

Ph.D. Program Handbook

2025-2026



The information provided in this handbook is designed to assist current and future doctoral students in Art Education at CVAD. Please use it to navigate the program and department procedures. The handbook is intended for use in a step-by-step manner in planning and fulfilling the requirements for the Doctor of Philosophy degree in Art Education. This handbook and the department faculty and admin are the guides for this endeavor. However, students are responsible for ensuring they meet all requirements of the College of Visual Arts and Design (CVAD) and the Toulouse Graduate School (TGS) to complete their program and obtain their doctoral degree. Refer to this handbook regularly, as it includes the forms needed throughout a student's program of study.

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About the Department

The department vision is to rethink, experiment with, and critical interrogate what art education can mean for the 21st century. Our mission is to rigorously prepare innovative arts education professionals for a dynamic educational landscape. We do this through critical inquiry, creative research, acts of transformative making, and the promotion of intersectional perspectives for just and sustainable futures. Our goal is to foster the spirit of radical inquiry and practice in art education.

Programs Offered

- B.F.A. in Art Education, with K-12 certification
- M.A. in Art Education, with three options or tracks:
 - Option I: Advanced coursework
 - Option II: Museum Education
 - Option III: MA with K-12 certification
- Graduate Academic Certificate in Art Museum Education (GAC-ARME)
- Ph.D. in Art Education

Faculty and Staff

Department Faculty

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Chair, Department of Studio Art and Professor, Studio Art

Interim Chair, Art Education

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Mikaela Bachmann, Ph.D.

Lecturer, Director of Art Education Undergraduate Program and Licensure

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Office: Art Building, Room 262C

Research areas: Ableist practices in public education; reimagining disability and disability futures

Laura Evans, Ph.D.

Associate Professor and Director of GAC ARME

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Office: Art Building, Room 308

Research areas: Museum studies; art museum education; auto-ethnography; narrative inquiry

Nadine Kalin, Ph.D.

Professor

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Research areas: Post-political critique; curriculum theory; social practice in contemporary art; art museum education; pedagogical ethics; arts-based inquiry and strategies of aesthetic resistance; institutional critique; (post)qualitative methodologies

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Professor

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Office: Art Building, Room 309A

Research areas: Aesthetic philosophy; modern and contemporary art; continental philosophy; critical theory; educational philosophy/philosophy of education; philosophy for children; dialogic methods of inquiry; posthumanism; critical phenomenology; critical museum studies

Manisha Sharma, Ph.D.

Professor

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Office: Art Building, Room 230G

Research areas: Border cultures; decolonization; South Asian art and visual culture; art teacher identity; community-oriented art education; grounded theory; arts-based research; social and cultural theory



CVAD Dean's Office

Karen Hutzel, Ph.D., Dean and Professor of Art Education

Eric Ligon, M.F.A., Senior Associate Dean, Administrative Affairs and Professor of Communication Design: Graphic Design

Heidi Strobel, Ph.D., Associate Dean, Academic & Student Affairs, Director for Interdisciplinary Art and Design Studies, and Professor of Art History

Angela Vanecek, Office Manager, Academic Departmental Administration Office

Susana Parra, Executive Assistant to the Dean

Jerry Aul, Senior Administrative Coordinator

Peter Hyland, Director of the Onstead Institute

The complete list of the Dean's Office staff and the CVAD directory for faculty, staff and administrators can be found on CVAD's academic website at the following link, <https://cvad.unt.edu/people/>.

Course of Study

Summary

In its graduate programs, CVAD aims to develop the competencies necessary for effective leadership roles in art as expected of public-school teachers and supervisors, college teachers of art, researchers, administrators, and practicing professionals in the field. The Ph.D. program in art education facilitates educational experiences intended to foster research, scholarship, and knowledge in art education as well as a specialization area. Students must earn 60 credit hours to complete the Ph.D. To be accessible to studio artists and lifelong learners, prior coursework may be transferred into the degree with department approval. Thus, students who meet equivalency requirements (such as an M.F.A. degree or credits earned beyond the M.A. degree) may complete 30 hours of 5000 level and above coursework + 12 hours of dissertation credit, to earn the Ph.D. in Art Education degree at UNT, with a minimum of 42 credits. Up to 6 credits may be transferred into and used as part of these 42 credit hours in substitution of required coursework, with departmental approval and if they meet the approval of TGS accreditation standards.

The structured coursework for the program consists of core courses in art education, specialization courses, elective courses, and research methodologies and theoretical framework courses. Upon completion of the coursework, a student must prepare a research proposal, and based on this proposal, successfully pass a qualifying exam, comprised of both written and oral components. After this passing of the qualifying exams, the doctoral student will become a doctoral candidate, or ABD “all but dissertation.” At this point, the candidate may begin data collection, analysis, and the writing of the dissertation. Once the dissertation is completed, students defend their dissertation research in a final oral examination, with a chosen committee of faculty members.

Advising: As stated in the letter of acceptance to the program, the department’s graduate coordinator serves as a doctoral student’s initial faculty advisor in art education. This person will work with the student regarding the details of their program until their major professor is determined. Doctoral students are required to contact the graduate coordinator and/or the department chair, for help determining which courses would be best to take once accepted into the program.

Degree Plan: At the start of the first semester of study, doctoral students must meet with the department graduate coordinator and start a degree plan. This degree plan is an outline of a student’s projected course of study in the major and provides a roadmap to follow. This degree plan will be revised once a major professor and specialization have been selected. The degree plan will eventually list a student’s doctoral committee members.

Time & Credit Hour Limitations: Doctoral students have a time limit of 8 years from the date of their first doctoral course to complete their degree, including the dissertation. The maximum (but not guaranteed) amount of time that a doctoral student can be funded by the college is a total of five years.

All students in the graduate program are expected to make continuous and satisfactory progress toward completion of their degrees. Two consecutive semesters without satisfactory progress

may result in removal from the program. Satisfactory progress includes meeting course and grade requirements, adherence to departmental policies, and professionalism in the department and college activities. Students are encouraged to follow the timeline suggested in this manual. In addition to the eight-year time limitation, doctoral students must not complete more than 99 credit hours. Any hours accumulated past 99 will be charged at the out-of-state tuition rate, regardless of legal state of residence.

Semester Requirement: Doctoral students are encouraged to attend at least one doctoral defense per year. That defense can be within or outside art education.

Coursework: Courses are distributed over different areas of concentration, with a minimum in each area (see below). Per the Graduate College, most students take more than the listed, minimum requirements. Keep in mind that graduate courses are often offered on a rotating basis: annually, every three or four semesters, or even as special offerings. Doctoral students must refer to the department's graduate program director or advisor as they decide what courses to take to progress through the program.

