

**Department of Art History and Archaeology
Ph.D. Student Handbook
2011-2012**



**Columbia University in the City of New York
826 Schermerhorn
119th Street & Amsterdam Avenue
New York, New York 10027**

Table of Contents

PREFACE	3
PROGRAMS AND REQUIREMENTS IN THE DEPARTMENT OF ART HISTORY AND ARCHAEOLOGY.....	4
PhD Program	4
MA requirements (4); MPhil Requirements (6); PhD Requirements (8)	
Suggested Structure of the PhD Program (Chart)	10
Fulfilling the Language Requirements	11
REGISTRATION AND COURSE INFORMATION	
Advising	13
Registration	15
Leave of Absence and Withdrawal	16
Cross-Registration at Other Institutions	16
Academic Records	17
Course Categories	17
Grading Options	19
Summer Session	19
FINANCIAL AID	20
Multi-Year Fellowships	20
Teaching and Curatorial Fellowships	20
Summer Travel Grants	22
Dissertation Fellowships	22
M&F Grants	24
Conference Travel Funds	24
Campus Employment	24
ADDITIONAL RESOURCES	26
Departmental Resources	26
University Resources	27
Outside Resources	28
Research Abroad	29
APPENDICES	30–46
Appendix A: MPhil Programs	30
Appendix B: Oral Examination Guidelines	35
Appendix C: Teaching Guidelines	43

Preface

The Graduate Student Handbook is intended to explain the structure and requirements of the graduate art history program and inform students of resources available to them, but it is not a substitute for the information provided on the website for the Graduate School of Arts and Sciences: <http://www.columbia.edu/cu/gsas/index.html>. General University policy, official program descriptions and course listings are presented in detail on the website. Where appropriate and useful, references to specific portions of the website are provided.

For additional information about University resources and services, students should obtain a copy of *FACETS: Facts About Columbia Essential to Students*; a comprehensive guide to University resources, updated yearly. FACETS may be obtained at <http://www.columbia.edu/cu/facets/>.

Programs in the Department of Art History and Archaeology

PhD Program

The PhD Program is completed in three stages: the Master of Arts (MA) degree, the Master of Philosophy (MPhil) degree, and, finally, the Doctor of Philosophy (PhD) degree.

Art History and Archaeology students are admitted under several areas of specialization: History of Western Art (includes Western Medieval; Byzantine; Italian, French, and British Renaissance and Baroque art; Northern Renaissance art; 18th-, 19th-, and 20th-Century European art; American art; and the history of photography); Ancient art and archaeology (includes Aegean, Greek, Roman, and Ancient Near Eastern art and archaeology); East Asian art and archaeology; South Asian art and archaeology; Pre-Columbian art and archaeology; African art and archaeology, Native American art and archaeology, and the History of Architecture. These programs are detailed in *Appendix A*.

Within individual programs, students develop a primary field of specialization, the major, and a secondary field of study, the minor (or minors for East Asian art and archaeology). Students design their primary field in consultation with their advisors and the Director of Graduate Studies. These fields of study are the subject of the MPhil examination (see *Orals Guidelines, Appendix B*); the dissertation topic is usually related to the primary field.

PhD Program: MA Requirements

PhD students are expected to complete all requirements for the MA degree before the end of their first year in the program; they should register for a full Residence Unit (RU) each semester of the first year.

Coursework

Students are required to take a total of eight courses for the MA. In choosing their courses, students should also consider the requirements for the MPhil program described later in the Handbook.

- All students in the PhD program must take the Proseminar in art-historical theory and method (Art History G6009) in the first term in which they are enrolled.
- Also required for the MA are two graduate seminars and five lecture courses at the 3000, 4000, or 6000 level (no more than two courses at the 3000 level, no courses at the 8000 or 9000 level).
- No more than two of the required lecture courses (3000, 4000 or 6000 level) may be taken for "R" (registration) credit and count toward the MA.
- With the consent of their advisors, students may take courses in other departments in the history, culture, literature and philosophy of their area of interest. Interested students may also want to explore the

possibility of obtaining a certificate from the Institute for Comparative Literature and Society:
<http://www.columbia.edu/cu/icls/programs/grad/intro/index.html>

First-year PhD students are not permitted to participate in the Inter-University Doctoral Consortium.

To ensure permission to continue with the program, students are urgently warned against the accumulation of incompletes in their MA coursework. (see section: Incompletes on p. 14)

Language Requirement

A reading knowledge of one foreign language relevant to their program of study must be demonstrated in order to complete the MA. For specific information on fulfilling the language requirement, see the section entitled *Fulfilling Language Requirements* later in this handbook (pp. 11–12).

Qualifying Paper

In lieu of a separate MA thesis project, students must file with the Department a paper written for one of their seminar courses, taken in any semester of their first year (the same paper must be submitted to both readers). This paper should be approved in writing by both the seminar instructor and one other member of the full-time faculty. (The statement "Approved for the MA degree" followed by the professors' signatures and a date on the cover sheet will suffice). If the paper topic is outside the areas of specialization of other full-time faculty, the second reader may be an adjunct faculty member. The qualifying paper is not required to be any longer or more elaborate than a standard seminar paper, although both readers must approve it and may request revision.

Students should submit their completed, approved qualifying paper to the Graduate Student Coordinator by the first day of the month in which they expect their degree (e.g., May 1st for the May degree at the end of the first year, October 1 for the October degree at the beginning of the second year).

First-Year Evaluation

A review of all first-year students is undertaken at the end of the spring term. Students should complete all MA requirements (including qualifying paper) by May 1st of the second term. Failure to do so may delay departmental approval for a student to continue past the MA degree and may have an impact on fellowship decisions.

Completion of MA Requirements

Students must complete all requirements for the MA degree by the end of the summer of their first year, have completed all incompletes (see section: Incompletes on p. 14), and be given a favorable first-year evaluation before registering for further Residence Units beyond the two required for the MA degree.

Receiving Your Degree

Students complete a 1-page degree application (see: <http://www.columbia.edu/cu/registrar>) near the end of the semester prior to the one in which they expect to fulfill the requirements for the MA. Consult <http://www.columbia.edu/cu/registrar> for specific application deadlines and degree dates. Students should submit the completed application to the Student Coordinator. Ph.D. students may participate in the MA degree convocation in May of the academic year in which they receive the degree. The MA diploma can be picked up in 201 Kent Hall; it will be mailed to the address indicated on the degree application if it is not picked up.

Advanced Standing

The Department of Art History and Archaeology does not generally offer Advanced Standing to students. In rare instances, exceptions have been made (please consult the DGS).

MPhil Requirements

Requirements for the MPhil degree vary by program subject area. All programs require a minimum of ten courses beyond the MA (usually 5 seminars and 5 electives, of which three electives at most may be taken for "R" credit), the MPhil oral examination, and proficiency in languages in relation to their subject area.

For detailed descriptions of the MPhil program subject areas, see the listings in *Appendix A*.

While each of the MPhil program subject areas has specific coursework requirements, the Department encourages students, after consultation with their advisors, to take a wide variety of courses, including relevant courses offered by other departments, and where appropriate, courses outside the University.

For a schematic summary of all MPhil program requirements, refer to the *Suggested structure of the PhD* chart on page 9.

Second Year (First year of MPhil Program)

In the second year, students should continue their coursework while beginning to formulate their MPhil fields of specialization and their dissertation topic in consultation with their advisor. Students should enroll either in a seminar related to their dissertation interests or for an independent research (G8010) tutorial with an appropriate member of the faculty.

Students are encouraged to travel during the summer following their second year to research the feasibility of their dissertation topic.

Second Year Evaluation

MPhil Students will be reviewed in their fourth semester in the program. In preparation for this review (which will take place in late April or early May), all second-year students will meet with the Department Chair and the Director of Graduate Studies to discuss the progress they have made and their preferred fellowship assignments for the following year. Students should also meet with their advisor to discuss progress, coursework, and teaching assignments and their ideas for a possible dissertation. Students must clear all incompletes (see p. 14) before registering for the third year.

Third Year (Second Year of MPhil Program)

In the third year, students complete all course and language requirements by April 1st as well as prepare for the MPhil oral examination, normally taken by mid-April. Students who are sitting for the exam at an earlier time must also fulfill all MPhil requirements, including any incompletes, prior to scheduling the exam.

Candidates for the MPhil oral examinations are encouraged to continue taking courses relevant to their special interests within the Department and the University. They should also seek frequent guidance from the faculty in the major and minor fields of the MPhil oral examination.

Language Requirements

The MPhil requires demonstration of proficiency in one foreign language in addition to the one required for the MA, except in specific areas (see *Appendix A*) with additional requirements. Proficiency in additional foreign language(s) must be attained prior to taking the MPhil oral examination. In exceptional cases, the completion of the last required foreign language, if more than two languages are required, may be delayed beyond the Oral examination if approved by the Director of Graduate Studies prior to the scheduling of the exam. However, the MPhil degree cannot be granted until all requirements have been fulfilled. For information on requirements for specific programs, see the section entitled *Fulfilling Language Requirements* later in this handbook.

The MPhil Examination (Orals)

Prior to scheduling their MPhil oral examination, students should consult the Graduate Student Coordinator to ensure that they have fulfilled all requirements; the MPhil oral examination takes place only at the completion of all other MPhil requirements. The duration of the exam is 2 hours; there are two faculty examiners in the primary field and one in the secondary field.

The candidate will be examined in the primary field (major) and a secondary field (minor) with the intention of testing broad areas of knowledge. Students declare both primary and secondary fields in consultation with their advisors and the Director of Graduate Studies. While students may make suggestions, the advisor is responsible for nominating members of the examination committee.

Consult the Graduate Student Coordinator for the necessary committee nomination and scheduling forms, which are due on December 1st prior to the spring in which the exam takes place (or September 1st for a fall exam). Guidelines for the MPhil oral examination are available in the Department office and on the Departmental web site.

Please consult *Orals Examination Guidelines (Appendix B)* for more information about the exam.

Developing Dissertation Topics

Students are expected to present a dissertation proposal **within six months** of the completion of the oral examination. The dissertation proposal conference may be held only after a successful MPhil examination. 8000- and 9000-level independent reading and research courses are designed specifically for the exploration and the development of dissertation topics. The summer travel grant offers an opportunity to investigate possible dissertation topics. Students are encouraged to apply for the departmental summer travel grant for the summer following their second year. In addition, the Department sponsors dissertation workshops/colloquia for students, which are usually taken toward the end of their coursework.

Completion of MPhil Requirements

Virtually all departmental fellowship support after the sixth term is contingent upon satisfactory completion of the MPhil degree and successful defense of the dissertation proposal. Those who have not completed all MPhil requirements by April 15 of the sixth term may not be considered for preceptorships for the following year.

Receiving the MPhil Degree

The Student Coordinator prepares the application for the MPhil degree and obtains the Department Chair's approval upon completion of all program requirements. Consult the current academic calendar for degree conferral dates. Recipients of the MPhil degree do not participate in convocation or commencement; they do however receive a diploma, which should be picked up in 201 Kent Hall (phone #854-5596). The diploma will be mailed to the address on file with the Department office if not picked up in person.

PhD Requirements

Once students have completed the MPhil degree, they should begin to develop the primary requirement of the PhD, the dissertation.

The Dissertation Proposal

Students are expected to present their dissertation proposal within six months after completion of the MPhil oral examination. The dissertation proposal must be presented to and approved by a committee of three members of the department faculty, including the faculty member who will serve as the student's sponsor. Approved dissertation proposals are submitted to the Graduate Student Coordinator to be put on file and made available to other graduate students. In addition, a copy is submitted to the Dissertation Office at the Graduate School of Arts and Sciences. Every fall term, the department sends information on dissertations in progress to the College Art Association for publication in the Art Bulletin.

See the Graduate Student Coordinator to schedule presentation of the dissertation proposal.

The Dissertation

The dissertation is to be prepared and defended in accordance with the regulations of the Graduate School of Arts and Sciences. Questions regarding dissertation format, defense, and deposit should be addressed to the Dissertation Office, 108 Low Library (phone #854-2854). A handout outlining instructions is available from this office and on the GSAS web site:

<http://www.columbia.edu/cu/gsas/pages/cstudents/diss-office/dissertation/index.html>.

