

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

I. Introduction

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

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

Revised April 2023



I. Introduction

Program Overview

The University of Georgia (UGA) department of history's graduate program grants the MA and PhD degrees. Internationally recognized and award-winning faculty serve as advisors for graduate students in a relatively small program, providing opportunities for individualized mentoring. Graduate students enjoy the academic resources of a major research university while developing marketable skills as educators. The program's MA and PhD graduates work in both academic and professional fields, including as tenure-track professors, archivists, academic advisors, editors, public historians, and museum curators.

Global Expectations of all Students

Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment.

Academic Honesty

Academic honesty is defined as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All students are required to follow the academic honesty policy and adhere to the UGA Student Honor Code adopted by the Student Government Association and approved by the University Council May 1, 1997: *"I will be academically honest in all my academic work and will not tolerate academic dishonesty of others."* All students agree to follow this code by signing the Admissions Application.

In addition, the department adheres to the American Historical Association's (AHA) definition of plagiarism in its [Statement on Standards of Professional Conduct](#): "The expropriation of another author's work, and the presentation of it as one's own, constitutes plagiarism and is a serious violation of the ethics of scholarship."

The department follows the procedures laid out in "[A Culture of Honesty](#)," UGA's academic honesty policy. By enrolling in courses at the university, students agree to be bound by the academic honesty policy. Every student has an obligation to know the policy. Lack of knowledge regarding the policy is not an acceptable response to an allegation of academic dishonesty.

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's [Master of Arts Degree requirements](#).

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.
- Students are required to meet the minimum residence requirement of two semesters, which do not have to be consecutive.
- Students must complete all requirements for the degree within six years of their first registration for graduate courses on the program of study. The graduate studies committee may grant an extension of time 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 evaluating and approving the student's program of study, reading and approving the thesis, and administering the final examination.

Composition of the committee is subject to the following regulations:

- The advisory committee for the MA degree must consist of a minimum of three members.
- The major professor and at least one of the other members must be members of the graduate program faculty at UGA.
- The third member may be a member of another department's or program's graduate faculty at UGA or, with the approval of the departmental graduate faculty and the dean of the Graduate School, a person with a graduate degree holding a permanent teaching or research position at UGA.

- The third member may also be a non-UGA faculty member with a terminal degree in their field of study.
- No more than one non-UGA scholar may serve as a voting member.
- If there are more than three members on the committee, a majority must be members of the graduate faculty.
- 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. The student will first submit the program of study to their major professor and all members of the advisory committee for approval. If approved, the student will submit a paper copy of the form, completed as fully as possible, to the the graduate coordinator assistant by the end of their first year in residence for initial review. Once approved, the student will submit the form to Gradstatus.uga.edu.

The student must complete this step no later than Friday of the second full week of classes during the semester in which the student completes degree requirements. Exception: If the student will complete degree requirements during summer term, they must submit their program of study by the Friday of the first full week of classes in the summer semester.

The program of study must constitute a logical whole, and must comprise a minimum of 10, 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 geographical area.
 - Students working in geographical fields in which the department offers fewer than two colloquia during their coursework 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.
 - This substitute course can:

- Be an independent study course 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 three hours of HIST 7300 (Master's Thesis). Students can only enroll in this course after they have completed all coursework.
- 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 (independent study) courses;
 - Be taken outside the department of history.

Additional Course Requirements

- All students must take a GradFirst Seminar during the first two semesters in the MA program.
- All students must take HIST 7400 (Professional Development for Historians).
- All students must take HIST 7900 (The Theory and Practice of History). The student must take this course during their first semester in the MA program or on the first occasion the course is offered.
- A maximum of six hours of HIST 7000 (Master's Research) and three 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.

Acceptance of Credit by Transfer

- MA students enrolled in the history program at UGA may take courses at other accredited institutions for transfer of credit to UGA if similar courses are not offered in the department. These credit hours cannot concomitantly count toward a degree program at the other institution.

