



**CASE
WESTERN
RESERVE
UNIVERSITY**

**DEPARTMENT OF ART
HISTORY AND ART**

**GRADUATE STUDENT HANDBOOK
a.k.a.
The Guide for the Perplexed
2026-27**

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The Handbook supersedes information on the departmental website. Information in this document is subject to change without notice. Always check the information provided herein against current policies and procedures detailed on the School of Graduate Studies website. Those sometimes change swiftly.

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Notice of Nondiscrimination:

Case Western Reserve University prohibits sex- and gender-based discrimination in its education programs and activities, as well as retaliation for asserting the right to be free from such discrimination, in accordance with federal law, including Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681). Sex- and gender-based discrimination includes discrimination based on sex, pregnancy, parental status, gender identity or expression, transgender identity, and sexual orientation. Sex- or gender-based discrimination also includes sexual harassment, sexual assault, sex-based stalking, sexual exploitation, and dating violence or domestic violence.

The Title IX Coordinator in the Office of Equity is responsible for implementing the policy prohibiting sex- and gender-based discrimination.

Anyone impacted by sex- or gender-based discrimination, or who knows of others impacted by sex- or gender-based discrimination, and who would like to report discrimination or seek support for themselves or others, may contact the Title IX Coordinator by telephone, email, text message, or in person during regular business hours, or through the online Office of Equity forms below.

Title IX Coordinator: Rachel E. Lutner Main Office Phone: 216-368-3066
Text or Call Title IX Coordinator: 216.327.4160 Email: titleix@case.edu

Online forms to report sex- or gender-based discrimination:

[Online form for CWRU community members to report and request support](#)

[Online form for CWRU community members to report anonymously](#)

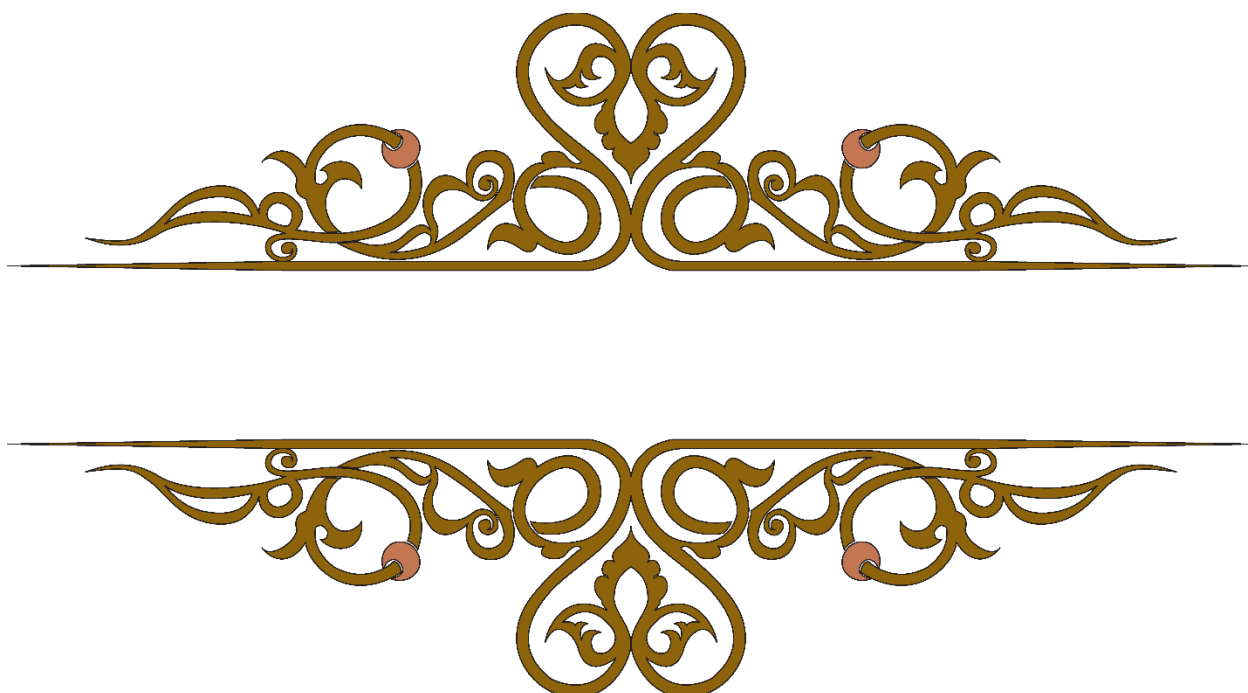
[Online form for non-CWRU community members to report](#)

[Webpages for more information](#)

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ABOUT THE PROGRAM

The Department of Art History and Art offers the following graduate programs: **Doctor of Philosophy in Art History**, **Master of Arts in Art History**, and **Master of Arts in Art History and Museum Studies**. The Department is also home to the interdisciplinary **Graduate Certificate in Global Medieval Studies**. Qualified CWRU undergraduates majoring in art history or art education may participate in the **Combined BA and MA degree Program**.

Case Western Reserve University affords an outstanding opportunity to pursue graduate study in art history, with a distinguished faculty and a Joint Program with the Cleveland Museum of Art (CMA). Enjoying the resources of a major research university that is closely affiliated with the CMA and other area museums, galleries, and institutions, our graduate programs provide a remarkable environment for direct acquisition of specialized knowledge as well as for professional curatorial and interpretive experience. The department's close collaboration with the CMA offers students unparalleled access to the museum's collections and its comprehensive art library (the third largest art research library in the USA), and allows opportunities to work and study with curators and museum educators.

Our affiliation with a world-class museum encourages an intensive object-oriented course of study. Graduate students help contribute to the generation of new scholarly knowledge sponsored by the CMA in conjunction with its ongoing exhibition programs and the research of its permanent collections. Through internships students receive supervised training in a variety of departments. A new program of collections seminars expands student opportunities to learn first-hand about the exhibitions process and other museum research projects by working with a curator and/or faculty member to plan, research, and stage an exhibition, or prepare a database or website based on the CMA collections. Many curators at the Cleveland Museum of Art hold adjunct faculty status, which enables them to teach and supervise independent projects, as well as to participate on doctoral committees when appropriate.

The development of knowledge and skills at a professional level at CWRU is greatly enhanced not only by internship opportunities at the Cleveland Museum of Art and other University Circle and Northeast Ohio gallery and museum venues, but also through a program of visiting lecturers, symposia, and workshops sponsored by the Department of Art History and Art, the CMA, and the University's Baker-Nord Institute for the Humanities. Each year, with the help of the Buchanan Fund, the department sponsors visits by prominent scholars and curators. The department's own graduates are invited to deliver distinguished alumni lectures. In addition, the department sponsors the annual Cleveland Symposium—one of the oldest graduate-student-organized symposia in art history in the United States. Graduate students at both the doctoral and master's level are encouraged to deliver papers at national and international conferences; generous gifts in honor of Walter Gibson, Edward Olszewski, and Carolyn Carr help defray students' expenses associated with travel to conferences, research libraries, and collections.

GRADUATE PROGRAMS: MASTER OF ARTS

Master of Arts in Art History - Degree Requirements:

The Master of Arts program in art history is designed to provide the student with a broad knowledge of the major art historical periods, scholarly and bibliographical resources, and methodologies of art history. It also offers an opportunity to investigate art historical problems in some depth.

The master's degree in art history is conducted exclusively under [Plan B as described under the School of Graduate Studies](#) in the University Bulletin.

The following requirements of the MA program must be fulfilled:

1. ARTH 495: Methodologies of Art History (3 credits)
2. Eight graduate courses at the 400 level or above, three of which must be seminars on the 500 level. These eight courses must include one course from four of the following five areas: world art, ancient, medieval/Byzantine, Renaissance/Baroque and modern/contemporary/American (24 credits). NB: Certain courses may fit under more than one category. For example, ARTH 357/457 (Medieval Wonders: Monuments from Across the Globe) can be used to satisfy either medieval or world requirement, but not both. Please see your instructor and the DGS to determine under which category any given such course should be counted.
3. ARTH 489A: M.A. Qualifying Paper (3 credits) and ARTH 489B: QP revisions (1 credit)
4. A reading knowledge of one foreign language (normally French, German, or Italian)

Total credits: 31

Students normally take three courses per semester in the first year. They take one course plus ARTH 489a in the fall semester of their second year and take two courses plus ARTH 489b in their last semester.

Prior to graduation all candidates for the MA in Art History are required to submit a qualifying paper; it may be a seminar or course paper reworked as necessary, or an independent project. The MA qualifying paper, based on individual research, should be the length of a publishable article and conform to the text and footnote format used in *The Art Bulletin* or another format agreed upon with the two readers. The paper is written under the supervision of a faculty advisor and is read and approved by a second member of the art history faculty. Further information regarding the Qualifying Paper is available below. Four credits registered as ARTH 489A and ARTH 489B are required.

Master of Arts in Art History – Qualifying Paper (QP):

Typically, students work on their QPs during the third semester in the program; many start advanced research on the paper over the preceding summer. The recommended length is 25-35 pages, not counting footnotes/endnotes and bibliography, and students should aim for a paper that could be adapted for conference presentations and that is, ideally, publishable as an article when revised. In order to be submitted for publication, it must make an original contribution to the field. Publication must be recommended by a member of the faculty.