The doctoral examination ("defense") is scheduled by the Dissertation office of the GSAS. It is comprised of the two faculty members who have served as advisors and readers over the course of drafting and refining the dissertation and three other faculty members, two of whom must come from outside the Department of Art History. Occasionally, specialists from outside the University may be asked to serve as an examiner at the discretion of the student's advisor in consultation with the Director of Graduate Studies. Note that there are exceedingly limited funds available for travel reimbursement.

The dissertation defense committee is chosen by the advisor/sponsor in consultation with the Director of Graduate Studies and the Dean of the GSAS. Students do not participate in the selection of the dissertation defense committee.

Students are expected by GSAS to complete the dissertation within four years of the completion of the MPhil degree. Extensions may be granted only with the approval of the sponsor, Chair, and the Dean.

Progress Reports

The Graduate School of Arts and Sciences requires that all PhD students in their 2nd year or beyond complete reports on the progress of their dissertation research each year by March 15. Progress reports are completed entirely online through SSOL.

Dissertation Defense

The dissertation defense is scheduled through the GSAS Dissertations Office, 107 Low Library (phone #854-2854). Students must submit an "Application for Defense" form to the Art History Department several months before they plan to defend to allow adequate time for scheduling the defense date.

- Students are not eligible to apply for the final defense unless they register for either a Resident Unit, Extended Residence, or Matriculation & Facilities in the semester of distribution. If the student holds a teaching or research position, he or she must be registered for Extended Residence.

For additional information regarding degree requirements for the MA, MPhil, and PhD, refer to the *GSAS Bulletin*.

Suggested Structure for the PhD Program

<p style="text-align: center;">First year</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;">Fall</td> <td style="text-align: center; vertical-align: top;">Spring</td> </tr> <tr> <td style="text-align: center;">Proseminar</td> <td style="text-align: center;">Seminar-E</td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;">Lecture-E</td> </tr> <tr> <td style="text-align: center;">Lecture-E</td> <td style="text-align: center;">Lecture-E</td> </tr> <tr> <td style="text-align: center;">Lecture-R</td> <td style="text-align: center;">Lecture-R</td> </tr> </table> <p>Apply for M.A. degree by August 1 of the year following entry into the Ph.D. program (unless Advanced Standing has been granted)</p> <p>Deposit M.A. Qualifying Paper by August 1 of the year following your entry into the Ph.D. program.</p> <p>PASS AT LEAST ONE LANGUAGE EXAM</p> <p>Students do not have any service assignment in the first year (unless Advanced Standing has been granted).</p>	Fall	Spring	Proseminar	Seminar-E	Seminar-E	Lecture-E	Lecture-E	Lecture-E	Lecture-R	Lecture-R	<ul style="list-style-type: none"> * All first-year students are required to take at least one graduate-level course in Western art history and one graduate-level course in Non-Western art history for a grade before applying for the M.Phil. degree. (Look also at the distribution requirements for the particular M.Phil. program). Think about major and minor fields. * For the M.A., students may apply a maximum of two 3000-level courses to the degree. * Ph.D. students in the M.A. stage may take up to two courses for R-credit, which will count toward the total of eight required courses. * Two examiners must read and sign off on the M.A.-qualifying paper. * Apply for a GSAS Summer Travel Grant for language study and/or research through the Department.
Fall	Spring										
Proseminar	Seminar-E										
Seminar-E	Lecture-E										
Lecture-E	Lecture-E										
Lecture-R	Lecture-R										
<p style="text-align: center;">Second year</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;">Fall</td> <td style="text-align: center; vertical-align: top;">Spring</td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;">Seminar-E</td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;">Seminar-E</td> </tr> <tr> <td style="text-align: center;">Lecture-E</td> <td style="text-align: center;">Lecture-E</td> </tr> <tr> <td style="text-align: center;">Lecture-R</td> <td style="text-align: center;">Lecture-R</td> </tr> </table> <p>Teaching or curatorial fellowship assignments</p> <p>PASS SECOND LANGUAGE EXAM</p> <p><u>Note:</u> Specific courses and language requirements may vary slightly by M.Phil. program. Consult M.Phil. program descriptions in the Ph.D. Student Handbook for the respective requirements.</p>	Fall	Spring	Seminar-E	Seminar-E	Seminar-E	Seminar-E	Lecture-E	Lecture-E	Lecture-R	Lecture-R	<ul style="list-style-type: none"> * Most M.Phil. programs require a minimum of five seminar courses for E-credit and allow up to three lecture courses to be counted for R-credit. * Second-year students are encouraged to begin formulating dissertation topics and optional bibliographies for oral exams. * In the summer following the second year, students are encouraged to investigate possible dissertation topics by travelling to assess archival resources, museum collections, and to meet scholars in the field. * Apply for a GSAS Summer Travel Grant through the Department.
Fall	Spring										
Seminar-E	Seminar-E										
Seminar-E	Seminar-E										
Lecture-E	Lecture-E										
Lecture-R	Lecture-R										
<p style="text-align: center;">Third year</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;">Fall</td> <td style="text-align: center; vertical-align: top;">Spring</td> </tr> <tr> <td style="text-align: center;">Seminar-E</td> <td style="text-align: center;"><i>Take Oral Exam</i></td> </tr> <tr> <td style="text-align: center;">Lecture-R</td> <td style="text-align: center;">Apply for fellowships</td> </tr> </table> <p>Teaching or curatorial fellowship assignments</p> <p>PASS ADDITIONAL LANGUAGE EXAM(S) AS APPROPRIATE (SEE MPHIL PROGRAM REQ'S)</p>	Fall	Spring	Seminar-E	<i>Take Oral Exam</i>	Lecture-R	Apply for fellowships	<ul style="list-style-type: none"> * One seminar may be a 9000-level independent research project related to a student's prospective dissertation topic. * Students must complete coursework and <u>all</u> other M.Phil. requirements before sitting for the oral exam. * Students are encouraged to schedule the presentation of a dissertation topic to a committee of three faculty members (the defense of a dissertation proposal should occur no later than 7th semester). 				
Fall	Spring										
Seminar-E	<i>Take Oral Exam</i>										
Lecture-R	Apply for fellowships										

Post-MPhil:

- Post-MPhil students must register for Matriculation and Facilities (or Extended Residence if students hold a teaching fellowship) each semester prior to their dissertation defense.
- Post-MPhil students must submit reports on progress every year by mid-March after consultation with their advisors.
- Post-MPhil students must submit reports on progress every year by mid-March after consultation with their advisors.
- Post-MPhil students may apply for departmental teaching fellowships, which provide financial support and the experience of teaching Art Humanities, part of Columbia's undergraduate core curriculum.

Fulfilling Language Requirements

All programs in the Department of Art History and Archaeology require proficiency in languages relevant to their subject area. Students should consult with their advisors regarding languages required for their field. For PhD students, all language requirements are defined no later than the end of the first year. MA students should consult their advisor at the beginning of their first year to determine language requirements.

MA students must demonstrate proficiency in one language during their residence. PhD students are required to demonstrate proficiency in one language to earn the MA degree and additional language(s) as required for the MPhil (a minimum of two), although as many as five may be required in certain areas of study.

Departmental Language Examinations

Twice during each semester, exams are arranged by the Department for students to complete language requirements. Language examinations are offered regularly in French, German, Italian, and Spanish. Occasionally, depending on student demand and faculty resources, other languages are tested at this time (Dutch, Chinese, Greek, Latin etc.).

Language examinations are organized as follows:

- Students sign up for examinations with the Student Coordinator. There are four testing dates: September, December, January and May.
- The examinations are administered and graded by the Department.
- The faculty choose reading selections from various subjects and periods as deemed appropriate.
- The examinations have two parts, with different instructions (in each, accuracy is emphasized over speed):

Translation: translation into English with the aid of a dictionary.

Précis: a summary of the content and arguments of a text, completed without a dictionary (not a sentence-by sentence translation, but rather a paragraph-by-paragraph summary).

Students must pass both sections to satisfy the requirements for a specific language. If a student passes only one section, the second section must be passed at a later date. Students may take the exams as many times as necessary, to pass both sections. No student may schedule a dissertation proposal defense before completing all language requirements.

Certification for Other Languages

Languages not regularly examined by the Department may be tested by requesting an exam and taking it during the regularly scheduled language examination. Latin, Greek, and Portuguese examinations only may be taken in the respective departments at Columbia University. These Departments offer regularly scheduled language examinations, and will send a letter to the Art History Department stating the results of the exam. A student's advisor may, however, request that the exam be given within the student's home Department. Some MPhil programs (South and East Asian, for example) may require students to study the language for a number of semesters and show their proficiency by taking these language courses for letter grades, rather than sitting for a departmental language examination. In special cases, students may be granted exemption from a language based on advanced coursework completed prior to entering the program, or by having taken a language exam in an Art History Department during a prior graduate degree program.

These alternatives must be completed under the supervision of the student's advisor and the Director of Graduate Studies. Students should not assume that taking a language course or proficiency exam outside the Department will automatically satisfy the language requirement. Students should consult with the Director of Graduate Studies prior to such undertakings and inform the Student Coordinator. With the exception of the above-stated MPhil programs, language courses taken at Columbia or other institutions generally do not satisfy language requirements.

Students must prepare a letter to be signed by both their advisor and the Director of Graduate Studies stating that the alternative method has been approved for a department language requirement. This letter is to be filed with the Graduate Student Coordinator.

"Native Speaker" Language Exemption

Foreign students following a program related to their native culture, whose native language is not English, may be granted exemption from one of the language requirements. Please consult the Graduate Student Coordinator.

Registration Procedures & Course Information

Advising

Each student is assigned a faculty advisor upon entrance to the program. Advisors are responsible for approving and supervising students' individual programs and completion of requirements. Because of the importance of making appropriate and well-informed decisions, it is vital for students to keep in communication with their advisors. Any concerns about assignments should be addressed to the Director of Graduate Studies, Department Chair or Graduate Student Coordinator. The department asks each Ph.D. student to declare his or her advisor, and reciprocally asks professors to declare their acceptance of the student, by **May 1** of the first year. In some cases (for example, a professor's sabbatical during the student's first year), it will be necessary to delay the decision until December 1 of the second year. But rarely will it be delayed beyond that point. The advisor agrees to see the student through the oral examination for the M.Phil. degree. Usually, after a successful orals, the same advisor will continue to direct the Ph.D. dissertation. Sometimes there will be a change of advisor at an advanced stage, and some dissertations will be co-sponsored. These arrangements should be declared formally at the time of the defense of the thesis proposal. A new advisor declaration form should be submitted to the Graduate Student Coordinator in the event that a student switches his or her advisor.

Advisors and Registration

At each registration, students should visit with their faculty advisors to discuss and gain approval of their course schedules for the coming semester.

Registration Procedures

There are currently three different periods during which students may register for courses and registration status:

- Normal Registration takes place during a three-day period at the beginning of each semester.
- Pre-registration for continuing students takes place in the middle of April for the Fall semester and at the end of November for the Spring semester. Students should register during Pre-registration for the proper tuition category to insure timely disbursement of their stipends.
- Late Registration occurs during the first two weeks of class (the Registrar may assess a late fee during this period if registering for tuition category).

Please note that all forms of registration with the Office of the Registrar are conducted on-line. In-person registration should only occur when students have problems or bars to their registration and when registering for undergraduate and language courses.

Students should take the following steps to register:

- Obtain necessary forms including: the Add/Drop Form if registering for undergraduate courses, or courses that require special permission, and the latest schedule of departmental course offerings.
- Consult with primary advisor and the current GSAS Bulletin to determine the state of the student's academic progress within the program. Reminder: obtain advisor's approval of your course selection.

- Consult the on-line Directory of Classes for registration call numbers and course numbers necessary for the on-line registration process, and/or the Add/Drop Form. Reminder: obtain instructor approval for all undergraduate courses. Also: admission to graduate seminars is through application only. You cannot register yourself for a graduate seminar.
- Determine registration appointments by logging on to SSOL at <https://ssol.columbia.edu/>.
- After completing the above, students may register on-line by logging on to their SSOL at <https://ssol.columbia.edu/> during their registration appointments. Detailed instructions are available from the Registrar's Office. Please note that although registration is conducted on-line, students must receive full approval from their advisor for their program.

Adding and Dropping Courses After Registration

Once students are registered, there is a period during which they may add and/or drop courses without academic or financial penalty. Add/Drop period dates and deadlines are included in the current academic calendar. Additional questions related to adding and dropping should be directed to the Office of the Registrar, 205 Kent Hall.

