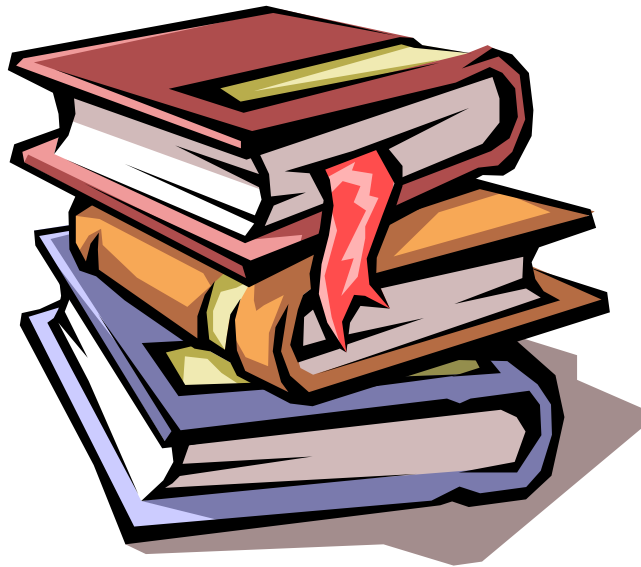


HISTORY DEPARTMENT
GRADUATE STUDIES OFFICE
POLICIES AND PROCEDURES
August 2008



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ABBREVIATIONS USED IN THIS HANDBOOK

ABD	All-But-Dissertation (technically Doctoral Candidate)	MA	Master of Arts
DGS	Director of Graduate Studies	PhD	Doctor of Philosophy
GPA	Grade Point Average	FTE	Full Time Equivalent Status
TA	Teaching Assistant	U of M	University of Minnesota
R/G	Reader/Grader	AHA	American Historical Association
RA	Research Assistant		

KEY DEPARTMENT AND UNIVERSITY OFFICES - CONTACT INFORMATION

History Department

614 Social Sciences
267 19th Avenue South
Minneapolis, MN 55455
612-624-2800 phone
612-624-7096 fax
<http://www.hist.umn.edu>

Chair: M.J. Maynes, mayne001@umn.edu
Associate Chair: Michael Lower, mlower@umn.edu
Associate Administrator: Sue Haskins, s-hask@umn.edu
Sr. Accountant: David Howe, howex028@umn.edu
Placement Officer: TBA
Placement File Asst: Derrick Aly, histplc@umn.edu

Graduate Studies Office

646 Social Sciences
histdgs@umn.edu
612-624-5840

Dir. of Graduate Studies: Anna Clark, clark106@umn.edu
Asst. to the DGRAD SCHOOL: Amanda Nelson, histdgs@umn.edu

Graduate School

Johnston Hall
101 Pleasant Street SE
Minneapolis, MN 55455
<http://www.grad.umn.edu/>

Student Services & Progress Office

101 Pleasant Street SE
316 Johnston Hall
Minneapolis, MN 55455
612-625-3490
http://www.grad.umn.edu/offices-contacts/student_services.html

Fellowship Office

314 Johnston Hall
101 Pleasant St. S.E.
Minneapolis, MN 55455
Phone: (612) 625-7579
E-mail: Grad_Schoolfellow@umn.edu
<http://www.grad.umn.edu/fellowships/>

Graduate Assistant Employment Office

Office of Human Resources
Donhowe Building
319-15th Ave SE
Minneapolis, MN 55455
Phone: (612) 624-7070
gaoinfo@tc.umn.edu
<http://www1.umn.edu/ohr/gao/>

Graduate Assistant Insurance Office

Boynton Health Services
Minneapolis, MN 55455
Phone: 612-624-6936 or 612-624-6640
gradins@bhs.umn.edu
<http://www.bhs.umn.edu/insurance/graduate/index.htm>

OneStop Student Services Center (Registrar, Financial Aid and Student Accounts Receivable assistance)

Phone: 612-624-1111 or 1-800-400-8636
<http://onestop.umn.edu/>

ADMINISTRATIVE ISSUES

On the university level, the Graduate Program in History is administered by The Graduate School and its six attendant policy and review councils and an Executive Committee.

The Graduate School catalog provides students with all information pertinent to graduate studies at the U of M and is the official source of information on the policies and procedures governing graduate education. The full text catalog is available on line at <http://www.catalogGradSchool.umn.edu/grad/index.html>, and in 309 Johnston Hall.

On the department level, the Graduate Program in History is administered by the Director of Graduate Studies, the assistant to the Director, and the Graduate Studies committee.

Each student bears responsibility for knowing and meeting the requirements of The Grad School and History Department (including filing and up-dating degree program forms, fulfilling and certifying language proficiency requirements, etc.).

SEMESTER CALENDAR

The U of M operates on a semester system. Apart from language courses, formal History graduate level courses are generally only offered in the Fall and Spring Semesters. Semesters are delineated as follows:

Fall Semester:	September–December	May Term:	May–June
Spring Semester:	January–May	Summer Session:	June–August

GRADUATE COURSES

Course offerings for a specific semester are listed in the U of M Class Schedule, available at <http://www.onestop.umn.edu/onestop/index.html>. Tentative Schedules are also posted at this site one to two semesters in advance.

Additionally, the Graduate Studies Office can provide students with proposed course schedules in History for two years in advance to facilitate Degree Program planning. For courses in other departments beyond the schedules available on line, students must consult with faculty and/or administrative staff in the relevant department/program.

E-MAIL ACCOUNTS

The U of M assigned e-mail account is the University's **official** means of communication with students. Students **must use** their officially assigned U of M e-mail account or take the necessary steps to forward the University email account to their preferred account.

The History Department advises that students check their e-mail accounts daily to remain updated on official communication from the History Department and other U of M offices. Ultimately, students are responsible for being aware of the contents of messages sent via e-mail. <http://www.mail.umn.edu/>.

ANNUAL STUDENT CHECK IN APPOINTMENTS

All students must schedule an “Annual Check In Appointment” with the Director of Graduate Studies (preferably during Fall Semester). The Check In provides an update on student progress over the preceding year and also provides back-up support to the advising relationship, ensuring that students have an opportunity to discuss program requirements and opportunities for funding and professional development. After the appointment, the Graduate Studies Office updates the advisor on the student's degree progress. The DGRAD SCHOOL meets with students individually for the purpose of ensuring satisfactory degree progress.

ADDRESS, E-MAIL, PHONE, AND NAME CHANGES

For accurate record keeping purposes, each student is responsible for immediately notifying the following of any change of address, e-mail, phone number, and/or name: 1) the U of M (see http://onestop.umn.edu/onestop/zredirect/Student_Account.html), 2) the Graduate Studies Office (via hisdGradSchool@umn.edu), and 3) the accountant of any department employing the student. Please note that notifying one of the three does not automatically notify the others; you are responsible for doing it.

MAILBOXES

Student mailboxes are located in 669 Social Sciences. Occasionally, postings and hard copies are put in students' mailboxes, along with any campus mail or US mail. If you are a graduate student living out of state, please be aware that the Graduate Studies Office will **not** send your mail to you. It is your responsibility to make arrangements with another student to have your mail sent to you.

STUDENT FILES

A record of each student's graduate career will be maintained in the Graduate Studies Office. Students have the responsibility and right to review their files periodically throughout the year.

Students should inform the Graduate Studies Office of awards, publications, fellowships, RAships, etc. to be included in their file.

FACULTY EVALUATIONS

Faculty who teach, advise, and work with graduate students are expected to write evaluations for the students' files. Faculty members are reminded at the end of each semester to write up evaluations on the students with whom they have had contact. The Graduate Studies Office has Evaluation Forms for History Graduate Students that faculty members can use. These evaluations are critical to the Graduate Studies Committee and the DGS in assessing the student's progress in the program, in selecting nominees for awards, and other opportunities, and in writing letters of recommendation and nomination. For these same reasons, advisors should send annual evaluation letters about their advisees to the Graduate Studies Office via an Evaluation Form, e-mail text/attachment or memo format. In the event of an unfavorable faculty evaluation, the graduate student may write a response that will be included in the student's file along with the original faculty evaluation.

ADVISING

Each student must have an advisor. The intellectual relationship between the student and the advisor is crucial. In choosing an advisor, the student is effectively deciding to concentrate in the advisor's area of study and to write the thesis or dissertation under the advisor's direction. A faculty member, by accepting the student as an advisee, agrees to act as teacher, counselor, and ultimately, judge. If at some point in a student's course of study a change of advisor or addition of a co-advisor seems desirable, the matter should be discussed with the DGS as well as with the current advisor(s) and prospective advisor(s). Such changes often take place in conjunction with various Grad School milestones, for example the filing of the Degree Program at the end of the first year, or the completion of the M.A. for students continuing on to the PhD. It is particularly at these moments that the student may realize that his or her intellectual interests have shifted and a different advisor might be most appropriate.

INITIAL ADVISOR

Many students arrive with only a very general notion of the direction they wish to take in their graduate career. During the admissions process, the Graduate Studies Committee appoints an initial advisor or advisors to each newly admitted student based on the student's application to the program and the initial advisor's agreement to advise. Co-advising situations include, for example:

- a student is considering two possible directions for graduate study, or
- a student intends to do comparative work, or
- each advisor represents a different aspect of the student's interests, or
- a student's advisor is a Member but not a Senior Member of the Graduate Faculty and therefore not eligible to serve as sole advisor. See http://www.grad.umn.edu/faculty_rosters/step1.asp

During the summer, and before starting in our graduate program, students are encouraged to seek the advice and counsel of the initial advisor(s) as soon as possible. It is important to understand the advisor's expectations from an early stage.

In addition to frequent consultation with the advisor, students need to initiate conversations with other History professors and professors in other departments right from the start. Such contacts are crucial in preparing the MA and PhD Degree Program and in preparing for oral examinations. A program of study should provide breadth as well as depth, and should include a range of different approaches to the discipline of history.

CHANGING ADVISOR OR ADDING A CO-ADVISOR

A student may wish to change advisors or add a co-advisor for any number of reasons, including change of interests, new faculty hires, difference in working style, etc. Should a student be considering a change of advisors or adding a co-advisor, the student should:

- (1) meet with the DGS to discuss the possible change;
- (2) meet with and secure the agreement of the prospective advisor/co-advisor to serve as advisor or co-advisor; and
- (3) meet with the current advisor to explain the change.