- Such transfer of credit cannot exceed six semester hours and must fall within the time limit of the degree.
- A request for transfer of credit cannot be made until a student has been admitted to UGA as a prospective candidate for a degree.
- These courses must constitute a logical part of the student’s program and must be included in the student’s program of study. Both the student’s major professor and the graduate coordinator must recommend the courses for approval by the dean of the Graduate School.
- The student cannot transfer any grade below a “B.”
- Transfer grades are not used in calculating cumulative GPAs.
- Transfer credit may not count toward:
 - The requirement that 12 of the hours on the program of study must be open to graduate students only.
 - The University’s residency requirement. If the student has not satisfied the residency requirement 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.
- Courses transferred for the MA degree may not be used in fulfilling the following course requirements:
 - Master’s research (7000);
 - Thesis writing (7300);
 - Directed study courses.
- All requests for transfer of credit, with accompanying official transcripts, must be made in the Graduate School at least 30 days prior to the time 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. MA students 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 their third semester of full-time study.

The student may satisfy this requirement by one of the following methods:

- Earning a grade of a “B” or higher in a UGA 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 a “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 a “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 a “B” or higher in one digital humanities course specifically designed for graduate students. For students seeking skills in Geographic Information Systems, these courses include but are not limited to HIST 7500, GEOG 6370/6370L, GEOG 6370E, GEOG 6385, GEOG 6410, and graduate courses in history specifically designed to satisfy the research skills requirement.

Thesis Proposal

- The thesis proposal should range from 1000 to 2000 words, including footnotes, not counting bibliography.
- The thesis proposal will include a description of the thesis subject, a discussion of primary sources where applicable, a review of the literature, a tentative bibliography, and anticipated significance of the research.
- Students must submit thesis proposals to their advisor no later than midpoint of third semester in residence (October 15 if on typical schedule for spring graduation).

- After making any changes suggested by the advisor, students must submit their revised proposal to the rest of the advisory committee no later than one month before the final day of classes of their third semester in residence.
- The advisory committee will meet with the candidate, decide the feasibility and significance of the proposed topic, and participate actively in the development of the thesis. To ensure all committee members can attend, the student should coordinate with members to set the date and time for this meeting as soon as the advisor approves the proposal for distribution to the committee.
- If the committee approves the thesis proposal, the student will provide the graduate coordinator and the graduate coordinator assistant with a signed copy of the approved proposal.
- If the committee does not approve the thesis proposal by 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 who the committee deems to have made inadequate progress may 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 also include a clear statement of its significance or where it fits in the relevant historiography.
- The thesis should constitute 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, and not including bibliography.
- 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 student should deliver a draft of the thesis to their advisor at least one and one-half months before the projected defense.
- Normally, advisors should return the thesis drafts within two to three weeks.

- The student and advisor shall agree on a feasible set of revisions, which the student must complete before delivery of the thesis to the rest of the committee.
- After the student receives advisor approval of the thesis, they must deliver the revised thesis to the rest of the advisory committee at least two weeks prior to the projected thesis defense.
- The committee may require revisions that delay the defense.

Final Examination (Thesis Defense)

With the written assent of the other committee members, the student will schedule a final oral examination, to be 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 and graduate coordinator assistant at least two weeks in advance of the final oral examination. With the student's approval, the department will publicize the event and invite faculty, students, and other interested parties to attend a portion of the defense.
- The student and committee chair must appear in person, but other committee members can participate via teleconference or video conference if the Graduate School's requirements (as detailed in the Graduate Coordinator's Handbook) are met. If the major professor is unable to attend the defense in person, they can designate a substitute chair who is a current member of the committee. Under extenuating circumstances with approval by the department and graduate coordinator, a defense can be held completely remotely.