Receiving Grades

Students may obtain their grades by logging on to their SSOL at <https://ssol.columbia.edu/>. Grades are entered into the Registrar's system within a day after the professor informs the registrar of the final grades. Grades are obtained by these means only.

R-credit

As noted above (and below), a limited number of courses may be taken for r-credit. Students should always discuss the requirements for earning the r-grade at the beginning of the semester. Ideally, these requirements should be put in writing, as in an e-mail. In order to register for a course for r-credit, a student must get the instructor to sign an R-credit form indicating that he or she approves the student taking the class for r-credit. The R-credit form is available in the GSAS Dean's office (109 Low Library) or the Department office (826 Schermerhorn Hall). This form should then be dropped off at the GSAS Dean's Office (109 Low Library) early in the semester. The student should also make a copy of this form for his or her own records.

Incompletes

Accumulation of incompletes is strongly discouraged. However, occasionally students who have completed most requirements for a course but require additional time to finish a major research project for exceptional reasons *satisfactory to the instructor* may request an incomplete. **Please note that by the beginning of any new academic year all incompletes from the previous year must have been cleared in order to register.** In any event, students are strongly encouraged to resolve all incompletes as soon as possible as they may affect their academic standing. **All incompletes that have not been resolved with a year's time will be automatically and irreversibly changed to Fs.** Students taking their MPhil examination must resolve all incompletes by April 1 of their third year or prior to the scheduling of their exam, whichever comes first.

Incompletes in courses must be replaced with letter grades within a year or they will be assigned an "F" by the Registrar.

Changing Grades

Incorrect grades resulting from clerical errors, completion of incompletes, etc., may only be changed by instructors. Faculty members complete Change of Grade Forms and submit them to the Department Office for grade correction.

Registration Classifications

Residence Unit (RU)

A Residence Unit (RU) is the basic classification of registration for students who are currently enrolled in courses at the University. Registering for full RU classifies student as full-time for the duration of the semester regardless of his/her actual course load.

A student registered for **one RU** in any given semester may take an unlimited number of courses without additional cost beyond regular tuition and fees (unless specific courses require additional fees). It is recommended that full-time graduate students take no more than four courses for letter grades per semester for the first two years of their required coursework.

- **PhD** students are expected to register for one RU each semester until they have completed six, regardless of their expected course-load. In exceptional cases, approved by the Director of Graduate Studies, students may register for 1/2 RU. Registration for a part-time residence unit will affect the student's financial aid eligibility (including becoming ineligible for departmental fellowships) and may affect their repayment of student loans. Consult the GSAS Director of Financial Aid at 107 Low Library.

Extended Residence (ER)

- **PhD** students who have completed the required six RUs and wish either to continue taking courses or hold university positions or fellowships must register for Extended Residence. Students who fulfill degree requirements, such as the MPhil examination, a language examination, or the dissertation proposal must be registered for Extended Residence during the semester they sit for an exam or defend the proposal.

- Students who take the MPhil examinations after completion of six RUs must register for ER in the semester they take the exam.
- Students defending their dissertations may register for M&F during the semester of distribution. If they hold a teaching appointment they must register for ER.

Matriculation and Facilities (M&F)

Students who have completed the MPhil but are not ready to defend their dissertations must register for Matriculation & Facilities each semester (unless they are registering for ER). This registration status allows students to use Columbia University resources (e.g., libraries, computer labs, etc.) without additional cost, but does not cover further the cost of coursework.

Continuous Registration Policy

All students pursuing a degree in GSAS must be continuously registered, meaning that they must register every fall and spring with the University in order to continue their program. Students who fail to register but wish to continue with the program will be charged a re-admission fee equivalent to the cumulative amount of M&F tuition for the number of semesters missed, unless they have been granted an official "Leave of Absence." This policy applies also to students who have withdrawn from the program but have worked on any degree requirements, including dissertation research.

This policy maintains even when students are not taking courses and/or are preparing their dissertations.

Additionally, students enrolled in the PhD program should enroll as "full-time students" until they have completed their MPhil. This is to ensure timely completion of course and program requirements as well as to prevent problems with financial aid eligibility, loan repayment, University housing, health insurance, and immigration status. For further information regarding registration status and policies, see the GSAS Bulletin.

Leaves of Absence & Withdrawal

Students who must interrupt studies for a compelling reason -- for example, sustained ill health -- may be granted a **leave of absence**. For more information on leaves of absence, see the GSAS Bulletin.

- Note that students on leaves of absence are not registered at the University for that time period and **may not use University facilities** (including the libraries and computer labs) for that period without making special arrangements with the Registrar's Office (which may require the payment of Matriculation and Facilities fees or the purchasing of library visitation passes through Butler Library).
- Fellowships, health insurance, health services, housing and other services will be terminated once a leave has been granted. Students going on a medical leave of absence should consult the Dissertation Officer in the Graduate School of Arts and Sciences prior to requesting a leave.

Students who **withdraw** from the program in the event of an emergency may be readmitted by submitting a simple form of readmission well before the beginning of the semester in which they intend to return. Students will need the full support of one faculty member who will inform the Director of Graduate Study that they will take on advisement/sponsorship of the student.

- Note that students who withdraw are not registered at the University for that time period and may not use University facilities (including the libraries and computer labs) and do not receive health insurance, housing or any other services from the University.
- Students who continue working on their dissertation or any other degree requirement will be charged retroactive M&F registration for the semesters during which they worked on these requirements, as deemed appropriate by the Graduate School of Arts and Sciences.
- Students who withdraw when there is no emergency will need to reapply to the program.

Cross-Registration with Other Institutions

Inter-University Doctoral Consortium for PhD Students

PhD students may supplement their course requirements through the Inter-University Doctoral Consortium (which includes the NYU-Institute of Fine Arts [IFA], City University of New York [CUNY], Fordham University, the Graduate Faculty at the New School University, Princeton University, Rutgers University, and Stony Brook University). GSAS allows a maximum of two courses to be credited toward the student's MPhil course requirements per semester, and it is expected that those classes taken are presently and in the near future not available at Columbia. This program does not operate during the summer.

- First-year students are not permitted to participate in the Inter-University Doctoral Consortium

To participate in the consortium, students must fill out an application, which is available from Craig Knobles, Administrative Aide in Student Services (302 Philosophy Hall). This application should be completed before, or during registration and copies returned to appropriate parties as indicated. For further information about the Inter-University Doctoral Consortium, see the GSAS Bulletin or contact Craig Knobles.

The Exchange Scholar Program for Ph.D. Students

In addition to the above-mentioned schools, PhD students have the opportunity to take courses through the Exchange Scholar Program at: Brown University, Cornell University, Harvard University, Massachusetts Institute of Technology, University of Pennsylvania, Yale University and a number of schools located outside the Northeast. This program does not operate during the summer.

To participate in the Exchange Scholar Program, students must fill out an application, which is available from Craig Knobles, Administrative Aide in Student Services (302 Philosophy Hall). This application should be completed before registration. For further information about the Exchange Scholar Program, see the GSAS Bulletin or contact Craig Knobles.

Academic Records

Office of Academic Records and Registration (Registrar's Office)

The Office of Academic Records and Registration (the Registrar's Office) keeps official University records of students, including coursework, registration status, degrees conferred, and addresses. Students can access this information by logging on to their SSOL at <https://ssol.columbia.edu/>. Information listed on SSOL does not constitute official documentation.

Most University offices utilize addresses and telephone numbers listed on SSOL. Students should therefore inform both the Department **and** the Registrar's Office of any address and telephone changes. Addresses and phone numbers may be changed on SSOL, but the Department should be informed in person or in writing. Students may obtain their grades and registration by telephoning the Grade Inquiry System (phone # 854-7373), or through SSOL. Use of the phone inquiry systems requires a personal identification number (PIN), which is assigned by the Registrar during student's first semester of coursework. Note that this is the same PIN used during phone registration. SSOL is accessed with the student's email address and password.

Official transcripts may be obtained from the Transcript Office in 205 Kent Hall (phone # 854-3056). Transcripts may also be ordered by mail (see: <http://www.columbia.edu/cu/registrar/>) or on-line through SSOL.

Proof of Enrollment, or Academic Certification, which is often required for loan purposes may be obtained from the Registrar's office in 205 Kent, or ordered through SSOL.

Course Categories

Lectures

Most courses numbered at the 3000, 4000, and 6000 levels are lecture courses. 3000-level courses are primarily for undergraduates, and tend to be rather general and introductory. 4000-level courses are intended for mixed constituencies of graduate students and advanced undergraduates. 6000-level courses are primarily for graduate students. Student contribution to a lecture course may not be as demanding as in a graduate seminar course, although these courses do require significant term papers and/or examinations.

- Students should note that they may count no more than two courses at the 3000 level toward their degree unless specifically approved by their advisors and the Director of Graduate Studies.

- 3800 and 3900-level courses are undergraduate seminars reserved for upper-class undergraduate art history majors and are generally unavailable to graduate students. Graduate students wishing to enroll in these courses and receive graduate credit should speak first to the instructor and their advisor. If permission is granted, the Student Coordinator must be informed.

Graduate Seminars

Graduate seminars are more intensive and demand more of students. Enrollment in seminars is limited. All seminars include discussion and reports by students. Requirements will vary, but students should expect to complete a substantial research project to receive credit.

- Note program requirements on the number of seminars needed to complete your program.
- Student must apply to the Department in order to be considered for admission to a seminar. Enrollment in all seminars is managed by the Department and students accepted to these courses will be registered by the department staff.

Independent Research

Independent research courses may be taken by students seeking to work on specific research projects or art historical problems. Students preparing their dissertation topics are encouraged to enroll in independent research courses. Independent research courses must be supervised and graded by a faculty member.

Independent research courses are recorded as 8000 or 9000 level and count as seminars toward the degree program.

- The G8010 independent research course may function as a tutorial in a specific area not otherwise covered by courses in a given semester. Students may use such courses to explore a field and/or the state of research or a specific topic, under the supervision of a faculty member.
- The Department offers advanced research courses in specific subject areas (e.g., G9200 "Problems in Greek & Roman Art") which are supervised by faculty in the relevant program. These courses will be entered into the system once the department staff is requested to do so by the student or faculty member.
- Students may coordinate other independent research courses directly with the faculty member with whom they wish to study.
- Students are required to obtain instructor approval on an Add/Drop Form in order to register for independent research courses.

Electives

Students are permitted to take additional courses at or below the 3000 level (beyond the two 3000-level courses allowed for the MA) as electives, which will not be credited toward their programs. Since tuition for a full RU covers an large number of courses, taking electives in addition to required graduate courses is common.

- Language courses are often taken as electives to help students learn new languages and prepare for their language proficiency exams. Instructor permission and in-person registration are required for all language courses. Students are encouraged to register early for language courses.
- Students may also take additional courses for "R" credit as electives (beyond the two allowed for the MA and three allowed for the MPhil).

Grading Options

There are two basic types of course credit in the Graduate School of Arts and Sciences.

E-Credit

E-Credit is the default credit classification for taking a course. Students taking a class for E-credit are required to do all work described in the course syllabus and meet attendance policies. Students are assigned a qualitative letter grade once all requirements for the course are completed.

R-Credit

R-Credit (Registration Credit) allows a student to attend a lecture and participate in class without being assigned a qualitative grade. Students are expected to meet attendance requirements for the class and are given the registration grade of "R" to indicate satisfactory completion. Should there be written assignments required by an individual instructor students should keep in mind that such work will not receive a letter grade and should not take time away from letter-credit courses to prepare such assignments. However, rules for incompletes apply even to R-credit courses. Seminars generally may not be taken for R grade.

- Students need to inform their instructor at the start of the semester if they intend to take a course for R-credit. At this time, students should discuss any specific assignments the instructor may have in lieu for regular E-credit course requirements.
- Students registering for a course for r-credit must get the instructor to sign an R-credit form indicating that he or she approved the student registering for the course for r-credit. This form must then be turned into the GSAS Dean's Office (109 Low Library) at the beginning of the semester.
- A limited number of approved R-credit courses are counted toward a student's program, as dictated by their programs' requirements (see Appendix A: MPhil Programs).
- Students cannot retroactively change a course to R-credit. Any course where the assigned grade is an Incomplete cannot receive a grade of "R" if no R-credit form was submitted.

