

Guidelines for the Preparation of a Master's Thesis in Art History¹

The MA thesis in art history represents the final step in the fulfillment of the degree at Hunter. The thesis is a two-semester process, for a total of 6 credits, and consists of two courses in sequence: ARTH 79900 and ARTH 80000.

The thesis demonstrates original thinking based on solid research including primary and secondary sources. Primary-source research may involve examining archival material such as an artist's personal papers and correspondence, reading contemporary sources, and conducting site visits as well as interviews. Secondary-source research may include but is not limited to an analysis of current and historical literature. The thesis demonstrates the student's ability to gather, evaluate, and present material in a critical and scholarly manner. The thesis topic can derive from prior work in a required course, such as Research Methods, or from another upper-level seminar, or from a course of independent study. The topic must be of sufficient originality to merit extended study, and not be simply a recapitulation of existing scholarly work. The thesis is not an expanded term paper but rather a carefully structured, multi-chapter exploration of a significant topic. It is approximately 50-75 double-spaced pages in length and exhibit a full scholarly textual apparatus: footnotes, bibliography, illustrations, and other relevant documentation. It is intended to prepare students for further study on the doctoral level, and/or to equip them with the skills necessary for a professional career in art history.

ARTH 79900 "THESIS RESEARCH"

In ARTH 79900, the first in a two-course series (the second of which is ARTH 80000 Thesis Writing), the student will, in collaboration with the advisor, define a topic, structure an argument, and begin researching and writing the thesis. In order to receive course credit, the student must submit, by the end of the semester, an outline (including abstract and chapter summaries) and a draft of one chapter.

Suggested schedule:

Weeks 1-4: The student will work with their advisor to develop a bibliography and topic.

Weeks 5-8: The student will write the outline, which will include an abstract and chapter summaries, a description of the scope of the project, the justification for the project in the context of existing literature, and the argument.

Weeks 9-15: The student will write a chapter of the thesis.

¹ Updated Fall 2020

Learning outcomes:

At the end of this course, students will be able to:

- devise a thesis topic relevant to the field of Art History's current literature and theory
- develop a bibliography of appropriate scope and depth
- plan and execute primary and secondary research
- outline a plan for writing the entire MA thesis
- write a 20-page chapter of the MA thesis

Requirements and methods of evaluation:

The student is required to submit an annotated outline of the subject and research involved (which will include an abstract of 250 words maximum), a literature review, and the list of primary archival sources and locations. A single chapter that proves the student's command of material for one section of the thesis (this chapter can either be an introductory chapter or a chapter where the student is ready to engage with the research done). Their performance will be evaluated on the quality of these documents. The course will not be graded A-F basis, but instead as Pass or No Pass.

Usually, students who are working in good faith but do not complete the requirements by the end of the course will receive an "SP" grade, which stands for "Satisfactory Progress." The grade will then be changed to a Pass once the student completes the bibliography, outline, and 20-page chapter.

There are no standard readings for this course. Students and their faculty advisor will devise an appropriate bibliography from which readings will be drawn.

ARTH 80000 THESIS WRITING

In ARTH 80000, the second in a two-course series (the first of which ARTH79900 is Thesis Research), will complete the writing of the MA thesis and submit it to the first and second readers. Over the course of this class, each student works individually with his/her primary advisor towards the completion of polished, submission-ready thesis chapters, which involves the deployment of primary and secondary research, the analysis of objects of visual and material culture, the crafting and polishing of convincing argumentation, and the editing and polishing of language at the sentence, paragraph, and thesis-level. The student will only receive credit for ARTH 80000 upon successful completion and submission of the thesis.

Schedule:

Weeks 1-4: The student will work with their advisors to develop a chapter-by-chapter structure for the thesis.

Weeks 5-8: The student will complete all writing of the remaining chapters of the thesis, which will include drafting, restructuring, and rewriting, learning to edit their own writing for clarity and style, and receiving and applying feedback from their advisor.