The order in which these conversations happen depends, of course, on the circumstances. Also, while in-person meetings are ideal, the form the conversations take (in-person, email, phone) depends on the circumstances.

Finally, it is the student's responsibility to notify the Graduate Studies Office of the change and to complete all necessary paperwork. The History Department will then complete attendant actions with The Grad School.

WITHDRAWAL BY ADVISOR

Should a faculty member have doubts about continuing as a student's advisor, it is incumbent upon him/her to discuss the situation with the DGS to see if the issues can be resolved. Where appropriate, the advisor may inform the student that his/her continuation as advisor depends on the student meeting specific expectations. These expectations must be in writing, must be well defined, and should allow a reasonable time frame for the student to meet them. In such an event, the advisor should discuss these expectations with the DGS and must place a copy of the terms for continuing as advisor in the student's file.

In the event that an advisor decides to withdraw as advisor, the advisor must:

- 1) discuss the circumstances relating to the decision with the DGS.
- 2) where appropriate, work with the DGS to identify possible alternative advisors.
- 3) meet with the student to explain the decision to withdraw as advisor.
- 4) notify the Graduate Studies Office in writing that he/she is withdrawing as the student's advisor.

Although in-person meetings are generally best, the format of conversations with the DGS and the advisee may take other forms congruent with the circumstances.

The DGS will work in good faith with the student to find another advisor. In the event that the DGS and student are unable to find another advisor, the GRADUATE STUDIES COMMITTEE will consider the student's situation including the possibility of termination from the program.

ADVISOR LEAVING THE U OF M FOR ANOTHER ACADEMIC APPOINTMENT

In the event a faculty member with advisees moves to another university, he/she should engage in conversations with the advisees and the DGS, to discuss the continuation of advising and the desirability of adding a co-advisor.

REGISTRATION ISSUES

REGISTRATION POLICY

Registration for Fall 2008 began on Thursday, April 12, 2008.
Fall Semester 2008 classes start Tuesday, September 2nd

A student must initiate registration before classes start for any given semester to avoid late registration fees.

The Graduate School **requires** that students register each Fall and Spring semester. Failure to register as described will result in an automatic termination of graduate student status. "Reactivation" then requires that the student apply for re-admission to The GRAD SCHOOL and pay a re-admission fee. If readmitted, students are then required to register within the term specified in the readmission letter to complete the readmission process. A late registration fee may also be assessed. Changes in registration after the term-specific deadlines are not routinely allowed. So, get registered on time!

If you anticipate any problems, please contact the GRADUATE STUDIES OFFICE at least two months before the start of a semester so that we can better help you in advance (especially with questions as to what to register for or registration/ Incomplete credit issues).

Students who hold a TA, R/G or RA appointment are obligated to register as follows:

- If not yet ABD, must register full-time for courses (6-14 course credits);
- once ABD, must register for 24 thesis credits (8888) over two semesters;
- once the 24 thesis credit requirement is met, register for one Full-Time Equivalent credit (FTE) (8444).
 - **Please note:** registration for the FTE credits requires that students meet specified criteria and be approved through the Graduate Studies Office. There is a form that students must fill out when registering for the FTE credit. The form and instructions can be found at http://www.grad.umn.edu/current_students/registration/FTE_procedures.html .

Please refer to the GRAD SCHOOL' website for further details on registration requirements:
http://www.grad.umn.edu/current_students/registration/index.html.

GRAD 999

For students who do not hold an appointment or fellowship, are not taking courses, and do not need to defer loans or meet international student registration requirements, etc., GRAD 999 is a zero-credit, zero-fee, non-graded registration option for graduate students which meets The Graduate School registration requirement. Please review information at http://www.grad.umn.edu/current_students/registration/grad_999.html to see if this option suits your needs. Students who are not yet ABD may not register for more than two semesters of GRAD 999 without the permission of the DGS.

INTERNATIONAL STUDENTS

Please note that the United States Citizenship and Immigration Services (**USCIS**) does not recognize GRAD 999 as registration for the purpose of a student visa, unless additional steps are taken. It is the student's responsibility to make sure that his/her registration conforms to the requirements of the visa. Please visit the International Student and Scholar Services at 190 Hubert H. Humphrey Center for further information.

NEW STUDENTS

First-year students must contact the Graduate Studies Office via e-mail, phone, or in person prior to registration, especially for the Hist 8015 Permission Number.

New students must consult with their advisor(s) prior to the first term of registration, and are strongly encouraged to initiate discussions during the summer. In fact, consulting with your advisor(s) prior to registering for any semester is highly recommended. New students can begin registering in May for Fall Semester courses – providing they have already consulted with advisor(s) and obtained the appropriate Permission Numbers.

The DGS is able to answer questions concerning the program of study.

Registration information can be obtained from the U of M OneStop website:
<http://onestop.umn.edu/onestop/index.html>.

New students must initialize their U of M e-mail accounts in order to register the first time.

Additionally, a Permission Number is required to register for some graduate level courses. The Graduate Studies Office has the Permission Numbers for Hist 8015, which is required of all History students. For other Permission Numbers contact the instructor directly. The instructor may give permission numbers out directly, or may refer you to Rich Kott, who handles permission numbers in the Department – kottx001@umn.edu.

Beginning with students who enter in Fall 2007, all first year students are required to take at least one course in which they write a paper based on original research in primary sources. This may be done in a History course at the 8xxx level (other than History 8015), an Independent Study course, or a course in another department that is historical in nature and taught by a faculty member who holds an appointment to the Graduate Faculty in History. Under some circumstances, notably scheduling problems, this requirement may be postponed until the second year.

REGISTRATION HOLDS FROM HISTORY DEPARTMENT

Registration may be blocked if:

- A student has more than 4 incomplete credits. In order to remove the hold to allow registration, the Graduate Studies Office needs proof the coursework has been submitted – e.g. a copy of the grade change

from the relevant faculty member(s), a letter from the instructor, or a printout of your latest transcript showing the grade(s) as submitted. We ask that you please take care of these Incomplete Credit issues well in advance of August and promptly notify the Graduate Studies Office of the completed coursework. Removing registration holds takes time and a student must initiate registration before classes start for any given semester to avoid late registration fees.

- The Graduate Studies Committee determines that the student is not making satisfactory academic progress and notifies the student in writing.

For a full listing of degree completion requirements, please see The Graduate School website at http://www.grad.umn.edu/current_students/degree_completion/index.html .

Note: The DGS rarely grants exceptions to the registration hold policy and then only in cases where extenuating circumstances are proven to exist. Ineligibility to register prevents employment as a TA or RA, and may jeopardize other types of financial aid, visa status, and access to U of M services and facilities. Retroactive registrations are not permitted.

INTERRUPTIONS IN THE PROGRAM

Students who need to suspend registration for any period (e.g. military service, study abroad, medical, or family reasons) must inform the Graduate Studies Office and the Graduate Student Services & Progress Office in writing. The letter should include an explanation for the absence, evidence of the need, and the anticipated date of return to the program. Cancellation of registration is the student's responsibility. Failure to cancel registration may result in "F" grades, and will result in assessment of tuition and fees.

PRE-ABD INTERRUPTION IN PROGRAM

Sometimes circumstances arise in which a student needs to take time out from coursework while maintaining the status of "timely degree progress." These circumstances might include, for example, becoming a parent, personal or family illness, or personal questions about continuing in the program. We recognize the importance of providing some flexibility in the timely progress requirements to accommodate such situations. As a first step, it is important to inform the DGS if you find yourself in such a situation. Normally, provided a student is in good standing at the time and discusses the situation with the DGS in advance, a pre-ABD student can suspend funding and active progress in the program for up to two semesters, without losing promised future funding. Both as a matter of courtesy and for the assistance an adviser can provide, the student should also discuss the situation with his/her adviser. A student who needs to take more than two semesters off but still wishes to remain in the program must petition the Graduate School Committee. During this hiatus in coursework, the student will not receive funding under a funding package.

PARENTAL LEAVE

All academic employees, including graduate students holding TA, RA, or Instructor appointments, are entitled to paid parental leave: 6 weeks for someone who gives birth, 2 weeks for someone who adopts or whose partner gives birth. This does not apply to summer teaching appointments. See the University policy at <http://www1.umn.edu/regents/policies/humanresources/ParentalLeave.pdf>. Any student who expects to take parental leave should notify her/his supervisor and the DGS as soon as possible so that arrangements can be made to cover the work in her/his absence.

INTERRUPTION IN PROGRAM DUE TO FAMILY/PERSONAL EMERGENCY DURING SEMESTER

In the event of a family or personal emergency that makes it impossible for a student to continue his/her coursework and Graduate Assistant responsibilities during a term, it is the student's responsibility to immediately contact his/her advisor, the Graduate Studies Office, and, in the case of international students, the ISSS office to notify them of the emergency and to take the necessary steps to adjust his/her status in the program. Students should bear in mind that payment of tuition, fees, and health insurance are employment benefits tied to performance of Graduate Assistant obligations and that university policy provides only limited circumstances under which individual responsibility for tuition and fees will be waived in the event the student is unable to perform his/her responsibilities under the Graduate Assistant contract. <http://www1.umn.edu/ohr/gao/policy/benefits.htm>; <http://www.iss.umn.edu/>; <http://www.bhs.umn.edu/insurance/graduate/coverage.htm>.

IMPORTANCE OF CONTINUED REGISTRATION DURING DISRUPTION

University policy requires students to enroll every semester (Fall and Spring); a student in such a situation should check with the DGS on how to enroll for this period. Under University policy, failure to enroll automatically results in termination from the program; students must then seek readmission to The Grad School. Students who are not yet ABD may not register for more than two semesters of GRAD 999 without the permission of the DGS.

