

Duke University

Department of Art, Art History & Visual Studies

Ph.D. PROGRAM GUIDELINES

This document was prepared by the graduate faculty of the Department of Art, Art History & Visual Studies (AAHVS) at Duke University to be of use to current students and faculty.

The AAHVS Ph.D. program offers two tracks: a Art History & Visual Culture track and a Visual & Media Studies track.

PROGRAM DESCRIPTION – ART HISTORY & VISUAL CULTURE TRACK:

The PhD in Art History & Visual Culture is integrally connected with many interdisciplinary, theoretical, and international initiatives in the humanities at Duke. The doctoral program is distinguished by its flexibility and cross-disciplinarity. It requires a thorough grounding in the form and meaning of objects and sites, as well as in their theoretical and historical contexts. Coursework has been designed to prepare students for careers in art and architectural criticism, research and teaching in the academy, museum, and art gallery. Faculty in the program are expert in a broad range of areas of art history, as well as in a variety of media, from architecture, sculpture and painting to video and cybernetics.

PROGRAM DESCRIPTION – VISUAL & MEDIA STUDIES TRACK:

The PhD in Visual & Media Studies is situated at the interface of the humanities, social sciences, and the natural sciences. A broad spectrum of humanistic discourses would include such areas as critical theory, media studies (including photography, film, video, and digital media), material and cultural studies, urbanism and architecture, and art history; in the social sciences such areas as history, psychology, and cultural anthropology; and in the sciences such areas as medical imaging, cartography, and neuroscience. Probing the meanings and processes of looking and imaging across historical periods and diverse cultures, the PhD track is inclusive and broad ranging both in its methods and approaches, and in its objects of inquiry. It is attentive to critical thought and an understanding of history in the production of new knowledge. This interdisciplinary doctoral degree draws on coursework and faculty expertise from a number of Duke departments across the Humanities, Social Sciences, and Natural Sciences.

ADMISSIONS

Applications to the graduate program are read by members of the graduate faculty. The graduate faculty makes offers to outstanding applicants. Fellowship monies include the Department's Graduate Studies Endowment and the John Derrickson McCurdy Fellowship, as well as University fellowships such as the James B. Duke, Duke Endowment, Presidential, and International Fellowships.

FELLOWSHIPS

Departmental fellowships provide tuition and stipend for five years. As a condition of these departmental awards, each recipient must maintain at least an A- average (3.7). Fellowships are withdrawn from a student who receives a total of two or more incompletes in two consecutive semesters. Students are encouraged to apply for fellowships outside the AAHVS Department. The award of fellowships brings prestige to the recipient. The Department will support the student to the level of their stipend, if the fellowship does not do so. Departmental stipends are given only to students in residence. After passing the preliminary exam, students may request exemption from this rule, under the following conditions: (a) their travel/research plans have been approved by their adviser(s); (2) the travel period does not exceed one semester per year; (3) they arrange to complete their required TA/Grader duties for that academic year.

A limited number of dissertation travel awards, summer awards, and some travel support for students to attend conferences are also available, to a maximum amount of \$2,000. This does not guarantee that every student receives \$2,000. Proposals for summer research travel should be submitted to the DGS before 1 April with an endorsing cover correspondence from their adviser. Students who wish to use part of this money for conference travel should submit a proposal with a letter of support from their adviser at least 2 months before the date of the conference. The amount awarded will be subtracted from the total available amount of \$2,000. Availability of research funds is contingent upon the quality and feasibility of the submitted budget proposal, whether all other granting and fellowship agencies have been exhausted, and the overall status of the AAHVS Department's funding resources.

GRADUATE FACULTY:

Stanley Abe, Chinese Art, Criticism, and Theory

Mark Antliff, Modern European Art

Caroline Bruzelius, Medieval Architecture, Sculpture, and Urbanism

Sheila Dillon, Greek and Roman Art and Architecture

Esther Gabara, 20th Century Latin American Visual Culture and Literature

Sara Galletti, Early Modern Architectural History and Theory

Mark Hansen, Critical Theory, American Mass and Popular Culture, Film Theory and History

Patricia Leighton, Late 19th-early 20th Century European Art and History of Photography

