

CSULB
School of **ART**
MA *Art History*
Grad *uate*
Guide *lines*

Revised 2025

MA ART HISTORY GRADUATE GUIDELINES

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I. Introduction: Art History Graduate Study at CSULB + Key Terms

Graduate students in Art History engage deeply with visual culture within a historical framework. They are expected to synthesize knowledge gained through coursework and independent research into an informed scholarly contribution to the discipline. While working through their course of study, they may experiment with ideas and methodological approaches while getting feedback from peers and mentors. It is the hope of the School of Art that students will benefit from the plurality of perspectives and areas of scholarly expertise available within the School of Art and the broader CSULB campus community.

Following (in logical progression rather than alphabetical order) are some key terms, which sound at times similar, but which are distinct. Knowledge of these terms will help students navigate these guidelines and the graduate school experience.

School of Art

All our degrees and programs, including Art History, Art Education, and all Studio Art programs are housed within one department—the School of Art (SoA).

COTA, or “the College”

COTA is the College of the Arts, which houses the School of Art along with other academic departments. Though most of a graduate student’s activities are overseen at the program and department level, key aspects of the graduate program of study, including advancement and finalization of the program of study, as well as any special petitions, require COTA approval, usually handled by the COTA Associate Dean.

Brotman Hall

Brotman Hall is an administrative building on campus that includes, among other things, the offices of Enrollment Services, Financial Aid, the Dean of Graduate Studies, the Provost, and the President. If someone tells a student that a matter needs to “go to Brotman Hall,” or “get approval from Brotman Hall,” this usually means the matter in question needs to go through a review and/or approval process in one of the aforementioned offices.

Graduate Program

A “Graduate Program” (sometimes also referred to as a “Degree Program”) is the required curriculum and requirements for fulfilling a Graduate Degree, a Graduate Degree Concentration, or a Graduate Certificate.

In the School of Art, we have the following Graduate Programs:

- Master of Arts (MA) degree in Art History (36 units)
- Master of Fine Arts (MFA) degree in Art with Concentration in Studio Art (60 units)

Emphasis

Upon entering the program, Art History MA students select an area of emphasis in the field of Art History supported by the expertise of our core faculty and work closely with a designated faculty mentor (who usually serves as thesis committee chair) to develop an individualized program of study and research.

Program Head

A faculty member assuming administrative oversight for a program, generally in a rotating position.

Graduate Coordinator

In the School of Art, the Art History Graduate Coordinator advises students and may administer language exams. This is a designated faculty member who, on a rotating basis, provides graduate students with pedagogical advice specific to their discipline.

Program Planners

Program planners are official forms that are filled out at the time of Advancement to Candidacy. These planners outline the courses taken up until this point to complete the program of study. This form provides an accurate perspective of the remaining coursework requirements to be completed for graduation.

Roadmaps

Roadmaps outline the required courses for each of the different MFA tracks and the MA in Art History within the School of Art as well as possible schedules based upon how many semesters the student intends to be enrolled.

Graduate-level vs Undergraduate-level Courses

A graduate level course is one that is numbered in the 500 to 699 range. Undergraduate courses are numbered 0 to 299 (lower-division) and 300 to 499 (upper-division). Only upper-division and graduate level courses may be counted toward a master's degree.

Graduate (Thesis) Committee

Comprised of a Chair and additional committee members, all tenured or tenure track faculty, who oversee and approve a student's scholarly and/or creative work. This is also called a Thesis Committee. This committee oversees completion of the student's program of study culminating in a thesis.

Graduate Advisor

The Graduate Advisor is a designated staff member who partners with faculty to oversee admissions and progress of all graduate students within the School of Art. They provide general guidance to graduate students, issue approvals for courses requiring permission to enroll, and handle petitions. The Graduate Advisor provides support at key states of student's program of study including Advancement to Candidacy and completion of degree.

School of Art Director

A faculty member of the School of Art faculty who oversees the entire School of Art.

II. Requirements

The MA in Art History is centered on the following goals for student learning outcomes:

- Students develop a broad general knowledge of the history of art, and extensive knowledge in an area of specialization.
- Students become versed in historiography and methods of scholarship.
- Students demonstrate reading proficiency in a minimum of one foreign language.
- Students develop advanced abilities in undertaking, synthesizing, and effectively disseminating independent research.

Duration

Graduate degree program duration is contingent upon the number of units completed per semester, and time taken to complete the thesis. The MA degree is intended to be completed in 4 to 6 semesters.

