

DEPARTMENT GUIDE TO

Graduate Studies

2006/2007

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PREFACE

The Graduate School Bulletin of Information represents the minimum standards established by The Graduate School for all graduate programs. Individual departments may require higher standards, and students are expected to be fully aware of their department's requirements.

This departmental guide to graduate studies is intended to be a comprehensive guide to policies, requirements and procedures for graduate students in the Master of Fine Arts and Master of Arts programs in the Department of Art, Art History and Design. It has been reviewed and approved by The Graduate School. Where it differs from the Graduate School Bulletin, students should follow the requirements set forth in the department guide.

DEPARTMENT OF ART, ART HISTORY, AND DESIGN

The Department of Art, Art History and Design offers the Master of Fine Arts (M.F.A.) degree in studio art and design, and the Master of Arts (M.A.) degree in art history. In studio art and design, the department also awards the M.A. degree, but only to students who are not accepted to degree candidacy in the M.F.A. program.

The aim of the graduate program is to prepare qualified students to begin professional practice in their chosen field of studio art, design, or art history. Studio and design students may concentrate in ceramics, graphic or industrial design, painting, photography, printmaking, or sculpture, or in a combination of these disciplines. Art history students select from a range of course offerings to fulfill their professional interests.

In addition to coursework, graduate students pursue an area of interest through a system of independent study with a faculty adviser and a graduate committee selected by the student. Students are expected to develop a personal direction that culminates in a professional exhibition of visual work, or a research project in art history.

PART 1: DEGREE PROGRAMS

I. MASTER OF FINE ARTS DEGREE PROGRAM

The Master of Fine Arts Degree (M.F.A.) at Notre Dame is for artists and designers with exceptional talent and strong academic skills. The program combines studio work with academic studies in art history and criticism. The College Art Association and most other professional institutions of higher education recognize the M.F.A. as the terminal degree for artists and designers. This degree has become the standard prerequisite for those who intend to teach at the college level. It is also appropriate for individuals seeking to further develop their professional careers as artists and designers.

Admission to the Program

Art and design majors are evaluated primarily on the basis of a portfolio of twenty slides and three letters of recommendation. All applicants must write a statement of intent indicating their goals for the M.F.A. degree and their expectations for graduate studies.

Prerequisites for admission ordinarily include the B.F.A. degree in studio art or design, including courses in art and art history. However, students of exceptional merit who have earned the B.A. /B.S. degree in studio art or design will be considered. The department does not admit student's into the M.F.A program who hold degrees from Notre Dame undergraduate programs in studio or design.

All applicants must have a B (3.0) or better average in undergraduate major courses. Graduate Record Examination (GRE) scores are not required for admission.

To be considered for university tuition and stipend scholarships, applications should be received by February 1st. All applicants are reviewed by March 1st.

Credit Hours

The M.F.A. degree is a studio and research degree that requires three years or six semesters of study and sixty graduate credit hours with a B (3.0) or better average, including nine hours of art history, three hours in ARHI 63570 (Graduate Seminar), and ten hours of ARST 78708 Thesis Direction.

Students who are not in residence but still in the process of finishing an M.F.A. degree must be enrolled for a minimum of one credit hour of ARST 78706 Non-Resident Thesis each semester.

Additional Requirements

- Successful completion of ARST 62704 Teaching Methods each year.
- Admission to the third year of the M.F.A. program (M.F.A. Candidacy).
- The successful completion of a written thesis approved by the student's thesis committee.
- The completion of a thesis project; an exhibition of creative work that is reviewed and approved by at least a two-thirds majority of the art and design faculty.

Residency

The minimum residency requirement for the M.F.A. degree is registration in full-time status for two years or four semesters during the academic year.

Financial Support

Students accepted into the M.F.A. program typically receive financial aid in the form of a full tuition waiver. In addition, the department also has a limited number of stipends to award to students of exceptional talent. Students in good standing will continue to receive financial support for a maximum of three years.

Students receiving full stipend support may not work elsewhere on or off campus during the stipend period. Students receiving tuition-only scholarships or partial stipends may work up to 17 hours per week to supplement their living expenses.

