

# PH.D. Program Handbook

2023-2024



The information provided in this handbook is designed to assist current and future doctoral students in Art Education at the College of Visual Arts and Design. 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 your guides. However, you are responsible for ensuring you meet all requirements of the College of Visual Arts and Design and the Toulouse Graduate School to complete your program and obtain your doctoral degree. Refer to this handbook regularly; it includes the forms you will need throughout your program of study.

## Table of Contents

<b>2023-2024 .....</b>	<b>1</b>
<b>About the department .....</b>	<b>6</b>
<b>Programs offered.....</b>	<b>6</b>
<b>Faculty and Staff.....</b>	<b>6</b>
Adjunct Faculty .....	8
CVAD Dean’s Office .....	8
Mentoring.....	10
Research Opportunities .....	10
Teaching Opportunities .....	10
<b>Admission Requirements, Procedures &amp; Resources .....</b>	<b>11</b>
Step 1: Apply to the Toulouse Graduate School .....	11
Step 2: Apply to the CVAD Department of Art Education .....	12
Priority application deadlines .....	13
Some important additional links.....	14
<b>Course of Study.....</b>	<b>14</b>
<b>Summary .....</b>	<b>14</b>
Advising.....	15
Degree Plan.....	15
Residency Requirement.....	15
Time & Credit hour Limitations.....	16
Semester Requirement .....	16
Coursework .....	16
Required Coursework: .....	17
<b>Sequence of Study.....</b>	<b>19</b>
Sample Degree Plan:.....	20
<b>Course Load Exception: CLE .....</b>	<b>22</b>
<b>Leave of Absence or Reduced Course Load .....</b>	<b>23</b>
<b>Course Grades &amp; Satisfactory Progress.....</b>	<b>23</b>
The Dissertation Proposal .....	24
The Qualifying Examination .....	26
Preparing for the Qualifying Examination .....	26
Nature of the qualifying exam written component.....	27
Nature of the Qualifying exam oral component.....	27
Results of the Qualifying examination .....	28
Admission to Candidacy .....	28
Conducting Research and Dissertation Writing .....	28

Defending your Dissertation .....	30
Preparing for the Final Dissertation Defense .....	31
Dissertation filing and acceptance by TGS.....	32
<b>Satisfactory progress/ Dismissal from the program .....</b>	<b>33</b>
Probation .....	34
Dismissal: .....	34
<b><i>Additional processes and forms to know about .....</i></b>	<b><i>34</i></b>
First year review.....	35
<b><i>Program Costs and Funding Opportunities .....</i></b>	<b><i>35</i></b>
Tuition costs.....	36
Teaching and Research Assistantships.....	36
Tuition Benefits Program .....	37
CVAD TA/TF/GSA Opportunities and Application Portal .....	37
Scholarships at CVAD.....	38
The Onstead Institute Dissertation Award.....	38
Travel Grants, Small Grants & Other Opportunities .....	38
<b><i>Useful links (to forms and procedural descriptions) .....</i></b>	<b><i>40</i></b>
TGS ApplyTexas portal.....	40
Art Education Degree Plan template .....	40
Reduced Course Load Request form.....	40
Course Load Exception form-CLE.....	40
Graduate Student Full-Time Equivalency Report (for International Students).....	41
QER (Web) form .....	41
Dissertation Proposal Approval form .....	41
Oral Defense Notification Form .....	41
Office of The Registrar website .....	41
UNT-International Office contact information .....	42
Where and how to apply for graduation .....	42
Applying to Graduate (Registrar’s Office) .....	42
TGS Forms Library .....	42
<b><i>Academic &amp; Career Resources .....</i></b>	<b><i>42</i></b>
Statement of Academic Integrity .....	42
UNT Learning Center .....	42

<b>Access Accommodation Services</b> .....	<b>42</b>
<b>Writing Resources</b> .....	<b>42</b>
<b>UNT Libraries</b> .....	<b>42</b>
<b>CVAD IT Resources</b> .....	<b>43</b>
<b>IRB</b> .....	<b>43</b>
<b>UNT Career Center</b> .....	<b>43</b>
<b><i>Professional Activities and Organizations</i></b> .....	<b>44</b>
<b><i>Social Connections</i></b> .....	<b>44</b>
<b>Things to Do in DFW area</b> .....	<b>45</b>
<b>Discover Denton</b> .....	<b>45</b>
<b><i>Appendix</i></b> .....	<b>46</b>
<b>Ph.D. Degree Plan</b> .....	<b>46</b>
<b>First Year Review Instructions and Review Form</b> .....	<b>46</b>
<b>Request for Graduate Committee Appointments Form</b> .....	<b>46</b>
<b>Dissertation Proposal Approval Form</b> .....	<b>46</b>
<b>Preliminary Qualifying Examination Report</b> .....	<b>46</b>
<b>Deadlines for Ph.D. Dissertation</b> .....	<b>46</b>

## About the department

The department **vision** is to think, experiment, act, and make what art education can mean for the 21<sup>st</sup> 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 inter-sectional 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
  - Track I: Advanced coursework
  - Track II: Museum Education
  - Track III: MA with K-12 certification
- Graduate Academic Certificate in Art Museum Education (GAC-ARME)
- Ph.D. in Art Education

## Faculty and Staff

Manisha Sharma, Ph.D.

