

Master of Arts in Art History

Student Handbook

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This handbook outlines requirements and policies for students in the Master of Arts in Art History program. Students are subject to the policies in effect at the time of their admission to the program. Students are expected to retain this handbook for reference, and to contact the Graduate Art History Office for further information.

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I. ABOUT UST

A. University of St. Thomas Mission, Vision and Convictions Statement

Preface

Founded in 1885, the University of St. Thomas is a Catholic, diocesan university based in the Twin Cities of St. Paul and Minneapolis. The largest private university in Minnesota, St. Thomas offers bachelor's degrees in over 85 major fields of study and more than 45 graduate degree programs including master's, education specialist, juris doctor and doctorates.

Mission

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.

Vision

We seek to be a recognized leader in Catholic higher education that excels in effective teaching, active learning, scholarly research and responsible engagement with the local community as well as with the national and global communities in which we live.

Convictions

As a community we are committed to:

Pursuit of truth

We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.

Academic excellence

We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.

Faith and reason

We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.

Dignity

We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.

Diversity

We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.

Personal attention

We foster a caring culture that supports the well-being of each member.

Gratitude

We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

The University of St. Thomas is a comprehensive, co-educational, Catholic university. It seeks to develop morally responsible individuals who combine career competency with cultural awareness and intellectual curiosity. In its undergraduate program, the university is committed to the development of the student through a liberal arts education within the living Catholic tradition and through a high degree of personal attention in a spiritually and intellectually stimulating campus environment. Graduate programs emphasize the integration of theory with practice, enhance the professional competence and ethical judgment of their students, and foster personal growth and an appreciation of lifelong learning. In all of its academic programs and other educational enterprises, the university is committed to meeting the diverse, changing needs of the community. Throughout, the university fosters in the student a tradition of service, to the public welfare and an energetic, thoughtful approach to the challenges of contemporary life.

B. Accreditation

The University of St. Thomas is accredited by the North Central Association of Colleges and Schools (800/621-7440), the Association of Theological Schools (412/788-6505), and the National Council for the Accreditation of Teacher Education (202/466-7496).

II. MASTER OF ARTS IN ART HISTORY

MISSION STATEMENT

The Master of Arts in Art History program at the University of St. Thomas seeks to prepare its graduate students for the demands of independent research in art history and to present their results in a variety of public and scholarly venues. Graduate courses focus on issues and problems in art history, the process of defining and carrying out a research agenda, the use of various methodologies and theories to define and interpret evidence, and the ability to read both analytically and critically original and scholarly material. The program emphasizes an inclusive perspective that encompasses a range of media and global cultures and a contextual approach to art that examines its social, economic, political, and religious importance.

III. ADMISSIONS

A. Degree-Seeking Application Requirements

Students may apply for the Master of Arts in Art History degree by meeting the following requirements:

- A bachelor's degree in art history or a related field from an accredited college or university verified by an official transcript sent directly to the Graduate Art History office. *NOTE: An undergraduate major in art history is extremely helpful, but students may be accepted with a strong liberal arts or interdisciplinary background with the condition that they complete a preparatory program of undergraduate courses if their background in art history is weak. Normally, a minimum of four undergraduate courses in art history is required for admission, but pre-professional or professional experience in the discipline may substitute for coursework as appropriate.*
- Completed application form
- Three confidential letters of recommendation sent directly to the Graduate Art History office from individuals with knowledge of the applicant's relevant abilities and achievements, at least one from a former professor
- A personal statement of no more than 500 words describing the applicant's interest in art history and reasons for pursuing graduate studies
- A writing sample showing research and writing expertise (sample will not be returned). This sample should be analytical and original rather than descriptive in nature, and should include reference notes and a bibliography. Illustrations are also helpful.
- A non-refundable application fee of \$50; check made payable to the Art History Department, University of St. Thomas.

B. Non-Degree-Seeking Application Requirements

A limited number of places in graduate courses will be available on a space-available basis for students not seeking degrees. The following admission criteria must be met:

- Completed application form.
- An official undergraduate transcript from a college or university sent directly to the Graduate Art History office (a photocopy is acceptable)
- One letter of recommendation or a writing sample.
- A non-refundable application fee of \$50; check made payable to the Art History Department, University of St. Thomas.

Note: Students who take courses at non-degree status and wish to change to degree-seeking status must go through the regular admission process. Once admitted to the program, students may transfer up to four courses taken as a non-degree student for credit towards their degree. (Non-degree courses being considered for transfer must have been taken within 5 years of the degree-seeking application or as approved by the Director of Graduate Studies.)

C. Audit Policy

With the instructor's permission and available space, a student may choose to audit a course rather than take it for credit. Admission criteria are the same as those of a non-degree applicant (#1, 2 and 4 from non-degree admission requirements). If attendance is satisfactory, the course number, title and the audit designation will appear on a student's transcript. If attendance is not

satisfactory, the course will not appear on the transcript. In no case may a student receive credit for a course that was audited unless the course is retaken for credit.

The fee for an audit is the cost of one graduate credit.

D. Application Deadlines:

Deadline for degree-seeking admission: **March 1 for upcoming summer or fall semester, November 1 for upcoming spring semester.**

Deadlines for non-degree-seeking admission: Fall semester, **August 15**
Spring semester, **January 15**
Summer session, **May 1**

IV. DEGREE REQUIREMENTS

General degree requirements are determined by the catalog under which the student has been admitted to the program. Students who leave the program and later re-apply are subject to the requirements in place at the date of their re-admission, unless specifically waived by the Director of Graduate Studies. Students should also consult section V. regarding additional regulations for the degree.

For students admitted fall semester 2009 or later:

Successful completion of 12 courses (36 credits), according to the following plan:

1. Five courses in core areas
2. Six elective courses
3. Reading proficiency in one foreign language
4. Oral examination
5. Qualifying paper course and formal presentation

For students admitted prior to the fall semester 2009:

Successful completion of 12 courses (36 credits), according to the following plan:

1. Four courses in core areas
2. Seven elective courses
3. Reading proficiency in one foreign language
4. Oral examination
5. Qualifying paper course and formal presentation

Note: Students admitted prior to fall 2009 are encouraged to complete the newer requirements.