Please refer to Part 2, Section III of this guide under Academic Policies for guidelines governing financial support.

Advisers and Thesis Directors

The M.F.A. candidate is advised by the Director of Graduate Studies during the first semester. During the second semester, the candidate chooses a thesis director and two other members of the faculty to form a committee. A completed thesis committee form must be on file in the department by the end of the second semester of the candidate's first year of study.

The thesis committee director (adviser) must be someone from the student's immediate area of study. The second committee member must be a member of the department faculty (including art history) but need not be a faculty member in the candidate's immediate area. The third member is typically a member of the department, but may also be a member of the Notre Dame faculty at large. In some cases it may be desirable to take advantage of other scholars as they relate to particular aesthetic and intellectual concerns. *Committee members outside the department must be approved by the Thesis Director and the Director of Graduate Studies.*

Committee members must be members of the Notre Dame faculty. Committees are limited to three members.

Second Year / Admission to M.F.A. Candidacy

At the beginning of the second year (third semester), the student meets with his or her committee to discuss degree progress and future plans. At the time of this meeting, the student presents the committee with a written statement describing the work in progress. After this meeting, the committee discusses the student's progress and makes an evaluation of the candidate's performance and potential. The results of both meetings are reported in writing by the thesis director and copies are given to the student, the committee members, and the Director of Graduate Studies to be placed in the student's file.

At the beginning of the fourth semester, the student again meets with the committee and a report of the student's progress is recorded with the Director of Graduate Studies.

At the end of the fourth semester, the student presents a portfolio of creative work in order to be evaluated by the entire art and design faculty for entry into the M.F.A. thesis year. The portfolio is supplemented by a one-page statement written by the student describing the work and the anticipated direc-

tion for the third year. After the art and design faculty evaluate the work, they vote on passing the student into the third year. Students who do not receive a two-thirds majority vote by the art and design faculty may resubmit their portfolio at the end of the Summer Session, or they may apply for the M.A. degree in Art and Design. If the second attempt at entering the M.F.A. thesis year fails to get a favorable faculty vote, the candidate must end his or her work at Notre Dame for the M.F.A. degree. The student may then apply for the M.A. degree.

Third Year

During the fifth semester, the student writes the M.F.A. thesis paper with the help of the thesis director. The form of the thesis paper is prescribed by the Graduate School. The length of the paper should be between fifteen and fifty pages. The content of the paper should focus on the candidate's creative work. The paper should put the student's work into a historical perspective and demonstrate the student's knowledge of contemporary issues in art. The student submits, revises, and resubmits the paper before the end of the fifth semester so that any writing problems are resolved and the student can then devote full attention to the thesis project during the last semester. When the adviser is satisfied with the paper in terms of content and form, it is given to the student's other committee members for approval. When the adviser has signed the paper and the committee has signed the reader's forms, it is passed on to the Director of Graduate Studies and then to the Graduate School. The Department Chairman will make recommendations and resolves any disputes over the thesis paper. Studio art and design work created during the fifth semester may be presented in the Thesis Exhibition.

During the final semester students enroll in ARST 78708 Thesis Direction for ten (10) hours of credit. The thesis project is intended to be an independent creative project in art completed without faculty direction or supervision. The project may be done in absentia.

The thesis project is installed by the candidate in an appropriate space for a public exhibition of the work. This exhibition is usually in the context of an M.F.A. Group Show at the Snite Museum of Art. However, the exhibit may be installed in an alternative space in the local area. The student meets with the entire art and design faculty to give an oral defense of his or her exhibition. A favorable vote by two thirds of the art and design faculty is required before the M.F.A. degree can be granted.

If the student fails to pass the thesis project at the end of the sixth semester, he or she must revise the project and resubmit it within one year on a date acceptable to the art and design faculty. If the project is not accepted on the second attempt, the project may not be resubmitted and the candidate may then apply for the M.A. degree.

These thesis credits are graded on a pass/fail basis by the Director of Graduate Studies, based upon the studio/design faculty's final vote.

