

Lamar Dodd School of Art
Art History MA Student Handbook
Revised November 2025



Lamar Dodd School of Art
UNIVERSITY OF GEORGIA

TABLE OF CONTENTS

I. INTRODUCTION	3
LAMAR DODD SCHOOL OF ART	3
GLOBAL EXPECTATIONS OF ALL STUDENTS.....	3
OVERVIEW: ART HISTORY MA PROGRAM	4
II. ACADEMIC / CURRICULAR REQUIREMENTS	5
ADMISSIONS REQUIREMENTS: THESIS TRACK / NON-THESIS TRACK	5
SELECTION OF MAJOR PROFESSOR/THESIS ADVISOR	5
SELECTION OF ADVISORY COMMITTEE (THESIS TRACK)	6
ENROLLMENT REQUIREMENTS AND TIME LIMITS.....	6
<i>Minimum Enrollment</i>	6
<i>Continuous Enrollment Policy</i>	7
<i>Leave of Absence</i>	7
<i>Time Limits</i>	7
<i>Extension of Time</i>	7
PROGRAM OF STUDY	8
DEGREE REQUIREMENTS: THESIS TRACK	8
<i>Curriculum (Thesis Track)</i>	8
<i>Benchmarks (Thesis Track)</i>	9
<i>Graduation (Thesis Track)</i>	12
DEGREE REQUIREMENTS: NON-THESIS TRACK.....	14
<i>Curriculum (Non-Thesis Track)</i>	14
<i>Benchmarks (Non-Thesis Track)</i>	15
<i>Graduation (Non-Thesis Track)</i>	15
III. EXPECTATIONS FOR SUCCESSFUL ACADEMIC PROGRESS	17
ACADEMIC STANDING.....	17
GRADE APPEALS.....	17
INCOMPLETES	17
PROBATION	17
PROGRAM DISMISSAL VIA EXPULSION.....	18
DISMISSAL APPEALS.....	18
GRIEVANCE PROCESS.....	19
IV. FUNDING AND DEVELOPMENT OPPORTUNITIES FOR STUDENTS	20
ASSISTANTSHIPS	20
TRAVEL AWARDS	21
PROFESSIONAL DEVELOPMENT OPPORTUNITIES.....	22
V. OTHER RESOURCES:.....	23
VI. APPENDICES	25
APPENDIX A – ADVISORY COMMITTEE.....	25
APPENDIX B - PROGRAM OF STUDY INSTRUCTIONS.....	26
APPENDIX C – THESIS TRACK MA COURSE ADVISORY WORKSHEET	27
APPENDIX D – NON-THESIS TRACK MA COURSE ADVISORY WORKSHEET	28
APPENDIX E - FINAL ORAL EXAM REPORT (THESIS-TRACK).....	29
APPENDIX F - MA FINAL NON-THESIS REPORT.....	30

I. INTRODUCTION

Lamar Dodd School of Art

The University of Georgia's Lamar Dodd School of Art is housed within Franklin College of Arts and Sciences. The mission of the School of Art is to promote art and design as a significant means of inquiry, integral to problem-solving and the production of knowledge; to educate students to be empathetic and engaged citizens and to prepare them for careers as creative professionals; and to address critical issues facing Georgians and the nation through innovative research in art, art education, and design.

The Lamar Dodd School of Art offers the following graduate degrees: Studio MFA, MA in Art History, PhD in Art with an emphasis in Art History, Art Education Certification, Master of Art Education (Online M.A.Ed.), Educational Specialist in Education with an Art Education emphasis (EDS), PhD in Art with an emphasis in Art Education.

A directory of faculty and staff at the School of Art can be found on our website:

<https://art.uga.edu/directory>

Global Expectations of All Students

Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment. It is the student's responsibility to review program policies and to meet all degree requirements, including the School of Art requirements listed in this handbook, and to observe all appropriate deadlines.

The School of Art observes the following policies and principles of the University of Georgia:

- The principles of academic integrity outlined on the website of the Office of the Vice President for Instruction: <https://ovpi.uga.edu/academic-honesty>
- The Academic Honesty policy: https://honesty.uga.edu/wp-content/uploads/UGA_AH_Policy_2022.pdf
- Student Code of Conduct: https://policy.uga.edu/_resources/documents/studentaffairs/Code-of-Conduct.pdf
- Workplace Violence Policy: <https://policies.uga.edu/policies/#!/programs/BkO2c5u5T?searchTerm=workplace%20violence&bc=true&bcCurrent=Workplace%20Violence&bcItemType=programs>
- A commitment to an intellectual and professional atmosphere free of harassment, as supported by the University of Georgia Non-Discrimination & Anti-Harassment policy: <https://eoo.uga.edu/laws-policies-and-regulations/civil-rights-and-ndah/non-discrimination-and-anti-harassment-policy/>. This policy specifically prohibits “Unwelcome verbal or physical conduct based on age, color, disability, genetic information, national origin, race, religion, sex, or veteran status.”
- In addition, the School of Art will not tolerate other forms of harassment, including threatening, intimidating, verbally abusing, impeding, telephoning, following, or persistently bothering or annoying another member of the university community.

University of Georgia policies on sexual and racial harassment are available online at <https://legal.uga.edu/policies/>. If you feel that you have been a victim of harassment, please see the Director of Graduate Studies immediately.

Graduate School Forms and Deadlines

The Graduate School posts an up-to-date schedule of deadlines for submitting academic forms (e.g., Advisory Committee, Program of Study, Admission to Candidacy, Application for Graduation, Thesis and Dissertation Approval Forms) for meeting academic requirements (i.e. the removal of Incompletes), and for scheduling exams and defenses in time for graduation. Students should consult this resource (first bullet point below) regularly and stay in touch with their Major Professor to ensure meeting all degree requirements on time.

Relevant Resources on the UGA Graduate School website include:

- Important Dates and Deadlines: <http://grad.uga.edu/index.php/currentstudents/important-dates-deadlines/>
- UGA Graduate School Forms: <http://grad.uga.edu/index.php/current-students/forms/>
- UGA Graduate Student Resources and Policies: <https://grad.uga.edu/current-students/>

Student should also consult the following relevant resources:

- UGA academic calendar: <https://reg.uga.edu/general-information/calendars/academic-calendars/>
- Graduate Student Forms page of the School of Art website: <https://art.uga.edu/graduate-student-forms>

Student Communications

- Students should check their UGA email account often for important announcements. Remember that all official UGA emails are sent to the UGA email account, so it should be checked regularly. In addition, all emails to Instructors should be sent through the UGA email account, not through eLC.
- Each graduate student in the School of Art is assigned a mailbox (located around the corner from the administrative offices) where mail and notices will be placed for your convenience. Check your mailbox often for important announcements. To the left of the mailboxes is a bulletin board for general information.
- Keep the Lamar Dodd School of Art Graduate Office updated on changes of address, phone number, and email.

