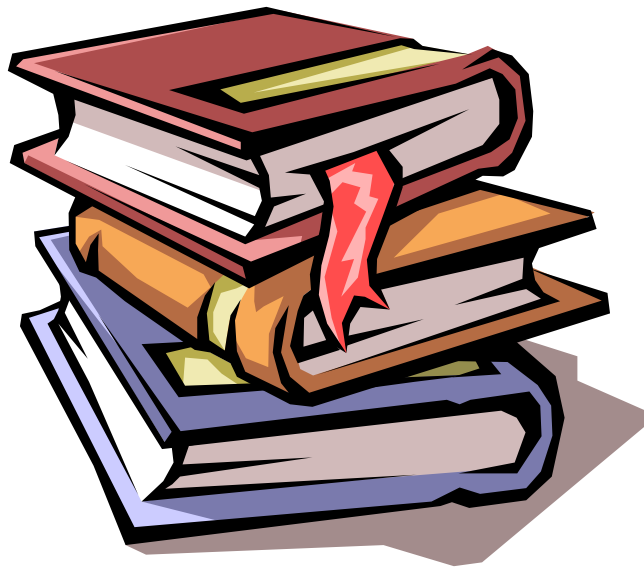


**HISTORY DEPARTMENT**  
**GRADUATE STUDIES OFFICE**  
**POLICIES AND PROCEDURES**

August 2006



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## LIST OF ABBREVIATIONS

ABD	All-But-Dissertation (technically Doctoral Candidate)	MA	Master's Degree
DGS	Director of Graduate Studies	Ph.D.	Doctor of Philosophy
GPA	Grade Point Average	RA	Research Assistant
GS	Graduate School	R/G	Reader/Grader
GSC	Graduate Studies Committee	Student	usually implies Graduate Student
GSO	Graduate Studies Office	TA	Teaching Assistant
GSSP	Graduate Student Services and Progress Office, GS	U of M	University of Minnesota
FTE	Full Time Equivalent Status	AHA	American Historical Association

## KEY DEPARTMENT AND UNIVERSITY OFFICES - CONTACT INFORMATION

### History Department

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

Chair:  
Associate Chair:  
Associate Administrator:  
Accountant:  
Placement Officer:  
Placement File Asst:

Eric Weitz, [weitz004@umn.edu](mailto:weitz004@umn.edu)  
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Sue Haskins, [s-hask@umn.edu](mailto:s-hask@umn.edu)  
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Giancarlo Casale, [casale@umn.edu](mailto:casale@umn.edu)  
Kem Tae Lynch, [lync0142@umn.edu](mailto:lync0142@umn.edu)

### Graduate Studies Office

646 Social Sciences  
[histdgs@umn.edu](mailto:histdgs@umn.edu)  
612-624-5840

Dir. of Graduate Studies:  
Asst. to the DGS:

Barbara Welke, [hdirgs@umn.edu](mailto:hdirgs@umn.edu)  
Amanda Nelson, [histdgs@umn.edu](mailto:histdgs@umn.edu)

### Graduate School

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

**Student Services & Progress Office**, 316 Johnston Hall  
[http://www.grad.umn.edu/offices-contacts/student\\_services.html](http://www.grad.umn.edu/offices-contacts/student_services.html) for their contact information

**Fellowship Office**, 314 Johnston Hall,  
<http://www.grad.umn.edu/fellowships/> for their contact information

### 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](mailto:gaoinfo@tc.umn.edu)  
<http://www1.umn.edu/ohr/gao/>

### Graduate Assistant Insurance Office

Boyton Health Services  
Minneapolis, MN 55455  
Phone: 612-624-6936 or 612-624-6640  
[gradins@bhs.umn.edu](mailto: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

The Graduate Program in History is administered by The GS and its six attendant policy and review councils and an Executive Committee.

The GS 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 online at <http://www.catalogs.umn.edu/grad/index.html>, and in 309 Johnston Hall.

Each student bears responsibility for knowing and meeting the requirements of The GS and History Department (such as 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
Spring Semester:	January–May
May Term:	May–June
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 GSO or Sue Haskins can provide students with proposed teaching 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 requisite steps to forward the University email account to the preferred account.

