

**Guide to the Graduate Program in History  
at the University of Georgia**

**I. Procedural Guide for  
the Degree of Master of Arts in History**

**II. Procedural Guide for the Degree of  
Doctor of Philosophy in History**

**June 2017**

## **Procedural Guide for the Degree of Master of Arts in History**

This guide supplements regulations contained in the current Graduate School Bulletin and the Graduate School Procedural Guide for the Master of Arts Degree.

### **Admission, Residency, and Time Limits**

- Applicants may be admitted to the Master of Arts degree program upon recommendation of the Department of History and approval of the dean of the Graduate School.
- The minimum residence requirement is two semesters which do not have to be consecutive.
- All requirements for the degree must be completed within six years beginning with the first registration for graduate courses on the program of study. An extension of time may be granted only for conditions beyond the control of the individual.

### **Major Professor and Advisory Committee**

As early in their first year of study as practical—and before the end of their second semester of residence—all students must select a thesis advisory committee consisting of a major professor as chair and two additional members. After consultation with appropriate faculty members, the graduate coordinator will recommend the committee to the dean. The advisory committee, in consultation with the student, is charged with planning and approving the student's program of studies, reading and approving the thesis, and administering the final examination.

Composition of the committee is subject to the following regulations:

- The major professor and at least one of the other members must be members of the graduate faculty.
- The third member may be a member of the graduate faculty or, with the approval of the departmental graduate faculty and the dean of the Graduate School, he or she may be a person with a terminal degree holding a permanent teaching or research position at the University of Georgia.
- The third member may also be a non-UGA faculty member with a terminal degree in his/her field of study.
- No more than one non-UGA committee member may be appointed as a voting member.
- If there are more than three members on the committee, a majority of graduate faculty members must be maintained.
- Co-major professors count as one graduate faculty member.

### **Program of Study**

As early as practical in their first year of study, students must consult with their major professors to prepare a formal program of study, which will be submitted to the graduate coordinator by the end of their first year in residence, after approval by the major professor and each member of the

advisory committee. Once approved, the program will be forwarded to the dean of the Graduate School for endorsement.

The program of study must be submitted on the proper form, endorsed by the student's major professor, the departmental graduate coordinator, and the dean of the Graduate School. This step must be completed no later than Friday of the second full week of classes during the semester in which degree requirements are completed. Exception: If degree requirements will be completed during summer term, the program of study will be due by Friday of the first full week of classes in that semester.

The program of study must constitute a logical whole, and must comprise a minimum of ten three-hour graduate courses (30 semester hours), including:

- at least two colloquia (6 hours) in the student's major area of geographical interest and one (3 hours) in another area.

Students working in geographical fields in which the department offers fewer than two colloquia will substitute a second course appropriate to their field for the second colloquium in this requirement.

This substitute course must:

be open only to graduate students; graduate sections of split-level courses may not be counted toward this requirement.

be approved by the student's major professor and advisory committee.

independent study courses may be counted toward this requirement with the approval of the major professor, advisory committee, and graduate coordinator.

- at least 12 semester hours of course work open only to graduate students. These 12 hours may not include HIST 7000 (Master's Research) or HIST 7300 (Master's Thesis).
- a minimum of 3 hours of HIST 7300 (Master's Thesis).
- a minimum of two 8000-level seminar courses.
- a minimum of two additional courses at the 6000-8000 level. These courses may:
  - be taken as HIST 6000-level split-level classes.
  - be taken as HIST 6960 (Directed Reading) courses.
  - be taken outside the Department of History.

### **Additional Course Requirements**

- All students must take HIST 7900 (The Theory and Practice of History). This course must be taken during the student's first semester in the MA program or on the first occasion the course is offered.
- All students must take HIST 7400 (Professional Development for Historians).
- A maximum of 6 hours of HIST 7000 (Master's Research) and 3 hours of HIST 7300 (Master's Thesis) may be applied toward the 30 hours.

- Students may not register for HIST 7000 or HIST 7300 without permission from the graduate coordinator until all other program requirements have been completed.
- To be eligible for graduation, students must maintain a 3.0 (B) grade point average on all graduate coursework.

