

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1516**

Fields marked with * are required

Name of Initiator: Justine Marie Andrews **Email:** jandrews@unm.edu **Phone Number:** 505 277-2809
Date: 10-29-2014

Associated Forms exist? Initiator's Title
Faculty Contact Administrative Contact
Department Admin Email
Branch Admin Phone

Proposed effective term

Semester Year

Course Information

Select Appropriate Program
Name of New or Existing Program
Select Category Degree Type
Select Action

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[Degree change PhD in Art History Concentration in Built Environment.docx](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request (enter text below or upload a doc/pdf file)

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

[Degree change budget, workload, impact.docx](#)

Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)

Ph.D. in Art History with a Concentration in the Built Environment

A total of 48 credit hours of course work beyond the bachelor's degree, exclusive of dissertation. 24 credits must be taken at UNM.

Admissions committee:

An admission committee will be formed of the Art History faculty and members of the School of Architecture and Planning to review applications to this program. Members of the Admissions committee will receive the applications electronically, and meet after the application deadline to discuss and decide.

Admission requirements:

M. Arch, M.L.A., Masters in Planning or M.A in Art History or equivalent as judged by the admissions committee. These degrees may provide up to 30 credits towards the PhD. The admissions committee may require additional courses and activities depending on the applicants' previous education and experience.

Committee on Studies:

In the first semester the student will choose a Committee on Studies that will assist in course selection and act as advisors and evaluators of requirements to degree. The committee will be made up of 2 Art History faculty (one of whom will be the chair of committee) and 2 School of Architecture and Planning faculty (one of whom will act as the Built Environment mentor responsible for advisement regarding that discipline). All tenured, tenure-track, and Professors of Practice in Art History and the School of Architecture and Planning are eligible to serve on committees.

Course work:

- 30 hours (maximum) from the M.A., M.Arch., M.L.A., or M. Planning degree
 - if approved may be counted towards the 48-hour requirement
 - if the masters degree was not granted by UNM or there were insufficient credit hours, a minimum of 6 credit hours in Art History or the History of Architecture (SA&P) graduate level courses at UNM will be required to fulfill the UNM residency requirement.
- 14-15 hours in Art History graduate level courses (500 level)
 - ARTH 500
 - 12 credits from Art History, SA&P History of Architectures courses, or other courses chosen in consultation with the student's committee.
- 4 hours in the School of Architecture and Planning
 - Research Course – 3 credits (one course from below)
 - Arch/CRP/LA 590 Historic Research Methods
 - Arch 551 Research Methodology
 - CRP 513 Qualitative Research Methods
 - Teaching Seminar – 1 credits
 - ARCH 619 Teaching Methods and Theory

Total

48 hours of course work (minimum) – 24 of those hours must be at UNM

Additional requirements:

- Spring (2nd semester) and Fall (3rd semester) Symposia (see MA requirements)
- Language Requirement
 - Proficiency in English and two other languages is required.
 - Ways to fulfill language requirement
 - Coursework through 202 level at any college /university with a grade of B or above
 - Graduate credit in a course with a grade of B or above at any college /university
 - Examination through the UNM Spanish Portuguese department
 - Native fluency in the language
 - An academic minor in the language at any college/university
 - Examination through the Department of Art and Art History.
- Doctoral Comprehensive Exam
 - An exam developed with the student's advisor and Committee on Studies.
 - Examined on 3 categories
 - General historiographic or methodological questions in chosen area of dissertation with a demonstrated fluency in the graphic representation of the built environment.
 - General questions based on the broader fields of the student's specialty.
 - General questions involving specific case studies in chosen area of dissertation.
- Advancement to Candidacy
 - Coursework, language and residency requirements must be fulfilled
 - Doctoral Comprehensive Exam successfully completed
 - Dissertation proposal must be accepted and approved by your Committee on Studies.
 - Submit Advancement to Candidacy form
- Ph.D. Final Examination/ Defense of Dissertation

Dissertation and Defense – 18 credits min.

In order to receive the PhD degree, the student must successfully defend his/her dissertation topic. Generally the defense will consist of a formal presentation of the work described in the dissertation followed by questions from the student's committee and the audience.

The dissertation demonstrates the student's ability to undertake original research and to write a readable, scholarly argument of book length. The student is expected to have complete knowledge of the historical, critical, theoretical, and methodological issues raised by the subject. It is the student's responsibility to defend the dissertation in an oral examination administered by the Dissertation Committee.

The student must notify the Office of Graduate Studies by completing an Announcement of Final Examination form at least two weeks before the date of the examination. In order to graduate in a given semester, the examination must be held no later than the Office of Graduate Studies (OGS) graduation deadline dates.

The Office of Graduate Studies will publish on the web in the campus newspaper a calendar of final examinations (defense of dissertation). The final examination is open to faculty, students and staff.

At the conclusion of the examination, the Committee on Studies members shall confer and decide their recommendations. The Committee then reports the results of the examination on the reverse side of the Announcement of Final Examination form. It is the Committee Chair's duty to turn this documentation, along with the confidential Evaluation Sheets, into the Departmental Graduate Office. Red-border signature sheets should be present at the defense and signatures of all committee members should be obtained at this time.

The Director of Graduate Studies will verify by signature that all documentation is in order and route all paperwork to the Office of Graduate Studies.

Manuscript

The student must submit a dissertation that demonstrates evidence of the ability to do sound research. The topic and methodology must have the approval of the Dissertation Committee. It is the student's responsibility to provide each member of the committee with a complete draft of the dissertation in ample time for review before the final defense. After approval three copies of the dissertation need to be submitted. Two copies of the unbound dissertation, each with an abstract of no more than 350 words, must be submitted by the graduation deadlines. One copy must be submitted to the Department Graduate Office for Fine Arts Library cataloging. Guidelines regarding the format for your dissertation are available from the Manuscript Coordinator, Office of Graduate Studies and online. Please refer to the following Doctoral Graduation/Dissertation Checklist. The student must

familiarize themselves with the necessary forms. All forms can be found either at the Office of Graduate Studies or the Department Graduate Office.

Dissertation Hours

Dissertation (699) credits are not counted until the semester in which the student are advanced to Candidacy and have passed the Comprehensive Examination. Once the student has registered for dissertation (699) credits, they must maintain continuous enrollment (exclusive of Summer session, unless they graduate in summer) until the defense/final examination is accepted by the following: Dissertation Chair, the Director of Graduate Studies, and the Dean of OGS.

Time Limit to Complete Requirements

The student will have seven years to complete all degree requirements from the date of admission.

Under extenuating circumstances, the student may request an extension of this time limit in writing but it must be done prior to the end of the time limit. The request must be supported in writing, by your Committee on Studies Chair, the Director of Graduate Studies, and the Dean of the Office of Graduate Studies.