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 Center for Teaching and Learning's [TA Policy](#), 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 dependent on satisfactory academic progress, acceptable performance of assigned duties, and the availability of funding.
- All *new* graduate teaching assistants must attend a university-wide workshop held for graduate teaching assistants prior to the beginning of fall semester classes. Graduate students who have no prior successful teaching experience at the college level must enroll in GRSC 7770 or participate in an equivalent departmental training before or concurrent with being assigned teaching responsibilities.
- 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. A leave of absence will be granted only for good cause such as serious medical and health-related issues; major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth, or adoption: time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.
- All approved leaves are subject to the funding time frames 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 their leave granted, and then has a change of plans, their TA funding for the requested leave period can be restored only at the discretion of the graduate coordinator, subject to departmental needs.
- Departmental assistants must register for at least 12 credit hours per semester but are encouraged to register for up to 18 credit hours per semester. Between completing all required courses and completing 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. The department strongly discourages other concurrent employment while holding an assistantship.

TA Evaluations and Probationary Policy

All students who serve as graduate teaching assistants will be evaluated by the professor of record every semester. If the professor of record deems the student's performance unsatisfactory, the graduate coordinator will notify the student, who has a right to read the individual evaluation. This notification serves as a first warning. A second unsatisfactory evaluation in a consecutive semester will result in probation. A third warning in a consecutive semester will result in the loss of the TAship for the following one semester.

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.

In addition to termination due to the student's inability to perform their teaching duties effectively or maintain their GPA, departmental assistantships are subject to termination if the student is failing to make satisfactory academic progress.

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's [Doctor of Philosophy Degree requirements](#).

Admission, Residency, and 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 will be available within the applicant's field of study, and that the proposed research can be adequately supported and directed.
- Students applying to pursue graduate studies in history who do not either hold an MA degree or expect to complete one before beginning the program 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 to the PhD program 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; six years is the expected time to 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 do not count toward 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 starting at the first registration for graduate courses on the program of study.
- Candidates for doctoral degrees who do not complete and defend their dissertation within five years after being admitted to candidacy will be required to take their comprehensive examinations again and be admitted to candidacy a second time.

Program of Study

Students must submit a final program of study prior to the comprehensive examinations. The student will submit a paper copy of the form, completed as fully as possible, to the the graduate coordinator assistant by the end of their first year in residence for initial review. Once approved, the student will submit the form to Gradstatus.uga.edu. The major professor and the graduate coordinator must approve the program of study before submitting it 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:

- All students must take at least four colloquia (12 semester hours).
- 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 colloquium 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 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 cannot count toward this requirement. The student's major professor and advisory committee must approve the course.
 - Independent study courses may count toward this departmental requirement with the approval of the major professor and graduate coordinator; note that independent study courses do not satisfy the Graduate School's required hours of 8000- and 9000-level courses.
- Students enrolled in a graduate certificate program within their first two semesters of matriculation may substitute one required certificate course at the 7000- or 8000-level for one history department-required colloquium course.
- For all students: at least 16 semester hours of the full 30 hours must be 8000- and 9000-level courses. Students who do not possess an MA in history must take an additional

four semester hours of UGA 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.
- These 16 hours must include:
 - A minimum of two 8000-level seminars. Students who do not possess an MA degree in history must take at least one additional seminar.
- A GradFirst Seminar in any department during the first two semesters in the PhD program.
- HIST 7400 (Professional Development for Historians).
- HIST 7900 (The Theory and Practice of History).
 - The student must take this course during their 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.
- HIST 8001 (Teaching History in Colleges and Universities).
- A minimum of three semester hours of HIST 9300 (Doctoral Dissertation).

Additional courses

- Students not enrolled in a graduate certificate program may take a maximum of two courses outside the department of history.
- Students enrolled in a graduate certificate program within their first two semesters of matriculation may take more than two courses outside the department of history as long as they meet the requirements listed for the program of study.

- One split level course will be allowed (4000/6000-level); the student may add a second 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. The student must meet this requirement prior to the oral examination. They can do so by one of the following methods:

- Earning a grade of B or higher in a UGA 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 (this is acceptable only in semesters where the language department is not offering the exam). 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 (4 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 (GIS),

such courses include but are not limited to HIST7500, GEOG 6370/6370L, GEOG 6370E, GEOG 6385, and GEOG 6410.