### **Acceptance of Credit by Transfer**

- If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor and the graduate coordinator, and when approved by the dean of the Graduate School.
- Such transfer of credit cannot exceed six semester hours and must fall within the time limit of the degree.
- Transfer credit cannot be used to fulfill the requirement that 12 semester hours on the program of study be open only to graduate students.
- No grade below B may be transferred.
- The courses that have been used to complete a degree program at another institution may not be transferred.
- Transfer grades are not used in calculating cumulative averages.
- All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School by the midpoint of the semester in which the student plans to graduate.

### **Research Skills Requirement**

All students must acquire specialized research skills such as foreign languages or facility with statistics, computer science, and digital humanities tools, including Geographic Information Systems (GIS) mapping software. Candidates for graduate degrees in History are normally expected to meet this requirement by demonstrating a reading knowledge of one or more foreign languages applicable to research in their fields, as determined by their major professors. Students whose projects require other technical skills may substitute language instruction with other training, as determined by their major professors. MA students must meet this requirement by the end of the third semester of full-time study.

The requirement may be satisfied by one of the following methods:

- earning a grade of B or higher in a University of Georgia language course specifically designed for graduate students who are attempting to fulfill their language requirements. Such courses include: SPAN2500, GRMN 3500, and FREN 2500.
- passing the language exam given by the language department.
- passing the language exam given by a faculty member. Students who elect to satisfy the language requirement in this manner must have the permission of their major professors and the graduate coordinator.
- earning a grade of B or higher in an intermediate (level II) undergraduate language course as reflected in the student's undergraduate transcript. To reach an acceptable level, students

must complete two years (four semesters) of undergraduate course work and earn a grade of B or higher in their final semester of study. Students who elect to satisfy the language requirement in this manner must have the permission of their major professor and the graduate coordinator.

- earning a grade of B or higher in one digital humanities course specifically designed for graduate students. For students seeking skills in Geographic Information Systems, these courses include: GEOG 6370/6370L, GEOG 6370E, GEOG 6385 and GEOG 6410, and graduate courses in history specifically designed to satisfy the research skills requirement.

### **Thesis Proposal**

- Candidates must submit thesis proposals to their advisory committees no later than their third semester in residence.
- The thesis proposal should range from 3500 to 5000 words, including footnotes.
- The thesis proposal will include justification for the thesis subject, a tentative bibliography, a statement of the results of the preliminary research, and a commentary on the anticipated results of the research.
- The advisory committee will meet with the candidate, decide the feasibility and worth of the proposed topic, and participate actively in the development of the thesis.
- When the committee approves the thesis proposal, a copy of the approved proposal, signed by the major professor, will be placed in the student's file.
- If the committee does not approve the thesis proposal before the end of the student's third semester, the major professor will notify the graduate coordinator, who will convene the graduate studies committee to review the student's progress toward degree. The assistantships of students deemed to have made inadequate progress will not be renewed, unless the graduate studies committee approves a plan with an amended timetable that will allow the student to submit a thesis proposal within one semester.

### **The Thesis**

- The thesis must demonstrate a critical capacity for directed research in a variety of historical sources and an ability to interpret factual details.
- The thesis should present a properly documented and stylistically acceptable report of the completed research.
- The text of the thesis should range from 7,500 to 10,000 words, including footnotes.
- The standard guide for matters of form and style is the most recent edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*.
- The thesis should be delivered to the advisory committee at least two weeks prior to the projected thesis defense.
- The committee may require revisions that will possibly delay the defense.

## **Final Examination (Thesis Defense)**

- Written assent of two of the three committee members will be required before a thesis will be approved as ready for a final defense.
- After the thesis has been approved, a final oral examination is administered by the major professor and the advisory committee.
- The final oral examination will normally last no more than two hours and cover the thesis and the broader field related to the topic.
- The student should advise the graduate coordinator at least two weeks in advance of the final oral examination so that the event may be publicized; faculty, students, and other interested parties will be invited to attend.