Doctoral students may also be asked to undergo a review with at least two faculty members at the end of their first year in the program. This is an opportunity to check a student's progress and direction in the program. Art Education Ph.D. students may enroll in 3 credit hours per semester (as opposed to a minimum of 6) post candidacy. No additional paperwork is required. International students need to check if this holds true for them on a semester-by-semester basis.

Required Coursework:

Art Education Core courses	9-12 credit hours
Specialization courses	9 credit hours
Frameworks (Theory and Research Methods)	15 credit hours
Elective courses*	0-9 credit hours
Dissertation	12-18 credit hours
Minimum required total	42-60 credit hours

*Of the courses described above, 3-6 credit hours will be Special Problems: Proposal Writing and 3 credits will be Special Problems: Comprehensive Examination enrollment.

As stated earlier in this document, a doctoral student may petition the department to apply up to 30 hours of coursework of an M.F.A., or beyond an M.A. degree to count towards the 60 credit hours required of a UNT Ph.D. degree plan. This will require the consent of the department and the Toulouse Graduate School. Of the remaining coursework, up to 6 credit hours may be transferred into the degree plan in lieu of a UNT course if relevant and taken within the stipulated timeframe. This is in recognition that arts educators can come from different disciplinary backgrounds and experiences, and the intent of research may be different. Students should speak to the department chair or the graduate program director and, as the degree progresses, their major advisors about customizing their degree plan/ program in consideration

of research goals and focus areas of research. See this document's appendices for a degree plan template and a listing of possible courses to meet required degree coursework.

Art Education Core: 9-12 credit hours.

Coursework in the major area of emphasis is chosen in conjunction with the advisor from current and future course listings in Art Education (ARTE). A minimum of 9 credits in ARTE coursework is required. Students entering without a master's level degree in Art Education may be asked to include certain foundations or leveling coursework in ARTE, as determined by the faculty.

Specialization: 9 credit hours minimum.

Ph.D. students must identify coursework to support the development of a second area of expertise and/or to support the major area of emphasis. Courses are chosen in conjunction with the advisor. Some options doctoral students have chosen in the past include Art History, Studio Art, Mexican American Studies, Educational Leadership, American Indian Studies, Asian Studies, Middle Eastern Studies, Cultural Geography, Early Childhood Education, and Women and Gender Studies.

Frameworks (Methods + Theory): 15 credit hours minimum.

The development of a strong theoretical framework and a well-developed ability to choose and apply research methods in a dissertation study and beyond are vital to a Ph.D. program. The art education department recommends doctoral students take three methods courses (at least 1 at an advanced level of data analysis and interpretation), and 3 to 4 theory courses to develop their research framework. The theoretical/methodological framework courses may be taken within or outside of art education. Frameworks include, but are not limited to, critical theory, learning theory, feminist theory, phenomenology, and postmodern theory. Remember that the 15 credit hours are the minimum required. In order to meet dissertation needs, a doctoral student may be asked to take more than this amount.

Electives: 0 credit hours minimum.

Relevant coursework may be taken across the university at the 5000 level and above to support scholarly development. There is no minimum requirement for electives, but a doctoral student may choose to take them, with permission from their major professor, if those classes suit a student's course of study.

Dissertation: 12-18 credit hours minimum.

A minimum of 12 credit hours of dissertation (ARTE 6950) must be taken post candidacy at UNT. The doctoral degree is conferred in recognition of advanced work in the discipline as evidenced by (1) the satisfactory completion of a prescribed course of study; (2) the ability to function at a professional level in the designated area of concentration; (3) the successful completion of both the written and oral components of the qualifying exam showing a satisfactory knowledge of the major field and its relation to allied areas; and (4) the preparation of a dissertation demonstrating ability to undertake a research problem with originality and independent thought. A doctoral student must earn a minimum of 45 hours of graduate credit

beyond the master's degree and must complete a residence requirement in addition to successfully completing all the admission requirements and qualifying examinations prescribed by the Toulouse Graduate School and the CVAD Art Education Department.

Note:

- The Art Education Department does not have a foreign language requirement.
- Students not holding a graduate degree in Art Education will be asked to take core doctoral courses in Art Education, including an introductory research methods course, and a Curriculum Theory course for leveling purposes. These may be taken as a non-degree seeking student, or may be "required" core courses in a student's degree plan to count towards graduation.

Sequence of Study

Typical stages of progression in the program:

Level 1 (3-12 credit hours)

- Admission to program
- Graduate Program Director acts as initial advisor
- Initial degree plan filed
- Meet with multiple faculty members to select a major professor
- Complete a first-year review (if required)
- 3-12 graduate credit hours completed

Level 2 (16-24 credit hours)

- Major professor is secured
- Members of the doctoral committee secured
- Degree plan updated
- 12 additional graduate credit hours completed

Level 3 (25-30 credit hours)

- Last 6 graduate credit hours completed
- Dissertation proposal is written and approved
- Qualifying exams completed (candidacy exam)
- Degree plan updated & qualifying exam results sent to TGS
- Admission to candidacy

Level 4 (30-45 credit hours)

- IRB exemption or approval applied for and received
- Dissertation research begins, including data gathering
- Analysis & interpretation of Data
- Completion of dissertation and public oral defense
- File approved dissertation with TGS

- Minimum of 45 graduate credit hours completed
- Application to graduate submitted to TGS
- Application to attend convocation filed with TGS
- Exit interview with chair scheduled and conducted

Sample Degree Plan:

Coursework: 60 credit hours:

(Doctoral Core: 9-12 credit hours; Specialization: 9 credit hours; Electives: 0-9 credit hours;
Frameworks: Research Methods + Theory: 15 credit hours; Dissertation: 12-18 credit hours)

Fall 2023

ARTE 5710: Foundations of Urban Art Education Studies (Doctoral Core)

ARTE 5760: Seminar in Art Education (Doctoral Core)

ART 5740: Seminar in Art Museum Education (Specialization in Museum Ed)

Spring 2024

ARTE 5773: Curriculum Theory in Art Education (Doctoral Core)

ARTE 5942: Seminar in Art Museum Education (Specialization in Museum Ed)

ARTE 5775: Feminist Perspectives on Art, Research, and Teaching (Frameworks)

Major professor selected by the end of first year

Fall 2024

ARTE 5787: Introduction to Research Methods (Frameworks)

ARTE 5945: Seminar in Art Museum Education (Specialization in Museum Ed)

ARTE 5714: Aesthetic Inquiry with Urban Youth & Communities (Frameworks)

Spring 2025

ARTE 5778: Advanced Methods in Art Education (Frameworks)

EDUC 6120 Theoretical Foundations for Educational Studies (Frameworks)

ARTE 5788: Advanced Research Methods in Art Education (Frameworks)

Work with major professor on dissertation proposal

Fall 2025

ARTE 5900: Special Problems with Major Advisor: Proposal Writing (6 credit hours, with CLE approval)

ARTE 5900: Special Problems with Major Advisor: Candidacy Exam* (3 credit hours, with CLE approval)

Work with major professor and departmental chair to complete qualifying exam paperwork

Spring 2026 and Fall 2026

ARTE 6950: Dissertation Data Gathering & Writing (12 credit hours)

Spring 2027 and Fall 2027

ARTE 6950: Dissertation Defense and Graduation (3 credit hours)

Work with TGS, major advisor, and Graduate Coordinator to file graduation paperwork.