Weeks 9-14 The student will finalize all edits to their thesis, incorporating feedback from both their advisor and second reader.

Note that in the Spring semester, the thesis is due to the Graduate Advisor in late April, so all edits should be completed before then.

Learning outcomes:

At the end of this course, the student will be able to:

- structure an argument and organize first and secondary materials to support it through a sustained discussion
- outline individual chapters
- produce writing that both engages with existing literature and strikes new, original ground
- distinguish between writing stages of drafting, rewriting, and editing
- edit one's own writing for content and style at the sentence, paragraph, chapter, and thesis level
- receive feedback and incorporate it into revised versions of a text

Requirements and methods of evaluation:

Students are required to meet writing deadlines laid out in the 15-week schedule above, which include submitting drafts of chapters to their advisor, incorporating feedback, rewriting and editing their chapters, and preparing the entire thesis for submission. Completed theses are approximately 50-75 pages in length and exhibit a full scholarly textual apparatus: footnotes, bibliography, illustrations, and other relevant documentation. Students will be expected to complete these materials and submit them to the department and Dean as required in anticipation of gradation. Students' performance will be evaluated on the quality of the writing they produce and their ability to edit their own work and incorporate feedback from their advisor. The course will not be graded A-F basis, but instead as Pass or No Pass.

Usually, students who are working in good faith but do not complete the requirements by the end of the course will receive an "SP" grade, which stands for "Satisfactory Progress." The grade will then be changed to a Pass once the student completes and submits the thesis.

There are no standard readings for this course. Students and their faculty advisor will continue, as appropriate, to supplement the bibliography that was devised in ARTH 79900.

REGISTRATION: ARTH 799 and ARTH 800:

To enroll in ARTH 799 Thesis Research, first select an advisor. This person can be any of our full-time Art History faculty, and should ideally be one with whom you have already taken a class and whose field relates to your thesis. Once your advisor agrees to work with you, fill out the [Thesis Agreement Form](#) and email it to Laura Frantz (lfrantz@hunter.cuny.edu). Please copy your advisor on this email. Once the form is received, Laura will enter the necessary permission for you to enroll on CUNYfirst.

Link to Thesis Agreement Form online: <https://huntercollegeart.org/wp-content/uploads/2018/01/ma-thesis-agreement-form.pdf>

To enroll in ARTH 800 Thesis Writing, your advisor may simply email their consent to continue working with you to lfrantz@hunter.cuny.edu. We do not need a separate form for this course. Note that if you started the MA program *before* Fall 2018, Thesis Writing 800 is an elective, not a requirement. That is, you may choose to *either* enroll in a fourth elective Art History course or Thesis Writing.

The deadline to submit the Thesis Agreement Form by email is **the last day of the semester**. Please check the Academic Calendar for exact dates. In Fall, this date usually falls around December 20, and in spring, around May 20.

THESIS ADVISOR – FIRST AND SECOND READERS

The choice of faculty advisor is an important one. You should talk with a full-time faculty member before beginning your preliminary investigation. The faculty member should be someone who is a specialist in your chosen area and, ideally, someone with whom you have established a scholarly relationship during your course of study at Hunter. The faculty member can be of some assistance in refining an appropriate topic, but the student should already have several ideas in mind before opening the discussion.

Once you have decided the topic, you have conducted research, and started to write your thesis, you should approach a second advisor, or second reader, who will also have to approve your thesis. The choice of the second reader should be discussed with your advisor. The first reader acts as a primary supervisor and provides direction and criticism of your research, but is not an editor. When necessary, you are advised to seek guidance from the Writing Center or to employ a professional editor to improve your writing skills. When the first reader approves the thesis, you can approach the second reader for his/her evaluation. It is important to understand that the second reader might also have constructive criticism and might ask you to rework on parts of your thesis.