A. Coursework

1. Core Courses

Students admitted fall semester 2009 or later must complete:

- Theory and Methodology (ARHS 500)
- Two courses in European or American Art
- Two courses in Non-European or American Art

Students admitted prior to fall semester 2009 must complete:

- Theory and Methodology (ARHS 500)
- One course in Pre-Modern Art (ARHS 510 or 515, or appropriate topic in 530 or 535)
- One course in Modern or American Art or Architecture (ARHS 520, 525, or appropriate topic in 540 or 545)
- One course in Non-Western Art (ARHS 530 or 535 or appropriate topic in 515)

2. Elective Courses

In consultation with the Director of Graduate Studies, additional courses beyond the core requirements will be taken in areas of student interest. Such courses should develop a more specialized expertise in one or two of the major areas as defined above. Note that all students are expected to take at least 8 graduate seminars as part of their degree requirements (See Academic Policies section B2). Up to two graduate courses in other departments (such as English) may also fulfill additional course requirements (in consultation with the Director of Graduate Studies). Electives may come from the following areas:

Classroom Courses

ARHS 500	Methods and Issues in Art History
ARHS 510	Topics in Ancient and Medieval Art
ARHS 515	Topics in Renaissance and Baroque Art
ARHS 520	Topics in Modern Art
ARHS 525	Topics in American Art
ARHS 530	Topics in East and South Asian Art
ARHS 535	Topics in the Art of Africa, the Pacific, and the Americas
ARHS 540	Topics in Architectural History
ARHS 545	Topics in Design and Applied Arts
ARHS 550	Topics in Textiles, Ceramics, and Metalwork
ARHS 570	Topics in Museum Studies

Other Courses

ARHS 501	Museum Education Program (Docent Program)
ARHS 575	Exhibitions
ARHS 580	Conservation Studies
ARHS 590	Independent Study
ARHS 594	Qualifying Paper
ARHS 595	Internship
ARHS 596	Study Abroad (January Term)

B. Language Requirement

Reading knowledge of one foreign language is required for all graduates. In consultation with the Director of Graduate Studies, the graduate student chooses his or her foreign language and proof of proficiency must be attained by the time the student has taken 6 graduate courses (18 credits) or has reached the mid-point in the program.

The requirement can be completed in one of two primary ways: completion of a foreign language reading course at the University of St. Thomas, University of Minnesota or other university with a grade of Passing (or B- or better if letter grade is given); OR undertaking an examination proctored by the Department of Art History Graduate Studies. If taking a course at another institution, your completion of the language requirement is fulfilled when the Graduate Office receives an official transcript with the passing grade. If undertaking an examination through the Department, you will receive an exam that consists of two hours of reading translation: one hour with a dictionary and one hour without. Each section will have a separate reading and grading will be done on a pass, low pass and fail scale. Pass and low pass are successful evaluations. A student failing the exam will have the option to retake the test no earlier than 2 months after the exam, during which the student will undertake intensive language study.

Note: If the language exam is facilitated by a member of the department faculty or by an outside facilitator, the student will incur the cost of payment for services (\$75).

The primary role of the exam is to determine whether the student has sufficient language skills to enable them to translate with adequate comprehension a passage in a foreign language of the type that they are likely to encounter in the course of conducting research in their field. (The readings will be things you might find during your research process including short articles, catalogue entries, dictionary entries, etc.). The student will not be expected to translate the entire document in a Department administered exam, but rather to clearly indicate the abilities with the language. We are interested in the bigger picture: thus, a few wrong words or twisted grammatical construction here and there should be viewed as minor infractions.

C. Graduation Committee

The final requirements for the M.A. consist of an oral examination (section D below) and a qualifying paper (section E). For both requirements, the student will have a Graduation Committee of three faculty. Membership of the committee will be chosen by the Director of Graduate Studies in consultation with the student, no later than the end of classes during the student's next-to-last semester.

The Graduation Committee will consist of the following:

- the qualifying paper advisor, generally the faculty member for whom the qualifying paper was originally written
- two additional faculty members who have not been involved with the original seminar from which the qualifying paper originated.

In the event of joint faculty advisors, one additional faculty member will constitute the committee of three.

Please NOTE: All Incompletes and proof of foreign language proficiency must be completed prior to the student undertaking the qualifying paper process.

D. Oral Review and Discussion

In the last semester of graduate study, students prepare for a formal oral review and discussion on the general themes, issues, and theories raised in their qualifying paper research. At least one of these themes must be outside the student's main area of interest. The panel reading the qualifying paper also serves as the exam committee.

The oral exam will go forward only upon successful completion of the draft of the qualifying paper—this is determined by the committee's reading. Upon receiving the go-ahead from all committee members, the committee chair should contact the Graduate Program Manager to set up a date for the exam. The oral examination must be taken, and passed, one month prior to the intended date of graduation.

The oral examination will last approximately one hour and will be conducted by the student's qualifying paper/graduation committee. Prior to the exam the student must contact each member of the committee to gather an understanding of what types of questions, concerns, and topics the committee member would like them to address.

Students who do not pass the oral examination may be required to demonstrate additional preparation before taking the exam a second time. Examinations may be scheduled a third time

only with the permission of the Director and upon completion of any recommended additional coursework.

E. Qualifying Paper

As a demonstration of the ability to formulate and carry out original and scholarly work in the discipline, all students are required to submit a qualifying paper during the last semester of study. This paper will be based on work undertaken in a seminar or independent study (but NOT both), and will demonstrate substantial revision and development. You should consider this project similar to the completion of a journal article. Work on the qualifying paper will count as one course. The paper must be approximately 30 pages exclusive of bibliography, notes, and illustrations, and must demonstrate sufficient research, analytical, writing, and editorial skills for professional work. (Think of this paper as writing a journal article). The qualifying paper will be evaluated by the student's Graduation Committee (see section C above) and upon its final completion, a letter grade will be given.

The qualifying paper must also be presented at the annual graduate forum sponsored by the department.

NOTE: It is the student's responsibility to carry out the required specifics of the qualifying paper course.

1. *Qualifying Paper Prospectus*

At the beginning of the semester the student plans to make application for graduation and to graduate, the student must prepare a 10-page typed, double-spaced prospectus. This prospectus must be submitted to the advisor of the qualifying paper, and to the other two faculty members of the Graduation Committee.

You must submit your prospectus to the committee by *the end of the first week of classes in September*, if you are registered for the course in fall semester; *by the end of the first week of classes in February*, if registered for spring semester. Thus, you must meet with your advisor to prepare the prospectus well in advance of the September or February deadline.

The prospectus, in which bibliographic material and citations must be in the format used by the current edition of the *Chicago Manual of Style* or Kate Turabian's *A Manual for Writers*, must be organized in the following format:

- Student name
- Title of paper
- Introduction
 - State the subject of the research and why it is important
- The Problem
 - State the problem or purpose, research question or hypothesis, limitations of the study, and definitions of terms
- Review of Literature
 - Summarize current knowledge in the field of study demonstrating extensive research background
- Procedure
 - Describe subjects, materials, methodologies, and approach
- Outcomes
 - Describe expected outcomes of the project
- References
 - List all relevant sources, including archives, journals, and books

Upon the approval of the advisor and other members of the Graduate Committee, the form “Establishment of Graduate Committee/Approval of Qualifying Paper Prospectus” must be signed by all three and submitted to the Director of Graduate Studies no later than *one week after the receipt of the prospectus by the Committee*. Upon the Director’s approval and signature, the prospectus will go on file in the graduate office and the student should begin the writing process. The student will be officially registered for *ARHS 594: Qualifying Paper* during the semester in which the writing and completion of the paper takes place.