Recommended Schedule for the Qualifying Paper:

- Week 1: Submit annotated bibliography and 1-2 page thesis draft; student contacts second reader to request participation
- Weeks 2-6: Outlining, drafting; recommend regular weekly or twice-monthly meetings with the advisor, and one meeting with the second reader to discuss the paper and review the schedule and deadlines
- Week 7: First draft due to the first reader only
- Week 8: First draft comments returned to the student
- Week 10: Second draft due to the first and second readers
- Week 11: Second draft comments returned to the student by the first and second readers; meeting with second reader
- Week TBD: Oral Presentation of QPs to department and guests (late November or early December)
- Week 14: Final draft due to both readers (only copy edits or correction of significant errors from the student takes place at this point)
- Week 16: Reader reports and grades returned to student, with any required copy edits or corrections; reader comments should evaluate the paper and make recommendations for future revisions should the readers advise that the paper is suitable for publication
- Week 17: Final, clean copy due to the department, with a cover sheet signed by the student and two signed reader reports

Readers: typically, both readers are members of the faculty, in which case students may approach them directly. In some cases, it may be possible to involve a CMA or Museum of Contemporary Art Cleveland (moCa) curator. Students should not approach curators directly but must first discuss the matter with their advisor and the DGS; after such discussion, the faculty advisor may approach the curator and inquire about their interest in and availability for the project. The first reader holds the primary responsibility for shepherding the project to conclusion; the second reader provides critical feedback on as many drafts of the paper as that reader deems necessary.

Examples of past QPs are available on file with the department's administrator; papers may be consulted but may not be circulated outside the department.

Documents: Templates for the cover sheet and reader reports are available on the departmental website under **“Forms and Documents.”**

Master of Arts in Art History & Museum Studies - Degree Requirements:

The MA program in art history and museum studies includes the same broad requirements and objectives as the MA program in art history, along with a year-long museum studies course and two supervised museum internships.

These internships entail work on a specific project to be outlined by museum personnel working with the student, and approved by the departmental museum studies instructor. While most of these internships are undertaken at the CMA, with prior approval students may conduct their internships instead at moCa Cleveland, at the Cleveland Clinic Art Program, at the Western Reserve Historical Society, and other area institutions. The core course, language, and examination requirements are largely the same as for the MA in Art History. However, the museum internships substitute for the qualifying paper, two semesters of museum studies classes are required, and there are 9 (instead of 12) hours of electives required for the degree.

The following requirements of the MA program must be fulfilled:

1. ARTH 495: Methodologies of Art History (3 credits)
2. ARTH 490A: Visual Arts and Museums I (3 credits)
3. ARTH 490B: Visual Arts and Museums: II (3 credits)
4. ARTH 491A: Visual Arts and Museums: Internship (1 credit)
5. ARTH 491B: Visual Arts and Museums: Internship (3 credits)
6. Six graduate courses at the 400 level or above, three of which must be seminars at the 500 level. These six courses must include one course from four of the following five areas: world art, ancient, medieval/Byzantine, Renaissance/Baroque and modern/contemporary/American (18 credits). For example, ARTH 357/457 (Medieval Wonders: Monuments from Across the Globe) can be used to satisfy either medieval or world requirement, but not both. Please see your instructor and the DGS to determine under which category any given such course should be counted.
7. A reading knowledge of one foreign language (normally French, German, or Italian) must be demonstrated

NB: Students must successfully complete ARTH 490 A&B before enrolling in ARTH 491 A&B.

Total credits: 31

Documents: Template for the ARTH 491B internship report is available on the departmental website under “**Forms and Documents.**”

Master of Arts in Art History & Museum Studies – Internships:

Through ARTH 491A, students will complete an internship that introduces them to the major activities, duties, and responsibilities of a designated division of the museum (including curatorial, education, collections management, conservation, and/or the library). During this period students will also develop a major project, to be completed during the tenure of ARTH491B. This project should be intellectually challenging, equivalent academically to the MA paper, and ideally will allow the student to interact with other divisions of the museum. During this second semester of the internship sequence, the student may elect to have a faculty supervisor other than the museum studies instructor.

The following institutions routinely offer internships for course credit, although internship opportunities vary by semester:

[Artists' Archives of the Western Reserve](#)
[Cleveland Clinic Art Collection](#)
[The Cleveland Foundation](#)
[Cleveland Institute of Art, Reinberger Galleries](#)
[Cleveland Museum of Art](#)
[Intermuseum Conservation Association](#)
[Museum of Contemporary Art Cleveland](#)
[The Sculpture Center](#)
[SPACES](#)
[University Hospitals Art Collection](#)



Master of Arts – Language Requirements:

Candidates for the MA in Art History and the MA in Art History & Museum Studies must demonstrate a reading knowledge of one approved modern language other than English, normally French, German, or Italian. The language requirement must be satisfied by the end of the third semester of study. It may be satisfied in one of three ways:

- a. The student may submit evidence of having completed a minimum of six credit hours (two semesters) of college-level language study and having achieved a grade of B or higher in each semester no later than two years before entering the MA program. The student must submit this evidence upon entry to the program.
- b. The student may complete a minimum of six credit hours (two semesters) of college level language study while enrolled in the MA program, achieving a grade of B or better in each semester. The language study must be completed by the end of the third semester in the MA program. Credit hours earned for language study may not be counted as part of the 31 hours required for the MA degree in art history; they do not affect the student's GPA. These hours may be taken at CWRU or elsewhere, and official transcripts must be provided. Online courses can be used to satisfy this requirement. All online courses or courses taken outside of CWRU must receive pre-approval from the DGS; the syllabus and final examination must be submitted to the DGS for final approval.
- c. The student may take a language examination offered by the department every November and April. This one-hour examination requires translating a section of an art-historical writing in a foreign language into English; use of a dictionary is allowed; no internet access is permitted. The examination is graded on a pass/fail basis, and grading is based on both the accuracy and length of the translation written by the student. In the event of an unsatisfactory performance, the exam may be taken again or the student may enroll in courses of formal language study as in option b.

Master of Arts – Graduation:

All requirements for the MA degree must be completed within five consecutive years of matriculation, including leaves of absence, excepting leaves for military service or parental leave. For more, please see

(<http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/>)

Formal application for graduation must be filed at the [Office of the Dean of the School of Graduate Studies](#) no less than two months before the date of the convocation at which the candidate expects to receive the master's degree. In exceptional circumstances, some requirements may be waived with the permission of the department and/or the Dean of Graduate Studies. All requests for waiver of a requirement must be made formally, in writing, no later than the semester preceding the one in which the waiver is to be applied. Students will be notified in writing by the department chair whether or not the waiver has been granted.

Please understand that it is your responsibility to apply for graduation!

According to the SGS requirements, "A candidate for a degree awarded by the School of Graduate Studies must make application for the degree to the School of Graduate Studies by the deadline established for that semester. Students are encouraged to visit

the School of Graduate Studies website at the beginning of the semester in which they intend to graduate to obtain a packet of graduation materials for either the [Master's](#) or [Doctorate](#) degree. The candidate must meet all the deadlines for completion of degree requirements set forth in the calendar. All candidates must be registered for credit and in good standing during the semester in which the degree is awarded. The diploma and official transcript reflecting the conferral of degree will not be released to the candidate until all outstanding tuition, fees, and fines are resolved.”

For information for the Master’s (Non-Thesis) Track, see <https://case.edu/gradstudies/current-students/graduation/masters-non-thesis-graduation>

Master of Arts – Internal Application to Doctoral Program:

Any second-year MA student at CWRU who wishes to continue on in our doctoral program should submit a regular application including three letters of recommendation but not the college transcript, which the department will provide. Internal applicants to the PhD program do not file their application through the standard system (currently Slate); all materials should be sent to the department’s administrator. The normal application fee will be paid by the department instead of the student. Their statements should explain which field they would like to study and why, and make it clear that they have discussed this plan with their potential departmental advisor. One letter of recommendation should come from their potential advisor. If accepted, the applicant may defer starting the doctoral program for one academic year if so desired, but the financial aid offer cannot be guaranteed for the next year. Successful completion of the MA degree in the department is not a guarantee for admission to the PhD program.



GRADUATE PROGRAMS: DOCTOR OF PHILOSOPHY

Our highly selective doctoral program in art history, founded in 1967 and offered in collaboration with the Cleveland Museum of Art, provides unique training for museum and academic careers. The object-grounded approach to the study of art history, based on the encyclopedic collections of the CMA and other area institutions, affords an exceptional opportunity to fuse the varied practices of the discipline pursued within the museum and the academy. Through study rooted in careful examination of the specific properties and idiosyncrasies of art objects, students can contribute concretely to a broader cultural and theoretical academic discourse. Graduate students are trained in both traditional and newer, theoretically-based art historical approaches in classes taught by faculty renowned for their expertise in a diversity of fields, all of whom maintain an object-oriented approach to teaching and research. Many CMA curators and museum educators hold adjunct faculty positions and teach courses for the program. Classes are frequently held at the CMA, where students have access to the permanent collections and a rotating schedule of exhibitions as well as to the Ingalls Library, the third largest art research library in the United States.