## **Graduate Assistantships**

The Department of History has a variable number of departmental assistantships to offer MA students on a competitive basis. In addition to the University and Regent's policies and *The TA Handbook* (Center for Teaching and Learning), the following general conditions apply:

- While departmental assistantships are awarded on a year-to-year basis, students accepted into the MA program and offered departmental TA funding at the time of admission normally receive it for two years. They must use their two years of funding eligibility within two academic years of their initial enrollment in the graduate program.
- Students who enter the MA program without departmental TA funding, but who are later offered funding, usually receive such funding for a pro-rated period consistent with their year of entry.
- Reappointment as a departmental assistant for a second year is made on the basis of satisfactory academic progress, acceptable performance of assigned duties, and the availability of funding.
- Departmental assistantships are subject to termination at any time that it is determined that the student is failing to make satisfactory academic progress or failing to perform his/her assigned duties in an acceptable manner.
- Departmental assistants must register for at least twelve credit hours each semester, but are encouraged to register for up to 18 credit hours per semester. During the time between completing all required courses and the successful completion of a thesis proposal, the student may register for HIST 7000. After the advisory committee has approved the proposal, the student must register for HIST 7300.
- Departmental assistants are expected to devote full time to their studies. Other concurrent employment while holding an assistantship is strongly discouraged.

## **Procedural Guide for the Degree of Doctor of Philosophy in History**

This guide supplements regulations contained in the current Graduate School Bulletin and the Graduate School Procedural Guide for the Doctor of Philosophy Degree.

### **Admission, Residency, & Time Limits**

- Applicants may be admitted to the Doctor of Philosophy degree program upon recommendation of the major department and approval of the dean of the Graduate School. Approval by the Graduate School is contingent on certification by the Department of History that appropriate courses may be adequately given, and that the student's research can be adequately supported and directed.
- Students applying to pursue graduate studies in History who do not either hold a master's degree or expect to complete one before beginning the program here may be admitted directly to the PhD program, provided their applications demonstrate clear and convincing evidence that they are prepared to proceed directly to the PhD, without first completing an MA. Applicants who do not meet this standard may be admitted to the MA program.
- Direct admission to the PhD program is intended for students who wish to proceed directly to PhD studies, without completing an MA. Students who wish to complete an MA and then continue on to PhD studies must apply to the MA program.
- The PhD program requires a minimum of three full years of study beyond the bachelor's degree.
- At least two consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive course work) must be spent in resident study on this campus.
- Undergraduate courses taken either to fulfill research skills requirements or to remove deficiencies may not be calculated in the 30 consecutive hours of resident credit.
- All requirements for the degree, except the dissertation and final oral examination, must be completed within six years beginning with the first registration for graduate courses on the program of study.
- Candidates for doctoral degrees who fail to complete all degree requirements within five years after passing the comprehensive examination and being admitted to candidacy will be required to take their comprehensive examinations again and be admitted to candidacy a second time.

### **Major Professor & Advisory Committee**

Students should identify a major professor and begin building a working relationship with them as early as possible in their studies. Before the end of their second semester of residence all students must select an advisory committee consisting of a major professor as chair and two additional members. A fourth member may serve on the committee with the approval of the major professor and graduate coordinator. The committee will be recommended to the dean by the graduate coordinator after consultation with appropriate faculty members.

Advisory committees, are charged with planning and approving the student's program of studies in consultation with the student, advising students on essential research skills and other requirements, overseeing the doctoral portfolio and oral examinations, approving a subject for the dissertation, approving the completed dissertation, and approving the student's defense of their research.

Composition of the committee is subject to the following regulations:

- The major professor and at least one of the other members must be members of the graduate faculty.
- Additional voting members may be appointed to the committee.
- One of the additional voting members of the committee may be a non-UGA faculty member with a terminal degree in his/her field of study.
- No more than one non-UGA committee member may be appointed as a voting member.
- If there are more than three members on the committee, at least 50% of the committee must consist of UGA graduate faculty.

### **Program of Study**

A final program of study must be submitted prior to the comprehensive examinations. This program of study must be approved by the major professor, advisory committee, and the graduate coordinator, and will be submitted to the Graduate School for approval by the dean.

The program of study must constitute a logical whole, and must comprise a minimum of 10 three-hour graduate courses (30 semester hours), including:

- For students in American history: at least three colloquia (9 semester hours) in their geographic/temporal field and one (3 semester hours) in a comparative/thematic field. At least one of the colloquia in the geographic/temporal field must focus on American History before 1865; and at least one must focus on American History after 1865.
- For students in all other fields: at least four courses (12 semester hours), but with allowances for variations in annual course offerings. Students must take two or three colloquia (6-9 semester hours) in their major area of geographic/temporal interest and one or two (3-6 semester hours) in their comparative/thematic area.

Students working primarily in geographical fields in which the department offers fewer than two colloquia may substitute a second course appropriate to their field for the second colloquium in this requirement.