Doctoral students must let departmental chair's office know as soon as the dates for their oral comprehensive exam and oral dissertation defense are set. In order to meet university requirements, the dissertation date needs to be announced to the department and CVAD, and the university at large.

Course Load Exception: CLE

Doctoral students normally take three classes (9 credit hours) per semester, which is full-time student status. UNT recommends that doctoral students who work full-time (in addition to graduate school) not schedule more than 6 semester hours in a long semester or 3 semester hours in a summer session.

International students, however, must be enrolled in 9 credit hours to maintain their visa status. Students may calculate the time the completion of degree requirements will take by dividing the number of required credit hours by the number of courses they are taking every semester. A doctoral student with ABD (all but dissertation) status may enroll in 3 credit hours per semester; no additional paperwork is required at that time. International students need to check if this holds true for them, on a semester-by-semester basis, in consultation with the department chair and the International Student Office. Students should speak to the department chair or director of graduate studies about the possibility of transferring credits from past coursework into the program.

Leave of Absence or Reduced Course Load

A leave of absence (LOA) applies to students admitted to the doctoral degree who wish to pause work toward the degree for a specified period due to exigent circumstances. A leave of absence may be granted by the academic program, which then notifies TGS. If the student has begun the dissertation and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and approved by TGS. Students needing a leave of absence should notify their major professor and director of graduate studies and file the required form (check the UNT website for the leave of absence form).

Students may request or be required to apply for a reduced course load under certain circumstances (such as in connection with the Tuition Benefits Program). Reduced course load requests can be made through the appropriate UNT website. Doctoral students should also talk to the department chair about this decision.

Course Grades & Satisfactory Progress

Students must receive a B or better in graduate courses for these courses to count toward completion of the degree. TGS requires a minimum of a 3.0 average to remain in good standing. If a student receives a C, the course will be factored into the overall GPA, but it cannot be used to fulfill any requirements in the student's course of study towards the Ph.D.

Maintaining a 3.0 and above GPA is also a factor for eligibility to receive the Tuition Benefits Program (TBP), as well as other scholarships. In the event of a grade of B or lower, the student

is required to meet with their major advisor, the director of graduate studies, and the department chair to discuss their performance. Students will have an opportunity to check-in and course correct at the First Year Review and with meetings with faculty in subsequent years of study. If extenuating circumstances affect a doctoral student's studies, they should speak to their major professor, graduate coordinator, and chair about it in order to improve their success in the program. Incomplete grades will only be granted in the most extenuating circumstances. Information on incomplete grades can be found on the UNT registrar's website.

Course instructors may impose shorter time limits on completion of Incompletes; these will be delineated in a contract for completion of the work that both student and instructor agree upon. In a significant extenuating circumstance, the student has the option to request an extension before the incomplete becomes an F.

The Dissertation Proposal

A doctoral student must complete their dissertation proposal and get it approved before undertaking any work on the dissertation project. This proposal is a fully developed explanation of a student's proposed dissertation project. It should include the problem, the theoretical framework, the methodology or procedures to be used, the significance to the field and references (see suggested proposal outline below). The formulation and presentation of the proposal to a student's committee is designed to help the student by suggesting some of the problems they are likely to encounter, tests to which a project might be subjected, and even the kinds of questions a student might anticipate in their final defense. The properly written proposal:

- Requires a statement of the problem, the goal(s) of the dissertation research, and the means by which the student will use to achieve their goal(s). In short, the proposal serves as a blueprint for the dissertation project.
- Serves as a contract between the doctoral student and their committee, protecting the student against arbitrary changes on the part of the committee. It also guarantees to the committee members that the student will not change their project without their knowledge and consent. With modifications, it becomes the first few chapters of a student's dissertation.

A doctoral student should write their proposal in consultation with their major professor. Together, they should be able to determine:

- (a) whether the prospective dissertation project is feasible;
- (b) whether it is a proper project for the doctoral level; and
- (c) what changes, if any, need to be made.

After a student's proposal is written in final form, the student then presents it to their doctoral committee for discussion and approval (see "Dissertation Proposal Approval" form, located in the Appendices).

The following is a sample proposal outline:

1. The Problem

- 1.1 Background to the problem
- 1.2 Research questions
- 1.3 Statement of the problem

2. Theoretical Framework

- 2.1 Review of related literature
- 2.2 Purpose of the study

3. Methodology

- 3.1 Research method
- 3.2 Participants/location of research (sources of data)
- 3.3 Method of data collection
- 3.4 Method of data analysis

4. Significance of the study to the field

5. References

Students must use APA 7th edition publication guidelines in preparing their proposal.

Students have no more than one year from the date of their last course to have their dissertation proposal approved by their committee, successfully pass the qualifying examination, and enroll in dissertation. Should a doctoral student fail to complete this within that one year, they may be dropped from the program, with the need to reapply for admission to both the Toulouse Graduate School and the Department of Art Education to continue pursuit of the degree. Once the dissertation proposal is approved by the doctoral dissertation committee, the student must submit the approved proposal to the department's senior administrative specialist, to be saved in the student's records on file.

Students must set a date for the qualifying examination with the committee. Methodology or procedures must include the sources of the data for the dissertation, as well as how the data will be collected and analyzed.

The Qualifying Examination

Upon the approval of the dissertation proposal by a student's doctoral committee, the student must pass both the written and oral components of the qualifying examination. The committee will write three questions that focus on the student's proposal as well as general knowledge about groundings, theories, and issues related to art education and the student's field of specialization. This is done to direct a student's thinking about the dissertation topic, underlying issues, and research methods relevant to the field. This is a take-home exam, and the student will have 12 consecutive weeks to respond to all the questions. Final papers ought to be between 5,000 and 7,000 words long with APA formatting. Please email the chair's office at cvad.arteducation@unt.edu upon completing this requirement.

Preparing for the Qualifying Examination

As mentioned above, the qualifying examination contains questions formulated by a doctoral student's committee members. Students should expect pertinent questions that may be derived directly from specialized coursework and/or related to a student's individual professional objectives. The qualifying exam is designed to allow doctoral students to demonstrate mastery of the graduate experience. The ability to assimilate the contents of courses, identify problems and design ways to research and contribute to the field are at the heart of the qualifying examination process. Doctoral students should consult with their major professor regarding preparation for the examination. The department's Director of Graduate Studies is also a resource for this process.