Department Chair and Professor

Manisha.Sharma@unt.edu

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.



Ellen Fleming-Hughes

Sr. Administrative Associate

ellen.fleming-hughes@unt.edu

Office: CVAD, Room 230G

Laura Evans, Ph.D.

Associate Professor and Director of GAC-ARME

Laura.Evans@unt.edu

Office: Art Building, Room 308

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

Nadine Kalin, Ph.D.

Professor

Nadine.Kalin@unt.edu

Office: Art Building, Room 345N

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

Tyson Lewis, Ph.D.

Professor

Tyson.Lewis@unt.edu

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; post-humanism; critical phenomenology; critical museum studies

Beth Link, Ph.D.

Visiting Assistant Professor

Beth.Link@unt.edu

Office: Art Building, Room 218

Research areas: Culturally responsive pedagogy; anti-racist pedagogy; critical multicultural art education; curriculum development; critical race theory in art education; art integration; critical whiteness studies; women and gender studies

Trina Harlow, Ph.D.

Lecturer, Director of Undergraduate Studies in Art Education

Trina.Harlow@unt.edu

Office: Art Building, Room 262C

Expertise: Travel international studies; globalization; immigration in schools; newcomer programs; refugee studies; social emotional learning; arts-based research.

### **Adjunct Faculty**

Angela Hall, Ph.D.

Paula & Jim Crown Director of Learning at Dallas Contemporary.

Angela.Hall@unt.edu

Expertise: Inquiry-driven, student-centered arts museum education programming, including strategic planning, outreach, curriculum development, program implementation, budgeting, staffing, and volunteer management.

Beatriz Galuban, Ph.D.

Expertise: Art Museum Education, museum studies, empathy, narrative/auto-ethnography, art interpretation

Gloria Wyatt

Expertise: Scaffolded multi-sensory curriculum, virtual world machinima videographer / choreographer, special needs education



**Dean's Office**

Karen Hutzel, Dean, Ph.D.

Eric Ligon, Senior Associate Dean, Administrative Affairs

Heidi Strobel, Ph.D., Associate Dean, Academic & Student Affairs

Jennifer Aglio, Executive Assistant to the Dean

Jerry Aul, Budget Officer

Peter Hyland, Director of the Onstead Institute

## **Mentoring**

The Art Education faculty are committed to providing positive mentoring experiences for all doctoral students. Mentoring can include supervised guidance in all phases of the student's coursework, dissertation, and professional development. For a resident student, the major professor typically serves as the student's mentor. However, any graduate faculty can assist a student in this role. The college and university also provide opportunities for students to be mentored in the development as teachers in higher education.

## **Research Opportunities**

Doctoral students are encouraged to participate in research and development activities conducted by the department and its faculty as well as attend conferences relevant to their research interests. Research is viewed as an integral part of the student's professional development and may include individual, or group activities conducted in educational and/or professional environments. Students are encouraged to discuss possible opportunities to engage with faculty's research projects.

## **Teaching Opportunities**

Depending on department or college teaching needs and the situation of the student, a doctoral student may be invited to teach, or to assist a faculty member in a particular course. Teaching fellowships, assistantships, and graduate studio assistantships are significant opportunities for doctoral-student funding as well as opportunities to gain mentored-teaching experience in higher education.

## Admission Requirements, Procedures & Resources

Applications for the Ph.D. in Art Education are considered in both the Fall and Spring semesters, and the due dates are **Feb. 15** and **Sept. 15** respectively. Apply before Feb. 15 to be considered for scholarships, fellowships, and assistantships.

Applying to a College of Visual Arts and Design program is a two-part process. An applicant must apply to both the Toulouse School of Graduate Studies and the CVAD Department of Art Education, as detailed below.

### **Step 1: Apply to the Toulouse Graduate School**

The Toulouse Graduate College sets the guidelines for all graduate programs at the University of North Texas in Denton. Each graduate program sets their own guidelines for their programs in addition to TGS guidelines. It is the student's responsibility to understand the graduate college, university, and program guidelines.

All prospective Ph.D. students must meet the general eligibility requirements outlined by the Toulouse Graduate School at the University of North Texas.

In Summary:

- Submit an online application at [ApplyTexas](#) as soon as possible.
- Contact the registrar's office at each college and university you have attended and request that each send an official transcript of your records to the Toulouse Graduate School. Transcripts are required from every college or university you have attended and must arrive by the application deadline.

Please visit the TGS website, <https://tgs.unt.edu/future-students/graduate-admissions>, for more information and to start your application process.