GRAD SCHOOL & HISTORY DEPARTMENT MINIMUM REQUIREMENTS

MA PLAN A (THESIS)

GRADUATE SCHOOL (30 credit minimum) *	HISTORY DEPARTMENT (34 credit minimum, including thesis credits)
Approved Degree Program Form	
Min. 14 cr. in major field	6 History courses (including Hist 8015, required); 18 credits
Min. 6 cr. in 1 or more related fields outside History	2 non-History courses courses; 6 credits
10 thesis cr. (Hist 8777)	10 thesis credits (Hist 8777); Submission of a defensible thesis
Submission of Final Thesis	Language Req. – reading knowledge of 1 foreign language
Final Exam: Oral	Final Exam: Oral, successful thesis defense.

MA PLAN B

GRADUATE SCHOOL (30 credit minimum)	HISTORY DEPARTMENT (30 credit minimum)
Approved Degree Program Form	
Min. 14 cr. in major field	8 History courses (including Hist 8015, required); 24 credits
Min. 6 cr. in 1 or more related fields outside History	2 non-History courses courses; 6 credits
Balance of credits is chosen by agreement between the student and advisor	
Plan B Projects: at least 1 Plan B paper; combined total of approximately 120 hours the equivalent of 3 full-time weeks of work	Plan B Papers: 2 History papers and 1 outside History which show proficiency in research and writing. At least 1 of these papers must be written in conjunction with a History seminar. With consent of the DGS and advisor, the 2 in History can be combined into a double paper.
	Language Req.: reading knowledge of 1 foreign language
Final Exam: Oral	Final Exam: Oral

PHD

GRADUATE SCHOOL (24 thesis credits)	HISTORY DEPARTMENT How many courses (66-72 credit minimum, including thesis credits)
Approved Degree Program form	For students entering in Fall 2006 or later (and other students with permission of advisor): 10 History courses (including Hist 8015, required); 30 credits For student entering before 2006: 12 History courses (including Hist 8015, required); 36 credits. For students entering in Fall 2007 or later: a research seminar in the first year
Minimum 12 credits in supporting program	4 non-History courses (supporting program), no more than 2 of which may be cross-listed in History; 12 credits
Preliminary Written Examination	3 Preliminary Written Exams: General Area, Sub-Area and the Comparative Area
Preliminary Oral Examination	Preliminary Oral Exam including dissertation prospectus
24 Thesis Credits (Hist 8888) Once the 24 thesis credit requirement has been met, students who are employed as grad assistants must register for Hist 8444, FTE (full-time equivalent). Students who are not grad assistants may, but don't have to, register for Hist 8444. GRAD 999 may also be an option.	24 thesis cr. (Hist 8888) (students cannot register for the thesis credits until the semester after passing the Prelim Oral Exam) Once the 24 thesis credit requirement has been met a student should register for the Hist 8444, FTE (full-time equivalent) credit. GRAD 999 may also be an option.
Submission of thesis proposal forms and other required paperwork necessary for graduation	Submission of defensible dissertation.
Final Exam: Oral	Final Exam: Oral, successful dissertation defense.
Language Requirement: reading knowledge of 2 foreign languages	Language Requirement: reading knowledge of 2 foreign languages is required before admission to Prelim Written Exam; some areas require additional foreign languages.

Notes: *The Graduate School refers to minimum requirements in terms of "credits"; History Dept refers to minimum requirements in terms of "courses" According to Grad School terminology, "History" is your "major field".
*Only graduate level courses (5XXX or above) may be used to meet degree requirements. Thus, all courses towards your Degree Program must be "graduate level courses."

PROGRESS CHART:

**EXPECTED PHD DEGREE PROGRESS
ENTERING WITH A PREVIOUS MA (History Related)**

YR	SUMMER	FALL	SPRING
1	Language / Research -submit lang. cert.	REGISTRATION: coursework (HIST 8015 required) FORMS: Language Certification ready to submit? EXAMS: OTHER: Advisor determined	REGISTRATION: coursework FORMS: PhD Degree Program filed EXAMS: OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
2	Language / Research -submit lang. cert.	REGISTRATION: coursework FORMS: EXAMS: schedule Prelim Written Exams & Prelim Oral Exam for Spring Semester OTHER:	REGISTRATION: coursework FORMS: Thesis Proposal Form filed after Prelim Oral Exam EXAMS: pass Prelim Written Exams & Prelim Oral Exam (ABD). Also, a copy of the Dissertation Prospectus is submitted to the Committee and the Graduate Studies Office OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
		guaranteed funding stops at this point until ABD is reached	
3	Research / Writing	REGISTRATION: 14 thesis credits, HIST 8888 FORMS: Grad School Thesis Proposal Form due OTHER: Research/Writing. Apply for outside grants as relevant.	REGISTRATION: 10 thesis credits, HIST 8888 FORMS: EXAMS: OTHER: Research/Writing; submit 1) Funding Application for next yr & 2) Summer Money Application
4	Research / Writing	REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on situation FORMS: EXAMS: OTHER: Research/Writing	REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on situation FORMS: EXAMS: OTHER: Research/Writing; submit 1) Funding Application for next yr & 2) Summer Money Application
5+		REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on situation FORMS: EXAMS: Schedule Final Oral exam OTHER:	REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on situation FORMS: EXAMS: Schedule Final Oral exam OTHER:

PROGRESS CHART:

**EXPECTED PHD DEGREE PROGRESS
ENTERING WITH A BA, EARNING A PhD ONLY**

YR	SUMMER	FALL	SPRING
1	Language / Research -submit lang. cert.	REGISTRATION: coursework (HIST 8015 required) FORMS: if prior language work, submit Language Cert. EXAMS: OTHER: Advisor determined	REGISTRATION: coursework FORMS: PhD Degree Programs filed EXAMS: OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
2	Language / Research -submit lang. cert.	REGISTRATION: coursework FORMS: EXAMS: OTHER:	REGISTRATION: coursework FORMS: EXAMS: OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
3	Language / Research -submit lang. cert.	REGISTRATION: coursework FORMS: EXAMS : schedule Prelim Written Exams & Prelim Oral Exam for Spring Semester OTHER:	REGISTRATION: coursework FORMS: Thesis Proposal Form filed after Prelim Oral Exam EXAMS: pass Prelim Written Exams & Prelim Oral Exam (ABD). Also, a copy of the Dissertation Prospectus is submitted to the Committee and the Graduate Studies Office OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
		guaranteed funding stops at this point until ABD is reached	
4	Research / Writing	REGISTRATION: 14 thesis credits, HIST 8888 FORMS: Grad School Thesis Proposal Form due OTHER: Research/Writing. Apply for outside grants as relevant.	REGISTRATION: 10 thesis credits, HIST 8888 FORMS: EXAMS: OTHER: Research/Writing; submit 1) Funding Application for next yr & 2) Summer Money Application
5	Research / Writing	REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on your situation FORMS: EXAMS: OTHER: Research/Writing	REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on your situation FORMS: EXAMS: OTHER: Research/Writing; submit 1) Funding Application for next yr & 2) Summer Money Application
6+		REGISTRATION: FORMS: EXAMS: Schedule Final Oral exam OTHER:	

PROGRESS CHART:

**EXPECTED PHD DEGREE PROGRESS
ENTERING WITH A BA, EARNING MA AND PhD**

YR	SUMMER	FALL	SPRING
1	-Language / Research -submit lang. cert. -MA thesis / Plan B Paper research	REGISTRATION: coursework (HIST 8015 required) FORMS: if prior language work, submit Language Cert. EXAMS: OTHER: Advisor determined	REGISTRATION: coursework FORMS: MA and PhD Degree Programs filed EXAMS: OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
2	Language / Research -submit lang. cert.	REGISTRATION: coursework FORMS: EXAMS: schedule MA Exam for Spring Semester OTHER: submit Thesis (plan A) or Plan B papers	REGISTRATION: coursework FORMS: EXAMS: MA Exam OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
3	Language / Research -submit lang. cert.	REGISTRATION: coursework FORMS: EXAMS: schedule Prelim Written Exams & Prelim Oral Exam for Spring Semester OTHER:	REGISTRATION: coursework FORMS: Thesis Proposal Form filed after Prelim Oral Exam EXAMS: pass Prelim Written Exams & Prelim Oral Exam (ABD) Also, a copy of the Dissertation Prospectus is submitted to the Committee and the Graduate Studies Office OTHER: submit 1) Funding Application for next yr & 2) Summer Money Application
		guaranteed funding stops at this point until ABD is reached	
4	Research / Writing	REGISTRATION: 14 thesis credits, HIST 8888 FORMS: Grad School Thesis Proposal Form Forms are due OTHER: Research/Writing. Apply for outside grants as relevant.	REGISTRATION: 10 thesis credits, HIST 8888 FORMS: EXAMS: OTHER: Research/Writing; submit 1) Funding Application for next yr & 2) Summer Money Application
5	Research / Writing	REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on your situation FORMS: EXAMS: OTHER: Research/Writing	REGISTRATION: FTE credit, HIST 8444 (full-time equivalent) or Grad 999 depending on your situation FORMS: EXAMS: OTHER: Research/Writing; submit 1) Funding Application for next yr & 2) Summer Money Application
6+		REGISTRATION: FORMS: EXAMS: Schedule Final Oral exam OTHER:	

COMMITTEES – ESTABLISHING AND CHANGING

MA Oral and PhD Preliminary Oral Examination Committees are established by listing them on the Degree Program.

The MA Examination Committee includes 2 History and 1 non-History faculty members (one member must be the student's advisor).

The PhD Preliminary Oral Examination Committee includes 3 History and 2 non-History faculty members. One, but not both, of the non-History members may be a History faculty member who also holds a graduate faculty appointment in another program. See http://www.grad.umn.edu/faculty_rosters/step1.asp for Grad School Graduate Faculty Status information. Usually these are people with whom the student has done coursework.

Occasionally it is necessary to change the committee makeup: for example, when a faculty member's expertise is not relevant to the student's research as it has evolved, or a member is no longer teaching at the U of M and will be unable to participate on the committee. All changes should be discussed and approved by the advisor and DGS and notification provided to the Graduate Studies Office.

To change the makeup of an examination committee, the student must:

- Secure advisor approval
- Complete the Committee Member Change Request form (This is a Graduate Studies Office form and is available in the Graduate Studies Office).
- Submit the completed form directly to the Graduate Studies Office.