This substitute course must:

be open only to graduate students; graduate sections of split-level courses may not be counted toward this requirement.

be approved by the student's major professor and advisory committee.

independent study courses may be counted toward this departmental requirement with the



approval of the major professor, advisory committee, and graduate coordinator; but note that independent study courses do not satisfy the Graduate School's required hours of 8000- and 9000-level courses.

- At least 16 semester hours of 8000- and 9000-level courses. Students who do not possess a master's degree in history must take an additional 4 semester hours of University of Georgia courses open only to graduate students. Independent study courses do not satisfy the 16-hour requirement.

These 16 hours may not include:

HIST 7920 (Independent Reading Colloquium).

HIST 9000 (Doctoral Research).

HIST 9005 (Doctoral Graduate Student Seminar).

HIST 9300 (Doctoral Dissertation).

courses used to satisfy requirements for other degrees.

- HIST 7400 (Professional Development for Historians).
- HIST 7900 (The Theory and Practice of History).  
This course must be taken during the student's first semester in residence or on the first occasion the course is offered. Students who have taken equivalent courses as part of an MA program elsewhere may petition the graduate coordinator to have this requirement waived. Students so exempted from this requirement must take an additional 7000-, 8000- or 9000-level course instead.
- HIST 8001 (Teaching History in Colleges and Universities).
- A minimum of two 8000-level seminars. Students who do not possess a master's degree in history must take at least one additional seminar.
- A minimum of 3 semester hours of HIST 9300 (Doctoral Dissertation).

### **Additional courses**

- A maximum of two courses may be taken outside the Department of History. With the approval of their major professor, students pursuing graduate certificates in other departments may petition the graduate coordinator for an exemption to this rule.
- One split level course will be allowed; a second may be added with the permission of the major professor and the graduate coordinator.
- Students may not register for HIST 9000 or HIST 9300 without permission from the graduate coordinator until all other program requirements have been completed.
- To be eligible for graduation, students must maintain a 3.0 (B) grade point average on all graduate coursework.

### **Research Skills Requirement**

All students must acquire specialized research skills, including foreign languages or facility with statistics, computer science, and digital humanities tools such as Geographic Information Systems

(GIS) mapping software. Candidates for graduate degrees in History are normally expected to meet this requirement by demonstrating a reading knowledge of one or more foreign languages applicable to research in their fields, as determined by their major professors. Students whose projects require other specialized skills may substitute language instruction with other training, as determined by their major professors. This requirement must be met prior to the oral examination, and may be satisfied by one of the following methods:

- earning a grade of B or higher in a University of Georgia language course specifically designed for graduate students to fulfill their language requirements. Such courses include: SPAN2500, GRMN 3500, and FREN 2500.
- passing the language exam given by the language department.
- passing the language exam given by a faculty member. Students who elect to satisfy the language requirement in this manner must have the permission of their major professors and the graduate coordinator.
- earning a grade of B or higher in an intermediate (level II) undergraduate language course as reflected in the student's undergraduate transcript. To reach an acceptable level, students must typically complete two years (four semesters) of undergraduate course work and earn a grade of B or higher in their final semester of study. Students who elect to satisfy the language requirement in this manner must have the permission of their major professor and the graduate coordinator.
- earning a grade of B or higher in one digital humanities course specifically designed for graduate students. For students seeking skills in Geographic Information Systems, such courses include: GEOG 6370/6370L, GEOG 6370E, GEOG 6385 and GEOG 6410, and graduate courses in history specifically designed to satisfy the research skills requirement.

### **Acceptance of Credit by Transfer**

- If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor and the graduate coordinator, and when approved by the dean of the Graduate School.
- Such transfer of credit cannot exceed nine semester hours and must fall within the time limit of the degree.
- No courses taken prior to the student's admission to his or her degree program at the University of Georgia are eligible for transfer.
- Transfer credit may not be used to satisfy the residency requirement. If the residency requirement has not been satisfied and the transfer course is taken during the Fall or Spring semester, a break in residency will occur unless the student is also registered at UGA.
- Transfer credit cannot be used to fulfill the requirement for 16 semester hours of 8000- and 9000- level credit in the program of study.
- No grade below B may be transferred.

- The courses that have been used to complete a degree program at another institution may not be transferred.
- Transfer grades are not used in calculating cumulative averages.
- All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

## **Second-year Review**

The Graduate School requires that all students admitted to PhD programs be evaluated “carefully and fully” early in their second year of study to determine if the student will be permitted to continue in the doctoral program. This evaluation will normally take place early in the fall semester.