2. *Qualifying Paper Format*

The completed paper must have the following sections:

- I. First page: Title page:
 - a. The title
 - b. The designation, “Qualifying Paper”
Submitted by (*full name of student*)
Month of graduation
 - c. The University of St. Thomas
Master of Arts in Art History Graduate Program
 - d. Committee Members:
[List committee members]
- II. Second page:
 - a. Title of paper
 - b. Author’s name
 - c. Committee members’ names
 - d. 200-300 word abstract
- III. Table of contents
- IV. List of illustrations
- V. Body of the qualifying paper (*divided into chapters*)
- VI. References in footnotes or endnotes, as agreed upon with committee
- VII. Bibliography
- VIII. Illustrations
- IX. Appendices (if appropriate)

See *Chicago Manual of Style* or Kate Turabian’s *A Manual for Writers* for more information on formatting all aspects of the Qualifying Paper.

3. *Additional information for Qualifying Paper*

All pages of the qualifying paper are to be of one size (8 1/2” x 11”), one reproduction process, and one type of paper. Pages must have margins of one and one-half inch on the left side of the page and one inch on all other sides. Text and illustrations may appear on only one side of the paper. Standard typing practices must be observed throughout, including matters of spacing following punctuation marks.

The typeface must be a standard, serif bookface type (e.g. Times, Roman, Palatino, Courier, etc.), produced on a typewriter or laser or liquid ink printer. Typefaces such as script are not acceptable.

Italics may be substituted for underlining book and article titles or foreign terms, provided it is used consistently. Headings may be underlined or printed in boldface.

The text of the paper must be double-spaced throughout. Single spacing is required for footnotes, endnotes, tables, and figures, and for all block quotations. Text and reference pages

are numbered consecutively in Arabic numerals. Numbers are placed without punctuation in the upper right-hand corner, 1 inch from the right and 1/2 inch from the top of the page.

4. Illustrations

Photographs or photocopies must be mounted in the final copy so that the entire surface of each image adheres to the page. Photo mounting corners, rubber cement, transparent tape, and staples are unacceptable mounting materials. Scanned, laser-printed images are also acceptable for use as illustrations.

Each image should be given a consecutive figure number and a complete caption, including source, and a separate List of Illustrations should be included, following the instructions in the *Chicago Manual of Style* or Kate Turabian's *A Manual for Writer's*.

Note: The inclusion of some original photos that are not your own may require formal permission for use and reproduction. Consult with your qualifying paper chair regarding this.

5. Paper Deadlines for Graduation

The paper must be completed and submitted to the advisor and the rest of the Graduate Committee six weeks prior to the end of the semester. The advisor and committee members will then read and comment upon the paper and return it to the student by three weeks before the end of the semester, working together in final consultation.

The paper will then be amended (if necessary) by the student, and re-submitted to the student's Graduation Committee two weeks prior to the end of the semester. The paper will be evaluated, and recommendations concerning graduation will be made to the Director of Graduate Studies.

6. Grading of Qualifying Paper

The qualifying paper course is graded by the entire paper committee with the traditional letter grade. See Grades on page 21 of this handbook.

7. Final Paper Disposition

Upon completion of the paper in the designated format and approval by the Graduation Committee and the Director of Graduate Studies on the signed form (*see Appendix D*), the student must submit *four bound copies* of the paper to the Art History Graduate Office. Two of the bound copies will be cataloged in the UST library, one bound copy will remain in the department, and one will go to the student's paper advisor. Kinko's is the department's designated source for the binding and is used by several UST graduate programs. Please follow the guidelines below regarding binding.

Guidelines for printing/binding of final copies:

- All pages should be copied on 20#, minimum 25% cotton, watermarked paper with a one and one-half inch margin on the binding side of the page and one inch on the other three sides.
- Four total copies need to be bound. At least two of the bound copies must have color images in them (these are for the department and your advisor). The other two can contain black/white images unless you prefer to do color for all (these additional 2 copies will go to the University of St. Thomas library).
- For the binding, the cover needs to be black with white printing on the spine. The spine text should read (from left to right):

M.A. Art History Year Student name (as it appears on qualifying paper)

V. ACADEMIC POLICIES

A. Graduate Academic Expectations Statement

The goal of the graduate program in art history is not to train you with a survey knowledge of art history, with emphasis upon period, attribution, and chronology. While these are important elements, the focus of the program is on critical reading and analysis, planning and completing a research agenda, and the presentation of your work in both written and oral formats. In other words, we are equipping you to master the work of the field as a foundation for exploring its content.

In many seminars, you may not know much about the period being covered. Some of the course's readings and lectures will provide a thumbnail sketch of the period and its art, but you should expect to do some background reading as necessary to make yourself as comfortable in exploring the topic as possible.

The classes are conducted in a seminar format, with a limited number of students. For all art history courses you should expect the following:

- an intensive amount of reading,
- an intensive amount of discussion,
- an extensive amount of time devoted to research,
- some formal presentations to the class,
- an intensive amount of writing.

Classes meet once a week. In order to facilitate discussion and to use class time efficiently, students are expected to have completed the assigned readings and to be ready to discuss, analyze, and raise questions.

It is important in general to do your work on time, especially since incompletes have a bad habit of getting in the way of new courses. It is, therefore, important to organize your time effectively and to plan your work in advance.

For research, you will need to use several libraries, including the St. Thomas library and the Wilson Library at the University of Minnesota. Limited borrowing privileges at the Wilson Library can be obtained by joining the Friends of the Wilson library. Some books and journals will not be available in the Twin Cities, and so it will be necessary to use interlibrary loan at St. Thomas to obtain these materials. Please allow sufficient time to obtain these materials as well as to digest them. Use of the web to access library catalogs is very helpful, but you should remember that the web is of only limited value for the kinds of research materials and detail that you will need. You must plan on spending some time physically in the library to do class reading and research.

Due to legibility and copyright issues, it is not always possible to put reserve reading on electronic reserve, necessitating trips to the St. Thomas library to access this material. Photocopying is one method for using time more efficiently, but always remember that photocopying is not the same as reading the material. Students may want to collaborate on common photocopying needs, but this is up to the students to work out.

