



GRADUATE GROUP IN THE HISTORY OF ART BULLETIN

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I.	Overview.....	2
	a. Structure of the Graduate Group	
	b. Fields of Study	
	c. Libraries and Other University Resources	
	d. Affiliations with Other Regional Institutions	
	e. Admission	
	f. Financial Support	
	g. Language Requirement	
	h. Satisfactory Progress	
	i. Academic Review	
	j. Transfer of Credit	
	k. Colloquium	
	l. Registration, Tuition, and Fees	
	m. Courses in Other Departments	
	n. Scope of these Regulations and Exceptions	
II.	M.A. Program.....	8
	a. Master of Arts Degree Requirements	
	b. Program of Study, Timing, Time Limits, and Leaves of Absence	
	c. Research Paper	
III.	Ph.D. Program.....	9
	a. Doctoral Degree Requirements	
	b. Admission to Candidacy	
	c. Teaching Requirement	
	d. Program of Study, Worksheet, Timing, Time Limits	
	e. Leaves of Absence; Time Off; Dissertation Research Abroad and Internship Status	
	f. Major Field and Distribution Requirements	
	g. Dissertation Proposal	
	h. Minor Field Requirement	
	i. Major Field or Ph.D. Candidacy Examination	
	j. Dissertation Reader(s) and Committee	
	k. Dissertation Colloquium	
	l. Dissertation Timing and Progress Reports	
	m. Dissertation Presentation and Defense	
	n. Dissertation Calendar and Format	
IV.	Courses.....	14

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 of the Graduate Division of the School of Arts and Sciences (SAS). The Graduate Group in the History of Art includes all the 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 SAS Associate Dean for Graduate Education. In matters of curriculum and student policy, the Chair reports directly to the SAS Associate Dean. 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. 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**: see the list on 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 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 University 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,

Philadelphia History (Atwater Kent) 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.

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 Dean and Provost) 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

Applications for admission are made using the University's online application system. Instructions and information about materials necessary for application are available at:

<http://www.sas.upenn.edu/graduate-division/admissions>

The deadline is December 15.

Applications should include a personal statement of no more than 1000 words and a writing sample of art-historical or related research of no more than 30 double-spaced pages.

All application files are individually reviewed by members of the faculty, who pay particular attention to the applicant's statement of purpose, letters of recommendation, writing sample, and academic record. Applicants are strongly encouraged to contact the faculty in the department and graduate group as part of the application process, making appointments to speak with faculty in their areas of interest. In lieu of a visit, a telephone or video conversation with faculty in the field of interest is recommended.

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 the study of art history and a record of successful work at intermediate and advanced undergraduate levels 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, but they are expected to complete their preparation by auditing or enrolling in selected courses at the 600 level.

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. 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
<http://www.upenn.edu/affirm-action/>

f. Financial Support

University fellowships are awarded to students admitted to the PhD program. Students admitted to the MA program are not eligible for such awards. The usual award is a Benjamin Franklin Fellowship, which provides five years of tuition, health insurance, and stipend support, plus additional summer stipends for three years. Fellowships do not require the student to perform services for the University.

Application for fellowship awards (except where otherwise specified) is made simply by checking the appropriate box on the application for admission to the PhD program. To be assured of receiving full consideration for University fellowships, applicants should be sure that their applications and all supporting documents (transcripts, letters of recommendation, writing sample, and Graduate Record Examination scores) are received by the deadline.

Since awards are made for the purpose of accelerating study toward advanced degrees, all fellows must register for full-time programs (i.e., three course units per term for credit). All award holders must maintain good academic standing according to the standards set by the graduate group. In all cases, the amount of an award is subject to possible adjustment in the event that the recipient also receives another fellowship award.

Dissertation research (which usually begins in the fourth year) is conducted with support from many fellowship sources. The Graduate Group is responsible for nominating students for University fellowships and for certain external fellowships, including those from the Kress Foundation and from the Center for Advanced Study in the Visual Arts. Students who wish to be considered for such nominations should contact the Graduate 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), 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 those who must travel in order to prepare dissertation proposals. If funds permit, requests from MA 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 conferences is available through the Graduate and Professional Student Assembly (GAPSA). Information concerning student loans can be obtained from the Office of Student Financial Services, 005 Franklin Building.

g. Language Requirement

In addition to mastery of English, students must demonstrate reading knowledge in a minimum of two research languages relevant to the particular subfield being studied. The specific languages required for each student will be determined by that student's faculty advisor in consultation with the Graduate 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 her/his 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, 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. Dictionaries, including electronic dictionaries, may be used for both parts of the exam. Other languages will be assessed appropriately in consultation with the Graduate Chair.