Nature of the Qualifying Exam Written Component

In the written portion of a student's qualifying examination, they will be required to engage in research and cite references to answer a set of essay questions. Students will be given a time limit of no more than 12 consecutive weeks in which to complete the examination. It is a student's responsibility to submit the material within the allotted time. Failure to complete the written portion of the examination by the deadline may result in forfeiture of the entire qualifying exam.

Under extenuating circumstances, a student may formally request an extension on the time. The dissertation committee evaluates a student's performance on the exams based upon whether they were able to correctly identify relevant literature within and beyond the field, articulate theory and synthesize theory to practice, demonstrate a qualifying knowledge of the field of art education, and possess strong writing skills. A student's written exam will be given a grade of *pass*, *fail* or *rewrite*. If a student fails any portion of the qualifying examination, they will only be allowed to rewrite that section once.

Nature of the Qualifying Exam Oral Component

The oral component of the qualifying examination will normally follow the completion of the written portion. It occurs after the dissertation committee has had a minimum of 2 weeks to review the written exams. The oral examination usually takes approximately two hours. The oral component is designed to provide students with the opportunity to articulate more extensively some or all the areas to which they responded in the written component and to demonstrate their understanding of course content and general knowledge about the field. This part of the exam also allows members of the doctoral committee time to explore aspects of their questions that were not addressed in the student's written responses.

Results of the Qualifying Examination

A student successfully passes the entire qualifying examination after the satisfactory completion of the oral component. If any part of the examination is judged unsatisfactory by the committee, the doctoral student will either (a) be required to revise/resubmit and/or reschedule another oral defense or (b) be subject to dismissal from the program by a majority vote of the faculty.

Admission to Candidacy

Upon the successful completion of the qualifying examinations and approval of the dissertation proposal, a doctoral student will be recommended to the Toulouse Graduate School for admission to candidacy by their major professor and the student's doctoral committee. This is done by completing the QER webform. The form is filled out by the doctoral student and their major advisor; it must be signed by the Graduate Program Director or department chair and submitted so that a student may proceed to their candidacy. At this point, a doctoral student may begin work on their dissertation.

Conducting Research and Dissertation Writing

A dissertation is a written report of an independent research project, conducted and written in conformity to certain standards established by TGS. A dissertation is required of all candidates for a doctoral degree. Properly done, a dissertation contributes to a particular body of knowledge, and reflects favorably upon UNT, CVAD, a student's major professor, and the student.

Twelve hours of credit are allowed for the dissertation. More than 12 hours can be taken if necessary to complete the dissertation, but only 12 will count towards the 45 hours required for the degree. Once enrollment and the dissertation has begun, continuous enrollment is required during all long semesters. The doctoral student will enroll for the final portion of the dissertation credit during the semester in which the dissertation is filed with TGS. No dissertation credit will be reported until the dissertation is completed and approved by the doctoral committee and TGS.

Beginning and Working on the Dissertation

Once admitted to candidacy, a doctoral student may begin work towards their dissertation. The following is a list of items to keep in mind throughout the process. Please refer to TGS' manual on theses and dissertations for more specific information on format and filing. Before beginning work on the dissertation, the doctoral student must have their proposal approved, and the Dissertation Proposal Approval Form must be signed by the doctoral committee.

Doctoral students should be continuously enrolled in ART 6950 under their major professor's section number for the entire time that they are working on their dissertation; including the semester prior to graduation (summers are excluded). Any lapse in dissertation registration requires that the doctoral student start their 12 credit hours of dissertation over, regardless of whether 12 hours of credit is needed to finish it. The dissertation will be written primarily under the supervision of a student's major professor. It is highly recommended that students consult with other committee members about the dissertation project and the student's quality of writing.

Doctoral students should also check with their major professor/department chair about whether they must contact UNT's Institutional Review Board.

Doctoral students should present their drafted work to the major professor one chapter at a time to help ensure that the student is continuing in the proper direction. Before expecting feedback,

doctoral students should plan to give at least 2 weeks of reading time to any professor. This 2-week rule also applies to any reference letters or recommendations requested from a faculty member.

Once a dissertation is approved by a student's committee, it is submitted to the Toulouse Graduate School for final approval.

A doctoral student is also required to submit a dissertation abstract. This document should present the statement of the problem, sources of data, organization of the dissertation, content of each chapter, findings, conclusions, and recommendations. The abstract is restricted to 150 words and must be double-spaced and approved by a student's major professor.

Although the field of art education utilizes the APA style, consult the UNT Thesis and Dissertation Manual for all final formatting decisions in a student's dissertation. Students should also refer to the Theses and Dissertation Manual for formatting questions.

Defending the Dissertation

After a dissertation proposal has been approved by a student's major professor and committee members, doctoral students must pass a final oral examination in defense of their dissertation. The dissertation defense is approximately two hours in length and is intended to test the following items: a student's knowledge; independence of thought; ability to synthesize, interpret, and articulate ideas; and their quality of research.

Doctoral students need to arrange a date for their oral defense with their major professor. The doctoral committee will be the examining committee; however, the defense is open to the public. It is the doctoral student's responsibility to notify all members of the examining committee of the date, time, and place of the oral defense. The student will also be responsible for reserving a room for the defense. Doctoral students must also inform the department chair's office of the defense date as soon as it is set, so it can be announced to the department, CVAD, and the university at large.

Doctoral students must also distribute copies of their final dissertation to each member of their committee (including appointees) and make sure that they are *given sufficient time* (at least two weeks) to read it prior to the defense examination date. Final defenses cannot be scheduled during the final two weeks of any long semester. Doctoral students and their major professor will need to submit an Oral Defense Notification form (see the Toulouse Graduate Students website for appropriate forms).

Doctoral students must also complete the oral dissertation defense before the university deadline, which usually falls about four weeks before the end of the semester. Check the university calendar for the deadlines.

<https://registrar.unt.edu/academic-calendar-by-semester.html>

To be safe, doctoral students should schedule their oral defense at least two weeks before the university deadline, thus providing an opportunity to make any required changes in the final dissertation before the deadline. Upon successful completion of the defense, committee members will sign a student's Defense Report Form (sent by TGS to the department). The

Defense Report Form indicates that a student's dissertation has been accepted and is ready to be formally filed with TGS. It is the responsibility of a doctoral student's major professor to forward this signed Defense Report Form back to TGS. More information about TGS's requirements and procedures regarding dissertations can be found on the TGS website.