For presentations, please be very mindful of the time limits set by your instructor. It is almost always possible to say more than time allows, and one of the lessons of presentation should be to fit within the limitations of your format, whatever that may be. In order to maintain class momentum, it may be necessary for the instructor to cut off an individual presentation if it takes too much time.

Be prepared in advance to develop visual materials for your presentations. Please coordinate with your instructor for guidance as to what will best fit the needs for your presentation. PowerPoint is available for student presentations and image scanning can be done on campus and in the Art History department if needed. Contact the Visual Resources Curator for assistance.

On a more general level, please know your full program requirements and keep an eye toward finishing. Remember that the language reading requirement must be met by the time you have completed 18 credits. Also, remember that to graduate your twelfth course is an extended independent research paper, along with an oral presentation and oral examination. Details of all of these requirements are found in the student handbook.

Our program thrives on a strong sense of collegiality among all students, faculty and staff. In addition to the demanding and supportive classroom environment fostered by this collegiality, we also expect graduate students to be fully supportive of the program beyond the seminar room. Participation is required at department events including symposia, visits by outside scholars, etc., but most important is your attendance at events featuring your fellow student colleagues, such as the Graduate Forum.

B. Course Distribution

Note: Rules defined here regarding the distribution of courses may be changed. Such changes may alter options for students during their program, but will not affect courses already approved and completed.

1. Course Load

The number of courses that students may take in a given term is generally limited to three, plus a language course; exceptions require the approval of the Director. Students are expected to schedule a meeting with the Director at least once a semester to review their progress.

2. Enrollment in Graduate Courses

Students must take a minimum of 8 (7 for those admitted prior to Fall 2009) regularly scheduled, graduate classroom courses (ARHS 500, 510-570) as part of their degree. This does not include the qualifying paper.

3. Undergraduate Course Enrollment

Graduate students may take upper division undergraduate courses for graduate credit, provided that they obtain the permission of both the instructor and the Director of Graduate Studies, and that they complete an individual plan with extra work for the course that demonstrates appropriate levels of research, analytical, and presentation skills for a graduate seminar. The number of undergraduate courses that may be taken for graduate credit is limited to two.

4. Transfer Credits (Prior to admission/While enrolled)

➤ Prior to admission:

Credit hours from another accredited institution may be considered for transfer to meet degree requirements if the courses:

- were graduate level and graded “B” or better;
- were taken within the last seven years;
- were compatible in content, length, and approach with those of the University of St. Thomas Master of Arts in Art History program requirements;
- were not used to fulfill requirements for a previously granted graduate degree.

Students must petition the department for course credit, providing transcripts and detailed descriptions of courses, syllabuses, and examples of work for consideration. Courses taken abroad are particularly appropriate for this treatment. All potential transfer courses must be reviewed and approved by the Director of Graduate Studies. Transfer courses from another accredited institution may only count toward elective courses for the degree. The total number of transfer credits from any other institution and/or the University of St. Thomas may not exceed six.

➤ While enrolled:

Students transferring courses taken from another institution and/or another University of St. Thomas program *while a degree-seeking student in the program* may count no more than three credits toward the degree. Those credits will be counted toward elective courses. All potential transfer courses must be reviewed and approved by the Director of Graduate Studies prior to taking them.

5. Independent Study and Internships

Independent study (ARHS 590) and internship (ARHS 595) are similar in that they involve supervised work outside of a scheduled class meeting. The distinction is that independent study is oriented to the production of a lengthy paper on a focused topic, while internship involves more in the way of applied research and writing. The independent study is not meant to be used in preparation for the Qualifying Paper unless it explores a new topic. For a 3-credit internship, the basic expectation is that the student will average about 10-12 hours per week over the course of the semester, about 150 hours total. Independent study is graded with the traditional letter grade while an internship is graded on a pass (P)/ fail (R) basis.

The basic procedure for setting up an internship or independent study is similar. The student contacts a faculty member or supervisor to develop a proposal that describes the topic of the work, the expected procedures, work & timetable, and the final result. The proposal, along with a cover form (available in the graduate office), is submitted to the Director of Graduate Studies for review and approval.

Students may take up to 6 credits of internship or up to 6 credits of independent study as part of their degree, but may not take more than 9 credits total of both categories.

6. Study Abroad Courses for Graduate Credit

Unless specified as a study abroad course for graduate credit, courses taken during January term under the auspices of the undergraduate college (as an independent study) shall have the following course components within the course syllabus, which will be on file with the graduate office and with the student prior to departure:

- A reading component in preparation for the area to be toured. This list of reading will be given to the student in sufficient time for the students to prepare for the sites to be visited. The reading component could include a list of sources for the student to use in preparation for a presentation to other graduate students and/or undergraduate students during the site visits.
- A reading, oral, and writing component to be completed while on the site visits.
- A graduate-level paper component, to be completed after the student returns within the time period of the semester following the tour.
- The course will be listed as ARHS 596 (Study Abroad [January Term]), but will count as an undergraduate course taken for graduate credit. In addition to the costs of the study tour, students will pay an additional fee equal to the cost of one graduate credit to cover the additional requirements.

If the study abroad course is a January-term course for undergraduates, it will have been approved by the UMAIE board by January of the previous year and by the International Studies Office by spring semester. The instructor for the course will then pass the proposal, if graduate student participants are expected, by the department faculty for their approval for graduate credit before the end of spring semester prior to the January term.

7. Docents-in-Training Receiving Graduate Credit

Docents-in-training at the Minneapolis Institute of Arts have the opportunity to apply to receive up to 6 graduate credits in the Master of Arts in Art History program as non-degree students. Application for these credits must be made at the start of the docents' training program with credit being applied at the end of the first year and the second year of training. Please contact the graduate office for information on the current procedures for applying for this credit opportunity.

C. Other Policies

1. Time Limit

All requirements for the degree must be completed within 8 years of initial admission to the program (as a degree-seeking student) for both full- and part-time students. Students who do not fulfill the requirements within 8 years must re-apply to the program and submit a written degree plan with specific dates by which they will complete their remaining course requirements. The degree plan, if approved by the Director, will allow the student to resume work on a probationary basis. Students who do not demonstrate satisfactory progress on their degree plan will be dropped from the program.

Non-degree students who subsequently become degree students may transfer over up to four courses taken at non-degree status, provided they were taken within 5 years of their degree-seeking application or as approved by the DGS.

2. Registration

All registrations are processed through the Graduate Art History Office and not done via the web. Registration packets are provided each term to students whose accounts are in good standing. Registrations are processed on a first-come, first-served basis. Class sizes are limited in an effort to ensure a positive educational experience. Newly admitted degree students are required to register for the Methods course in their first semester of study.