Overview: Art History MA Program

The Art History area is committed to training students broadly while developing significant depth in the student's field of choice. To that end, graduate-level coursework in Art History is divided between small, advanced lecture courses and intimate seminars on highly specialized topics. Taken as a whole, these courses, when coupled with the capstone thesis or non-thesis project, aim to develop specialized skills required by the discipline of art history.

Graduate students in the History of Art benefit from the area's close ties to the Georgia Museum of Art and the nearby resources of the High Museum and the Contemporary in Atlanta. They also take advantage of significant programming on campus, including a student-run lecture series that brings several outstanding art historians to campus each year. In addition, students benefit from a wide variety of activities organized by students and faculty in the Lamar Dodd School of Art, most notably the Visiting Artist & Scholar Lecture Series.

Students graduating with an MA degree in Art History routinely procure jobs at museums and galleries and have gone on to pursue PhDs at some of the finest programs in the country, including Princeton University and the Institute of Fine Arts at New York University.

Graduate students should rely on their Major Professor and Advisory Committee (and on the Grad Arts Office and Director of Graduate Studies - gradarts@uga.edu) for advice and suggestions about their Programs of Study, course schedules, preparation for examinations, and theses. But one fundamental principle must be stressed above all others:

Students are responsible for their own academic progress and welfare. They must understand the rules and regulations that govern the graduate program, follow established procedures, take appropriate steps, and meet required deadlines.

II. ACADEMIC / CURRICULAR REQUIREMENTS

Admissions Requirements: Thesis Track / Non-Thesis Track

The MA in Art History offers two, 37-hour tracks: the Thesis track and the Non-Thesis track. The Thesis track is best suited for students who are interested in and prepared to go on to research positions and doctoral studies in art history. The Non-Thesis track is designed for those students who intend to pursue careers that require a broad base of art historical knowledge and application rather than the specialized, research and writing-oriented skills expected for the PhD in Art History.

Prospective students declare their intention to pursue a Thesis or Non-Thesis track at the time of application. On acceptance into the MA program, the student's program of study will be determined by this designation, which may change should the student or faculty find the student better suited to an alternative track. In the event of this, please contact the Graduate Office.

Students seeking admission to graduate programs at the School of Art must complete the online University of Georgia Graduate School application (<https://grad.uga.edu/index.php/prospective-students/apply-now/>). As part of this process, it will be necessary to upload degree-specific supporting materials, which are outlined here:

<https://art.uga.edu/academics/admissions/graduate-application-requirements>

Selection of Major Professor/Thesis Advisor

Major Professor

During the first semester of study, the Chair of the Art History area will serve as a temporary advisor for all incoming students. In the course of the first semester, and not later than the beginning of the second, each student is expected to approach a member of the faculty with whom he or she would like to work towards the completion of the thesis or non-thesis capstone and master's degree. The Major Professor must be a member of the Art History faculty at UGA as well as a member of the University's graduate faculty.

Students must confirm the willingness of the faculty member to serve as their Major Professor. Students will file their Major Professor information by submitting the Advisory Committee Form in Slate (https://gradapply.uga.edu/portal/my_progress). From this point forward, it is the responsibility of the student to arrange periodic conferences with the Major Professor to report their progress.

With approval from the art history area, a student may change their Major Professor, providing he/she confirms the willingness of the new Major Professor. This change must be recorded using the Advisory Committee Form. Students should also notify the Grad Arts Office of any changes in Major Professor.

Graduate Advisor

While the Faculty Advisor and Major Professor are important sources of curricular guidance, students must also meet with the Graduate Advisor (aka Graduate Program Administrator) each semester prior to registration to ensure that they are in compliance with UGA policies and making adequate progress toward graduation. Students will not be able to register for courses until they have met with the Graduate Advisor, who will lift the “advising hold” from the student’s account, thereby making course registration possible. Before meeting with the Graduate Advisor students should first schedule a meeting with the Faculty Advisor or Major Professor to discuss course selection.

Selection of Advisory Committee (Thesis Track)

MA students in the Thesis-track are required to work with an advisory committee. The advisory committee along with the Major Professor share the responsibilities of monitoring graduate student progress and guiding the student toward timely completion of their degree program. The advisory committee is charged with providing guidance for research projects, reading and approving the final Thesis, and approving the final oral examination/Thesis defense.

At the end of the second semester of study, following the submission of the Thesis Proposal (see below), each student will be assigned an Advisory Committee comprised of three faculty members, all of whom must be members of the Graduate Faculty.

In most cases, the Advisory Committee will be composed entirely of art history faculty. Faculty from other liberal arts disciplines may serve on committees as appropriate, but two-thirds of the committee must be made up of members of the art history faculty. Additional members must have a terminal degree or comparable experience and be approved by the Major Professor.

Students are expected to complete the Graduate School’s Advisory Committee form in Slate (https://gradapply.uga.edu/portal/my_progress). Future changes to the advisory committee can be submitted via this form. Committees are to be finalized no later than the midpoint of the second year.

In rare circumstances, graduate students who cannot identify a Major Professor or who cannot form a committee shall be placed on a status called “No clear path to degree completion.” (This status is distinct from “Not in good standing,” which refers to academic status.) Students will be given one semester after being placed on this status by their unit/program to identify a Major Professor or form a committee. The Director of Graduate Studies should work closely with the student to try to rectify the problem. If the situation is not resolved during this semester, the student can be dismissed from the program.

Enrollment Requirements and Time Limits

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time.

Note: Departmental Graduate Assistants and Teaching Assistants, as well as any graduate student receiving financial assistance from the University, must register for at least 12 hours each semester (Fall and Spring Semesters). A student working on assistantship during the summer semester will be required to take a minimum of 9 summer hours. Such students must also make arrangements to pay their fees by the end of Late Registration, before the Drop-Add period. The Graduate School in particular requires all graduate assistants to authorize the deduction of any fees they owe from their first paycheck. Know that undergraduate hours do not count toward the 12-hour requirement.

Continuous Enrollment Policy

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Director of Graduate Studies and the Dean of the Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom, adoption or fostering of a child, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. The amount of time approved for leave of absence will not count toward time limits governing a graduate degree.

Time Limits

Master's degree students must complete all degree requirements, including all coursework on their approved program of study, and defend their Thesis (if applicable) within six years of matriculation. For all degrees the six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year.

Note: In total, from entrance to defense of the MA Thesis, the MA program is expected take no more than 2 years, with a graduation date in May of the second year. Although the Graduate School allows students to submit their MA Thesis within six years of their initial enrollment, continued advising from the Major Professor or the Advisory Committee should not be presumed for the duration of this period

Extension of Time

A special request for an extension of time on the six-year expiration of coursework may be made to the Vice Provost and Dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. The student must include a specific timeline for the completion of degree requirements. The student's Major Professor must review the student's request and write a letter to the Vice Provost and Dean stating approval or disapproval of the petition. The Director of Graduate Studies and department head must review the Major Professor's recommendation and indicate their concurrence by writing an additional letter. If they do not concur with the recommendation, further information should be provided by them in the letter. An extension of time may be granted only on conditions beyond the control of the student.