Preparing for the Final Dissertation Defense

Most doctoral students experience a certain amount of apprehension concerning their final oral examination, which is natural. It is important to remember, however, that if a student's major professor and committee members did not think a student was ready for the examination, it would not have been scheduled.

The oral examination covers only the dissertation. Students should be prepared to discuss both content and procedures relating to the dissertation. The types of questions vary, but students will be expected to demonstrate sound and scholarly knowledge of their subject, befitting a doctoral candidate.

Dissertation Filing and Acceptance by TGS

Doctoral students are responsible for filing their final dissertation with TGS. Please refer to the TGS manual on theses and dissertations for specific filing guidelines.

Once doctoral candidates have uploaded their dissertation and required forms to the TGS platform, it will be forwarded to the Graduate Reader who will then review the dissertation for approval and suggest changes, if applicable. If no changes are needed, doctoral candidates will be approved for graduation, and their dissertation will be archived in the ETD (electronic database). If changes are necessary, the Graduate Reader will contact the candidate regarding those changes and supervise the revisions before accepting the final copy and approving the candidate for graduation.

Please note that it is extremely important that doctoral candidates check their UNT address regularly during the review/approval process.

Detailed information about TGS's requirements and procedures about filing dissertations can be found on TGS's dissertation and thesis webpage. For clarification on the guidelines specified in this manual or to address unclear formatting questions, contact the Graduate Reader directly: jill.kleister@unt.edu.

Satisfactory Progress/ Dismissal from the Program

Each student is expected to make satisfactory progress towards the completion of his/her doctoral program. Satisfactory progress towards the Ph.D. in Art Education is defined by the following:

- Initial Degree plan completed and approved prior to the completion of required credit hours
- A minimum of 3.0 semester GPA in student's major area (art education) and a minimum of 3.0 cumulative GPA. All art education courses passed with a grade of "B" or better

- Successfully passing written and oral qualifying examination within one and half years of completion of course work
- Final dissertation proposal approved by the end of the first long semester following the written/oral qualifying exam

Should a student not comply with the department's policies for satisfactory progress, they may be counseled, evaluated as unsatisfactory, placed on probation and/or dismissed from the Ph.D. program. The ***First Year Review*** is in place to track satisfactory progress early on and help students correct course as needed.

Probation: Any student not making satisfactory progress will be notified in writing by the Department Chair. After receiving notice of probationary status, the doctoral student is required to seek formal counseling with their major professor to discuss their status. The student will then be given the following long semester to correct the situation. Students will be placed on probation for the following reasons:

- Degree plan has not been completed after 24 credit hours
- GPA falls below a 3.0
- Earns a grade of "C" or lower in any one art education course
- Does not take or fails either the written or oral examination within one and half years of completion of coursework
- Dissertation proposal not approved
- Failure to make adequate progress on dissertation

Dismissal: Any student who does not correct the infraction which caused them to be placed on probation within the probationary semester will be subject to removal from the program after review by the graduate faculty. The Department Chair will notify the student of their dismissal in writing with a duplicate for the student's file and TGS. Such notification will cite the reason(s) for removal. Any student wishing to appeal their dismissal from the doctoral program may petition the graduate faculty within 30 days of the notification or attempted notification of the student's removal.

Note: Receipt of two or more grades of "C" or lower in any two art education courses, whether in the same semester or in separate semesters, is an automatic cause for dismissal from the program.

Policy on AI

In coursework, proposal writing, qualifying exams, and dissertation research, students are allowed to utilize generative artificial intelligence (AI) for editing. If using AI for generating content, students need to declare upfront that they have utilized AI, specifically (name of the AI in question) in the writing of a manuscript and/or the creation of images, graphics, tables, or their corresponding captions.

It is recommended that students utilizing AI for more than editing purposes speak with their advisor and/or the relevant professor ahead of time to clarify when and how AI can best be utilized given the nature of the project.

Additional Necessary Processes and Forms

First Year Review

During the second semester of a student's doctoral program, a First Year Review will be held to demonstrate acceptability to pursue the doctorate program, as well as to determine areas of study where further course work is necessary. If undergoing a review, the student must submit a packet to include:

- A table of contents
- A one-page statement of research interests reflecting how they have developed in the first year of doctoral study
- A curriculum vita
- Two papers written during the first semester of coursework in the Ph.D. (as sample writing)
- A preliminary degree plan (see this document's Appendix A)

The student should work with the graduate coordinator to develop the First Year Review packet. The packet (a PDF document) is due by March 15 for students entering in the fall semester and Oct. 15 for students entering in the spring semester. Faculty will schedule a time for an oral interview once the packet is submitted. Upon successful completion of the first-year review, the student should make decisions about whom to select as a major advising professor. Should a student not pass the First Year Review, it will be considered grounds for removal from the program. Students may petition to receive a written warning, and a second review may be scheduled during the following semester, based on the faculty's discretion. The result of the second review will be final, and the Department of Art Education will request that TGS administratively drop the student from the Ph.D. degree program; the drop will officially occur at the completion of the semester during which the second review took place.

Program Costs and Funding Opportunities

Information on the cost of attending UNT, and opportunities for student funding outside of CVAD is available (see the UNT website on funding graduate education for more information on fellowships, scholarships, grants, and award opportunities).

Tuition Costs

Students may calculate the estimated costs of attending the program through UNT's tuition estimation website.

Teaching and Research Assistantships

Benefits of such positions include mentored work experience, as well as participation in the Tuition Benefits Program, and other benefits such as Health Insurance, and Non-Resident Tuition Waivers.

Please note that many students who receive an assistantship and are classified as non-resident/out-of-state are eligible to have non-resident/out-of-state tuition waived and will pay tuition at the resident/in-state rate through an employment waiver. This waiver is submitted each semester by a student's awarding department to the Toulouse Graduate School. After residing in the state for 12 consecutive months, a student may apply for reclassification as a resident for tuition purposes provided unequivocal proof of establishment of domicile in Texas.

For more information on reclassification and its required documentation, please visit the Registrar's Office website where you can find the employment waiver request form.

CVAD TF/TA/GSA Opportunities and Application Portal

To be considered for employment at CVAD, especially for participating in the TBP, students must apply, each semester after they have registered for the next semester's classes. This application process is done through the TATFGSA employment portal. If a student makes a change to the classes that they have entered on this application, they must contact the Dean's Office immediately. Even if a student is assured of Teaching Fellowships or Assistantships in their acceptance letter to the program, they are required to apply for the position each semester. The appointment to a teaching position is NOT automatic or guaranteed and is contingent on enrollment in the college and other financial concerns.

Please be mindful of the deadlines and information given on this webpage to apply in a timely manner. Once a student applies to the central scholarship portal, they will automatically be eligible for relevant scholarships across the university (CVAD, and graduate school).