3. Advising

The Director of Graduate Studies serves as general advisor for all students. Degree students are required to meet with the DGS once per semester for advising purposes. After students select a topic area for their qualifying paper (with the approval of the Director of Graduate Studies), they will choose an advisor who has the expertise to give counsel and direction throughout the research, development of the prospectus, writing of the paper, and its formal presentation. (*See appendices B and D for further information.*)

4. Attendance

Graduate students are expected to take responsibility for their own learning, attending and participating in all classes. Absences should be cleared beforehand with the instructor, who reserves the right not to excuse absences and to lower a grade for unexcused absences. If the absence is granted, students are expected to make appropriate arrangements on their own for assignments and class materials covered in their absence. Registered students who do not attend the first session of any course without notifying the Graduate Art History Office will be dropped from the course.

5. Drop/Withdrawal from courses

Students who wish to drop a course or withdraw from the program must initiate this process with the Program Manager in the Art History Graduate Office, 2057 Portland Avenue, (651) 962-5640. This process will be handled based on the date of notification to the graduate office. Refunds will follow the published semester's refund schedule (see page 25 of this handbook).

6. *Class Schedules and Cancellation*

The university reserves the right to make changes in published class schedules as necessary, and to cancel any class that has insufficient enrollment.

D. Grading and Academic Status

1. *Grades*

Grades are symbols that indicate the degree of mastery of course objectives and do not necessarily reflect the degree of effort expended.

The grade of A is given for work of exceptional quality. The grade of B is given for satisfactory work. Graduate students are expected to attain a grade of B- or better in all graduate program coursework. If in the course of study a student accumulates two or more grades of C+ or below, the student may be placed on probation (see #4 of this section, *Academic Probation*) or may be subject to possible dismissal from the program. Grades may be assigned with + or – (Note: There is no A+ grade). Graduate degree courses (with the exception of an Internship) may not be taken pass/fail.

The qualifying paper course is graded with the traditional letter grade.

All grades are recorded on an official transcript. Grade point averages are calculated (on a four-point scale) for all courses receiving a letter grade. Students are expected to maintain a cumulative GPA of 3.0 or better in their required courses to receive their degrees.

Grade reports will be available to the student via Murphy online following each term. Murphy can be accessed off the UST website along with your student ID and PIN (www.stthomas.edu).

2. *Mid-semester and Final Grade Reports*

For fall and spring courses, mid-semester written evaluations by faculty for each student in their classes will be given to the student and a copy placed in their files in the graduate office. Final grade reports, with a similar paragraph-long evaluation of the student's work, will be given at semester's end to the student as well as placed in the graduate student's file.

For summer courses, only final written evaluations will be provided unless the instructor elects to provide both.

3. *Incomplete Grades*

Students who are unable to complete work in a course due to illness or other unavoidable emergencies may be assigned a grade of "I" (incomplete). To receive a grade of "I," the completed portion of the student's work must be of "B" quality or better. A student seeking an incomplete must contact the instructor and secure an Incomplete Grade Application form from the graduate office. The Incomplete Grade Application needs to be drawn up with the instructor and submitted to the graduate office *prior* to the end of the semester to frame both a time for completion and the procedures for completing the coursework. At the maximum, courses must be completed by the end of the regular semester immediately following the semester in which the course was initially offered, or by the instructor's date as designated by the instructor. Courses that are not completed within that time will be assigned a grade of "F", and the student must register for the course again.

Students receiving an “I” for their qualifying paper course will be assessed a residency fee of \$75 for each succeeding term until the final draft of the qualifying paper has been successfully completed and formally presented. In this situation, the student will be registered for ARHS 599: *Research Enrollment*. This registration triggers the \$75 fee as mentioned above while allowing the student to retain their UST privileges as well as registered student status. The Director may restrict registration for ARHS 599 if satisfactory progress is not being made toward the completion of the qualifying paper.

Students may not register for the qualifying paper course until all incompletes are cleared.

Non-degree students who receive an Incomplete may not register for a course(s) for any subsequent semesters until the Incomplete is satisfactorily resolved.

4. Academic Probation

If a graduate student’s cumulative GPA falls to 2.8 or below in any given semester, the student is placed on probation for the following two semesters and registration is limited to two or less courses per semester during that probationary period.

Subsequently, the student’s cumulative GPA must improve to 3.0 or better within or by the end of the two semesters of the probationary period. If this does not occur, the student will be suspended from the program and may not register for a one-year time period.

Reinstatement: A suspended graduate student may make written application for reinstatement after their one-year suspension has taken place. This application must pass through the department’s graduate committee for approval.

Once reinstated, the student must raise their cumulative GPA to 3.0 by the end of the two semesters following reinstatement. If this occurs, the student will no longer be on probation. If this does not occur, the student will be dropped from the graduate program.

5. Active Status

Once accepted, students must enroll in a course within one year. Students who are inactive for three successive terms (not including summer) will be dropped from the program. Auditing does not count as active status. Students who are dropped must reapply for admission. The Active Status policies pertain to both degree and non-degree students.

6. Leave of Absence / Deferment

A student may petition for a leave of absence or deferment of admission under appropriate conditions. Decisions will be made by the DGS in consultation with the faculty. Students making such a petition must present a plan for resuming study.

7. Reinstatement from Leave of Absence or Deferment

A student may write a letter to the Director of Graduate Studies requesting reinstatement after a leave from the program. Included should be his or her expression of intended course of study over the next few years. The student should be aware that the Methods course will be the first course the student must take unless already completed.

E. Graduation

1. Commencement

Degrees are conferred two times a year: May and December. Students must have completed degree requirements in order to participate in the ceremony, and must have filed an Application for Graduation form by the appropriate deadline (*see Appendix A*). Students who do not apply for graduation by the deadline will receive diplomas at the next available commencement date. It is the responsibility of the student to complete the Application for Graduation form according to the following deadlines:

- For December commencement: apply by September 15
- For May commencement: apply by February 15

It is imperative that students notify the Graduate Art History Office immediately if their plans for commencement change.

All students are encouraged to attend the commencement ceremony; however it is not required. Five commencement announcements, along with caps, gowns, and hoods, are provided by the university at no additional charge. Students have the option of purchasing their hoods through the university bookstore.

2. Date of Degree

Students who complete all academic requirements between January 1 and May 31 receive diplomas dated May. Students who complete all academic requirements between September 1 and December 31 receive diplomas dated December. Diplomas are mailed to the student after the ceremony date and after final clearance (qualifying paper revisions, formal presentation, and other outstanding items) have been approved by the Director of Graduate Studies.

3. Transcripts

Information on obtaining an official transcript can be found by accessing the Registrar's site on the St. Thomas webpage (www.stthomas.edu/registrar).