- Earning a grade of B or higher in any graduate courses in history specifically designed to satisfy the research skills requirement.

Acceptance of Credit by Transfer

- No courses taken prior to a doctoral student's admission into their degree program at UGA are eligible for transfer.
- Doctoral students enrolled in the history program at UGA may take courses at other accredited institutions for transfer of credit to UGA if similar courses are not offered in the department. These credit hours cannot concomitantly count toward a degree program at the other institution.
- Such transfer of credit cannot exceed nine semester hours and must fall within the time limit of the degree.
- These courses must constitute a logical part of the student's program and must be included in the student's program of study. Both the student's major professor and the graduate coordinator must recommend the courses for approval by the dean of the Graduate School.
- The student cannot transfer any grade below a "B."
- Transfer grades are not used in calculating cumulative GPAs.
- Courses transferred for the doctoral degree may not be used in fulfilling the following:
 - Requirement that a minimum of 16 hours of 8000- or 9000-level courses be included on the program of study;
 - The University's residence requirement. If the student has not satisfied the residency requirement 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.
- All requests for transfer of credit, with accompanying official transcripts, must be made in the Graduate School at least 30 days prior to the time the student plans to graduate.

Major Professor and 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. After consultation with the appropriate faculty members, the graduate coordinator will recommend the committee to the dean.

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 committee must consist of at least three, and at most five, members including the major professor.
- The major professor and at least one of the other members must be members of the UGA history department's graduate faculty.
- Members of the graduate faculty of other UGA units serve on the committee with the approval of the major professor and graduate coordinator.
- Only one committee member may be non-UGA faculty; this person must have a terminal degree in their field of study.
- Students may request exceptions to these rules. Requests are subject to the approval of the graduate studies committee.
- Students have the right to change advisors and advisory committee members at any time. However, they must inform the graduate coordinator of their decision and submit the necessary paperwork.
- Faculty with dual appointments in history and other units are members of the department of history. Special provisions do not apply.

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 to the graduate coordinator:

- A list of all instructors from whom they have taken classes. The graduate coordinator will contact instructors for written evaluations of the students' course work.
- An updated CV. The CV should include, along with the traditional information, a list of all the major papers written in their courses at UGA so far. Each entry shall contain the full title of the paper, date of completion, and for which course and professor it was written.
- An example of written work done at UGA.
- A statement from the student's doctoral advisor evaluating the student's performance in the program.

The graduate coordinator will inform any students who are not making satisfactory progress in the program. Within a month of receiving this information, the student will submit to their major professor and the graduate coordinator a detailed one-page plan for finishing any outstanding incompletes and making progress toward completion of the portfolio in their third year.

Students not approved for continuation in the PhD program may be transferred to the MA program, according to the discretion of the graduate studies committee.

Receiving an MA 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 while in the 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 committee approves the request, the student must then submit a letter of intent to the department; the student's major professor and the graduate coordinator must sign the letter to indicate departmental approval. The graduate coordinator then sends the letter to the Graduate School. The student must apply for graduation by the deadline for the anticipated graduation semester for the MA degree. The

* The process of portfolio preparation and defense functions as review of progress in the third year, and the prospectus functions as review of progress in fourth year. For annual reviews in the remaining years of program (years five and six) see below.

student also must submit all other forms for the MA degree by published deadlines for approval by the dean of the Graduate School prior to the conferral of the MA 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. The student's advisory committee administers portfolios and oral examinations (see above, "Major Professor and Advisory Committee").

A doctoral portfolio is a collection of the best work a graduate student produces during coursework along with 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 the student's training in various fields. 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 students will generate the lists both from readings they completed during coursework and from new readings aimed at addressing specific research and teaching goals during the portfolio preparation stage. Each reading list will consist of no more than 50 books. Students may also include articles, 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 ranging from 5,000 to 10,000 words. Each committee member may ask the student to write one additional essay (5,000 words maximum) on major historiographical themes or to produce historical narratives on themes addressed in their reading lists. Students must base all historiographical and narrative essays on secondary sources. In the aggregate, these essays will demonstrate the student's 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 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 presentations; and sample assignments and evaluation criteria. The oral examination will include a discussion 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 – Students should not include a dissertation proposal in the portfolio. The student must defend the proposal separately after they have advanced to candidacy.
- 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, nineteenth-century Latin America, Modern Europe, and twentieth-century 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 portfolio's two other fields and that the three fields constitute a coherent whole.

