English, German, Romance Languages, and others, consult the department [website](#). Students may take or audit a fourth course each semester, which can be a language course, an introductory lecture course in an unfamiliar field, or a course in another group or program. N.B. that PhD students must take 4 c.u. in at least two of their first six semesters.*

SECOND YEAR

- 3rd semester: 4 c.u. = three courses (3 c.u.), including at least two 5000- or 7000-level seminars (one of these courses may be an independent study to work on the Qualifying Paper); + the teaching requirement (ARTH 8000 Pedagogy; 1 c.u.)

- 4th semester: 4 c.u. = three courses (3 c.u.), including at least two 5000- or 7000-level seminars; + the teaching requirement (ARTH 8000 Pedagogy; 1 c.u.)

### THIRD YEAR

- 5th semester: 3 c.u. = including at least one 5000- or 7000-level seminar (1 c.u.); an independent study with a standing faculty advisor in preparation of the Dissertation Proposal (ARTH 7999; 1 c.u.); + the teaching requirement (ARTH 8000 Pedagogy; 1 c.u.).
- The Dissertation Proposal is submitted early in the spring term; see the annual calendar.
- 6th semester: 3 c.u. = 2 c.u. preparation towards the Ph.D. Candidacy Examination and completion of the Minor Field Capstone project (ARTH 9980 Ph.D. Candidacy Examination preparation; and ARTH 9910 Minor Field Capstone Project ); + the teaching requirement (ARTH 8000 Pedagogy; 1 c.u.);
- Candidacy Examination and Minor Field Capstone should be completed in April or May.

### FOURTH YEAR et seq.

- 7th semester: fulltime research for the Dissertation begins. Students may continue to take up to one course per semester for credit.

*Students who elect to transfer a year of graduate work to the program should complete all requirements except the Dissertation in four semesters.*

*The University of Pennsylvania imposes a time limit of TEN CONSECUTIVE YEARS on the completion of all doctoral degree requirements.*

#### c. Major Field and Distribution Requirements

Ph.D. students must plan their course of graduate study to develop special competence in a major field and substantial proficiency in at least one minor field of study. The major field corresponds to the general field in which the dissertation lies, and competence in the major field is tested by the Ph.D. Candidacy Examination (see below). The major field is defined in consultation between the candidate and the Advisor, who must be a member of the department's standing faculty, and with the approval of the Graduate Group Chair.

Proficiency in other fields is demonstrated through coursework that encompasses chronological and geographical diversity. **Each student shall take courses with at least six members of the Graduate Group. Three of these courses shall focus on the period before 1750, three on the period after 1750.** Students who transfer the maximum of eight credits shall take courses with at least four members of the Graduate Group, with two before and two after 1750. In the case of courses that span the 1750 divide, decisions about distribution credit are made on a case-by-case basis by the Graduate Group Chair in consultation with the instructor of the course.

#### d. Qualifying Paper

The Qualifying Paper is a substantial piece of original scholarship that should begin as a research paper for a 5000- or 7000- level course with a standing faculty member in the History of Art

Department. Research and development of this paper is continued as an independent study (ARTH 9990), following the advice of the supervising instructor and with the approval of the Graduate Group Chair. Alternatively, it can originate as an independent study project.

The Qualifying Paper is submitted to the Graduate Group Chair on the designated due date established at the beginning of the academic year, normally around February 15. Extensions are permitted only under exceptional circumstances (health and family emergencies). It is then reviewed by a Graduate Advisory Committee, comprised of the Graduate Chair and at least two members of the department's standing faculty. It is assessed at the following levels: fail (not graduate-level work and the student terminates graduate study without a degree); pass at MA-level and the student terminates their graduate study with an M.A. degree; or pass at Ph.D. level and student is invited to proceed to candidacy. A final version of the Qualifying Paper must be deposited with the Graduate Group.