Program of Study

Students are expected, in consultation with their Major Professor, to plot out a plan of study that constitutes a logical whole and represents a student's research agenda and future critical or creative work. During the second semester in residence, and no later than the second full week of classes of the student's final semester, students must file a Program of Study Form with the Graduate School. The program of study must be submitted on the proper form (<https://gradstatus.uga.edu/Forms/G138>) with approval by the student's Major Professor, the departmental Director of Graduate Studies, and the Dean of the Graduate School.

If, after this point, an alteration to the Program of Study is necessary due to a change in course work, the School of Art's Graduate Office must be notified so the paperwork and any changes can be submitted to the Dean for further approval.

Note: The language requirement (see below) must be met prior to submitting this form.

The MA degree requires a minimum of 37 graduate-level semester hours consisting of at least 12 semester hours open only to graduate students. Thesis students must have at least 3 hours of ARHI 7300 (Thesis Writing). No grade below C will be accepted on the program of study. To be eligible for graduation, a student must maintain a 3.0 (B) grade point average on the graduate transcript.

DEGREE REQUIREMENTS: THESIS TRACK

Curriculum (Thesis Track)

Students in the MA Thesis program must complete 37 hours of graduate course work over two years. Each semester students will take between 12-18 hours. Semesters will not necessarily have the same number of courses, and students are expected to work with the Graduate Advisor and their Major Professor to ensure that they are on track. Students may also elect to take courses in the summer; however, this is not required, and offerings are limited.

27 hours	Graduate art history courses, 15 hours of which must be seminars taken at the 8000 level
3 hours	Graduate-level art history or an approved elective outside the art history area that is central to the student's program of study
6 hours	Research/Thesis (a student may register for additional hours depending upon the time devoted to the research and Thesis): ARHI 7000 and ARHI 7300
1 hour	GradFIRST seminar
37 hours	TOTAL hours

In all, students must take 30 credits of ARHI courses at the 6000-8000 level, of which 3 credits may be an approved course in a related field or discipline. MA students in both tracks are expected to take at least three courses at the 8000-level in their first year, and a total of at least five 8000-level courses by graduation. In rare cases, an exception might be approved by the student's advisor, should another course be deemed indispensable to the student's program of study. In the final year, thesis students will take 3 credits of ARHI 7000 (Thesis Research) and 3 credits of ARHI 7300 (Thesis Writing).

Because the MA degree is designed to provide a broad base of knowledge in the field of Art History, seminars are to be distributed across an array of periods and faculty expertise. Student should take at least

two seminars in each of the following chronological periods: 1) Antiquity to 1700; 2) 1700 to Contemporary. During the two-year program of study, students should seek to take a graduate-level course with each of the area's full-time faculty members.

ARTS 7005 is taken every semester on assistantship, and although required, does not contribute to the mandatory 37 credit hours. Graduate students with instructional assistantship duties are also required to take GRSC/ARHI 7770, the Graduate Teaching Seminar. All first-year graduate students must take GradFIRST (GRSC 7001) in the first semester after matriculation.

Foreign Language Requirement

Before beginning the second year of course work, each student must demonstrate a reading knowledge of an approved foreign language (in most cases Italian, French, Spanish or German). The language requirement can be demonstrated by earning a grade of "B" or better in a University of Georgia foreign language reading course or by passing a reading knowledge examination prepared by the Departments of Romance Languages or Germanic and Slavic Languages. A third alternative is to complete four semesters of foreign language study (the equivalent of UGA's 1001, 1002, 2001, and 2002); in these four courses a student must achieve a minimum of 3.0 GPA. This requirement may also be satisfied by successful completion of the equivalent coursework before graduate school, as demonstrated by the student's transcripts.

Note: Some students who enter the MA program with a weak background in art history may be required to make up their deficiency by taking prerequisite undergraduate course work beyond the standard requirements.

Benchmarks (Thesis Track)

A. Proposal / Continuance Examination

A continuance examination is required at the end of the second semester in the MA program. This examination takes the form of a Thesis Proposal. The Proposal must include an abstract, outline, annotated bibliography, and illustrations. Proposals should be written in consultation with the Major Professor and a final draft must be submitted to them for approval at least two weeks ahead of the submission deadline.

This Proposal should include:

- A 3-4 page narrative abstract that describes the topic or problem and its significance within the field. This précis should also briefly layout the student's method and research plan.
- A 1-2 page outline that indicates in general terms the order in which the issues are to be considered.
- A 2-4 page annotated bibliography of the key sources.
- Up to 5 key images.

The proposal must be submitted to the Art History Area Chair by the first Friday in April, as a single compressed PDF. As the culminating piece of the first year review, the area faculty will meet shortly after the submission deadline to determine, in conjunction with the student's overall academic performance, whether 1) the student has passed the proposal/exam review, 2) the student has not passed initial review, and may revise and resubmit the proposal according to faculty feedback, or 3) the student has failed the proposal/exam element of the program. If invited to revise and resubmit, any required revisions must be completed before the last scheduled day of final exams (unless otherwise agreed upon with the Major Professor and Area Chair). If the initial or the revised proposal is not approved, the student will be dismissed from the program. Switching to the non-thesis track cannot be approved at this juncture.

Timetable for Part-Time Students:

In general, the MA program in art history is structured for full-time enrollment (i.e. three academic classes per semester of graduate work). On the very rare occasions that part-time students are accepted into the program (typically because they have full-time jobs at the University of Georgia), students are required to take no less than two classes per semester of graduate work. In practice, this means that the Thesis Abstract must be submitted by the end of the third semester in the program. Revisions must be submitted by the middle of the fourth semester.

B. Thesis: Preparation/Submission/Defense*1. General Information*

The MA Thesis is the key document demonstrating a student's competence and eligibility to receive a Master's degree from the School of Art. Written under the direction of the Major Professor, the Thesis is intended to demonstrate the ability of the student to make independent use of the most sophisticated sources of information available, including materials written in foreign languages, especially in the language in which he/she has acquired a reading knowledge. In addition, it must also demonstrate the ability of the student to assemble relevant information in a clear and compelling manner and show an ability to establish a strong art historical argument, written in clear expository prose. The length of the Thesis should be in the range of 20–30 pages, excluding notes and images.

Note: Following the first year of coursework and the approval of the Thesis Proposal, full-time students enrolled in the Thesis track are expected to research, write, and defend their Master's Theses in one year. Part-time students, who are enrolled for five semesters in order to complete their coursework, will have an additional two semesters to complete the Thesis.

Note: Students must be registered for at least 3 hours of Thesis under the course number ARHI 7300 during the semester that the Thesis is approved and they graduate.

2. Specific Requirements / Timetable Thesis Preparation / Internal Evaluation

Students are responsible for initiating the writing process and for meeting all deadlines established by the Major Professor, the Art History area, and the Graduate School. Arranged in chronological order, these are the deadlines to which the student must adhere:

During the 3rd semester, students should schedule a formal meeting with their entire advisory committee which must take place at the end of the 3rd or beginning of the 4th semester (typically in November, December or January of the second year). Two weeks prior to that meeting, the student should provide the committee members with a full draft or revised abstract and outline of the thesis indicating progress toward completion and defense. At this meeting, the student will develop, in conjunction with the Advisory Committee, a timetable for the completion of the research and writing, and a provisional defense date. If the committee decides that portions of the Thesis should be presented to them for subsequent review, such drafts must receive prior approval from the Major Professor.