Timothy Lenoir, Critical Theory, Game Design, Nano Technology

Neil McWilliam, 19th and early 20th Century European Art

David Morgan, Religious Visual Culture, Critical Theory, Religion and Media

Mark Olson, Visual Studies, Digital Media

Richard J. Powell, American, African-American, and African Art

Sarah Schroth, Spanish Baroque Art, Museum History and Theory

Bill Seaman, Media Research, Media Art, and Media Theory

Kristine Stiles, Contemporary Art, Visual Culture, and Trauma Theory

Victoria Szabo, Visual Studies, Digital Media

Hans J. Van Miegroet, Social History of Early Modern Art and Economics

Gennifer Weisenfeld, Japanese Art and Visual Culture

Annabel Wharton, Early Christian and Byzantine Art and Architecture, Modern Architecture

PROGRAM REQUIREMENTS – ART HISTORY & VISUAL CULTURE TRACK:

1. Upon entering the program, students are required to identify an adviser (who must be faculty in the department of AAHVS).
2. At the end of the Spring semester of their first year, every student is required to select the Chair of their doctoral committee.
3. At the end of the second semester of their second year in residence, the committee Chair and student will jointly file the names of the doctoral committee with the Director of Graduate Studies (DGS).

The curriculum, as well as the major and minor fields, will be designed by students in consultation with their principal adviser(s) and the DGS (minor fields may be outside the AAHVS Department). The Graduate School requires the student to be in residence for one year; departmental fellowship support requires residency. After passing the preliminary exam, students may request exemption from this rule, under the following conditions: (1) their travel/research plans have been approved by their adviser(s); (2) the travel period does not exceed one semester per year; (3) they arrange to complete their required TA/Grader duties for that academic year. The Ph.D. degree should be completed within five or six years.

The program requires a minimum of 15 courses (excluding language courses) : Methodologies of Art History; Grant & Prospectus Writing Seminar; eight additional courses in the Department (of which at least four must be in Art History); and five electives. At least two of the ten courses must be in periods outside the student's chronological area of specialization (see the list of areas below). At least four graduate-level courses should be taken outside AAHVS. A maximum of 2 undergraduate courses may sometimes be taken with the course instructor's and the student adviser(s)' permission and under conditions agreed upon with them. Those holding Master's Degrees from other institutions may be exempted from some course requirements in consultation with the student's committee Chair and the DGS. If more than three courses are to be eliminated, the matter will be discussed in a meeting of the graduate faculty.

TYPICAL PROGRAM OF STUDY FOR ART HISTORY & VISUAL CULTURE TRACK
(also consult Graduate Handbook):

Year	Fall	Spring
1	Methodologies of Art History ARTHIST Course Elective Course	ARTHIST Course ARTHIST Course Elective Language Exam
2	ARTHIST Course ARTHIST/VMS Course Elective Course	ARTHIST/VMS Course ARTHIST/VMS Course Elective Course Language Exam
3	ARTHIST/VMS Course Elective Course	By spring of the 3 rd year: Preliminary exam/Ph.D.

	Grant & Prospectus Writing	prospectus
4	Field Work and Research	
5/6	Writing and Completion of the Dissertation	

AREAS

Ancient (prehistory- 600 CE)

Medieval (600-1400)

Early Modern (1400-1800)

Modern (1800-present)

PROGRAM REQUIREMENTS – VISUAL & MEDIA STUDIES TRACK:

1. Upon entering the program, students are required to identify an adviser (who must be faculty in the department of AAHVS).
2. At the end of the Spring semester of their first year, every student is required to select the Chair of their doctoral committee.
3. At the end of the second semester of their second year in residence, the committee Chair and student will jointly file the names of the doctoral committee with the Director of Graduate Studies (DGS).

The curriculum, as well as the major and minor fields, will be designed by students in consultation with their principal adviser(s) and the DGS (minor fields may be outside the AAHVS Department). The Graduate School requires the student to be in residence for one year; departmental fellowship support requires residency. After passing the preliminary exam, students may request exemption from this rule, under the following conditions: (1) their travel/research plans have been approved by their adviser(s); (2) the travel period does not exceed one semester per year; (3) they arrange to complete their required TA/Grader duties for that academic year. The Ph.D. degree should be completed within five or six years.

