The Department of Art History Graduate Manual is an addendum to the VCU Graduate Bulletin, which outlines university policies, procedures and requirements. The official policies and procedures of the University Graduate Council, as published in the Graduate Bulletin and on the Graduate School Web site, are fully applicable to all graduate programs and graduate students and take precedence over individual program policies and guidelines. Students are bound by requirements published in the Graduate Bulletin corresponding to the year in which they entered the University.

As an addendum to the Bulletin, this Graduate Manual offers information, advice and requirements specific to students’ success in the Department of Art History MA and/or PhD concentrations. Generally speaking, the shared objectives among all departmental graduate students are: to engage critically with art historical theories and methods; to acquire in-depth knowledge of a chosen subject area; and to develop advanced professional skills in oral and written dissemination of research.
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GENERAL INFORMATION

- Buford House: The building and administrative office for the Department of Art History are open Monday-Friday, 8:30-4:30, when the university is open.

- Graduate Lab: Located in room 106 and open from Monday-Friday, 8:45-4:15, the Graduate Lab provides computers, a flatbed scanner, and a printer exclusively for educational use.

- E-mail: All students are required by the University to maintain an official VCU email account. The University and the Department send announcements only to VCU email accounts.

- Address changes: Students are asked to notify the department, via email to arthistory@vcu.edu, of address changes; use eServices to update official University records.

- Payroll: Students receiving an assistantship or fellowship who have payroll related questions should contact the Graduate Program Administrator.

- Professional courtesy: Students requesting letters of recommendation or review of professional materials (e.g., conference submissions, fellowship applications) from faculty members are advised to make requests at least one month prior to a deadline for which students are submitting those materials.

ADVISING

The Director of Graduate Studies is the adviser of record who signs all university forms requiring an adviser’s signature. Both the Director of Graduate Studies and the student’s dissertation director offer advice on course selections. It is the student's responsibility to ensure that all requirements are met in a timely manner. VCU requires that MA students complete their degrees within six years of matriculation and that PhD students (including MA/PhD students) complete their degrees within eight years.

MA students consult with the Director of Graduate Studies to map out a program of study, select courses and initiate a curriculum tracking form. They also establish a relationship as soon as possible with a full-time, tenured or tenure-track faculty member who will direct the student’s qualifying paper. (Visiting, adjunct, or affiliate faculty may not direct qualifying papers.)

MA/PhD and PhD students consult with the Director of Graduate Studies and their dissertation directors to define, in general terms, the major and minor fields of study, map out a program of study, and initiate a curriculum tracking form. Students invite a faculty member to be a minor field adviser during the first or second semester of PhD coursework.

At the end of each semester, all graduate students submit an updated, electronic copy of their curriculum tracking forms to Google drive and share it with the Graduate Program Administrator, Director of Graduate Studies, and their faculty adviser.
Continuous Enrollment
The University requires that students enroll each fall and spring semester. Students with 12-month Graduate Assistantships are required also to enroll during the summer semester.

Students wishing to take a leave of absence or to withdraw from the graduate program must submit a written request to the Director of Graduate Studies. An approved leave of absence does not stop the clock for calculating the six- or eight-year time limit.

Full-time enrollment, 9 credits per semester in fall/spring, is encouraged (though not necessarily required) for all students completing coursework, and it is required for students who have been awarded Graduate Assistantships. Students with 12-month Graduate Assistantships are required to enroll for 3 credits in the summer semester.

When PhD candidates (students who have completed all required coursework, passed the language and field exams, and successfully defended a dissertation proposal) have completed the requisite 6 dissertation credits, they typically enroll for just one dissertation credit to maintain continuous enrollment while continuing to work on the dissertation.

Professional Development
The Department of Art History enthusiastically supports extra-curricular activities that contribute to students’ professional success.

Graduate Student Association
The Art History Graduate Students Association (ARTH GSA) organizes an annual program of guest speakers, professional development workshops, and social events. This important suite of events fosters professional relationships among graduate students, faculty, museum professionals, alumni, and colleagues at other universities and/or in other fields.

Through their monthly meetings, the GSA also gathers input about departmental decisions that concern graduate students, such requests for new technology (e.g., computers, printers, scanners) and policies/procedures for the Graduate Lab, which is a dedicated work space shared by all graduate students. GSA officers, who are elected each year, administer the association, while opportunities to serve on event planning committees are available to all members.

Travel Funds for Conference Presentations
Graduate students are encouraged to begin participating in the professional life of the discipline by submitting proposals and abstracts for conference papers. There are a number of graduate symposia around the country, and graduate students may also submit proposals for the College Art Association conference, the Southeastern College Art Conference, and other national, international, or regional conferences.

Students whose proposals are accepted for conference presentation are encouraged to work with their faculty advisers in crafting a polished professional presentation that will appropriately serve the students’ professional goals and demonstrate the high caliber of the VCU Department of Art History.
Students whose proposals are accepted for conference presentation may apply for travel assistance awarded by the School of the Arts and the Graduate School, at [http://arts.vcu.edu/research/deans-grants/graduate/](http://arts.vcu.edu/research/deans-grants/graduate/). Students who are awarded travel funds must email the Graduate Program Administrator to set up a travel meeting, and they must follow all State and University procedures, which the Graduate Program Administrator provides. Funded travel requests must be completed at least 30 days before travel within the US and 45 days for international travel.

**Departmental Research Travel Awards**

Each semester, the Department of Art History posts at least one call for research/travel proposals, which typically asks students to submit a curriculum vitae, a project abstract of no more than 150 words; project description of no more than 750 words; and a budget. Criteria for evaluating proposals include:

1) Necessity of proposed travel to the larger research project and completion of the researcher's academic program
2) Viability of proposed project and likelihood of completion
3) Qualifications of researcher (for example, evidence of appropriate language skills and research experience)
4) Clarity of written proposal
5) Appropriateness of the requested funding amount

Proposals are evaluated by faculty members on the departmental graduate committee.
PROGRAMS OF STUDY

MA Concentrations
MA Students complete a program of study in two years consisting of 30 credits of course work, variously distributed according to curriculum concentration, as illustrated below. Full-time enrollment allows students to complete the degree requirements as well as two elective courses, which can be in any department relevant to students’ interests and professional goals.

Historical Studies MA

Course Requirements
ARTH 690: Historiography and Methodology of Art History 3 credits
ARTH 694: Art History and Pedagogy 3 credits
ARTH 695: Writing Seminar I 3 credits
ARTH 771: Writing Seminar II 3 credits
6 Art History Seminars* 18 credits

* At least one course from among ARTH 721-729, and at least one from among ARTH 741-749. The remaining 4 art history seminar courses may be among the aforementioned ARTH courses and/or ARTH 591 or 791 as well as no more than one Museum Studies class (ARTH 681-684, 691, or 693).