The completed Thesis must have been read and provisionally approved by the Major Professor before it is submitted to the committee for defense. If the Major Professor calls for changes in the final draft, these must be done and resubmitted to the Major Professor for his/her provisional approval. Please note that the final draft must be prepared in accordance with a published manual of style available in the Graduate School and must include footnotes, illustrations, and bibliography.

See Theses and Dissertations Overview: <https://grad.uga.edu/development/academic/theses-dissertations-overview/>.

No less than six weeks before the anticipated date of graduation, the student must submit the approved draft to the Advisory Committee. The committee members must have two weeks to read and evaluate the completed Thesis prior to the scheduled Thesis Defense (see below). Comments may be presented to the student before the Thesis Defense or else at the defense itself. If the Advisory Committee determines that changes must be made before the Thesis Defense, then a revised schedule will be determined at that juncture. With regard to changes called for at the defense, the committee may require a review of the corrected Thesis, or they may relinquish that task, leaving the approval of the corrections to the Major Professor.

An Application for Graduation available online can be found in Athena and must be filed with the Graduate School no later than the Friday of the first full week of classes of the semester you plan to complete your Thesis and graduate.

Per University guidelines, the use of generative AI in theses and dissertations is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the advisory committee for use within the approved scope. If approved by the advisory committee, the extent of generative AI usage should be disclosed in a statement within the thesis or dissertation.

3. Defense and Final Oral Examination

The Master's Thesis defense is chaired by the student's major professor and attended by all members of the advisory committee. It will consist of two parts:

- 1) A public presentation of the student's research
- 2) A private defense attended by the student and advisory committee

Unless otherwise arranged, public research presentations will be scheduled on the first Monday in April in conjunction with a departmental Research Day. The public research presentation should take the form of a 20-minute, illustrated lecture.

Private defenses are to occur within a two-week window thereafter and are to be scheduled by the student in consultation with the student's Advisory Committee. Once a date for the private portion of the defense has been agreed upon, the student must file a Thesis Defense Request form with the school of Art Graduate Office. See **Appendix E – MA Final Oral Defense Report**.

The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or video conference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is unable to attend the defense in person, a substitute chair who is a current member of the committee can be designated. The defense can be held completely remotely if circumstances warrant and approval is granted by the Associate Director of Research and Graduate Studies and the School of Art Director.

The advisory committee must approve the student's Thesis and defense with no more than one dissenting vote and must certify its approval in writing, using the Approval Form for Master's Thesis, Defense, and Final Examination (G140) (<https://gradstatus.uga.edu/Forms/G140>). An Abstention is not allowable for the final defense. The results of the defense must be reported to the Graduate School at least two weeks

prior to graduation for the current semester. Student should not presume a summer defense or graduation, as faculty are often unable to serve at this time.

The honorific “with Distinction” is granted by the Area to students who, through independent research, produce exemplary theses that make a significant contribution to the field.

Successful defense of the MA Thesis is only one of the requirements essential for the awarding of an MA in art history from UGA. Before the defense of the Thesis, the student must have completed all course, language, and residency requirements as stated in the Graduate Bulletin.

4. Thesis Submission to the Graduate School / Final Approval

Important Graduate School dates and deadlines are listed on their website: <https://grad.uga.edu/current-students/important-dates-deadlines/>. To ensure a smooth graduation, several things must take place in a timely fashion:

1. Students must file the application to graduate (see below), Advisory Committee form, and Program of Study forms by the Friday of the second week of classes.
2. No later than four weeks prior to graduation, a complete formatted copy of the Thesis must be electronically submitted to the Graduate School for a format check: <https://www.etdadmin.com/uga>.
3. No later than two full weeks prior to the graduation ceremony, the Graduate School must receive the following:
 - a. Approval Form for Master’s Thesis, Defense, and Final Oral Examination (G14): <https://gradstatus.uga.edu/Forms/G140>.
 - b. ETD Submission Approval form (G129): <https://gradstatus.uga.edu/Forms/G129>.
 - c. An electronic submission of the corrected dissertation: <https://www.etdadmin.com/uga>. This official electronic copy of the Thesis will then be submitted by the Graduate School to the main library for archiving.

In addition to the ETD submission, one electronic copy of the Thesis must be submitted to the Grad Arts Office. A final copy of the Thesis is also due to the Major Professor; students should consult with their Major Professor about which format – i.e. bound, electronic, unbound hard copy – is preferred.

Graduation (Thesis Track)

An online application for graduation must be filed with the Graduate School through Athena (<https://athena.uga.edu/>) no later than Friday of the second full week (the first full week for summer) of classes in the semester the student plans to graduate:
<http://grad.uga.edu/index.php/currentstudents/policies-procedures/academics/application-for-graduation/>

A program of Study must be on file by the graduation application deadline. A graduate student who misses a graduation deadline by failing to file the application for graduation, advisory committee form, or completed Program of Study form will have the option of paying a single fee of \$50 for late processing of all required forms. A Late Filing for Graduation form, all required graduation forms and late fee payment must be submitted to the Graduate School, Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45-day late period, no students will be added to the commencement roster for the current semester without special approval. Late filing form: <https://gradstatus.uga.edu/Forms/G139>

A student must enroll for a minimum of 3 hours of graduate level credit in the semester in which degree requirements are completed. All remaining course requirements (including incompletes) for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. To be

eligible for graduation, a student must have a 3.0 average (B) in all graduate courses taken and in all courses on the Program of Study. No grade below C will be accepted on the program of study.

Students who have not completed degree requirements as determined by the Graduate School and by published deadlines (<https://grad.uga.edu/current-students/important-dates-deadlines/>) will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. There are no exceptions to this policy. If a student cannot graduate at the time for which application has been made, he or she must notify the Graduate School in writing, give a copy of the letter of notification to the Director of Graduate Studies, and set a new date for graduation.

Degree Requirements: Non-Thesis Track

Curriculum (Non-Thesis Track)

Students in the MA Non-Thesis program must complete 37 hours of graduate course work over two years. Each semester students will take between 12-18 hours. Semesters will not necessarily have the same number of courses, and students are expected to work with the Graduate Advisor and their Major Professor to ensure that they are on track. Students may also elect to take courses in the summer; however, this is not required, and offerings are limited.

30 hours	Graduate art history courses, 15 hours of which must be seminars taken at the 8000 level
3 hours	Graduate-level art history or an approved elective outside the art history area that is central to the student's program of study
3 hours	Required ARHI 8050 Professional Portfolio and Practices
1 hour	GradFIRST seminar
37 hours	TOTAL hours

In all, students must take 30 credits of ARHI courses at the 6000-8000 level, of which 3 credits may be an approved course in a related field or discipline. MA students in both tracks are expected to take at least three courses at the 8000-level in their first year, and a total of at least five 8000-level courses by graduation. In rare cases, an exception might be approved by the student's advisor, should another course be deemed indispensable to the student's program of study. In the final year, non-thesis students will enroll in an additional 3 credits of ARHI (elective) and 3 credits of ARHI 8050 (Professional Portfolio) hours.