Scholarships at CVAD

Please note that all continuing students need to apply for promised and other funding each year. If a student doesn't apply at the portal within the deadline, they will NOT be awarded scholarship/fellowship funding (beyond their first year) even if it is promised in the acceptance letter.

The Onstead Institute Dissertation Award

The Onstead Institute Dissertation Award recognizes doctoral candidates in art education whose scholarship exhibits excellence within the field. An award amount of \$5,000 will be distributed to one award recipient annually. The recipient will also be asked to present their work. Interested students should talk to their advisor about applying for this award as they near their candidacy exam. For more information, visit the Onstead Institute website.

Travel Grants, Small Grants & Other Opportunities

The department of Art Education supports graduate students for conference attendance and other professional development through sources like:

- The Art Education Graduate Student Professional Development Fund can be used to fund conference travel or other forms of professional development (see the chair's office for instructions on how to apply for this).
- CVAD's Student Project Award

Please talk to the Department chair about possible funding sources for programmatic needs. When in doubt if travel/research/ professional memberships/coursework can be funded, ask.

Useful Links (to forms and procedural descriptions)

The Toulouse Graduate School has a series of forms that all degree-seeking graduate students are required to complete to successfully move through the program. These are detailed throughout this handbook, in context of their use. However, this is a quick reference section for some necessary forms.

Art Education Degree Plan template

See Appendices at the end of this document. For a fillable PDF template, please contact the Department Chair's office at cvad.arteducation@unt.edu

Course Load Exception (CLE) form

<https://tgs.unt.edu/reduced-course-load-request>

A Course Load Exception may be required when preparing for Qualifying Exams. Students who have completed their Qualifying Examinations do not need a CLE.

Graduate Student Full-Time Equivalency Report (for International Students)

International students do not need to submit a CLE form. Instead, submit the Graduate Student Full Time Equivalency Report from UNT-I for visa purposes:

<https://inorthtx.unt.edu/istart/controllers/start/startengine.cfm>

Because of the review process, students must have a graduate school-approved degree plan on file and paperwork reflecting any coursework changes. Failure to have this on file will delay the review process.

QER (Web) form

<https://tgs.unt.edu/reduced-course-load-request>

The Qualifying Examination Report form is required when the student has completed coursework, revised the degree plan to reflect completed coursework, and is applying to take the Qualifying Examination. The Major professor, graduate coordinator, and department chair must sign the webform once the exam is complete.

Dissertation Proposal Approval form

See Appendices at the end of this document. Please contact the Department Chair's office for a fillable PDF template, at cvad.arteducation@unt.edu.

Oral Defense Notification Form

<https://tgs.unt.edu/new-current-students/forms.html>

**Scroll down to the curriculum section of this form

Office of The Registrar website

<https://registrar.unt.edu/>

<https://registrar.unt.edu/registration>

Although this information will be covered in TGS Orientations, students can also use the second link above need reminders on how to register for classes, pay for textbooks, and other EIS portal related issues, please see.

UNT-International Office Contact Information

Location: International Student Advising Center, Marquis Hall Room 110

Office Hours: Monday-Friday, 8 a.m.–5 p.m.

Phone: 940-565-2195

Email: internationaladvising@unt.edu

Where and How to Apply for Graduation

<https://tgs.unt.edu/new-current-students/graduation-information>

Applying to Graduate (Registrar's Office)

<https://registrar.unt.edu/apply-graduate>

TGS Forms Library

<https://tgs.unt.edu/new-current-students/forms>

Academic & Career Resources

Statement of Academic Integrity

<https://vpaa.unt.edu/ss/integrity>

UNT Learning Center

<https://learningcenter.unt.edu/>

Access Accommodation Services

<https://learningcenter.unt.edu/search.html>

Writing Resources

<https://tgs.unt.edu/new-current-students/writing-resources>

UNT Libraries

<https://library.unt.edu/>

Art, Dance & Theatre Reference Librarian: Rebecca.Barham@unt.edu

CVAD IT Resources

(for equipment reservation and checkout, and other resources)

<https://cvad.unt.edu/cvadit>

Human Subjects Research Protocols and the Institutional Review Board (IRB)

<https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/irb-protocol-submission>

As a public university, UNT ensures ethical conduct of research through rigorous research protocols monitored by the IRB. Research involving the use of human subjects requires the review and approval of the University Human Subjects Committee. The candidate should consult with the dissertation advisor and should not reach out to the Office for the Responsible Conduct of Research prior to approval from the dissertation advisor.

A (digital) copy of the Human Subjects approval letter along with the Human Subjects Research Statement must be in the student's file in the Department Chair's office, along with the final (approved) dissertation.

Students undertaking research should pay close attention to required compliance procedures at <https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/student-research-guidance>.

Students must complete CITI training to understand how this works: For more information on this, scroll down the page at the following link: <https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/training-and-education>.

UNT Career Center (Job Opportunities)

<https://careercenter.unt.edu/>

Professional Activities and Organizations

All graduate students are encouraged to begin their professional lives while students at the University. This includes joining the professional art education organizations such as:

- National Art Education Association (NAEA) and affiliate issues groups
- Texas Art Education Association (TAEA)
- International Society of Education Through Art (InSEA)
- College Art Association (CAA)
- Imagining America: Artists and scholars in public life
- Art Education Research Institute (AERI)
- American Educators Research Association (AERA)
- Philosophy of Education Society (PES)
- International Congress of Qualitative Inquiry (ICQI)

Social Connections

Please visit the University's Student Life page for activities and events on campus and around town at: <https://www.unt.edu/student-life>

CVAD social media. Find out what's happening in CVAD via the News and Views website: <https://news.cvad.unt.edu/> page, and participate in CVAD's social media presence on Instagram: (<https://www.instagram.com/UNTCVAD>) and Facebook (<https://www.facebook.com/UNTCVAD>)

In addition to social media, the department aims to develop a close-knit network through social get-togethers at conferences such as NAEA, as well as at social gatherings in Denton, so make sure to join in and become an integral part of the community. Communications about get togethers can be coordinated through the Chair's Office, or through the Graduate Students Association in Art Education (GSAAE).

Things to Do in DFW Area

<https://www.dallasnews.com/arts-entertainment/things-to-do/?tags=editors-picks>

Discover Denton

<https://www.discoverdenton.com/>

Appendix

Please ask the department office for the fillable pdf versions of the forms listed below as those are the ones used for official filing purposes. The forms provided in this appendix are for a student's visual reference only.

Ph.D. Degree Plan

Suggested Courses at UNT

First Year Review Instructions
and Review Form

Request for Graduate Committee Appointments Form

Dissertation Proposal Approval Form

Preliminary Qualifying Examination Report

Deadlines for Ph.D. Dissertation

Graduate Degree Plan – Ph.D. in Art Education

Students must complete a degree plan by the end of their first year of enrollment in consultation with their assigned temporary advisor. Initially, classes not yet taken must be listed, including the projected semesters of enrollment. This document must be updated in consultation with the major advisor and officially filed as the student nears completion of program. Incomplete degree plans will be returned to the student.