Columbia University Summer Session

Each summer, the School of Continuing Education and Special Programs offers two sessions of summer coursework. The Summer Session bulletins are usually available in February and may be obtained at the School of Continuing Education in Lewisohn Hall.

- Adjunct faculty teaches 3000- or 4000-level Art History courses.
- Summer Session is an especially good resource for taking intensive language courses.

Credit from Summer Session

PhD students may not earn RUs from the Summer Session, since courses are taught on a per-point, part-time system, but may apply required graduate-level courses toward their program provided that they have obtained prior approval from their advisor and the Director of Graduate Studies. Undergraduate-level language courses may be taken if the language is required for the student's degree program and Departmental approval is obtained prior to registration. Students who have been offered a teaching

fellowship (and are registering for ER or one RU) in the **fall** following the summer in question, may have their summer tuition paid for by the Graduate School.

Financial Aid

The University offers a number of fellowships to incoming students. In addition, the Department of Art History and Archaeology tries to support as many continuing students as possible by a combination of fellowships and teaching or curatorial appointments. Fellowship opportunities, including departmentally administered fellowships, University fellowships, and outside fellowship programs are summarized below.

The Department awards financial aid to students at all academic stages: GSAS Instructional and Research Fellowships (excluding Preceptorships) and Summer Travel Grants are intended for students at the pre-MPhil stage; Dissertation Fellowships, Preceptorships, and M&F Grants (available to students awarded outside funding, see below) are intended for post-MPhil students who are within the seven-year time-to-degree limit.

Multi-Year Fellowships

Graduate Student Fellowships are awarded upon admission to the program, based on previous and expected high academic performance.

Most admitted students receive Faculty Fellowships beginning in the first year; these multi-year fellowships continue for five years.

In the first year, Faculty Fellows and students without funding are not required to hold service positions associated with their awards. Beginning in the second year, students usually hold instructional or research positions, which constitute part of their fellowship (the components of these departmental fellowship positions are listed below). Specific benefits and conditions of fellowships vary by award and are detailed in the award letter.

Continuation as a Graduate Student Fellow from year to year is dependent on the maintenance of a high level of academic achievement.

Teaching and Curatorial Fellowships

All second- and third-year students may apply for GSAS Teaching Fellowships. Application instructions are available from the Graduate Student Coordinator at the beginning of the spring semester and are due in March for appointments effective the following academic year. In 2010-2011 fellowship recipients receive a stipend of \$23,000.

The GSAS Fellowship application process requires students to apply also for outside funding. Outside fellowships information and applications are available from both the Department Office and the GSAS Office of Financial Aid, 107 Low Library.

Departmental appointments include the following (students should also consult the document *Graduate Student Teaching Guidelines*, Appendix C):

1. Reader/Graders
2. Section Leader
3. Curatorial Fellow in the Visual Media Center
4. Barnard Teaching Fellow
5. Art Humanities Teaching Fellow

Summer Travel Grants

Grants are awarded by the Department for travel and research relating to the formulation of dissertation topics, or to aid in preparation of the MPhil examination, and are generally awarded to students in their second year of study. Students may concurrently apply for a tuition reimbursement for the language to be studied, up to \$1500, for language studies done abroad at an accredited institution in the country of their summer travel grant. The Summer Travel Grants are supported by funds from the Graduate School of Arts and Sciences, and funds contributed by the Advisory Council, friends and alumni of the Department. Students who receive travel grants are required to file a report of their research by early September following the summer of their award. Each Ph.D. student in good academic standing is eligible to receive two summer travel grants during their studies, provided that they have not exceeded the seven-year time-to-degree limit. However, if funds are limited, students at the beginning of their program will be given preference.

The Graduate School of Arts and Sciences offers, through a separate application process, several summer research fellowships at Reid Hall in Paris. Students at any stage in the PhD program requiring research in Paris are eligible to apply, provided that they have not exceeded the seven-year time-to-degree limit. The Graduate School is working towards establishing summer research fellowships in other cities and countries.

Applications for Summer Travel Grants are due in early February preceding the summer of travel.

Other summer grants at Columbia include The Stigler Fund for Archaeology in the Anthropology Department, and the Summer Travel fund for Study of the Ancient Mediterranean awarded by the Center for the Ancient Mediterranean.

Students are encouraged to apply for non-Columbia summer travel grants as well.

Dissertation Support

Departmental Dissertation Fellowships

A number of endowments enable the Department to award its own dissertation research fellowships. These include the Rudolf Wittkower Fund, the Howard Hibbard Fund, the C.V. Starr Foundation Fund, the Pierre and Maria-Gaetana Matisse Fund, the American Art Fund, and the Architectural History Fund. These awards are open to post-MPhil students with approved dissertation proposals only. The Department also receives funds for Dissertation fellowships from the Graduate School; these are administered at the same time as the Departmental Dissertation fellowships. As with other Department financial awards, application information is available from the Graduate Student Coordinator, and applications are due in March.

University Dissertation Fellowships

University Fellowships are awarded to graduate students throughout Columbia University, provided that they have not exceeded the seven-year time-to-degree limit. These fellowships are limited in number and highly competitive. Please contact the Office of Financial Aid in 107 Low Library for application information and procedures (phone # 854-3808). Applications are usually due in February.

Some major fellowship opportunities open to graduate students in Art History and Archaeology are:

Whiting Fellowships

Whiting fellowships are open to all students who have completed the MPhil, have an approved dissertation proposal and are expecting to defend their dissertation during the award year or shortly thereafter. They are intended for students in the final year of writing the dissertation and applicants should have completed at least one chapter of the dissertation at the time of application; all research must be completed by the

beginning of the fellowship term. While applicants are expected to be within their 7-year time-to-degree limit, exceptions may be made in special circumstances: the applicant's advisor must write a letter to the Graduate School by January 10, requesting permission for the student to apply for the fellowship. The letter should explain why the student was not able to complete the dissertation within seven years.

CU Traveling Fellowships

A number of CU traveling fellowships are awarded each year to students who have been awarded their MPhil degree and have an approved dissertation proposal, who require extensive research abroad and are within the seven-year time-to-degree limit. Rarely does GSAS award these fellowships to students in their 7th year as they are research fellowships and the seventh year is considered the final write-up year.

Reid Hall and Lurcy Fellowships

These fellowships are open to post-MPhil students with approved dissertation proposals for dissertation research in France. Students must be within the 7-year time-to-degree limit. Rarely does GSAS award these fellowships to students in their 7th year as they are research fellowships and the seventh year is considered the final write-up year.

Outside Dissertation Fellowships (Departmentally Nominated)

It is the student's responsibility to seek outside fellowships and all students who receive Columbia funding are required to apply for outside fellowships. The Department will assist students in obtaining outside funding by notifying them of various kinds of awards, deadlines, and application requirements. In addition to the fellowships described below, the Office of Financial Aid, 107 Low Library, has information on other fellowships (see the *Financial Aid Calendar* for important deadlines and refer to the next section).

National Gallery of Art (CASVA) Fellowships

Applicants must be at the post-MPhil stage and have an approved dissertation proposal. These fellowships are intended to support doctoral dissertation research. Students must be nominated by the Department. Applications are submitted to the Department in September for award in the following year. Application information is available from the Student Coordinator. Most of these fellowships require a year of residence at the Center for Advanced Study in the Visual Arts, National Gallery of Art, in Washington, DC. Specific National Gallery fellowships include the following (further information about the specific fellowships is available from the Student Coordinator):

The David E. Finley Fellowship, (Western Art; 3 years).
The Paul Mellon Fellowship, (Western Art; 3 years).
The Samuel H. Kress Fellowship (European Art; 2 years).
The Mary Davis Fellowship, (European Art; 2 years).
The Wyeth Fellowship, (American Art; 2 years).
The Ittleson Fellowship, (Non-Western Art; 2 years).
The Andrew W. Mellon Fellowship, (Non-Western Art; 2 years).
The Robert H. and Clarence Smith Fellowship, (Dutch, Flemish, or related; 1 year).
The Chester Dale Fellowship, (Western Art; 1 year)

Kress Fellowships

The Samuel H. Kress Foundation provides several fellowships for pre-doctoral art history students. To apply for these fellowships, students should submit a cover letter and a copy of their dissertation proposal to the Student Coordinator by the dates indicated below. The Department will in turn nominate students to the respective fellowships. These include the following:

- Two-Year Research Fellowship at Foreign Institutions. Application due by October of the academic year preceding the award.
- Travel Fellowships (*for specific short-term research*). Application due by October of the academic year preceding the award.

Outside Dissertation Fellowships (Department Sponsorship Not Required)

The following dissertation fellowships do not require Department sponsorship. Information on these fellowships is available from the Student Coordinator and the Office of Financial Aid (107 Low Library), which has a pamphlet on fellowship opportunities. The following presents a spectrum of agencies that have awarded fellowships to students in this department.

American Academy in Rome 7 East 60th Street New York, NY 10022-1001 (212) 751-7220	Luce/ACLS (American Art) 633 Third Avenue New York, NY 10017-6795 (212) 697-1505
American School of Classical Studies at Athens 6-8 Charlton Street Princeton, NJ 08540-5232 (609) 683-0800	Metropolitan Museum of Art 1000 Fifth Avenue New York, NY 10028-0189 (212) 570-3710
Dumbarton Oaks 1703 32nd Street N.W. Washington, D.C. 20007 (202) 339-6401	Rotary Foundation 1560 Sherman Avenue Evanston, IL 60201 (847) 866-3000
Fulbright IIE -and- Fulbright-Hays Columbia University Office of Financial Aid 107 Low Library (212) 854-6727	The Japan Foundation 152 West 57th Street, 39th Floor New York, NY 10019 (212) 489-0299
The Camargo Foundation 400 Sibley Street, Suite 125 St. Paul, MN 55101-1928 (202) 302-7303	American Academy in Berlin 14 East 60 th Street, Suite 604 New York, NY 10022 (212) 588-1755
International Research and Exchanges Board 2121 K Street NW, Suite 700 Washington, DC 20037 (202) 628-8188	Smithsonian Institution P.O. Box 37012, Victor Bldg, Suite 9300 MRC 902 Washington, D.C. 20013-7012 (202) 275-0655
Georgia O'Keeffe Museum 217 Johnson Street Santa Fe, NM 87501 (505) 946.1000	Gladys Kriebel Delmas Foundation 521 Fifth Avenue, Suite 1612 New York, NY 10175-1699 (212) 687-0011
Archaeological Institute of America 656 Beacon Street Boston, MA 02215-2006 (617) 353-8705	American Schools of Oriental Research 656 Beacon Street, 5th floor Boston, MA 02215-2010 (617) 353-6570
American Research Institute in Turkey 33rd and Spruce Streets Philadelphia PA 19104-6324 (215) 898-3474	Social Science Research Council 810 Seventh Ave New York, NY 10019 (212) 377-2700
American Association of University Women 1111 Sixteenth St. N.W. Washington, DC 20036 (800) 326-2289	

Matriculation and Facilities Grants

Pending available funding, the Department awards Matriculation and Facilities (M&F) grants to students who receive outside research or dissertation fellowships (in the case where the outside award does not cover tuition and fees). Student must be within the 7-year time-to-degree limit and the fellowship must exceed a certain amount. These awards include cover M&F tuition and University medical and insurance fees.

Post-MPhil students who receive such outside fellowships should submit a copy of the Fellowship award and a letter to the Departmental Administrator which indicates the sponsor of the grant, the dates of the grant, and the award amount.

Conference Travel Funds

Students who are invited to present papers at conferences and symposia (abroad or within the U.S.) may apply to GSAS and the Department for funding to defray travel expenses (up to a maximum of \$500). The GSAS Matching Travel Fund Application is available in 301 Philosophy Hall, the Department office, or on the Web site, and is due in November and March for travel in the Fall and Spring, and in July for travel in summer. There is a limit of one travel grant per academic year and a limit of two awards over a student's career at Columbia. For any questions about the application see the Financial Assistant.

Campus Employment

Work-Study Positions

Students eligible for Federal Work-Study should note that a number of work-study positions are available within the Department. Positions are posted on the Department web site at the beginning of each semester and are removed only once a position is filled. Students are also encouraged to inquire directly with faculty to see whether they are looking for assistance. Workstudy-eligibility can be determined in 107 Low Library and questions regarding work -study positions and procedures can be directed to the Financial Assistant.