Note: The M.F.A. candidate may not present a thesis project if the thesis paper has not been approved by his/her committee.

ful applicants are normally expected to hold a B.A. in art history or its equivalent (20 to 30 hours in art history). Students with insufficient undergraduate art history credits may be provisionally admitted to the program with the stipulation that they make up any deficiencies before being admitted to regular candidacy. Undergraduate courses taken to rectify deficiencies will not count toward the 36-hour degree requirement.

The department will accept applications for tuition and stipend scholarships until February 1. All applicants are reviewed by February 15.

Credit Hours

The M.A. in art history requires the completion of 36 hours of graduate study, including six hours of thesis credit, with a B (3.0) or better average. A normal course load is from nine to twelve hours per semester. The successful completion of ARHI 63576 (Theories of Art) is required. In addition, students must successfully complete four seminars in addition to ARHI 63576, and take at least one course or seminar from each of the core art history faculty. Students who are not in residence but still in the process of finishing an M.A. degree must be enrolled for a minimum of one credit hour of ARHI 68574 Non-Resident Thesis each semester.

Additional Requirements

- The successful completion of a comprehensive examination. This examination is generally administered at the beginning of the fall semester of the student's second year.
- The successful completion of a written thesis. The student will be expected to select a thesis topic and adviser by the end of the first year of study. The finished thesis must be read and approved by the adviser and two other readers.
- Evidence of reading ability in one foreign language, either German, French, or another language approved by the graduate adviser. Reading ability is normally demonstrated by obtaining a passing grade on the appropriate Graduate Reading Examination administered by the University. This requirement must be fulfilled during the first year of graduate study.

Residency

The minimum residency requirement for the M.A. degree is registration in full-time status for three semesters during the academic year.

Financial Support

Students accepted into the M. A. program typically receive financial aid in the form of a full tuition waiver. In addition, the department also has a limited number of stipends to award to students of exceptional talent. Students in good standing will continue to receive financial support for a maximum of two years.

Students receiving stipend support may not work elsewhere on or off campus during the stipend period. Students receiving tuition-only scholarships may work up to 20 hours per week to supplement their living expenses. Please refer to Part 2, Section III of this guide under Academic Policies for guidelines governing financial support.

Advisers and Thesis Directors

The M.A. candidate is advised by the Graduate Adviser in Art History during the first year of graduate study. By the end of the second semester of study, candidates are expected to have chosen the area in which they intend to write his/her thesis, and to have selected a thesis director. The director will serve as the student's adviser from that point on. With his or her advisor's help, the candidate selects two additional readers to form the student's committee. Under normal circumstances the thesis director will be a member of the Art History faculty. At least one member of the committee must be a member of the Art History faculty, and all members must be Notre Dame faculty. A completed thesis committee form must be on file in the department by the second week of the third semester of study.

Evaluation of Students

During the second semester of the first year of study all students will be evaluated by a committee of the whole of the Art History faculty. This evaluation will assess each student's progress toward completion of the degree. A written report of this evaluation will be given to the student and entered in the student's file. The Graduate Adviser in Art History will discuss the evaluation with each student individually. This assessment will form the basis of any decision regarding continuance and funding for the second year of the Master's degree. Any appeal regarding these decisions will be addressed by a committee of the whole Art History faculty.

The Thesis

The first draft of the Master's thesis should be given to the student's thesis director six weeks before the date established by the university for the presentation of the completed thesis to the Graduate School. The second and final draft is due two weeks before the date for submission of the completed thesis to the Graduate School. Should the first draft indicate the need for a substantial revision of the thesis the nature of this revision and a timetable for the submission of a revised first draft must be agreed upon in writing with the student's thesis director. A copy of this agreement will be placed in the student's file. The readers of the second draft of a thesis will submit written reports to the thesis director. The vote taken by the thesis committee to pass or fail the second draft of a thesis is final.

The Comprehensive Examination

The purpose of the M.A. Comprehensive Examination is to demonstrate that the student has developed basic knowledge of the key monuments of Western art history from antiquity to the present.