A list of the full-time faculty, with contact information, is available on our website: <https://huntercollegeart.org/art-history-faculty/>

FUNDING:

The School of Arts and Sciences offers travel grants and grants to support thesis research up to \$500 each. To apply, please visit the following website:

<http://www.hunter.cuny.edu/artsci/graduate-education/funding-opportunities-for-graduate-students>

For further information please email Associate Dean Robert Cowan:
rcowa@hunter.cuny.edu

FORMATTING THE THESIS:

The content of the thesis should include the following, when applicable, in order as listed:

- Title Page
- Dedication Page (optional)
- Copyright Page (optional)
- Table of Contents
- Acknowledgements or Preface (optional)
- List of Illustrations
- Introduction
- Chapters
- Conclusion
- Bibliography
- Appendices (if used)
- Illustrations

In addition, degree candidates should be prepared to submit an informative abstract of no more than 50 words, a list of ten keywords, and a *CUNY Academic Works* submission agreement.

Numbering: The text should be numbered consecutively in Arabic numerals. Table of Contents, Acknowledgements or Preface (if used), List of Illustrations, and all preliminary pages preceding the actual text **must be numbered in lowercase Roman numerals; e.g., iii, iv, v**, etc. Do not number the title page, the dedication or the copyright page. Page numbers should be located on the bottom right corner.

No numbering:

Title page
Dedication page
Copyright page

Numbered in lowercase Roman numerals, in the following order:

Table of Contents
Acknowledgements or Preface
List of Illustrations

Numbered in Arabic numerals, in the following order:

Introduction
Chapters
Conclusion
Bibliography
Appendices (if used)
Illustrations

No numbering:

Blank page

Length: The length of the thesis depends on the subject and should be arrived at in consultation with the thesis advisor. However, an art history thesis must not be less than 50 pages double-spaced, including notes. The average length is 70 pages and should not exceed 100 pages.

PLEASE REFER TO THE DEAN'S GUIDELINES FOR ANY UPDATES ON
FORMATTING:

<http://www.hunter.cuny.edu/artsci/graduate-education/guidelines-for-preparing-masters-theses-in-arts-sciences>

Font: A single legible font, Times New Roman, should be used throughout the thesis. Times New Roman 12 point is standard. Do not use italics unnecessarily.

Margins: All margins of both text and illustrations must be one inch.

Title page: The first page of the thesis must be a completed Thesis Title Page. Please note that the names of the first and second readers are typed onto the title page. Do not scan signatures onto your title page.

For dates, enter the deadline for thesis submission posted by the Office of the Dean:

Fall semester: January 6, 2021

Spring semester: May 6, 2021

Format your title page using this model (updating title, name, dates, and thesis sponsors, of course):

The Early Works of John Doe

by

Jane Smith

Submitted in partial fulfillment
of the requirements for the degree of
Master of Arts in Art History, Hunter College
The City University of New York

2020

January 6, 2021 _____
Date

Mary J. Sunshine _____
Thesis Sponsor

January 6, 2021 _____
Date

Harold Jones _____
Second Reader

Spacing: The text is to be double-spaced, except for quotations of more than four lines, which will be set apart (single-spaced and indented to the left in block form). Footnotes and bibliography will be single-spaced, with double spacing between notes and entries.

Do not indent your footnotes. Do not use bullet points in the bibliography.

Single spacing may be used in the Table of Contents, captions and appendices.

Illustrations:

Illustrations are the most important part of an Art History thesis. High quality, legible color images, if possible, must be used. Illustrations, graphics, charts, and photographs must be scanned or produced with an appropriate computer program.

Graphic materials must include a descriptive caption that allow users to identify and finding the original materials including the author and original source. (Figure X, author, title of work, date, provenance or source, etc.). Do not number your illustrations “1,” “2,” “3,” etc; rather, use “Figure 1,” “Figure 2,” etc.

Generally, all graphic materials should be scaled to fit the electronic page size of 8 1/2 by 11 inches. The right-hand top and bottom margins should be one inch. If and when appropriate, other sizes can be accepted. The graduate program and the library liaison for *CUNY Academic Works*, Iris [Finkel \(ifinkel@hunter.cuny.edu\)](mailto:ifinkel@hunter.cuny.edu), should be consulted for guidance on the technical and legal scanning illustrations and permissions for copyrighted materials.