Portfolio Preparation and Approval

- During their third semester of coursework, doctoral students will submit a portfolio plan (approximately two pages) to their major professor for review. This should include a brief description of what each of the fields will be, which faculty members the student hopes to have supervise each field, and which extant papers the student plans to include. The research papers included in the portfolio do not necessarily have to fit the comps fields.
- In consultation with the major professor, students should constitute a portfolio committee by the end of the third semester.
- Early in the fourth semester, the entire committee should meet with the student to discuss the portfolio plan. The committee may propose changes such as the revision or expansion of papers already written, changes in fields, and the inclusion of additional papers.
- During their fourth semester of coursework, doctoral candidates should draw up their reading lists and review them with committee members, who may add or change titles within the limits of the above rules.
- Students must submit a final program of study to the Graduate School prior to the semester of portfolio preparation.
- 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 draft portfolio among the committee to discuss with each member what needs revising and what new elements must be included for each field.

- Students will spend the remainder of their fifth semester preparing their portfolios to meet these obligations. 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, the student will circulate it to other committee members. The student cannot schedule the oral exam, which should take place during the student's sixth semester of study, 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, they will notify the student and the major professor. A faculty member supervising a field has final say on whether 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

- Students may not take their oral examinations until they have completed all required coursework except HIST 8001 (Teaching History in Colleges and Universities).
- Students must complete oral examinations within two semesters after the completion of all required course work except HIST 8001 (Teaching History in Colleges and Universities).
- As the graduate coordinator must notify the Graduate School at least two weeks in advance of the date set for comprehensive examinations, students are responsible for notifying the graduate coordinator and the graduate coordinator assistant at least three weeks in advance of the date set for comprehensive examinations.

Conduct of the Oral Examinations

- The defense of the portfolio will be part of the oral examination, which must not exceed two hours in total length. All committee members should be present for the duration of the examination. The student and committee chair must appear in person, but other committee members can participate via teleconference or video conference if the Graduate School's requirements (as detailed in the Graduate Coordinator's Handbook)

are met. If the major professor is unable to attend the defense in person, they can designate a substitute chair who is a current member of the committee. Under extenuating circumstances with approval by the department and graduate coordinator, a defense can be held completely remotely. The committee may enquire about anything contained in the portfolio. Students should expect to answer questions about their reading lists and historiographical essays, as well as seminar paper(s), syllabi, and other materials.

- The major professor, in consultation with committee members, is responsible for 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 30 days have elapsed.
- If a student fails two or more fields of the oral exam, they are 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 30 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 fail or do not complete the oral examination by the end of their third year in the graduate program. The department will not renew the assistantships of students deemed to have made inadequate progress, unless the graduate studies committee approves a plan with an amended timetable that will allow the student to advance to candidacy in the next semester (exclusive of summer semester).
- The graduate coordinator will report the results of the oral examination to the Graduate School within two weeks following the oral examination.

Dissertation Proposal

- By the middle of the first full semester (exclusive of summer 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 advisory committee. A fourth