Format

The examination consists of 20-25 five minute slide identifications. The candidate will be asked to identify works of art by date, place, artist (where relevant), and subject matter. The images shown may be unfamiliar, but the student will be expected to demonstrate a general knowledge of Western art through his or her ability to localize such works on the basis of significant stylistic and iconographic characteristics and through references to comparable familiar monuments.

Grading: The examination will be graded on a pass/fail basis. "Honors" will be awarded for a distinguished performance. Students will be allowed to take the examination twice. If a candidate fails the examination, he or she will have the opportunity to retake it in full or in part in the course of the fall semester in which the exam was originally taken.

The examination will be read by the entire Art History faculty and returned with comments to the student in a timely fashion.

III. NON-RESEARCH MASTER OF ARTS DEGREE: STUDIO ART AND DESIGN

The Non-Research Master of Arts Degree (M.A.) program in Studio Art and Design is granted to M.F.A. students who are either not admitted to M.F.A. candidacy, or choose to leave the M.F.A. program with an M.A. degree. The department does not regularly admit students to this program.

The Non-Research M.A. degree requires 40 graduate credits, including six hours in Art History and three credit hours in ARHI 63570 (Graduate Seminar). Students who are not in residence but still in the process of finishing an M.A. degree must be enrolled for a minimum of one credit hour of ARST 78706 Non-Resident Thesis each semester.

Additional Requirements

- The culmination of the program is an essay approved by the student's faculty adviser and a portfolio approved by the entire art and design faculty.

- The M.A. Essay

The character, length, and content of the M.A. essay are developed by the student in consultation with his or her major adviser. A length of ten to twenty pages is appropriate. During the final semester of study, the student submits the essay to the major adviser who may accept it or return it to the student for revision.

- The M.A. Portfolio

A visual portfolio of works chosen by the student must be presented to the art and design faculty before the end of the final semester of study. The work must be on exhibit for a minimum of one week, and all art and design faculty must be notified of the location of the display. The works chosen should represent the student's best creative efforts and be presented in a professional manner. The presentation must receive a two thirds favorable vote from the art and design faculty for the M.A. degree to be awarded.

Residency

The minimum residency requirement for the Non-Research M.A. degree is registration in full-time status for three semesters during the academic year.

Advisers and Thesis Directors

The Non-Research M.A. candidate is advised in the same manner as the M.F.A. candidate. A completed thesis committee form must be on file in the department by the end of the second semester of the candidate's first year of study. When it becomes evident that the student will be receiving a non-research M.A. degree, the Thesis Director simply oversees the completion of all requirements.

IV. GENERAL GUIDELINES FOR ALL PROGRAMS IN THE DEPARTMENT

Transfer Credits

The department may accept course work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if: 1) the student is in degree status at Notre Dame; 2) the courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses; 3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; 4) grades of "B" (3.0 on 4.0 scale) or better were achieved; and 5) the transfer is recommended by the department chair and approved by the Graduate School. These five requirements also apply to the transfer of credits earned in another program at Notre Dame.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro-rata basis.

A student transferring from an unfinished master's program may not transfer more than six semester credit hours into either a Notre Dame master's or Ph.D. program.

If the student has completed a master's or Ph.D. program, he or she may transfer up to nine semester credit hours to a Notre Dame master's program.

Occasionally, a student may need to do dissertation research at another institution. Normally, the student would register for the appropriate number of credit hours of research at Notre Dame. If the student does not enroll at Notre Dame and expects to count research hours earned elsewhere toward the Notre Dame degree, the student must have the approval of the department and the Graduate School in advance. The University requires similar prior approval for formal courses taken elsewhere and applied to the degree program.

No grades of transferred courses are included in the student's G.P.A.

Degree Eligibility

Failure to complete all requirements for the master's degree within five years results in forfeiture of degree eligibility. A master's program that is pursued during the summer and the academic year must also be completed within five years. A student attending Summer Session only must complete all requirements within seven years.