The innovative CWRU-CMA doctoral program in art history trains flexible and creative professionals who have the tools to achieve excellence in museum and academic careers. The pace of the program is accelerated; full funding for five years of tuition in addition to a generous yearly stipend enables our doctoral students to work full time on their degrees, with the goal of finishing in five to six years. Many aspects of the current curriculum were developed through a grant given jointly to CWRU and the CMA by the Andrew W. Mellon Foundation as part of a program to further collaborations between art history graduate programs and art museums.

Outline of the Program:

Years One and Two: The doctoral program begins with two foundation courses that reflect the program's commitment to rigorous art historical training, encompassing both study of individual works of art and theoretically-informed analysis: a fall semester course in the methodologies of art history, and a spring semester course in the materials, methods, and physical examination of art works. The curriculum includes collection-based seminars often devoted to planning and researching an exhibition at the CMA, which is based on its permanent collections, or to substantial study of the collection. These are supplemented by additional lecture and seminar courses in the student's specific field(s) of interest, as well as electives in other art historical fields, connoisseurship, history and theory of museums, collecting practices, and histories of the art market. Any language exams or courses needed for each student's individual progress will be taken during the first two years.

Year Three: Yearlong half-time doctoral internship in a curatorial department of the Cleveland Museum of Art; study for and take the qualifying examination and begin work on a dissertation prospectus.

Years Four and Five: Presentation of the dissertation prospectus, dissertation research, and writing. It is expected that students will also apply for outside fellowships during these years.

Coursework & Credit Hour Requirements:

1. ARTH 495: Methodologies of Art History (3 credits)
2. ARTH 496: Materials, Methods, and Physical Examination of Works of Art (3 credits), offered every other year
3. Four graduate seminars at the 500 level (12 credits)
4. Six courses at the 400 level or above (18 credits)
5. ARTH 610A: Advanced Visual Arts and Museums: Internship I (3 credits)
6. ARTH 610B: Advanced Visual Arts and Museums Internship II (3 credits)
7. EXAM 700 (2 credits, 1 per semester)
8. ARTH 701: Dissertation Ph.D. (18 credits)

Total credits: 62

Language Requirements:

Doctoral students must demonstrate an ability to read two approved foreign languages useful in art historical research. All language requirements must be completed before the PhD student is allowed to schedule the PhD Comprehensive Examination. German is recommended as one of the two languages for students concentrating in Western art. Latin is recommended for students who wish to focus on medieval art.

Doctoral students in Asian art should enter the program with a reading knowledge of at least one Asian language (Chinese, Japanese, or Korean). Prior to taking the comprehensive exam, students must demonstrate reading knowledge of two languages relevant to the student's research interests. The second language is chosen in consultation with a faculty advisor. It may be a modern Asian language, a classical Asian language, or a European language.

Doctoral students in Jewish art should either have basic reading knowledge of Hebrew or expect to take Hebrew language courses, both in modern and classical Hebrew.

Credit hours earned in language study may not be counted as part of the thirty-six credit hours required for the PhD in art history.

Please see p. 9 for a detailed description of the different ways that the language requirement may be satisfied (under MA language requirements).

If a student wishes to take an exam in a language not currently supported by the Art History faculty, s/he should consult with the DGS who will bring it to the faculty's attention for consideration.

In consultation with the DGS, native speakers in foreign languages may receive an exemption.

Third-year Internship (610A and 610B):

In the year prior to the internship, students should confer with their advisor(s) and set up a meeting with the curator who will supervise the internship. The meeting should include the student's advisor(s). At the meeting, internship parameters are discussed and agreed upon.

The Internship Agreement Form is posted under “**Forms and Documents.**” It should be filled out by the student and signed by the advisor and the curator. Copies of the form should be filed with the departmental administrator and the student's advisor by the end of the first week of classes each semester.

The internship requires 20 hours of effort per week. The rest of the time students study for their comprehensive exams.

Until further notice, Travis Deal is our liaison at the CMA who will help students with badges, workspaces, and technology needs. All other issues such as scheduling and project management, daily structure, etc. will be handled by each supervising curator. Supervising curators will inform Travis of the following, and he will then manage the aforementioned processes internally:

- Supervisor's name
- Student's tech and training needs
- Start/end dates
- Whether the intern will handle art, library books, and/or work with children (if so, they will require a background check, which Travis will schedule with badging)
- Intern's weekly work schedule (days/times)
- Whether the intern requires workspace on the fourth floor and why. Please note: while the fourth-floor work space is not guaranteed for the interns, the Education Department will always do its best to make sure that interns have the necessary space to conduct their work.

If you have any questions, contact Travis at TDeal@clevelandart.org and Prof. Gertsman.

Comprehensive Exams:

Recommended practice is that the student identify the members of the exam committee by the beginning of their third year (or earlier) and schedule the exam in consultation with their advisor. Typically, the exam takes place in spring of the student's third year.

The doctoral qualifying examination will consist of two parts, oral and written. In consultation with their advisor, students will formulate two examination fields, which should either be contiguous or substantively related (and not simply based on the amount of coursework the student took in any given field). The second field can be in a non-art historical area: classics, history, religious studies, music, etc. In this case, the field must absolutely be related to the first (e.g., someone with a primary field in Roman art cannot choose medieval history as a secondary field but could choose Roman history). The two fields, along with paragraph-long justifications for each, will be submitted to the voting members of the faculty for approval; if necessary, the student will be asked to revise them with advice of the faculty and resubmit them for faculty

approval. Students should submit their written justifications directly to their advisor, who will forward them to the entire faculty. The exam committee will consist of the major advisor, the minor advisor, and a third committee member. Examiners must be drawn from the CWRU faculty and/or CMA curatorial and relevant administrative and education staff, although the student may petition the DGS for an exception, e.g., to request a curator from moCa. All three committee members will evaluate both the oral and written portions of the examination. It is the student's responsibility to identify and contact the possible members of the examination committee sometime before the beginning of the third year of study, and to set the date of the examination in consultation with them. The student is also responsible for reserving the room at the CMA for the slide portion of the exam.

Part I: Oral Examination

The oral examination will take place over the course of one day. In consultation with their examination committee members, students will develop a bibliography for each field. The bibliography for the major field should be 25-30 pages in length; for the minor field, it should be 5-10 pages. The oral examination will consist of two parts:

1. **Between 1.5 and 2 hours, takes place in the museum.** Discussion of **four or five objects from the CMA collection**, drawn from both fields. Choice of objects and format of this portion of the exam remain at the discretion of your advisor. In-depth examination of objects may include connoisseurship, visual and technical analysis, iconography, proposed methodological approaches. Discussion may further focus on historiography, methodology, and bibliography. Include technical analysis if possible. Objects can, but do not have to be related to the student's potential dissertation topic.
2. **Between 1 and 2 hours, takes place in a classroom with projected images.** Discussion of **key objects from both fields**. Focus on historiography, methodology, and bibliography. This section will cover broader fields than just the student's potential dissertation topic (8-15 objects for the major field, 4 – 8 objects for the minor field).

Part II: Written Examination

After the oral portion of the examination is completed, examiners will meet to discuss the results and identify the student's weakest exam area. Within two days, examiners will craft a paper topic to target this area and notify the student, who will be expected to pick up the assigned topic from the art history office within two weeks of the notification. Once the topic is picked up, the student will be given a two-week period to write a research paper 20 – 30 pages in length, complete with notes and bibliography, based on the topic outlined by the committee. The administration of the written portion of the examination is predicated on the successful completion of the oral portion.

If the committee determines that the student failed any portion of the exam, the student will meet with the advisor to discuss the possibility of re-examination. In accordance with the rules set by the School of Graduate Studies, "except in unusual circumstances, a student who fails the examination a second time will be separated from further graduate study within the same department or program."

Advancement to Candidacy:

According to the School of Graduate Studies, “the formal acceptance of a student as a candidate for the doctoral degree is the responsibility of the student’s department or the committee supervising the doctoral program in accordance with the written procedures of the academic unit. Generally, advancement to candidacy allows the student to enter the dissertation research phase of the degree program, and occurs after all course work and exam requirements are satisfied. At its discretion the supervising unit may require a student to pass qualifying examinations before candidacy is granted. Students are expected to make regular and continuous progress toward the degree. Advancement to candidacy in a PhD program should occur within a maximum of 6 years post-matriculation with a bachelor’s degree (no later than at the completion of 36 semester hours of graduate study) and 4 years post-matriculation with a master’s degree (no later than at the completion of 18 semester hours of graduate study). Students may continue in pre-candidacy status beyond this time by means of a petition to the School of Graduate Studies by the student and program director, based on evidence of student progress toward the degree. Individual programs can require advancement to candidacy before the time limit set in this policy. The School of Graduate Studies must promptly be notified in writing of the decision concerning a student’s advancement to candidacy, and a copy of the notification must be sent to the student concerned. A student who is refused candidacy status may not undertake further study for credit toward the doctoral degree within the same department or supervising unit. With the approval of both the department concerned and the School of Graduate studies, such a student may: 1. Take additional courses, if required, in order to complete an approved master’s degree in that department; 2. Seek admission to the graduate program of another department.”