Information on TGS doctoral degree requirements is outlined in the UNT catalog, <http://catalog.unt.edu/content.php?catoid=31&navoid=3459>, Please note that you must apply to UNT via the TGS ApplyTexas portal.

Traditional doctoral students can find the requirements and timelines at this link: <https://tgs.unt.edu/future-students/graduate-admissions-traditional>

International doctoral students can find the requirements and timelines at this link: <https://tgs.unt.edu/international>.

International students will also need to send proof of English language proficiency. For more information on fulfilling this requirement, see the website link: <https://admissions.unt.edu/international/english-language-requirements>

If you have any questions about the Toulouse Graduate School Application, please contact them directly at [GraduateSchool@unt.edu](mailto:GraduateSchool@unt.edu) or 940-565-2383.

## **Step 2: Apply to the CVAD Department of Art Education**

### Art Education Department Requirements

- Meet TGS entrance requirements and deadlines. You'll need to complete an application with them through the TGS ApplyTexas Portal and submit documents such as official transcripts and if needed, English language competency to TGS.
- Submit the following to the department directly:
  - **Letter/statement of intent.** This should explain your professional objectives and how they will be furthered by graduate study in our program. In this statement, if possible, refer to specific faculty members with whom you will want to work.
  - **Sample of writing.** A recent research paper is best. If you do not have a research paper in art, you may submit a research paper from a course in another field, a piece of professional writing, or write a completely new paper. Faculty should be able to gauge

your interests, writing skills, research skills, and/or potential for advanced work in the field through this sample. There are no minimum or maximum length requirements.

- **Supplemental sample of work:** 15-20 slides, a CD, links, or other manifestations of recent artwork, ten of which should be in your major concentration or a second writing sample.
- **Professional resume.** This should list all relevant work experience, affiliations, etc.
- **Three letters of recommendation.** This should be on the recommender's university or company letterhead. There is no specific recommendation form required.

Send all the required items as either hard copy or via email with attachments to the CVAD Department of Art Education

By email to:

cvad.ArtEducation@unt.edu

By mail/FedEx to:

Department of Art Education

College of Visual Arts and Design

1155 Union Circle #305100

Denton, TX 76203

\*Please note that we do NOT require GRE scores for admission into our Ph.D. program.

**Priority application deadlines (*to be considered for funding*):**

Fall admission: Feb. 15. After this deadline, admission will depend on available space and funding may not be available for the first year.

Spring admission: Sept. 15. After this deadline, admission will depend on available space and funding may not be available for the first year.

Incomplete applications will not be considered.

### Some important additional links:

- Graduate College: <https://tgs.unt.edu/>
- UNT Graduate Catalog: <http://catalog.unt.edu/index.php>
- Responsible Conduct of Research: <https://research.unt.edu/research-services/research-integrity-and-compliance/responsible-conduct-research-rcr>
- Academic Integrity: <https://vpaa.unt.edu/ss/integrity>
- Nondiscrimination and Anti-harassment Policy:  
<https://policy.unt.edu/policy/16-004>
- Graduate student support services: Please take time to familiarize yourself to the various support services resources available for parents, for professional development, for health and wellness:  
<https://tgs.unt.edu/graduate-student-support-services>

## 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. Our 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 dept. 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 comprehensive 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 your letter of acceptance to the program, the department’s graduate coordinator serves as your initial faculty advisor in art education. This person will work with you regarding the details of your program until your major professor is determined. You are required to contact the graduate coordinator and/or the department chair, for help determining which courses would be best to take, once you are accepted into the program.

**Degree Plan:** At the start of the first semester of study, you must meet with the dept. graduate coordinator and start a degree plan. Your degree plan is an outline of your projected course of study in the major and provides a roadmap for you to follow. You will revise this degree plan once you select a major professor and specialization. The degree plan is also where you will eventually formally identify the members of your doctoral committee.

**Residency Requirement:** As a Ph.D. student, you may meet the residence requirement by either registering for 9 credit hours for two consecutive



semesters or registering for 6 credit hours for three consecutive semesters. Summer can be counted as a consecutive semester, or it may be excluded. International students MUST be enrolled in a minimum of 9 credit hours to maintain full-time status.

**Time & Credit hour Limitations:** Students have a time limitation of eight years from the date of their first doctoral course to complete the degree, including the dissertation. 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, you 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 your legal state of residence.

**Semester Requirement:** Doctoral students are encouraged to attend at least one doctoral defense per year. That defense might 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. Please keep in mind that graduate courses are often offered on a rotating basis: annually, every 3 or 4 semesters, or even as special offerings. Please refer to the department's graduate coordinator or your advisor as you decide what courses to take to further your progress in the program. Ph.D. students may 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 in your 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
<b>Minimum required total</b>	<b>42-60 credit hours</b>

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

As stated earlier in this document, you 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 (within 6 years). 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 director of graduate studies and, as the degree progresses, their major advisors about customizing their degree plan/program, in consideration of research goals and focus areas of research. Page 4 of the Degree plan template (see Appendices) lists courses you might choose from, to meet your 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. Art History, Studio Art, Mexican American Studies, Educational Leadership, American Indian Studies, Asian Studies, Middle Eastern Studies, Cultural Geography, Early Childhood Education, Women and Gender Studies are some options Art Education students have chosen in the past.

