Graduate Curriculum Approval Form
Changes to Degree Programs

Degree (i.e. M.A., Ph.D., etc.): M.A.
Name of Program (i.e. Biology): Art History
Program CIP or X code: 50.0703
Name of Concentration (i.e. Botany): Art History
Proposed Effective Term (i.e. Spring 2006): Fall 2010
Faculty Contact: Mr. Richard Olinger
Email: olinger@arts.usf.edu
College: College of The Arts
Dept and Mail Code: FAH 110

APPROVALS

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<tr>
<th>Name</th>
<th>Signature</th>
<th>Action</th>
<th>Date</th>
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<tr>
<td>Dept. Chair</td>
<td>Professor Wallace Wilson</td>
<td>☐ Approve ☐ Not approved ☐ Comments attached</td>
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<tr>
<td>College Committee Chair</td>
<td>Dr. Barton Lee</td>
<td>☐ Approve ☐ Not approved ☐ Comments attached</td>
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<td>College Dean/Associate Dean</td>
<td>Dr. Barton Lee</td>
<td>☐ Approve ☐ Not approved ☐ Comments attached</td>
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<td>Concurrence*</td>
<td>Dept: Chair:</td>
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<td>Grad Council</td>
<td>Chair or designee</td>
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<td>Graduate School</td>
<td>GS Dean or designee</td>
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BRIEF Summary of Changes: Revision of Thesis/Qualifying Paper Options

Changes to a Degree Program
Follow the guidelines outlined by the Graduate Council at: [http://www.grad.usf.edu/curriculum.asp](http://www.grad.usf.edu/curriculum.asp).

Current Catalog Copy:

**Thesis and Qualifying paper options**

Students may write either a thesis or qualifying paper to complete the requirements of the MA program. Students should consult with the Coordinator of the Graduate Program and the faculty to determine which option is best for them as well as the specifics for completing either option.

Proposed Catalog Copy:

**Thesis and Qualifying paper options**

Students either write a qualifying paper or thesis to complete the requirements of the M.A. program. Students should consult with the Coordinator of the Graduate Program and the faculty to determine which option is the best for them; the final decision rests with the faculty. For either option, a B+ course average or above is required for students to move on to this final phase of their graduate studies.

The M.A. in Art History is a two-year program for students who attend full time, but the thesis option often takes longer to complete.
Qualifying paper option
Requires 8 seminars in art history (32 hours), with 8 additional hours of electives, plus 2 hours for preparing the qualifying paper (in the fourth and final semester).

The qualifying paper should demonstrate the student’s ability to do significant art-historical research, to persuade by effective use of evidence and argument, and to write fluently and clearly. The qualifying paper will usually be a substantially revised seminar paper and should be about 15-20 typed pages in length, excluding endnotes, bibliography, illustrations or other materials. Students choosing this option should form a qualifying paper committee by the end of the second semester of their first year. The Committee is composed of a major professor, or chair, and a second advisor and reader. Members of the committee are faculty in the School of Art and Art History, of which one must be tenured or tenure-earning. The major professor will usually be the professor who oversaw the writing of the original seminar paper. Students pursuing this option download the relevant form at http://www.arts.usf.edu/absolutenm/articlefiles/20-GradComApptFrm.pdf. Students are responsible for collecting committee members’ signatures. The M.A. Coordinator must authorize all committee assignments with her signature.

When submitting drafts of the qualifying paper to committee members, students must allow faculty members two weeks to read any given version. Remember that first drafts usually have to be extensively revised, often several times, before the qualifying paper is accepted. Faculty are not normally available during the summer (when they are not under contract) to read qualifying paper drafts.

The qualifying paper committee must approve the qualifying paper before the student can graduate. Qualifying papers must be submitted two weeks before the last day of classes of the semester in which the student wishes to graduate, at the latest. The major professor, in consultation with the other advisor, notifies the Academic Advisor of the School of Art and Art History of approval of the paper before the end of the semester. If a paper is not approved, the student may revise and resubmit it a second time. It is the student’s responsibility to stay abreast of Graduate School deadlines and registration requirements in the final semester, which are available online at http://www.grad.usf.edu/newsite/main.asp.