Admission to Candidacy

To qualify for admission to candidacy, a student must be in a master's degree program. He or she must have been enrolled in the program without interruption and maintained a minimum cumulative G.P.A. of 3.0 in approved course work. A student who seeks admission to candidacy in a research master's program must also demonstrate research capability and receive departmental approval of his or her thesis proposal.

Admission to candidacy is a prerequisite to receiving any graduate degree. It is the student's responsibility to apply for admission by submitting the appropriate form to the Graduate School office through the department chair. The applicable deadline is published in the Graduate School Calendar.

Master's Examination

By the end of the term following completion of the course work required by the department, the degree candidate must have taken an oral and/or written master's examination demonstrating mastery in his or her field. Failure in either one or both parts of the examination results in automatic forfeiture of degree eligibility, unless the department recommends a retake. If a retake is recommended, it must be completed by the end of the following semester. The Graduate School allows only one retake of the master's examination.

The MFA program has an equivalent requirement in lieu of the master's examination. It consists of the MFA Thesis Paper and the MFA Thesis Project outlined in the MFA portion of this guide.

Thesis Requirement

The thesis is the distinctive requirement of the research master's program. With the approval of his or her adviser, the student proposes a thesis topic for departmental approval. The approved topic is researched and the results presented under the supervision of a thesis director. The thesis should follow the guidelines in the Graduate School's Guide for Formatting and Submitting Dissertations and Theses, available at the Graduate School office.

The thesis director indicates final approval of the thesis and its readiness for the readers by signing the thesis. The candidate then delivers the number of signed copies of the completed thesis required by the department to the department chair. Students should be cognizant of deadlines for graduation established by the Graduate School and the department. These copies are distributed to the two official readers appointed by the department. Readers are appointed from among the regular teaching and research faculty of the student's department. The appointment of a reader from outside the student's department must have the Graduate School's prior approval. The thesis director may not be one of the official readers. Each reader must unconditionally approve the thesis and the department should promptly report the results to the Graduate School.

After the readers approve the thesis, the candidate should deliver two clean copies signed by the thesis director to the Graduate School office on or before the date specified in the Graduate School Calendar. There it will be verified for compliance with the style manual. The candidate then should deliver the verified copies and the Graduate School approval form to the Hesburgh Library, where he or she pays the binding costs.

In addition to fulfilling these Graduate School requirements, students must check with their departments for any additional requirements.

Should a student and adviser decide to microfilm a thesis, information concerning the University Microfilms International Master's Publishing Program may be obtained from the Graduate School office.

PART 2: ACADEMIC POLICIES

I. ENROLLMENT

Once admitted, all degree and non-degree graduate students must enroll before each semester at the times and locations announced by the University Registrar. Enrollment dates are published in the Graduate School Calendar.

Any admitted student who fails to enroll for one semester or more must apply for readmission upon return. (See “Continuous Enrollment,” below.)

A late charge of \$25 will be assessed to any student enrolling after the date set forth on the Graduate School Calendar.

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the express permission of his or her department and the Graduate School.

Continuous Enrollment

All students must enroll each semester in the academic year to maintain student status. Continuous enrollment is met normally by enrollment in the University and registration in a graduate-level course relevant to the student’s program. A student who is concurrently pursuing degrees in the Graduate School and in another school in the University meets the continuous enrollment requirement by registering for a course in either program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. (See “Leave of Absence,” below.)

Degree students who have completed the coursework requirement for their degree must register for at least one credit hour per semester, including the final semester or Summer Session in which they receive their degree. These students may be considered full-time students whether or not they are in residence. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll for one semester or more must apply for readmission upon return.

Continuing degree-seeking students (i.e., degree students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without registering and enrolling for academic credit in the Summer Session.

Leave of Absence

For exceptional reasons and on the recommendation of the department, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return.

In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal in the Office of Residence Life, 305 Main Building. For information on refunds, refer to “Tuition and Expenses” in the Graduate School Bulletin.

Upon approval of the withdrawal, the University enters a grade of “W” for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of “F” is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

II. ACADEMIC REGULATIONS

Full-time and Part-time Students

A full-time student is one who (1) registers for nine or more credit hours of required course work per semester in the academic year or six or more credit hours in the Summer Session or (2) has completed the coursework requirements for a degree and is registered for a minimum of one credit hour. This second category includes both resident and nonresident students. (See “Continuous Enrollment,” Part 2, Section I.)