The **List of Illustrations**, which appears at the beginning of your thesis, should include the following information: figure number (Figure 1, Figure 2, etc.), artist or name of the maker, title, date and location. Where appropriate include medium and measurements. If the thesis is a monograph, you may opt to state at the top “All works are by (name of artist) unless otherwise indicated”. (There is no need to indicate the page number of individual illustrations in the List of Illustrations, since they are all located at the end of the thesis).

Further information on formatting and research:

We recommend consulting the Chicago Manual of Style online resource for the most up-to-date guidelines: <http://www.chicagomanualofstyle.org/home.html>

Whatever style you choose should be followed consistently throughout the thesis. Pay particular attention to guidelines concerning academic honesty in the use of ideas, facts, and quotations from scholarly works.

You may also wish to consult a few Hunter M.A. theses in art history recommended by faculty members. These theses are available in Special Collections on the second floor of Wexler Library and in the Zabar Art Library (16th floor, Hunter North); both collections are non-circulating. Since January 2016, theses have been available digitally through

CUNY Academic Works: <http://academicworks.cuny.edu> Ask your thesis advisor or the graduate advisor for some recent examples in your research area.

Writing process and consultation with your advisor:

Some advisors may wish to read the thesis only upon its completion, while others prefer to read chapters one at a time. Check with your advisor as to their preferred process.

CUNY ACADEMIC WORKS:

[*CUNY Academic Works*](#) is the online research repository for the City University of New York. By depositing your work in Academic Works it will receive wide visibility via search engines such as Google, Google Scholar, and Bing. You will receive a permanent URL to include on your CV, as well as monthly download reports telling you how often your work has been downloaded and read.

When you upload the thesis on CUNY Academic Works you must also provide a **brief, informative abstract of no more than 50 words, and a list of keywords (10 maximum)**. Both the abstract and keywords are used by search engines and catalogers, so be sure to include words or phrases you think are important. We recommend that you consult with your first reader on the abstract and keywords.

A separate document, “Step-by-Step Guide for Students,” details how to upload the thesis on CUNYworks. This document is also available online: <http://www.hunter.cuny.edu/artsci/repository/files/graduate-documents/step-by-step-guide-for-graduate-students-as-of-2.pdf>

When you upload your thesis to the CUNY Academic Works website, you will be asked to enter “metadata” on your program and advisors. Enter as follows:

Our Department/Program name is "Art History"

Enter the names of your two readers (first reader and second reader).

Academic Program Advisor is Antonella Pelizzari.

If Prof. Pelizzari is both one of your readers and your program advisor, enter her name twice.

You may upload the thesis as either a PDF or Word document. If any edits are needed, please follow instructions on the “Step-by-Step Guide for Students,” above.

The graduate program and the library liaison for *CUNY Academic Works* is Iris [Finkel \(ifinkel@hunter.cuny.edu\)](mailto:ifinkel@hunter.cuny.edu). Please contact Ms. Finkel if you have any questions or concerns about this platform, or about the availability of the thesis.

APPROVAL OF THE THESIS – DEPARTMENTAL ADVISORS

When your first reader and second reader have approved the thesis, they will signify their approval via email to the departmental graduate advisor (currently Antonella Pelizzari).

At this point, the student should type both advisors' names on the title page of the thesis. Please type the name above the line. Physical signatures are not needed.

When the thesis has been approved by the thesis sponsor and the second reader, it is electronically forwarded to the department graduate advisor using WeTransfer. If the advisor is satisfied that the thesis has met the departmental requirements the graduate advisor electronically approves the thesis on *CUNY Academic Works*. Students will receive an email notice when the department, including all three advisors, have approved the thesis.