Because the MA degree is designed to provide a broad base of knowledge in the field of Art History, seminars are to be distributed across an array of periods and faculty expertise. Student should take at least two seminars in each of the following chronological periods: 1) Antiquity to 1700; 2) 1700 to Contemporary. During the two-year program of study, students should seek to take a graduate course with each of the area's full-time faculty members.

ARTS 7005 is taken every semester on assistantship, and although required, does not contribute to the mandatory 37 credit hours. Graduate students with instructional assistantship duties are also required to take GRSC/ARHI 7770, the Graduate Teaching Seminar. International students required to demonstrate English language proficiency may need to take LLED 7768 and/or LLED7769 as an approved equivalent to fulfill the TA Policy requirements. All first-year graduate students must take GradFIRST (GRSC 7001) in the first semester after matriculation.

Foreign Language Requirement

Before beginning the second year of course work, each student must demonstrate a reading knowledge of an approved foreign language (in most cases Italian, French, Spanish or German). The language requirement can be demonstrated by earning a grade of "B" or better in a University of Georgia foreign language reading course or by passing a reading knowledge examination prepared by the Departments of Romance Languages or Germanic and Slavic Languages. A third alternative is to complete four semesters of foreign language study (the equivalent of UGA's 1001, 1002, 2001, and 2002); in these four courses a student must achieve a minimum of 3.0 GPA. This requirement may also be satisfied by successful completion of the equivalent course work before graduate school, as demonstrated by the student's transcripts.

Note: Some students who enter the MA program with a weak background in art history may be required to make up their deficiency by taking prerequisite undergraduate course work beyond the standard requirements.

Benchmarks (Non-Thesis Track)

Capstone proposal / Continuance Examination

In lieu of a thesis, students pursuing the Non-Thesis track must work with a major professor to select an avenue for their capstone portfolio and must take and pass ARHI 8050 Professional Portfolio and Practices as the culmination of their graduate studies. Designing the capstone portfolio will prepare the student for various employment markets by requiring the development, presentation, and completion of a set of professional skills in an area such as museum studies, research and archiving, event coordinating or internship work.

ARHI 8050 is taken as an independent study under the Major Professor in the final semester and is meant to facilitate the student's transition from an academic environment to the professional world. This course will be graded on a Pass/Fail basis and may be repeated should the student fail on the first attempt. Should the student fail the course twice, he or she will not be allowed to obtain the MA in Art History.

No later than two weeks prior to the graduation ceremony, the student must file an exit form with the school of Art Graduate Office. This form must be signed by the student's Major Professor and the Director of Graduate Studies. See **Appendix F – MA Final Non-Thesis Report**.

Graduation (Non-Thesis Track)

Important Graduate School dates and deadlines are listed on their website: <https://grad.uga.edu/current-students/important-dates-deadlines/>. To ensure a smooth graduation, several things must take place in a timely fashion:

1. Students must file the application to graduate (see below), Advisory Committee form (Major Professor), and Program of Study forms by the Friday of the second week of classes.
2. By the final date for completing all requirements (typically 2 weeks prior to the graduation ceremony), the Graduate Office must receive the MA Final Non-Thesis Report form reporting the completion of ARHI 8050, *Professional Portfolio and Practices*.

An online application for graduation must be filed with the Graduate School through Athena (<https://athena.uga.edu/>) no later than Friday of the second full week (the first full week for summer) of classes in the semester the student plans to graduate:

<http://grad.uga.edu/index.php/currentstudents/policies-procedures/academics/application-for-graduation/>

A program of Study must be on file by the graduation application deadline. A graduate student who misses a graduation deadline by failing to file the application for graduation, advisory committee form, or completed Program of Study form will have the option of paying a single fee of \$50 for late processing of all required forms. A Late Filing for Graduation form, all required graduation forms and late fee payment must be submitted to the Graduate School, Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45-day late period, no students will be added to the commencement roster for the current semester without special approval. Late filing form: <https://gradstatus.uga.edu/Forms/G139>

A student must enroll for a minimum of 3 hours of graduate level credit in the semester in which degree requirements are completed. All remaining course requirements (including incompletes) for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. To be

eligible for graduation, a student must have a 3.0 average (B) in all graduate courses taken and in all courses on the Program of Study. No grade below C will be accepted on the program of study.

Students who have not completed degree requirements as determined by the Graduate School and by published deadlines (<https://grad.uga.edu/current-students/important-dates-deadlines/>) will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. There are no exceptions to this policy. If a student cannot graduate at the time for which application has been made, he or she must notify the Graduate School in writing, give a copy of the letter of notification to the Director of Graduate Studies, and set a new date for graduation.

III. EXPECTATIONS FOR SUCCESSFUL ACADEMIC PROGRESS

Academic Standing

Graduate students are expected to remain in good academic standing while enrolled in classes at the Lamar Dodd School of Art. The MA program requires a high-level of dedication and time management. Students must maintain a cumulative grade point average of 3.0 (B) or higher throughout the program (See the [Graduate School Cumulative GPA Requirement](#)). Students with a cumulative graduate course GPA below 3.0 for two consecutive terms will be placed on academic probation by the Graduate School (see the [Graduate School Probation and Dismissal Policy](#)).

Grade Appeals

Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the School of Art's Director of Graduate Studies. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee of the Graduate Council.

Incompletes

Incompletes are only for students who become ill or suffer a personal or family crisis that prevents them from completing work for a particular course. Incompletes are not to be used to allow healthy students extra time to complete course work. If you and your instructor do agree to an Incomplete in a particular course, make sure you understand clearly what is required of you to remove the Incomplete and when the required work is to be submitted. You are advised to have this information put in writing.

A grade of I should be removed by the instructor as soon as possible. An Incomplete that has not been changed to a letter grade will automatically convert to an F after the third semester, and that F cannot be removed from the student's transcript.

Please see:

<https://policy.uga.edu/policies/#/programs/ByJJzkWDT?q=I%20grade&&limit=20&skip=0&bc=true&bcCurrent=Grades&bcItemType=programs>

Note: A graduate student with an Incomplete on their record is ineligible to be nominated for awards or assistantships, apply for travel money, or course overloads. Instructors have the right to set their own deadlines for completion of Incompletes within the limits imposed by the University.

Probation

If deemed appropriate by the faculty, a probationary period lasting one semester can be provided to the student to allow time to correct issues that have arisen during the benchmark reviews. During this time the student should establish regular check-ins with their Major Professor and other faculty.

Students with a cumulative graduate course GPA below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make

below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

Program Dismissal via Expulsion

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on a dissertation or Thesis are among the reasons dismissal might occur. The Graduate Faculty periodically reviews the records of graduate students whose progress or performance is in doubt.