The request should be submitted at least 2 weeks before a pending exam in order to allow for review and processing time by the Graduate Studies Office, and final approval by the Graduate Student Service & Progress Office. Failure to do so may result in the need to reschedule your examination date, and may delay your degree award.

MA DEGREE REQUIREMENTS

Although a substantial proportion of a student's coursework will be with his or her advisor, it is essential that a significant amount of coursework be done with other faculty members in history and other fields, and that it include preparation in the Comparative Area as well as the General Area and Sub-Area.

The MA Oral Exam is usually held near the end of the 2nd academic year.

For further Grad School instructions on the MA degree and examination process please refer to: http://www.grad.umn.edu/current_students/forms/masters.html.

MA DEGREE PROGRAM

The Degree Program Form is a critical milestone form, as it is the official record of who your faculty adviser is; what coursework you will be using to meet degree requirements; whether you are formally declaring a minor; what (if any) language proficiencies you must demonstrate; and who will be serving on your masters final examination. The Degree Program Form is used as an advising tool by your adviser and Director of Graduate Studies (DGS) and as a reference for you as you proceed through your masters studies. The Graduate School also depends on this form for a number of reasons, including as an advising tool and as a (required) reference when clearing you to graduate.

MA – PLAN A

Under the Plan A option, students take at least 8 courses and write an MA thesis (10 MA thesis credits, HIST 8777). Thesis work and preparation for exams proceed concurrently, with frequent consultations with the advisor.

When the thesis is completed to the advisor's satisfaction, the student submits a clean draft of the thesis to the members of the MA Exam committee. Committee members must receive the draft at least 4 weeks prior to the MA Oral exam date.

Upon completion of the MA thesis, the MA committee administers the MA Final Oral Exam (covering the thesis, the Sub-Area in which the thesis is written, and coursework – History and non-History). The Grad School MA thesis requirements are available at http://www.grad.umn.edu/current_students/forms/masters.html.

On the basis of the qualities of the thesis, MA Final Oral Exam, completion of required coursework and program requirements, and student's overall record, the MA committee acts as final judge and advises the Department and The Grad School whether or not the MA degree should be awarded.

Note: The committee may recommend whatever revisions deemed necessary. After revisions are made and the final draft of the thesis is approved, the thesis must be typed in final form and in accordance with requirements established by The Grad School (See format instructions on The Grad School website at www.grad.umn.edu.) The MA Exam committee's approval of the thesis and the registration of its completion are officially conveyed to The Grad School on the MA Examination form included in the Graduation Packet from The Grad School. Students must also submit 2 unbound copies of the final thesis to the Graduate Student Services & Progress Office.

MA – PLAN B

The Plan B student outlines a program of study in consultation with his or her advisor.

Under the Plan B option, the student substitutes 3 “Plan B Papers” (revised seminar papers) in lieu of the MA thesis, and takes at least 10 classes, or 30 credits. Two of the papers should be in the field of History and the other in a related discipline; at least one must be written in a History seminar.

At least 4 weeks before the MA Oral Exam date, **completed** copies of all three "Plan B Papers" must be submitted to the MA committee members.

On the basis of the qualities of the MA Plan B exam contents noted above, the MA Exam, satisfactory completion of required coursework and program requirements, and the student's overall record, the MA committee acts as final judge and advises the Department and The GRAD SCHOOL whether or not the MA degree is to be awarded.

SCHEDULING THE MA EXAM

Student must schedule their MA Exam with the Graduate Studies Office **at least 2 weeks in advance** of the requested exam date. This is to ensure an adequate amount of time to arrange a room and process the necessary paperwork. The Graduate Studies Office Exam Scheduling form, with specific instructions, is available in the Graduate Studies Office.

RESPONSIBLE PARTY:	TASK:
Student	Determine exam day and time with committee
Student	Notify Graduate Studies Office of exam particulars via Exam Scheduling form (found in Graduate Studies Office) at least 2 weeks in advance of the exam date
Graduate Studies Office	Reserve appropriate room
Graduate Studies Office	Notify student via e-mail of room reserved and of next steps
Student	Notify committee of finalized, day, date, time, location of the exam
Student	Pick up Graduation Packet from 316 Johnston Hall prior to final examination
Student	Deliver The Grad School MA Final Oral Exam Reporting form to the MA Exam for the committee members to sign
Exam chair or advisor	Sign forms as appropriate for record keeping and Grad School requirements
Student	Deliver The Grad School MA Final Oral Exam Reporting form to The GRAD SCHOOL immediately after the exam, 316 Johnston Hall (the form is found in the Grad Pack)
Student	Ensure the MA Chair forwards exam results to the Graduate Studies Office

PHD DEGREE REQUIREMENTS

The PhD is the highest academic degree offered in History. It is granted in recognition of distinguished scholarly ability and achievement in the field of History as demonstrated primarily, but not exclusively, by the successful defense of the PhD dissertation.

The required History Examinations are: the Preliminary Written Exams (General, Sub and Comparative Area exams), Preliminary Oral Exam and the Final Oral Exam (dissertation defense). Also required are the Departmental Dissertation Prospectus and GRAD SCHOOL Thesis Proposal Form

For specific instructions on PhD degree progress, please refer to:
http://www.grad.umn.edu/current_students/degree_completion/doctoral/index.html

PhD DEGREE PROGRAM

The Degree Program Form is a critical milestone form, as it is the official record of who your faculty adviser is; what coursework you will be using to meet degree requirements; whether you are formally declaring a minor; what (if any) language proficiencies you must demonstrate; and who will be serving on your Preliminary Oral Examination committee.

The PhD Degree Program must form a cohesive and interrelated body of knowledge, giving effective support to the particular General Area, Sub-Area, and Thematic Area of History in which the student plans to specialize and in which the dissertation will be written. Although a substantial proportion of a student's coursework will be with his or her advisor, it is essential that a significant amount of coursework be done with other faculty members in history and other fields, and that it include preparation in the Comparative Area as well as the General Area and Sub-Area. Each PhD candidate should plan to spend approximately 2-3 years in coursework and other training necessary for the preliminary exams (depending on whether the student entered with a BA or MA). During that time the student is to achieve competence in the foreign languages and other skills needed for historical research. Thereafter, approximately 2 to 3 additional years are usually necessary for the completion of the dissertation.

The PhD Preliminary Oral Examination Committee includes 3 History and 2 non-History faculty members. One, but not both, of the non-History members may be a History faculty member who also holds a graduate faculty appointment in another program. See http://www.grad.umn.edu/faculty_rosters/step1.asp for Grad School Graduate Faculty Status information. Usually these are people with whom the student has done coursework.

PRELIMINARY WRITTEN EXAMINATIONS AND PROCEDURES

History PhD students must schedule and pass three Preliminary Written Exams: General, Sub-Area and Comparative Area within History. For students whose major area is U. S. history a Prelim Portfolio takes the place of the General Area and Sub Area written exams. **In addition, each History student must define a Thematic Area, and take four courses outside the History Department which constitute a Supporting Area or a Minor.**

SCHEDULING THE PRELIMINARY WRITTEN EXAMINATIONS (3)

Each student should establish a PhD Preliminary Written Exam schedule in consultation with his or her advisor and faculty in the General and Comparative Areas.

The student schedules the individual PhD Preliminary Written Exams with the Graduate Studies Office. Students **must schedule** their PhD Preliminary Written Exams with the Graduate Studies Office **at least 2 weeks in advance** of the requested exam date. This is to ensure an adequate amount of time to arrange a room and process the necessary paperwork. The Graduate Studies Office Exam Scheduling form, with specific instructions, is available in the Graduate Studies Office.

After all three PhD Preliminary Written Exams have been approved by the appropriate faculty members, the Graduate Student Services & Progress Office Preliminary Written Exam Report Form is completed and forwarded to the Graduate Student Services & Progress Office (note: there are also Graduate Studies Office forms for the individual exams). Copies of the signed exam forms, exam questions and answers are kept in the students' Graduate Studies Office file.

RESPONSIBLE PARTY:	TASK:
Student	Determine exam day and time with committee
Student	Notify Graduate Studies Office of exam particulars via Exam Scheduling form (found in Graduate Studies Office) at least 2 weeks in advance of the exam date
Graduate Studies Office	Reserve appropriate room/computer
Graduate Studies Office	Notify student via e-mail of room reserved and of next steps
Student	Notify committee of finalized, day, date, time, location of the exam
Exam chair or advisor	Compile questions into one exam and give it to the Graduate Studies Office via e-mail text and attachment (given to Graduate Studies Office at least 1 week in advance of Exam date).
Graduate Studies Office	Administer exam to student (some Areas allow Take-Home Exams. In those situations, the Examiner is responsible for e-mailing the exam (text and attachment) to the student and Graduate Studies Office
Student assists Graduate Studies Office	E-mail exam (questions and answers) to the Examiners and Graduate Studies Office via e-mail attachment; provides Graduate Studies Office with one printed set.
Exam chair or advisor	Compile votes from appropriate Examiners; inform student / Graduate Studies Office of result
Exam chair or advisor	Sign appropriate Graduate Studies Office Prelim Written Exam Report forms
Student	Once all three Written Exams have been passed, deliver The Grad School Prelim Written Exam Report Form to The Grad School (316 Johnston)
Student	Schedule the Prelim Oral Exam at least 2 weeks in advance of the exam date!

RETAKING THE PRELIMINARY WRITTEN EXAMINATIONS

A graduate student who fails a PhD Preliminary Written Exam may be permitted to take it a second time, unless, in the judgment of the advisor and/or the Graduate Studies Committee, there is sufficient cause to deny re-examination. The Graduate Studies Committee sets a deadline for the re-examination. Normally, the same examiners will conduct the second exam. If a student fails the exam a second time, the student will automatically be terminated from the program.

PRELIMINARY ORAL EXAMINATION

Following the successful completion of the PhD Preliminary Written Exam (normally within a month of the last written exam), the student is examined orally by a faculty committee at the Preliminary Oral Exam (the committee approved by the Graduate Student Services & Progress Office on the Degree Program form, unless a change has been approved by The Grad School).

The PhD Preliminary Oral Exam committee is chaired by the student's advisor and includes two additional History faculty members and two non-History faculty members (representatives of the Minor or Supporting Program).