NOTICE OF FINAL APPROVAL – OFFICE OF THE DEAN

When the thesis has been accepted by the Dean of the School of Arts and Sciences, the approval will be noted as a milestone (a note) on the students' CUNYfirst transcript. Students should check their transcripts for any new updates. The Dean's Office will electronically submit the approved thesis to the *CUNY Academic Works* administrator for Hunter College Libraries.

THESIS DEADLINES:

The deadline for the electronic deposit of the approved thesis via *CUNY Academic Works* is set by the Office of the Dean for the School of Arts and Sciences and is typically about *three (3) weeks prior to the date of graduation at which the degree is conferred.*

Please note that these deadlines are approximate – they will vary by a day or two each semester.

Fall Semester Deadlines:

- October 30: Submit completed thesis to the first reader (thesis advisor). Submission by this date, however, does not guarantee approval as substantial changes may be required.

- November 20: Submit the thesis, approved by the first reader, to the second reader for approval. *By this date please email Laura the name of your second reader.
- December 14 Submit the thesis, approved by both the thesis advisor and the second reader, to the graduate advisor (position currently held by Prof. Pelizzari) via WeTransfer. (WeTransfer accounts are free, and can be set up here: <https://wetransfer.com>)
- December 20 Upload the final, approved thesis to **CUNY Academic Works**.

Spring Semester Deadlines:

- March 18: Submit completed thesis to the first reader (thesis advisor). Submission by this date, however, does not guarantee approval as substantial changes may be required.
- April 5: Submit the thesis, approved by the first reader, to the second reader for approval. *By this date please email Laura the name of your second reader.
- April 26 Submit the thesis, approved by both the thesis advisor and the second reader, to the graduate advisor (position currently held by Prof. Pelizzari) via WeTransfer. (WeTransfer accounts are free, and can be set up here: <https://wetransfer.com>)
- May 4 Upload the final, approved thesis to **CUNY Academic Works**.

GRADUATION

Official graduation is a legal process that confers your MA degree. You must submit an application to graduate, which prompts the Registrar's Office to "audit" your degree. This audit makes sure all requirements have been successfully fulfilled to officially obtain an MA in Art History.

It is necessary to complete your thesis in order to graduate, and students generally apply to graduate the semester they plan to submit their finalized thesis. Please note, however, that the thesis is just one of many requirements necessary for graduation. In other words, it is a necessary, but not sufficient, step to graduating.

Hunter holds a Commencement Ceremony in the fall and spring semesters. This event is actually scheduled *before* graduation has been officially processed, so don't worry if you haven't graduated before commencement.

GRADUATION CHECKLIST

The semester you plan to submit your finalized thesis, you must apply for graduation and make sure all requirements for your degree have been met. Please follow this checklist of forms and requirements.

1. Apply to Graduate on CUNYfirst
2. Maintain enrollment or matriculation
3. Graduate within four years/apply for Time Extension
4. Resolve any outstanding academic or financial issues: incomplete grades, stops, holds, fines, or overdue fees on CUNYfirst account
5. Submit MA thesis to CUNYAcademic Works (must receive ok from Graduate Advisor)
6. OPTIONAL: RSVP for Commencement Ceremony

That's the overview. Detailed below are instructions and deadlines for each step.

1. Apply to Graduate on CUNYfirst

Log into your CUNYfirst account and navigate to "Student Center." Under the "Academics" section of the page, use the drop-down box to select "Apply for Graduation." Click on that link to proceed. Deadlines:

If you are completing your final course(s) OR completing your final project (thesis) at the END of...	You must apply to graduate via CUNYfirst between...
Spring	October 16th – February 15th
Summer	February 16th– June 15th
Fall/Winter	June 16th – October 15th

2. Maintain Enrollment or Matriculation

You must be *either* enrolled in classes *or* maintaining matriculation the semester you graduate. (Classes include Thesis Research and Thesis Writing.) If you are NOT enrolled in any classes the semester you graduate, you will need to **maintain matriculation**. The fees for this are basically your semester Hunter College fees minus tuition. Fees for in-state students are \$225 and out-of-state students are \$370.