If probationary issues are not corrected or resolved or if egregious behavior occurs, expulsion from the program will occur. The student will be informed in writing of the decision made by the area faculty and in consultation with the Director of Graduate Studies. A student may be dismissed from the program for any of the following reasons:

- Failure to meet minimum academic standards
- Repeated failure to pass annual benchmark examinations
- Failure to complete assistantship responsibilities satisfactorily
- Lack of professional conduct
- Violation of University's policies regarding sexual harassment
- Violation of University's policies regarding plagiarism, copyright, and fair use
- Creating a hostile and negative work environment in the classroom or studios
- Carelessness or recklessness involving UGA equipment
- Continued, unexcused lack of attendance

Dismissal Appeals

There are two types of dismissal appeals: departmental dismissals and Graduate School dismissals (<https://policy.uga.edu/policies/#!/programs/SkqcrwuO6>).

i. *Departmental Dismissals*

Students wishing to appeal a departmental dismissal must first appeal to their department and then their college. After an unfavorable decision at the college level, the student has 30 days to contact the Graduate School to initiate their appeal with the Graduate Council.

ii. *Graduate School Dismissals*

Students dismissed by the Graduate School must appeal to the Graduate School first.

A student wishing to appeal a Graduate School dismissal must submit a letter of appeal.

Appellants are also allowed to submit up to 10 pages of supporting documentation beyond the appeal letter. Appellants do not need to submit any documentation that is already in their file at the Graduate School. Appeal letters, supporting documentation, and questions about the appeals process should be submitted to gradassociatedean@uga.edu.

During the appeals hearing, each party (appellant and respondent) has a maximum of 10 minutes to present their case. The Appeals Committee then meets to discuss the case and renders a decision.

Grievance Process

The Lamar Dodd School of Art is a diverse learning community with high standards for both academic achievement and professional conduct. Graduate Students are expected to engage in open and respectful dialogue with others to attempt to resolve any conflicts or disagreements that may arise.

Students who have a concern may consult with the University Ombudsperson Program (https://ombuds.domain-account.com/about_ombuds/) to determine the nature of the grievance and the most appropriate process to follow.

The purpose of grievance process as outlined below is to provide a prompt and fair resolution of a complaint regarding interpersonal conflict relating to professional or academic matters. The expectation is that before invoking this policy, both parties will have made a good faith attempt to resolve the issue in question.

Step 1: Reporting. The graduate student reports a grievance to their Major Professor in writing. The Major Professor will meet in person with the graduate student in order to better understand the nature of the concerns. Following the meeting, the grievance will be shared with the subject of the complaint by the Major Professor unless an outside policy applies. The initial written grievance report must be filed by the grievant within 10 working days of the event that has given rise to the grievance.

Step 2: Mediation. The purpose of mediation is for the Major Professor to guide both parties toward their own resolution of the grievance. The process will be guided by relevant documents and policies such as the Academic Honesty Policy, Student Code of Conduct, Non-Discrimination & Anti-Harassment policy, etc. Depending on the circumstances, mediation may take the form of an in-person meeting between the parties involved or written suggestions for a resolution sent to both parties by the Major Professor. Successful mediation will result in a mutually agreed upon resolution to the grievance. Unsuccessful mediation will lead to Step 3.

Step 3: Arbitration. The departmental leadership team (Director of the Dodd and the Director of Graduate Studies) will collect further documentation related to the grievance from all relevant parties, interview each party separately, and will subsequently develop written recommendation(s) for resolution of the grievance. Recommendations may include behavioral changes, organizational changes and/or institutional responses. If the Grievant is unsatisfied with the decision reached at Step 3, the Grievant will have 10 working days from the date of the decision letter to appeal to the next level (Step 4).

Step 4: Graduate School Involvement. If the student is not satisfied with the recommendations resulting from Step 3, they may contact the Dean of the Graduate School for further review (graddean@uga.edu).

Caveats: If the Major Professor is a party to the grievance, then the graduate student should report their concern directly to the Director of Graduate Studies, who will then serve as the mediator in Step 2. An Associate Director, either of undergraduate studies or of technology, space, and community will replace any member of the leadership team who may be a party to the grievance.

IV. FUNDING AND DEVELOPMENT OPPORTUNITIES FOR STUDENTS

Assistantships

The School of Art is usually able to offer departmental assistantships to full-time students admitted to the Art History MA program. While departmental assistantships are awarded on a year-to-year basis, students are offered departmental TA funding at the time of admission. Reappointment as a departmental assistant for a consecutive year is dependent on satisfactory academic progress, acceptable performance of assigned duties, and the availability of funding. MA students are not eligible for departmental funding beyond the second year of the program.

Full-time MA Students in art history are typically offered departmental assistantships in grading roles in their first and second year.

TA Policy

- All new graduate teaching assistants must attend a university-wide TA Orientation (<https://ctl.uga.edu/events-programs/ta-orientation/>) held for graduate teaching assistants prior to the beginning of fall semester classes.
- Graduate students must enroll in GRSC 7770 or participate in an equivalent departmental training before or concurrent with being assigned teaching responsibilities.
- International graduate students must follow country-specific requirements as determined by the Graduate School (<https://grad.uga.edu/admissions/requirements/international-applications/country-specific-requirements/>) to demonstrate English proficiency. Students may need to complete LLED 7768 and/or LLED 7769 and retest at a higher UGA Placement Level if their TOEFL or IELTS scores at the time of entrance are insufficient as outlined in the TA Policy: <https://policy.uga.edu/policies/#/programs/SJXM8m9I6?bc=true&bcCurrent=UGA%20Graduate%20Teaching%20Assistants%20Policy&bcGroup=Instructor%20of%20Record%20Credentialing&bcItemType=programs>

In addition to the University and Regent's policies and Center for Teaching and Learning's TA Policy (<https://ctl.uga.edu/partner-initiatives/ta-policy/>), the following general conditions apply:

- Students who wish to interrupt their departmental assistantships may request a leave of absence from the Director of Graduate Studies. All such leave requests must be made in writing, and they must clearly state why the leave is being requested and when the departmental assistantship will be resumed. The Graduate School must approve all leave requests. A leave of absence will be granted only for good cause such as serious medical and health-related issues; major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.
- All approved leaves are subject to the funding time frames outlined above. Any leave taken without a formal written request, or in defiance of the denial of such a request, may result in the student forfeiting some or all remaining funding. If a student submits a leave request, has their leave granted, and then has a change of plans, their TA funding for the requested leave period can be restored only at the discretion of the Director of Graduate Studies, subject to departmental needs.
- Departmental assistants must register for at least 12 credit hours per semester but are encouraged to register for up to 18 credit hours per semester. MA and MFA students must register for ARTS 7005 each semester an assistantship is held. Doctoral students must register for ARTS 9005.

- Departmental assistants are expected to devote full time to their studies. The department strongly discourages other concurrent employment while holding an assistantship. International students may not work off campus without special work authorization. Graduate Assistants may not exceed 20 hours of work/week.