The History Department advises that students check their e-mail account daily to remain updated on official communication from the History Department and other U of M offices. Ultimately, students are responsible to check e-mail and to be 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 DGS (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 GSO updates the advisor on the student’s degree progress. The DGS meets with students individually for the purpose of ensuring satisfactory degree progress.

## ADDRESS, E-MAIL, PHONE, AND NAME CHANGES

For accurate record keeping purposes, students are responsible for immediately notifying the 1) U of M (see <http://onestop.umn.edu/onestop/index.html>), 2) the GSO (via [histdgs@umn.edu](mailto:histdgs@umn.edu)), and 3) accountant of any department employing the student of address, e-mail, phone number and name changes.

## 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 GSO will **not** send your mail to you. It is your responsibility to make arrangements with another graduate student to have your mail sent to you.

## STUDENT FILES

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

Students should inform the GSO of awards, publications, fellowships, RAships, etc. to be included in the student's 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 GSO has Evaluation Forms for History Graduate Students that faculty members can use. These evaluations are critical to the GSC 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 GSO via 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 GS 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 Ph.D. 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 GSC appoints an initial advisor 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
- a student finds that 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](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 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 Ph.D. 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 GSO of the change and to complete all necessary paperwork. The History Department will then complete attendant actions with The GS.

## **WITHDRAWAL BY ADVISOR**

Should an advisor 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 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, and where appropriate, work with the DGS to
- 2) identify possible alternative advisors.
- 3) meet with the student to explain the decision to withdraw as advisor.
- 4) notify the GSO 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 student's situation will be considered by the GSC, 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 advisee and the DGS, to discuss the continuation of advising and the desirability of adding a co-advisor.

## **COMMITTEES – ESTABLISHING AND CHANGING**

MA Oral and Ph.D. 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 Ph.D. 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](http://www.grad.umn.edu/faculty_rosters/step1.asp) for GS 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 GSO.

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

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

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

## **REGISTRATION ISSUES**

### **REGISTRATION POLICY**

Registration for Fall 2006 began on Thursday, April 13, 2006.

Fall Semester 2006 classes start Tuesday, September 5<sup>th</sup>.

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 GS 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 GSO 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:

For Ph.D. students,

- 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 GSO. 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](http://www.grad.umn.edu/current_students/registration/FTE_procedures.html).

Please refer to the GS' website for further details on registration requirements:  
[http://www.grad.umn.edu/current\\_students/registration/index.html](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 requirements for 0 credit registration, etc., GRAD 999 is a zero-credit, zero-fee, non-graded registration option for graduate students who must register solely to meet The GS registration requirement. Please review information at [http://www.grad.umn.edu/current\\_students/registration/grad\\_999.html](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 do not recognize GRAD 999 as registration for the purpose of a student visa. 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 GSO 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 most graduate level courses. The GSO has the Permission Number 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 the main Department Office.

Beginning with students who enter in Fall 2007, all students will be 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. It is highly recommended that students entering in Fall 2006 also fulfill this requirement.

## **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 GSO 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 GSO 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 student's adviser(s), faculty committee, department, and The GS determine that the student is not making satisfactory academic progress.

For a full listing of degree completion requirements, please see The GS website at [http://www.grad.umn.edu/current\\_students/degree\\_completion/index.html](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 GSO and the GSSP 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 stop the clock while maintaining the status of "timely degree progress." This might include circumstances such as pregnancy, becoming a parent, personal or family illness or tragedy, 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 provided that the student 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 GSC. 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 is 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 GS. Students who are not yet ABD may not register for more than two semesters of GRAD 999 without the permission of the DGS.

## **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 GSC 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 GSC may recommend to The GS that the student's registration be terminated and that the student be excluded from further study.

### **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 GS Language Requirements (2 for the Ph.D.) 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 Asian History, require additional languages.)
4. Students admitted to the Ph.D. who enter the program with a BA are expected to pass the Preliminary Written and Preliminary Oral Exams by the end of the 3<sup>rd</sup> year of full-time study. An MA degree, for those students who choose to pursue it, is normally completed during the 2<sup>nd</sup> 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 2<sup>nd</sup> 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).