#### e. Admission to Candidacy

Students must file an application for Ph.D. Candidacy by a letter to the Graduate Group Chair. This typically happens at the end of the second year. Neither admission to graduate study nor completion of the Qualifying Paper carries automatic admission to Candidacy. Applicants for Candidacy must fulfill the following requirements:

- Qualifying Paper completed and approved by Graduate Advisory Committee
- Competency in two research languages demonstrated, see l.g.
- Minor field designated; capstone to be supervised by a member of the Graduate Group.
- Major field of specialization designated; to be supervised by a member of the standing faculty of the Department of the History of Art – hereafter, the Examination Chair. *In certain cases, members of the Graduate Group may serve as primary adviser for the major field or the dissertation, but not as the official chair of the various committees.*

Students must apply for Candidacy no later than the semester in which twelve course units have been cumulatively registered (i.e. at the end of the second year). No student will normally be permitted to register beyond fourteen course units (12 classes + 2 pedagogy) until admitted to candidacy for the Ph.D. degree. Students who arrive at the University of Pennsylvania without transferable graduate credits should therefore petition for candidacy no later than their fourth semester (end of second year), immediately after the Qualifying Paper is approved by Graduate Advisory Committee.

A student entering the program with a master's degree and who intends to exercise the option to request transfer credit for a year of graduate work completed elsewhere should submit the Qualifying Paper by the end of their second semester (end of first year) and then petition the Chair of the Graduate Group for Candidacy. For these students the Qualifying Paper will normally be a revised version of a seminar paper written during the first semester. The decision

to accelerate the program is taken in consultation with the Advisor and the Graduate Group Chair at the beginning of the first year.

#### f. Teaching Requirement

Teaching experience is a key part of graduate training. Ph.D. students are required to serve as teaching assistants (TAs) for four semesters, usually during the second and third years. Students will receive academic credit for this supervised teaching by registering for ARTH 8000 (Pedagogy) with the supervising faculty (4 c.u.). These course credits are not counted toward the Distribution Requirements (see III.c.).

Course assignments for TAs are made by the Graduate Group Chair, taking curriculum needs and student preferences into consideration. Students should expect to gain experience both in large survey courses and in more focused lecture courses within and outside their fields of specialization.

#### g. Separation Leaves; Time Off; Dissertation Research Abroad and Internship Status

Continuous registration as a graduate student is required unless a formal separation leave is granted by the Associate Dean for Graduate Studies. A separation leave will be granted for military duty, medical reasons, or family leave. This type of leave is generally for up to one year and “stops the clock” on time to completion. Personal leave for other reasons may be granted for up to one year with the approval of the Associate Dean for Graduate Studies, but it does not affect the time to completion. Language requirements, Candidacy Examination and Minor Field Capstones may not be taken while a student is on leave, nor may degrees be awarded.

Should a Ph.D. student *not* apply for a Separation Leave for the birth or adoption of a child, he or she is eligible for eight weeks of “time off” without affecting their fellowship standing or time to completion. Notify the Graduate Group Chair in writing of the decision to exercise this option at an early date.

Full tuition is charged to students in years 1-5, and reduced tuition is charged to students in years 6-10. A Ph.D. student conducting dissertation research away from Philadelphia may apply to the Graduate Group Chair and the Associate Dean for Graduate Studies to register for Dissertation Research Abroad status (GAS 9960) or Internship status (GAS 9930) for a maximum of two years. Reduced tuition is charged to students who register for Dissertation Research Abroad or Internship regardless of their year.

#### h. Dissertation Proposal

After admission to Ph.D. Candidacy, working with their Dissertation Chair, the Ph.D. Candidate should begin preparation of a Dissertation Proposal, indicating the scope, methods, and significance of the proposed work and providing a succinct bibliography. Work on this document (7-10 pages in length) will ordinarily be completed during an independent study (9990) with the Dissertation Chair, taken in the fifth semester. The Dissertation Proposal should be designed to support application for internal and external fellowships.