The format of the evaluation may vary somewhat, but students should expect to provide:

- a list of all instructors from whom they have taken classes. Instructors will be contacted for written evaluations of the students’ course work.
- an example of written work done at the University of Georgia.
- a statement from a faculty member indicating that he or she is willing to serve as doctoral advisor (major professor).

The department’s graduate studies committee will evaluate this material and advise the student whether or not to continue in the program. Students not approved for continuation in the PhD program will be transferred to the MA program. Students who successfully complete the MA program are eligible to reapply to the PhD program.

## **Receiving a Master’s Degree While Pursuing a PhD**

Admission to the PhD program is intended for students who wish to proceed directly to PhD studies, without completing an MA. Students who wish to complete an MA and then continue on to PhD studies must apply to the MA program. Nevertheless, students admitted to the PhD program may petition the graduate studies committee for permission to complete an MA while remaining in the PhD program. If the department approves the request, the student must then submit a letter of intent to the department; the letter must be signed by the student’s major professor and the graduate coordinator to indicate departmental approval. The letter then must be sent to the Graduate School. The student must submit an application for graduation by the deadline for the anticipated graduation semester for the master's degree. All other forms for the master’s degree must also be submitted by published deadlines for approval by the dean of the Graduate School prior to the conferral of the master's degree.

## **Doctoral Portfolio and Oral Examination**

All students must submit an approved doctoral portfolio and pass an oral examination, which includes a portfolio defense, before being admitted to candidacy for the degree. Portfolios and oral examinations are administered by the students’ advisory committees.

A doctoral portfolio is a collection of the best work a graduate student produces during coursework and specified new works created during a semester-long period of preparation. (The portfolio replaces the written portion of traditional comprehensive exams).

### **Required Content of the Doctoral Portfolio**

- Overview - A statement of approximately ten pages (3000 words) summarizing the portfolio contents and synthesizing how the student's training in various fields coheres. The statement functions as an introduction and describes the student's achievements and research agenda. The major advisor will supervise this component of the portfolio.
- Reading lists in three major fields - Students will create three lists, one for each of their fields. (See below for details regarding fields). The lists will be partly generated from the readings students have completed during coursework and will be augmented during the portfolio preparation stage to address specific research and teaching goals. Each reading list will consist of no more than 50 books. Articles may also be included, with three journal articles counting as the equivalent of one book. Portfolio committee members may ask students to provide brief annotations. Students will be expected to demonstrate comprehension of the materials on their lists during the oral examination
- Historiographical and historical essays - The portfolio must include a minimum of three and a maximum of six essays. Three of the essays must be historiographical papers. Each committee member may ask the student to write one additional essay (5000 words maximum) on major historiographical themes or to produce historical narratives on themes addressed in their reading lists. All historiographical and narrative essays will be based on secondary sources. In the aggregate, these essays will demonstrate knowledge of the subject matter and historiography of the specified fields.
- Seminar paper(s) - Students will revise and include in their portfolio at least one of their seminar papers. The paper will serve to demonstrate competence in historical research and writing based on primary sources.
- Annotated syllabi - Students will develop two annotated syllabi, one for a survey course that they are likely to teach in the future and another for an upper-level course in their area of specialization. These syllabi must demonstrate subject knowledge and familiarity with sound pedagogies. The annotations should document and contextualize the scope of the course, major themes, desired learning outcomes, and methods of evaluation. Examples of appropriate annotations include the following: substantial essays that introduce and defend each syllabus; brief paragraphs that describe each lecture or class meeting; sample lectures, lesson plans, and practica; sample PowerPoint and keynote presentations; and sample assignments and evaluation criteria. The oral examination will include a defense of the syllabi.
- Optional materials - Students are encouraged to include additional materials that reflect their achievements and areas of competence. Optional materials may include: grant proposals; book reviews; teaching materials (including teaching evaluations); website and/or digital

materials; evidence of language acquisition or specialized research skills; conference papers and/or other professional writing; and oral histories or archival projects.

- Nota Bene - A dissertation proposal should not be included in the portfolio. The proposal must be defended separately after students have advanced to candidacy.