member may serve on the committee with the approval of both the major professor and the 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. Stipulations as to whom may serve on the portfolio committee also apply to the advisory committee (see above, "Major Professor and Advisory Committee").
- By the middle of the first full semester (exclusive of summer semester) after the portfolio defense and oral examination, the student must submit a draft dissertation proposal to their advisor. Students should allow time for revisions and the possibility that the advisor will need to read more than one draft of the proposal. Advisors will typically return each submitted draft, with comments, within two to three weeks.
- After the advisor deems the proposal ready for distribution, the advisory committee will receive the revised dissertation proposal. This must occur no later than the end of the first full semester (exclusive of summer semester) after the portfolio defense and oral examination.
- The dissertation proposal should range from 5000 to 7500 words, including footnotes, and not including bibliography.
 - The proposal must include the following:
 - A description of the dissertation topic;
 - A justification for the dissertation topic;
 - A tentative bibliography;
 - A discussion of sources and methodology;
 - Results of preliminary research;
 - A statement of the anticipated results of the research.
- The student must file a copy of the proposal to the graduate coordinator, who will make it 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 and graduate coordinator assistant 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 assistant 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 articulates a satisfactory research study. Approval requires the agreement of the advisory committee with no more than one dissenting vote.
- If the advisory committee approves the proposal, the major professor must sign a copy of the proposal and deliver it to the graduate coordinator for placement in the student's file.
- If more than one member of the committee determines the proposal does not clearly articulate a significant and practicable dissertation project, the student must re-submit a substantially revised proposal the following semester (exclusive of summer semester).
- Students whose second proposal draft is deemed unsatisfactory by more than one member of the committee may not proceed to PhD candidacy and will be remanded to the MA program.
- The graduate studies committee, in consultation with the advisory committee, will review the progress of doctoral students who do not complete the dissertation proposal defense by the mid-point of their fourth 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 the following semester (exclusive of summer semester).

Admission to Candidacy

- After successful defense of the dissertation proposal, the student is responsible for initiating an application for admission to candidacy. The student must consult with the graduate coordinator's assistant for filing procedures and consult the degree checklist to ensure that they submit documents to the Graduate School on time.
 - Exception: Students holding UGA fellowships (e.g., GSRA) requiring them to advance to candidacy by the end of their third year in the program may apply for admission to candidacy immediately after passing comprehensive exams, pending approval of the graduate coordinator and their major professor.

- The student must fill out this application 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:
 - The student has completed in a satisfactory manner all prerequisites set as a condition to admission;
 - The student has met the research skills requirements;
 - The advisory committee, the graduate coordinator, and the dean of the Graduate School have approved a final program of study;
 - The student has maintained an average of 3.0 (B) on all graduate courses taken and on all completed courses on the program of study (the student cannot include any course with a grade below C on the final program of study);
 - The student has passed the portfolio and oral examinations and reported those results to the Graduate School;
 - The student has confirmed the advisory committee, including any necessary changes in its membership, and notified all its members of their appointment;
 - The advisory committee has approved the dissertation proposal;
 - The student has met the residence requirement.
- After admission to candidacy, a student must register for a combined total of 10 dissertation credit hours (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 10 hours.
- The student must also meet all other deadlines for graduation in that semester.
- Students must register for at least three credit hours in any semester when they are using UGA facilities, and/or faculty or staff time. This includes candidates who are not in residence while working on the dissertation.

Annual Reviews in Years Five and Six (and beyond, if necessary)

The format of the evaluation may vary, but all students beyond their fourth year in the program should expect to provide to the graduate coordinator (by April 15):

- An updated CV.
- A brief statement of 500 words detailing progress made on the dissertation, followed by a timeline of completion.
- A statement from the student's major advisor evaluating the student's performance in the program.

The graduate coordinator will inform any students not making satisfactory progress in the program.

The Dissertation

- In the dissertation, the student is expected to display a critical capacity for independent research in primary and secondary sources. The resulting document must constitute a contribution to historical knowledge, and it must reveal qualities of insight and sound judgment in the handling of historical materials. Dissertation length is subject to the approval of the major professor and advisory committee but typically should fall between 200-300 pages, not counting bibliography.
- For all matters 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.
- While committee members are free to read drafts of individual chapters, students must submit a draft of the complete dissertation to their advisor before distributing it to the committee. The student should allow the advisor at least four weeks to read the dissertation and should leave time for revisions.
- Once deemed acceptable to the advisor, the candidate will circulate the dissertation to the other committee members, allowing them at least four weeks to evaluate 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 Defense