Student transcripts cannot be released without the student's authorization in writing. Requests for transcripts must include name (and previous names, if applicable), social security number, student level (graduate or undergraduate), dates of attendance, address to which the transcript should be sent, a signature, and payment of the designated fee. Requests can be brought, mailed or faxed to:

Registrar's Office
University of St. Thomas
Mail #: AQU106
2115 Summit Avenue
St. Paul, MN 55105
Phone: (651) 962-6700
fax: (651) 962-6710

A faxed request for transcripts is permissible with an additional fee. Information submitted must also include a billing address for collection of the fee.

Transcripts may be held if a student has outstanding obligations to the university.

F. Miscellaneous Policies and Procedures

1. *Student Identification Cards*

Once officially enrolled, students will receive an ID number and must obtain an ID Card from the Card Office in Murray-Herrick Campus Center. The card is necessary for use of the libraries and other campus facilities. Students should carry the card with them at all times and notify the Card Office if it is ever lost or stolen. There is a charge for replacement cards.

2. *PIN (Personal Identification Numbers)*

All graduate students are given a permanent PIN (Personal Identification Number) once their admission has been processed. This PIN, along with the student's UST ID number, will allow the student to access the university's MURPHY system for viewing grades, viewing their schedule, securing an unofficial transcript, and viewing their degree audit.

3. *Student E-mail Accounts*

All graduate students are afforded a University of St. Thomas e-mail account while enrolled in courses at St. Thomas. This account *must* be activated and either used/checked frequently or forwarded to a preferred email account. A student's St. Thomas e-mail account is necessary for accessing library information via the web. Additionally, all department correspondence is sent out via email.

4. *Computing Resources*

The University of St. Thomas Computing Center provides word processing facilities for graduate and undergraduate students, instructors and administrative offices. Call (651) 962-6200 for more information.

The university's TechDesk provides technical support for students regarding email accounts, PIN numbers, Blackboard access, etc. Call (651) 962-6230 to contact the TechDesk.

5. *Sexual Harassment Awareness Training*

All graduate students at the University of St. Thomas will receive training and/or information regarding Sexual Harassment Awareness and Sexual Violence Awareness (provided by the university) during their tenure in the graduate program.

6. *Parking Permits*

Parking permits are available for purchase at the Department of Public Safety and Parking Services, located on the first floor of the student's apartment residence (Morrison Hall), (651) 962-5100. A valid UST picture identification card must be presented at the time of purchase. Parking is extremely limited, and purchase of a permit does not guarantee availability.

VI. FINANCIAL POLICIES AND SUPPORT

A. Tuition Payment

Graduate tuition is charged for all courses that apply to the Master of Arts degree in Art History degree. Tuition rates are determined by the administration each fall and remain in effect for one year. Tuition rates are stated in the registration packet each term. A tuition statement and confirmation are generated by the university's Business Office; all payments for the Master of Arts tuition are collected there. Beginning with Fall 2009, all billing from the Business Office will be done via e-billing.

In addition to tuition, all students will be charged a technology fee. This fee schedule is available from the University Business Office.

All students must have a completed Payment Agreement form on file in the Business Office. This plan will be used for successive terms; it is the student's responsibility to notify the Business Office of any changes. The Business Office can put a hold on registration for upcoming terms if a student's account is not in good standing. The Art History Graduate Office will notify students if their registration is being held. It is the student's responsibility to contact the Business Office and then to notify the Art History Graduate Office when the situation has been resolved.

Visit the Business Office website (www.stthomas.edu/businessoffice) or call them at (651) 962-6600 for current information on billing and tuition payments, etc.

B. Refund Schedule

Students who wish to drop a course or withdraw from the program must initiate this process in the Art History Graduate Office, 2057 Portland Avenue. Refunds to students who officially withdraw from class are calculated from the date of record on the written withdrawal request, *not from the date that the student ceases to attend class*. The percentage of refund is based upon the date of withdrawal from the class. Tuition refund schedules are announced in the student registration packet and before the beginning of each term.

C. Financial Support

1. Fellowships

A limited number of full and partial fellowships are awarded each year on a competitive basis to full- and part-time degree-seeking students of exceptional promise. Fellowships may carry a full or partial waiver of tuition and/or a stipend. The criteria for application are:

- an outstanding GPA, verified by official transcripts from all undergraduate and graduate studies sent directly to the Art History graduate office;
- a distinguished writing sample of 10-15 pages that demonstrates research and analytical skills;
- three especially strong letters of recommendation from college professors that address the applicant's past academic performance as well as potential for future achievement;
- outstanding GRE scores;
- a personal statement of approximately 500 words. Applicants should discuss clearly and concisely their reasons for pursuing a Master of Arts in Art History and their personal and professional goals. Students may also be asked to write a separate fellowship statement.

Fellowship awards for the second year are contingent upon recipient students maintaining a 3.5 GPA in the first year of their fellowship, being active members of the program, the availability of funding and the receipt of a letter directed to the Admissions Committee requesting renewal (by March 1). This letter should detail their success in all aspects of the program and their intended course of study. The student must also formally reapply for a fellowship beyond the second year of their tenure in the program.

2. Assistantships

A limited number of assistantships will be awarded each year. These flexible awards are designed to provide more concrete experience in the discipline through special projects: in the slide library, serving as tutors for undergraduate art history classes, working on curatorial projects in the university's exhibitions and acquisitions programs, and serving as instructional assistants to professors for new curriculum projects. Assistantships are awarded as full or partial. A full assistantship requires a 150 hour commitment (about 8-10 hours per week/per semester) and payment equals the amount of the tuition for one course. The assistantship may be taken for reimbursement or applied to tuition and expenses. Graduate students awarded an assistantship will be required to draw up an assistantship contract with their faculty/ mentor in which they record mutually agreed upon specifics of the work to be done.

Students awarded an assistantship must maintain a satisfactory GPA (3.0) each semester and remain a registered student during the term of their assistantship. If work is not successfully completed for any reason, funds may be withheld or re-imbursement may be necessary.

3. Luann Dummer Center for Women Research Award

The Luann Dummer Center for Women offers an annual award of \$4,000 to a St. Thomas graduate student conducting research on a topic related to women. Full-time and part-time students in all graduate programs are invited to apply. The research may be conducted as part of a course, a thesis, or a dissertation. It may consist of a credit or non-credit independent study. The research must take place during the grant period, and the researcher must agree to present the results in a forum sponsored by the women's center at the end of the grant period.

For additional information, contact the director of the Luann Dummer Center for Women at (651) 962-6118 or www.stthomas.edu/ldcw.