All work to be credited toward the doctoral degree must be completed within a period of 8 years from the date doctoral credit is first earned. Responsibility for reading catalog requirements and for knowing when program has been completed rests entirely with the student. Application for graduation must be filed in the office of the Toulouse School of Graduate Studies before the appropriate deadline date (see Graduate School calendar.)

Name _____ UNT ID# _____

UNT Email _____ Phone _____

Minor/Specialization: _____ Related Field _____
(if applicable)

Degrees Held

	Bachelors	Masters
Name of Degree		
Institution		
Year Awarded		
Major		
Minor (if any)		

Admission, Residency and Deficiency Data

Date of first doctoral course: _____

Date (semester/year) by which degree must be completed: _____

Semesters in which residency requirement is met: _____

Deficiency (if any). Number of hours: _____. Courses needed: _____

Summary of Proposed Credit Hours

This Ph.D. Degree requires 60 credit hours or a conferred M.F.A. + 30 credit hours of Ph.D. Coursework + 12 hours of dissertation credit. Up to 30 credit hours may be transferred in, if

earned within 6 years & with department approval. All courses must be 5000 level or higher to count towards the Ph.D.

	At UNT	Elsewhere
Doctoral Core (9-12)		
Specialization (9-12)		
Frameworks: Research methodology & theory (15)		
Dissertation (12-18)		
TOTAL	At UNT plus Elsewhere needs:	45-60 credit hours

DOCTORAL CORE ART EDUCATION COURSES (9-12 credit hours)

COURSE ID	COURSE TITLE	CR	INSTRUCTOR	TERM/ YEAR	GRADE

FRAMEWORKS: THEORY AND METHODS COURSES (15 credit hours)

COURSE ID	COURSE TITLE	CR	INSTRUCTOR	TERM/ YEAR	GRADE

SPECIALIZATION (9-12 credit hours)

COURSE ID	COURSE TITLE	CR	INSTRUCTOR	TERM/ YEAR	GRADE

ELECTIVES (0-9 credit hours)

COURSE ID	COURSE TITLE	CR	INSTRUCTOR	TERM/ YEAR	GRADE

Candidacy Exam Date: _____

Committee Members: _____

DISSERTATION (12-18 credit hours)

COURSE ID	COURSE TITLE	CR	INSTRUCTOR	GRADE	TERM/ YEAR

Dissertation Defense Date: _____ Passed: ☐ Y ☐ N

Committee Members: _____

Approvals

Major Professor/Chair: _____

Co-Major Professor/Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Department Chair, Art Education: _____

Associate Dean, CVAD: _____

Dean, Toulouse Graduate School _____ Approval. Date _____

Suggested Courses at UNT

(All courses may not be taught every semester/year)

Art Education Core Courses

ARTE 5712: Communities, Schools & Museums
ARTE 5714: Aesthetic Inquiry with Urban Youth & Communities
ARTE 5716: Seminar in Urban Art Education Studies
ARTE 5750: Teaching Elementary / Secondary Art
ARTE 5753: Contemporary Trends in Art Ed
ARTE 5757: History & Philosophy of Art Education
ARTE 5760: Seminar in Art Education
ARTE 5763: Politics of Aesthetics
ARTE 5767: Issues & Applications of Technology in Art Education
ARTE 5772: Critical Art Education
ARTE 5773: Curriculum Theory in Art Education
ARTE 5774: Visual Culture Theories and Pedagogy
ARTE 5780: Seminar in Art Education Reform
ARTE 5781: Contemporary Art & Theory Pedagogy
ARTE 5790: Art Institute

Minor/ Specialization Options

ARTE 5940: Seminar in Art Museum
ARTE 5942: Seminar in Art Museum Education I
ARTE 5945: Seminar in Art Museum Education II
ART 5450 (or 5750): Museum Internship
ARTH 5801: Topics in Art History
ARTH 5847: Seminar in Ancient Mediterranean Art
ARTH 5848: Seminar in Art History
COMM 5265: Performance Methods
ADES 5530: Theories Employed by Design Researchers
EDEC Courses (Early Childhood Education)
EDCI Courses (Educational Curriculum & Instruction)

EDLE Courses (Educational Leadership)

EPSY Courses (Educational Psychology)

EDHE Courses (Higher Education)

HIST Courses (History)

LTEC Courses (Learning Technologies)

SOCI Courses (Sociology)

EDSP Courses (Special Education)

ASTU Courses (Studio Art)

Methodology Course Options

ARTE 5787: Introduction to Research in Art Education

ARTE 5788: Advanced Research Methods in Art Education (topics course)

ARTE 5775: Feminist Perspectives on Art, Research, and Teaching

ARTE 5779: Theory & Research of Lived Experience for Art Educators

ARTE: ****: Phenomenological Theory

ANTH 5032: Ethnographic and Qualitative Methods for Non-Majors

ART 6900/6910: Special Problems

ARTH 5800: Methodologies of Art History & Visual Culture

ADES 5730: Research in Design

EDEC 5013: Research Strategies in Early Childhood Education

EPSY 5210: Educational Statistics (Quantitative Methods)

WGST 5300: Feminist Methods and Methodologies

Ph.D. Art Education: First Year Review

Dear _____

As you near the completion of your first year of Ph.D. studies in Art Education, the department faculty asks you to complete a First Year Review.

The 30-minute review will be held at _____, on _____ at _____.

The faculty members who will conduct your review are _____, _____, and _____

In preparation of this meeting to review your satisfactory progress in the program, please submit the following items as a combined PDF document, to each of your First Year Review faculty members named above, no later than _____ (a date two weeks before the review date).

- A cover page with your name and document title "First Year Review."
- A table of contents.
- A one-page [double-spaced] statement of research interests reflecting how you these developed in the first year of doctoral study. Consider what concepts/frameworks are sticking with you? How is your research agenda shifting based on your study in the program thus far? What new/altered directions of research interests are emerging for you?
- A curriculum vita.
- Two papers written during the first semester of coursework in the Ph.D. (as sample writing).
- The preliminary degree plan developed in your initial advising (talk to the graduate coordinator or the department chair if you have questions about this document).