A part-time student is any enrolled graduate student who does not fall within either of the preceding categories. For loan purposes, a half-time student is a part-time student who registers for at least six credit hours per semester in the academic year or three credit hours in the Summer Session.

Maximal Registration

During the academic year, a graduate student may not register for more than 12 credit hours of graduate courses, i.e., the 500-, 600- and 700-level courses, each semester. An additional three credit hours of 400-level courses may be taken if authorized by the department chair and approved by the Graduate School. In the Summer Session, a graduate student may not register for more than 10 credit hours.

Changes in Student Class Schedules

A student may add courses only during the first seven class days of the semester. Students may add courses after this time only on recommendation of the department and with approval of the Graduate School.

A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the midsemester point (see the Graduate School Calendar for the exact date), a student must have the approval of the chair of the department offering the course, the student’s adviser and the Graduate School. A course may be dropped after the midsemester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student’s permanent record with the grade of “W.”

A course taken for credit can be changed to an audit course after the midsemester point only in cases of serious physical or mental illness.

Course Numbers

No graduate credit is allowed for courses below the 400 level. The advanced undergraduate courses numbered 400 through 499 may, with the approval of the department chair and the Graduate School, be taken to satisfy up to 10 hours of graduate credit requirements.

Courses numbered 500 through 599 are first-level graduate courses into which qualified advanced undergraduates may be admitted with the permission of the instructor and the approval of the chair. Courses numbered 600 and above are advanced graduate courses open only to those who have completed the undergraduate and graduate prerequisites.

Graduate Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4	
A-	3.667	
B+	3.333	
B	3	
B-	2.667	
C+	2.333	
C	2	
C-	0	
D	0	
F	0	
I	0	(Until Incomplete is removed)
NR	None	No grade reported
P	None	Pass
S	None	Satisfactory
U	None	Unsatisfactory
V	None	Auditor (graduate students only)
W	None	Withdrew

Quality point values are used to compute the student's grade point average (G.P.A.). The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

If a grade of "C-" or "D" is given to a graduate student for a course taken in any department or college in the University, the grade will be considered equivalent to an "F."

A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a 500 or higher level graduate course within the semester or Summer Session. No grade of "I" can be given for courses below the 500 level or to graduating students in the final semester or final Summer Session.

The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an "I" for a Summer Session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or Summer Session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an “F” in calculating the G.P.A. When the student fulfills the above requirements, the “I” is replaced by the new grade. Should the student not complete the course work as required, the “I” remains on the academic record and is computed in the G.P.A. as equivalent to an “F.”

The department and the Graduate School will review a student who receives more than one “I” in a semester or an “I” in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grade of “P” or pass is awarded only on foreign language reading examinations, comprehensive examinations, candidacy examinations and dissertation defense examinations.

The grades of “S” and “U” are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education and skill courses. These courses, if given the grade of “S,” do figure in a student’s earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of “U” will not count toward the student’s earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of “V” has neither quality-point nor credit-hour values. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record and who attends the course throughout the entire semester. The grade of “V” cannot be changed to a credit-earning grade.

The grade of “W” is given for a course that a student is allowed to drop after the mid-semester point.

Examinations

Unexcused absence from a scheduled final examination results in an “F.” An absence excused in advance results in an “I” (incomplete).

Academic Good Standing

Continuation in a graduate degree program, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative G.P.A.

A student may be dismissed from the department or program if the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters.

An adequate G.P.A. is only one factor taken into consideration in determining a student’s qualifications for an advanced degree. Other factors include overall academic and artistic performance, participation in departmental lectures and seminars, and favorable reviews of a student’s artistic production by the faculty at the end of each semester. The department and the Graduate School annually evaluate each graduate student’s overall performance on the basis of these criteria.

A student must be in academic good standing to be eligible for new or continued financial support.