Additional Resources

Following is a description of some of the resources available to students through the Department, the University, and the City of New York:

Departmental Resources

Department Office

The Department Office suite, in 826 Schermerhorn, includes the offices of the Chair, the Departmental Administrator, the Graduate Student Coordinator, the Business Manager, the Financial Assistant and the Undergraduate Student Coordinator. There is also an adjoining conference room where MPhil examinations, dissertation proposal and defenses, and departmental meetings take place.

Faculty mailboxes are located in the Departmental Office, graduate student mail folders are located in the Stronach Center.

The Graduate Student Coordinator (854-4507) coordinates activities such as graduate student record keeping; scheduling of MPhil examinations, dissertation proposal meetings, and language examinations; degree certification; admissions; fellowship application, and graduate registration.

Media Center

The Media Center, located in 825 Schermerhorn Hall, supports the visual imaging needs of the Department. Contact the Visual Media Center (854-3044) for borrowing policy and procedures.

Wallach Art Gallery

The Miriam and Ira D. Wallach Art Gallery, located on the eighth floor Schermerhorn Hall (854-7288), inaugurated in 1986, has presented a varied program of exhibitions each year. Most exhibits are planned and curated by faculty and graduate students. The Gallery also sponsors public lectures and symposia in conjunction with its exhibitions.

Day-to-day operations of the Gallery are the responsibility of the Acting Gallery Director, Jeanette Silverthorne, who is assisted by a small professional staff and graduate student interns. Many students in the Department of Art History and Archaeology intend to pursue museum or gallery careers, and for them participation in the operation of the Gallery provides an opportunity to gain professional experience. Support staff include work-study students.

Fora

Three faculty Fora offer occasional lectures and receptions to bring outside scholars to campus and create a community of scholars in the metropolitan area. Consult the Departmental web site for upcoming events of the *Robert Branner Forum* (Medieval Art and Architecture), the *Howard Hibbard Forum* (Renaissance and Baroque art and Architecture), and the *Collins/Kaufmann Forum* (Modern Architecture.)

Miscellaneous Student Resources

Graduate Student Advisory Council (GSAC)

The department students elect a peer to be their GSAC representative, attending GSAC meetings and informing Departmental students of GSAC events. From time to time, the GSAC representative may meet with department faculty to discuss issues related to the graduate program.

The Common Room

The Common Room (also known as the Graduate Student Lounge) in the Stronach Center is available for quiet study, meeting and relaxation for members of the Department. This room is frequently used for departmental receptions and houses graduate student folders and bulletin boards. The Common Room, located on the east end of the eighth floor of Schermerhorn Hall, is open to students during regular Department Office Hours.

E-Mail

Graduate Students will be notified of Departmental and General information over E-mail. Please remember to notify the Graduate Student Coordinator of any address change.

Graduate Student Folders

Folders for graduate student in residence are allocated in the Common Room. Please do not use the Department address to receive personal mail, packages or bills. The Department is not adequately staffed to distribute large quantities of student mail and we cannot be held responsible for mail.

If you do not have folder, please notify the Graduate Student Coordinator.

Bulletin Boards and Display Cases

Bulletin boards in the hallway outside the Department office announce the upcoming University and Department sponsored lectures, events, etc., events held in New York, as well as internship and study abroad postings. A bulletin board in the office posts announcements received by the Department of current art historical, archaeological, and curatorial job searches. The glass cases on the eighth floor of Schermerhorn Hall, display fellowship information and recent faculty books as well as Call for Papers.

University Resources

Libraries

Columbia University is among the nation's top 10 largest academic library systems, with holdings of over 7.5 million volumes, 67,400 currently received serial titles and archives, manuscripts, micro-forms, videos, and a growing number of electronic resources. The collections are organized into 22 libraries, each generally supporting a specific academic or professional discipline.

Library services, including borrowing privileges, are available to all currently registered students, faculty and staff. Reading privileges are available to alumni. Privileges are also available to spouses and domestic partners of students. Contact the Library Information Office (LIO) in 201 Butler Hall (212-854-2271.)

Library items obtained since 1981 are catalogued on CLIO, an on-line service. CLIO can be accessed, browsed, and searched from on and off-campus through library terminals or Columbia's home page (click on Libraries.) Information on access and use of CLIO is available in all libraries.

For more information on library services and resources, contact the Library Information Office (LIO) in 201 Butler Hall (212-854-2271) (source: FACETS).

Avery Architectural and Fine Arts Library

Avery Library (854-3501) collects books and periodicals in architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, et el. Most of these materials are non-circulating and must be used within the library. The library contains over 250,000 volumes and receives 1500 periodicals. The drawing and manuscript collection holds over 400,000 drawing and original records. (source: FACETS).

Columbia University Information Technologies (CUIT)

CUIT is the University office for academic-related computer usage, located in 102 Philosophy Hall (854-1919, ext. 3). This office provides e-mail account creation, consulting for computer questions, and distributes "shareware" software for off-campus access to Columbia-net as well as virus protection programs for both PCs and Macintoshes. Basic e-mail accounts are free to registered students and provide full access to internet resources; email accounts can be set up on-line by visiting the *Computing and Email* link on the Columbia home page.

CUIT conducts workshops in various topics of computer and software use which are free and open to the university community. Information regarding on-campus student computer labs, account creation, and policies is described in the *GSAS Bulletin*. For additional information and scheduling, contact the CUIT Computer Support Center, which can be reached through the Columbia University Web Page.

Columbia-Net and World Wide Web

The University has a large central computing system which provides E-mail, on-line university information, and access to the internet. The system may be accessed by on-campus terminals and via modem from off-campus. For more information, contact the CUIT Helpdesk, 202 Philosophy Hall.

The Department has a homepage on the World Wide Web listing departmental events, news, and information (<http://www.columbia.edu/cu/arthistory/>).

Discounts on Computer Purchases

Columbia University has special arrangements with Dell and Apple for computer purchases. In order to take advantage of the discounts offered by these companies, students will need to meet with the Department's Financial Assistant.

Outside Resources

The many collections and libraries of New York City provide opportunities for further study and research. Students have free access to most of these. In several, such as the Watson Library of the Metropolitan Museum, the Frick Art Reference Library, the Museum of Modern Art, and the New York Historical Society, special facilities are available for students.

The Department often offers courses of instruction by adjunct professors who are also museum curators. These seminars frequently meet at museums to allow students the opportunity to study collections first-hand.

The galleries of art dealers offer an ever-changing series of exhibitions in which the works of the most recent artists, as well as of the more established ones, can be seen. Various private collections in New York, through the courtesy of their owners, are often made accessible to students under the guidance of their instructors.

Research Abroad

Students are encouraged to explore opportunities for studying abroad relevant to their programs. Summer Travel Grants (see *Financial Aid* section for more information) are designed to aid students in such endeavors, especially for dissertation research. Students should speak with faculty members and graduate students regarding procedures for study and travel abroad. Please refer to the *Financial Aid* section of this handbook for further information.

Columbia University also maintains a facility in Paris, Reid Hall, which offers undergraduate courses and yearly dissertation summer travel fellowships (described in the *Financial Aid* section).

Students traveling to Rome may apply for library passes at the American Academy in Rome.

Full-time students traveling and conducting research abroad may contact Craig Knobles in 301 Philosophy hall (854-289) to have a blue-seal letter prepared for them. This letter of introduction will help students obtain access to libraries and collections overseas.

Università IUAV di Venezia

The University has a student exchange agreement with the IUAV in Venice. Students take coursework in the Università and must demonstrate an adequate knowledge of Italian. Exchanges are for one semester, or in a special case, for one academic year. Interested students should contact the student coordinator.

Appendix A: MPhil Programs

The MPhil program subject areas are described in the GSAS Bulletin as follows:

History of Western Art

includes all subject fields in European and American Art History from Medieval to Modern

Fields of specialization:

A primary field, which will include a previously determined subject of concentrated attention, and a secondary field are to be chosen in consultation with the Director of Graduate Studies and the student's advisor. The secondary field may be in another program in the Department of Art History and Archaeology or in another department of the University.

Course requirements:

A minimum of ten courses, after satisfaction of requirements for the M.A. degree, of which seven must be taken for E-credit. Five of those seven are usually seminars or advanced research courses. Students must also have taken graduate courses for letter grades, at either the M.A. or M.Phil. level, in at least three of the following fields: Ancient, Medieval, Renaissance and Baroque, Modern, and at least one graduate-level course for E-credit in a non-Western field is required.

Languages:

A reading knowledge of two foreign languages; and, in individual fields, a third language determined in consultation with the student's adviser by the end of the first year.

Examinations:

A comprehensive oral examination covering both fields of specialization. Students must satisfy all course and language requirements prior to scheduling the oral examination.

Ancient Art and Archaeology

Program of study

We offer Near Eastern, Aegean and eastern Mediterranean, Greek, and Roman art history, architectural history, and archaeology. Each student's individual program is to be determined with the advice of the sponsoring committee. Attention is called to the Doctoral Program Subcommittee on Classical Studies, under which an interdisciplinary program can be arranged in conjunction with study in the Department of Art History and Archaeology (see Classical Studies).

Fields of specialization

One Major and one Minor field to be chosen in consultation with the sponsoring committee. Work is encouraged in related fields: Greek, Latin, Akkadian and Sumerian literature, ancient history, philosophy, epigraphy, or anthropology.

Course requirements

A minimum of ten courses beyond the MA degree, of which seven must be taken for E credit. Five of those seven are usually seminars or advanced research courses. A maximum of three lectures can be taken for R-credit and applied toward the degree, but an R-credit course should not be in the Major field. Students must also have taken graduate courses for letter grades, at the 4000-6000 level, in at least three of the following fields: ancient, medieval Renaissance & Baroque, and modern; and at least one graduate level course for a letter grade in a non-Western field within the department. Students who do not have sufficient background in the relevant philological fields, archaeology, or history for their areas of research may be required to take related courses in those fields.

Languages

A reading knowledge of two modern languages other than English, usually, but not limited to German, French, or Italian, and demonstrated competence in two ancient languages, often Greek and Latin or Sumerian and Akkadian. Required languages are to be determined in consultation with the advisor by the end of the first year.

Fieldwork

Students are encouraged to participate in archaeological field projects in consultation with the advisor.

Examinations

A comprehensive oral examination covering the Major and Minor fields of specialization. Students must satisfy all course and language requirements prior to scheduling the oral examination.

East Asian Art and Archaeology

Program of study:

Emphasizes interdisciplinary and interregional studies, a firm grounding in historical research, current art historical approaches and theory, as well as training in traditional connoisseurship skills through study of the numerous collections of East Asian Art in and around New York City.

Fields of specialization:

Three fields consisting of one primary and one secondary field within the Department of Art History and Archaeology and another secondary field in the Department of East Asian Languages and Cultures, such as history, literature, or religion. Depending on the student's research area, and with the approval of the adviser, the outside department may be one other than the Department of East Asian Languages and Cultures.

Course requirements:

A minimum of ten courses beyond the M.A. degree, of which seven must be taken for E-credit. Coursework normally includes four seminars, two independent research courses at the 8000- or 9000-level, and four lecture courses, two of which may be taken for R-credit.

Languages:

Prior to entry into the program, students should have completed at least three years of study in the East Asian language of specialization. All students in Chinese art must demonstrate proficiency in modern and classical Chinese, as well as a reading knowledge of modern Japanese. Students in Japanese art are required to demonstrate proficiency in modern and classical Japanese and are encouraged to take at least one semester of kanbun, or one year of classical Chinese. Language proficiency in the East Asian language(s) can be demonstrated either through coursework or examination. All students must pass a certifying examination demonstrating a reading knowledge of either French or German.

Examinations:

A comprehensive oral examination covering the primary field and two secondary fields of specialization, usually taken in the second semester of the third year. Students must satisfy all course and language requirements before scheduling the oral examination.

South Asian Art and Archaeology

Program of study:

In addition to courses offered through the Department, students are encouraged to take courses in the other departments of the University. Students should formulate a program of study in consultation with their advisors.

Fields of specialization:

For the MPhil degree, one major and one minor field, to be chosen in consultation with the Director of Graduate Studies and the student's advisor by the end of the first year. The minor field may be in another program in the Department of Art History and Archaeology.