The Advancement to Candidacy Form can be found here:

<https://case.edu/gradstudies/current-students/forms>

It is the student’s responsibility to fill out the top portion of the form and forward it to her/his academic advisor for a signature. The student will not be able to register for 701 until this form is complete.

Prospectus:

After completing the PhD qualifying examinations in the third year of study, the candidate, in consultation with the advisor, will prepare a written proposal for a PhD dissertation, which must then be approved by a committee of three members of the University faculty appointed for that purpose. This committee is not necessarily identical to the exam or dissertation committee; it should be put together by the student in consultation with his/her advisor, and, if appropriate, can include a CMA curator. The student’s advisor will approach the curator on the student’s behalf.

It is expected that the prospectus defense is scheduled for the fall of the student’s fourth year, and that the final version is approved by the end of the fall semester. Those applying for grants and fellowships should plan on submitting the prospectus in early fall. The length of the prospectus should fall somewhere between 10 and 20 pages. It should include the central problem the dissertation will examine, along with a proposed thesis; a review of relevant literature; the overall shape of the project (preferably with chapter-by-chapter descriptions); a set of methodologies to be used in the dissertation; a list of primary and/or archival sources and their availability; a proposed plan of

research and writing; and a working bibliography. Images are not included in the above page count. It is expected that the final project may differ substantially from the original plan outlined in the prospectus; students should not, therefore, conceive of this document as an ironclad contract. Upon final approval a copy of the dissertation proposal will be placed in the student's file. The department will notify the College Art Association of the dissertation subject and working title and will update it as necessary on a yearly basis.

Some examples of previous years' prospectuses are kept on file with the department's administrator and are available upon request; these documents may not be circulated outside the department.

Traditionally, students present their dissertation topic to the faculty and graduate students alongside MA QP presentations at the end of fall semester of their fourth year. This brief presentation is distinct from the prospectus defense, which differs from it in length and is attended by the student's committee only.

Dissertation:

Committee

The student, in consultation with the advisor, assembles the dissertation committee. The committee should be identified as soon as possible after the defense of the prospectus. According to the School of Graduate Studies, "The composition of each student's dissertation committee must have formal approval by the School of Graduate Studies on recommendation of the chair of the department, division, or curricular program committee. The dissertation committee must consist of three core members, at least one of whom holds a primary appointment from outside the Department of Art History and Art. If the student adds a fourth faculty member, they would be considered an optional member as only 3 are needed for the committee. The chair of the committee must be a CWRU tenured or tenure-track faculty member in the student's program. The student's dissertation research advisor must be a member of the committee and may serve as chair if consistent with departmental policy." Guest members, such as curators, visiting professors, or faculty members who hold a position at another university, may participate fully in committee discussions and the dissertation defense but do not have voting privileges and cannot chair a committee. Guest members must be approved by the committee chair and the department chair/program director and listed on the Notification for Scheduling the Final Oral Exam for the PhD form (see below).

According to SGS, "Persons who are not members of the University faculty may serve as additional members of the defense committee, subject to approval by the School of Graduate Studies. A petition with the rationale for the request must be submitted to the School of Graduate Studies along with the proposed member's curriculum vitae. Under special conditions, a former faculty member whose time of leaving the university has not exceeded 18 months may be approved as a committee member by the School of Graduate Studies. Throughout the development and completion of the dissertation, members of the dissertation advisory committee are expected to provide constructive criticism and helpful ideas generated by the research problem from the viewpoint of their particular expertise. Each member will make an assessment of the originality of the dissertation, its value, the contribution it makes, and the clarity with which concepts are communicated, especially to a person outside the field. The doctoral student is expected to arrange meetings and maintain periodic contact with each

committee member. A meeting of the full committee for the purpose of assessing the student's progress should occur at least once a year until the completion of the dissertation."

Interdisciplinary topics may necessitate faculty readers from a wider range of disciplines. If appropriate, an additional specialist outside the University may be included on the dissertation committee. The committee members are chosen by the advisor in consultation with the student and the department chair; they are identified as such on The Advancement to Candidacy Form (see above).

Writing and Defending the Dissertation:

The PhD dissertation must be based on individual research and writing and make an original and high-quality contribution to art historical scholarship. It is expected that the dissertation will change in content and focus throughout the course of research and writing. Students should stay in close contact with committee members about substantial changes.

Ideally, students will defend the dissertation by the end of her/his fifth year in the program, which is the time when funding runs out; however, it is expected that some projects will require more time. Students are strongly encouraged to complete their dissertations as soon as possible thereafter. Students are also strongly advised to apply for outside fellowships as soon as they complete their prospectus or even sooner with the advisor's approval. If a student obtains an outside fellowship prior to the fifth year of CWRU funding, for example one providing support for a year, the CWRU funding may be put on hold. Students should consult their advisor if they receive an outside fellowship for further instruction on putting CWRU funding on hold.

Students should adhere to the Chicago Manual of Style guidelines when writing their dissertations. Students should use the Notes and Bibliography style or the Author-Date style as agreed upon with their advisor. General information about formatting the dissertation for submission to the university can be found here:

<https://case.edu/gradstudies/current-students/electronic-theses-and-dissertation-guidelines>

Before the dissertation can be approved and accepted, it must be successfully defended by the student in an oral examination conducted by the full committee. When completed, the dissertation must be submitted to the department no later than three weeks before the expected defense date, read and approved by the faculty committee (see above). Only core and optional members who hold CWRU faculty appointments are voting members and are included in the official vote count.

The form for Notification for Scheduling the Final Oral Exam for the PhD can be found here: <https://case.edu/gradstudies/current-students/forms>. In accordance to the rules set put by the School of Graduate Studies, "Scheduled defenses are publicized by the School of Graduate Studies, and any member of the university may be present at that portion of the examination pre-designated as public by the chair of the dissertation defense committee. Others may be present at the formal defense only by invitation of that chair.

It is expected that all members of the dissertation defense committee be present at the defense. Exceptions to this rule: a) must be approved by petition to the School

of Graduate Studies and only under extraordinary circumstances; b) no more than one voting member can ever be absent; c) the absent member must participate through real-time video conferencing at the department's expense; however, if such video conferencing is not available, the absent member may participate through telephone conferencing; and d) the student must always be physically present." Even though attendance at the defense is open, only committee members are allowed to ask questions. The defense will typically last no more than two hours. After the defense, all but the committee members leave the room; the committee members confer. According to the SGS, "A student will be certified as passing the final oral examination if no more than one of the voting members of the committee dissents."

Submitting the Dissertation:

As per the regulations detailed by the School of Graduate Studies, "All candidates for the PhD degree must electronically submit a dissertation as evidence of their ability to conduct independent research at an advanced level. The dissertation must represent a significant contribution to existing knowledge in the student's field, and at least a portion of the content must be suitable for publication in a reputable professional journal or as a book or monograph. Students must prepare their own dissertations. Joint dissertations are not permitted. The dissertation must conform to regulations concerning format, quality, and time of submission as established by the School of Graduate Studies. Detailed instructions can be obtained from the [School of Graduate Studies](#). Research work connected with a dissertation is to be carried out under the direct supervision of a member of the university faculty selected by the student in consultation with departmental faculty and approved by the chair of the department. Approved dissertations are to be uploaded to [OhioLINK](#) before certification for the doctorate. Because dissertations are made public immediately upon acceptance, they should not contain proprietary or classified material. When the research relates to proprietary material, the student and advisor are responsible for making preliminary disclosures to the sponsor in advance to permit timely release of the dissertation. These arrangements must be disclosed when the dissertation is submitted to the School of Graduate Studies. The required form can be found in the [graduation packet](#)."

You are expected to submit your dissertation to ProQuest; please see [here](#) for the discussion of copyright. Images submitted to ProQuest must be chosen carefully in consultation with your advisor. The department submits titles of dissertations in progress and completed dissertations to *The Art Bulletin*.

Please Note the Following Additional Information

Progress Reports:

Annual Doctoral Student Progress Report and Statement of Expectation forms must be filled out by each doctoral student in consultation with his or her advisor, and submitted to the DGS by May 15. The DGS will meet with each student to review the forms.

Templates are available on the departmental website under “**Forms and Documents.**”

Please note: the forms cover a given academic year. The forms must be signed by the student, the student’s academic advisor, and the DGS. If the DGS is the student’s regular academic advisor, the forms must be signed by the student, the student’s academic advisor/DGS, and the department chair. The forms are expected to be submitted by the deadline even if some final grades are still outstanding.

Residency Requirements:

According to the SGS, “The doctoral residency requirement is intended to insure a period of intensive academic interaction with faculty and peers and of sustained independent research. Graduate students are considered to be in residence when they are fully engaged in academic work. As resident students they may teach at the university, take graduate courses, assist in course development, and engage in research or in other scholarly activities at the university. Regardless of the nature of the work, the student’s regular presence at the university is expected during fulfillment of the residency requirement. The formal fulfillment of residency requires continuous registration in at least six consecutive academic terms (fall, spring and/or summer) from matriculation to a period not exceeding five years after the first credited hour(s) of dissertation research (701). The period while students are on a leave of absence do not count towards fulfilling the residency requirement. Within the context of continuity of registration, departments may enact other restrictions. In such instances, the departmental requirements take precedence and must formally be disclosed to the student at matriculation. This is meant to be a reflection of the appropriate reality that departments and fields have different norms and traditions of graduate study.”