III. FINANCIAL SUPPORT

Full-time, degree-seeking graduate students in good academic standing may be eligible for financial support supplied by the University.

Financial support allotted by the Graduate School for distribution by the department includes: academic year tuition scholarships, graduate assistantships, and departmental fellowships. This financial support is awarded on the basis of availability, to students of exceptional artistic and academic talent. Students must be in residence to receive such support. The Graduate School directly awards summer session tuition scholarships and University fellowships.

Graduate assistants and research assistants should not work more than an average of 17.5 hours per week to earn their stipends. Assistants and fellows who receive a full stipend should not be employed elsewhere on or off campus.

Graduate assistants and research assistants are restricted to a maximum load of ten credit hours in formal course work per semester. Additional hours must be approved by the Director of Graduate Studies in the department.

Graduate students in the M.F.A. program cannot receive more than three years of financial support from the Graduate School or from funds allotted by the Graduate School to departments. Graduate students in the M.A. program in Art History cannot receive more than two years of financial support.

Compliance with Federal Aid Regulations

Recipients of federal financial aid must comply with the standards of progress set by their respective departments for their particular programs of study. The director of financial aid will notify students in writing when failure to maintain progress will result in the loss of financial aid. Appeals indicating mitigating circumstances must be made in writing to the director of financial aid.

IV. ACADEMIC INTEGRITY

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates and colleagues by mentors and academic leaders.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/ scholarship is deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinions involving interpretation, nor conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

If an individual suspects that a violation of academic integrity has occurred, he or she should discuss the matter confidentially with the department chair or appropriate director. If there appears to be a reasonable basis for further inquiry, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the vice president. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the Vice President for Graduate Studies and Research within 10 days. The student has the right to appear before the vice president or his or her delegate. The vice president may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

V. POLICIES ON HARASSMENT AND OTHER ASPECTS OF STUDENT LIFE

Sexual and discriminatory harassment are prohibited by the University. Definitions and policies regarding sexual harassment, discriminatory harassment and other aspects of student life and behavior are described in du Lac, which is the University's description of student life policies and procedures. Students in the Graduate School must abide by those portions of du Lac which explicitly refer to graduate students or to the Graduate School. Copies of du Lac are mailed to all continuing students at the beginning of the fall semester, and may be obtained from the Office of Residence Life, 315 Main Building.

The Vice President for Graduate Studies and Research has appointed an academic counselor in the Graduate School to be available to graduate students who want to discuss confidentially problems they are having in their programs. The counselor can help a student decide how to resolve the problem. The Graduate School's academic counselor is Dr. Barbara M. Turpin, associate dean for graduate admissions.

1994-95 du Lac policies (For updated policies including any changes refer to current issue of du Lac)

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DISCRIMINATORY HARASSMENT

Approved at the April 16, 1991 meeting of the Academic Council.

I. Policy

The University of Notre Dame believes in the intrinsic value of all human beings. It is, moreover, committed to the full peaceable participation of all its members in the educational endeavor it fosters. This is the reason that the University prohibits discriminatory harassment as defined below. The University is also committed to the free expression and advocacy of ideas; it wishes to maintain the integrity of this commitment as well. For this reason, cases of verbal harassment are defined here with great caution. Harassment in general is prohibited elsewhere in the University's regulations.

II. Definition

For purposes of this policy:

A: Harassment

Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile intentional, and persistent badgering, addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

B: Discriminatory Harassment

Conduct as described in A., above, constitutes discriminatory harassment, if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, sexual orientation, or national origin of the victim(s).

III. Prohibition

All discriminatory harassment is prohibited.

IV. Administration of Policy

It is appropriate to report any allegation of discriminatory harassment to the authorities of the University. The ways available for doing this are as follows:

A. Students

An alleged incident of discriminatory harassment by a student toward another student that occurs outside a residence hall is to be reported to the Office of Residence Life and shall be handled in the same manner as other violations of University rules and regulations. (See section of du Lac entitled University Disciplinary Procedures.)