Course requirements:

A minimum of ten courses beyond the MA degree. Five of the ten must include a combination of seminars and independent research courses at the 8000 or 9000 level, taken for E credit. A maximum of three lectures can be taken for R-credit and applied toward the degree.

Languages:

A reading knowledge of one Eastern language. The student may apply the language used to fulfill the MA requirement toward the MPhil degree, provided it is relevant. The language must be two years of study of Sanskrit, or one year of Sanskrit and one year of Hindi-Urdu, Tamil, or other appropriate language. In certain cases, the adviser may require the student to demonstrate reading knowledge of a second or even third language. Required languages are to be determined in consultation with the advisor by the end of the first year.

Examinations:

A comprehensive oral examination. A student must satisfy all language requirements before scheduling the oral examination.

Pre-Columbian Art and Archaeology

Fields of Specialization:

A primary and secondary field. Primary fields are Mesoamerican art and archaeology and South American art and archaeology. Secondary fields include all other fields offered within the Department.

Course requirements:

A minimum of ten courses, of which seven must be taken for E-credit. Five of those seven are usually seminars or advanced research courses. The program of study is to be determined in consultation with the adviser. One course each year should be in a related field outside the Department.

Languages:

A reading knowledge of German and Spanish, as well as a third language chosen in consultation with the adviser.

Examinations:

A comprehensive oral examination covering both fields of specialization. Students must satisfy all course and language requirements before scheduling the oral examination.

African and Native American Art and Archaeology

Fields of specialization:

One primary and one secondary fields. Primary fields include African art and archaeology; Oceanic art and archaeology; and Native American art and archaeology; Mesoamerican art and archaeology; South American art and archaeology. Minor fields include all other fields offered within the Department.

Course requirements:

A minimum of ten courses, of which seven must be taken for E credit. Five of those seven are usually seminars or advanced research courses. The program of study is to be determined in consultation with the adviser. One course a year should be in a related field outside the Department.

Languages:

A reading knowledge of German and French, as well as a third language chosen in consultation with the adviser.

Examinations:

A comprehensive oral examination in both fields of specialization. Students must satisfy all course and language requirements before scheduling the oral examination.

History of Architecture

Fields of specialization:

For the MPhil degree, a primary field and a secondary field to be selected in consultation with the student's adviser and the Director of Graduate Studies. One of the minor fields may be outside the Department or in another program in the Department of Art History and Archaeology.

Course requirements:

A minimum of ten courses beyond the M.A. degree, of which seven must be taken for E-credit. Five of those seven are usually seminars or advanced research courses. Students must show that they have taken a lecture course for letter grade in each of the following periods of architectural history: Ancient, Medieval, Renaissance and Baroque, and Modern. It is recommended that students take advantage of the department's offerings in non-Western architectural history. Non-architects may take courses in graphics, design, and/or structures in the Graduate School of Architecture, Planning, and Preservation with the joint approval of their advisers and that school (although such courses do not count for graduate credit toward the degree).

Languages:

A reading knowledge of two of the three following languages is required for the M.Phil. degree: French, German, Italian. Required languages are to be determined in consultation with the advisor by the end of the first year.

Examinations:

A comprehensive oral examination in both fields of specialization. Students must satisfy all course and language requirements before scheduling the oral examination.

Minor in Theory and Criticism

Students may develop minors in Theory and Criticism that cover one or more methodological and theoretical concerns, generally including interactions between art historical practice and other disciplines, over a wide range of historical periods. In no case can the minor lie primarily in the same chronological period as the student's major. Each minor in Theory and Criticism is developed individually and must take the form of a written proposal including the rationale and parameters of the field to be examined, a working bibliography, and a sheet recording the approval of the examiner for the minor field, the agreement of the examiners in the major field, and the signature of the Director of Graduate Studies.

Appendix B: Oral Examination Guidelines

Policy in effect as of September 2, 2003

Intellectual Purpose:

The oral examination is a very real threshold in the curriculum between course work and the doctoral dissertation. As such it represents the point at which students demonstrate a synthetic and critical command of a broad range of scholarly material, knowing both works of art and architecture and the major art historical interpretations of them. The examination is thus a demonstration of competence in a given field of art history not a live-performance of a final examination in the material covered by any particular course in the department's curriculum. This is particularly important to stress in relationship to the minor, where department practice is for a single examiner.

The major field should emphasize a degree of mastery in a broad area, consistent with both future specialization and, more immediately, the field of the proposed dissertation. That competence should extend to the demonstration of a synthetic point-of-view and of a voice consistent with the development of a colleague in a field of art history.

The minor field generally is characterized by a lesser range and depth, but should be sufficiently broad to demonstrate the ability of the candidate to offer a solid undergraduate survey. The relationship of the major to the minor varies according to the cultures of various subfields. In all cases the major and minor are distinct in period of coverage. While some subfields encourage adjacencies, others specifically encourage or require a certain degree of distance; these are outlined below. Students uncertain of whether they are conceiving a minor in the spirit of these guidelines should consult the Director of Graduate Studies.

Scheduling the exam and M.Phil. Requirements:

Students normally take the oral examination in the sixth semester, but are eligible to do so only after all other M.Phil. requirements have been fulfilled (i.e. all incompletes resolved, language examinations passed). All M.Phil. requirements, other than the Orals examination, must be completed no later than one month prior to the exam date. The second Wednesday in April is the deadline by which students must pass their orals exam in order to be eligible for Art Humanities Teaching fellowships for the following year. [For M.Phil. Degree Requirements, please see: <http://www.columbia.edu/cu/gsas/bulletin-pages/dept-listings/art-history-and-archaeology/index.html>]

Preparation for the examination:

Most students allow themselves three to four months to prepare for the oral examinations. The first step is to declare the field of the major and minor (minors in the case of Chinese and Japanese art history), to have those fields approved by the individual examiners and the overall configuration of the fields and examiners approved by the Director of Graduate Studies. A form for this purpose is available from the Graduate Student Coordinator and should be filed no later than the last day of classes of the semester preceding the term in which the student proposes to take the oral exams. Upon approval of the configuration of examiners and fields students may find it helpful to work out basic bibliographies to give shape to their study. Faculty are willing to review a draft of this bibliography early in the process, as well as to meet with students to discuss strategies for mastering an overview of a broad period and a command in depth of any given emphases or node at the heart of either major or minor fields. It cannot be underscored enough that this bibliography is a way of mapping the field for the purpose of study, it does not represent the absolute boundaries of the student's knowledge or engagement with the field; knowing a subject involves as much a sense of what lies immediately to the edge of peripheral vision in a particular framing as it does a command of what lies inside

the frame chosen. In other words the bibliography is a tool for study, it is not a contract limiting the discussion that will take place in the examination.

The Exam:

The examination is taken in a single period of two hours, allowing for no less than 30 and no more than 40 minutes per examiner. All examiners are present for the whole period of the examination and deliberate on the student's overall performance upon completion of the examination. In cases of a weak performance in part of the examination the student may be asked to complete the examination with a written question or questions addressing those weaknesses. Fourteen days will be allowed for this written part to be taken at the student's convenience, but not later than the first day of the semester following the student's oral examinations. In cases where a student fails both parts of the examination, the examiners will determine whether and when the examination will be re-scheduled; students may sit for the examination one more time. Upon completion of the examination the examiners are asked to make two judgments: whether the student has passed the examination and thus may be granted the M.Phil. degree, and whether or not the student may proceed to the writing of a dissertation. Students admitted to the dissertation are expected to defend a dissertation proposal within six months of the completion of the oral examination.

Topics and Philosophy by Field

Ancient Art History (grouping the former sub-fields of Aegean, Greek & Roman Art and Near Eastern Art)

Languages: The language exams are to be administered during the course of study, not to constitute part of the oral examination as has been selectively the practice in certain sub-fields in the past.

Philosophy: In the large field of Ancient art, architecture and archaeology, there are compelling reasons, both intellectual and practical, to condone, even encourage contiguous areas for the major and minor fields. For candidates majoring in one area of ancient art history, it is reasonable to expect knowledge and competence in the so-called contiguous areas, as legitimate parts of a real, historical continuum, interactive culturally and, often, retrospectively; in addition, young scholars in these various subsets of Antiquity are often called upon to exhibit a general range of knowledge both in their course-offerings and in their research.

Specific Major/Minor fields:

1. Ancient Near Eastern Art and Architecture (9th millennium BCE – 3rd century CE)
2. Mediterranean Bronze Age Art and Architecture (9th – early 1st millennium BCE)
3. Greek Art (11th century BCE to 1st century BCE)
4. Greek Architecture and Urban Design (11th century BCE to 1st century BCE)
5. Hellenistic Art and Architecture (4th century BCE to 1st century BCE)
6. Roman Art (6th century BCE to 4th century CE)
7. Roman Architecture and Urban Design (6th century BCE to 4th century CE)
8. Italian/Etruscan Art and Architecture (9th century BCE to 1st century CE)
9. Late Antique/Early Christian/Byzantine Art and Architecture (3rd to 9th century CE)

Minor: With the approval of the advisor and Director of Graduate Studies, students could do a second minor in a non-contiguous field outside of art history, not necessarily subject to examination, but as a cluster of related courses.

Early Christian, Byzantine and Medieval Art and Architecture

The Major Field: The major field is understood as one of the conventional divisions of art history within the 1200 year period of the Middle Ages (300-1500 CE) and should embrace a substantial geographical area and include several centuries and more than one medium (e.g. Architecture and monumental sculpture). Typically these would conform to the following divisions:

1. Early Christian/Early Medieval in the West (300-1000)

2. Early Christian/Byzantine in the East (300-1450)
3. Romanesque (1000-1140)
4. Gothic (1140-1500)

It is understood that the above list is subject to adjustment. In some cases we anticipate the conflation of two entities (Romanesque and Gothic). The Early Christian/Early Medieval/Byzantine fields may be sub-divided if a case is made for increased intensity of study. However students are expected, in all cases, to provide a clear demonstration of the breadth of their knowledge.

In consultation with both examiners in the major field, and in response to the special interests of the candidate and examiners, the candidate may declare a special problem or intellectual crux (“node”) within one of the above areas of study. Such a ‘node” might harness the themes of current art historical debate allowing the candidate to undertake the exploration of a theme or a historiographical problem that pertains to the intended doctoral dissertation.

The Minor Field: is understood as non-contiguous with the major: i.e. a student may not propose a Romanesque minor with a Gothic major. The student will take responsibility for a body of material that is substantially more restricted than in the major, and may be limited to a single medium; a single country (French twelfth-century monumental sculpture, for example). As with the major field, the student may define an intellectual crux within the minor field (an example might be the historiography and conceptual implications of the so-called “Antique Revival” of the twelfth century). Although non-contiguous with the major, it is understood that intellectual linkages may be constructed between the themes of the major and minor.

Renaissance and Baroque Art and Architecture

Major: For a major in the Italian Renaissance or Baroque periods, students are expected to command a knowledge of at least one century, and should cover two of the three arts of painting, sculpture, and architecture, with an emphasis on one of them. Printmaking may be included as an additional field, but should not substitute for one. Students are also expected to be familiar with the major theoretical and critical texts of the period -- such as Alberti, Vasari, and Dolce, for example -- as well as with the significant art historiographic and theoretical scholarship in the field.

For a major in the Northern Renaissance or Baroque periods, students are expected to command a knowledge of at least one century, and should cover two of the four arts of painting, printmaking, sculpture and architecture, with an emphasis on one of them. Tapestry, glasspainting or the so-called minor arts may be included as a special field but should not substitute for one. With the approval of their advisor, students may choose which country or combination of countries they wish to study. Students are also expected to be familiar with the major theoretical and critical texts of the period— such as van Mander—as well as with the significant art historiographic and theoretical scholarship in the field.

Minor: For students wishing to offer a minor in any one of these areas, knowledge of only one of the arts in any of the centuries concerned will be sufficient. Students will also be expected to have a basic knowledge of the historiographic and theoretical scholarship in the field of their choice.