Time to Degree and Graduation:

The University has a five-year limit on enrollment for students at the 701 level, which for art history will normally start in the fourth year of enrollment. Initial enrollment in ARTH 701 establishes the start of the five-year limit. This is a period of five consecutive calendar years, including leaves of absence, excepting leaves for military service or maternity/paternity leave. In exceptional circumstances, additional time may be granted with the permission of the department and the Dean of Graduate Studies, and some requirements may be waived. All such requests must be made in writing, no later than the semester preceding the one in which the waiver is to be applied. Students are notified in writing by the department chair whether or not the waiver has been granted or more time allowed. For more, please see [here](#).

For graduation requirements / information, see [here](#).

According to the SGS requirements, “A candidate for a degree awarded by the School of Graduate Studies must make application for the degree to the School of Graduate Studies by the deadline established for that semester. Students are encouraged to visit the School of Graduate Studies website at the beginning of the semester in which they intend to graduate to obtain a packet of graduation materials for either the [Master's](#) or [Doctorate](#) degree. The candidate must meet all the deadlines for completion of degree requirements set forth in the calendar. All candidates must be registered for credit and in good standing during the semester in which the degree is awarded. The diploma and

official transcript reflecting the conferral of degree will not be released to the candidate until all outstanding tuition, fees, and fines are resolved.”

MA and PhD PROGRAM: ADDITIONAL INFORMATION

Advising:

MA students are advised by their faculty advisors and sometimes the DGS, who meet with all students once a semester to help with registration and course selection. In many instances, students will be assigned faculty advisor in their area(s) of research interest, although the department cannot guarantee that the research interests of MA students and faculty advisors will match. Students are encouraged to seek advice from this faculty member, although the DGS remains their first point of contact for all administrative inquiries.

PhD students are directed by their academic advisor(s), and the DGS provides secondary advising only.

Types of Courses & Grading:

To register for courses, see grades, etc., students should log in to case.edu/sis.

The department offers several types of courses:

300/400-level courses are mixed lecture/discussion courses, with combined undergraduate and graduate enrollment; graduate students have additional responsibilities in such courses.

500-level courses are graduate seminars.

Students may take a directed study (ARTH 494*) after consultation with their advisor and the DGS. The structure of each directed study remains at each faculty member's discretion; students and the faculty member agree on a specific format. It is not advisable for MA students to take more than one directed study in the course of the two years unless dictated by special circumstances and approved by the DGS. PhD students should not take more than three directed studies unless dictated by special circumstances and approved by their advisor and the DGS. Directed studies are offered by full-time faculty members only; any other arrangement (with an adjunct faculty member, curator, etc.) must be approved in advance by the DGS and the chair. (* Each faculty member has a specific number appended to ARTH 494; students should make sure they register for the correct version of ARTH 494.)

Fellowship Courses are generally used by graduate students in art history for the necessary language study; tuition is not charged for these courses. For more information, see: <https://case.edu/gradstudies/current-students/fellowships-and-awards>, which also includes the Fellowship Course application form.

Students, with permission and approval of their academic advisor (for PhD students) and of the DGS (for MA students), can take courses outside of the department for credit and apply them towards the degree. It is at the discretion of the academic advisor or DGS to determine which outside courses are appropriate or necessary for a given student's course of study. The department does not allow any transfer of credit from other institutions.

Students may, in certain circumstances and with the permission and approval of their academic advisor (for PhD students) and/or of the DGS (for MA students), audit

courses. Audited courses do not count for any credits; the student does not receive a grade, and the course does not appear on the student's transcript. Please note that in addition to the permission and approval of the advisor or DGS, students can only audit courses with the permission of the course instructor.

Graduate courses are graded on a letter grade basis, never Pass/No Pass. According to the SGS, "Grades of Satisfactory (S) and Unsatisfactory (U) are to be used exclusively for two courses: 651 thesis research and 701 dissertation research. Satisfactory indicates an acceptable level of progress towards completion of the research required for the degree, and Unsatisfactory indicates an unacceptable level of progress towards completion of the research for the degree. Any student who receives a grade of U will automatically be put on academic probation, and if a second U is received, the student will be separated from further study in his or her degree program. Students who receive a U must repeat the course for the same number of credits the following semester."

Incompletes: As per CWRU policy, "Grades of I should only be assigned for letter-graded [...] courses for extenuating circumstances and only when a student fails to complete a small segment of the course. Students may not sit in the same course in a later semester to complete the work required for the original course. All work for the incomplete grade must be made up and the change of grade recorded in the [Student Information System \(SIS\)](#) by the date specified by the instructor, but no later than the last day of class in the semester following the one in which the I grade was received. Grade changes received after that date must be accompanied by a petition signed by both the advisor and the chair of the department indicating the reason for the late change and must be approved by the Deputy Provost. If the student cannot complete the work by the end of the following semester, he or she must petition for an extension which must be endorsed by the instructor, explain the reasons why the work has not been completed, and include a new date for completion. Students will be allowed only one extension of no more than one additional semester to complete the work for an I grade. Unresolved Incomplete grades will remain permanently on the student's academic record, if the work is not made up by the designated deadline. A student who has a permanent Incomplete for a required course must retake the course in a later term."

Proposed Plan of Study (PPOS):

In accordance with university rules, "Graduate students at CWRU are encouraged to meet with their advisor within the first semester of residence to discuss all departmental requirements and create a list of proposed coursework, known as the Planned Program of Study (PPOS). The PPOS outlines—in consultation with the major faculty advisor or advisory committee—the courses and other requirements for the MA, MFA, MS, ME, MPH, MSA, DMA, or PhD degrees.

The School of Graduate Studies requires each graduate student* to submit a PPOS by the end of their second semester. Students submit their PPOS via the Student Information System (SIS) for advisor and School of Graduate Studies approval. A registration hold will be placed on the student's account if the program of study is not completed on time. If the original plan changes, a revised program of study must be submitted via SIS."

GRADUATE PROGRAMS: GRADUATE CERTIFICATE IN GLOBAL MEDIEVAL STUDIES

The **Graduate Certificate in Global Medieval Studies** offers an interdisciplinary approach to the study of the Middle Ages. Administered through the Department of Art History and Art with collaborative participation from Classics, English, Modern Languages and Literatures, and Music, the program provides graduate students with comprehensive, interdisciplinary training in medieval culture. The program is geared towards degree-seeking graduate students in any of the above-mentioned departments who wish to complete the certificate as a complement to their primary field of study. Enrollments are managed through standard departmental procedures in consultation with the program's director. The program fosters collaboration between departments, and leverages established partnerships with the Cleveland Museum of Art and existing performance ensembles.

The program maintains flexibility to allow it to be easily adapted to existing program requirements across different departments, and is free for degree-seeking students from participating departments. The program advisor will approve relevant courses from ARTH, CLSC, ENGL, MUHI, etc. and foreign language courses as appropriate.

Core Requirements (15 credit hours):

- Three courses with a medieval focus completed in the student's home department (9 credit hours), at least one of which must be a seminar
- Two courses with a medieval focus from other participating departments (6 credit hours)
- A final project in medieval studies: normally, an expanded seminar paper on a topic in medieval civilization, completed in any of the above courses; must be interdisciplinary; supervised by faculty from the student's primary department with input from at least one faculty member from another participating department
- Demonstrated proficiency in one foreign language; PhD students strongly encouraged but not required to demonstrate proficiency in two

All courses must be at the 400+ level; independent studies with individual instructors are included. Students must maintain a 3.0 GPA.

A note on foreign languages: in order to achieve candidacy in the certificate, students must demonstrate a reading knowledge of at least one language other than English; this can be a classical language used in the Middle Ages (e.g. Latin, Hebrew, Greek, or Arabic), or a modern language such as French, German, Italian, or Spanish, in each case relevant to scholarship in the student's area of research. This requirement may be satisfied in one of three ways: by submitting evidence of having completed a minimum of two semesters of college-level language study no later than two years before entering the program; by completing a minimum of two semesters of college-level language study during the course of the program (recommend three semesters for students based in Classics); or by taking an in-house language examination. *Advanced classical language courses offered by Classics and DMLL relevant to Medieval Studies*

can satisfy one of the program's core course requirements as well as the language requirement.

Each year, the Department of Art History and Art sponsors lectures by prominent scholars and curators of medieval and Byzantine art; for the list of recent and upcoming lectures, click [here](#).

The Graduate Association for Medieval Studies (GAMS) organizes multiple events every semester; for more information, click [here](#).



For more information, please contact the program's director, Prof. Elina Gertsman at exg152@case.edu

POLICIES AND PROCEDURES

Maintaining Good Academic Standing:

It is the student's responsibility to maintain good academic standing and make sure s/he satisfies all degree requirements. The department reserves the right to rescind funding for the following academic year if the student's academic performance is deemed unsatisfactory.