Suggested Timeline

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>(Summer)</th>
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</table>
| 1    | 1) ARTH 690: Historiography¹  
2) Art History Seminar  
3) Art History Seminar - Language exam² | 1) ARTH 694: Art History & Pedagogy  
2) Art History Seminar  
3) Art History Seminar | {Option for Independent Study/Internship} |
| 2    | 1) Art History Seminar  
2) Art History Seminar  
3) ARTH 695: Writing Seminar I | 1) ARTH 771: Writing Seminar II³  
{Students may enroll in non-required courses of their choosing.} | {Option for Independent Study/Internship} |

¹ Students must earn a minimum grade of B in “ARTH 690 Historiography and Methodology of Art History” in order to enroll in subsequent graduate-level art history courses.

² Students may elect to enroll in “ARTH 598 German for Art Historical Research”; see page 15 for information about the language exam.

³ Students enrolled in “ARTH 771 Writing Seminar II” work independently with a faculty member whose expertise is in the relevant research area. They also meet periodically as a group during the semester, as outlined on the course syllabus.
Museum Studies MA

Course Requirements
ARTH 690: Historiography and Methodology of Art History 3 credits
ARTH 694: Art History and Pedagogy 3 credits
ARTH 695: Writing Seminar I 3 credits
ARTH 771: Writing Seminar II 3 credits
ARTH 693: Graduate Museum Internship 3 credits
2 Museum Studies Seminars (selected from ARTH 681-684, 691) 6 credits
3 Art History Seminars (selected from ARTH 720-729, 740-749, 591, 791) 9 credits

Suggested Timeline

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<tr>
<th>Year</th>
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<th>Spring</th>
<th>(Summer)</th>
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</table>
| 1    | 1) ARTH 690: Historiography¹  
    2) Art History Seminar  
    3) Museum Studies Seminar  
    - Language exam² | 1) ARTH 694: Art History & Pedagogy  
    2) Art History Seminar  
    3) Museum Studies Seminar | {Option for Independent Study/Internship} |
| 2    | 1) Museum Internship  
    2) Art History Seminar  
    3) ARTH 695: Writing Seminar I | 1) ARTH 771: Writing Seminar II³  
{Students may enroll in non-required courses of their choosing.} | {Option for Independent Study/Internship} |

¹ Students must earn a minimum grade of B in “ARTH 690 Historiography and Methodology of Art History” in order to enroll in subsequent graduate-level art history courses.

² Students may elect to enroll in “ARTH 598 German for Art Historical Research”; see page 15 for information about the language exam.

³ Students enrolled in “ARTH 771 Writing Seminar II” work independently with a faculty member whose expertise is in the relevant research area. They also meet periodically as a group during the semester, as outlined on the course syllabus.
MA/PhD CONCENTRATIONS
Students accepted into a MA/PhD concentration complete 60 credits of course work, variously distributed according to curriculum concentration, as illustrated below.

**Historical Studies MA/PhD**

**Course Requirements**
- ARTH 690: Historiography and Methodology of Art History 3 credits
- ARTH 694: Art History and Pedagogy 3 credits
- ARTH 695: Writing Seminar I 3 credits
- ARTH 771: Writing Seminar II 3 credits
- 11 Art History Seminars* 33 credits
- ARTH 772: Major Field Exam 3 credits
- ARTH 773: Minor Field Exam 3 credits
- ARTH 774: Dissertation Prospectus 3 credits
- ARTH 899: Dissertation 6 credits

*At least one course from among ARTH 721-729, and at least one from among ARTH 741-749. The remaining 4 art history seminar courses may be among the aforementioned ARTH courses and/or ARTH 591 or 791 as well as no more than one Museum Studies class (ARTH 681-684, 691, or 693). In addition, students must complete at least 3 courses in the declared major field of study and 2 courses in the minor field.

**Suggested Timeline** (shaded areas indicate PhD coursework):

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>(Summer)</th>
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<tbody>
<tr>
<td>1</td>
<td>1) ARTH 690: Historiography³</td>
<td>1) ARTH 694: Art History &amp; Pedagogy</td>
<td>{Option for Independent Study/Internship}</td>
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<tr>
<td></td>
<td>2) Art History Seminar</td>
<td>2) Art History Seminar</td>
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<td>3) Art History Seminar</td>
<td>3) Art History Seminar</td>
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<td></td>
<td>- Language exam²</td>
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<tr>
<td>2</td>
<td>1) Art History Seminar</td>
<td>1) ARTH 771: Writing Seminar II⁴</td>
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<td></td>
<td>2) Art History Seminar³</td>
<td>2) Art History Seminar</td>
<td></td>
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<tr>
<td></td>
<td>3) ARTH 695: Writing Seminar I</td>
<td>3) Art History Seminar</td>
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<tr>
<td>3</td>
<td>1) Art History Seminar</td>
<td>1) Art History Seminar</td>
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<tr>
<td></td>
<td>2) ARTH 772: Major Field Prep</td>
<td>2) Art History Seminar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) ARTH 773: Minor Field Prep</td>
<td>3) ARTH: 899 Dissertation Prospectus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Language exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-6+</td>
<td>Dissertation⁵</td>
<td>Dissertation</td>
<td></td>
</tr>
</tbody>
</table>

¹ Students must earn a minimum grade of B in “ARTH 690 Historiography and Methodology of Art History” in order to enroll in subsequent graduate-level art history courses.

² Students may elect to enroll in “ARTH 598 German for Art Historical Research.” See page 15 for information about the language exam.

³ Upon completing the fifth Art History seminar, students secure a letter of support from the prospective dissertation adviser and submit it to the Director of Graduate Studies, as part of a formal request to begin doctoral coursework in the subsequent semester.

⁴ Students enrolled in “ARTH 771 Writing Seminar II” work independently with a faculty member whose expertise is in the relevant research area. They also meet periodically as a group during the semester, as outlined on the course syllabus.