### **Advisory Committee**

- The advisory or portfolio committee will consist of three members of the University's graduate faculty. The student's major professor, who must be a member of the department of history, will chair the advisory committee. Only one committee member may hold an appointment outside of the history department. (Faculty with appointments in history and other units are members of the department of history. Special provisions do not apply).
- Faculty members may serve on portfolio committees while on leave only when they are available to hold regular consultations. Teleconferences are permissible.

### **Portfolio Fields**

Each member of the advisory or portfolio committee will be responsible for evaluating students in one of three required fields. Each field must be substantially different in scope and content, as determined by the members of the committee.

The required fields are:

- Geographic/temporal - The geographic and temporal limits of this field should correspond to the student's area of specialization. Examples include Early America, Early Modern Atlantic, 19th c. Latin America, Modern Europe, and 20th c. US South.
- Comparative/thematic - The comparative field is defined by a broad geographical scope and delimited thematic boundaries. Examples include Atlantic Slavery, Post emancipation Societies in the Americas, Gender and Nationalism in Europe, and Labor and Migration.
- Open field - This field may be defined geographically or thematically. The members of the committee will ensure that the content is distinct from the two other fields included in the portfolio and that the three fields constitute a coherent whole.

### **Portfolio Preparation & Approval**

- During their fourth semester of coursework, doctoral students will constitute a portfolio committee and submit a preliminary draft of their portfolio to their major professor for review.
- During their fifth semester in the doctoral program, the semester of portfolio preparation, students will enroll in HIST 9010 (Directed Study in History) for up to nine credit hours.
- During the first month of classes of the fifth semester, students will circulate their preliminary portfolio and convene their committee to discuss with each member what needs revising and what new elements must be included for each field.

- Students will spend their fifth semester preparing their portfolios to meet these obligations, in regular consultation with committee members. Students will meet with each committee member at least three times during the semester. Students will bear primary responsibility for scheduling and keeping appointments. If a student is absent or unprepared for scheduled meetings, committee members will notify the student's major professor.
- Once the portfolio is complete and satisfactory to the major professor, it will be circulated to other committee members. The oral exam, which should take place during the students' sixth semester of study, will not be scheduled until all committee members have agreed that the portfolio itself satisfies the objectives detailed above. If a committee member, after working with the student, deems the relevant portfolio elements unacceptable, he or she will notify the student and the major professor. A faculty member supervising a field has final say on whether or not a student has demonstrated competency. If the major professor and the committee member cannot provide the student with guidance about how to achieve approval, the student and/or major professor may submit the portfolio to the graduate coordinator and the graduate studies committee for review. The graduate studies committee may require improvements, recommend the constitution of a new portfolio committee, and/or find that the student has not made satisfactory progress.

### **Scheduling Oral Examinations**

- Oral examinations may not be taken until the student has completed all required coursework except HIST 8001 (Teaching History in Colleges and Universities).
- Oral examinations must be completed within two semesters after the completion of all required course work, except HIST 8001 (Teaching History in Colleges and Universities).
- A final program of study must be submitted to the Graduate School prior to the semester of portfolio preparation.
- As the Graduate School must be notified at least two weeks in advance of the date set for comprehensive examinations, students are responsible for notifying the graduate coordinator at least three weeks in advance of the date set for comprehensive examinations.

### **Conduct of the Oral Examinations**

- The oral comprehensive examination is open to all members of the faculty and will be announced by the Graduate School.
- The defense of the portfolio will be part of the oral examination, which must not exceed two hours in total length. All members of the committee should be present for the duration of the examination. One committee member may participate via teleconference if the Graduate School's requirements (as detailed in the Graduate Coordinator's Handbook) are met. The committee may enquire about anything contained in the portfolio. Students should expect to answer questions about their reading lists and historiographical essays, seminar paper(s), syllabi, and other materials.
- The major professor, in consultation with committee members, is responsible leading the examination and ensuring that each committee member has equal time for asking questions.

- The oral exam is a stand-alone part of the comprehensive examination process. Students whose portfolios have been approved may fail all or parts of the oral exam.
- If a student fails one field of the oral exam, he or she may petition the graduate studies committee to retake only that field, but only after thirty days have elapsed.
- If a student fails two or more fields of the oral exam, he or she is considered to have failed the exam as a whole and must retake all fields. The student may then petition the graduate studies committee to retake the exam, but only after thirty days have elapsed.
- Students who fail the oral exam a second time may not proceed to PhD candidacy and will be remanded to the MA program.
- The graduate studies committee, in consultation with the portfolio committee, will review the progress of doctoral students who do not complete the oral examination by the end of their third year in the graduate program. The assistantships of students deemed to have made inadequate progress will not be renewed, unless the graduate studies committee approves a plan with an amended timetable that will allow the student to advance to candidacy in one semester.
- The results of the oral examination must be reported to the Graduate School within two weeks following the oral examination.