General Degree Requirements

- A minimum overall GPA of 3.0, with no grade below a "C"
- Successful completion of the Advancement to Candidacy Review
- Satisfaction of all Course Requirements (see below)
- Satisfaction of Foreign Language Requirement (see below)
- Submission of Approved Thesis

Course Requirements

36 approved units to include:

- 3 units AH 546 Methodologies and Writing
- 6 units approved Art or Art History
- 9 units approved graduate-level Art History in area of specialization
- 9 units AH 597 Seminar in Art History
- 3 units AH 694 Graduate Studies: Directed Research
- 6 units AH 698 Thesis as culminating experience within degree program

Students who entered the program prior to Fall 2024 should refer to the university catalog for course requirements.

Please Note

- 24 of the 36 required units must be 500/600 level courses.
- The student's Graduate (Thesis) Committee Chair may approve graduate-level or upper-division courses in other CSULB departments as course substitutions.
- Transferred units are allowed on a case-by-case basis.
- A minimum of 70% of units applied to degree must be 500/600 level courses taken at CSULB.
- A minimum of 50% of units applied to degree must be in courses that are designed only for graduate students.
- Undergraduate coursework applied to degree must be upper-division (300 or 400 level).
- Undergraduate courses may not be used as substitutes for any course specifically required by course number for degree.
- All double-numbered (400-level/500-level) courses applied to the degree must be taken at the 500 level. All coursework applied to the degree must be approved by student's Graduate (Thesis) Committee Chair.

III. Standard Degree Progression

First Semester

- Take 9 units of coursework
- Conditional students only: resolve conditional acceptance requirements in the first and second semesters (see below)
- Form Graduate (Thesis) Committee

Second Semester

- Take 9 units of coursework
- Review your MA Program Planner with your Graduate (Thesis) Committee Chair
- Advance to Candidacy by the end of the 2nd semester (or in the semester you will finish 18 or more units). As part of this process, , students should also develop an outline of research and writing to be done in the following semesters. This should be done in consultation with the Graduate (Thesis) Committee Chair and shared with the entire committee.*

** If your faculty committee feels that Advancement cannot be completed at the end of the 2nd semester, you are required to consult with the graduate advisor regarding Advancement at the start of the 3rd semester*

Third Semester: Draft Thesis

- Take 9 units of coursework to include AH 694 (Directed Research) and/or AH 698 (Thesis Units)*

** Chair's approval is required to register for AH 698*

Fourth Semester (and beyond): Finalize and Submit Thesis

- Take remaining 9 units of coursework to include AH 698 (Thesis Units)
- Finalize and submit thesis

GS700F: Additional Information on Post-Program Units

If a student has taken all the required coursework including thesis units but has not finished the final written requirement (thesis), the student must register for Graduate Studies 700F (GS700) to maintain their enrollment status. If a student neglects to register for GS700F, the university considers them inactive, and they may need to reapply for admission with no guarantee of acceptance. Students should contact the graduate advisor for more information and support. GS-700 is a zero-unit, no-credit course. A regular CSULB class may be taken instead of GS 700 to maintain student status but will cost significantly more. Students do not need to register for GS700F in summer or winter terms unless they are submitting their thesis and filing for graduation in those terms. Please note that there is a three-semester limit on GS700F registration without additional approval from the University.

Care should be taken not to exceed the university limit of seven years for all required coursework previously taken toward the degree. After seven years, if the student has not graduated, the coursework will expire. To use these expired courses toward the MA degree, a student would need to petition for revalidation (see "Seven Year Rule"). If these courses cannot be revalidated, they may need to be retaken.

IV. The Graduate Committee

Graduate Committee Formation

All students accepted to the Art History graduate program are referred to an initial faculty mentor or primary advisor from the student's proposed area of specialization who has agreed to help guide the student through their graduate school experience. In most cases, the faculty mentor also serves as Graduate (Thesis) Committee Chair. In some occasions, it may be that at a later date both parties agree that another faculty member is more appropriate for this role at which time guidance of the student's program of study will pass to the new faculty mentor.

Close communication with faculty mentor and prompt Committee formation is essential to timely progression through the program of study. All graduate students should form their three-person Committee *during their first semester*. The function of this group, under the guidance of the Committee Chair as primary advisor, is to direct the student through their studies and review and approve the student's culminating thesis.

The Committee Chair should be chosen first and then consulted to form the rest of the committee. It is customary for the Chair to be the faculty member who has the greatest expertise in the student's chosen field of study. The chair is also the "primary reader" of the student's thesis.

It is expected that students will remain in regular contact with all committee members and provide them with consistent updates on degree progress and thesis development. Students are advised to maintain regular communication with all committee members during the writing process and to give all committee members ample notification of their expected timeline for submitting drafts and final theses.