Students must pass the Preliminary Oral Examination before receiving a fourth year of support (a third year if the student entered with an MA in History). In cases where there are extenuating circumstances (such as the need to undertake additional language training), the DGS may allow flexibility, not in the total number of years of support guaranteed, but in their distribution before and after doctoral candidacy (ABD status).

DISSERTATION PROSPECTUS

The Preliminary Oral Exam covers course work, PhD Preliminary Written Exams, and a Dissertation Prospectus. It is expected that the student will provide all members of the committee with a copy of this prospectus, typically in the 3,000-5,000 word range, including bibliography, at least two weeks before the Preliminary Oral exam.

The following provision applies **only** to students who entered the program before Fall 2006 and who have not opted into the new requirement of 10 rather than 12 History courses: In some circumstances it may be desirable for the discussion of the prospectus to be scheduled separately, in which case the student presents only a very brief (2-3 page) statement of the thesis topic at the Preliminary Oral Exam itself. Whether a student presents a full-fledged prospectus at the Prelim Oral Exam or at a later meeting is decided in consultation between advisor(s) and student. A copy of the prospectus must be included in the student's Graduate Studies Office file at the time of the discussion.

The student becomes a doctoral candidate (ABD) after successfully passing the Prelim Oral Exam (note that it is at this point that a student begins taking the thesis credits to meet the 24 thesis credit requirement).

The selection of a dissertation topic may be the most important decision a student will make in the course of graduate study. It should be made in close consultation with the advisor, but the ultimate decision must be the student's; if the topic is not of burning interest to the student, the likelihood of successful completion is not great. On the other hand, no faculty member should advise a dissertation s/he does not think appropriate. All dissertations involve the mastery of a body of data and a conceptual contribution to the field, but the balance between the two varies from student to student and advisor to advisor, depending on approach to history, on career goals, and on the problems inherent in a particular topic. The student should consult with all members of the committee. It occasionally turns out that the advisor who has guided the student through coursework is not the best advisor for the dissertation.

SCHEDULING THE PRELIM ORAL EXAMINATION

Students **must schedule their PhD Preliminary Oral Exams with the Graduate Studies Office at least 2 weeks in advance** of the requested exam date. **The student is responsible for scheduling the exam with the Graduate Student Services & Progress Office at least 1 week in advance of the exam.** This is to ensure an adequate amount of time for room arrangements and to process any necessary paperwork. The Graduate Studies Office Exam Scheduling form, with specific instructions, is available in the Graduate Studies Office. The Graduate Student Services & Progress Office PhD Preliminary Oral Exam Scheduling form is available at http://www.grad.umn.edu/current_students/forms/doctoral.html .

On the basis of the student's overall performance, the examination committee votes to pass or fail the student on the PhD Preliminary Oral Exam. Once the student passes, s/he becomes a Doctoral Candidate.

RESPONSIBLE PARTY:	TASK:
Student	Determine exam day and time with committee
Student	Notify Graduate Studies Office of exam particulars via Exam Scheduling form (found in Graduate Studies Office) at least 2 weeks in advance of the exam date
Graduate Studies Office	Reserve appropriate room
Graduate Studies Office	Notify student by e-mail of room reserved and of next steps
Student	Notify committee of finalized, day, date, time, location of the exam
Student	Schedule PhD Prelim Oral Exam with Grad School 1 week prior to examination
Student	Deliver The Grad School Prelim Written Exam Results to The GRAD SCHOOL 1 week prior to examination
Student	Pick up The Grad School Prelim Oral Exam Results form from the
Exam Chair	Compile votes from appropriate Examiners; informs student / Graduate Studies Office of result
Committee Members	Sign Grad School Prelim Oral Exam forms
Student	Deliver Grad School Prelim Oral Exam Results form to Grad School (316 Johnston Hall)

PASSING THE PRELIM ORAL EXAMINATION WITH RESERVATIONS

Instructions for this situation are found on The Graduate School Preliminary Oral Examination Report Doctoral Degree form. Note: Students who pass the preliminary oral examination with reservations are eligible to register for doctoral thesis credits (HIST 8888).

THESIS PROPOSAL – FILING WITH THE GRADUATE SCHOOL

The semester following the successful completion of the PhD Preliminary Oral Exam, each student must file a Grad School Thesis Proposal Form:

- It must be signed by the advisor prior to submission to the Graduate Studies Office for DGS approval (and signed by the DGS of the Minor Field if applicable). The student and advisor select and indicate faculty members to serve on the Final Oral Exam Committee. The Advisor cannot chair the Final Oral Exam. The thesis form also indicates three committee members as Readers/Reviewers. All members of the committee, of course, will read the thesis before the Final Oral Exam, but those designated as Readers/Reviewers will need to sign a form (Grad School Reviewer's Report Form) approving the thesis for defense. One of the Readers/Reviewers must be from outside the History Department, and one must be a member of the Graduate Faculty in History who is not the student's advisor or co-advisor.
- A 250-word dissertation abstract is part of The Grad School Thesis Proposal Form.

Once approved by the DGS, the Thesis Proposal Form is forwarded to the Graduate Student Services & Progress Office for final approval.

The Graduate Studies Office forwards the dissertation title to the American Historical Association (AHA) for the student.

The Graduate Student Services & Progress Office PhD thesis requirements and the Thesis Proposal Form are available at http://www.grad.umn.edu/current_students/forms/doctoral.html.

REGISTRATION AFTER PASSING PRELIMINARY ORAL EXAMINATION

THESIS CREDITS

The term after successful completion of the Preliminary Oral Examination, students should begin to register for the required 24 thesis credits (HIST 8888). Thesis credits are normally taken during the first 2 semesters following the Prelim Oral Exam. For students on assistantships that carry a tuition benefit, this allows for only one 4-credit class after prelims. Under most circumstances students will not be permitted to take additional coursework after passing the Preliminary Oral Examination, except for this one course worth of credits which is often a language or Preparing Future Faculty course. If the student is not taking an additional course during the first semester of thesis credits, s/he should register for 14 thesis credits.

In very rare cases where students may need to continue coursework after passing the Preliminary Oral Exam (for example, for advanced language work or other thesis-related skills), it will be necessary to get permission from the DGS to extend thesis credits over a maximum of 3, instead of only 2 semesters. The student would, in these cases only, combine thesis and course credits during these 3 semesters. These students must work directly with the Graduate Studies Office and the DGS to secure

approval and get advice on registration. Approval is not automatic. Students who stretch their thesis credits out over more than two semester without permission of the DGS will not be considered to be making satisfactory progress and may not be able to hold an appointment.

FTE CREDIT

After you have completed the 24 required doctoral thesis credits, your appointment will carry a job code that pays only for one credit—HIST 8444, FTE Credit. The Graduate School certifies students registered for one credit of HIST 8444 as full time students, with all of the benefits of full time registration (includes loan deferment, health insurance benefits, RA/TA, etc., aid, visa compliance, etc.). If you will be a Graduate Assistant, you must register for HIST 8444, as you must be registered for credit to hold an assistantship and at this point your Job Code only covers 1 credit-worth of tuition.

Please review information on the FTE credit on the Graduate School's website at http://www.grad.umn.edu/current_students/registration/index.html .

GRAD 999

A zero-credit, zero-cost, non-graded registration option available to graduate students who must register solely to meet The Grad School registration requirement.

NOTE: GRAD 999 serves ONLY to maintain active status in the Graduate School and allow access to the library, but provides NO additional benefits.

Please review information on Grad 999 on the Graduate School's website at http://www.grad.umn.edu/current_students/registration/index.html .

THE PhD DISSERTATION

Each student must write a dissertation that demonstrates originality, professional research skills, and analytic power. The dissertation should provide a significant contribution to historical knowledge, exhibit mastery of the sources and secondary literature of the subject and the techniques of exploiting them, and display literary skill.

The development and writing of the dissertation occur under the direct supervision of the student's advisor, but the completed dissertation must be approved by a committee. Students are strongly encouraged to seek the committee's expertise and editorial advice during the early stages of writing.

The Final Oral exam committee consists of five members overall, of which at least three are indicated as thesis "reviewers" (your advisor(s) must be a reviewer, one of the reviewers must be from outside the History Department, and one must be a member of the Graduate Faculty in History who is not the student's advisor or co-advisor.) Although all committee members will read the dissertation before the Final Oral exam, the reviewers must sign a form at least a week before the exam indicating that the dissertation is acceptable for review. At least one of the reviewers must be a member of the Graduate Faculty in History who is not the student's advisor or co-advisor.

FINAL ORAL EXAMINATION

Once The Grad School Thesis Proposal Form has been approved by The Grad School, and prior to the scheduling of the Final Oral Examination, PhD candidates must secure the Reviewers Report Form. The form is included in the Graduation Packet, which must be requested directly from Graduate Student Services & Progress Office in 316 Johnston Hall, or online at http://www.grad.umn.edu/current_students/forms/doctoral.html . When the dissertation has been revised and has been unanimously deemed ready for defense by the thesis Reviewers, the Reviewers sign the Thesis Reviewers Report Form and the signed form is submitted directly to the Graduate Student Services & Progress Office. The Graduate Student Services & Progress Office will issue the Final Oral Examination Form (necessary for a valid final examination) one week prior to the date of defense, assuming the student has scheduled the defense with the Graduate Student Services & Progress Office and that the student has met all Grad School doctoral requirements (see Final oral Examination Scheduling Form for more information).

The PhD Final Oral Exam constitutes a defense of the dissertation and deals with the dissertation and its relationship to the General Area and Sub-Area of History that form its context. The Final Oral Exam is open to the public, but a part of the examination must be reserved for private examination of the candidate by the committee.

The Final Oral Examination Report Form must be signed by all members of the examination committee (indicating passed, passed with reservations or failed) and returned to the Graduate Student Services &

Progress Office within 24 hours of the examination. If a member of the examination committee is not present but participating via phone, the Graduate Student Services & Progress Office may grant an extension of time for the form to be delivered to that committee member for a signature, but this extension must be requested in advance.