**Frameworks (Methods and 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 3-4 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. Please remember that the 15 credit hours are the minimum required. You may be asked to take more to meet your dissertation needs.

**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 you may choose to take them, with permission from your major professor, if it suits your 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. You 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 Department of Art Education.

**Note:**

- The department of Art Education at UNT 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 your 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
- Director of Graduate Studies acts as initial advisor

- Initial Degree Plan Filed
- Meet with multiple faculty members to find a good fit for your 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 posted 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 the 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)

*Decide on major professor by the end of your 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 to work towards 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 & office of the department chair to complete Qual. 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.

You must inform the Department of Art Education chair's office know as soon as your oral comprehensive exam date and your oral dissertation defense dates are set. The dissertation date needs to be announced, for the public defense requirement, to the department and CVAD, and the university at large — this is required by the TGS.

### **Course Load Exception: CLE**

Doctoral students normally take on three classes (9 credit hours) per semester, which counts for a full-time student status. UNT recommends that students who work full-time not schedule more than 6 semester hours in a long semester or 3 semester hours in a summer session. International students must be enrolled in 9 credit hours to maintain their visa status. Students may calculate the time the completion of degree requirements might take, by dividing the number of required credit hours by the number of courses they are taking every semester. Art Education Ph.D. students may enroll in 3 credit hours per semester (as opposed to a minimum of 6) post candidacy when they hold ABD status. 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**

Leave of absence applies to students admitted to the doctoral degree who wish to discontinue 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 the graduate school. 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 the graduate school. Students needing a leave of absence should notify their major professor and director of graduate studies and file the UNT Graduate Student Leave of Absence Request 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. More information on this can be found at link:

<https://tgs.unt.edu/reduced-course-load-request>. You may also talk to the department chair's office about this.

### **Course Grades & Satisfactory Progress**

Students must receive a B or better in graduate courses for these courses to count toward completion of the degree. The Graduate School 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, as well as other scholarships. In the event of a grade of B or lower, the student is required to meet with their/her/his major advisor, the director of graduate studies, and the division chair to discuss their/her/his performance. Students will have an opportunity to check-in and course correct at the first year reviews and with meetings

with faculty in subsequent years of study. If there are extenuating life circumstances that are affecting your study, please speak to your major professor, graduate coordinator, and chair about it so we can work with you toward your success. Incomplete grades will only be granted in the most extenuating circumstances. Information on incomplete grades can be found at link: <https://registrar.unt.edu/grades/incompletes>.

Course instructors may impose shorter time limits on completion of incompletes; these will be adumbrated 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**

You must complete your dissertation proposal and get it approved before undertaking any work on the dissertation project. This proposal is a fully developed explanation of your 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 your committee is designed to help you by suggesting some of the problems you are likely to encounter, some of the tests to which such a project should be subjected, and even the kinds of questions you might anticipate in your final defense. The properly written proposal:

- Requires you to put into writing your statement of the problem, the goal(s) you seek, and the means you intend to use to achieve your goal(s). In short, the proposal serves as a blueprint for the dissertation project, stating what is to be done and how it is to be done.
- Serves as a contract between you and your committee, protecting you against arbitrary changes on the part of the committee and guaranteeing to the committee members that you will not change your

project without their knowledge and consent. With modifications, it becomes the first few chapters of your finished dissertation.

You should write your proposal in consultation with your major professor. You and your major professor 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 your proposal is written in final form, you then present it to your doctoral committee for discussion and approval (see “Dissertation Proposal Approval” form, located at the back of this manual).

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

You must use APA 7th ed. publication guidelines in preparing your proposal.

You have no more than one year from the date of your last course to have your dissertation proposal approved by your committee, successfully pass the qualifying examination, and enroll in dissertation. Should you fail to complete this within that one year, you may be dropped from the program, with the need to reapply for admission to both the graduate school and the Department of Art Education to continue pursuit of your 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. Set a date for the qualifying examination with the committee. Methodology or procedures must include the sources of the data for your project, how the data will be collected, and how the data will be analyzed.

### **The Qualifying Examination**

Upon the approval of the dissertation proposal by your committee, you must pass both the written and oral components of the qualifying examination. The committee will write three questions. The questions will focus on your proposal as well as general knowledge about groundings, theories, and issues related to art education and your field of specialization. This is done to direct your thinking about the dissertation topic, underlying issues, and research methods relevant to the field. This is a take-home exam, and you 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](mailto:cvad.arteducation@unt.edu) on completing this requirement.