To make the committee official, students consult with each potential committee member and obtain their agreement to serve. Committee members must acknowledge their commitment to serve by signing the **Committee Formation Form**. Once signatures are gathered, the student is required to submit the form to the Graduate Advisor.

Graduate students are advised to begin conversations with faculty as soon as possible.

Committee Formation Guidelines

- Graduate (Thesis) Committees are most commonly made up of three members drawn from the Art History faculty. In all cases the committee Chair *must* be from the Art History tenured or tenure-track faculty.
- School of Art faculty from areas other than Art History may serve on Art History graduate committees, but not in the position of Chair.
- Art History graduate committees may include, as a third member, a person from outside the School of Art and possibly even beyond the campus community.
- Student may have a fourth (optional) outside committee member. This member does not sign off on the thesis or other documents.
- The student first selects the Graduate (Thesis) Committee Chair and then consults with them regarding other possible committee members.
- The Graduate (Thesis) Committee Chair must approve all other committee members and any committee changes.

Committee Meetings

All Art History graduate students are required to have *at least two* full Committee (all members in attendance) meetings while developing and executing the thesis. Additional meetings will be held if desired by the student or requested by Committee members.

The first full Committee meeting generally occurs while the student is enrolled in AH 694 (Directed Research) and is intended to allow the student to gather feedback during the early stages of thesis development. The last full Committee meeting (the defense) generally takes place once the student has produced a full draft of the thesis and is used to gather final feedback from the Committee. Between these two full committee meetings, students are encouraged to meet frequently with the Committee Chair for systematic feedback during the entire course of developing the thesis draft.

Students are strongly advised to arrange meetings well before busy times such as the end of each semester. If students have trouble scheduling a meeting time, they should ask the Committee Chair for help in coordinating the members' schedules.

Committee Change Procedure

The student's Graduate (Thesis) Committee, once officially appointed, normally serves until the student is awarded the degree. It is not necessary to make a permanent change if a professor is on sabbatical or has a temporary illness.

If a student wishes to change the membership of his or her committee for substantial reasons, such as changed art historical emphasis or serious disagreement regarding the program. In case of serious disagreements and if the student is unable to come to an agreement on such matters with the committee chair, the student must state the reason in a memo to the graduate advisor, who will consult appropriate faculty and faculty bodies, and advise the student regarding his or her options. This is a rare occurrence, and it is expected that it will not be repeated. It is further expected that the committee will not be changed after thesis work has begun.

Committee members may resign by sending a memo to the School of Art graduate advisor stating the reason(s) for resignation. They must attach two copies: one for the student and one for the committee chair. New committee member(s) must agree to accept the work accomplished up to that date and project outline.

V. Developing the MA Program of Study

Prerequisites

Based on the prerequisites completed by students at the time of admission to the Graduate Program, students may be conditionally admitted. Incomplete prerequisites (usually to satisfy language requirement) must be completed before graduate program units may be counted towards degree. An early meeting with the student's faculty mentor or the Art History Graduate Coordinator is highly recommended to develop a program of study.

Developing a Program of Study: The Program Planner

During their first semester of study, students should confer with their Graduate (Thesis) Committee Chair about preparing a basic plan of the courses to be included in the student's MA program. This **Program Planner** acts as a guide for the student while progressing through the program. The Program Planner must be completed and submitted to the Graduate Advisor to initiate the Advancement to Candidacy review.

Transfer Units in the Program

Transfer units are not guaranteed and must be approved by the student's graduate committee, and in some cases by the Associate Dean and/or the Dean of Graduate Studies. Normally, all transfer units need to have been earned within the last 7 years, as courses taken at other universities cannot be revalidated.

The program planner should list all transferred units from other schools not with their numbers, but as TR followed by the school initials in parentheses, then by the course titles.

Example: TR (SDSU) – Art of the Renaissance - 3 - B - Spring 2015.

In addition, quarter (rather than semester) units from schools such as UCLA, UCI, etc., equal two thirds of semester units and number values must be converted to the CSULB program. For example, 4 quarter units = $2\frac{2}{3}$ (2.68) semester units (the most efficient way to compute this is to multiply quarter units times .67).

Seven-Year Rule

The student's program of study must not stretch beyond seven years (14 semesters). Beyond this time, the student will need to get old courses "revalidated" via a process that includes a petition from the student and justification for the protraction of the program of study, memos from the professor of each course to be revalidated verifying the student's ongoing currency with regard to course content, and waivers requiring approvals from the graduate advisor, the COTA Associate Dean, and the University's Dean of Graduate Studies. This is a difficult process and one that often ends in the requested revalidation being rejected.