According to the SGS policy, "Unless stated higher by the department, a minimum cumulative grade point average of 3.00 is required for the awarding of the graduate degrees from the School of Graduate Studies. A student maintains good standing in the School of Graduate Studies by registering each fall and spring semester unless on an official leave of absence which has been approved by the School of Graduate Studies. A student is in good standing who meets the standards set by the academic department and the School of Graduate Studies to ensure normal progress toward the fulfillment of the stated requirements at levels of quality without warning or probation or extension of the allowable time limit for degree completion. Students whose grade point averages fall below minimum standards will automatically be placed on probation until the minimum standards are achieved. The probationary status will be recorded on the student's unofficial Graduate Record in the Student Information System (SIS). In addition, a student will be subject to separation from the University for any of the reasons listed below." For more information on academic probation and separation from the university, see <https://bulletin.case.edu/graduate-studies/academic-policies/#text>

Fellowship impact:

MA students: a GPA of 3.25 at the completion of two semesters of graduate study is required for MA students to receive fellowship renewal for the second year; should the GPA fall below this average at the end of the second semester of study, the DGS and the chair may recommend that the fellowship be rescinded.

PhD students: a GPA of 3.5 at the completion of each academic year of graduate study is required for PhD students to maintain good academic standing and to be eligible for fellowship renewal for the following year. If the GPA falls below that figure after spring semester during a given academic year, the student's academic advisor, in consultation with the DGS and the departmental chair, will consider whether or not to renew the student's fellowship.

MA and PhD students: *Regardless of their GPA, should students at any point during their time at the university be found responsible for an academic integrity violation by the Academic Integrity Board, their fellowship will be rescinded unless recommended otherwise by the DGS and the chair.* Matriculated students are expected to adhere to CWRU's academic integrity policy during all external internships, regardless of whether the internship is credit-bearing. If a student commits an academic integrity violation during an internship, the DGS and the chair may recommend that the fellowship be rescinded.

Students cannot have more than two outstanding incompletes before losing good academic standing unless approved by the DGS and the chair.

Academic Integrity Policy (Partial Summary)

TYPES OF VIOLATIONS

- Cheating: Copying work; falsifying data; using unauthorized sources such as notes, books, or cell phones
- Plagiarism: Using another's words or ideas without attribution; submitting an assignment to multiple classes without permission
- Misrepresentation: Lying or falsifying documents to postpone assignments or exams; taking an exam for another student
- Obstruction: Interfering with another student's ability to learn, such as by theft or destruction of notes, books, or papers

RESPONSIBILITIES OF STUDENTS AND FACULTY

- Understand and adhere to the University Statement of Ethics and Academic Integrity Policy.
- When faced with a violation of integrity, do something. The best way to foster an ethical environment is for every member of the community to make it clear that integrity is important, and that violations are not acceptable.
- Take reasonable precaution to prevent instances of academic dishonesty.
- If a violation is suspected: [Guide for Students](#) / [Guide for Faculty](#)

Complete information [here](#)

Professional Integrity

The SGS expects that students be “members of the university community who respect others and are committed to personal and academic excellence.” Your individual behavior, professional integrity, and good judgement reflect directly on your advisor, your department, and your university. We expect you, in particular, to demonstrate and uphold ethical standards in both scholarly work and professional relationships; to respect professional boundaries with faculty and staff; to be courteous with your peers, professors, and professionals in your field; to assure that your professional online presence upholds university standards; to be mindful of information shared in confidence; to follow proper etiquette, be it in conversation or in an email; and above all remember that humility is an excellent bedfellow for ambition.

Leave of Absence:

In tandem with the student's faculty advisor (if relevant), the chair and the DGS may approve leaves of absence. Funding is not guaranteed upon the student's return. Students must follow the proper procedures established by the school of graduate studies. According to the SGS, “A leave of absence is not to be requested unless the circumstances are such that the student cannot continue graduate study. Under such circumstances the student must request in writing a leave of absence for a period not to exceed two consecutive regular academic semesters. Forms can be found at the School of Graduate Studies website. In exceptional circumstances, the leave can be extended for another two semesters. However, the maximum amount of leave permitted per graduate program is four semesters. The reason for the leave must be stated clearly, and the

request must be submitted to the School of Graduate Studies with the written endorsement of the student's academic department. During a leave of absence the student must not seek aid from faculty members or use of the facilities of the university. This means that students may not take exams or defend theses and dissertations while on a leave. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot be taken while students are on extension of the five-year limit. At the expiration of the leave the student must resume registration unless formally granted an extension of the leave. Retroactive leaves are not permitted. A student who fails to obtain a leave of absence, or who fails to register following an official leave, must petition the School of Graduate Studies for reinstatement in order to resume work as a student in good standing at the university. A student who is granted a parental leave of absence related to infant care, as well as those who must fulfill military duty obligations, can petition to extend the five-year time limit associated with completion of the degree. The length of the extension may not exceed two years. International students must check with the Office of International Student Services before petitioning for a leave of absence, as such a leave can affect their visa status." (<http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/>)

Leave of Absence form: <https://case.edu/gradstudies/current-students/forms>)

Parental Leave

Per the SGS, "Students in the School of Graduate Studies who are enrolled and receiving a stipend at the time of birth, adoption, or foster placement of a child are entitled to up to eight (8) weeks of paid parental leave at 100% of the eligible student's stipend.

Paid time off can be used by a graduate student who becomes a new parent by birth, adoption, or foster placement to care for a child and/or to recover from childbirth and/or medical conditions related to pregnancy and/or childbirth (such as miscarriages and high-risk pregnancy).

When two graduate students become parents to the same child through birth, adoption, or foster care placement, both graduate students are collectively entitled to a total of eleven (11) weeks of leave to be allocated between them, with neither graduate student permitted to take more than eight (8) weeks of paid parental leave. The graduate students may take leave consecutively, concurrently, or a combination of overlapping and non-overlapping leave.

During the paid leave period, graduate students may postpone teaching assistant or research assistant responsibilities, course assignments, examinations, and other academic requirements while remaining full-time students, with access to university facilities (including student health insurance, library privileges, etc.) and to university faculty and staff.

All paid parental leave must be completed within twelve (12) months of the date of birth, adoption, or foster placement of a child. Parental leave does not count toward the time limit for degree completion.

To request a pregnancy accommodation, and/or to discuss any questions or concerns regarding Paid Parental Leave, contact the Office of Equity. An Equity Specialist will review the accommodation process and address any questions or concerns a student may have. After meeting with the student, Equity will contact the program director and

Graduate Studies to identify appropriate accommodations and arrange for Paid Parental Leave, if available.”

(<http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/>)

Withdrawal

The SGS policy on withdrawals is as follows: “Students must maintain continuous registration in the fall and spring semesters throughout their degree programs unless granted an official leave of absence. Students who fail to register for any academic term will be automatically withdrawn from their programs. Students who are withdrawn from their programs must petition for reinstatement in order to continue graduate study. The petition must be approved by both the student’s department and the School of Graduate Studies before the student may register for further course work as a student in full standing. In each case of readmission with full standing, the official letter will state the terms of readmission, including future time limits for the degree program, and the past course work that will be credited toward the degree. If more than 24 months have elapsed since the last registration, students may have to resubmit file materials if requested by the School of Graduate Studies.”

(<http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/>)

Grievance Procedures

Per the SGS, “It is the responsibility of the School of Graduate Studies to ensure that all students enrolled for graduate credit at Case Western Reserve University have adequate access to faculty and administrative consideration of their grievances concerning academic issues. A three-step procedure has been established for graduate students to present complaints about academic actions they feel are unfair.

1. Students with complaints should first discuss their grievances with the person against whom the complaint is directed.
2. In those instances in which this discussion does not resolve a grievance to the student’s satisfaction, a complaint should be presented in writing to the department chairperson. If the complaint is against the department chair and is not resolved with this individual, the complaint should be presented to the dean of the school/college.
3. In the event that a decision still appears unfair to the student, the student may bring the matter to the attention of the dean of graduate studies. The dean may ask the student to put the complaint in writing. The dean will then discuss the case with the student and the department chair to evaluate the particulars and to make a ruling on it. As the situation warrants, the dean may appoint a Grievance Committee to recommend what action should be taken. In this event the Committee will be composed of two faculty members selected from the Committee on Graduate Studies of the Faculty Senate and two graduate students selected either from the Executive Committee of the Graduate Student Council or from the student members of the Committee on Graduate Studies.

The dean of graduate studies has the responsibility for the final decision, and the ruling from the School of Graduate Studies will be considered final and binding on the persons involved in the grievance. Additional information about the grievance procedure can be obtained from the School of Graduate Studies.