The program requires a minimum of 15 courses (excluding language courses): Art, Media, Technology/Histories, Theories, and Practices; Grant & Prospectus Writing Seminar; six additional courses in the Department (of which at least four must be in Visual & Media Studies); two courses in critical theory, and five electives. At least four graduate-level courses should be taken outside AAHVS. A maximum of 2 undergraduate courses may sometimes be taken with the course instructor's and the student adviser(s)' permission and under conditions agreed upon with them. Those holding Master's Degrees from other institutions may be exempted from some course requirements in consultation with the student's committee Chair and the DGS. If more than three courses are to be eliminated, the matter will be discussed in a meeting of the graduate faculty.

TYPICAL PROGRAM OF STUDY FOR VMS TRACK (also consult Graduate Handbook):

Year	Fall	Spring
1	VMS 720S: Art, Media, Technology/Histories, Theories, and Practices Critical Theory Course Elective Course	VMS Course VMS Course Elective Language Exam
2	VMS Course Critical Theory Course Elective Course	VMS Course VMS/ARTHIST Course Elective Course Language Exam
3	VMS/ARTHIST Course Grant & Prospectus Writing Elective Course	By spring of the 3 rd year: Preliminary exam/Ph.D. prospectus
4	Field Work and Research	
5/6	Writing and Completion of the Dissertation	

LANGUAGE REQUIREMENTS (for both tracks):

The minimum requirement for all students enrolled in the Ph.D. program is at least two languages other than English. If appropriate for their field of study, advisors may consider programming languages (e.g. executable code such as Python, C++, Java, PHP, Perl, assembly) as languages other than English. [Note: HTML/CSS is a markup language, NOT a programming language.]

Students must have demonstrated their ability in those languages deemed relevant by their adviser(s) to their area of research before their preliminary exam date is set. It is expected that at least one language exam will be successfully passed by the end of the second semester of residence and the second language exam by the end of the fourth semester. Students are requested to indicate in writing their intention to take a language exam during the first week of classes of each semester.

Language abilities will be tested by departmental language exams. For traditional languages, these exams shall consist of two parts: 1) the translation of a passage with the use of a dictionary; and 2) the translation of a passage without the use of a dictionary. The student will be expected to demonstrate a sound grasp of the language as well as a familiarity with specialized terminology in that language relevant to their research.

For machine languages, the exams may consist of 1) a 2-hour media archaeological ‘translation’ and annotation of a piece of code—without access to documentation—that analyzes the code’s logical and/or symbolic flow, the operations of its functions, and accounts for its outputs and, if

applicable, GUI; or, 2) a 2-day coding assignment where the student demonstrates proficiency in a specified coding paradigm (machine, procedural, object-oriented) by producing an annotated, executable, proof-of-concept prototype that meets or exceeds a defined set of functional requirements. In all cases, the student will be expected to demonstrate a sound grasp of the language's programming paradigm as well as sufficient familiarity with the code's syntax to ensure his/her ability to carry out independent, high level work in that language.

GRADING AND EVALUATION:

Grades in the Graduate School are A (excellent); B (good); and C (satisfactory). These grades can be modified by a plus or minus. All professors would agree that a straight A reflects superior work. A grade of B or lower strongly suggests work which needs improvement. The grade of F (failing) normally occasions withdrawal from a degree program no later than the end of the ensuing semester.

Graduate students in the Ph.D. program must maintain a B average (3) to remain in the program. Students receiving fellowship funding must maintain at least an A- average (3.7). Fellowships are withdrawn from a student who receives a total of two or more incompletes which are not fulfilled before the beginning of the following semester.

The doctoral dissertation should be submitted and accepted within two calendar years after the preliminary exam is passed. Should the dissertation not be submitted and accepted within four years after the exam, the candidate may, with the approval of the committee Chair and DGS, petition the Dean of the Graduate School for an extension of up to one year. If this extension is granted and the dissertation is not submitted and accepted by the new deadline, the student may be dropped from candidacy. Students dropped from candidacy must then pass a second preliminary exam to be reinstated as a candidate for the degree. In such cases, the new time limit for submitting the dissertation will be determined by the Dean of Graduate School in consultation with the candidate's committee.

The AAHVS Department requires that at the end of every semester each graduate faculty member provides an evaluation of the academic work of all graduate students in his or her classes. Written comments characterizing the student's work form the substance of the evaluation and are intended for the guidance of both student and faculty. A summary of the evaluations will be available only to the student concerned and to the faculty of the Department. It will enter into departmental reviews of the student's progress, but will not be transmitted outside the Department.