The Dissertation Proposal should be no more than 7-10 pages in length, plus a bibliography; it should identify the project's opportunities for new discovery, known research resources, and major lines of inquiry. It must be approved by the Dissertation Chair and submitted to the Graduate Group Chair no later than the first week of the sixth semester. It may be submitted at any earlier date. The Dissertation Proposal must be approved by the Graduate Group for the student to proceed with the dissertation.

i. [Minor Field Requirement and Assessment](#)

Each student should select a minor field that differs from the major field encompassing the dissertation. The minor field may be completely unrelated to the major field or may complement it in some way. A student should have taken courses in this field or have acquired equivalent experience prior to proposing it for their minor field area. The minor field will be defined by the student and their Dissertation Chair in consultation with the Graduate Group Chair, and a member of the Graduate Group specializing in that field will be designated as the Minor Field Advisor. Normally, the student prepares for the Minor Field Capstone in an independent study with the Minor Field Advisor during their fifth or sixth semester. The form of the capstone will be determined by agreement among the student, the Minor Field Advisor, and the Dissertation Chair, with the approval of the Graduate Group Chair. It may be a traditional written or oral exam, or it may take another form, such as preparing a critical bibliography, a syllabus, or a sequence of lectures for a course in the minor field. Whatever form the capstone takes, it should reflect a substantive engagement with the minor field in question, meeting the goals set out by the Dissertation Chair and Minor Field Advisor.

j. [Major Field, or Ph.D. Candidacy Examination](#)

The Ph.D. Candidacy Examination should be taken at the end of the sixth semester (or at the end of the fourth semester if a year of transfer credit has been approved). It is designed to test the candidate's knowledge of the field that encompasses the dissertation. The candidate should begin to plan for the Candidacy Examination when applying for Ph.D. Candidacy.

The Examination is administered by an ad hoc Examination Committee, chaired by a standing faculty member in the Graduate Group (the Examination Chair) and with the Graduate Group Chair serving ex officio. The Examination Committee is designated by the Dissertation Chair, with the approval of the Graduate Group Chair. The Examination Committee normally comprises three or four members, the majority of whom must be members of the Graduate Group, but it may also include appropriate specialists from other departments at Penn or outside the University. The parameters of the Candidacy Examination is defined by the candidate in a brief written statement, which, after approval by the Dissertation Chair and Graduate Group Chair, is circulated to the Examination Committee.

The Candidacy Examination tests the student's ability to deal with broad, theoretical problems as well as knowledge of factual information, bibliography, and specific objects. It consists of two

parts, written and oral. The dates for the two parts are scheduled by the Dissertation Chair and are generally administered one to (max) two weeks apart.

The written component is completed first. The Dissertation Chair assembles the test from questions submitted by the members of the Examination Committee. It consists of no fewer than six questions, of which the candidate must answer a designated number (usually three), with choices restricted to require the demonstration of competence over the entire field. This first part is written in eight hours on a single day without access to notes, books, or electronic data. The results are reported within five days. Students who fail the first part of the Candidacy Examination may normally retake it only once, after further study, at a later date.

The first part of the Candidacy Examination must be passed for the candidate to take the second, oral part of the examination. This second part is normally held one to two weeks after the first part has been passed.

The second part of the Candidacy Examination is the "Orals." This exam both probes the responses of the written portion of the exam, as well as poses further questions testing mastery across the entire field. The Examination Committee may formulate some of their questions with projected images or physical objects, which are shown to the candidate for purposes of discussion. Students who fail the second part of the Candidacy Examination may retake it only once. The student must pass both parts to pass the Candidacy Examination to be advanced to the status of Ph.D. Candidate. There are two passing grades: "Pass" and "Pass with Distinction."

#### k. [Dissertation Readers and Committee](#)

The Dissertation Chair, in consultation with the Ph.D. Candidate (who has now passed their Candidacy Examination) and with the approval of the Graduate Group Chair, names a second and third official dissertation reader (and, on occasion, additional official readers) and defines the roles of those readers. Official readers usually review a complete draft of the dissertation after it has been read by the supervisor and offer responses, questions, and challenges to the candidate at the Dissertation Defense, in advance, or both. The Dissertation Committee comprises the Dissertation Chair, the official readers, and the Graduate Group Chair in an ex-officio role. A majority of the Dissertation Committee must be members of the Graduate Group.