### **Preparing for the Qualifying Examination**

As mentioned above, the qualifying examination contains questions formulated for you by your committee members. From your major and specialization areas you should expect pertinent questions that may be derived directly from coursework and/or related to your individual professional objectives. The qualifying exam is designed to allow you 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. You should consult with your major professor regarding preparation for the examination. The director of graduate studies in Art Education is also a resource to guide you in this process.

### **Nature of the qualifying exam written component**

In the written portion of your qualifying examination, you will be required to engage in research and cite references to answer a set of essay questions. You will be given a time limit of no more than 12 consecutive weeks in which to complete the examination. It is your 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, you may formally request an extension on the time. Your committee evaluates your performance on the exams based upon whether you 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 demonstrate quality writing skills. Your written exam will be given a grade of PASS, FAIL or REWRITE. If you fail any portion of the qualifying examination, you 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 and after your committee has had a minimum of two weeks to review your written exams. The oral examination usually takes approximately two hours. The oral component is designed to provide you the opportunity to articulate more extensively some or all the areas to which you responded in the written component and to demonstrate your 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 with your aspects of their questions that were not addressed in your written responses.

### **Results of the Qualifying examination**

You successfully pass the entire qualifying examination after the satisfactory completion of the oral component. If any part of the examination is judged unsatisfactory by the committee, you 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, approval of the dissertation proposal, and the completion of the residency requirement, you will be recommended to the Toulouse Graduate School for admission to candidacy by your major professor and your doctoral committee. This is done by completing the QER webform. You and your major advisor, along with the department chair's office are responsible for completing the required webform reporting the results of your qualifying exam, at link: <https://tgs.unt.edu/webform/qer-webform>, so you may pass to your candidacy. At this point you may begin work on your dissertation.

### **Conducting Research and Dissertation Writing**

#### **The Dissertation**

A dissertation is a written report of an independent research project, conducted and written in conformity to certain standards established by the Toulouse Graduate School. 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 the University, the College of Visual Arts and Design, your major professor, and you. 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. You will enroll for the final portion of the dissertation credit during the semester in which the dissertation is filed with the Graduate School. No dissertation credit will be reported until the dissertation is completed and approved by your doctoral committee and the Graduate School.

### **Beginning and working on the dissertation**

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

You should be continuously enrolled in ART 6950 under your major professor's section number for the entire time that you are working on your dissertation; including the semester prior to graduation (summers are excluded). Any lapse in dissertation registration requires that you start over with your 12 credit hours of dissertation, regardless of whether 12 hours of credit is needed to finish your dissertation. Your dissertation will be written primarily under the supervision of your major professor. Consultation with other committee members about your dissertation project and their review of your writing is recommended.

Remember to check with your major professor/ department chair about whether you follow UNT's Institutional Review Board. You should present your drafted work to your major professor one chapter at a time to help ensure that you are continuing in the proper direction. Plan to give at least two weeks of reading time to any professor, before expecting feedback. (This two-week rule also applies to any reference letters or recommendations requested from a faculty member). Following approval of your dissertation by your committee, it is submitted to the Toulouse Graduate School for final approval.



A dissertation abstract should present the statement of the problem, sources of data, organization of the dissertation, content of each chapter, findings, conclusions, and recommendations. Refer to the Theses and Dissertation Manual for format. The abstract is restricted to 150 words and must be double-spaced and approved by your major professor.

Although the field of art education utilizes the APA style, be sure to consult the UNT Thesis and Dissertation Manual for all final formatting decisions within your dissertation. This manual can be found at link: <https://tgs.unt.edu/sites/default/files/Thesis%20Manual%20-%20released%20June%202022.pdf>

### **Defending your Dissertation**

After your major professor and committee members have approved your dissertation, you must pass a final oral examination in defense of your dissertation. The dissertation defense is approximately two hours in length and is intended to test your knowledge; independence of thought; ability to synthesize, interpret, and articulate ideas; and the quality of the research presented. Arrange with your major professor for a date for your oral defense. Your doctoral committee will be the examining committee; however, the defense is open to the public. It is your responsibility to notify all members of the examining committee of the date, time, and place of the oral defense. You will be responsible for reserving a room for the defense if needs be. Additionally, you must also let the Dept. Chair's office know as soon as your defense date is set, so it can be announced to the department and CVAD, and the university at large. You must distribute copies of your final dissertation to each member of your 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. You and your major

professor will need to submit an Oral Defense Notification form at this link:  
**<https://tgs.unt.edu/oral-defense-notification-form>**

It is also your responsibility to ensure that you complete the oral dissertation defense before the deadline listed in the University calendar. The deadline usually falls about four weeks before the end of the semester. Check the University calendar for the deadlines at **<https://tgs.unt.edu/new-current-students/graduation-information#Graduate%20Deadlines>**