Steps:

1. Download and complete [this form](#).
http://www.hunter.cuny.edu/onestop/repository/files/registrar/MAM%20-%20revised%20072417%20update%20for%20One%20Stop%20as%20of%20F17_writable%202.pdf
2. Upload and email completed form to degree.audit@hunter.cuny.edu. Email must be sent from MyHunter email address.
3. In a week's time, you'll be able to pay maintenance fee through your CUNYfirst account.
4. Please note: Non-payment of maintenance fee will result in a hold on your account prohibiting the attainment of unofficial and official transcripts, diploma, and final grades via CUNYfirst.

When your Maintenance of Matriculation has been processed, it will show up on CUNYfirst under “Academics” and “Classes”:

The screenshot shows the 'Classes' section of a CUNYfirst account. At the top, there is a dropdown menu for 'Classes' and a legend for status icons: a green checkmark for 'Enrolled', a blue 'X' for 'Dropped', and a yellow triangle for 'Wait Listed'. Below the legend is a table with the following data:

Class	Description	Units	Grading	Grade	Status	Requirement Designation
MAM 10000-01 (1296)	Maintain Matric Grad Students (Message)		Message No Grades			Message Non-Liberal Arts

Below the table, there is a dropdown menu for 'Statistics'.

3. Graduate within Four Years or Apply for Time Extension

All graduate degrees at Hunter College must be completed within four years of admission. If, due to unforeseen events, you take longer than four years, you will need to apply for a time extension of your MA Degree.

These forms are time-consuming to process and require approvals by both the graduate advisor (currently Antonella Pelizzari) and the Associate Dean of the School of Arts and

Sciences (currently Rob Cowan). Therefore, we ask that you do not request a time extension until you are SURE you will complete the thesis and graduate that semester.

The Application for Graduate Time Extension is available [here](#).
<http://www.hunter.cuny.edu/onestop/repository/files/registrar/Grad%20Time%20Ext%2011-13.pdf.pdf>

Please download the form and fill out the top only. Sign digitally and date.

Email the form to Laura Frantz (lfrantz@hunter.cuny.edu). She and Prof. Pelizzari will consult with your thesis advisor on the status of your thesis, and your expected graduation. If approved, they will forward the signed form to the School of Arts and Sciences.

Laura Frantz will notify you if the extension is approved by the dean.

4. Resolve any outstanding academic issues or stops/holds/fines on CUNYfirst

Check your CUNYfirst transcript to make sure that any blank grades or INC (incompletes) have been resolved. If not, please contact the professor.

[Viewing CUNYfirst transcript.](#)

https://www.qc.cuny.edu/registrar/schedule/Documents/Quick%20Reference%20Guides/View_Unofficial_Transcript%20-%20HOW%20TO.pdf

Check CUNYfirst to make sure no stops or holds prevent your graduation. Even overdue fees from a library book could create a problem:

[Checking stops and holds on CUNYfirst.](#)

<http://www.hunter.cuny.edu/onestop/finances/bursar/stops>

5. Submit MA Thesis to CUNY Academic Works

See detailed instructions under “CUNY Academic Works” section of the Thesis Guidelines. Consult the step-by-step guide for students:

<http://www.hunter.cuny.edu/artsci/repository/files/graduate-documents/step-by-step-guide-for-graduate-students-as-of-2.pdf>

OPTIONAL: RSVP for Commencement Ceremony

Attending the commencement ceremony is not required, but you are welcome to participate. Commencement is for both graduates and undergraduates, so it is a huge event and often held in venues like Radio City Music Hall. All participants must RSVP.

Details are posted [here](https://ww2.hunter.cuny.edu/students/student-life/commencement/graduation-address/) each semester. <https://ww2.hunter.cuny.edu/students/student-life/commencement/graduation-address/>

GRADUATION TIMING: WHAT TO EXPECT

It takes a surprisingly long time to graduate, and most of this work goes on outside the department, in the offices of the Dean, the Registrar, and Degree Audit. Be sure you have access to your Hunter email, and check it regularly, as most announcements regarding graduation will go only to that address. Be sure you can access CUNYFirst, as well.