- Committee members must notify the major professor of their decisions in writing before the committee can approve a dissertation as ready for the final defense. The agreement of the advisory committee is achieved with no more than one dissenting vote. 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 will likely be delayed until the following semester, so the student can make the required revisions.
- The dissertation defense occurs after the advisory committee approves the dissertation. The student's major professor will chair the defense, and all committee members will attend. The student and committee chair must appear in person, but other committee members can participate via teleconference or video conference if the Graduate School's requirements (as detailed in the Graduate Coordinator's Handbook) are met. If the major professor is unable to attend the defense in person, they can designate a substitute chair who is a current member of the committee. Under extenuating circumstances with approval by the department and graduate coordinator, a defense can be held completely remotely.
- The defense normally lasts two hours and primarily concerns the dissertation and the field in which it lies.
- Students must inform the graduate coordinator and graduate coordinator assistant 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.
- A portion of the defense is open to all members of the University community. All faculty members and graduate students are invited to attend this open portion.
- The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote and approve the final defense via the appropriate form in GradStatus. The major professor's/co-major professors' vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for the defense of the dissertation or thesis. 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.

- The advisory committee may approve the dissertation with minor changes, major changes, or no changes.
- Once the advisory committee has approved the dissertation, and the student has passed their final oral examination, the student must submit the dissertation to the Graduate School for final approval no later than two weeks prior to graduation of the following semester.
- Students who do not submit their dissertations by this deadline must defend their dissertation again, and the advisory committee must re-approve the defense before the Graduate School will consider the student for final approval.
- The Graduate School requires any degree candidate to be registered for HIST 9300 during the semester in which the dissertation is completed and the degree received.
- Any candidate for the doctoral degree who fails to complete 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

- The student must electronically submit one complete formatted copy of the dissertation 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. The Graduate School will submit the official copy of the dissertation 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 Center for Teaching and Learning's [TA Policy](#), 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, but only an officially approved leave of absence (see below) allows for this additional year. Students who decline a TA position to accept other support, such as an outside fellowship, a research assistantship or a teaching assistantship abroad, will forfeit that year of TA funding.
- Students who received an MA in History from UGA and are then accepted into the PhD 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, 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.
- All *new* graduate teaching assistants must attend a university-wide workshop held for graduate teaching assistants prior to the beginning of fall semester classes. Graduate students who have no prior successful teaching experience at the college level must enroll in GRSC 7770 or participate in an equivalent departmental training before or concurrent with being assigned teaching responsibilities.
- Students who wish to interrupt their departmental assistantships may request a leave of absence from the graduate coordinator. Students must make all such leave requests in writing (email is fine), and they must clearly spell out why they are requesting leave and when they will resume their departmental assistantship. The Graduate School must approve all leave requests. A leave of absence will be granted only for good cause such as serious medical and health-related issues; major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth, or adoption: time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.
- 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 their leave granted, and then has a change of plans, their TA funding

for the requested leave period can be restored only at the discretion of the graduate coordinator, subject to departmental needs.

- Departmental assistants are expected to devote full time to their studies. The department strongly discourages concurrent employment while holding an assistantship.
- 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, subject to instructional needs of the department and the discretion of the graduate coordinator.
- 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.

TA Evaluations and Probationary Policy

All students who serve as graduate teaching assistants will be evaluated by the professor of record every semester. If the professor of record deems the student's performance unsatisfactory, the graduate coordinator will notify the student, who has a right to read the individual evaluation. This notification serves as a first warning. A second unsatisfactory evaluation in a consecutive semester will result in probation. A third warning in a consecutive semester will result in the loss of the TAship for the following one semester.

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.

In addition to the adequate completion of TA duties, and the maintenance of their GPA, doctoral students must complete in a timely and satisfactory manner: coursework, the portfolio, the dissertation proposal, and the dissertation. If the graduate studies committee, in consultation with the major advisor and the graduate coordinator, deems a student not to be performing their academic duties, the student may have their funding revoked until incomplete work is finished.