### **Dissertation Proposal**

- By the end of the first full semester after a student has passed the comprehensive examinations, the major professor must submit for the approval of the graduate coordinator a list of three faculty members (with one faculty designated as chairperson) to serve as the student's dissertation committee. A fourth member may serve on the committee with the approval of the major professor and graduate coordinator.

The three members are normally those who served on the student's advisory committee for the portfolio review and comprehensive examination, but this is not required. All three must be faculty members knowledgeable in the areas of the student's research. Three of the committee members, including the chairperson, must belong to the graduate faculty. One additional member of the committee may come from outside the department.

- By the end of the first full semester (exclusive of summer semester) after the portfolio defense and oral examination, the student must submit a dissertation proposal to the advisory committee that will read the dissertation.
- The dissertation proposal should range from 5000 to 7500 words, including footnotes.
- The proposal must include the following:
  - a statement of justification for the dissertation topic;
  - a tentative bibliography;
  - results of preliminary research;
  - a statement of the anticipated results of the research.
- A copy of the proposal must be filed with the graduate coordinator's office, where it will be available to other faculty members and graduate students.

- The advisory committee will meet with the student to discuss and determine the value and feasibility of the proposed topic.
- The student must advise the graduate coordinator as to the date and place of the meeting on the dissertation proposal at least one week before the meeting takes place. The graduate coordinator will publicize the event, with all faculty members and graduate students invited to attend.
- Approval of the dissertation proposal signifies that members of the advisory committee believe that it proposes a satisfactory research study. Approval requires the agreement of the advisory committee with no more than one dissenting vote.
- If approved by the advisory committee, the chairperson and major professor must sign a copy of the proposal and deliver it to the graduate coordinator for placement in the student's file.

### **Admission to Candidacy**

- After successful defense of the dissertation proposal, the student is responsible for initiating an application for admission to candidacy. Please see the graduate coordinator's assistant for filing procedures and consult the degree checklist to ensure that the documents are submitted to the Graduate School on time.
- This application must be filed at least one full semester before the date of graduation.
- This application is a certification by the student's major department that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that:
  - all prerequisites set as a condition to admission have been satisfactorily completed;
  - research skills requirements have been met;
  - the final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School;
  - an average of 3.0 (B) has been maintained on all graduate courses taken and on all completed courses on the program of study (no course with a grade below C may be placed on the final program of study);
  - portfolio and oral examinations have been passed and reported to the Graduate School;
  - the advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment;
  - a dissertation proposal has been approved;
  - the residence requirement has been met.
- After admission to candidacy, a student must register for a combined total of ten hours of dissertation (HIST 9300) or other appropriate graduate credit during the completion of the degree program.
- Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours.
- The student must also meet all other deadlines for graduation in that semester.



- Students must register for a minimum of three hours of credit in any semester when they are using University facilities, and/or faculty or staff time. This includes candidates who are not in residence during the time they are working on the dissertation.

### **The Dissertation**

- In the dissertation, the student is expected to display a critical capacity for independent research in primary and secondary sources. The resulting synthesis must constitute a contribution to historical knowledge, and it must reveal qualities of insight and sound judgment in the handling of historical materials.
- For all matter of style and form in the dissertation, the approved guide is the most recent edition of Kate L. Turabian, *A Manual for Writers of Term Paper, Theses, and Dissertations*.
- Deadlines for completing the dissertation in any given semester are published regularly by the Graduate School, and they must be strictly observed.
- Students should allow the committee members at least four weeks to read the dissertation.
- Students are strongly advised not to attempt summer school graduation unless their dissertations are in the hands of the advisory committee before the end of the spring semester.