SCHEDULING THE FINAL ORAL EXAMINATION

Students must schedule their PhD Final Oral Examination with the Graduate Studies Office at least 2 weeks in advance of the requested exam date. This ensures that there is adequate time to schedule rooms, prepare attendant paper work, and get appropriate approval from the Graduate Student Services & Progress Office. **The student is responsible for scheduling the exam with the Graduate Student Services & Progress Office at least 1 week in advance of the exam.** Failure to do so may result in the need to reschedule the examination. The Grad School considers unscheduled examinations **unauthorized and invalid**.

The Graduate Student Services & Progress Office PhD Final Oral Exam Scheduling form is available at http://www.grad.umn.edu/current_students/forms/doctoral.html .

RESPONSIBLE PARTY:	TASK:
Student	Determine exam day and time with committee
Student	Notify Graduate Studies Office of exam particulars via Exam Scheduling form (found in Graduate Studies Office) at least 2 weeks in advance of the exam date
Graduate Studies Office	Reserve appropriate room
Graduate Studies Office	Notify student via e-mail of room reserved and of next steps
Student	Notify committee of finalized, day, date, time, location of the exam
Student	Schedule PhD Final Oral Exam with Grad School; requests Grad Pack
Student	Circulate Reviewers Report Form among Reviewers
Student	Deliver Reviewers Report Form to Grad School and picks up The Grad School Final Oral Exam Results form from the Grad School
Exam Chair	Compile votes from appropriate Examiners; inform student / Graduate Studies Office of result
Committee Members	Sign Grad School Final Oral Exam form
Student	Deliver Grad School Final Oral Exam Report Form to Grad School

PASSING FINAL ORAL EXAMINATION WITH RESERVATIONS

Instructions for this situation are found on The Grad School Final Oral Examination Report Doctoral Degree form.

TIMELY AND SATISFACTORY DEGREE PROGRESS

Timely and satisfactory degree progress in the program IS A CONDITION for continuation in the program and for receipt of promised funding. Each Spring Semester the Graduate School Committee conducts a review to determine if students are making timely and satisfactory progress toward degree completion. If, in the committee's judgment, a student is not making satisfactory progress toward a degree, the Graduate Studies Committee may recommend to The Graduate School that the student's registration be terminated and that the student be excluded from further study.

We generally expect students to complete the PhD within 6-7 years. We recognize that the process may take longer in areas where special language skills or research techniques must be acquired.

NB: "Extra" years of support, especially at the ABD stage, are not ruled out – they are just not guaranteed. Students in good standing who have received the guaranteed number of years of support will be placed on an Alternate List until others have been supported.

WHAT DOES "TIMELY AND SATISFACTORY DEGREE PROGRESS" MEAN?

1. Maintaining a GPA in graduate level courses at the U of M of at least 3.5
2. Filing Degree Program(s) by end of first year of residency.
3. Filing Language Certification Forms to meet the Grad School Language Requirements (2 for the PhD) by the time you hold your Preliminary Written Exams and Preliminary Oral Exam. (Note: some Areas of Study in the Department, including Medieval Europe and East Asia, require additional languages.)
4. Students admitted to the PhD who enter the program with a BA are expected to pass the Preliminary Written and Preliminary Oral Exams by the end of the 3rd year of full-time study. An MA degree, for those students who choose to pursue it, is normally completed during the 2nd year of full-time study.

Students who enter with a MA in History are expected to pass the Preliminary Written and Preliminary Oral Exams by the end of the 2nd year of full-time study. In cases where there are extenuating circumstances (such as the need to complete a Plan A thesis, or to undertake additional language training), there can be flexibility, not in the total number of years of support guaranteed, but in their distribution before and after doctoral candidacy (ABD status). If the student's MA is in a field other than History the student should consult with the advisor and DGS as to whether the Preliminary Exams should be taken at the end of the second or the third year.

We should add something here about the number of credits required to take the Prelims and let them know how many courses they are expected to take if they are teaching

5. Completing 24 thesis credits during the two semesters following the Preliminary Oral Examination.
6. Filing the Departmental Dissertation Prospectus at the time of the Preliminary Oral Exam. All students entering the program from Fall 2006 on are required to submit a full Prospectus for discussion as part of the Preliminary Oral Exam. Students who entered before Fall 2006 may, with the approval of the advisor and the committee, submit a briefer prospectus for discussion at the exam and a full prospectus for a follow-up meeting with the committee no later than the end of the following semester. The full Prospectus must be submitted to the Graduate Studies Office by the end of the next semester after the Prelim Oral Exam date.
7. Filing the Graduate School Thesis Proposal Form by the end of the next semester after the Prelim Oral Exam date.
8. For ABD students, advisor's confirmation that the student is actively working on the dissertation and has a realistic plan for completion.
9. Meeting Grad School time limits for completion. The Department will support an extension only upon written evidence, supported by the advisor, that the student is continuously and actively working on the dissertation and has a definite and realistic plan for completion within the time extension.

GRAD SCHOOL TIME LIMITS FOR EARNING THE MA AND PhD

MA: All requirements must be completed and the degree awarded within 7 years of the earliest coursework included on the official Degree Program; includes any transfer work listed on the Degree Program.

PhD: All requirements must be completed and the degree awarded within 5 years of the term after a student passes the Prelim Oral Exam.

TIME EXTENSION

In cases where students feel that there are extenuating circumstances that necessitate additional time to complete the requirements for the PhD, a request for a one year extension on the five-year deadline may be filed. Requests for time extensions may be made by completing a Petition form http://www.grad.umn.edu/current_students/forms/Grad_School59.pdf, and submitting the document, with written support and the signature of the Advisor and DGS, to the Graduate Student Services & Progress Office for review and decision.

For specific Grad School information on Time Extensions, please refer to:
http://www.grad.umn.edu/current_students/forms/Grad_School15.pdf

ANNUAL REVIEW / DEGREE PROGRESS LETTERS

Based on the Annual Review by the Graduate Studies Committee of all student files, the Graduate Studies Office sends students an Annual Review/Degree Progress Letter at the end of Spring Semester. We also aim to send a Degree Progress e-mail in the middle of Fall Semester. The purpose of these letters and e-mails is to promote timely and satisfactory degree progress and correct registration, and to remind you and your advisor(s) where you are with the various milestones that need to be met on the road to the PhD Degree. Students are responsible for knowing the information contained in these letters.

DEGREE PROGRAM FILING

The student shapes a plan of study for a degree in consultation with the advisor, other appropriate members of the faculty, and the DGS. The completion of the Degree Program is a key milestone in the student's program. The proposed plan of study (including courses taken and courses yet to be taken) is entered on a Degree Program form.

The Degree Program form should be completed carefully by the student AND advisor. The advisor should review the form to ensure that the program of study fulfills the requirements of the History Department and The Grad School, and to ensure that the course of study will provide the coursework the student needs to prepare for exams, thesis research and writing. (See The Grad School and History Department Minimum Requirements.) The Degree Program form requires the advisor's signature prior to submission to the Graduate Studies Office. If the student is pursuing a Minor, the DGS in the minor field must sign off on the degree program prior to submission to the History Department's Graduate Studies Office.

The DGS, in consultation with members of the Graduate Studies Committee as appropriate, approves the Degree Program, and it is forwarded to the Graduate Student Services & Progress Office for final approval (or it is given back to the student with further instructions).

Filing your Degree Program(s) is a requirement for Timely and Satisfactory Degree Progress. The Degree Program should be filed with the Graduate Studies Office by the end of the 2nd semester of study (by the end of the 1st year of study). It is considered an essential "milestone" in a graduate student program. By filling it out, you have effectively laid out a plan of courses for your time here as a graduate student. Changes can later be made to courses, languages, committee members, etc. as appropriate.

The Degree Program Form is available at: http://www.grad.umn.edu/Current_Students/forms/Grad_School89a.pdf

In cases where the degree program does not meet the Graduate School requirements, the DGS will be notified in writing of the issues that prevent approval and will work with the student and The Grad School to reconcile the issues. Final approval of the Degree Program by the Graduate Student Services & Progress Office takes approximately 4-6 weeks. One copy of the approved Degree Program Form is sent to the student and one to the History Department.

For students entering the program in Fall 2006 and later (and students who entered before Fall 2006 who, with their advisor's consent, have opted into the new requirement of ten rather than twelve History courses), the following rules apply:

For students entering with an MA, no more than four courses (twelve credits) of History coursework from the previous institution shall be counted toward these ten courses, except under extraordinary circumstances

A maximum of two semesters (6 credits) of Practical Pedagogy (Hist 5960) may be counted on the PhD Degree Program.

No more than two courses (six credits) of Independent Study in History may be counted on the PhD Degree Program, except under extraordinary circumstances.

DEGREE PROGRAM FILING, PURSUING THE HISTORY MA AND PHD

For students pursuing both the MA and PhD degrees, separate Degree Programs must be filed for the MA and PhD. The Graduate Studies Office strongly recommends filing them at the same time to ensure that timely degree progress towards the PhD is made while working on the MA.

LANGUAGE REQUIREMENTS

The mastery of foreign languages is regarded by the History Department as necessary to the intellectual formation of a professional historian, whether or not a student needs a foreign language for research. In all but a few areas of History, foreign language proficiency is indispensable for research and should be acquired before graduate study begins, or should be undertaken very early in a student's program. Special courses for the acquisition of reading competence are available in several language departments in the University. Students are urged, however, to try to undertake their language preparation before entering graduate studies in History, if their interests lie in any of the areas in which language ability is critical.

Reading knowledge of **at least 1 foreign language** must be demonstrated **before** a student is admitted to the **MA Oral Exam**.

Reading knowledge of **at least 2 foreign languages** must be demonstrated **before** a student is admitted to the **PhD Preliminary Written Exams**.

The Graduate Student Services & Progress Office monitors the completion of these Language Requirements.

Some areas of concentration require additional foreign languages. In these cases, some additional language work may be done after the Preliminary Exams.

Information on completion of the language requirements should be obtained from the Graduate Studies Office early in the student's residence at the U of M. Instructions are also available on the web at http://www.grad.umn.edu/current_students/forms/.

In some cases, competence in Quantitative Methods/Statistics may replace one of the foreign languages. PhD candidates may use Quantitative Methods/Statistics to meet language requirements only with the consent of their advisors. An appropriate faculty committee will certify that a student meets the requirements for statistics. A student will demonstrate competence by fulfilling all of the following:

- satisfactory performance (at least a B) in History 5011 and History 5012;
- satisfactory performance in a graduate level course in statistics or econometrics; *and*
- use of statistical analysis in a research paper.