Please note that Educational Leaves are part of the seven-year limit, so if the student officially takes some time away from the degree, the clock is still ticking.

Waivers

Petitions to waive any of the program requirements for the MA degree should be approved by the student's Graduate (Thesis) Committee Chair and submitted to the Graduate Advisor. Such waivers are rare. Requests must be submitted in writing by the student. Depending on the nature of the request, other individuals including additional faculty, the School of Art Director, COTA Associate Dean and Dean, and the Dean of Graduate Studies may be consulted.

VI. Advancement to Candidacy

To confirm the faculty's expectations and to measure students' progress and ability to successfully continue toward their degree goal, a formal review known as "Advancement to Candidacy" occurs, usually towards the end of the second semester.

Students cannot enroll in Thesis or Project units until the semester following their Advancement. Failure to Advance to Candidacy in a timely manner can have serious consequences with regard to degree completion, continuation of student status, and continuity of financial aid.

University Requirements for Advancement to Candidacy

- Classified graduate standing including completion of all prerequisites.
- A grade point average of 3.0 or higher for all work undertaken for the MA degree.
- A completed MA Program Planner approved and signed by the student and their Graduate (Thesis) Committee Chair.

Art History Program Requirements for Advancement to Candidacy

- Approval of a paper demonstrating potential for success in thesis and research writing.
- Demonstration of foreign language proficiency. For most students, this requirement is passed through pre-requisites taken prior to admittance. Some students are admitted conditionally and must earn a particular grade in required courses in a foreign language (specifics are outlined in the acceptance letter). Students who claim to be native speakers must pass the "In-House Foreign Language Exam" in the language appropriate to the student's intended area of research. The Art History Graduate Coordinator arranges the scheduling of each semester's examination.

Completion of Advancement to Candidacy

Students are responsible for obtaining signatures from their Graduate (Thesis) Committee members on the Advancement to Candidacy packet and submitting it to Graduate Advisor.

As part of this packet, students are required to complete the "Thesis or Project Statement" form and obtain signatures from their Graduate (Thesis) Committee. The thesis statement should clearly present the thesis topic, its significance, and include a brief outline of the program of research to be pursued. The information can be amended or rewritten as necessary. Minor changes need not be submitted, but it is expected that a major revision be recorded by filling out a new form.

Delays in Advancement and Academic Warning

Occasionally an MA student does not pass the Advancement to Candidacy Review due to the committee's lack of confidence in the student's work or their progress. If this problem should arise, a new Advancement to Candidacy Review can be established by the Graduate (Thesis) Committee and remedial work determined. This may involve a graduate contract and/or Administrative Academic Warning. If such a situation persists, the Graduate (Thesis) Committee, in conjunction with the School of Art Director may decide to disqualify a graduate student for failure to make progress toward their degree. Such a decision is rare, but it does happen, regardless of the student's GPA or any other considerations.

VII. Thesis Units

Working Through the Thesis: AH 694 and 698 Units

All AH 694 (Directed Research) and 698 units (Thesis Units) may be taken in the final two semesters (refer to Roadmap). Permits are required for registration in all AH 600- level courses. The Graduate Advisor will facilitate this process. These units will receive a grade of “RP” for “Report in Progress” until the University Library officially approves the thesis.

Thesis Research and Writing

Most of the student’s thesis development is done on an independent basis. For this reason, students are advised to maintain close contact with their Committee Chair as they progress through thesis units. After the student arrives at a final draft in consultation with the Graduate (Thesis) Committee, a group Committee meeting should be scheduled for feedback on the draft.

Students should make careful note of deadlines for timely thesis submission and be sure to provide ample time for committee members to review drafts and provide feedback while also giving themselves time to address revisions as necessary before final submission. Timelines for review should be discussed with Committee members in advance of the final semester.

If the thesis is not completed in the same semester the student is enrolled in thesis units, the student will receive a grade of “RP” for “Report in Progress” until the University Library officially approves the thesis.

Potential Committee Problems During the Thesis Process

If irreconcilable differences emerge between the student and the Graduate (Thesis) Committee or an individual committee member, the student must set up a conference with the Graduate (Thesis) Committee, Graduate Advisor, and School of Art Director to try to resolve the conflict. If an amicable agreement cannot be met, the case may be taken to the School of Art’s Graduate Studies Committee (a separate faculty committee comprised of Program Heads from across the School of Art).

VIII. Writing and Submitting the Thesis

Guides

The University Style and Format Guidelines for Master's Theses and Project Reports (available through the University Thesis Office website) explains in detail all University Library formatting requirements. It also gives examples of the Abstract, Title, and Approval Signature pages.