DISSERTATION ADVISERS AND SUPERVISORY COMMITTEES:

Every incoming student is required to identify a main adviser and select a Chair of their doctoral committee at the beginning of the Spring semester of their first year in residence. At the end of the second semester of the second year in residence, the Chair and student will jointly file the names of the doctoral committee with the DGS. The DGS (in consultation with the student) will nominate for the approval of the Dean of the Graduate School a supervising committee consisting of at least four members, with one member (usually the student's principal adviser) designated as Chair. For Ph.D. candidates in Art History & Visual Culture, at least three members must be graduate faculty in the AAHVS Department. At least one member of the committee must represent the student's minor or related area; at least three must represent the

major. For Ph.D. candidates in Visual & Media Studies, at least three members must be primary Visual & Media Studies faculty members. Normally, the same committee administers both the preliminary and the dissertation exams.

This committee, with all members participating, will determine 1) a program of study for and the administering of the preliminary exam; and 2) an advisory role for the writing of the dissertation.

TERMINAL M.A.

At the discretion of Graduate Faculty, a terminal M.A. degree may be granted a student following the requirements and guidelines of the Graduate School. These include a minimum of 30 units of degree credit, at least 24 of which must be graded coursework, and a final exam administered by the student's M.A. committee. The exam may be based on a M.A. thesis OR a non-thesis exam consisting of either: (1) written or oral exams on a prescribed reading list or body of material; or (2) oral exams on a paper or set of papers submitted by the student. Master's Committees must have at least three members, all of whom should be members of the graduate faculty. One member should be from a department or academic unit outside of the AAHVS Department.

PRELIMINARY EXAM:

The preliminary exam is taken after the completion of course work and all language requirements. It should be taken by the sixth semester of residence or, at the latest, at the very beginning of the seventh semester of residence.

Graduate School regulations are specific in the matter of timing of the preliminary exam:

Ordinarily, a student registered for full-time study should pass preliminary exam by the end of the third year. A student who has not passed the exam by this time must file with Dean of the Graduate School a statement, approved by the DGS explaining the delay and setting a date for the exam. Except under highly unusual circumstances, extensions will not be granted beyond the middle of the fourth year. Credit is not generally allowed for graduate courses or foreign language exams that are more than six years old at the date of the preliminary exam. Similarly, credit will not be allowed for a preliminary exam that is more than five years old at the date of the final exam. In cases of exceptional merit, the Dean of the Graduate School may extend these limits. Should either of these limits be exceeded without the Dean's permission, students must submit to the Dean specific mechanisms for revalidating credits or exams.

Students will develop a bibliography of works to be read in preparation for the preliminary exam with each member of his or her committee. The adviser solicits questions for the exam from all the members of the student's committee.

The exam consists of two distinct parts.

First, there are written exams in the candidate's major and minor fields. Written exams are TWELVE hours in length, and will be taken on two separate days in the AAHVS Department. Generally, questions for six hours of the exam will be set by the candidate's major adviser. Questions for the other six hours of the exam will be solicited from the other committee

members. The written exams must be defended orally by the student within two weeks of their taking. Oral exams will be approximately two hours in length. Should the student's performance be considered unsatisfactory after this exam, the student will have failed. He or she may apply to retake the preliminary exam as provided in the Graduate School regulations.

After completing the first oral exam, a student has the option to petition the supervisory committee to be awarded a M.A. degree on the condition that the student has met the minimum requirements for it (30 units of degree credit, at least 24 of which must be graded coursework). The awarding of the M.A. degree will be at the discretion of the supervisory committee and in consultation with the DGS. After the completion of Graduate School requirements, a M.A. degree may also be awarded to those students whose work does not indicate continuation towards a Ph.D. degree.

Second, an oral exam, approximately 1-2 hours in length, is taken that focuses on a previously submitted formal dissertation prospectus developed by the candidate in conjunction with her or his dissertation director. This second oral exam on the dissertation prospectus will be scheduled from two weeks to no later than two months after the written exams. Exceptions must be approved in writing by the DGS.

The prospectus of 10-15 pages will be developed by the candidate in close consultation with the Chair of the committee, and will have been read and commented upon by the Chair prior to its being circulated to other members of the committee. The purpose of the oral discussion on the prospectus is to explore the larger intellectual project represented by the dissertation prospectus; it is entirely independent of the written exams.