Probationary Policy

All students who serve as graduate teaching assistants will be evaluated by the professor of record every semester. If the professor of record deems the student's performance unsatisfactory, the Director of Graduate Studies will notify the student, who has a right to read the individual evaluation. This notification serves as a first warning. A second unsatisfactory evaluation in a consecutive semester will result in probation. A third warning in a consecutive semester will result in the loss of the TAship for the following one semester.

Graduate Assistant Eligibility while on Academic Probation

Graduate students who are placed on academic warning may not have their assistantship removed unless it is deemed by the Major Professor (if applicable), in consultation with the Director of Graduate Studies and unit head, that the activities associated with the assistantship are contributing to the student's impaired academic performance. In this case, an alternative source of funding that will allow the student to focus on academic performance should be considered. If a student is subsequently placed on probation, the decision to change the source of or remove an assistantship shall be determined by the Major Professor (if applicable) in consultation with the Director of Graduate Studies and unit head.

Travel Awards

Graduate students in the History of Art are encouraged to present their research at conferences and symposia and to seek funding for related expenses. Students should consult with their Major Professor and Advisory Committee prior to submitting their abstracts, and on acceptance, they should contact the Art History Area Chair and the Director of Graduate Studies to schedule a run-through of their presentations.

Art History Support Fund

The Art History area reviews applications from graduate students who wish to travel for the purpose of conducting or presenting research. A call for applications is issued twice annually by the Art History Area Chair.

Graduate School Conference Travel Grants

Travel Grants are available from the Graduate School to offset the cost of participating in conferences and exhibitions in the continental United States and abroad: <https://grad.uga.edu/funding/travel-grants/>

Funds are limited, and students should not expect to receive full funding for their travel. The Graduate School supports master's students in their second or third year of full-time graduate study. A maximum of one travel grant may be awarded to a student pursuing a master's degree.

Students must be able to demonstrate the following **at the time of application**:

- Students must be enrolled in a UGA doctoral or master's program and reporting the results of their dissertation/thesis research as **primary author** of the publication/presentation/poster.
- Master's students must be in their **second year** of full-time graduate study at the time of application. Semesters of graduate courses completed while student is an undergraduate don't count toward this requirement.

- Students must be registered for full-time graduate study (see below) during the **semesters of both application and travel**. Students travelling between semesters must be registered during the semester of application and the semester following travel.
- **Full-time enrollment** credit hours required: at least three (3) credit hours during Fall or Spring semester for doctoral students admitted into candidacy. Master's students and doctoral students not admitted to candidacy must have nine (9) credit hours during Fall or Spring semesters.
- Have a **GPA of 3.5** or higher in graduate courses.
- Not have any grades of Incomplete (I) or Unsatisfactory (U) at the time of application.

Professional Development Opportunities

UGA provides many different types of opportunities for students to present their research or to further develop teaching and leadership skills. Our graduate students have taken advantage of these programs in the past:

Graduate School Professional Development - <https://grad.uga.edu/development/professional/>

Graduate School Academic resources - <https://grad.uga.edu/development/academic/>

Willson Center Graduate Research Award

The Willson Center Graduate Research Award provides support toward research related expenses for arts and humanities projects that are essential components of a graduate degree program. Application is open to any humanities and arts graduate student registered for an advanced degree. See:

<https://willson.uga.edu/opportunities/fellowships-grants/willson-grants-awards/>

V. OTHER RESOURCES:

Graduate School Resources for Students

Scholarships and Fellowships

<https://grad.uga.edu/funding/scholarships-fellowships/>

Funding from the Graduate School

<https://grad.uga.edu/funding/funding-from-the-graduate-school/>

Campus and Community Resources

<https://grad.uga.edu/student-success-well-being/campus-well-being-resources/campus-community-resources/>

LDSOA Resources for Students

Art Library:

The Art Library serves the needs of the students, faculty and staff of the Dodd. It provides a unique and extensive collection of art periodicals, the newest art book releases, course reserves, reference material, and a zine collection.

The space includes two computer workstations with the full suite of Adobe software and flatbed and overhead scanners. The Art Library has two study rooms that can be reserved, otherwise they are available on a first come first served basis. It also has a small media collection that includes documentaries and video art.

As a branch of UGA's larger library system, the Art Library receives daily deliveries from other campus libraries. This allows patrons to request and return books from any other library on campus including GIL express and ILL items. As the main resource for research at the Dodd, the Art Library maintains a collection of faculty publications, MFA exhibition catalogs, and Dodd Galleries' publications.

<https://art.uga.edu/art-library>

The CAVE:

The Lupin Foundation Technology & Research Kiosk (Checkout for Audio/Visual Equipment - CAVE) is housed in the Lamar Dodd School of Art's Main Art Building in the second-floor atrium.

<https://art.uga.edu/about/facilities/checkout-audio-visual-equipment>

Lecture Series:

In the School of Art, teaching and research are supplemented by a wide range of lectures, workshops and community activities by Dodd faculty and graduate students, as well as several endowed lecture series that bring extraordinary visiting artists and scholars to campus. Open to the public, these lectures are an integral part of the culture in the School of Art and are an essential facet of education in the fields of art, design, art history and art education. <https://art.uga.edu/lecture-series>

Student Organizations:

The Lamar Dodd School of Art promotes and provides student involvement opportunities in its pursuit to help students successfully transition into the institution, build community, and improve overall student success through curricular and co-curricular experiences.

<https://art.uga.edu/students/student-organizations>

All graduate students in art history are required to be active members and participants in the Association of Graduate Art Students (AGAS). All graduate students are required to attend all AGAS lectures and are strongly encouraged to attend all other relevant lectures offered by the Lamar Dodd School of Art. The officers of AGAS should be prepared to represent the graduate students when called upon to do so by the School.

UGA Resources for Students

Tate Student Center – student IDs, passport services, printing services, etc. (<https://tate.uga.edu>)
Ramsey Recreation Center (<https://recsports.uga.edu>)
Human Resources – health insurance (<https://hr.uga.edu>)
Bursars Office – student account, payroll, student fees, and tuition (<https://busfin.uga.edu/bursar/>)
Financial Aid Office (<https://osfa.uga.edu>)
Registrar’s Office – enrollment and transcripts, ATHENA (<https://reg.uga.edu>)
Student Health Center (<https://healthcenter.uga.edu>)
Counseling Services CAPS (<https://caps.uga.edu>)
Pride Center (<https://pride.uga.edu>)
Accessibility and Testing– early semester deadline (<https://accessibility.uga.edu>)
Parking Services – permits, bus routes, parking tickets (<https://tps.uga.edu/parking/>)
Campus Police (<https://police.uga.edu>)
Career Center (https://career.uga.edu/graduate_students)
Writing Center (<https://www.english.uga.edu/our-services>)
Office of Global Engagement (<https://globalengagement.uga.edu/immigration/>)
International Student Life (<https://isl.uga.edu/>)
Alumni Office (<https://alumni.uga.edu>)

VI. APPENDICES

Appendix A – Advisory Committee

Advisory Committee

Graduate students must use the Advisory Committee form to file their Major Professor and (if applicable) Advisory Committee information with UGA's Graduate School.

https://gradapply.uga.edu/portal/my_progress

Advisory Committee (Major Professor) Form Instructions

1. Log into your Enrolled Student Progress Portal in Slate (https://gradapply.uga.edu/portal/my_progress) and select the AdvCmte tab.
2. Use the **Add Member/Propose Change** link to open the Manage Graduate Advisory Committee form.
3. Under **What change would you like to make?**, select *Add a new member*.
4. Next, select the appropriate Committee **Level**: Select Non-Thesis Degree Program **OR** Thesis Advisory Committee
5. In the middle section, choose your **Major Professor**.
6. For **Status**, you can leave the default *Active*.
7. For **Voting**, you can leave the default *Yes*.
8. The **From** date is defaulted to the current date. There is no need to enter a **To** date for an active member.
9. Click submit.

Repeat these steps for each Advisory Committee member.

Additional instructions can be found here:

https://www.fcs.uga.edu/docs/Advisory_Committee_Instructions.pdf

Appendix B - Program of Study Instructions

The Program of Study must be completed no later than the second full week of classes in which a student intends to graduate.

Instructions:

Log into GradStatus (<https://gradstatus.uga.edu/>) and Click on the tab for Forms. Select **Program of Study (G138)**

Fill out the form accordingly:

- **Department:** Art, School of
- **Degree Objective:** Master of Arts **OR** Master of Arts, Non-Thesis
- **Major/Degree:** Art History – MA **OR** Art History, Non-Thesis – MA,NT
- Type all past, current, and future courses in order by semester (you can go to cross-reference your unofficial transcript in Athena); you can't list any Incompletes or grades lower than a C. All courses must be 6000-level and above.
- Include both the prefix and course numbers (e.g. ARHI 8920, ARHI 6900)
- Leave grades blank for classes in which you are currently enrolled or plan to take in future semesters
- **Departmental requirements:** This is where you should list GRSC 7770, LLED 7768/7769 (if applicable), and ARTS7005
- **GradFirst requirements:** List GRSC 7001 and the semester in which it was taken
- **Major Professor Name:** enter your Major Professor's name

Proofread for errors and check each bullet point above before submitting your form; otherwise, you may be asked to resubmit your form.

Once your form is submitted, your Major Professor and the Director of Graduate Studies will receive emails requesting approval. If your program of study is denied, you will need to make necessary changes/edits before resubmitting.

Appendix C – Thesis Track MA Course Advisory Worksheet

Student Name:

Courses Required	Hours	Courses Taken	Term	MP Initials	Hours Earned
Grad First One credit graduate course – Required in first semester	1	GRSC 7001			
12 Hours of approved Graduate level courses such as: ARHI 6000-levels	12*				
15 Hours of seminar course (8000 level) such as: ARHI 8110; 8120; 8300; 8400; 8580; 8600; 8650; 8700; 8870; 8910; 8920; 8950; 8990 <i>Total of 5 courses in 2 years, 3 of which take place in the 1st year</i>	15				
One additional ARHI course or approved elective in another field on the graduate level (6000 or above)	3				
Masters Research/Thesis ARHI 7000/7300	6				
TOTAL MINIMUM HOURS	37	(*) Undergraduate courses taken to fulfill the language requirements and/or academic needs of a student are not considered part of the “Program of Study”. All students are required to take a seminar (8000 level) as follows: 1. 2 Ancient to 1700 2. 2 1700-Present 3. 1 or more of students choosing Other courses should reflect an wide array of faculty expertise and areas. ARTS 7005 cannot be used on your program of study			
Foreign Language Requirement Met					
Advisory Committee Approved					
Comprehensive Exam Passed					
Program of Study Approved					
Final Oral Exam Approved					
Thesis Approved					

Courses required for assistantship program	Hours	Courses Taken	Term	MP Initials	Hours Earned
Graduate Student Seminar Must be taken at the same time as a semester teaching or grading.	X	ARTS 7005	REQUIRED EACH TERM APPLICABLE		
ARHI Teaching Seminar Seminar taken in the spring and fall in the first and second year	1	ARHI 7770	F26		
	1	ARHI 7770	S27		
	1	ARHI 7770	F27		
	1	ARHI 7770	S28		

Appendix D – Non-Thesis Track MA Course Advisory Worksheet

Student Name:

Courses Required	Hours	Courses Taken	Term	MP Initials	Hours Earned
GradFIRST One credit graduate course – Required in first semester	1	GRSC 7001			
12 Hours of approved Graduate level courses such as: ARHI 6000-levels	12*				
15 Hours of seminar course (8000 level) such as: ARHI 8110; 8120; 8300; 8400; 8580; 8600; 8650; 8700; 8870; 8910; 8920; 8950; 8990 <i>Total of 5 courses in 2 years, 3 of which take place in the 1st year</i>	15				
3 Hours of Required Professional Practices Course (ARHI 8050)	3				
Two additional courses in art history or two approved electives in another field on the graduate level (6000 or above)	6				
TOTAL MINIMUM HOURS	37	(*) Undergraduate courses taken to fulfill the language requirements and/or academic needs of a student are not considered part of the "Program of Study". All students are required to take a seminar (8000 level) as follows: 1. 2 Ancient to 1700 2. 2 1700-Present 3. 1 or more of students choosing Other courses should reflect an wide array of faculty expertise and areas. ARTS 7005 cannot be used on your program of study			
Foreign Language Requirement Met					
Program of Study Approved					

Courses required for assistantship program	Hours	Courses Taken	Term	MP Initials	Hours Earned
Graduate Student Seminar Must be taken at the same time as a semester teaching or grading.	X	ARTS 7005	REQUIRED EACH TERM APPLICABLE		
ARHI TEACHING SEMINAR Seminar taken in the spring and fall in the first and second year	1	ARHI 7770			
	1	ARHI 7770			
	1	ARHI 7770			
	1	ARHI 7770			

Appendix E - Final Oral Exam Report (Thesis-Track)

MA FINAL ORAL DEFENSE REPORT

TO BE COMPLETED BY **STUDENT** BEFORE EXAM (and brought to the final exam)

Student Name _____ 81# _____

Committee Members:

_____ Major Professor

Have agreed to meet on _____ at _____ in room _____
date time location

TO BE COMPLETED BY **MAJOR PROFESSOR** AFTER EXAM and returned to Grad Art Office

The committee met to examine the work and professional readiness of _____

for completion of the Master of Arts in Art History program and reports the following:

Pass _____ Fail _____ Re-examination* _____

*Comments:

Signature of Major Professor

Appendix F - MA Final Non-Thesis Report

MA Final Non-Thesis Report

Confirmation that the student has completed the ARHI 8050, capstone course for the Art History MA degree (Non-Thesis Track)

Student Name: _____

81#: _____

Decision: pass/fail

Comments:

Major Professor Signature: _____

Director of Graduate Studies confirmation of decision: _____

Date: _____