Under no circumstances can proficiency in the English language be considered as satisfying a language requirement. However, if the student's native language is a language other than English AND is relevant to the course of study/dissertation topic, the native language may be used to fulfill a language requirement.

AREAS OF STUDY TABLE:

On many Grad School forms you will see the word "Field." As we use the word, your "Field" is "History." Your specialization within History is called an Area.

It is possible that your Comparative Area, Thematic Focus, and Supporting Area would be similar in name—for example, "Gender" or "Race and Ethnicity" or "Environmental." The difference is that the Comparative Area involves coursework outside the geographical/chronological General Area, the Thematic Focus is the methodological or topical emphasis of your research, and the Supporting Area involves your coursework outside the History Department. Of course, these three areas can also be very different from each other; it depends upon the individual student's interests.

AREA	DESCRIPTION	EXAM																																	
General	<p>Broad regional (time and space) specializations. General Areas available in History are:</p> <ul style="list-style-type: none"> Africa Ancient Asia: East Asia: South Europe: Medieval (300-1500) Europe: Early Modern (1350-1750) Europe: Modern (1700-present) Latin America Middle East United States Comparative Early Modern World 	PhD Prelim Written Exam General																																	
Sub	<p>Within the General Area, the student, working with the advisor, defines a temporal, topical or geographical Sub-Area. The Sub-Area is a sub-set of the General Area but still quite broad. Some possible examples include:</p> <ul style="list-style-type: none"> Africa: East Africa, South Africa, Slavery, or Migration Ancient: Ancient Near East East Asia: Modern Japan, or late Qing and early Republican South Asia: Indian Nationalist Movement or South India Medieval Europe: the Early Middle Ages 300-900 or France Early Modern Europe: Spain; Religion Modern Europe: European Nationalism, England or Germany Latin America: Brazil or Colonial period U.S: American Indian, Modern US, Early US or New England 	PhD Prelim Written Exam Sub-Area																																	
Comparative	<p>Can be either a General or Sub Area outside the student's own general area, or it may be a thematic comparison. Some examples include:</p> <ul style="list-style-type: none"> Any of the General Areas listed above Comparative History of Women, Gender & Sexuality Colonial Africa Comparative Environmental History Atlantic World 	PhD Prelim Written Exam Comparative																																	
Thematic Focus	<p>A methodological approach or topical emphasis pertinent to the student's research plans. Options include:</p> <table border="0"> <tr> <td>African American</td> <td>Family/Childhood</td> <td>Nationalism/National Identity</td> </tr> <tr> <td>American Indian</td> <td>Gender/Sexuality</td> <td>Politics/Political Culture</td> </tr> <tr> <td>Asian American</td> <td>Historical Memory</td> <td>Popular Culture</td> </tr> <tr> <td>Atlantic World</td> <td>Intellectual</td> <td>Race/Ethnicity</td> </tr> <tr> <td>Business</td> <td>International/Transnational</td> <td>Religion</td> </tr> <tr> <td>Colonialism/Imperialism</td> <td>Jewish</td> <td>Science/Medicine</td> </tr> <tr> <td>Cultural</td> <td>Labor/Work</td> <td>Social</td> </tr> <tr> <td>Demography</td> <td>Legal/Constitutional</td> <td>Social Movement</td> </tr> <tr> <td>Economic</td> <td>Material Culture</td> <td>Urban</td> </tr> <tr> <td>Education</td> <td>Migration/Immigration</td> <td>Visual Culture</td> </tr> <tr> <td>Environmental</td> <td>Military</td> <td>Women</td> </tr> </table>	African American	Family/Childhood	Nationalism/National Identity	American Indian	Gender/Sexuality	Politics/Political Culture	Asian American	Historical Memory	Popular Culture	Atlantic World	Intellectual	Race/Ethnicity	Business	International/Transnational	Religion	Colonialism/Imperialism	Jewish	Science/Medicine	Cultural	Labor/Work	Social	Demography	Legal/Constitutional	Social Movement	Economic	Material Culture	Urban	Education	Migration/Immigration	Visual Culture	Environmental	Military	Women	No exam required
African American	Family/Childhood	Nationalism/National Identity																																	
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Demography	Legal/Constitutional	Social Movement																																	
Economic	Material Culture	Urban																																	
Education	Migration/Immigration	Visual Culture																																	
Environmental	Military	Women																																	
Supporting Program or Minor	<p>Coursework/study outside History that adds necessary interdisciplinary preparation and intellectual breadth to the program of studies. A Supporting Program is normally composed of courses in one or several disciplines and has a logic as well as a supporting relationship to the student's work in History. A Supporting Program can also be a discipline in which it is possible to do a minor but for which the student has not fulfilled the requirements of a minor—the difference is that a minor will appear on the transcript. Some examples include:</p> <table border="0"> <tr> <td>African Diaspora</td> <td>Cultural Theory</td> </tr> <tr> <td>Ethnicity</td> <td>Feminist Studies</td> </tr> <tr> <td>Gender</td> <td>Geography</td> </tr> <tr> <td>Medieval Literature</td> <td>Race</td> </tr> <tr> <td>Religion</td> <td>Social Transformation</td> </tr> </table> <p>Students wishing to undertake formal Minors (for example, English, American Studies, Political Science) need to consult with the program in question</p>	African Diaspora	Cultural Theory	Ethnicity	Feminist Studies	Gender	Geography	Medieval Literature	Race	Religion	Social Transformation	<p>*Supporting Program: no exam required</p> <p>*Minor: exam requirements set by Minor Program</p>																							
African Diaspora	Cultural Theory																																		
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Gender	Geography																																		
Medieval Literature	Race																																		
Religion	Social Transformation																																		

History Department Prelim Written Exam Requirements (updated Fall '06)

- This is a summary. Detailed requirements are available in the Graduate Studies Office.
- Comparative Areas are not limited to the ones listed here; students wishing to do a Comparative Area other than those listed here should consult with relevant faculty.
- Students should consult with advisor and other faculty members as to appropriate courses to prepare for the exams. In some Areas, a separate exam is written for each student; in others all students taking prelims in the same semester take the same exam.
- A dissertation prospectus is required at the time of Preliminary Oral Exam. A copy of the detailed prospectus should be turned in to the Graduate Studies Office as soon as completed.

General Area	General Area Prelim Format	Sub Area Prelim Format	As Comparative Area
Africa	2 week take-home; 2 questions	2 week take-home; 2 questions	Consult Africanist faculty you've taken a course with.
Ancient	Consult advisor	Consult advisor	Consult faculty
Asia: East Asia	Take-home or timed; written/read by E. Asia faculty collectively; historiographical questions; may include syllabus question.	Take-home or timed; written/read by advisor and one other faculty member	Take at least 2 courses in E. Asia. Exam written/read by 1 faculty member; broad enough to demonstrate ability to teach area.
Asia: South Asia	Consult advisor	Consult advisor	Consult faculty
Comparative Early Modern	Written/read by 2 faculty members with whom the student has taken courses, covering 2 different world regions. Timed or take-home.	Consult advisor.	Written/read by 2 faculty members with whom the student has taken courses, covering 2 different world regions. Timed or take-home
Europe: Early Modern Europe	Written/read by 2 faculty members with whom the student has taken courses. Timed or take-home.	Consult advisor.	Written/read by 1 faculty member with whom the student has taken courses. Timed or take-home.
Europe: Medieval Europe	Hist 5611 and 5612 required. 2 3-hour exams: (1) chronological periods, (2) methodology and pedagogy. Written/read by 3 faculty members.	Included in General Area exam.	Hist 5611 or 5612 required; take the 1 st of the 2 3-hour exams required for General Area. Alternatively students may do a Comparative Area in a sub-area by arrangement with 1 faculty member.
Europe: Modern Europe	6-hour exam, 3 questions. Written/read by 3 faculty members.	3-4 hour exam, or take-home exam, written/read by advisor.	2 courses required. Written/read by 1 faculty member. 2 questions, 1 broad, 1 can be more specific. Timed or take-home.
Latin America	1-day take-home; 1 colonial, 1 national period question from a list given to student in advance. Syllabus required before exam.	Questions on 2 thematic fields, written/read by advisor. 1-week take-home. Questions to be related to dissertation proposal.	2 seminars required; written exam written/read by one faculty member.
Middle East	2 week take-home; 2 questions	2 week take-home; 2 questions	Written/read by 1 faculty member with whom the student has taken courses. Decided between faculty and student (timed, take home, in class)
United States	Prelim Portfolio including satisfactory completion of 2-course Readings sequence; annotated U. S. history course syllabi and introductory lectures; original research paper; and comparative area written exam	Included in Prelim Portfolio.	2 courses required at least one of which must be from 2-course Readings sequence required of all Americanists; annotated syllabus and intro. lecture from Readings School course in U. S. history.
Comparative Area			
Comparative History of Women, Gender & Sexuality			2 courses required on women's history in areas other than student's General Area. 2 week take-home written/read by 2 faculty members; includes syllabus question.

FUNDING GRADUATE STUDY AND POLICIES REGARDING GRADUATE STUDENT FUNDING

TUITION AND FEES

Specific information concerning tuition and fees is available in the U of M's Class Schedule at: <http://onestop.umn.edu/onestop/tuition.html>. There is a two-part tuition scale for students:

Resident Rates:	for students who habitually reside in Minnesota
Non-Resident Rates:	for students from outside Minnesota.

Students who hold an assistantship, fellowship or Instructorship of at least 50% time qualify for Resident Rates. Thus, tuition is covered at resident rates by the appointment

Once a student has completed the Preliminary Oral Examination, registering for thesis credits is the next step. 24 doctoral thesis credits are required for the award of the PhD. Students should register for doctoral thesis credits over two semesters. Once the 24 thesis credit requirement is met, students enroll in the FTE credit, (full-time status with one credit registration), or if appropriate and they do not hold an assistantship or fellowship, in GRAD 999. Please review these options by visiting The GRAD SCHOOL website at http://www.grad.umn.edu/current_students/registration/index.html

Students who have completed Thesis Credits and will be appointed as Graduate Assistants will be appointed with a Job Code that covers only one credit per semester. Students in this situation **must** register for the FTE credit if they wish to have their tuition paid as part of their History Department appointment. If a student at this stage wishes to take more than one credit and have it paid for under the tuition benefit, s/he must obtain approval from the Graduate Studies Office. This approval is not automatic. Unless a change of job code is approved, a student in the third semester after prelims should have completed thesis credits and will receive a tuition benefit that covers only the FTE credit.