To be safe, schedule your oral defense at least two weeks before the deadline, thereby providing you an opportunity to make any required changes in the final dissertation before the deadline. Upon successful completion of your defense, your committee members will sign your Defense Report Form (sent by the Graduate School to the department, once you have applied for graduation). The Defense Report Form serves as the evidence that your dissertation has been accepted and is ready to be formally filed with the Graduate School. It is the responsibility of your major professor to forward this signed Defense Report Form back to the Graduate School. More information about TGS's requirements and procedures re: Dissertations can be found at this link: **<https://tgs.unt.edu/new-current-students/theses-and-dissertations>**

### **Preparing for the Final Dissertation Defense**

All graduate students experience a certain amount of apprehension concerning this final oral examination. This is natural. Bear in mind, however, that if your major professor and committee members did not think you were ready for the examination it would not have been scheduled. This oral examination covers only the dissertation. Be prepared to discuss both content and procedures in its preparation. You should be thoroughly familiar with it because you researched and wrote it. Therefore, you should be confident in your defense of it. The types of questions vary, but you will be expected to demonstrate sound and scholarly knowledge of your subject, befitting a candidate for the doctorate degree.

Please note that you and your major professor must inform the Dept. Chair's office as soon as your oral comprehensive exam date and your oral dissertation defense dates are set. The dissertation date needs to be announced, for the public defense requirement, to the department and CVAD, and the university at large — this is required by the TGS.

### **Dissertation filing and acceptance by TGS**

You are responsible for filing your final dissertation with the Toulouse Graduate School. Please refer to the Graduate School's manual on theses and dissertations for specific filing guidelines. The graduate school now uses an online thesis/dissertation submission tool called Vireo. All materials that used to be hard copy are now handled electronically in Vireo – this includes filing forms, major professor's document approval, ProQuest forms, copyright permissions, journal samples, restriction approval, etc. The manual on this process and how to use Vireo is available at:

<https://tgs.unt.edu/sites/default/files/Vireo%20guide%20-%20released%20June%202022%20%281%29.pdf>

You will log into Vireo using your UNT ID.

Once you have uploaded your dissertation and required forms to Vireo, it will be forwarded to the graduate reader who will then review your dissertation for approval and suggest changes, if necessary. If no changes are necessary, you will be approved for graduation and your dissertation will be archived in the ETD (electronic database). If changes are necessary, the Graduate Reader will contact you regarding those changes via the Vireo platform and supervise the revisions before accepting the final copy and approving you for graduation.

Students and the Graduate Reader can leave messages for each other in the system; in addition, Vireo can be used to send auto-replies and other automated emails on behalf of the Graduate Reader. Vireo will auto-fill your UNT campus email address, but you can enter a permanent email address during the submission process that can then be used after you graduate.

Please note that it is extremely important that you check your UNT address regularly during the review/approval process! You can log back into Vireo at any time to review the submission and check your status. Please bookmark the website so you will be able to find it again easily.

Detailed information about TGS's requirements and procedures re: filing dissertations can be found at the link: <https://tgs.unt.edu/new-current-students/theses-and-dissertations>. A formatting checklist from the TGS is available at the link:

<https://tgs.unt.edu/sites/default/files/Format%20Checklist.pdf>

If you need clarification on the guidelines specified in this manual or have other formatting questions that are not covered in the manual, please contact the Graduate Reader directly using email: [Jill.Kleister@unt.edu](mailto: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 12 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 course correct as needed.

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

- Degree plan has not been completed after 24 credit hours
- GPA falls below a 3.0
- Receives a grade of “C” or lower in any one art education course
- Does not take or fails either the written or oral examination within 1.5 years of completion of coursework
- Dissertation proposal not approved
- Fails 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 the Toulouse School of Graduate Studies. 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.

## **Additional processes and forms to know about**

### **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 Appendix A of this handbook)

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 persons entering fall semester and Oct. 15, for persons entering 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, on the discretion of the faculty. The result of the second review will be final and the Department of Art Education will request that the Toulouse Graduate School 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 at the Toulouse Graduate School website at link: <https://tgs.unt.edu/future-students/funding>. Please use this link to explore fellowships, scholarships, grants, and award opportunities at the link: <https://tgs.unt.edu/future-students/funding-your-graduate-education/awards>

### **Tuition costs**

You may calculate your estimated costs of attending the program at this webpage link: <https://estimatemytuition.unt.edu/>

For Texas residents enrolled in 9 credit hours, full tuition and fees without any financial aid comes to \$4,520.38 per semester (as of Fall 2022-Spring 2023). Lab fees & CVAD differential tuition costs are additional to this.

Approximate combined cost of Fall and Spring semesters for Texas residents is \$9,040.76.

For U.S. residents from other states enrolled in 9 credit hours, full tuition and fees without any financial aid comes to \$8,192.38 per semester (as of Fall 2022-Spring 2023). Lab fees are additional. Approximate combined cost of Fall and Spring semesters for students from other U.S. states is \$16,384.76.

For International students enrolled in 9 credit hours, full tuition and fees without any financial aid comes to \$8,307.38 per semester (as of Fall 2022-Spring 2023). Lab fees are additional. Approximate combined cost of Fall and Spring semesters for students from other U.S. states is \$16,614.76.