### **Dissertation Approval and Defense**

- When the major professor is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read.
- The major professor will then distribute copies of the dissertation to the remaining members of the advisory committee and schedule a final oral defense. The committee members must have at least four weeks to read and evaluate the completed dissertation.
- Committee members must notify the major professor of their decisions in writing, before a dissertation may be approved as ready for the final defense. No more than one dissenting vote may be allowed for the approval of the dissertation. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the graduate coordinator, who will notify the Graduate School.
- The defense of the dissertation is conducted after the approval of the dissertation by the advisory committee. The defense will be chaired by the student's major professor and attended by all members of the committee. One committee member may participate via teleconference if the Graduate School's requirements (as detailed in the Graduate Coordinator's Handbook) are met.
- The defense normally lasts two hours and concerns primarily the dissertation and the field in which it lies.
- Students must inform the graduate coordinator at least three weeks in advance of the defense. The graduate coordinator must notify the Graduate School at least two weeks prior to the defense. The Graduate School will subsequently announce the time and place of the defense of the dissertation to the University community.

- The defense is open to all members of the University community. All faculty members and graduate students are invited to attend.
- The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote, and must certify their approval in writing. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester.
- Once the dissertation has been approved by the advisory committee and the final oral examination has been passed, the dissertation must be submitted to the Graduate School for final approval no later than two weeks prior to graduation of the following semester.
- Dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.
- The Graduate School requires any degree candidate to be registered for HIST 9300 during the semester in which the dissertation is to be completed and the degree received.
- Any candidate for the doctoral degree who fails to take the final oral examination (the dissertation defense) within five years after passing the comprehensive examinations will be required to re-take and pass the comprehensive examinations and be readmitted to candidacy before proceeding with his or her degree program.

### **Submitting the Dissertation**

- One complete formatted copy of the dissertation must be submitted electronically to the Graduate School for a format check no later than four weeks prior to graduation.
- The Graduate School must receive the final defense approval form and an electronic submission of the corrected dissertation no later than two weeks prior to graduation. This official copy of the dissertation will be electronically submitted by the Graduate School to the Main Library for archiving.
- Students may not submit dissertations to the Graduate School for format checking or the dean's approval between the last day of classes and late registration of the following term.

### **Graduate Assistantships**

The Department of History is usually able to offer departmental assistantships to full-time students admitted to the doctoral program. In addition to the University and Regent's policies and *The TA Handbook* (Center for Teaching and Learning), the following general conditions apply:

- While assistantships are awarded on a year-to-year basis, students accepted from other institutions into the PhD program and offered departmental TA funding normally receive it for six years. These students must use their six years of funding within seven academic years of their initial enrollment in the graduate program. Students who received an M.A. in History from the University of Georgia and are then accepted into the Ph.D. program and offered departmental TA funding usually receive it for four years. These students must use their four years of funding within five academic years of their initial enrollment in the

graduate program. The last year of funding is contingent on the student having completed all degree requirements other than the dissertation itself, including comprehensive exams and the dissertation proposal defense.

- Students who enter the graduate program without departmental TA funding, but who are then later offered funding, can expect to receive such funding for a pro-rated period consistent with their year of entry and the policies outlined above.
- Reappointment is made on the basis of satisfactory academic progress, acceptable performance of assigned duties, and the availability of funding.
- Departmental assistantships are subject to termination at any time that it is determined that the student is failing to make satisfactory academic progress or failing to perform his/her assigned duties in an acceptable manner.
- Students who wish to interrupt their departmental assistantships may request a leave of absence from the graduate coordinator. All such leave requests must be made in writing (email is fine), and they must clearly spell out why the leave is being requested and when the departmental assistantship will be resumed. The Graduate School must approve all leave requests.
- All approved leaves are subject to the funding timeframes outlined above. Any leave taken without a formal written request, or in defiance of the denial of such a request, may result in the student forfeiting some or all remaining funding. If a student submits a leave request, has his/her leave granted, and then has a change of plans, his/her TA funding for the requested leave period can be restored only at the discretion of the graduate coordinator, subject to departmental needs.
- Teaching assistants are expected to maintain a 3.0 average in their courses, and they must remove any “incomplete” grade(s) incurred in one academic year before the beginning of the next academic year.
- Departmental assistants are expected to devote full time to their studies. Other concurrent employment while holding an assistantship is strongly discouraged.
- Departmental assistants can expect their duties to involve assisting professors as graders and discussion section leaders. After passing their comprehensive exams and completing HIST 8001 (Teaching History in Colleges and Universities), students are permitted to develop and teach their own courses.
- Students may also apply to the graduate coordinator to teach courses as Graduate Teaching Assistants, paid on a course-by-course basis, after their TA funding has expired.