It should be understood that this grievance procedure relates solely to graduate student complaints concerning academic issues. The procedure for handling complaints about other matters is detailed in the Graduate Student Handbook.”
(<http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/>)

TEACHING, FUNDING, AND AWARD OPPORTUNITIES

Teaching Opportunities:

Departmental teaching and research assistantships: Departmental faculty decide on the TA and RA assignments; individual faculty members assign responsibilities. Students are expected to work 10 hours a week. MA students may not request specific appointments; PhD students may do so only if they have an extremely compelling reason; in this case they should contact the DGS, although we cannot always accommodate student requests. TA Training, also known as UNIV 400, is required for all students who may serve as a TA during their time at CWRU. Students are required to complete this training during their first semester on campus, without exception. TAs and RAs should plan to arrive to campus one week before classes start, unless agreed upon otherwise with the faculty member for whom they perform teaching and/or research duties. Please note: international students are also required to complete the Spoken English Test (please sign up during the graduate student orientation); based on the results, students may be placed in a UNIV 402 class before or concurrently with either UNIV 400 A or C. See <https://case.edu/ucite/ta-training/graduate-ta-training>.

ARTH 101 and 102 TA assignments: The TA position for 101/102 is significantly different from the department's other TA positions. 101/102 TAs teach the Friday discussion sections that meet weekly in the galleries of the CMA. They are responsible for preparing for the discussion sections in collaboration with the professor; they also grade student assignments, including exams and papers. TAs are expected to hold weekly office hours where students may seek help and advice from them, as well as to organize review sessions before exams. In return, 101/102 TAs are closely mentored by the professor of record to ensure their positive experience and professional development as teachers.

Summer Teaching for Doctoral Students: Faculty will typically choose one student to teach a class during the summer. After discussion with their academic advisor, students should write to the department chair expressing their interest in teaching for our department in the summer. We encourage doctoral students to teach one course as instructor of record before graduating to improve their chances on the job market. Please advertise your class far and wide, as enrollments tend to be very low in the summer. If the enrollments are too low, the class will be cancelled in accordance with the policy of the College of Arts and Sciences.

Academic Year Teaching: Doctoral students are not allowed to take external teaching positions until the fall semester of their third year, and may only do so only at the discretion of their advisor. Be sure to weigh the benefits of teaching experience with the amount of time it will take away from writing your dissertation. There are a number of Cleveland-area institutions to which advanced PhD students may apply to for teaching opportunities, including the following:

Cleveland State University
Tri-C
Cleveland Institute of Art

Hiram College
University of Akron
College of Wooster

Kent State University
Ursuline College
Oberlin College

Funding Opportunities: Internal Funding

Competitive fellowships are offered for master's degree students in Art History and Art History and Museum Studies. Among our awards are named fellowships: Barbato Fellowships and the Keithley Fellowship. Fellows receive full tuition support and a \$15,000 stipend, with the requirement to work as a teaching assistant or research assistant during the fellowship period. Up to one Cleveland Museum of Art Fellowship is offered each year. The MA student holding this fellowship works in a relevant department at the CMA rather than as a research or teaching assistant. Other fellowships of varying amounts are also offered by the department.

We enroll several new doctoral students each year, offering a financial aid package of full tuition and a substantial stipend, for five years. Doctoral students work as teaching and research assistants in years one and two, and as interns at the CMA in the third year of the fellowship.

Stipends: graduate students supported by fellowships receive their stipend on the last working day of every month beginning in September and ending in May for a total of nine months. Stipend payments are processed through the university payroll system. The students need to make arrangements with the departmental assistant in August to fill out the tax forms (IT 4 Ohio; W-4; and I-9); they should bring a driver's license and social security card or a passport when completing the forms.

Tuition Support: tuition support is processed through the Financial Aid office. Memos of Assistance (MOA) for tuition support are submitted by the DA to the Financial Aid office indicating how many credit hours per semester students will receive. It is important to let the department assistant (and your advisor) know how many credit hours you are taking each semester. The office of financial aid takes several weeks to process all the tuition remission. Please be patient.

Additional fees: MA students are responsible for paying all additional fees. The One-to-One Fitness fee can be waived if the student does not wish to use the facility; medical insurance can also be waived if students prove they receive a comparable insurance from another source. PhD students are similarly required to pay all additional fees EXCEPT the medical insurance. After the drop/add period is over every semester, a revised MOA is submitted to the Financial Aid office to pay for the PhD students' medical insurance.

If you do have any questions, please contact the department assistant.



Students should also be aware of the following opportunities:

Departmental funding:

MA and PhD students presenting papers at national and international conferences are eligible to apply for departmental money from the Olszewski Travel Fund and the Carolyn Carr Travel and Research Fund:

MA students are reimbursed annually for \$150.00 of conference and/or research travel
PhD students are reimbursed annually for \$300.00 of conference and/or research travel

Funding from the departmental budget might also be available to help defray some travel expenses.

Additionally, doctoral students are eligible for the monies from the Gibson Fund.

In order to apply for these funds, students are required to write to the department's chair, DGS, and administrator, providing a detailed budget along with the request for funding. If approved, the travel will be reimbursed based on submitted receipts, pending availability of funds. In the cases of the Gibson, Olszewski and Carr funds, students are strongly encouraged to send hard-copy thank you notes, describing what the funds supported. Please ask the department administrator for the appropriate addresses.

Departmental budget funding: at the beginning of May, students may inquire about additional funding pending the availability of departmental funds; please keep your receipts! You must have the chair's and the DGS's approval to apply for these funds. They vary considerably from year to year and are not guaranteed.

PLEASE NOTE: Before submitting an abstract for a conference, students are required to secure their advisor's approval; in case MA students do not have a disciplinary advisor, they must secure the DGS's permission. Students are required to present a run-through to the department faculty in advance of the conference, particularly including their advisor(s) (not necessarily within the framework of Art Talks (see pg. 36)). If the student gives the same paper twice in different venues, they do not need to do two separate run-throughs. The departmental funding listed above is contingent on students giving a practice talk in advance of their actual presentation. **Please keep current on and abide by all university-mandated travel regulations.**

Departmental and University Graduate Awards:

The department can nominate students each year for the following awards from the School of Graduate Studies: Richard A. Zdanis Research Fellowship (1 nominee), Ruth Barber Moon Award (1 nominee), and the Graduate Dean's Instructional Excellence Award to Graduate Assistants (2 nominees). Individual faculty nominate students, and the entire faculty then votes on the nominee(s).

The department also offers the following awards each year, generously sponsored by the Friends of Art: Best MA Paper, Best PhD Paper, and Best Overall Performance by a PhD Student. Individual faculty nominate papers and students, and the entire faculty then votes on the nominee(s).

University-wide funding:

Graduate Student Travel Award:

“The School of Graduate Studies (SGS) is pleased to sponsor a program designed, in part, to facilitate mentorship between graduate students and faculty mentors. SGS will provide funds to sponsor full-time graduate student enrolled in the School of Graduate Studies to attend conferences at which a paper or poster will be presented. Academic departments are required to contribute funds, a 50/50 match, to demonstrate support of the application. The maximum matching contribution from SGS is \$500 for travel within the United States and \$1,000 for travel outside of the United States in support of conference-related expenses such as registration, lodging, meals, and transportation. The applicant is responsible for making the necessary travel arrangements. Applications must be approved by a faculty member who serves as a mentor to the student applicant and should include a brief description of that relationship (research agenda extension, joint or co-authorship, etc.). Applications will be processed on a first-come, first-served basis and are subject to budgetary considerations. You will receive an email indicating a complete submission.”
(<https://case.edu/gradstudies/current-students/fellowships-and-awards>)

The Verhosek Fund:

The V-Fund provides funds to assist graduate students enrolled in the School of Graduate Studies with financial expenses encountered while presenting at a conference or other academic event.

Eligibility Requirements:

4. Applicant must be enrolled in the School of Graduate Studies as a full- or part-time, degree-seeking student.
5. Applicant must have completed at least twelve (12) credit hours of graduate-level coursework.
6. Applicant must make either an oral or poster presentation at the conference/event for which s/he is requesting V-Fund support.
7. Application must be completed no later than sixty (60) days after the conference/event. An application can be submitted prior to travel if original receipts are available. This award can be used to support conference-related expenses such as registration, lodging, meals, and transportation
(<https://case.edu/gradstudies/current-students/fellowships-and-awards>)

Phi Beta Kappa Research Grants (deadline: April 15):

The Case Western Reserve University Alpha of Ohio chapter of the Phi Beta Kappa national honor society sponsors research grants reaching up to a few hundred dollars to support student research projects.

Eligibility:

- Actively enrolled undergraduate or graduate student in the College of Arts and Sciences
- Research proposal related to a student's academic work
- Funds must be used for a well-defined aspect of a student's project including specialized equipment, supplies, travel, etc.

Application:

- Statement of the proposed use of funding

- Brief description of the research project
- Itemized budget for the amount requested
- Letter of support from a faculty sponsor (<https://case.edu/gradstudies/current-students/fellowships-and-awards>)

Baker Nord Center - Graduate Affiliates Program:

Award: \$500 Stipend

Application Deadline: usually in April

“Applications are invited for the Graduate Affiliates Program for support for work in progress in the humanities. Graduate Affiliates will deliver one public presentation in the Center on their work-in-progress and will be expected to attend presentations by other Graduate and Faculty Affiliates. Affiliates will also submit a brief written report at the end of their terms.”

(<http://bakernord.case.edu/funding/>)

Baker Nord Center - Graduate Research Grants:

Maximum Award: \$500

“Applications are accepted on a rolling basis during the academic year. The Center offers a limited number of competitive grants to graduate students to help defray expenses associated with MA thesis and dissertation research but not covered by departmental funding.”