The timeline below is an estimate, based on past experience. Please do not panic if graduation doesn't follow this exact timeline.

Near the end of the semester: you will receive a preliminary audit from the Degree Audit office notifying you of any outstanding requirements. At this point, it is very normal to see notes that you need to complete the thesis and coursework. *This information will be emailed to your Hunter account.*

After the end of the semester (one to four weeks): final audit from Degree Audit notifying you of any outstanding requirements (often the thesis is still listed here, even if it has been submitted). *This information will be emailed to your Hunter account.* Please forward this email to Laura Frantz – that way we can catch any last-minute graduation issues.

About two weeks after the end of the semester: thesis accepted by Dean of School of Arts and Sciences, milestone memo added to transcript. *This information will be posted on your CUNYfirst transcript.*

One to two months after end of semester: Degree Audit posts graduation results on CUNYfirst and on transcript. *This information will be posted under “Academics” on CUNYfirst. Then, look for the blue “Awarded” status.*

Note that after you apply to graduate, this status will read “Applied.” Then, when your degree is in review, it will read “In Review.”

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

Advisee Academics

[Redacted]

Institution / Career / Program

- └ HTR01 - Hunter College
 - └ GRAD - Graduate
 - └ **MA - Master of Arts**

Program:	MA	Master of Arts	
Requirement Term:	1162	2016 Spring Term	
Student Career Nbr:	0		
Status:	Completed	as of 06/01/2020	
Admit Term:	1162	2016 Spring Term	
Expected Graduation:	1202	2020 Spring Term	Awarded
Approved Load:	Full-Time		
Load Determination:	Base On Units		
Level Determination:	Default		
Plan:	ARTHIST-MA	Art History MA	
Requirement Term:	1142	2014 Spring Term	

Term Summary

Four months after the end of semester: official diploma prepared. *This information will be emailed to your Hunter account.* Note that the art department is not notified when diplomas are ready – all communication goes from the Registrar directly to the student.

WHAT IF I DON'T FINISH MY THESIS THE SEMESTER I PLANNED TO GRADUATE?

This happens. Here's what to do:

- 1) Speak to your thesis advisors (both first and second readers) and work out a realistic timeline for completion. Please be flexible if you are requesting thesis supervision beyond the end of the Thesis Writing semester, as faculty may be planning to go on leave or may have a large number of other thesis students they are trying to balance.
- 2) Email Degree Audit (degree.audit@hunter.cuny.edu) from your Hunter email account and cancel this semester's graduation. Include your student ID in the text of the message and in the subject line write "Graduation Cancellation." They will cancel your graduation application in 1-2 business days.
- 3) [Reapply for a later graduation semester](#) on CUNYfirst. (You'll need to do step 2 – cancel graduation - before the system will allow you to reapply.) The windows to apply to graduate are as follows:
 - a. Fall/Winter: June 16th – October 15th

b. Spring: October 16th – February 15th

- 4) [Maintain matriculation](#) the semester you are graduating. The deadline to do so will be the last day of that semester. (See detailed instructions above.)
- 5) Request a Time Extension if you need one. If this is a second request, keep in mind that this will only be approved if truly extraordinary circumstances prevented you from completing your thesis after the first time extension.

Generally speaking, you will NOT need to re-enroll in ARTH 799 or ARTH 800 if you extend your thesis beyond two semesters. Those who do not complete the thesis at the end of the ARTH 799 semester will receive an “SP” grade on their transcript, which stands for “Satisfactory Progress.” This grade will be converted to a “Pass” when the student completes the thesis in a later semester.

The exception to this is when the student changes thesis advisors. If you change advisors, you will need to re-enroll in ARTH 799/800.

Ultimately, the timeline for graduation will depend on you and your first and second readers, so talk to them first and work out a plan.

We wish you luck!