

MA Graduation Check List

(see department website <http://www.uic.edu/depts/arch/ah/policiesproceduresma.shtml> and Graduate College website <http://grad.uic.edu/cms/?pid=1000043> for complete information))

Minimum number of semester credit hours required: 36 credit hours

Minimum Grade Point Average required: 3.0

Maximum time to complete degree: 5 consecutive years following initial registration

Only 400 and 500-level courses count for graduate credit

Coursework:

Required courses: AH 510 _____ AH 511 _____
semester date semester date

16 hours at the 500 level (minimum of 4 4-semester hour courses including AH 510 and 511, excluding AH 590 & AH 598):

_____ course number, semester date _____ course number, semester date

Faculty and course distribution requirement:

Beginning Spring Semester 2009, all MA students who enter the program are required to take

1. courses from at least 4 different tenured and tenure-track UIC Art History faculty members and
2. at least one course in each of the following areas:
 - Pre-Modern (Ancient Medieval/Early Modern: to 1800)
 - Modern (Modern/Contemporary: from 1800 to present)
 - Non-Western (Africa/Asia/Indigenous Americas)

_____ course number, semester date _____ course number, semester date

_____ course number, semester date _____ course number, semester date

_____ course number, semester date _____ course number, semester date

Foreign language requirement passed _____
language, date passed

If **THESIS** (must have completed all requirements):

- minimum of 5 credit hours (AH 598); maximum of 8 credit hours _____

OR

If **TWO-PAPER OPTION:**

- 1-4 credit hours (AH 590)

THESIS OPTION:**Advisor and Thesis Committee**

No later than the 12th week of the semester preceding intended graduation, students who have selected the Thesis Option:

- formally choose a thesis advisor and two additional members of the Thesis Committee. Though it is common to select all three members of the Thesis Committee from the Art History faculty, one member may be drawn from outside the department or university;
- notify (in writing) the DGS of the intent to write a thesis and provide the names of the Thesis Committee members. The DGS and the Graduate College must approve the membership of the committee;
- discuss the scope and direction of the thesis with the thesis advisor and produce a thesis proposal. The student should meet with the committee as soon as possible after the completion of the proposal to obtain their approval before beginning the process of research and writing;
- submit names of Thesis Committee members to the Graduate College for approval and official appointment (form on Graduate College website under downloadable forms:
<http://grad.uic.edu/pdfs/CommRecForm.pdf>)

Thesis Semester Credit Hours

Minimum of 5 cr hr in AH 598 (thesis research) required _____

No more than 8 hours of AH 598 can be applied to the degree. To register for AH 598, students must have successfully completed all course requirements including the foreign language requirement, passed the Comprehensive Examination, and submitted the Committee Recommendation Form.

Completion of Thesis

- The **thesis draft** must be complete and distributed to the full committee no later than the first Friday of the semester in which the student intends to graduate. The thesis draft must be approved by the advisor prior to its distribution to the full committee.
- To declare your **intention to graduate** for a certain term, you must submit the Pending Degree List form (<http://osssorawebprod2.admin.uillinois.edu/webforstudent/graduationpd13.asp>). The Pending Degree List form may be submitted from the start of registration for your graduation semester until the Friday of the third week of fall and spring semester or second week of the summer semester.
- A **final revision** is expected by the sixth week of the semester. Students should allow two to three weeks turnaround time by committee members for each thesis draft and should also be aware that committee members routinely require extensive revision and rewriting of the thesis drafts before final approval.
- The **oral defense** of the thesis will take place after the committee has approved the final draft of the thesis. The committee members will attend the defense, which will take place no later than 3 weeks after the final version of the thesis has been approved.
- The **deadline to submit** the final, approved thesis for graduation is normally the tenth week of the semester (sixth week of summer semester). Most Art History faculty are on 9-month teaching contracts and do not supervise theses in the summer. Check with your thesis advisor.

TWO-PAPER OPTION

Must have completed all requirements and passed comprehensive MA examination.

Two Papers

Students who select the Two-Paper Option must submit two substantial research papers written in graduate courses taken at UIC or at a CIC institution. Qualifying papers should be based on two different seminar papers or one seminar paper and one independent study paper. Each paper should be at least equivalent in quantity and quality to an excellent seminar paper and should use primary sources, ask critical questions of the material being presented, and be potentially useful for other scholars. No additional course credit is granted for these papers.

Readers

No later than the 12th week of the semester preceding intended graduation, students who have chosen the Two-Paper Option:

- formally select two professors to read each paper: the professors for whom the papers were written whether from Art History or from another department. At least one of the readers must be from the Department of Art History. The same two professors may serve as readers for both papers;
- notify (in writing) the DGS of the intent to choose the Two-Paper Option and provide the names of the faculty members who originally assigned the papers and of any additional readers. Complete the departmental Two-Paper Option form (available in the Art History office) and give it to the DGS. It will be placed in your file for reference.

Registration

Students who select the Two-Paper Option may register twice for AH 590 MA Paper Research (0 credit hours). Registration is not required but does entitle students to registered student status.

Completion of Two Papers

- A **draft** must be distributed to the respective primary reader of each paper no later than the first Friday of the semester in which the student intends to graduate. Each draft must be approved by the respective primary reader prior to its distribution to the second readers. Students should allow two to three weeks turnaround time by readers for each paper draft and should also be aware that readers routinely require extensive revision and rewriting of drafts before final approval.
- To declare your **intention to graduate** for a certain term, you must submit the Pending Degree List form (<http://ossorawebprod2.admin.uillinois.edu/webforstudent/graduationpdl3.asp>). The Pending Degree List form may be submitted from the start of registration for your graduation semester until the Friday of the third week of fall and spring semester or second week of the summer semester.
- Both **papers should be completed and approved** by all readers by the tenth week of the semester. The departmental Two-Paper Option form must be signed by all readers and given to the DGS.

LEAVE OF ABSENCE

Except for international students whose visas require continuous registration, and doctoral students who have passed their preliminary exams, graduate degree-seeking students may take one semester (fall or spring) plus the summer session off without formal leave approval from the Graduate College. Degree students who desire to take an additional consecutive semester off, for a total maximum of 3 consecutive terms, must file a Graduate Petition for Leave of Absence by the tenth day of the third term for which leave is requested. For exceptions to this policy, please consult the Graduate College catalog (<http://www.uic.edu/gcat/GS.shtml#f>).

NOTE: Time spent of leave formally approved by the department and the Graduate College does not count towards the time to complete the degree.