(<http://bakernord.case.edu/funding/>)

Funding Opportunities: External Funding

National Gallery of Art (CASVA) Fellowships

Kress Fellowships

American Academy in Rome

American School of Classical Studies at Athens

Dumbarton Oaks

Fulbright Scholar Program

The Camargo Foundation (France)

Georgia O'Keefe Museum

Archaeological Institute of America

Luce/ACLS Dissertation Fellowships in American Art

Mellon/ACLS Dissertation Completion Fellowships

Metropolitan Museum of Art

American Academy in Berlin

Getty Foundation Graduate Internships, Predoctoral Fellowships, and Library Research Grants

Lunder Fellowship - Freer/Sackler Galleries

Smithsonian American Art Museum and Renwick Gallery

Baird Society Resident Scholar Program and Dibner Library Resident Scholar Program-Smithsonian Institution Libraries

Mellon International Dissertation Research Fellowship Program

The David Jaffee Fellowship in Visual and Material Culture

Jay and Deborah Last Fellowships

College Art Association Professional Development Fellowships

Medieval Academy of America

National Endowment for the Humanities

Please note: some fellowships require departmental nomination. Students may speak to their advisor and ask to be nominated for such fellowships as CASVA and Kress Institutional fellowships. The advisor will bring their names to the attention of the DGS and the chair.

Asking for reference letters:

- Inquire about your professors' willingness to write you a reference letter about six weeks in advance of the deadline.
- Request the letters proper about a month in advance of the first deadline, and send one email with all of the letters requested that year, organized according to due date. Professors often need at least four weeks to craft something meaningful.
- Remind your professors about deadlines, respectfully. Ask at the start how frequently they would like to be reminded.
- Send your reference writers an additional email for each letter requested, including clean drafts of your application essay(s), along with all relevant information for the position/fellowship, put together in a single message. Do not include links and make them search for information on different websites—copy and paste the information into the email.



DEPARTMENTAL ACTIVITIES

GAHA

The Graduate Art History Association is typically run by two graduate students, one MA and one PhD, who serve for one full year as representatives of and advocates for the graduate students in the department. The appointments are staggered in a way that allows for an overlap between new and continuing members; the MA co-chair is selected at the end of spring semester to serve for the following academic year, and the PhD representative is selected at the end of the fall semester to serve for the following calendar year. GAHA organizes a number of social and professional development events throughout the year, including Art Talks.

Distinguished / Olszewski Lectures

Each year the department sponsors visits by prominent scholars to give lectures in ancient, medieval, Byzantine, and/or early modern art. These lectures typically take place on Wednesday or Friday evenings in the CMA or on campus.

Buchanan Lectures

The annual Buchanan lecture series brings to campus leading scholars and curators in art history.

Distinguished Alumni Lectures

Art Talks

Art Talks provide graduate students with the opportunity to practice upcoming conference papers before their peers and members of the faculty, and to receive constructive feedback before presenting their research at a conference. Art Talks are scheduled and organized by GAHA, and typically take place in Mather 100 on Friday afternoons. At times, faculty members present at Art Talks, offering an unparalleled opportunity for students to hear about the work done by the department's faculty. Please note: practice talks for conferences do not have to be formal Art Talks, and may be scheduled by the student in consultation with the student's advisor.

Cleveland Symposium

The Cleveland Symposium is a day-long graduate student conference that is organized and run by 2 graduate students each year, usually in October or November. New co-chairs are selected by graduate student vote each spring semester. Other students chair panels and serve as jurors on the day of the symposium. The Cleveland Symposium Committee Constitution is available on the departmental website under "Forms and Documents."

Please note: *students are expected to attend the above lectures and departmental activities.*

See p. 40 for the **Graduate Association for Medieval Studies**, which, although a university-wide organization, is steered primarily by students from our department. GAMS puts on several events (reading groups, book clubs, workshops, etc.) throughout the academic year.

FACILITIES

Mather House

Mather House is the headquarters for the department on-campus. The department administrator's office, the department chair's office, and Mather 100 are all located on the 1st floor. Most faculty offices are located upstairs.

Kelvin Smith Library

KSL is the main library on CWRU's campus. You have overnight access Sunday-Thursday during the academic year with your Case ID. Hours are different on Fridays, Saturdays, and during holidays and summer break; please consult the library's website for holiday hours.

Library services are available:

Sunday: 12pm - 11:30pm

Monday - Thursday: 8am - 11:30pm

Friday: 8am - 7:30pm

Saturday: 9am - 4:30pm

(<http://library.case.edu/ksl/>)

Cleveland Museum of Art

10am-5pm Tuesday, Thursday, Saturday, and Sunday

10am-9pm Wednesday and Friday; earlier access available with the badge

(<http://www.clevelandart.org>)

Ingalls Library (<http://library.clevelandart.org>)

Ingalls Library is the research library located on the second floor of the CMA.

9am – 4:50pm, Monday through Friday (if you use the staff entrance and pick up your badge)

Public access is 10-4:50, Tuesday through Friday. **For more information on accessing the Ingalls, please see the library guide on the departmental website under “Forms and Documents.”**

Policies for Ingalls library: drinks are permitted but must have a lid; food is absolutely prohibited; talking is not allowed in the reading room, but students may talk or work in groups in the reference area; umbrellas should be placed in the umbrella stand by the bathrooms.

Curatorial files are confidential museum records and access is limited. Students should not place requests to view curatorial files with museum staff, but rather consult with Ingalls Library Liaison to the Joint Program, Nathan LoVullo, regarding the inquiry. During the course of museum internships, requests for file access should be placed by the internship supervisor and limited to objects relevant to the subject of the internship.

Additionally, the library and archives open late on certain Monday mornings for staff meetings; you will always receive an email about the delayed opening the week before. On those Monday mornings, you may work in the reference area beginning at 9 am but you must retrieve any materials from the reading room before 9:15 if you need them before the library opens to the public.

RELEVANT UNIVERSITY WEBSITES / RESOURCES

School of Graduate Studies

<https://case.edu/gradstudies/>

TA Training

<https://case.edu/ucite/ta-training/graduate-ta-training>

University Writing Center

<http://writingcenter.case.edu>

University Health and Counseling Services

<https://case.edu/studentlife/healthcounseling/>

Student Medical Plan

<https://students.case.edu/wellness/medicalplan/>

If you are subscribing to the Student Medical Plan through CWRU, you will need to pay for your insurance at the beginning of each semester. *PhD students only:* Inform the department secretary that you have paid for insurance, and you will be reimbursed through the university for the full cost. Please note that this reimbursement may not be fully processed until the middle of the semester.

Disability Services

<https://case.edu/studentlife/disability/getting-started>

International Student Services

<https://case.edu/international/international-student-services>

Software Center

<https://softwarecenter.case.edu>

VPN Setup

<https://vpnsetup.case.edu>

C.A.R.E Center

<https://case.edu/utech/help/care-center/>

Located in the basement of KSL, offers free walk-up technical support to members of the university community. Visitors may ask questions, receive consultation or check-in machines for repair by their on-site team.

Division of Student Affairs

deanofstudents@case.edu

216.368.1527

Graduate Student Council

gscinfo@case.edu

Reporting

<https://case.edu/studentlife/about/community-concerns-reporting>

<https://case.edu/equity/title-ix-sex-discrimination-and-sex-based-harassment/policy-against-sex-discrimination-and>

<https://case.edu/equity/sexual-harassment-title-ix/file-report>

<https://case.edu/gradstudies/about-school/policies-procedures>



UNIVERSITY-WIDE GRADUATE STUDENT ORGANIZATIONS

GAMS

Graduate Association for Medieval Studies was launched by students in the Art History and Music Departments in 2021. Its aim is to provide sustained support for current and prospective graduate students at Case Western Reserve University in all aspects of graduate life, especially those who pursue research in medieval and medieval-adjacent topics; to foster intellectual and professional development through sponsorship of academic events and discussion; to promote fellowship among the graduate students through social events and moral support; to encourage prospective students through coordinating campus visits and compiling informative materials about the program; and to foster communication between the graduate student body, the department staff and faculty, and the campus as a whole.

GSC

All graduate and professional students at CWRU are represented by a Graduate Student Council (GSC). Representatives are elected from each school or college that offers graduate programs as outlined in its constitution. The constitution and bylaws of the GSC are published on their site. (gsc.case.edu)

GCAS

The Graduate Council of Arts and Sciences organizes events for graduate students at Case throughout the year and **offers funding**. Notifications will come directly to your Case email address, but you can find additional information on their Facebook page: <https://www.facebook.com/cwrugcas/>

WISHED

Women in Science and Humanities Earning Doctorates (WISHED) is a student group for women in PhD programs at Case that operates in connection with the Flora Stone Mather Center for Women. They organize professional development and networking events, a social and professional book club, writing and working support groups, and have a confidential support group to foster mental health through the University Counseling Center.

Flora Stone Mather Center for Women: <https://case.edu/centerforwomen/>

WISHED: wished@case.edu, you can also connect with WISHED through Slack at wished.slack.com