Thesis option
Requires six seminars in art history (24 hours), with 8 additional hours of electives, plus 6 hours of thesis writing (4 hours in the third semester and 2 hours in the fourth and final semester).

Students writing the thesis should work with faculty during the second semester to begin developing potential topics. By the end of the first year, students who wish to write the thesis should decide on a thesis topic with a major professor from the art history faculty. The topic is usually related to research done in a seminar. During the following summer students prepare the thesis proposal. The proposal should define a significant research problem and explain how the topic has the potential to contribute to scholarship in the field; it must include a research plan and a critical review of the scholarly literature on the subject area. Thesis proposals will be presented to faculty and fellow graduate students in a public forum at the beginning of the third semester. Each presentation is followed by discussion, which provides an opportunity for students to receive suggestions and recommendations from faculty and peers. If the proposal is declined, the student will be eligible to pursue a Qualifying Paper.

If the art history faculty approves the thesis topic, the student should form a thesis committee by the end of the semester in which they have achieved thesis candidacy, consisting of at least two members and a chairperson. The chairperson and at least one other committee member must be chosen from tenured or tenure-earning art history faculty, or otherwise as approved by the Coordinator of the M.A. program. Students forming the thesis committee download the relevant form at http://www.arts.usf.edu/absolutenm/articlefiles/20-GradComApptFrm.pdf. Students are responsible for collecting committee members’ signatures. The M.A. Coordinator must authorize all committee assignments with her signature.

While moderate in length and considerably more limited in scope than a doctoral dissertation, the M.A. thesis must demonstrate the student’s ability to do original, independent research of publishable quality. The thesis should be approximately 35-40 typed pages of text – the usual length of a journal article -- excluding notes, bibliography, illustrations or other materials. When submitting drafts of the thesis to committee members, students must allow faculty members two weeks to read any given version. Remember that first drafts will have to be extensively revised several times before the thesis is accepted. Faculty are not normally available during the summer (when they are not under contract) to read thesis drafts.

The thesis committee must approve the final thesis before the student may schedule a date for the M.A. thesis defense. The examining committee will consist of the thesis committee and at least two additional questioners who are chosen by the student in consultation with the thesis committee. Students should keep in mind that the questioners must also be allowed two weeks to read the draft of the thesis after it is accepted for the defense by the thesis committee. The oral defense is open to the public. No defenses are scheduled during the summer. Immediately after the orals, the examining committee meets to determine whether the student has passed the oral examination and whether the thesis is acceptable in its current form.

NOTE: It is usually necessary to make some changes in the thesis after the oral defense. Allow at least one week between the oral exam and the Graduate School deadline so that you will be able to make the changes.
Ideally, the student will complete the thesis and submit it in the fourth semester. It is the student’s responsibility to stay abreast of Graduate School deadlines and registration requirements in the final semester. Check with the USF Graduate School for specific deadlines and requirements for the M.A. thesis and graduation. These are available online at http://www.grad.usf.edu/newsite/thesis.asp. All theses must be submitted electronically.

**Why are these changes necessary or desired?**

The changes are necessary to clarify the distinction in content and in procedures between the thesis option and the non-thesis option for students pursuing the M.A. in Art History. It does not represent a change in procedures so much as an expansion upon the very brief and uninformative description currently in the catalog. The proposed wording reflects current practice in the program and enables students to clearly understand their options and how best to proceed.

Submit the signed original and 1 electronic copy of the complete packet to the Graduate School by the deadline posted online http://www.grad.usf.edu/coursepro.asp. For questions, contact Carol Hines-Cobb at chinescobb@grad.usf.edu or 813-974-4239.

*Concurrence - Consultation with units and departments providing related offerings or expertise is expected and encouraged.*