Certification may be given to students who have passed graduate-level language examinations at other 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 progress in their research may be required to withdraw; those on the Ph.D track may be encouraged to take the M.A. as a terminal degree.

Penn's 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 School and must consult with the Graduate 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 records of all students annually. First-year students are reviewed in January as well as in May during their first year. Second-year Ph.D track students are also assessed in January to ascertain their progress through the M.A. portion of the degree; students may be recommended to take the M.A. as a terminal degree as part of this assessment. All other students are reviewed annually. On the basis of the review, all students receive a written appraisal of their general progress and achievement, which may include recommendations concerning the course of study.

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 Dean. 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 its Colloquium, which brings together department faculty, graduate students, and senior undergraduates. Colloquia take place most Fridays during the fall and spring to discuss the work of a faculty member or visitor. Attendance is required of first year students and expected of more advanced students, and participation at colloquium is also part of annual assessments. Penn Ph.D. candidates also present colloquium papers 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 Dean of the Graduate Division, but it is possible to check one's registration status on-line through Penn-in-Touch. For a full explanation of tuition and fees, consult the Graduate Catalog.

m. Courses in Other Departments

The Graduate Group encourages its students to take courses in other departments, on consultation with their advisor. Such courses should be approved by the Graduate Chair before registration.

n. Scope of these Regulations and Exceptions

These Graduate Group Regulations do not supersede the *Academic Rules for PhDs and Research Master's Degrees*, with which students must also be familiar. The rules may be viewed at <https://catalog.upenn.edu/graduate/>

Requests for exceptions to these regulations should be addressed to the Graduate 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 program do not automatically receive admission to the Ph.D. program; students wishing to continue must apply to the Ph.D. program. 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., Penn graduates have gone on to hold curatorial positions in national and local museums, auction houses, and galleries. Students have also used their M.A.s as stepping stones to Ph.D. programs, receiving admission to many prestigious Ph.D. departments in the US 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.

a. Master of Arts Degree Requirements

1. Ten course units, with at least two 500- or 700-level seminars in every semester, and participation in the Colloquium in the first year.
2. Competency in two research languages; see above.
3. Research Paper.

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

Students should complete the course requirements for the Master's degree in three semesters by taking three course units in each of the first two semesters, including at least two 500- or 700-level seminars each semester. In the third semester students should take two 500- or 700-level seminars and a 999 independent study for work on the Master's Research Paper. In the fourth semester a student should take a second 999 to complete the writing of the Master's Paper. The MA 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. Only two semesters of further registration is allowed after the completion of course requirements.

An M.A. student who wishes a leave of absence must submit a written request to the graduate group chair for initial approval and then to the appropriate dean 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 under the time limit.

c. Research Paper

The M.A. Research Paper is not the formal M.A. Thesis required by some other Graduate Groups. It is, however, a substantial piece of original scholarship that often begins as a research problem for a 500- or 700-level course and is continued as an independent study (ARTH 999), according to the advice of the supervising instructor and with the approval of the Graduate Chair. Alternatively, it can originate as an independent study

project. 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]."

Upon completion, the research paper is submitted to the Graduate Chair. It is then reviewed by the Graduate Committee and assessed for recommended level of pass (either as terminal M.A. or continuation to the Ph.D program). The Committee confers subsequently with the supervising instructor and advisor to make a recommendation for conclusion of study with the M.A. degree or continuation to the Ph.D program. The grade recorded in the 999 must be certified by the supervising instructor and the Graduate Chair as fulfilling the M.A. research requirement of the Graduate Faculties, and a final version of the Research Paper must be deposited with the Graduate Group.

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

1. Twenty course units, with at least two 500- or 700-level seminars every semester during the first five semesters, and participation in the Colloquium in the first year.
2. Language requirement
3. Major Field and Distribution requirements.
4. M.A. paper approved by Graduate Advisory Committee.
5. Four Semesters of Teaching.
6. Dissertation Proposal.
7. Ph.D. Candidacy Examination.
8. Minor Field Requirement.
9. Dissertation Colloquium.
10. Dissertation.
11. Dissertation Defense.

b. Admission to Candidacy

Students must file an application for Ph.D. Candidacy by a letter to the Graduate Chair of the Graduate Group for action by the Graduate Group. Neither admission to graduate study nor the M.A. degree carries automatic admission to Candidacy. Applicants for Candidacy must fulfill the following requirements:

1. Approved M.A. paper for continuation to Candidacy, as described above in IIc.
2. Competency in two research languages, as above in Ih.
3. Designation of a proposed major field of specialization and a dissertation supervisor as well as a minor field. The dissertation supervisor shall be a member of the Graduate Group, unless an exception is specifically allowed by the Group.

Students must apply for Candidacy no later than the semester in which twelve course units have been cumulatively registered. No student normally will be permitted to register beyond twelve course units 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, immediately after the M.A. paper is approved by a committee of the Graduate Group. Students entering the

program with M.A.s and who intend to exercise the option to request transfer credit for a year of graduate work completed elsewhere should submit the MA paper by the end of their second semester and then petition the Graduate Chair of the Graduate Group for Candidacy. For these students the MA paper will normally be a revised version of a seminar paper written during the first semester.

c. Teaching Requirement

Teaching experience is an important part of graduate training. PhD students are required to serve as teaching assistants for four semesters, usually during the second and third years. Students will receive academic credit for this supervised teaching by registering for ARTH 800 Pedagogy credit with the supervising faculty. These course credits are not counted toward the Distribution Requirement (see III.e, below).

Course assignments for TAs are made by the Graduate Chair taking faculty and TA preferences into consideration. Students should expect to gain experience both in large survey courses and in more focused courses within and outside their fields of specialization. TA assignments necessarily balance the needs of students with those of the Department.

d. Program of Study, Worksheet, Timing, and Time Limits

The program of study is represented graphically in the Academic Planning Worksheet, available through Penn-in-Touch. The Graduate Group 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 doctorate—except the dissertation—in six semesters.

Students should normally take at least two graduate seminars per term, whether at the 500 or 700 level. At least three 700-level seminars should be taken during the first five semesters.

All students are required to take the Methods Proseminar (ARTH 701) in their first semester of coursework. Course selections should be made in consultation with the student's advisor, who must submit approval of the course plan to the Graduate Chair before the end of the first week of classes. Students are permitted to take one independent study per year during the first two years, except when extraordinary circumstances warrant special permission.

This is the usual program:

FIRST YEAR

- 1st semester: three courses, including the Methods Proseminar and one 500- or 700-level seminar (fourth course optional)
- 2nd semester: three courses, including two 500- or 700-level seminars (fourth course optional)

Five of the first-year courses 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.

SECOND YEAR

- 3rd semester: three courses, including two 500- or 700-level seminars; teaching requirement (and ARTH 800 pedagogy credit)
- 4th semester: three courses, including two 500- or 700-level seminars; teaching requirement (and ARTH 800 pedagogy credit); one of these courses may be an independent study for the M.A. research paper.

THIRD YEAR

- 5th semester: three courses, including one 500- or 700-level seminar; pedagogy credit for teaching; and an independent study with advisor for preparation of the dissertation proposal. The dissertation proposal should be submitted early in the spring term; see the annual calendar.
- 6th semester: three courses, one of them usually an independent study in preparation for the Ph.D. major field examination; another course or independent study preparatory for the minor field requirement; and pedagogy credit for teaching. Candidacy exam and minor field requirement should be completed in April or May.

FOURTH YEAR et seq.

- 7th semester: fulltime dissertation research begins.

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

e. Leaves of Absence; Time Off; Dissertation Research Abroad and Internship Status

Continuous registration as a graduate student is required unless a formal leave of absence is granted by the Graduate Dean. A leave of absence will be granted for military duty, medical reasons, or family leave; this leave is typically 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 Graduate Dean, but it does not automatically change the time limit. Language, candidacy and minor field requirements may not be taken while a student is on leave, nor may degrees be awarded.

Ph.D. students are eligible for eight weeks of “time off” for the birth or adoption of a child. Notify the graduate group chair in writing of the decision to exercise this option, at an early date.

A Ph.D. student who will conduct dissertation research away from Philadelphia may apply to the Graduate Chair and the Dean of the Graduate Division to register for Dissertation Research Abroad status (GAS 996) or Internship status (GAS 993) for a maximum of two years. Full tuition is charged to students in years 1-5, and reduced tuition is charged to students in years 6-10. A reduced General Fee is charged to students who register for Dissertation Research Abroad or Internship regardless of their year.

f. 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 several other fields 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 dissertation supervisor and with the approval of the Graduate 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. For courses that span the 1750 divide, decisions about distribution credit are made on a case-by-case basis by the instructor of the course in consultation with the Graduate Chair.

g. Dissertation Proposal

After admission to Ph.D. Candidacy, a student 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 will ordinarily be completed in an independent study (999) during the fifth semester. The Proposal should be designed to support application for fellowships.

The Dissertation Proposal should be 5-10 pages plus a bibliography, and 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 supervisor and submitted to the Graduate Chair by the first week of the sixth semester. It may be submitted at any earlier date. The Proposal must be approved by the Graduate Group for the student to proceed with the dissertation project.

h. 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 her/his minor area. The Minor Field will be defined by the student and her/his advisor in consultation with the Graduate Chair, and a member of the Graduate Group specializing in that field will be designated as the minor field advisor. Normally, the student will prepare for the exam in an independent study with the minor field advisor during the fifth or sixth term. The form of the exam will be determined by agreement among the student, the minor field advisor, and the major field advisor, with the approval of the Graduate 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 field. Whatever form the chosen assignment takes, it should reflect a substantive engagement with the minor field in question, meeting the goals set out by the major and minor field advisors.

i. Major Field Ph.D. Candidacy Examination

The Ph.D. Candidacy Examination ("Orals") 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 Examination when applying for Candidacy.

The Examination is administered by an ad hoc Examination Committee, chaired by a member of the graduate group (normally the dissertation supervisor) and with the Graduate Chair serving ex officio. The Committee is designated by the Committee Chair, with the approval of the Graduate Chair, and it may include appropriate outside specialists. The Committee normally comprises three or four members, the majority of whom must be members of the Graduate Group. The field of the Examination is defined by the candidate in a brief written statement, which, after approval by the supervisor and Graduate Chair, is circulated in the Examination Committee.

The Examination consists of written and oral components that test the candidate's ability to deal with broad, theoretical problems as well as knowledge of factual information, bibliography, and specific monuments. The written component is taken first. The Committee Chair assembles the test from questions submitted by the committee. It consists of no fewer than six questions, of which the candidate must answer a designated number (usually three), with choices restricted in order 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 Examination may normally retake it once.

The first part of the examination must be passed in order for the candidate to take the second, oral part, which is held one to two weeks after the first part is written. Its date is established by the Committee Chair at the same time that the date for the written part is set. The examiners may pose some of their Orals questions with the aid of slides or objects shown to the candidate for discussion. Students who fail the second part of the Examination may normally retake it once. The candidate must pass both parts in order to pass the Examination. The passing grades are "Pass" and "Pass with Distinction."

j. Dissertation Readers and Committee

The Committee Chair, i.e. the dissertation advisor, in consultation with the candidate and with the approval of the Graduate Chair, names a second and third official dissertation reader (and, optionally, additional official readers) and defines the roles of the 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 Committee Chair, the official readers, and the Graduate Chair in an ex-officio role. A majority of the Committee must be members of the Graduate Group.

k. Dissertation Colloquium

After conducting substantial research, but before much of the dissertation is written, the candidate presents the dissertation project at a Dissertation Colloquium. 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. Colloquium participants assist the candidate in defining the major issues of the thesis topic and in planning solutions to its problems. To proceed with the project, the student 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.

l. 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 and file an "Annual Progress Report on Dissertation" (form 140) 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.*

m. Dissertation Presentation and Defense

The Dissertation Presentation is a public event at which the candidate summarizes the dissertation's findings. It may be scheduled only after all requirements except the approval of the dissertation have been satisfied and after a complete draft of the dissertation has been reviewed by the supervisor and reader(s) and the candidate has had sufficient time to respond to their questions and suggestions. The Presentation should be scheduled during the regular academic year.

The Presentation is normally followed immediately by the Defense, conducted privately in a meeting of the candidate with the Dissertation Committee. The 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 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 conference call if some parties are unable to be present.

n. Dissertation Calendar and Format

Students 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 also available at no additional cost. The requirements for dissertation format and submission are presented in the *Doctoral Dissertation Manual*, available at <http://provost.upenn.edu/education/graduate/dissertation-resources>

History of Art dissertations do not require indices.

IV. Courses

The full Course Register for all regularly given courses in all University departments is available online (<http://www.upenn.edu/registrar/register/>). The University's Course Timetable (published online in time for advance registration each semester, <http://www.upenn.edu/registrar/course-timetable/index.html>) and the Course and Room Roster (published at the beginning of each semester, <http://www.upenn.edu/registrar/course-room-roster/index.html>) announce which courses are being offered and provide 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 Chair.

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

400 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. 400-level courses are ordinarily repeated at least once every three years and meet twice or three times each week.

500 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 500-level courses are taught by lecture and evaluated by examination; others are "pro-seminars." The topics of pro-seminars usually vary on each offering, and topics are rarely repeated. All meet once a week.

600 level: These are graduate-level affiliates of undergraduate 200-level courses, which graduate students may take if they lack previous training in the field. Attendance at the 200-level lectures is required; additional meetings and special assignments are arranged for graduate students.

700 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 999.