Once the committee has met with the candidate to discuss the dissertation prospectus, it will determine whether the candidate is prepared to proceed to the dissertation stage. If at least two members of the committee feel that the candidate is unprepared to proceed, the dissertation prospectus will be revised in consultation with the committee and will be re-submitted for a second discussion. If for a second time, more than one member of the committee feels that the candidate does not have a viable dissertation project, the candidate will be deemed not to have qualified for the dissertation stage. It is understood, however, that such disqualification must center on the dissertation prospectus.

TIME LIMITS:

The Graduate School has a firm policy on unfinished dissertations, urging completion in some disciplines within two years after passage of the preliminary exam. The AAHVS Graduate Program expects its Ph.D. candidates to submit their dissertations within two years after passing their preliminary exam. If the dissertation has not been submitted within four years of the preliminary exam, a student may, with the approval of his/her committee, write a letter to the Dean of the Graduate School petitioning for an extension of up to one year. This letter should be submitted to the AAHVS Department for endorsement by the DGS before being sent to the Dean.

If this extension is granted and the dissertation is not submitted and accepted by the new deadline, a student's situation becomes precarious in the following ways. First, a student may be

dropped from candidacy by the Graduate School, though petitions for further extensions are sometimes possible. Secondly, the Graduate School requires that a student must pass a second preliminary exam, as determined by the DGS, to be reinstated as a candidate for the degree. Thirdly, if more than four years elapse between the preliminary and final exams, the Graduate School can require the AAHVS Department to submit to the Dean specific requirements for revalidating course credits.

THE DISSERTATION:

For the Ph.D. track in Art History & Visual Culture, the dissertation is expected to be a mature and competent piece of writing, embodying the results of significant and original research. For the Ph.D. track in Visual & Media Studies, the dissertation is expected to be a mature and competent piece of writing, embodying the results of significant and original research; the dissertation may include a significant project-based component that critically engages both theory and practice.

Basic requirements for preparing a Duke dissertation (e.g., quality of paper, format, binding, etc.) are prescribed in the Guide for the Preparation of Theses and Dissertations available in the Graduate School Office. For specific aspects of form and style, students are advised to use Kate L. Turabian, *A Manual for Writers of term Papers, Theses, and Dissertations*. Special problems with regard to preparation of dissertations should be taken up with the Assistant Dean for Graduate Programs.

One month before the dissertation is presented and no later than January 25 preceding the May commencement, July 1 for a September degree, and November 1 for a December degree, the student must file with the Dean of the Graduate School, on the official form available in the Graduate School office, the title of the dissertation. This title must receive the written approval of both the DGS of the student's major department and the professor who directs the dissertation.

Students must be registered at Duke during the semester in which they defend their dissertations, and therefore must take their final dissertation exam while classes are in session. It is best to schedule a final exam (the so-called "thesis defense") early in the fall or spring semester if at all possible. Exams during the summer semesters are virtually impossible to arrange. Exams between semesters are permitted only in exceptional cases.

SUBMITTING THE DISSERTATION:

Most dissertation advisers will want to see chapters as they are drafted. Chapters revised after the advisers' reading should be submitted to other members of the committee. The process of commentary and feedback is different with each dissertation, and students should work with their advisers, their committees and, if necessary, with the DGS, to be sure they are getting the counsel they need.

All members of the dissertation committee should have copies of the finished dissertation (complete with table of contents, full citations, page numbers, bibliography and the works) at least three weeks before the final exam. If several members agree to share a copy, that is permissible, but remember that it is important to get a thesis into the committee's hands and to allow committee members some time to go over it carefully. Given their other obligations, the

sooner these persons have access to a student's work, the more he/she can expect to get back in the way of useful comments.

The dissertation must be submitted to the Graduate School office at least seven days before the scheduled final exam. It should be accompanied by a 350 word abstract (no longer) which will later be sent with the dissertation for microfilming and will be printed in Dissertation Abstracts International.

THE "INTENTION TO RECEIVE DEGREE" FORM:

Before, or at the start of, the semester in which she or he intends to defend the completed dissertation, a student must file with the Graduate School an "Intention to Receive Degree" form, available from the DGS Office. This form, giving the exact title of the dissertation, must be approved by the DGS and the Chair of the dissertation committee. Note that it must be turned in one month before the dissertation is to be defended, and no later than January 25 preceding the May commencement, July 1 for a September degree, and November 1 for a December degree. Students who plan to finish in a specific semester, must be sure to file this form. If plans change and a student is unable to finish, he or she simply completes the same form again for the subsequent semester.