### **Teaching and Research Assistantships**

This link: <https://tgs.unt.edu/future-students/funding-your-graduate-education/teaching-fellows-and-assistants> provides important information for graduate students to understand how these assistantships can help provide funding for their program.



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 your 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, as well as documentation required, please visit the Registrar's Office website. See also, the Employment Waiver Request form at link: <https://tgs.unt.edu/employment-waiver-request>

### **Tuition Benefits Program**

Please be informed about the Tuition Benefits Program at this link:  
<https://tgs.unt.edu/new-current-students/tuition-benefit-program>

This FAQ provides a quick overview of the TBP: Tuition Benefits Program (TBP) FAQ link:

<https://tgs.unt.edu/sites/default/files/TBP%20Frequently%20Asked%20Questions%20Spring%202018.pdf>

Also see these helpful reminders from TGS about the TBP link:  
<https://tgs.unt.edu/sites/default/files/Helpful%20Reminders.pdf>

### **CVAD TA/TF/GSA Opportunities and Application Portal**

To be considered for employment at CVAD, especially for participating in the TBP, *students must apply, each semester*. Even if you are assured of Teaching Assistantships or Fellowships in your acceptance letter to the

program, you ARE required to apply for the position each semester. The appointment to a teaching position is NOT automatic.

Please use this link to learn more about this and to access the portal link: <https://news.cvad.unt.edu/grad-jobs-portal>. If you change your semester schedule after applying to this portal, please inform the dean's office of your new schedule via email.

Specific to the TF/TA/GSA applications for continuing students  
<https://cvad.unt.edu/continuing-student-scholarships>.

Please be mindful of the deadlines and information given on this webpage to apply in a timely manner. Once you apply to the central scholarship portal, you 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, at <https://cvad.unt.edu/continuing-student-scholarships>. If you don't apply at this portal within the deadline, you will NOT be awarded scholarship/fellowship funding (beyond your first year) even if it is promised in your 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. Talk to your advisor about applying for this award as you near your candidacy exam. More information is available at link: <https://onstead.cvad.unt.edu/onstead-dissertation-award>

## **Travel Grants, Small Grants & Other Opportunities**

Please review the CVAD page link:

<https://cvad.unt.edu/resources/payingforcollege>

The department of Art Education does support 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 encourages graduate students to apply for the Student Project Award.

Please talk to the department chair about possible funding sources for your programmatic needs. When in doubt if your 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 where to find the forms you will/ may need.

### **TGS ApplyTexas portal**

Link: [https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX).

### **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](mailto:cvad.ArtEducation@unt.edu)

### **Reduced Course Load Request form**

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

Find out about whether/when you can apply for a reduced course load at link: <https://tgs.unt.edu/reduced-course-load-request>. Reduced Course Load Request information is #1 on the page.

### **Course Load Exception form-CLE**

link: <https://sso.unt.edu/idp/profile/SAML2/POST/SSO?execution=e1s2>

You will need to log in using your UNT ID, to access this form. Please review the link below, carefully, to understand your options to request a Course Load Exception (for when you are preparing for your Qualifying Exam). Students who have completed their Qualifying Examinations do not need a CLE. (Scroll down the page for various options. CLE is #2 on the page).

CLE forms are not applicable to International Students. Students who have a graduate school-approved Qualifying Examination Results form do not need to complete this form. Instead, submit the Graduate Student Full

Time Equivalency Report from UNT for Visa purposes. (Scroll down the page for various options. Full Time Equivalency is #3 on this page (link: <https://tgs.unt.edu/reduced-course-load-request>).

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

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

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. (Scroll down the Reduced Course Load Request page for various options. Full Time Equivalency is #3 on the page).

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**

link: <https://tgs.unt.edu/webform/qer-webform>.

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 off on the result of the exam, on the web form, 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](mailto:cvad.arteducation@unt.edu)

### **Oral Defense Notification Form**

link: <https://tgs.unt.edu/oral-defense-notification-form>

### **Office of The Registrar website**

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

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

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

### **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](mailto:InternationalAdvising@unt.edu)

### **Where and how to apply for graduation**

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

### **Applying to Graduate (Registrar's Office)**

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

### **TGS Forms Library**

link: <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/graduatestudentservices>

### **Access Accommodation Services**

<https://learningcenter.unt.edu/graduate-access-accommodation>

### **Writing Resources**

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

### **UNT Libraries**

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

Rebecca Barham is the Art, Dance & Theatre Reference Librarian.