Note: It is possible to offer Northern art as a minor in relationship to an Italian major and vice-versa. Students specializing in architecture may offer either of the following as a major or minor: Italian Renaissance Architecture (1400-1600), Italian Baroque Architecture (1500-1775)

Modern Art (1700 to the Present)

Nineteenth Century Art:

The major field: major in this field should cover a broad range of problems extending, for example, from Neo-classicism in the 1780s to the late work of Cézanne in the early 1900s. It should cover developments in at least two European countries though some knowledge beyond two is expected, and it should examine primarily painting but with close attention to photography, printmaking, and new elements of a broader visual culture (e.g. panorama painting, dioramas, and other exhibitionary formats). Sculpture has not been a significant part of this major at Columbia for the last two decades though this topic may be included according to the needs of the student. Familiarity with important primary critical and theoretical texts is crucial (e.g. Winckelmann, Reynolds, Baudelaire). Studying for this major obviously should produce a broad understanding of the intellectual and historiographic impact of recent scholarship in nineteenth-century art.

The minor field: A minor in this field could be constructed around a more limited historical frame and could focus on the art of one country. For example, French art from the Revolution to the early Second Empire. Students would be expected to have a command of the essential theoretical and historiographical literature within the chosen time frame. If a student doing a Twentieth-Century major chooses a nineteenth-century minor, the minor should extend further back into the eighteenth century, constituted within the period 1760-1848.

Twentieth Century Art

The major field: A major in this field should cover a broad range of problems in the development of modernism, extending from its origins in French painting in the 1860s (major texts and figures only) to the art of the present day. It should cover developments in at least two European countries though knowledge beyond two is expected, and it should examine primarily painting but with close attention to photography, photomontage, sculpture and the various objects produced by the major avant-garde and neo-avant-garde movements. The major must cover the central works of, and secondary literature on, several if not all of the major modernist movements of the twentieth century (e.g., cubism, dada, constructivism, surrealism, abstract expressionism, minimalism). A thorough knowledge of the primary literature through which these movements were formulated (manifestos, related periodicals, etc.), and of the important primary critical and theoretical texts of modernism more generally is required. The choice of secondary literature on these movements should be focused on eliciting the central methodological issues raised by the interpretative strategies employed. There can be a node, or focus, within the major. It can be a topic within twentieth-century art, or it can reach back into the nineteenth century to explore the archaeology of modernist painting, for example, or the origins of photography. If a student doing a twentieth-century major chooses a nineteenth-century minor, the minor should extend further back into the eighteenth century, constituted within the period 1760-1848.

The minor field: A minor in this field could be constructed around a more limited historical field (e.g., 1900-1968), and could focus on the art of one country. Students would be expected to have a command of the essential primary, secondary and theoretical literature within the chosen time frame.

American Art and Native American Art

Philosophy: American art history recognizes the significance of the region's geographical, political, economic and social conditions on the production and reception of works of art and architecture. While past scholarship has focused on discerning exceptional qualities in the cultural production of the United States, current trends recognize that the visual and material culture of this continent reflects a history of colonialism, slavery and massive immigration, and of economic and political modernization that is frequently shared across national borders. Young scholars in this field are expected to have a basic familiarity with colonial and postcolonial artistic developments in what is now the United States, including works by both Native and African-Americans. Scholars are increasingly being asked to recognize the significance of Spanish Colonial and Latino Arts in North America as well. This examination field is designed to prepare students to participate in this scholarly field.

The major field: Students can prepare for examination in the following fields: Native North American art and architecture, Colonial North American art and architecture (16th-18th centuries), Modern art of the United States (19th-21st centuries), Architecture and urban planning in the United States (19th-21st centuries). With special permission, students may also work on colonial and modern Latin American art and the art of the African Diaspora. Within each field, students are expected to recognize developments in painting, sculpture, photography and, where applicable, architecture. For Native Americanists, students should be familiar with major traditions of the recognized cultural areas of what is now the United States and Canada (including the Northeast, southeast, Plains, Southwest, Plateau, California, Northwest, and Arctic) from 1600 to the present. In the colonial and modern fields, students should have familiarity with both European-American trends and the contributions of members of indigenous artists and members of marginalized and immigrant groups engaged with mainstream artistic culture. Students in any field should be familiar with the historical and current critical literature associated with that field. While a general knowledge is required, students are expected to develop a particular familiarity with a formal, theoretical and/or cultural issue central to their field, which may be declared as a "node".

The minor field: Any of the major fields listed above can be taken as a minor field. In addition, students minoring in North American art can choose to focus on a single century and a single country. Again, a general familiarity with achievements in painting, sculpture, photography and architecture is expected, and students are expected to have a sense of the historical and current critical literature associated with their fields.

History of Architecture

Philosophy: Students specializing in the history of architecture must offer both a major covering a wide area and a non-contiguous minor within the history of architecture or a minor in art history taken from any of the fields offered in the department. Students who are preparing for a career within a school of architecture must be able to teach broadly and outside any narrow specialization, thus examinees must show an ability to discuss architectural monuments and theories across a range of periods and/or cultures. In the modern period students must develop majors which are comprehensive in geographical scope, although one possibility for forming a crux or node of study is to take a specific country as an area for greater depth. In choosing a major and minor from the history of modern architecture, students may not choose overlapping fields in European and American architectural history.

Major Fields:

Ancient Greek Architecture (11th century BCE to 1st century CE)
Roman Architecture (6th century BCE to 4th century CE)
Early Christian and Byzantine Architecture (300 - 1450)
Romanesque Architecture (1000 - 1140)
Gothic Architecture (1140 - 1500)
Italian Renaissance Architecture (1400-1600)
Italian Baroque Architecture (1500-1775)
Renaissance Architecture in Italy, France, Britain, and Germany
Baroque Architecture in Italy, France, Britain and Germany
Eighteenth Century Architecture
Nineteenth Century Architecture
European Architecture 1750-1890
Modern Architecture 1890 to the present
American Architecture 1776 to the present

Minor fields: Any of the above with lesser depth of coverage and with a specific emphasis defined by student and examiner.

Pre-Columbian Art and Architecture

Philosophy: In this field a person is expected to teach all of Pre-Columbian Art, or to specialize either in Mesoamerican or Andean art. The oral examination emphasizes ability to synthesize and teach in the broad area. This determines the nature of the areas for the major.

Major: May be proposed in one of the following. In each case students may designate a theme of special interest, or node, to be developed in greater depth:

1. Pre-Columbian Art (Mesoamerica and Andes)
2. Mesoamerican Art and Architecture
3. Maya Art and Architecture
4. Andean Art and Architecture

Minor: The same as the above, but candidates may do either art or architecture to narrow down the coverage. Students majoring in one of the above may choose either to offer a minor in a completely different aspect of art history (Medieval and Chinese have been pairs offered in the past). A Mesoamerican major and an Andean minor (or vice versa) works very well as a program and provides excellent job credentials.

East Asian Art & Archaeology

Chinese Art

Philosophy: The oral examination for Ph.D. candidates in Chinese Art will consist of two major fields (one examiner, one hour), and two minor fields (2 examiners, 30 minutes each). For the major fields, the students will be expected to demonstrate a command of the monuments and historiographic issues of a wide swath of the history of Chinese art. Coverage of two of the three major fields will ensure that students have a broad enough foundation to teach survey courses and a wide range of undergraduate and graduate seminars in the future. Within one of the major fields, the student will be responsible for a particular emphasis related to the dissertation topic.

Students in Chinese Art shall present two minors, one of which will be within the department of Art History and Archaeology, in most cases Japanese art, although other fields such as Korean or South Asian art may be selected with the approval of the advisor and the Director of Graduate Studies. The other minor field will be in the Department of East Asian Languages and Cultures, such as history, literature or religion. The latter component of the oral examinations will ensure that a student develops sinological research skills and engages their specialty in an interdisciplinary manner.

Major Fields:

Chinese Art and Archaeology before 960
Chinese Art and Archaeology 960 to 1644
Chinese Art and Archaeology since 1644

Minor Fields (Department of Art History & Archaeology)

Japanese Art and Archaeology before 1200
Japanese Art and Archaeology 1200 to 1600
Japanese Art and Archaeology since 1600

Minor Fields (EALAC)

Chinese Literature
Chinese History
Chinese Religion or philosophy

Japanese Art

Philosophy: The oral examination in Japanese art will consist of two major fields (one examiner, one hour) and two minor fields (2 examiners, 30 minutes each). For the major field, the student will be expected to demonstrate a command of the monuments and historiographical issues of a wide swath of the history of Japanese art. Coverage of two of the three major fields will ensure that students have a broad enough foundation to teach survey courses and a wide range of undergraduate and graduate seminars in the future. Preparation for this part of the examination will include assistance in teaching of the survey course on the Arts of Japan. Within one of the major fields, the student will also be responsible for a particular emphasis related to the dissertation topic.

Of the two minor fields, one will be within the Department of Art History and Archaeology, in most cases Chinese art, although other fields such as Korean or South Asian art may be selected with the approval of the advisor and the Director of Graduate Studies. The other minor field will be in the Department of East Asian Languages and Cultures, such as history, literature or religion. The latter component of the oral examinations will ensure that a student develops research skills in basic Japanese reference works and engages their specialty in an interdisciplinary manner. Depending upon the student's research area, and with the approval of the advisor and the Director of Graduate Studies, the outside department may be one other than the Department of East Asian Languages and Cultures.

Major Fields

Japanese Art and Architecture before 1200
Japanese Art and Architecture 1200 to 1600
Japanese Art and Architecture since 1600

Minor Fields (Department of Art History & Archaeology)

Early Chinese Art
Later Chinese Art

Minor Fields (EALAC)

Japanese Literature
Japanese History
Japanese Buddhism

Minor: Traditionally Chinese art, crucial for candidates in pre-modern Japanese art. For students in areas of modern Japanese art a minor in Western art may also be offered.

South Asian Art

Languages: The language exams are administered during the course of study and do not constitute part of the oral examination.

Philosophy: In the field of South Asian Art, that covers artistic traditions devoted to a variety of religions including Buddhism, Hinduism, and Islam, as well as secular art, Rajput, Mughal, colonial, and post-colonial, there are compelling reasons to approve and even encourage contiguous areas for the major and minor fields. Thus a major in the Hindu art of India with a minor in Himalayan art would be an acceptable combination. At times, the minor may be a significant "node" within an area of study, either if it pertains to the student's proposed dissertation topic, or if the student's major is in an entirely different area of specialization. Students are also encouraged to seek a minor in East Asian Art, especially Chinese Art. Depending on their choice of major, a minor in Western art may also be offered.

Major Fields:

Buddhist Art
Hindu Art

South Asian Painting
Himalayan Art
Art under Islamic Rule
Colonial and Post-Colonial Art

Minors:

Sub divisions of the above to be developed.

African Art

Minor: African art and archaeology with a focus on a specific field, time-period, country, or peoples chosen with the advisor.

Theory & Criticism

Major: There is no major in Theory and Criticism.

Minor: Students may develop minors in Theory and Criticism that cover one or more methodological and theoretical concerns, generally including interactions between art historical practice and other disciplines, over a wide range of historical periods. In no case can the minor lie primarily in the same chronological period as the student's major. Each minor in Theory and Criticism is developed individually and must take the form of a written proposal including the rationale and parameters of the field to be examined, a working bibliography, and a sheet recording the approval of the examiner for the minor field, the agreement of the examiners in the major field, and the signature of the Director of Graduate Studies.

Appendix C: Teaching Guidelines

Introduction

Teaching experience is an essential component of the doctoral program in Art History and contributes to the intellectual development of graduate students in many ways. Teaching induces graduate students to master art works, interpretations and methodologies more thoroughly, and to identify and confront what they may not fully understand. Helping undergraduates develop discussion and writing skills challenges graduate students to hone their abilities to communicate and answer questions and often improves their own writing and performance in seminars and on the oral exam. Many graduate teaching fellows forge rewarding bonds with undergraduates, for whom they play a vital role as mentors and role models, and they find that this interaction reinforces their own sense of purpose and reaffirms their scholarly mission. At the same time, working closely with a faculty member affords the opportunity to learn about vital aspects of our profession, from evaluation to advising. The opportunity to hone these skills offers our students an important advantage in the job market, whether they decide to pursue teaching or not. In short, teaching and scholarship enrich each other in crucial ways. This cross-fertilization between pedagogy and research is a distinguishing quality of the intellectual life of the faculty in our department, and we are committed to provide the same enriching educational opportunities to our doctoral students.