Each fall semester, the CSULB Thesis Office conducts several thesis workshops to brief students on the current procedures for completing theses. It is strongly recommended that students attend one of these meetings during the same academic year they intend to write their thesis.

The School of Art follows the University Guidelines as well as *A Manual for Writers of Term Papers, Theses and Dissertations* (6th edition) by Kate L. Turabian. If these two sources disagree, the University Guidelines will take precedence. The School of Art also strongly recommends *Elements of Style* by Strunk and White and *A Short Guide to Writing About Art* by Sylvan Barnet as valuable sources.

Thesis Components

1. Title Page
2. Copyright Page (optional, not counted, not numbered)
3. Abstract
4. Acknowledgment or Preface (optional)
5. Contents Page
6. List of Works or List of Figures*
7. This page does not apply if figures are in the appendix.
8. Body of the Thesis
9. Appendix Half Title Sheet, if appropriate
10. Appendix
11. Bibliography Half Title Sheet
12. Bibliography

**"List of Works" page should be included when digital images are used but are not embedded in the PDF with rights secured. The following sentence must appear in footnote format at the bottom of the list: Images of these works are available as supplemental files to this manuscript in ProQuest Dissertations and Theses database. A "List of Figures" page should be included when prints, diagrams, etc., are used in the text. This page does not apply if figures are in the appendix.*

The Graduate (Thesis) Committee members are sent requests for signatures (signature page), and the College Designee should be listed as the COTA Associate Dean. The signature page is submitted electronically, as specified in the Submission Process guidelines provided in the University Thesis and Dissertation Office website.

Editing, Approval and Submission Process for the Thesis

The University Thesis and Dissertation Office deadlines can be found on this Office website and on the CSULB Library website.

Following is the sequence for approval and submission of thesis documents.

1. The Graduate (Thesis) Committee Chair acts as the first reader of the document. During the process of writing the thesis, the Chair guides the student in making necessary modifications and corrections, and student revises accordingly until a final draft is

achieved.

2. All committee members read the revised document and provide further comments for revision that are generally expressed orally in final meeting, often with accompanying written feedback on the draft document itself (the committee should read all parts of the document, including the Abstract, Title, Approval Signature Page, Contents, List of Works, Bibliography, etc., and should also check formatting). The student revises the document based upon feedback. Further discussion may be necessary to address differences in opinion among committee members.
3. Upon approval from Graduate (Thesis) Committee, the student initiates the signature page, listing their committee members and the COTA Associate Dean as College Designee.
4. Once the signature page is submitted to the Thesis Office, this Office sends students instructions via email for PDF and image upload. The Thesis Office will not accept late submissions.
5. The student makes any further changes requested by the Thesis Office. If these changes are substantial, the Thesis Office will ask students to submit the document to the Graduate (Thesis) Committee Chair for another review before resubmitting to Thesis Office, possibly in a future semester.

Thesis Examples

A template with updated requirements is available in the Formatting Resources section of the Thesis Office website. Examples of past theses can be accessed through ProQuest, but only very recent examples will be helpful for formatting.

Formatting University Guidelines

Students should refer to the formatting guidelines provided by the Thesis Office.

Signatures and the Signature Page

When the student arrives at the final version of their thesis with their committee, faculty and College Designee signatures are collected via DocuSign. This is the only element that is not submitted as part of the digital PDF.

Proper spelling of faculty names and their degrees are in the back of the CSULB Catalog and online. All Studio Art, Art Education and Art History faculty should be listed as members of the School of Art (rather than "Art History" or individual programs). The final individual who will sign at the end of the departmental review process as the College Designee is the Associate Dean. It is a good idea to check with your faculty about degrees and titles before submitting signature requests.

Visual Documentation

A provided "List of Images" (devoid of image files) can be included accompanied by the following note: "Images have been redacted for copyright purposes."

Alternatively, images can be published within final thesis document or uploaded separately and a "List of Works" provided with the following footnote: "Images of these works are available as supplemental files to this manuscript in ProQuest Dissertations and Theses database." If publishing accompanying images, reproduction rights to images should be secured.

Submitting the Thesis to the Thesis Office

There are four submission cycles: Fall, Winter, Spring, Summer. Each thesis office cycle has a 4-week window. Students are allowed to submit prior to the submission period but cannot

submit after the deadline. Theses will be reviewed in the order in which they are received. There will be no appeals and no exceptions. The Thesis Office is committed to the goal of returning theses within four weeks.

Theses must follow the provided format guidelines upon initial submission to the Thesis Office. Students and faculty thesis committee members must take responsibility for the quality of the thesis submission. Theses that are returned with minor errors for resubmission in the same cycle do not go to the end of the queue; they will be returned in one to two weeks. For these minor errors, students will have two opportunities to complete all corrections throughout the manuscript. If errors are found after the second resubmission, the thesis will not be accepted for resubmission in the same cycle and must be submitted in a future cycle.

The Thesis Office will provide preliminary consultations to students as time permits before the deadline for each cycle. The Thesis Office will not format theses for students. Students must apply all corrections noted throughout the PDF. The Thesis Office cannot provide counseling for every correction listed. Instead, students may contact the Thesis Office for clarification of corrections noted. It is the final responsibility of the student and the student's graduate committee chair to ensure that the paper is free of errors.

Most thesis submissions occur within the Fall and Spring semesters. Students may choose to submit their thesis in the Winter or Summer sessions. ***However, faculty are unable to read papers during these sessions.*** Therefore, any students wishing to submit in Winter or Summer must have their thesis finished and approved prior to the end of the previous semester.

IMPORTANT: If a student intends to submit for Winter or Summer session, they **MUST** be enrolled in GS 700F to not break enrollment and receive official graduation.

Final Grades for AH 698

Once all paperwork is complete and the library sends Enrollment Services their clearance for the thesis, any existing "RP" grades are changed to grades (already submitted by the graduate committee) and the student is approved for graduation.

If the student realizes late that they did not file for the proper semester of graduation, they need to consult with the Graduate Advisor.

IX. Request to Graduate

At the beginning of the semester before the student graduates, they must file for graduation through MyCSULB Student Center and pay the graduation fee. Deadlines for filing and paying diploma fees are published in the Schedule of Classes for each semester (usually October 15 for Spring or Summer and March 1 for Fall or Winter.) If students need to change their requested graduation date, they must contact the Graduate Advisor (no additional fees will be charged).

Students are officially graduated after a thorough check of their student records. If there is an outstanding incomplete, a fee not paid, the 3.0 GPA not maintained, or the thesis has not been completed and approved by the library, Enrollment Services will not clear graduation until such matters are resolved.

WORTH REPEATING: If a student does not finish the semester they originally requested to graduate, they will have to request to change their graduation date by contacting the Graduate Advisor.

X. Commencement & Awards

Graduation Ceremonies

For CSULB Commencement Ceremonies, each college has its own individual ceremony during commencement week. School of Art faculty members attend the ceremony and are proud to cheer students on and congratulate them on their accomplishments. The College of the Arts ceremony often includes a prominent member of the national arts community as a Commencement Speaker.

Awards

Towards the end of the academic year several awards are bestowed upon graduating students:

- **The Dean's List:** Awarded to one to three students from the College of the Arts, a number intended to represent 1% of the university's total graduate enrollment. Criteria: Minimum GPA of 3.80 (usually 4.0); Creativity, scope, and quality of work in studio performance and/or research.
- **Outstanding Thesis:** Awarded to one student from the College of the Arts. Criteria: Degree of originality, imagination, interpretation, communication; written or technical competence, thoroughness of preparation and development of ideas; contribution to the field.

XI: Other Important Policies

Academic Standards

1. **Grade Requirements:** No course with a grade lower than C may be applied toward the fulfillment of degree requirements. Courses with a grade of C are allowed if the GPA remains at least 3.0.
2. **Academic Warning:** A graduate student who fails to maintain a cumulative grade point average of at least 3.0 will be placed on academic warning. Graduate students will be subject to disqualification if while on academic warning they fail to earn sufficient grade points to be removed from this status. Candidacy for an advanced degree may be revoked if a student's overall grade point average falls below 3.0 at any time.
3. **Disqualification:** The Department may request disqualification from the Graduate Program if a student does not maintain sufficient progress in the degree, even if the GPA meets the 3.0 minimum. Typically, this is after an administrative academic warning has been put into place to notify the student of the need to address these issues.

Academic Load

9–12 units per semester is a normal load for a full-time classified graduate student in the School of Art. For financial aid, minimum academic load may be determined by a specific scholarship, grant, or aid package. For current information regarding your financial aid, please contact the Office of Financial Aid.

Waiver of Graduate Requirements

Waiving of a graduate requirement may be justified by a student's previous coursework, professional background, or circumstance and course substitutions are much more common than waivers. The student initiates the waiver process. The student presents a written request to the Graduate (Thesis) Committee Chair. If the chair agrees with the request, they write a supporting memo. The Graduate Advisor forwards the request to the Associate Dean of the College of the Arts. For unusual academic waivers, the final decision will rest with the Dean of Graduate Studies.