[Rebecca.Barham@unt.edu](mailto:Rebecca.Barham@unt.edu)

**CVAD IT Resources** (for equipment reservation and checkout, and other resources)

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

Additional resources: <https://cvad.unt.edu/resources>

**IRB Human Subjects Research Protocols and the Institutional Review Board**  
<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>

You 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/>

<https://news.cvad.unt.edu/cvad-career-center-news>

See also the jobs have been selected especially for CVAD students and alumni by your CVAD Career Coach Marcy Bishop-Lilley, at <https://news.cvad.unt.edu/cvad-career-center-jobs>

## 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:

- Art Education Graduate Student Association  
Please talk to Tyson Lewis, Ph.D., Director of Graduate Studies, Art Education for information on this group and how to join it
- 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>
- Please see the University's **Multicultural Center** to find student groups, clubs, and collectives you may want to affiliate with:  
<https://idea.unt.edu/multicultural-center>
- CVAD **social media**. Find out what's happening in CVAD via the link: <https://news.cvad.unt.edu/> page, and participate in CVAD's social media presence on **Instagram** (link: <https://www.instagram.com/UNTCVAD/>) and **Facebook** (link: <https://www.facebook.com/UNTCVAD>)

In addition to social media, we aim 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 our community. Communications about get togethers can be coordinated through the Chair's Office, or through the GSAAE (graduate students association in Art Education)

### **Things to Do in DFW area**

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

### **Discover Denton**

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

### **Additional Resources**

CVAD Resources, <https://cvad.unt.edu/resources>

## Appendix

Please request the chair's office for the fillable pdf versions of the forms listed below. Those are the ones used for official filing purposes. The forms provided in this appendix are for your visual reference only.

**Ph.D. Degree Plan**

**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**

## 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 has accepted 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 it 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](mailto: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](mailto: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:

## 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.

THIS Ph.D. DEGREE REQUIRES 60 CR. HRS OR A CONFERRED MFA + 30 CREDIT HOURS OF PHD 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.

### 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)**

<b>COURSE ID</b>	<b>COURSE TITLE</b>	<b>CR</b>	<b>INSTRUCTOR</b>	<b>GRADE</b>	<b>TERM/ YEAR</b>

DISSERTATION DEFENSE DATE: \_\_\_\_\_ PASSED: Y / N

COMMITTEE MEMBERS: \_\_\_\_\_  
\_\_\_\_\_

**APPROVALS**

MAJOR PROFESSOR/CHAIR: \_\_\_\_\_

CO-MAJOR PROFESSOR/CHAIR: \_\_\_\_\_

COMMITTEE MEMBER: \_\_\_\_\_

COMMITTEE MEMBER: \_\_\_\_\_

DEPARTMENT CHAIR, ART EDUCATION: \_\_\_\_\_

ASSOCIATE DEAN, CVAD: \_\_\_\_\_

DEAN, TOULOUSE GRADUATE SCHOOL \_\_\_\_\_ APPROVAL. DATE \_\_\_\_\_

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 \_\_\_\_\_ EMPLID \_\_\_\_\_

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

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

## 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

## DEADLINES FOR PH.D. DISSERTATIONS

Art Education faculty members want to support you as much as possible in completing your degree. 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 you in your 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 reveal nuances and deep reflections.

The calendar is based on the following necessities:

- Each chapter is read first by the major professor of your committee.
- Your major professor/committee chair must have at least two weeks to read each chapter. This means that if you turn in two chapters at the same time, they/she/he will have four weeks to read them.
- Your 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. Please take this responsibility to yourself seriously.

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

For writing that needs significant revisions, you must allow more time in all phases.

Event	Timeline for Fall Graduation	Timeline for Spring Graduation
Date the last chapter should ideally be delivered to your committee chair	10 Sept.	1 Feb.
Last date to turn in completed dissertation draft to your committee members	15 Oct.	18 March
Last date to hold your oral defense	05 Nov.	1 April
Last date to turn in post-defense revisions to your committee chair	10 Nov.	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)

## REQUESTED GRADUATE COMMITTEE APPOINTMENT FORM

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Committee Purpose: PhD dissertation Proposal & Qualifying Exams / Dissertation

**Instructions:**

Committee members for the PhD 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. Please meet with the person you would like to designate as your major professor and discuss with them the other committee members, then fill out this form and submit it to the Department Chair for dept. records. 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	Date you met (Needed for chair)	Rationale for requesting this person
	Chair/ Major Advisor		
	Committee Member		
	Committee Member		
	Committee Member		
	Committee Member		

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

Student's signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Major Professor signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

## 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 (Tyson Lewis: [Tyson.Lewis@unt.edu](mailto:Tyson.Lewis@unt.edu)) or the Department Chair's office ([cvad.ArtAducation@unt.edu](mailto:cvad.ArtAducation@unt.edu)), should you have further questions about this process, or your requirement to undergo it. Sincerely,

Tyson Lewis, Ph.D.  
Director of Graduate Studies, Art Education

## First Year Review Form

Name \_\_\_\_\_ Date: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_

PhD Program Outcomes	Faculty Notes & Feedback: Satisfactory/ Developing/Unsatisfactory
<p>Communication: The Ph.D. Art Education student demonstrates effective written and verbal communication about their role and standing in the program.</p>	
<p>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.</p>	
<p>Theoretical &amp; 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</p>	

Recommendation: