Take ARTHIST 700 (Proseminar) during first semester

LANGUAGE EXAMINATION
Before completion of nine credits take and pass language examination. Students may not enroll in thesis research until they have passed the language examination.

THE FINISHED THESIS
Following the successful defense the student must deliver the thesis or exhibition catalogue in finished form, according to Graduate School instructions, to the Graduate School. This must be done at least one week before commencement. (The student must also make application for graduation to the Graduate School usually before the third week of the semester in accordance with Graduate School deadlines.) A copy of the final bound thesis must also be submitted to the Art History Department office.

SELECTION OF THESIS ADVISOR
The student should select a thesis advisor and discuss, with him or her, the proposed topic and procedure for pursuing it. When the advisor has agreed to supervise the project, the student shall notify the Chairperson of the Graduate Committee (hereafter called the Graduate Advisor) who will then enter the name of the thesis advisor in the student’s file.

THESIS PROPOSAL
In consultation with the thesis advisor, the student prepares a thesis proposal. The proposal should be approximately 3-5 pages in length and should include statement of the problem to be addressed, rationale, mode of procedure, tentative outline and preliminary bibliography. In the case of a thesis exhibition it should also include a preliminary list of artists and/or works to be shown. The thesis advisor approves the proposal and transmits the proposal with his/her letter of approval to the Graduate Advisor. The Graduate Advisor circulates the proposal to the entire faculty for their approval. The thesis proposal must be submitted and approved before the end of the semester prior to the one in which the student wishes to register for thesis research.

ORAL DEFENSE OF THESIS
After the thesis or exhibition catalogue is approved in writing by the readers, the student must pass an oral defense of the thesis. The student will be examined by a committee consisting of the readers of the thesis. The defense must take place no later than the second to last week of classes in the semester in which the degree is to be awarded in accordance with Graduate School deadlines.

SELECTION OF SECOND READER
After formal approval of the thesis proposal, the student in consultation with the advisor, selects a second reader. The second reader signifies his/her willingness to serve by signing the Second Reader Form.

REGISTER FOR THESIS COURSEWORK
Once the student receives written permission from the Graduate Advisor s/he may register for 3 credits of thesis research (ARTHIST 990).

THE FINISHED THESIS
Following the successful defense the student must deliver the thesis or exhibition catalogue in finished form, according to Graduate School instructions, to the Graduate School. This must be done at least one week before commencement. (The student must also make application for graduation to the Graduate School usually before the third week of the semester in accordance with Graduate School deadlines.) A copy of the final bound thesis must also be submitted to the Art History Department office.

THESIS SUBMISSION AND APPROVAL
After completing or nearly completing 6 credits of thesis Research (ARTHIST 990), the student submits a complete draft of the thesis or exhibition catalogue to the thesis advisor in a form acceptable to the advisor. This must take place no later than 5 weeks before the last day of classes in the semester in which the degree is to be awarded. Advisor gives provisional approval and transmits thesis draft to the second reader. Approval of the thesis or exhibition catalogue will be signified by the signatures of all readers on the appropriate form. At this time the date of the thesis defense will be scheduled and noted on the approval form. The signed approval form is transmitted to the Graduate Advisor and placed in the student’s file.

REGULAR FOR THESIS COURSEWORK
Once the student receives written permission from the Graduate Advisor s/he may register for 3 credits of thesis research (ARTHIST 990).