POLICIES REGARDING GRADUATE STUDENT FUNDING

Since Fall 2001, entering students have been offered 5 year of guaranteed support if entering with a BA only and 4 years of support if entering they are entering with a History MA. Since Fall 2006 all admitted students have been offered 5 years of guaranteed support. The last 2 or 3 years of guaranteed support are reserved for the ABD stage. All support is contingent on "timely and satisfactory progress" in the History PhD program. In this total number of years of guaranteed support, all forms of institutional support are included: History TAs, RAs, RAships held/controlled by History faculty including those connected with Centers, History Instructorships, Reader/Graderships, Fellowships for which we nominate students and/or which are provided by the U of MN, and RAships and TAs elsewhere in the U of M.

WHAT DOES "TIMELY AND SATISFACTORY PROGRESS" FOR FUNDING PURPOSES MEAN?

Please refer to the Timely and Satisfactory Degree Progress section.

TA, R/G, AND INSTRUCTORSHIP APPOINTMENTS

Note: All departmental offers of guaranteed support are accompanied by the proviso that "in the event of a financial emergency at the University future levels of support may be affected."

The Department typically employs approximately 40-50 TAs and Graduate Instructors in any given Fall or Spring Semester. TAs receive a stipend plus tuition and health insurance as remuneration for half time service during the academic year. TA appointments are awarded to beginning and advanced students who are qualified to undertake supervised teaching duties within the Department. Students must be registered each term of the appointment to continue to hold a graduate assistantship appointment; this applies to appointments of any percentage and any number of hours. For more specific information, refer to the Grad Assistant Employment Office website at <http://www1.umn.edu/ohr/gao/>.

Teaching assistantships may include serving as a section leader; as reader/grader for a lecture course; or in some other capacity directly related to instruction, such as History Day Coordinator. Every effort will be made to assign a TA to the position requested, although this may not always be possible. Accepting an offer of a TAship constitutes an agreement that the student will accept whatever assignment is offered.

All awards are contingent upon the availability of funds AND on a student making Timely and Satisfactory Degree Progress AND on satisfactory performance as a TA (in whatever capacity) and/or Instructor.

All current students who want funding in a given academic year must fill out a funding application, due in January or February of the prior academic year. This form is required even for those students

who are still eligible for some of the years of support promised to them at admission. The formal application keeps the department up to date on students' intentions and projected needs, and helps with our planning. Students who are promised funding and who are making timely progress, but do not fill out the application, may be assigned to appointments without regard to their preferences and interests. Students who have already used up their promised funding and who do not fill out the form will not be funded.

Notification of an appointment to a TA or Instructor position for the next academic year is usually made in late Spring Semester. Invariably, some who are appointed are unable to accept; in addition, the exact number of positions may not be known until shortly before the Fall semester begins. Students who have used up their promised funding, or who have lost guaranteed funding because of degree progress issues, may be placed on an alternate list. We usually end up making a number of appointments from the Alternate list.

Non-native speakers of English who have been offered a Teaching Assistantship (including reader/graderships) or who wish to hold one need to take the SPEAK Test, a test of ability in spoken English. Information on this test is available at <http://www1.umn.edu/ohr/teachlearn/int/gradFAQ.html>. Students should register to take this test as soon as possible after arrival at the U of M.

RA APPOINTMENTS

Individual faculty members, through funded research, may hire/employ students as Research Assistants. The DGS may help faculty find appropriate RAs, but does not make appointments.

FELLOWSHIPS

The History Department awards Departmental fellowships to some first year and advanced students. The Department nominates outstanding graduate students for fellowships awarded to advanced students by The Grad School and the U of M. The Grad School Fellowships are listed at <http://www.grad.umn.edu/fellowships/>.

If you have a History Department fellowship, and you have health insurance from another source (for example, spouse/partner, parents), please inform the Graduate Studies Office so that the History Department does not pay for duplicate health insurance.

The Department strongly encourages students to seek external (non-U of M) fellowships. Receipt of an external fellowship will not reduce your promised semesters of funding from the Department.

For students who have been awarded an external fellowship or a University fellowship which does not cover tuition and/or health insurance, it is the policy of the Graduate Studies Office to cover these costs if the funds are available. You should notify the Graduate Studies Office as soon as you have accepted the award so the Graduate Studies Office is able to budget for the expense.

WORK LIMITATIONS

During the academic year (scheduled class periods and finals weeks) graduate assistants may not hold appointments or any combination of appointments totaling more than 75% time (30 hours per week). This total includes all University employment plus College of Continuing Education activities.

Requests for exceptions to the 75% time restrictions must be made to the Dean of The Graduate School, or designee. Students should submit their request for exceptions directly to the Graduate Studies Office via the 75% Waiver Form. The adviser and Graduate Studies Office will prepare the request to the Dean of The Grad School. Requests must be made in advance of the actual time worked.

During scheduled break periods and summer terms, graduate assistants may work up to 100% time (40 hours per week). In no instance are graduate assistants permitted to work above 100% time.

OTHER SOURCES OF FUNDING

Since Departmental funds are limited, some students also find support outside the Department. The Grad School Fellowship Office (321 Johnston Hall) can provide information on a variety of fellowships and scholarships awarded by outside foundations and organizations, and on miscellaneous funds available within the U of M. The Office of Financial Aid (210 Fraser Hall) accepts applications for scholarships, loans, and work-study grants. Other U of M departments or offices sometimes employ History graduate students as part-time TAs or Administrative Assistants. Such positions are often listed with the Graduate Assistant Employment Office or can be accessed through the web at: <http://www1.umn.edu/ohr/gao/>. The Student Employment Office (120 Fraser Hall and 100 Donhowe Building) maintains lists of on-and off-campus jobs.

Consult The Grad School catalog and The Grad School's booklet on fellowships for other possibilities for aid.

For a fully developed list of sources of funding for graduate students and dissertation research see the graduate student section of The Grad School Office of Development website <http://www.grad.umn.edu/faculty-staff/funding/> Here is a similar website from CLA: <http://www2.cla.umn.edu/admin/research/> .

JOB PLACEMENT

Advanced students who are ready to seek employment should discuss the job search with the Placement Officer who is also a faculty member, and create a placement dossier with the appropriate staff member in the main History office. The Placement File contains confidential letters of recommendation and official transcripts). It is reproduced on request for prospective employers via a form (and labels) completed by the student or recent graduate. There is a fee for this service. You must submit requests to the Placement Assistant at least two weeks before the materials should be sent out.

The Department receives a monthly report of employment information in *AHA Perspectives* and *The Chronicle of Higher Education*, which list job vacancies in colleges and universities around the country. We also receive notices of vacancies directly from employers. In addition, individual faculty members are often contacted by employers and asked to recommend candidates for positions. The Department notifies current Placement File holders of job announcements through e-mail.

Although employment is the primary responsibility of the person seeking it, the Department of History (in particular, the student's advisor) takes an active role in placing its graduates and in promoting their careers, even years after they have left Minnesota.

The Department maintains contact with its graduates through an annual newsletter published by the Department.

MINORING IN HISTORY

Students from other departments may elect to minor in History. All minor programs must be approved by History's Graduate Studies Committee and signed by the DGS (The Grad School Degree Program form requires the signature of the Minor Field DGS).

For the MA degree, a History minor involves a concentration in a single Sub-Area of History and the completion of a minimum of 3 regular graduate courses in History (6 credit minimum). Normally, there will be a representative of the minor (History) on the student's oral examining committee.

PhD students majoring in another department and Minor in History are expected to take 4-5 courses including HIST 8015. A student must prepare for a written examination or substantial written project, and the topic chosen must be logically related to the student's major work. One or two representatives of the minor (History) must serve on the student's preliminary oral examining and thesis committees. For a PhD Minor, the Preliminary Oral Exam also serves as the exam for the minor.

LIST OF FORMS, CHARTS AND TABLES

Most stages of progress through the program are approved by the History Department and Grad School. The list below indicates required forms for the various stages of the program. Most forms are available from the Graduate Studies Office and The Grad School forms are available through The Grad School website, http://www.grad.umn.edu/Current_Students/forms/index.html.

Grad School Forms:

- Degree Program Forms
- Graduate School (Language Department) Certification of Foreign Language Proficiency
- Graduate Department Language Certification
- Petition Form (for changing Degree Program, requesting time extension, etc.)
- Reviewers' Report Form M.A.'s Degree Form
- Final Examination Report M.A.'s
- PhD Preliminary Written Exam Report Form
- Preliminary Oral Examination Scheduling Report Form, PhD
- Preliminary Oral Examination Report Form
- Thesis Proposal Form
- Reviewers Report PhD Thesis, included in the Graduation Packet
- Final Oral Examination Report PhD Degree

Graduate Studies Office Forms:

- Exam Scheduling Form: MA
- Exam Scheduling Form: Prelim Written Exams
- Exam Scheduling Form: Prelim Oral Exam
- Exam Scheduling Form: Final Oral Exam
- Committee Member Change Request Form (Email is ok for this)
- Exam Reporting Form (for MA and PhD Written Examinations only) (Email reporting is ok for this)
- 75% Waiver form

Graduate Studies Office Charts and Tables:

- Grad School & History Department Minimum Requirements
- Progress Chart: Expected PhD Degree Progress, Entering with a Previous MA (History related)
- Progress Chart: Expected PhD Degree Progress, Entering with a BA, Earning a PhD only
- Progress Chart: Expected PhD Degree Progress, Entering with a BA, Earning MA and PhD
- Areas of Study Table
- History Department Prelim Written Exam Requirements as of 6/04 (US requirements updated as of 6/06, Middle East updated 10/06)



Good luck on the road to graduation!