4. Loans

The university participates in both the federally insured Student Loan Program and the National Direct Student Loan Program. Students must fill out a Free Application for Federal Student Aid (FAFSA) to be eligible. Contact the Student Financial Services Office at (651) 962-6550, or www.stthomas.edu/financialservices for further information. Financial aid arrangements are private transactions between the Financial Services office and the student. It is the student's responsibility to comply with the application deadlines, to understand the terms of the loans, and to be aware of course loads required to maintain deferral status.

Contact the Office of Graduate Student Financial Services at (651) 962-6594 for notification schedules for Stafford and SELF loans or e-mail financialaid@stthomas.edu.

VII. STUDENT RIGHTS AND RESPONSIBILITIES

The Student Policy Book is a general guide to the policies, procedures and rules at the University of St. Thomas. Students should read the Policy Book carefully and are responsible for its contents. The Graduate Student Life Policy Book in its entirety can be accessed on the web at www.stthomas.edu/policies/graduate_student_book.

A. Student Records and Privacy

Notification of Rights as Required by the Family Education Rights and Privacy Act of 1974, as Amended (Revision of 8/01/02, by the University Registrar)

The University of St. Thomas is required to annually provide this notice by any means that are reasonably likely to inform those who have rights under the Act.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the university registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the university registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of St. Thomas to comply with the requirements of FERPA.

The complete FERPA policy is available at www.stthomas.edu/registrar/policies/privacy/annualnotice2.htm.

Directory Disclosure

Directory information may be released without the written consent from the student, unless the student specifies to the contrary as described below. Categories include your name, address, telephone number, class, current schedule of classes, dates of attendance, degree and awards and other schools attended.

To withhold certain categories of directory information from the public, the student normally must file a form available in the Office of the University Registrar within one week from the beginning of the fall semester (or the semester in which the student enters). The order for withholding will remain in effect until the student rescinds it in writing. The form for withholding directory information will inform the student of some possible consequences. For example, if the student's name is withheld, he or she cannot participate in intercollegiate athletics where team rosters are published, or commencement ceremonies. Graduate students will fill out this form in their respective graduate offices.

B. Code of Conduct for Graduate Students

The University of St. Thomas is a private, Catholic, liberal arts community. As such, it expects all members of its community, regardless of age, to act reasonably, maturely, and appropriately at all times both on and off campus. Students are subject to disciplinary sanctions for conduct that occurs on and off campus when that conduct is detrimental or disruptive to the purposes or goals of the university. Actions that constitute misconduct include:

- Actions that violate the human rights of any student or member of the university community;
- Conduct, on or off campus, that is detrimental to the good of the university or which discredits the university;
- Misrepresentation or academic dishonesty;
- Unauthorized taking or possession of university property or services or the property or services of others;
- Intentional damage to or destruction of university property or the property of others on university premises;
- Excessive consumption of alcoholic beverages that results in irresponsible behavior;
- Possession, use, or trafficking of illegal drugs;
- Possession or use of explosives, fireworks, firearms, knives, or other dangerous weapons or materials on university property;
- Gambling on university premises;
- Failure to comply with the directives of the university officials and their authorized agents acting in the performance of their duties;
- Violations of federal, state, and city laws or ordinances;
- Sanctions for violations of rules of conduct include expulsion, suspension, residence hall eviction, conduct probation, written warning, fines, or reimbursement for damages.

C. Sexual Violence Policy

Under Minnesota law, sexual violence is a criminal act. At St. Thomas, sexual violence is defined as any act of violence or force committed without the complainant's consent, for the purposes of satisfying the actor's sexual or aggressive impulses, including, but not limited to, contact of a person or a person's clothing in the genital, groin, inner thigh, buttocks, or breast areas, or the use of threat of force or coercion that requires the victim to commit or submit to any kind of attempted sexual act.

Victims of sexual violence should immediately call 911 on the nearest phone and report the incident. As soon as possible, the victim should contact St. Thomas Safety and Security Department at (651) 962-5100. The security guards will contact the most appropriate university official.

D. Sexual Harassment Policy

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

The University of St. Thomas condemns and opposes any behavior on the part of any of the members of its community that constitutes sexual harassment. Any infraction of this policy should be brought to the attention of the program director who will assist the victim in selecting from a number of options available for resolution.

E. Classroom Conduct

All students at the University of St. Thomas are entitled to a supportive learning atmosphere. Students who disrupt the class will be asked to modify their behavior, and may be asked to leave the course.

F. Grievance Committee

The Grievance Committee of the university is available to ensure that student rights are protected. The entire Grievance Process, Grievance Procedure diagram and Appeal Procedure are available on the web at www.stthomas.edu/policies/graduate_student_book.

Students who believe they have been aggrieved according to the specifications in the "Statement of Student Rights and Responsibilities" should utilize the following process to resolve that grievance. In the governance of a college there is a chain of command. Grievances should be first discussed with the alleged aggrievor and if the grievance is unresolved, the student should proceed up the chain of command until the grievance has been satisfactorily settled. Any student who feels aggrieved may consult with the Dean of Student Life concerning the process and the procedures. All persons who become involved in the process will attempt to resolve the grievance prior to any formal Grievance Committee hearings.

The Grievance Committee will hear any case in which a student thinks one of the rights listed in the Statement of Student Rights and Responsibilities has been denied. The Grievance Committee will consider only whether the challenged action or decision by a member of the faculty, administration, student body or any agency of these groups was unfair (arbitrary) or capricious.

The committee will first examine the facts presented (in writing) by the student. If the committee judges that there is sufficient evidence, it will investigate the matter and hear testimony. If the Grievance Committee decides that the student's complaint is justified, it will discuss the matter with the person or persons concerned and determine the means to ensure the student's rights. The decision of the Grievance Committee will be binding on all parties concerned unless the decision is appealed to the executive vice president.

G. Academic Integrity

Academic Integrity

Academic integrity is defined as honesty. It does not allow cheating or plagiarism.

Plagiarism

Dishonesty of any kind in relation to academic work threatens the integrity of the academic enterprise and is unacceptable at the university. Such dishonesty includes cheating on examinations, plagiarism, ghost writing, and falsifying official information requested by the university concerning one's academic background or status.

According to Webster's Third New International Dictionary, plagiarism means "to steal and pass off as one's own the ideas and words of another; ...to present as new and original an idea or product derived from an existing source." You commit plagiarism whenever you use a source in any way without indicating that you have used it. If you quote anything at all, even a phrase, you must put quotation marks around it, or set it off from your text; if you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends; if you use an author's idea, you must say that you are doing so. In every instance, you also must formally acknowledge the written source from which you took the material. Ghost writing is preparing work for another or having another prepare one's own work.