#### l. [Dissertation Colloquium](#)

After conducting substantial research, but before much of the dissertation is written, the candidate presents the dissertation project at a Dissertation Colloquium. Normally this is in the fifth year. The Colloquium is attended by members of the faculty and invited specialists, and it is open to graduate students in the Graduate Group. It should be held within eighteen months of the Candidacy Examination at a time when the Dissertation Committee members may all attend. Colloquium participants assist the Ph.D. Candidate in defining the major issues of the dissertation topic and in planning solutions to its problems. To proceed with the dissertation project, the Ph.D. Candidate's Dissertation Colloquium must demonstrate satisfactory progress

to the faculty of the Graduate Group; if not, the candidate may request a second opportunity to present a Dissertation Colloquium as a later date.

m. [Dissertation Timing and Progress Reports](#)

The dissertation should be completed within three to four years following the Ph.D. Candidacy Examination, depending largely on the type of research that the topic entails. During this time, candidates must make regular reports to their supervisors, meet annually with the committee, and file an "Annual Progress Report on Dissertation" with the Associate Dean for Graduate Studies; failure to do so can lead to severance from the program. The University imposes a time limit of TEN CONSECUTIVE YEARS on the completion of all doctoral degree requirements.

n. [Dissertation Presentation and Defense](#)

The Dissertation Presentation is a public event at which the Ph.D. Candidate summarizes the findings of their dissertation. It may be scheduled only after all requirements, except the approval of the dissertation, have been satisfied and only after a complete draft of the dissertation has been reviewed by the Dissertation Chair and Dissertation Committee members, and the Ph.D. Candidate has had sufficient time to respond to their questions and suggestions. Except for August degrees, the Dissertation Presentation will be scheduled during the regular academic year.

The Dissertation Presentation is normally followed immediately by the Dissertation Defense, which is conducted privately in a meeting of the candidate with the Dissertation Chair, Dissertation Committee, and the Graduate Group Chair. The Dissertation Defense is limited to the contents of the dissertation, and passing it signifies approval of the dissertation. In unusual circumstances, which may be encountered if the Ph.D. Candidate has applied for an August degree, the Defense may be held at a date later than the Dissertation Presentation, and it may be conducted by telephone or video conference call if some parties are unable to be present.

o. [Dissertation Calendar and Format](#)

Ph.D. candidates should familiarize themselves with the deadline and other requirements governing the submission of the dissertation established by the Graduate Division. The approved dissertation shall be submitted online to ProQuest's ETD Administrator and to the University Library. Open Access publication in the institutional repository, Scholarly Commons, is now required. The requirements for dissertation format and submission are presented in the [Doctoral Dissertation Manual](#). History of Art dissertations do not require indices.

## Courses

The full Course Register for all regularly given courses in all University of Pennsylvania departments is available online through [Path@Penn](#), which includes listings of which courses are being offered each semester and provides registration information. The Graduate Group also promulgates information about its courses on its [website](#). Several members of the



Graduate Group are on leave each year. For details of courses offered by replacement staff, check the department website as well as consult with the Graduate Group Chair.

Four levels of art history courses are open to graduate students:

4000 level: These are lecture courses open to undergraduates and graduate students. Graduate students may take them to explore areas that they have not studied before entering the program. Usually, no more than one such course is taken in any semester. Graduate students and undergraduates are often given different assignments. 4000-level courses are ordinarily repeated at least once every three years and meet twice or three times each week.

5000 level: These are more specialized investigations of the history of art, open to graduate students and to undergraduates who have received the permission of the instructor. Some 5000-level courses are taught by lecture and evaluated by examination; others are "pro-seminars" with topics that vary from year to year and that may or may not be repeated. All meet once a week.

6000 level: These are graduate-level affiliates of undergraduate 2000-level courses, which graduate students may take if they lack previous training in the field. Attendance at the 2000-level lectures is required; additional meetings and special assignments are arranged for graduate students.

7000 level: These are advanced seminars emphasizing the preparation and presentation of research on special art historical problems. Seminar topics usually vary on each offering, and topics are rarely repeated. All meet once a week.

Independent study and research under the supervision of an instructor is designated 9990.