Likewise, any alleged incident of discriminatory harassment by a student toward a faculty member or staff member is to be reported to the Office of Residence Life. Any alleged incident of discriminatory harassment by a student toward any other student that occurs in a residence hall is to be reported first to the Rector and in consultation with the Office of Residence Life, a determination shall be made as to whether the allegation should be handled at the hall level or whether the matter should be referred to the Office of Residence Life.

B. Faculty

An alleged incident of discriminatory harassment by a faculty member is to be reported to the chair of the academic department, or, in cases involving the chair, to the dean of the college. If the matter cannot be resolved at the department or college level, it is to be referred to the Provost's Office.

C. Staff

An alleged incident of discriminatory harassment by a staff member is to be reported to the Director of Human Resources, and shall be handled by the Office of Human Resources in the same manner as any other violation of University rules and regulations as outlined in the University Human Resource Manual.

D. Administration

An alleged incident of discriminatory harassment by an administrator is to be reported to the appropriate superior officer of the person involved.

E. Ombudsperson

Notwithstanding the above, a person alleging discriminatory harassment may choose to report the incident to the University ombudsperson. This is to be a member of the University community selected by the President, in consultation with the other officers of the University, for that task. The ombudsperson, after taking information of the incident, is to help the complainant handle the matter, either by informal conciliation, or by helping the complainant proceed with the reporting procedure described above. [Note: Prof. Dwight King is currently the University ombudsperson.]

V. Existing University Rules and Regulations

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

SEXUAL HARASSMENT

I. Policy

The University of Notre Dame prohibits sexual harassment by all faculty, staff and students. Sexual harassment by any faculty, staff or student is a barrier to the educational, scholarly and research purposes of the University of Notre Dame and is a violation of law and University policy. The University of Notre Dame affirms its commitment to maintaining a learning and working environment which is fair, respectful and free from sexual harassment. To these ends, the following sexual harassment policy has been adopted.

II. Definition

The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity; 2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

III. Administration of Policy

A. Students

An alleged incident of sexual harassment by a student toward any other student or faculty or staff member, should be reported to the Vice President for Student Affairs and shall be handled by the Office of Residence Life in the same manner as any other violations of University rules and regulations.

B. Faculty

Any incident of sexual harassment by a faculty member toward any student, staff personnel or other faculty member shall be reported to the Provost's Office, and shall be handled by the Provost's Office. If a formal charge is to be filed, it shall be administered in the same manner as a charge for Serious Cause for Dismissal as outlined in the Academic Articles.

C. Staff

Any incident of sexual harassment by a staff member toward a student, faculty member or other staff member, shall be reported to the Director of Human Resources, and shall be handled by the Human Resources Office in the same manner as any other violation of University rules and regulations as outlined in the University Human Resources Manual.

D. Confidentiality

Sexual harassment is a particularly sensitive issue which may affect any member of the University community. The right to confidentiality of all parties involved in a sexual harassment charge shall be strictly adhered to insofar as it does not interfere with the University's legal obligation to investigate allegations of sexual harassment when brought to the University's attention, and to take corrective action.

E. Resolution

A sexual harassment charge may result in a finding that no action is warranted, or may be handled by: 1) informal resolution, 2) reprimand, 3) disciplinary sanction, or 4) termination or expulsion.

F. Non-Retaliation

Any attempt by a member of the student body, staff or faculty to penalize in any way, a person bringing a sexual harassment charge, or any other form of retaliation, is prohibited and will be treated as a separate incident to be reviewed in its own right.

G. Protection of the accused

(a) In cases under III(B.) or III(C.) during the investigation and before formal charges, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and given the opportunity to respond.

(b) In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by the proceeding.

(c) A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University's disciplinary procedures from official reprimand to dismissal.

IV. Consensual Relationships

Because of the unique relationships between student and faculty members, with the faculty member serving as educator, counselor and evaluator, and the possibility of abuse of this relationship or the appearance of abuse, the University views it as unacceptable if faculty members (including all those who teach at the University, graduate students with teaching responsibilities and other instructional personnel) engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this philosophy of the University, if charges of sexual harassment are made, it shall not be a defense to allege that the relationship was consensual.