Waiver of University requirements that are not within the authority of the School of Art Graduate Studies Committee include: use of lower-division classes in the master's program, the Seven Year Rule, residency requirements, academic warnings, financial aid warnings, and GS 700F. Questions regarding the appropriate authority to hear a particular waiver request should be directed to the graduate advisor.

Graduate Appeals

The University strives toward graduate student quality achievement. When the student and the student's graduate committee have serious differences of opinion that jeopardize or unduly delay the reasonable completion of degree requirements, the School of Art provides procedures for the student to gain access to an impartial hearing. The following applies when a student believes one or more members of the student's graduate committee have violated procedures specified in these guidelines.

1. The student submits a letter to the School of Art Director and Graduate Studies Committee specifying which procedures are being violated and describing the nature of the violation. The School of Art Graduate Studies Committee reviews the case to determine the remedial action to be taken.
2. When the student's grievance is that the committee chair is absent from the campus when their thesis is completed and deadlines cannot be met because of to the chair's

inaccessibility and failure to notify or to make compensatory arrangements, the grievance is settled by the co-signatures of the School of Art Director and the Graduate Advisor who, after consultation with the student's remaining committee will jointly assume the academic responsibility of the student's committee chair.

3. The School of Art Graduate Studies Committee may draft a memo to the student's graduate committee (attaching copies of the student's letter) directing them to meet to resolve the problem. After the committee has deliberated, a second meeting with the student present will take place to restore equity and harmony. If the differences are resolved and the grievance removed, the minutes of both meetings will note that the appeal is withdrawn and the situation is resolved to everyone's satisfaction. All parties will sign the minutes and distribute copies to the School of Art Director. The matter ends at this point.
4. The School of Art Graduate Studies Committee may bypass step two above if the student's letter appears unusually substantive and the student and the graduate committee have already held meetings without resolution. The School of Art graduate studies committee will then function as an appeals committee. They will distribute copies of the charges and invite the parties concerned to an appeals hearing during which they will arbitrate impartially.
5. Normally the appeals hearing will appear on the agenda of a regularly scheduled School of Art Graduate Studies Committee meeting. Additional meetings of arbitration, (but no more than two), may be needed and will be granted. The committee may direct the student and/or the student's committee to specific actions within a specified time to correct misunderstandings or injustices. Unless there is failure to comply, the matter is closed.
6. If, after no more than two meetings with the School of Art Graduate Studies Committee, the differences are irreconcilable, the student's committee is dissolved and the graduate studies committee appoints new members. Normally the Chair of the newly appointed committee will be the faculty representative from the student's discipline currently serving on the School of Art's Graduate Studies Committee. When there is conflict of involvement, the Chair will be a member of the graduate studies committee from the discipline closest to the student's discipline.
7. The newly appointed committee will review the student's progress toward the thesis or final project. The committee will then meet with the student within ten school days. The newly appointed committee will not impose a change of topic or project, nor will they add course requirements or standards customarily applied except those stated during the first meeting with the student after review of their thesis. ("Standards customarily applied" are determined by comparison to previously accepted graduate theses/projects.) The signatures of thesis/project approval will be those of the newly appointed committee.

Maintaining Active Status

Continuous attendance is considered for courses taken in consecutive semesters and calendar years up to the time of registration in and completion of work for their thesis units. If a student breaks continuous attendance without a formal Leave of Absence, readmission is not guaranteed. To be reinstated, a student must reapply to the university, pay the application fee, be reviewed by the School of Art and be accepted by the area of specialization. Any new university, or departmental requirements must be met.

Educational Leave

To obtain a formal Leave of Absence without having to reapply to the School of Art and University, any registered student in good standing (and in residence at least one semester)

may request an Educational Leave through their student portal. This should be done in advance and must include reasons for seeking Leave and a date when the student intends to resume academic work. The minimum initial Leave will be one full semester; the maximum will be one calendar year. A student may submit, in advance, a new Educational Leave request form for an extension of Leave. Under no circumstances will the total number of approved Educational Leaves exceed two, nor will the duration of approved Educational Leaves extend beyond two calendar years. If a student requires more than four total semesters of Leave, they must reapply to the University and to the School of Art.

Educational Leave is submitted for approval to the Graduate Advisor. Please refer to the University [Educational Leave](#) policies for information about requirements and the submission process. For relevant dates and deadlines, please see [Enrollment Services](#) calendar.

NOTE: If students have already filed for a graduation date, they must change it based on the date they plan to return. Also, the period taken for a leave counts toward the Seven Year Limit for coursework taken toward the degree.