Requirements

The standard multiyear fellowship package provides five years of funding and is awarded at admission in recognition of academic achievement and in expectation of scholarly success. According to the terms of the multiyear fellowship, students are appointed to various positions in the Department and in the Core Curriculum, typically during the second, third and fourth years; students dedicate the first year to course work and the fifth year to dissertation research. Students who are not admitted with a multiyear fellowship may be awarded fellowship assistance after the first year in recognition of achievement and are then appointed to various positions as above. These appointments include a combination of teaching assistant positions and non-teaching positions in the Visual Media Center, the Wallach Art Gallery, the Archaeology Studio, and the Media Center for Art History, all programs considered essential to the department's educational mission. As a general rule, every Ph.D. student can expect to be appointed for a semester to the Visual Media Center.

Teaching positions are of four types. A **Reader/Grader (RG)** works with a professor grading undergraduate work and generally assisting in the smooth running of an undergraduate course. A **Section Leader (SL)** is responsible for two sections of a large lecture course, including weekly discussion meetings and grading. Reader/Graders and Section Leaders are at the level of the second year and third year in the doctoral program, in coursework and in preparation for the M.Phil. oral examination. **Barnard Teaching Fellows** lead discussion sections and have grading and course planning responsibilities in the Barnard Survey, *Introduction to the History of Art I and II*. Barnard TFs work closely with the Barnard faculty responsible for the course. The fourth and most advanced position is that of **Teaching Fellow in Art Humanities**. Art Humanities Teaching Fellows are appointed only after the oral examination and the fulfillment of all M.Phil. degree requirements. *Masterpieces of Western Art* or *Art Humanities*, is a critical component of the College's Core Curriculum. The course is required of all students at Columbia College and the School of General Studies, and in the College it complements three other main core classes — Literature Humanities, Contemporary Civilization, and Music Humanities. Art Humanities is a model for introductory courses across the country and provides the capstone teaching experience for doctoral students at Columbia University.

Many doctoral students teach Art Humanities for two years. The first year usually comes at the beginning of dissertation work, and the second year at the final stage of dissertation writing, when students find it especially helpful to be part of the department's community of scholars and writers. Appointments, however, are for one year only; there can be no guarantee of a second year at the time of the initial appointment. Whether a student is eligible for a second year of teaching depends in part on the success of the first year and in part on the availability of positions.

It should be noted that teaching appointments carry responsibilities in each semester of the second and third years of the doctoral program. Art Humanities and Barnard appointments are for the academic year. Students must balance

their own studies with teaching or curatorial duties. Balancing these multiple tasks is a challenge, to be sure, but learning to do so is a skill expected of all doctoral students. Moreover, the experience of teaching generally helps students prepare for orals, refine their communication skills, and improve dissertations. The first year of the Multiyear fellowship is devoted solely to coursework. The departmental dissertation fellowship, for which all qualified fourth and fifth year students should apply, also provides a year of full funding often used for dissertation work abroad. Students at this stage must also apply for University dissertation fellowships and for national fellowships to fund research and writing.

All students applying for financial aid via the fellowship program are required to abide by the regulations set forth by the Graduate School of Arts and Sciences and the Office of Financial Aid. These regulations are published online at <http://www.columbia.edu/cu/gsas/cs/fin-aid/pages/reg/index.html>. All fellowship appointments made by the faculty of the Department of Art History and Archaeology are subject to the approval of the Graduate School of Arts and Sciences. Fellowship appointments may be reviewed by faculty during mid-semester or mid-year, in the event of serious sub-standard performance or other problems.

Selection Process and Assignment

Late in the school year, the faculty reviews the academic performance of every student. If the student has satisfied the academic requirements and continues to qualify for a fellowship, the faculty will appoint the student to one of the positions described above. The Director of Graduate Studies (DGS) and the Chair interview students to determine their qualifications, interests, and preferred appointment. In making appointments, the DGS and Chair consult the entire faculty during the student review, and consider the needs of each graduate student and the department's undergraduate curriculum. While every effort is made to match a student with a course in his/her major or minor field, a perfect match cannot be guaranteed.

Some graduate students will be informed of their appointment for the following year before the spring semester is over; however, others will not be given precise teaching appointment until the start of the semester. In order to maintain parity in graduate teaching fellow appointments, such flexibility is important. The exact enrollment in some courses will not be known in advance, and occasionally new professors will arrive with needs that cannot be predicted until they begin teaching. In case of low enrollments, and consequently too many Section Leaders or General Teaching Assistants assigned to a course, students may be given similar appointments in another course, always with due attention to the students' academic interests.

For Art Humanities and the Barnard Survey, students apply for appointments by submitting applications at the appropriate time and following the details of the application process, which includes visits to sections of the course and an interview with a faculty committee. Announcements are made by the Department early in the spring semester about applications for fellowships for the following year.

Responsibilities

The Graduate School requires the Department to make appointments in such a way that no Teaching Fellow devotes more than twenty hours a week on average to their assigned appointment.

Section Leader: Several large undergraduate courses have regularly scheduled section meetings. A Section Leader usually meets with two sections per week, each with fifteen to twenty-five students. Occasionally the two sections may be uneven, with the Section Leader balancing one small and one large section (this is sometimes necessary to maintain balanced workloads among SLs). The number of students for whom an SL is responsible is approximately thirty per semester. Section Leaders will meet regularly with the instructor to discuss issues and topics taught each week. They will participate actively in the formation of paper topics and examinations and they will be responsible for the grading, according to general guidelines set by the instructor. Course evaluations will be distributed to the students for the SLs at the same time as those for the professor of the course, and the professor will discuss the performance of each SL with him or her at the end of the semester. Due to the pressure of submitting grades in large courses, Section Leaders should plan to be on hand for at least three days after the final examination. (The travel and vacation plans of one SL should not result in a huge workload for the others.) Section Leaders generally do not grade the work of graduate students or students from the professional schools, such as the School of Architecture. Section Leaders may not be registered for the course they are assisting for, whether for an "R" or a qualitative grade.

In addition to leading discussion sections and grading, Section Leaders may occasionally photocopy, organize library reserves and printed readers, and handle administrative tasks directly related to the class. Section Leaders are not expected to retrieve slides for instructors, but may be asked to help in advising the staff of the Visual Media Center on image acquisition or on organization of a course web site. In no case will they bear primary responsibility for slides or digital images which remains the instructor's responsibility. Further, no Teaching Fellows can be asked to produce slide or digital images as a regular part of their duties.

Reader/Grader: Students assigned to assist a professor in a lecture course without regular discussion sections will consult with the professor each week on matters such as Avery reserves, textbook orders, slides, etc. Responsibilities may occasionally include photocopying, organizing library reserves and printed readers, and administrative tasks directly related to the class. Reader/Graders are responsible for leading review sessions to help undergraduates prepare for examinations, and for grading the examinations and papers of the undergraduates. The number of students for whom a R/G is responsible is approximately forty per semester. Reader/Graders generally do not grade the work of graduate students or students from the professional schools, such as the School of Architecture. Reader/Graders may not be registered for the course they are assisting for, whether for an "R" or a qualitative grade. No Teaching Fellows can be asked to produce slide or digital images as a regular part of their duties.

Curatorial Fellow in the Visual Media Center: The Visual Media Center is the primary visual resource of the department and essential to its instructional program. Normally all graduate students spend one semester in the VMC. Fellows are trained in basic operations, including slide and digital image production and circulation, reference and user support, and equipment maintenance. These activities involve art historical research, development of classification and cataloguing skills, digital imaging, and database development and maintenance. Fellows may have the opportunity to pursue a special project to develop the collection in a particular area of art historical research and in association with a faculty member. More and more, Curatorial Fellows are involved in developing instructional media in their fields and specialty. The appointment as a Curatorial Fellow in the Visual Media Center will require no more than twelve hours weekly over the course of fourteen weeks in the fall semester and fourteen weeks in the spring semester.

Curatorial Fellow in the Wallach Art Gallery: This appointment is no longer part of the fellowship program in the Department of Art History & Archaeology.

Barnard Teaching Fellow: Barnard Teaching Fellows lead small weekly sections of students in discussion and assist with the course lectures that meet twice a week for seventy-five minutes each. Directed by a Barnard professor and team-taught by the faculty, the yearlong sequence course *Introduction to the History of Art I and II* seeks to introduce students to the history of Western as well as Non-Western Art. The first semester covers art of Antiquity to the early Renaissance, the second semester Renaissance to Modern. The course also includes sections on non-Western cultures each semester. It is not a great monuments course, but rather an attempt to introduce students to the variety of artistic production in each period. The course also strives to bring recent theoretical and historical perspectives, issues of race, class and gender, to bear on the history of art as well as on the interpretation of individual works. It is a required course for art history majors in Barnard College, and it regularly attracts students from many different departments and all the undergraduate schools. Barnard TFs carry all the responsibilities of a Section Leader in a Columbia undergraduate lecture, plus a high degree of responsibility in planning the course. Barnard TFs meet regularly with the faculty director of the course and guest lecturers to plan the sections and discuss pedagogy and related issues.

Art Humanities Teaching Fellow: Each Teaching Fellow has sole responsibility for a section of Art Humanities, generally made up of no more than twenty-two undergraduate students. The one-semester class meets twice a week for seventy-five minutes each session. To help Teaching Fellows prepare to cover the topics in the Art Humanities syllabus, faculty offer weekly briefing sessions which all Teaching Fellows are required to attend. The normal requirements for Art Humanities students consist of a midterm and a final examination, plus three or four short papers based on visits to museums or other sites, all of which the Teaching Fellows grade. Teaching Fellows also accompany their classes on two or more visits to museums scheduled outside the regular class meeting time. An Art Humanities Teaching Fellow teaches one section per semester.

Guidance/Training

Reader/Graders and Section Leaders will meet on a regular basis with the professor to plan discussion sections, exams and paper assignments; establish grading policy; review graded exams and papers; and discuss readings and other aspects of the course. Curatorial Fellows in the Visual Media Center and the Wallach Art Gallery will be trained and guided by the Curator of Visual Resources and by the Director of the Wallach Art Gallery, respectively. The Executive Director of the Media Center provides supervision and guidance for the Media Center Fellow. Faculty in the Barnard College Department of Art History direct the Barnard Survey and supervise the Barnard Teaching Fellows.

The Director of Art Humanities has primary responsibility for the training of Art Humanities Fellows, but the full faculty participates in this enterprise. Preparation begins immediately after the appointment has been made in the spring semester with three orientation sessions concerning the Core Curriculum and Art Humanities, training in the electronic classrooms, and visits to classes taught by seasoned instructors. All Art Humanities Teaching Fellows are also required to attend an orientation, usually held on the Thursday prior to the start of classes in the fall. Art Humanities Teaching Fellows meet every Thursday from 12:15 to 2 p.m. in 934 Schermerhorn during the school year. During the fall semester faculty members lecture about each unit of the syllabus and suggest teaching techniques. These sessions also provide an opportunity to discuss grading, exams, paper assignments, and any other pedagogical matters. The meetings during the spring semester generally focus on teaching practices and further exploration of themes in the Art Humanities curriculum.

The Department will hold a meeting for all graduate teaching fellows at the start of the school year to orient them to classrooms and equipment, to the VRC, and to photocopying, computing, and printing resources and policies.

Faculty Guidance and Evaluation

Before or at the beginning of the semester, faculty members should distribute the class syllabus and explain the expected contribution of the teaching fellow to the class. The faculty member should arrange to observe the teaching fellow as he/she teaches in order to provide guidance and feedback. At the end of the semester, the faculty member should write an evaluation of the teaching fellow, which includes a review of his/her contribution to the class. This evaluation should be discussed with the teaching fellow before being turned in for inclusion in the graduate student's file. Grading is a crucial aspect of teaching. It is the responsibility of the professor to explain his/her grading policy and standards to graduate students, and to read sample graded papers and exams to assure consistent application of those standards and parity in grading across different sections. The professor is ultimately responsible for assigning grades, except in the case of Art Humanities, where Teaching Fellows are solely responsible for their classes.

Grievance Procedure

If a problem cannot be resolved with the faculty supervisor, department supervisor, or Director of Art Humanities, graduate students should bring grievances to the attention of the Director of Graduate Studies or the Chair of the Department of Art History and Archaeology. If the problem cannot be resolved within the department, students should contact the Assistant Dean for Ph.D. Programs at the Graduate School of Arts and Sciences.

The Graduate School of Arts and Sciences publishes a website about the Graduate Teaching Program: <http://www.columbia.edu/cu/tat/> The Department encourages all teaching fellows to look at the website. The contact person in GSAS is Jan Allen, Associate Dean for Ph.D. Programs.