Please check with the committee members if they prefer electronic or hard copies of the document and deliver accordingly. Once you have submitted this document, please show up on time and with a professional manner, to the designated meeting space. Be prepared to discuss the following questions clearly and succinctly (i.e., in about 1-2 minutes):

- What are your current research interests?
- What were your major activities/accomplishments/areas of growth during the past year?
- Is there additional information the faculty should know that is relevant to your progress through the program? You might want to include a challenge you did not anticipate, hardships you've encountered, and/or anything else that provides us with an understanding of your progress.
- What do you plan to do/ hope to do next year?
- What role(s) do you imagine teaching playing in your future career? Example responses might include: I am hoping for a faculty position in which teaching would be a component, I'd like a teaching-focused position, I plan to go to industry and thus my future teaching activity would probably be more informal, I'd like to be a consultant who occasionally offers workshops.

- How might you prepare for such role(s) during the upcoming year?
- What kind of questions would you like the faculty/department to answer and/or what kind of support would you like to gain following this annual review? The following offers examples/inspiration:
 - (a) “Given my career goals, how do you recommend I strengthen my qualifications over the next year?”
 - (b) “I am struggling with x (e.g., time management, uncertainty). How can I get advice/support on addressing this?” and
 - (c) “I wish there were more opportunities for x (e.g., teaching, mentoring, writing feedback, presenting my work).”

You will be notified of the outcome of the review by the graduate coordinator, no more than one week after the meeting. The following page includes the First Year Review evaluation form describing the criteria of the review.

Please contact the Art Education graduate coordinator Dr. Tyson Lewis (Tyson.Lewis@unt.edu) or the Department Chair's office (cvad.arteducation@unt.edu), should you have further questions about this process, or your requirement to undergo it.

Sincerely,

Dr. Tyson Lewis

Director of Graduate Studies, Art Education

First Year Review Form

Name _____ Date: _____

Committee Members: _____

Ph.D. Program Outcomes	Faculty Notes & Feedback: Satisfactory/ Developing/Unsatisfactory
Communication: The Ph.D. Art Education student demonstrates effective written and verbal communication about their role and standing in the program.	
Disciplinary Knowledge: The Ph.D. Art Education student demonstrates a growing mastery of knowledge of scholarship related to the historical context of art education as well as contemporary issues in the field. They can connect appropriate literature studied, to their emerging research agenda and direction.	
Theoretical & Methodological Frameworks: The Ph.D. Art Education student demonstrates identified areas and directions in growing expert knowledge on theoretical issues related to a specific area of value to the field of art education	

Recommendation:

Requested Graduate Committee Appointment Form

Name: _____ Phone #: _____

Email: _____

Committee Purpose: Ph.D. dissertation Proposal & Qualifying Exams / Dissertation

Instructions:

Committee members for the Ph.D. Qualifying exams and dissertation is suggested by the student to the major professor (who is the committee chair), who finalizes the assignment using this form. Students should meet with the person they would like to designate as their major professor and discuss the other committee members with them. This form is filled out and submitted to the Department Chair for recordkeeping. Dissertation committees require a minimum of three members; Ideally at least one person will represent the minor/specialization area.

Faculty Member's Name	Proposed Role	Meeting Date (Needed for chair)	Rationale for requesting this person
	Chair/Major Advisor		
	Committee Member		
	Committee Member		
	Committee Member		
	Committee Member		

Once approved, doctoral students must meet with each member of their committee to determine future directions in the program and to follow additional steps outlined for their degree in the Art Education Ph.D. Handbook.

Student's signature: _____ Date submitted: _____

Major Professor signature: _____ Date submitted: _____

Ph.D. Dissertation Proposal Approval

To be completed and filed with the Department of Art Education Chair's Office at the time when the doctoral committee accepts the student's dissertation proposal.

Student name & EMPLID: _____

Working title of proposed research: _____

This student has presented to the undersigned a proposal for a dissertation. We have examined the proposal and certify that it appears to represent acceptable significance, design, and quality so that the student may proceed to develop it into a dissertation. If a formal hearing was held, this certifies also that the student passed the hearing.

Committee chair/advisor: _____

Committee member: _____

Committee member: _____

All students undertaking a dissertation involving the use of human subjects in any way as a source of data must first receive clearance from the Institutional Review Board on Human Subjects (IRB). The proper form for requesting clearance can be obtained from the Office of Research and Academic Grants (Admin. 160). The student should not proceed to collect data until clearance is received.

The major professor should answer the applicable statements below:

1. This research will use human subjects as a source of data. Yes ☐ No ☐
2. If YES to #1, the student has filed the "Use of Human Subjects" request form in the Office of Research and Academic Grants. Yes ☐ No ☐

Note: If NO to #2, the student should not proceed to collect data until the form is filed and the IRB grants clearance.

Committee chair/advisor: _____

After completion, please email this form to the department chair, at cvad.arteducation@unt.edu, for filing.

Department Chair signature: _____

Preliminary Qualifying Examination Report

To be completed and turned into the Department via cvad.arteducation@unt.edu after the student has completed both the written and oral portions of the qualifying examinations.

Doctoral Candidate's Name: _____

Degree Sought and Major: _____

Specialization: _____

Date(s) of Examination: _____

Results of Examination (choose one): ☐ Pass ☐ Fail ☐ Conditional Pass

Signatures of Doctoral Committee:

Committee Chair /Major Professor: _____

Specialization Professor: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Department Chair signature: _____

Deadlines for Ph.D. Dissertations

Art Education faculty members want to support doctoral students as much as possible in completing their degrees. Carrying out the research for and writing a thesis or project almost always takes longer than anticipated. Please plan accordingly. The calendar below is to help students in their planning. Please plan at least a month to write each chapter; nuanced writing takes much longer than this.

The deadlines in the calendar below are firm. Please do not ask your advisor to make a special case for you, as it results in back-ups further along in the semester and, most importantly, in rushed work that won't express deep thought and reflections.

The calendar is based on the following necessities:

- Each chapter is read first by the major professor of the doctoral committee.
- The major professor/committee chair must have at least two weeks to read each chapter. If a student turns in two chapters at the same time, the committee chair will have four weeks to read them.
- Committee members must receive the dissertation at least two weeks before the scheduled defense date.

It is crucial to understand that not meeting these deadlines will result in a postponed graduation and that faculty do not convene for defenses over the summer. Take this responsibility seriously.

Meeting these deadlines does not guarantee graduation. A doctoral dissertation must meet high academic standards.

For writing that needs significant revisions, students must allow more time for all phases.

Event	Timeline for Fall Graduation	Timeline for Spring Graduation
Date the last chapter should ideally be delivered to committee chair	10 September	1 February
Last date to turn in completed dissertation draft to committee members	15 October	18 March
Last date to hold oral defense	05 November	1 April
Last date to turn in post-defense revisions to committee chair	10 November	7 April
Last day to turn in completed dissertation to the Graduate School	Approximately the Monday of the last week of classes (check the Graduate College's degree dates and deadlines to confirm)	Approximately the Monday of the last week of classes (check the Graduate College's degree dates and deadlines to confirm)