⁵ In the semester following the dissertation proposal defense, students must enroll in either 3 or 6 dissertation credit hours. After completing 6 credit hours, they may enroll in as few as 1 credit hour per semester to maintain continuous enrollment.
Curatorial MA/PhD

Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARTH 690: Historiography and Methodology of Art History</td>
<td>3</td>
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<tr>
<td>ARTH 694: Art History and Pedagogy</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 695: Writing Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 771: Writing Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>2 Graduate Museum Internship (ARTH 693)</td>
<td>6</td>
</tr>
<tr>
<td>2 Museum Studies Seminars* (selected from ARTH 681-684, 691)</td>
<td>3</td>
</tr>
<tr>
<td>6 Art History Seminars* (selected from ARTH 720-729, 740-749, 591, 791)</td>
<td>18</td>
</tr>
<tr>
<td>1 Non-Profit Management or Research Methods Course (selected from PADM 650, 659, 656, and 661 or ARTE 690, EDUS 660)</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 772: Major Field Exam</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 773: Minor Field Exam</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 774: Dissertation Prospectus</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 899: Dissertation</td>
<td>6</td>
</tr>
</tbody>
</table>

* Students must complete at least 3 courses in the declared major field of study and 2 courses in the minor field. Museum Studies is either the major or minor field.

Suggested Timeline (shaded areas indicate PhD coursework)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>(Summer)</th>
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</thead>
</table>
| 1    | 1) ARTH 690: Historiography\(^1\)  
2) Art History Seminar  
3) Museum Studies Seminar  
- Language exam\(^2\) | 1) ARTH 694: Art History & Pedagogy  
2) Art History Seminar  
3) Museum Studies Seminar | {Option for Independent Study/Internship} |
| 2    | 1) Museum Internship  
2) Art History Seminar\(^3\)  
3) ARTH 695: Writing Seminar I | 1) ARTH 771: Writing Seminar II\(^4\)  
2) Art History Seminar  
3) Non-Profit Management or Education Research Methods elective | {Option for Independent Study/Internship} |
| 3    | 1) Museum Internship  
2) ARTH 772: Major Field Exam  
3) ARTH 773: Minor Field Exam  
- Language exam | 1) Art History Seminar  
2) Art History Seminar  
3) ARTH: 899 Dissertation Prospectus | |
| 4-6+ | Dissertation\(^5\) | Dissertation | |

\(^1\) Students must earn a minimum grade of B in “ARTH 690 Historiography and Methodology of Art History” in order to enroll in subsequent graduate-level art history courses.

\(^2\) Students may elect to enroll in “ARTH 598 German for Art Historical Research.” See page 15 for information about the language exam.

\(^3\) Upon completing the fifth Art History seminar, students secure a letter of support from the prospective dissertation adviser and submit it, to the Director of Graduate Studies, as part of a formal request to begin doctoral coursework in the subsequent semester.

\(^4\) Students enrolled in “ARTH 771 Writing Seminar II” work independently with a faculty member whose expertise is in the relevant research area. They also meet periodically as a group during the semester, as outlined on the course syllabus.

\(^5\) In the semester following the dissertation proposal defense, students must enroll in either 3 or 6 dissertation credit hours. After completing 6 credit hours, they may enroll in as few as 1 credit hour per semester to maintain continuous enrollment.
PHD CONCENTRATIONS
The program of study for students who matriculate directly into PhD concentrations is determined on a case-by-case basis, to include at least 30 credit hours in one of the two PhD curriculum concentrations as listed below.

Students may also be required to complete “690 Art History and Methodology,” “ARTH 694 Art History and Pedagogy,” and/or selected art history seminars if they have not completed equivalent courses in their MA programs and/or if their MA degrees were awarded in fields other than art history. Students in the Curatorial concentration may also be required to take one or more Museum Studies courses (ARTH 681-684, 691) if their MA programs did not include equivalent courses.

Historical Studies PhD

Course Requirements
5 Art History Seminars*  15 credits
ARTH 772: Major Field Exam  3 credits
ARTH 773: Minor Field Exam  3 credits
ARTH 774: Dissertation Prospectus  3 credits
ARTH 899: Dissertation  6 credits

* Selected from among ARTH 721-729, 741-749, 591 or 791. Students must complete at least 3 courses in the declared major field of study and 2 courses in the minor field.

Suggested Timeline

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<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>(Summer)</th>
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<tbody>
<tr>
<td>1</td>
<td>1) Art History Seminar</td>
<td>1) Art History Seminar</td>
<td>{Option for Independent Study/Internship}</td>
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<td>2) Art History Seminar</td>
<td>2) Art History Seminar</td>
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<td>3) Art History Seminar</td>
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<td>- Language exam</td>
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<td></td>
<td>{option to take German for Art History course}</td>
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<tr>
<td>2</td>
<td>1) ARTH 772: Major Field Exam</td>
<td>1) ARTH: 899 Dissertation</td>
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<td></td>
<td>2) ARTH 773: Minor Field Exam</td>
<td>Prospectus</td>
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<td>{Students may enroll in non-required course of their choosing.}</td>
<td>{Students may enroll in non-required courses of their choosing.}</td>
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<tr>
<td>3-5</td>
<td>Dissertation</td>
<td>Dissertation</td>
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</table>
Curatorial PhD

Course Requirements

3 Art History Seminars* 9 credits
ARTH 693 Museum Internship 3 credits
1 course in Nonprofit Management or Research Methods (selected from PADM 650, 659, 656, and 661 or ARTE 690, EDUS 660) 3 credits
ARTH 772: Major Field Exam 3 credits
ARTH 773: Minor Field Exam 3 credits
ARTH 774: Dissertation Prospectus 3 credits
ARTH 899: Dissertation 6 credits

*Students complete a major and a minor field of study, one of which is Museum Studies. Museum Studies courses completed for the MA degree may be applied. The major area requires 3 seminars, while the minor requires 2 seminars.

Suggested Timeline

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<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>(Summer)</th>
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<tbody>
<tr>
<td>1</td>
<td>1) Art History Seminar</td>
<td>1) Art History Seminar</td>
<td>{Option for Independent Study/Internship}</td>
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<td></td>
<td>2) Art History Seminar</td>
<td>2) Nonprofit Management or Research Methods</td>
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<td></td>
<td>3) Museum Internship</td>
<td>{Students may enroll in non-required course of their choosing.}</td>
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<td>- Language exam</td>
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<td></td>
<td>{option to take German for Art History course}</td>
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<tr>
<td>2</td>
<td>1) ARTH 772: Major Field Exam</td>
<td>1) ARTH: 899 Dissertation Prospectus</td>
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<tr>
<td></td>
<td>2) ARTH 773: Minor Field Exam</td>
<td>{Students may enroll in non-required courses of their choosing.}</td>
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<td>{Students may enroll in non-required course of their choosing.}</td>
<td>{Students may enroll in non-required courses of their choosing.}</td>
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<tr>
<td>3-5+</td>
<td>Dissertation</td>
<td>Dissertation</td>
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</tbody>
</table>
GRADUATE COURSES
Some courses listed below have generic titles (591, 622, 691, 720-28, 740-49, 791). Specific topics for these courses vary, as reflected in the schedule of classes each semester, as well as on the student’s academic transcript. Thus these course numbers may appear multiple times on a student’s transcript, accompanied by various course titles. The maximum number of credits that can count toward a student’s program of study appears in brackets (e.g., [9]) after each generic title below.