In the Case of Academic Dishonesty

When a graduate student is found to be in violation of this provision, academic penalties may be prescribed by the instructor of the course in question, including—but not restricted to—the requirement of additional work, the assignment of a failing grade on the work in question, or a failing grade for the entire course. The student has the right to appeal the instructor's decision to the program director, and if still dissatisfied, to the dean of the Graduate School of Arts and Sciences. In the event the instructor is the director, first appeal will be directed to the dean.

If the faculty member bringing the charges believes that suspension from the university is justified, he/she will send a written request to the dean who will meet, together with one member of the graduate faculty chosen by the instructor and one chosen by the accused student, as a hearing panel to hear arguments from the instructor and student.

If the panel rules for suspension by a majority vote, the dean will order the suspension. The student has the right to appeal to the appropriate graduate student advisory committee, which shall either uphold the hearing panel, or overrule it, providing the panel with a written statement of reasons. If overruled, the panel may appeal to the president of the university, who will meet with the hearing panel and two representatives of the student committee. The decision of the president is final.

In the Case of Falsifying Official Information

When a graduate student is found to have submitted falsified academic or other information for his or her admission to the program, the administrative official responsible will prepare a report and meet with the dean of the Graduate School of Arts and Sciences and the accused student to determine whether the violation merits suspension from the university. The accused student may appeal such a decision to the student advisory committee, which shall either uphold the

decision of the administrators, or overrule them, providing the administrators with a written statement of reasons. If overruled, the administrators may appeal to the president, who will meet with the administrators and two representatives of the student committee. The decision of the president is in all cases final.

Grievance Policy and Committee

There is a committee of the university called the Grievance Committee which is available to ensure students' rights. The committee is composed of three administrators and graduate faculty representatives. Annually, one of the faculty members is elected as chair. Each panel selected to hear an individual case will consist of one student member, one administrator member, one faculty member and the chair, who is non-voting, who will preside at meetings and who will see that parties involved are given a fair and impartial hearing. The chair may take part in the questioning and discussion. Once a panel has been selected all of those voting members plus the chair must be present in person to hear the case.

Discipline Policy and Committee

The Committee on Discipline shall be the board of appeal for all decisions regarding academic misconduct which are reached at an administrative level by the dean of the College (or designee) and for all decisions regarding violations of the Rules of Conduct which are reached at an administrative level by the dean of student life (or designee). (Further explanations and procedures regarding the Committee on Discipline are located in the Undergraduate Handbook.)

Institutional Review Board (IRB) for the Protection of Human Research Subjects

The mission of the IRB at the University of St. Thomas is to assist faculty, staff, and student researchers in meeting the highest ethical and professional standards for the use of human subjects in scientific research. Research involving human subjects may not begin prior to IRB review and approval. Student researchers are advised to consult with a faculty advisor and secure the needed forms and other information from the IRB web site (<http://www.stthomas.edu/irb>) early in the research planning process.

H. Responsibility for Personal Safety

While the University of St. Thomas can assume no responsibility for risks associated with participation in programs or activities, the university attempts to provide a safe environment for its students. Historically, few students have been injured while participating in program-related activities, yet non of us are immune to injury in the course of our daily lives, work, play, or field of study. Each student should conduct himself or herself using due and reasonable care in his or her actions. Student status creates no "special" relationship between the student and the university, and the university is not a "custodian" of the safety of students.

APPENDIX A

APPLICATION FOR GRADUATION

Return to:

Graduate Program in Art History

University of St. Thomas
 Mail #57P
 2115 Summit Avenue
 St. Paul, MN 55105-1096

Deadlines: December Graduation—September 15
 May Graduation—February 15

Last Name	First Name	Middle Name or initial	
Address			
City		State	Zip
Social Security #		Home Phone	
UST ID #		()	
Graduation Date: December, Year _____ May, Year _____			
List other degrees received: College/University		Degree and date received:	
_____		_____	
_____		_____	
_____		_____	

Address to which diploma should be mailed:

Address		
City	State	Zip

Name as you wish it to appear on the diploma:
Phonetic spelling of name
Will you be attending commencement?
Student Signature

Cap/Tam and Gown Information:

Height	Weight
--------	--------

APPENDIX B

**The University of St. Thomas Master of Arts in Art History Program
ESTABLISHMENT OF GRADUATE COMMITTEE**

APPROVAL OF QUALIFYING PAPER PROSPECTUS

DUE BY THE END OF THE FIRST WEEK OF CLASSES

(of the semester in which you are registered for the qualifying paper course)

Student Name _____

Address _____

Phone (work) _____ **(home)** _____

I have discussed my research with, submitted my prospectus to, and request that the following graduate faculty comprise my committee for the qualifying paper. The two committee members, excluding the advisor, will consist of my oral examination committee for the final oral.

GRADUATE COMMITTEE CHAIR: _____
Faculty name

Prospectus Approval:

Faculty signature *date*

GRADUATE FACULTY COMMITTEE MEMBER: _____
Committee member name

Prospectus Approval:

Faculty signature *date*

GRADUATE FACULTY COMMITTEE MEMBER: _____
Committee member name

Prospectus Approval:

Faculty signature *date*

DIRECTOR OF GRADUATE STUDIES:

Prospectus Approval:

Faculty signature *date*

APPENDIX C

The University of St. Thomas Master of Arts in Art History Program

FINAL APPROVAL OF ORAL EXAMINATION

DUE ONE MONTH PRIOR TO INTENDED DATE OF GRADUATION

Student Name _____

Address _____

Phone (work) _____ **(home)** _____

GRADUATE PROGRAM IN ART HISTORY COMMITTEE ACTION:

GRADUATE COMMITTEE CHAIR:

Faculty signature _____
date

Print name

GRADUATE COMMITTEE MEMBER:

Faculty signature _____
date

Print name

GRADUATE COMMITTEE MEMBER:

Faculty signature _____
date

Print name

_____ **Pass**

_____ **No credit (R)**

APPENDIX D

The University of St. Thomas Master of Arts in Art History Program

FINAL APPROVAL OF QUALIFYING PAPER

DUE THE LAST DAY OF THE SEMESTER'S EXAM PERIOD

(See student handbook for dates of initial submissions of qualifying paper to advisor and for procedures for re-submission.)

Student Name _____

Address _____

Phone (work) _____ **(home)** _____

GRADUATE PROGRAM IN ART HISTORY COMMITTEE ACTION:

GRADUATE COMMITTEE CHAIR:

Faculty signature _____ *date*

Print name

GRADUATE COMMITTEE MEMBER:

Faculty signature _____ *date*

Print name

GRADUATE COMMITTEE MEMBER:

Faculty signature _____ *date*

Print name

_____ **Paper approved**

_____ **Paper is not approved**