FINAL EXAM CERTIFICATE:

The DGS Office is required to submit a completed "Final Exam for the Ph.D." form to the Graduate School Office at least a full week before the scheduled exam. (This notice includes the student's name, dissertation title and the names of the committee members, as well as the time, place and date of the exam, as agreed upon by the student, the primary adviser, and the committee.) At the same time, a copy of this notice must go out to each committee member to confirm the time and place in writing. Students should check with the Administrative Secretary to the Graduate Program to be sure this has been done.

After this exam form has been received by the Graduate School and the form of the completed dissertation has been approved by the Assistant Dean, the Graduate School will issue a "Final Exam Certificate" to the Office of the DGS. A candidate should remind the Chair of the committee that he or she is responsible for picking up this certificate before the exam and returning it to the DGS Office with committee signatures immediately after the exam.

DISSERTATION DEFENSE:

The final exam is normally administered by all members of the supervising committee (at least four). Successful completion of the final exam requires at least four affirmative votes. The final oral exam shall be primarily on the dissertation. However, questions may be asked in the candidate's major field. Except in unusual circumstances approved by the Dean, a final exam will not be scheduled when the university is not in session.

A student who fails the final exam may be allowed to take it a second time, but no earlier than six months from the date of the first exam. Permission to take the second exam must be obtained from the professor who directed the dissertation and from the Dean of the Graduate School.

Failure to pass the second exam renders the student ineligible to continue work for the Ph.D. degree at Duke University.

REVISING AND CORRECTING THE DISSERTATION:

The committee may well accept the dissertation on the understanding that the student will make minor revisions and corrections which will be seen and approved by his or her adviser before the dissertation is deposited with the Graduate School. In that case they will sign the exam certificate and the abstract sheets and dissertation signature pages. The student will then have up to 30 days after the exam to make the requested changes and improvements. (Note that this 30 day period for corrections cannot be granted when there are fewer than 30 days left in the semester. In such cases you must check with the Graduate School to determine the deadline for submitting the completed dissertation.)

DEPOSITING THE DISSERTATION:

After passing the final exam and making any necessary corrections and improvements, a student brings to the Graduate School Office the original and first two copies (three sets in all) of the finished dissertation, with 3 abstracts signed by the committee. At this time he or she will be required to sign a microfilming agreement and to pay a fee to cover microfilming costs. Duke dissertations are published in Dissertation Abstracts International on microfilm by University Microfilms, Ann Arbor, Michigan. At this time you will also be required to pay for binding to have the original and two copies bound in black covers with gold lettering on the spine. The original and one copy go on file in Perkins library; the other copy goes to your dissertation adviser. (You may get additional copies bound through the Duke Bookstore in the Bryan Center.) At this time you may also pay to copyright your dissertation. This is optional but recommended.

CAA LISTING:

On a card supplied by the DGS office and left with them for forwarding, each candidate should notify the CAA office (1) when the topic of his dissertation is approved; (2) if the topic is changed; and (3) when the dissertation is accepted. This information will be published annually by the CAA in the June issue of the Art Bulletin.

CHECK LIST FOR DEFENDING YOUR DOCTORAL DISSERTATION :

- Schedule exam during school semester; be sure to register.
- File the *Defense Announce Form* as required.
- Clear date and time with all members of your committee.
- Provide committee with reading copies at least 3 weeks in advance.
- Electronic dissertation must be submitted to UMI/ProQuest at least two weeks before the scheduled date of the student's exam.
- Check with the Administrative Secretary that the *Final Exam Form* has been to the Graduate School a week ahead.
- Schedule an appointment to receive your Exam Card

IMPORTANT NOTE: Do not schedule an appointment until you have submitted your dissertation to UMI/Proquest or master's thesis to the Graduate School and received an email informing you that your dissertation or thesis has been received and reviewed.

- ___ Have committee sign *Exam Card*, Dissertation, and Abstracts.
- ___ Have your adviser return the signed *Exam Form* to the DGS Office.
- ___ Make corrections requested by the examining committee and formatting changes requested by the Graduate School to the electronic dissertation. You will receive an e-mail when your dissertation has been accepted.
- ___ Pay for microfilming, binding, and (optional) copyrighting

Revisions:
26 March 2015
Sara Galletti, DGS