Core courses
- ARTH 690: Historiography and Methodology of Art History
- ARTH 694: Art History and Pedagogy
- ARTH 695: Writing Seminar I

Museum Studies Courses
- ARTH 681: Museums & Communities
- ARTH 682: The Museum as Educational Institution
- ARTH 683: Museum Collections
- ARTH 684: Curating Museum Exhibitions
- ARTH 691: Special Topics in Museum Studies [6]
- ARTH 693: Graduate Museum Internship

Art History Seminars With a Period/Region Focus
- ARTH 723: Seminar in 20th-Century Art [9]
- ARTH 724: Seminar in Contemporary Art [9]
- ARTH 725: Seminar in Pre-Columbian Art [9]
- ARTH 728: Seminar in Asian Art [9]

Art History Seminars With a Thematic Focus
- ARTH 741: Seminar in Art and Theory [9]
- ARTH 742: Seminar in Trans-Millennial Art and Ideas [9]
- ARTH 743: Seminar in Art and Representation [9]
- ARTH 749: Seminar in Diasporic Art [6]

Other Courses
- ARTH 589: German for Art Historical Research
- ARTH 591: Special Topics in Art History [6]
- ARTH 791: Special Topics in Art History [6]
- ARTH 797: Directed Research [6]

Capstone Courses
- ARTH 771: Writing Seminar II
- ARTH 772: Major Field Exam
- ARTH 773: Minor Field Exam
- ARTH 774: Dissertation Prospectus
- ARTH 899: Dissertation
**INTERNSHIPS**

Students in the MA Museum Studies track and PhD Curatorial track are required to complete internships for course credit at museums, art galleries, historical sites or other scholarly institutions. All other students may include one 3-credit course on the program of study, pending approval of their faculty advisors and/or the Director of Graduate Studies.

Internships can be completed for course credit during any semester, including the summer. Students seek out internships by keeping abreast of such opportunities at local, regional, national, or international museums. Students completing internships are expected to have specific responsibilities relevant to a circumscribed project. In addition, interns ideally have opportunities to observe or contribute to ongoing professional activities (e.g., processing loans, attending project meetings, observing educational programs) associated with the professional specialization with which the internship is affiliated or the project to which the intern contributes.

Departmental approval of the internship scope and venue is required in advance of course registration. Students are encouraged to discuss a potential internship with the Director of Graduate Studies in advance of submitting the approval form, which can be downloaded from the departmental web site.

Student interns complete a minimum of 144 hours of work (9 hours per week during a 16-week semester) at the host institution for a 3-credit internship; they complete 288 hours (18 hours per week during a 16-week semester) for a 6-credit internship. Work hours must be completed during the semester in which course credit is awarded. However, the project to which the student contributes need not necessarily be completed during the semester in which the student completes the internship (e.g., an intern may complete research for an exhibition or a collection catalogue that will be produced at a later date).

Internship supervisors formally evaluate students’ work performance, using the departmental evaluation form. Students also submit a brief report to the Director of Graduate Studies at the end of the internship semester. More detailed information is available on the approval form that can be downloaded from the departmental web site.
EXAMS
In addition to completing coursework, MA students are required to pass a foreign language exam. PhD students are required to pass two foreign language exams as well as major and minor field exams.

FOREIGN LANGUAGE EXAMS
MA students demonstrate a reading knowledge of one foreign language—typically German, French, Italian, or Spanish—by passing a departmental language exam during the first semester of enrollment.

MA/PhD students complete their first language exams—typically German, French, Italian, or Spanish—during the first semester of enrollment. A second language exam later in the program of study, ideally during the first semester of the third year. Satisfaction of the language requirement for an MA in the VCU Department of Art History carries over automatically to the MA/PhD requirement. Students may request an exam in a language not listed above if it is relevant to their dissertation research.

PhD students whose MA degrees were conferred elsewhere and included a language exam requirement may have the earlier language exam approved by the Director of Graduate Studies on the basis of appropriate documentation. They accordingly take a second language exam in the first semester of enrollment at VCU, demonstrating reading knowledge of a foreign language relevant to their dissertation research. Students for whom a second foreign language is not necessary for dissertation research may elect to complete the course in “ARTH 598 German for Art Historical Research.”

Language exams are administered in Buford Room 202 on a pre-specified date (typically the third Friday of the semester), and may be taken only by students who have signed up, via email with the Graduate Program Administrator, in advance of the announced deadline. Students enrolled in “ARTH 598: German for Art Historical Research” take a German exam at the end of the fall semester. They therefore do not take the German exam on the earlier exam date.

Exam Format
During a 90-minute exam period, students translate an excerpt from current art historical literature, selected by a faculty member who will evaluate the exam. With the aid of a dictionary, students provide an accurate translation. Some paraphrasing is acceptable, as long as students convey the full sense of the text. The translation should make sense in itself as a piece of English prose.

Preparation
Successful students prepare for the exam by reviewing basic grammatical structure, memorizing art historical vocabulary, and using bilingual publications to practice translating sample passages then checking their translations against the English text.

Administration
Students bring a dictionary, a blue book, and scratch paper for jotting down possible translations and problem words or to work out difficult phrases. Students may write in pencil so long as it is easily legible. The exam is proctored by either a full-time faculty member or the Graduate Program Administrator.
**Evaluation**

Language exams are evaluated by two full-time faculty members, using the evaluation rubric that appears below. Notification of pass/fail is sent to students, via email from the Director of Graduate Studies, within 2 weeks. Students who fail a language exam may retake it once without securing faculty permission. The opportunity to retake the exam ought not suggest that the first attempt is a trial run without consequences. Students who retake the test typically fall behind in their programs of study. Students who fail the exam twice must submit a request, reviewed by the entire faculty, to take it a third time. Students who fail the exam a third time will be terminated from the program.

**Language Exam Evaluation Rubric**

Score of 8 needed to pass

<table>
<thead>
<tr>
<th>Components</th>
<th>Very good – 3</th>
<th>Good – 2</th>
<th>Unacceptable - 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Comprehension</td>
<td>Few or no errors in conveying the overall meaning and specific aspects of the passage.</td>
<td>Shows comprehension of overall meaning; some errors in conveying specific aspects of the passage.</td>
<td>Lack of comprehension of the whole; many errors in conveying specific aspects of the passage.</td>
</tr>
<tr>
<td>Art Historical Terminology</td>
<td>Few or no errors in comprehending overall art historical argument and translating art historical terms.</td>
<td>Shows comprehension of overall art historical argument but includes many errors in translating specific terms.</td>
<td>Lack of comprehension of both the overall argument and specific terms.</td>
</tr>
<tr>
<td>Quality of English Text</td>
<td>Readable text with few errors in English grammar and syntax.</td>
<td>Unpolished text with many errors in grammar and syntax.</td>
<td>Very awkward, ungrammatical text with syntax errors that obscure comprehension.</td>
</tr>
<tr>
<td>Thoroughness of Translation</td>
<td>All or almost all of the assigned passage is translated.</td>
<td>At least 75% of the passage is translated.</td>
<td>Less than 75% of the passage is translated.</td>
</tr>
</tbody>
</table>
**PHD FIELD EXAMS**

Students take field exams at the end of the semester in which they enroll in “ARTH 772 Major Field Exam” and ARTH 773 Minor Field Exam.” They cannot enroll in these courses until they have completed all coursework.

The number and scope of the questions to be answered is left to the discretion of individual faculty within the following parameters: The questions should be rigorous enough that they cannot be answered without substantive preparation and specific enough that responses cannot be written out in advance; the exam is to test the student’s knowledge of the field as well as careful and solid reasoning. Responses must include correct, succinct definition of key terms and demonstrate a command of the major debates in a specific area. The student should clearly articulate the perspective adopted or take a definite position on the issues at hand. The essay must show the effective use of sources and examples to support or refute points.

Students must adhere to the University Honor Code. They will neither solicit nor accept any assistance in the preparation of their answers.

**Format**

While writing the exam essays, the student has full access to notes and sources assembled during the preparation process. Each exam should be no less than 12 pages and no more than 15 pages, double-spaced, excluding bibliography. References are to be given in the text in parentheses using the author-page format, with an attached bibliography.

**Preparation**

The student consults with the major and minor field advisers to outline the specific areas to be covered by each field exam. Areas of focus within the fields should be broad enough for the student to demonstrate general competency in the field, but not so broad as to preclude critical engagement with specific issues of current importance.

**Administration**

Both major and minor field exams are taken together during a period of 72 hours, or three days. The exams will be emailed to the student, by the Graduate Program Administrator (who cc’s the supervising faculty members) by noon on the first day and must be returned 72 hours later (e.g. sent at noon on Friday and returned by noon on Monday). The student’s response to the email serves as a time-stamp. Exams must be sent and returned on a regular business day (Monday through Friday, excluding holidays). The student is advised to spend the first half-day formulating the answers, spend one day on each exam, and spend the final half-day for revisions and corrections.

**Evaluation**

Each exam will be read by one faculty member (the major field exam will be read by the faculty advisor for that field; the minor field exam by the faculty advisor for that field), using the evaluation rubric that appears on the next page. Notification of pass/fail is sent to students within two weeks, via email from the Director of Graduate Studies.

Should a student fail either portion of the field exams, s/he may submit a formal letter of request to re-take the exam, written to the Director of Graduate Studies, who confers with the Graduate Program Committee, the members of which will determine the parameters for re-examination. A subsequent failure on either portion results in dismissal from the program.
**Major and Minor Field Exam Evaluation Rubric**

Score of 12 needed to pass; score of 15 needed to pass with distinction

<table>
<thead>
<tr>
<th>Components</th>
<th>Very good – 3</th>
<th>Good – 2</th>
<th>Unacceptable – 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses specific exam question</td>
<td>Directly addresses the question posed, with a sound thesis.</td>
<td>Addresses the question posed but not clearly or directly.</td>
<td>Does not address the question posed.</td>
</tr>
<tr>
<td>Sources Cited</td>
<td>Sources are current, relevant and consistently support the thesis.</td>
<td>Sources are not consistently relevant or supportive of the thesis.</td>
<td>Sources do not support the thesis.</td>
</tr>
<tr>
<td>Examples (artworks, artifacts,</td>
<td>Examples are relevant and consistently support the thesis and analysis.</td>
<td>Most examples are relevant and support the thesis and analysis.</td>
<td>Examples do not support the thesis and analysis.</td>
</tr>
<tr>
<td>concepts, and/or institutional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>practices) cited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of Analysis</td>
<td>Analysis is sophisticated, compelling, and convincing; demonstrates superior</td>
<td>Analysis is competent and convincing; demonstrates adequate control of</td>
<td>Analysis is weak, confused, unclear, and/or inadequate. Does not demonstrate</td>
</tr>
<tr>
<td>Quality of Conclusions</td>
<td>control of the material.</td>
<td>the material.</td>
<td>mastery of the material.</td>
</tr>
<tr>
<td>Quality of Written Mechanics</td>
<td>Skillfully uses language that conveys meaning to readers with clarity and</td>
<td>Uses language that generally conveys meaning to readers, although writing</td>
<td>Uses language that impedes meaning because of errors in usage.</td>
</tr>
<tr>
<td></td>
<td>fluency, and is virtually free of errors.</td>
<td>includes some errors.</td>
<td></td>
</tr>
</tbody>
</table>
MA QUALIFYING PAPERS
The Qualifying Paper is the culminating project leading to conferral of the MA degree. Stemming from a term paper written during a graduate seminar in art history at VCU, the qualifying paper is expected to be of publishable quality, which means that it contributes to an ongoing scholarly conversation, thereby reflecting the student’s knowledge of current issues in a particular area of study.

Insofar as qualifying papers are expected to be of publishable quality, students select a specific journal, relevant to the discipline of art history, to which they might submit their papers. The journal must be approved by the faculty adviser and the departmental Graduate Committee.

Students formally identify the topic for the qualifying paper while enrolled in “ARTH 695 Writing Seminar I,” during the first semester of the second year. This class meets each week and addresses a broad range of topics associated with scholarly writing for art history.

During the subsequent semester, while enrolled in “ARTH 771 Writing Seminar II,” students primarily work independently with a faculty adviser while completing a qualifying paper. They meet together as a class— for discussion and/or presentation of their progress—at the outset of the semester, at midterm, and during the last week of classes.

Faculty Adviser and Writing Seminar II
The faculty adviser, who is expected to have research expertise relevant to the topic of a student’s qualifying paper, must be a tenured or tenure-track faculty member in the Department of Art History.

At the outset of the semester in which students enroll in ARTH 771 Writing Seminar II, they should have a well-established working relationship with the faculty adviser, through which much progress on the qualifying paper already as been made. Also at the outset of the semester, students consult with their faculty advisers to outline a work plan, including dates for meetings at which to discuss progress on the paper.

Students submit their papers to the instructor of record for ARTH 771 at the final class session of the semester, during which they also deliver a 15-minute presentation describing their research questions and findings. This is a public event to which faculty and students are invited to attend.

Format
Each student’s paper will conform to the specifications of the journal to which the qualifying paper might be submitted. These specifications will include word count and style guide.

Evaluation
The qualifying paper is evaluated by the faculty adviser and two other tenured or tenure-track faculty members in the Department of Art History, who use the evaluation rubric that appears on the next page.
Evaluation Rubric for the Qualifying Paper  
Score of 14 needed to pass; score of 18 required for matriculation from MA to PhD programs.

<table>
<thead>
<tr>
<th>Components</th>
<th>Outstanding - 4</th>
<th>Very Good - 3</th>
<th>Acceptable - 2</th>
<th>Unacceptable - 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction: Clarity of Thesis &amp; Justification</strong></td>
<td>Clearly articulates a sound thesis and explains contribution to specific scholarly discourse(s).</td>
<td>States a clear thesis and indicates awareness of relevant scholarly discourse(s).</td>
<td>Thesis and relevance to scholarly discourse(s) are implied.</td>
<td>Thesis and/or relevance to specific scholarly discourse are not stated.</td>
</tr>
<tr>
<td><strong>Clarity of Methodology/Theoretical Structure/Approach</strong></td>
<td>Clearly states a well-conceived and appropriate methodology and/or theoretical structure.</td>
<td>States an appropriate methodology and/or theoretical structure.</td>
<td>States an acceptable methodology and/or theoretical structure.</td>
<td>Does not clearly state or does not employ a methodology or theoretical structure.</td>
</tr>
<tr>
<td><strong>Selection of Sources</strong></td>
<td>Sources cited are directly relevant to the topic and include the most significant scholarly contributions to the topic. Rationale for choice of sources is cogent and clearly articulated.</td>
<td>Sources cited appear to be directly relevant to the topic and include the most significant scholarly contributions to the topic. However the rationale for choice of sources is not entirely clear.</td>
<td>Sources cited are adequate to constructing an argument but exclude significant contributions to the topic.</td>
<td>Sources cited are not adequate for supporting a scholarly argument about the selected topic.</td>
</tr>
<tr>
<td><strong>Quality of Analysis</strong></td>
<td>Analysis is sophisticated, compelling, and convincing; demonstrates superior control of the material.</td>
<td>Analysis is competent and convincing; demonstrates very good control of the material.</td>
<td>Analysis is adequate but not compelling; demonstrates adequate but not remarkable control of the material.</td>
<td>Analysis is weak, confused, unclear, and/or inadequate. Does not demonstrate mastery of the material.</td>
</tr>
<tr>
<td><strong>Conclusions</strong></td>
<td>Conclusions are clearly stated, convincing, insightful, and original.</td>
<td>Conclusions are stated and convincing.</td>
<td>Conclusions are adequately stated but not especially convincing.</td>
<td>Conclusions are not stated or are stated incompetently.</td>
</tr>
<tr>
<td><strong>Quality of Written Mechanics</strong></td>
<td>Skillfully uses language that conveys meaning to readers with clarity and fluency, and is virtually free of errors.</td>
<td>Uses language that conveys clear meaning to readers and has few errors.</td>
<td>Uses language that generally conveys meaning to readers, although writing includes some distracting errors.</td>
<td>Uses language that impedes meaning because of errors in usage.</td>
</tr>
<tr>
<td><strong>Appropriateness for Publication</strong></td>
<td>Consistently follows specifications for submission to specific (approved for qualifying paper) journal; requires little or no revisions prior to submission.</td>
<td>Follows most specifications for submission to specific (approved for qualifying paper) journal; requires revisions prior to submission.</td>
<td>Follows some specifications for submission to specific (approved for qualifying paper) journal; is not suitable for submission.</td>
<td>Does not follow specifications for submission to specific (approved for qualifying paper) journal.</td>
</tr>
</tbody>
</table>
**PhD Dissertation Proposals**

The program of study for PhD students culminates in a written dissertation, which is to be a scholarly investigation of a particular problem or issue in the history of art and a significant contribution to the field. The student should begin to define the dissertation topic as soon as possible and in close consultation with the major field adviser and other faculty in relevant areas.

The proposal represents a foundation for a successful dissertation that constitutes original research, typically based on previously unknown or unexamined data or an original application of interpretive methods.

The dissertation should be focused, critical, and succinct in its treatment of the topic and comprehensive in its assessment of the relevant scholarship, both previous and current. It should clearly demonstrate an original contribution by the author to the subject, rather than merely reviewing or reworking existing scholarship. Research and writing should be carried out with the intention of subsequent publication as either a book or a set of significant essays.

**Dissertation Committee**

The University requires that a dissertation committee has at least four faculty members, including a chair, who is also the candidate’s faculty adviser, and a reader, who shall assume the role of chair if for any reason the chair cannot continue to serve on the approved committee.

Both the chair and reader must be tenured or tenure-track faculty members in the VCU Department of Art History. The third member may be selected from among the aforementioned faculty members as well as from the affiliate faculty members listed on the departmental web site. The fourth committee member must be from another discipline. Some students choose to have a fifth committee member from another university. All committee members must hold graduate faculty or affiliate faculty status.

The four required committee members should be finalized and recorded on the curriculum tracking form before students enroll in “ARTH 774 Dissertation Prospectus.” The fifth committee member need not be in place for preparation and defense of the dissertation proposal.

While working on both the dissertation proposal and the dissertation, a student works primarily with the dissertation committee chair. The chair determines when a draft is ready to be shared with the reader, whose approval is necessary for the proposal to be reviewed by the remaining committee members.

The proposal must be approved by both the chair and the reader before a proposal defense is scheduled. Students should allow at least two weeks between the date upon which the full committee receives the proposal and the date of the proposal defense.
Proposal Guidelines and Format

The proposal is 15-20 pages in length (not including the bibliography), double spaced in 12-point type, with one-inch margins, and follows either The Chicago Manual of Style or Kate Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations. It is formatted using the headings exactly as listed below:

I. Thesis Statement
State your thesis as either a hypothesis that you will defend or a question you will answer. The thesis statement, which ideally appears on the first page, should be short, specific and to the point, one or two sentences. It may be accompanied by one or two paragraphs of explanation and support, with reference to relevant works or further ideas.

II. Justification
Justify the importance of the project. Summarize how it relates to the existing literature and to the field (art history or museum studies). This should also be short and concise, generally one paragraph and certainly no more than one page.

III. Scholarly Literature
Provide a thorough, critical review of the relevant literature on your topic that presents the current state of the question. Consider specifically what has been said and by whom. Indicate briefly how your project extends or complements the existing literature.

IV. Research Plan
1. State your art-historical methodology or methodologies (archival, connoisseurship, critical or theoretical, etc.) and their relevance to your specific topic.
2. Summarize where, when, and how you will access your primary and secondary sources. These may include: libraries, archives, collections, museums, interviews, etc.
3. Summarize research already conducted and future travel or off-campus research still pending. This includes professional contacts with non-VCU personnel.
4. Statement regarding approval by the Institutional Review Board for the Protection of Human Subjects. Consult the VCU IRB site: http://www.research.vcu.edu/irb/index.htm and your advisor. If your project is not subject to IRB review, state why. If subject to review, attach relevant documentation and give the status of your review.

V. Outline
The tentative, fully detailed outline of the dissertation may be presented with full-sentence points and sub-points, or it may be multi-sentence chapter summaries. It must give a clear sense of how the thesis will investigate the issues set forth above.

VI. Bibliography
A working bibliography in complete, proper, and consistent format. Proposals that do not conform to the Chicago Manual of Style or Turabian will not be accepted. Distinguish between sources already consulted and to be consulted.

VII. Additional Materials
Any other relevant materials may be included after the bibliography. These may include appropriate illustrations or reproductions. Photocopies or scanned images may be used. Supplemental material should be kept to a minimum.
Dissertation Proposal Defense

The student defends the proposal in a meeting of the dissertation committee, scheduled by the student after approval from the dissertation director, by the deadline posted each semester. The format for the defense is decided by the dissertation director, often requiring the student to speak for 10-15 minutes in advance of inviting questions and comments from committee members.

Per University requirements, it is expected that all members of the committee will be present at the dissertation proposal defense. In the event that a single member of the committee is unable to attend in person but can be available by videoconference, the defense may proceed, pending approval from the Director of Graduate Studies. If more than one committee member is unable to attend, the defense will be rescheduled.

At the conclusion of the proposal defense, the committee members sign the proposal cover sheet indicating their approval. The student and dissertation committee chair also sign a candidacy form.

One copy of the approved dissertation proposal, the signed cover sheet and the signed candidacy form are submitted to the Graduate Program Administrator.

Degree Candidacy

PhD students are admitted to candidacy upon completion of coursework, foreign language exams, and field examinations as well as successful defense of the dissertation proposal. Candidacy allows the student to register for dissertation credits and is usually required when applying for external funding.

Applying for External Research or Curatorial Fellowships

Doctoral candidates are expected to apply for external fellowships that support their dissertation research and/or professional goals. While preparing their applications, students work closely with their faculty advisers and may seek input from the Director of Graduate Studies.

A list of funding agencies, foundations, and programs will be distributed to students at the start of the grant/fellowship season. For applications that require departmental nomination, doctoral candidates must submit application materials to the Director of Graduate Studies at least one month before the due date. These include CASVA (Center for the Advanced Study of the Visual Arts at the National Gallery, Washington, DC), Dedalus Foundation, and Kress Foundation.

Dissertation Progress

After admission to candidacy, doctoral students work under the supervision of the dissertation director to complete and defend a dissertation. The dissertation must represent independent research that is devoted to an original question or hypothesis with the appropriate development, analysis and interpretation. Successful defense of the dissertation completes the requirements for the degree.

Enrollment

The timeframe for completing the dissertation varies among students insofar as the nature and extent of research varies among students’ dissertation topics. Students are required to maintain continuous enrollment of at least three credit hours per semester (excluding summer) until they have attained six hours of dissertation credit, after which they may enroll for as few as one credit per semester.
The six credits required for dissertation may be taken all at once or in two blocks of three. Once the required credits have been satisfied, students enroll for at least one thesis or dissertation credit per semester.

The University requires that students maintain continuous enrollment. A graduate student who has completed course requirements for a degree must register for at least one credit at VCU each fall and spring semester until the degree is awarded. Students must be enrolled during their graduation semesters.

**Work Plans and Grades**

At the start of each semester PhD candidates file a formal work plan, using the format provided to them. Working with the dissertation director to complete the work plan, the candidate articulates the goals for the semester, notes due dates, and establishes meeting dates to discuss work that has been submitted during the semester.

The work plan also defines what constitutes satisfactory and unsatisfactory progress for the semester, which corresponds to the grade that will be assigned (S/U/F). This document, signed by both the student and the thesis director, is submitted to the Director of Graduate Studies before the student can enroll in dissertation credits.

Dissertation credits are graded S (satisfactory), U (unsatisfactory), and F (failing). The criteria for assigning grades is outlined in the student’s aforementioned work plan submitted each semester.

S and U grades are not calculated in the GPA. However, credits graded U do not count toward graduation requirements and may need to be repeated. Receipt of a U may result in review of the student for termination from the program. A grade of (I) incomplete may not be assigned for a course approved for satisfactory, unsatisfactory or fail (S/U/F) grading.

A grade of U is a permanent grade. A student who received a U must earn an S in the subsequent semester in order to continue in the graduate program. A grade of F will result in immediate termination.

**Committee Members’ Roles**

Each doctoral candidate works closely with a dissertation committee chair and consults with the chair before sharing work-in-progress with the reader or with other committee members. It is only when the dissertation is complete and polished that the committee chair advises the candidate to submit the manuscript to the reader.

The dissertation invariably takes shape in response to comments and suggestions from both the director and reader, both of whom must approve a final draft before a defense may be scheduled. Other committee members must receive an approved draft of the full dissertation at least four weeks in advance of the defense.

**Format and Style**

The format for final submitted versions of theses and dissertations must conform to the Graduate School Thesis and Dissertation Manual, which can be downloaded from the Graduate School website. Note that illustrations are not included unless a student has documented permission to reproduce images from the relevant copyright holder(s).
Stylistically, dissertations follow *The Chicago Manual of Style* or Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, using only footnotes; endnotes and in-line citations are not used.

**Dissertation Defense**

The defense will be oral and last approximately two hours. The candidate will respond to questions from members of the committee about the dissertation. The committee will assess the student’s performance and determine whether he or she has demonstrated a sufficient level of scholarship in the dissertation and defense. Although the draft presented at the defense is to be final and complete, the committee may require additional revisions. These are to be completed in time for the final copy to be deposited in the library by the date specified each semester by the Graduate School.
### Evaluation

The dissertation is evaluated by dissertation committee members, using the Dissertation Evaluation Rubric. A score of 18 is needed to pass; score of 23 to pass with distinction.