Graduate students planning to enroll for credit at another university while on leave must have prior approval from the Graduate (Thesis) Committee Chair, School of Art Graduate Committee, School of Art Director, and Associate Dean.

XII. Getting Involved in the School of Art

Students of Art History (SoAH)

SoAH is a student organization for students who appreciate art and art history that includes community, appreciation, and professional resources for careers in the arts. They often invite speakers and alumni, host movie nights, and organize trips to local museums.

Fine Arts Roundtable: GLAMFA and Open Studios

Fine Arts Roundtable (FAR) is an organization developed and run by graduate MA and MFA students in the School of Art. FAR's two largest undertakings include: Greater LA MFA Exhibition (GLAMFA) and Graduate Open Studios held each year. The GLAMFA Exhibition features work by graduate students throughout the greater Los Angeles area and Southern California Open Studios grant graduate students at CSULB an opportunity to show their latest work to other artists, gallerists, curators, etc. Together, the events bring hundreds of visitors to Long Beach from all over Southern California.

Students are invited to initiate other programs, which have included off-site juried exhibitions of work by CSULB graduate artists and collaborations with local arts organizations.

CSULB Galleries

The School of Art has five student galleries for MFA, BFA, and Non-degree Exhibitions. All SoA (including Art History) students can apply for a gallery space prior to the semester they wish to have a one-week show. The galleries hold over 130 exhibitions per year.

Visiting Artists and Scholars

Each semester, the Department hosts visiting artists and scholars who lecture on their creative work or research (usually in the context of the undergraduate course "Artists in their Own Words" [ART101]), and often meet with graduate students for group critiques, studio visits, or discussions of research.

XIII. Financials: Scholarships & Work Opportunities

Non-Resident Fee Waiver

The University offers a limited number of Non-Resident Fee Waivers, which the reviewing faculty can request on behalf of exceptional out-of-state applicants. Waivers are granted at the university level and are only granted on an annual basis. This allows non-California residents to pay California resident tuition rates.

Scholarships and Research Assistantships

In addition, the Office of Research offers competitive Summer Research Assistantships for work with faculty. Students are also advised to check the Center for Scholarship Information (CSI) website for scholarship opportunities. Graduate students are invited to apply to the College of the Arts Scholarship pool each spring for consideration for scholarships the following academic year.

In addition, competitive scholarships may be available to students in Art History by nomination from the faculty.

Student Assistants (SA) and Instructional Student Assistants (ISA)

Student Assistants and Instructional Student Assistants are graduate or undergraduate students paid an hourly rate to work in a variety of positions, which may be directly associated with classroom activities, helping supervise labs, working as office assistants, and assisting faculty in special programs.

Graduate Assistants (GAs)

Graduate Assistants are students who are contracted and paid a salary to assist full time faculty in teaching courses, usually in large lecture courses taught in the Art History program. They are often referred to as “graders” since their duties often include reading and grading student papers in these large courses. Their assignment is not teaching but assisting in and out of the classroom. Occasionally Graduate Assistants are employed for other duties assisting faculty.

Federal Work-Study (FWS) is a federally funded program that provides employment opportunities to students with the highest financial need. Work experience is not required to secure an FWS position. Only students who have been granted a FWS award through the Office of Financial Aid may work in such a capacity.

Students receive their FWS award by working part-time up to 20 hours per week during the fall and spring semesters. The amount a student may earn will be listed on the student's award letter and through MyCSULB. Students must be enrolled at least half-time to receive this award.

Acceptance of a FWS award does not guarantee placement in an actual position. Since placement is limited and cannot be guaranteed, students are encouraged to inquire about positions with faculty in their program or in the School of Art and to attend the annual FWS Job Fair. During the annual FWS Job Fair, many departments on campus look forward to hiring FWS students for a variety of positions including clerical assistants, computer lab technicians, groundskeepers, and tutors. The Job Fair is held in August shortly before classes begin. FWS students who are unable to attend the Job Fair can find information about open positions in the Office of Financial Aid after the semester begins.

Maintaining Enrollment as a Student Assistant or Graduate Assistant

A graduate student employed as a student assistant must be enrolled in at least 6 units unless that graduate student has less than 6 units remaining to be completed on the graduate program or fewer than 6 units on the graduate program are being offered. If all units have been completed toward the degree, enrollment in GS 700F is also allowable and will not disqualify a student from teaching or working as an assistant or GA. A graduate student who does not meet this requirement may not be employed in the student assistant classification. If a graduate student fails to maintain enrollment, the student's appointment will be terminated immediately in the case of a Student Assistant or a Graduate Assistant.