<table>
<thead>
<tr>
<th>Components</th>
<th>Pass with Distinction - 3</th>
<th>Pass - 2</th>
<th>Unacceptable -1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction/ Clarity of Thesis</strong></td>
<td>Sets up, defines, and clearly articulates a sound thesis and explains the significance of the dissertation.</td>
<td>States a thesis and notes the significance of the dissertation.</td>
<td>Does not provide a clear thesis statement; does not demonstrate the significance of the dissertation.</td>
</tr>
<tr>
<td><strong>Grounding in the Secondary Literature</strong></td>
<td>Demonstrates mastery of secondary literature; engages critically and analytically with it; makes a significant and original contribution to the secondary literature.</td>
<td>Demonstrates knowledge of relevant secondary literature; engages with and is contextualized within the secondary literature.</td>
<td>Does not demonstrate knowledge of relevant secondary literature; misinterprets or misunderstands the literature; and/or does not situate the project within the literature.</td>
</tr>
<tr>
<td><strong>Quality of Primary Research</strong> (includes textual sources, artworks and/or artifacts)</td>
<td>Offers compelling engagement with primary sources, which may include use of previously unpublished archival sources or passages.</td>
<td>Incorporates relevant primary sources and uses them to support the argument.</td>
<td>Uses too few or no primary sources; misinterprets or provides no context for these sources.</td>
</tr>
<tr>
<td><strong>Clarity of Methodology/ Theoretical Structure/Approach</strong></td>
<td>Clearly states a well-conceived and appropriate methodology and/or theoretical structure.</td>
<td>States an appropriate methodology and/or theoretical structure.</td>
<td>Does not clearly state or does not employ a methodology or theoretical structure.</td>
</tr>
<tr>
<td><strong>Quality of Analysis</strong></td>
<td>Analysis is sophisticated, compelling, and convincing; demonstrates superior control of the material.</td>
<td>Analysis is competent and convincing; demonstrates adequate control of the material.</td>
<td>Analysis is weak, confused, unclear, and/or inadequate. Does not demonstrate mastery of the material.</td>
</tr>
<tr>
<td><strong>Conclusions</strong></td>
<td>Conclusions are clearly stated, convincing, insightful, and original.</td>
<td>Conclusions are adequately stated and convincing.</td>
<td>Conclusions are not stated or are stated incompetently.</td>
</tr>
<tr>
<td><strong>Originality and Significance of Dissertation</strong></td>
<td>Dissertation is innovative and makes an original, significant contribution to the field.</td>
<td>Dissertation is well organized and makes a contribution to the field.</td>
<td>Dissertation does not offer an original contribution to the field.</td>
</tr>
<tr>
<td><strong>Quality of Written Mechanics</strong></td>
<td>Skillfully uses language that conveys meaning to readers with clarity and fluency, and is virtually free of errors.</td>
<td>Uses language that conveys meaning to readers and has few errors.</td>
<td>Uses language that impedes meaning because of errors in usage.</td>
</tr>
<tr>
<td><strong>Overall</strong></td>
<td>Dissertation is of extraordinary quality and, with some revision, worthy of publication</td>
<td>Dissertation is of good quality and, with extensive/substantive revision, worthy of publication.</td>
<td>Dissertation is not of acceptable quality.</td>
</tr>
</tbody>
</table>
Submission of the Approved Dissertation
The final draft of the dissertation must be submitted to Cabell Library by the deadline specified by the Graduate School and in accordance with the procedures posted on the VCU Libraries website: http://www.library.vcu.edu/preservation/theses.html

Documents that do not follow the format prescribed by the graduate school risk being rejected for submission, thereby resulting in delayed graduation.

Graduation Application
As graduate students begin the semester in which they anticipate successful defense of the thesis or dissertation, they make formal application to graduate. No degrees will be conferred if the application to graduate has not been completed.

At the beginning of each semester, all matriculated students receive an email prompt to initiate the application process, if appropriate.

Completing a graduation application is required but does not guarantee graduation. Some students who submit applications do not complete program requirements at the rate anticipated when a graduate application is submitted. In those instances, students must email the Graduate Program Administrator with notification that they are not graduating during the semester that had been anticipated.

Grounds for Termination
In accordance with University and Departmental policy, reasons for termination may include but are not limited to:
- Academic performance (i.e., two grades of C or a single D or F grade in coursework)
- Discontinuous enrollment
- Exceeding time limit
- Honor policy violation
- Academic misconduct
- Professional misconduct

Termination Process
The termination process is initiated at the department level. Students are notified of termination by the Director of Graduate Studies via email, at the same time that required paperwork is sent to the School of the Arts (SOTA) dean’s office. Within 10 business days, the SOTA dean forwards the paperwork to the Graduate School dean’s office, where the decision is reviewed and notification is sent to the Office of Records and Registration, which sends a termination letter through certified mail to the student. Upon receipt of the letter, the student interested in appealing the termination must initiate the process outlined below within 10 business days.

Appeal Process
Upon receipt of termination letter through certified mail, the student interested in appealing notifies, via email, the Department Chair and the Director of Graduate Studies. Upon receipt of the student’s request for an appeal, the following process is initiated:

1. A panel of three faculty members is appointed by the department chair to review the appeal. The panel will include the Director of Graduate Studies, a faculty member with whom student has had little or no prior interaction, and one other member of the department.
2. The Director of Graduate Studies provides a written statement explaining the grounds for termination within 7 business days of the student’s request. This statement is sent to the student and members of the appeal review panel.

3. Within 7 business days of receiving this statement, the student submits to the panel a written response that addresses three questions: Are any of the facts included in the statement inaccurate? Are there any extenuating circumstances that should be considered? Why is the student deserving of a second chance to complete the degree?

4. A hearing is scheduled within 14 business days of receipt of the student’s response. At the hearing, the student states his/her case to the appeal panel.

5. Immediately after the hearing, the appeal panel adjudicates until a unanimous decision is reached.

6. The Director of Graduate Studies writes a synopsis of statement, response, hearing, and decision. This synopsis is submitted to the other two faculty members for review. It is then submitted to the department chair for review before being sent to the student. The synopsis is due to the department chair 7 business days after the hearing. If the student is granted a second chance to complete the degree, the synopsis will delineate performance goals that the student must meet on or before specified dates in order to remain in the program.

7. Within 7 business days the Department Chair communicates the outcome of the appeals process to the student. If the appeal is denied, the student may appeal for further review by the Associate Dean for Academic Affairs in the School of the Arts. If this appeal is denied, a final appeal may be made through the office of the Graduate Dean according to the procedures outlined in the Graduate Bulletin.