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 (either a full prospectus is discussed at the Prelim Oral and thus completes the requirement or a smaller prospectus is discussed at the Prelim Oral with a follow-up meeting of the student and committee at a later date. All students entering the program beginning Fall 2006 are required to submit a full Prospectus as part of the Preliminary Oral Exam). The full Prospectus must be submitted to the GSO by the end of the next semester after the Prelim Oral Exam date; and
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. Students must meet GS 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.

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.

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

### **GS TIME LIMITS FOR EARNING THE MA AND Ph.D.**

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.

Ph.D.: 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 Ph.D., 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/g59.pdf](http://www.grad.umn.edu/current_students/forms/g59.pdf), and submitting the document, with written support and the signature of the Advisor and DGS, to the GSSP for review and decision.

For specific GS information on Time Extensions, please refer to: [http://www.grad.umn.edu/current\\_students/forms/g15.pdf](http://www.grad.umn.edu/current_students/forms/g15.pdf)

### **ANNUAL REVIEW / DEGREE PROGRESS LETTERS**

Based on the (Spring Semester) Annual Review by the GSC of all student files, the GSO 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 Ph.D. Degree.

### **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. A review should be done by the advisor to ensure that the program of study fulfills the requirements of the History Department and The GS, 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 GSO for pre-approval. 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 GSC as appropriate, approves the Degree Program, and it is forwarded to the GSSP 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 GSO by the end of the 2<sup>nd</sup> semester of study (by the end of the 1<sup>st</sup> 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 be made to courses, languages, committee members, etc. as appropriate.

The Degree Program Form is available on the web: [http://www.grad.umn.edu/Current\\_Students/forms/g89a.pdf](http://www.grad.umn.edu/Current_Students/forms/g89a.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 GS to reconcile the issues. Final approval of the Degree Program is given by the GSSP and takes approximately 4-6 weeks. Once approved, 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:

A maximum of four History courses from other institutions may be counted on the PhD Degree Program as courses in the major.

A maximum of two semesters 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 PH.D.**

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

### **LANGUAGE REQUIREMENTS**

In all but a few areas of History, foreign language proficiency is indispensable and should be acquired before graduate study begins, or should be undertaken very early in a student's program. 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. 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 **Ph.D. Preliminary Written Exams**.

The GSSP monitors the completion of these Language Requirements.

Some areas of concentration require additional foreign languages. For example, Medieval history requires a reading knowledge of Latin and two modern foreign languages as determined by the advisor. East Asian history requires Chinese and Japanese, as well as a European language. 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 GSO early in the student's residence at the U of M. Further, instructions are also available on the web at [http://www.grad.umn.edu/current\\_students/forms/](http://www.grad.umn.edu/current_students/forms/).

In some cases, competence in Quantitative Methods/Statistics may replace one of the foreign languages. Ph.D. 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.

### **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 2<sup>nd</sup> academic year.

For further GS instructions on the MA degree and examination process please refer to:  
[http://www.grad.umn.edu/current\\_students/forms/masters.html](http://www.grad.umn.edu/current_students/forms/masters.html).

### **MA – PLAN A**

Under the Plan A option, students take at least 8 classes and writes an MA thesis (10 MA thesis credits, HIST 8777). Thesis work and preparations for exams proceed concurrently, with frequent consultations with the advisor. Depending upon the advisor's procedures, the student may submit drafts (chapter by chapter, or after the whole is completed) of the thesis for the advisor's approval.

After satisfactory completion of 10 coursework credits, students submit the Degree Program Form, first to History Department for pre-approval, then to the GSSP for final approval. Degree Program Form approval takes approximately 4-6 weeks.

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 GS MA thesis requirements are available at [http://www.grad.umn.edu/current\\_students/forms/masters.html](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 GS 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 GS (See format instructions on The GS website at [www.grad.umn.edu](http://www.grad.umn.edu).) The MA Exam committee's approval of the thesis and the registration of its completion are officially conveyed to The GS on the MA Examination form included in the Graduation Packet from The GS. Students must also submit 2 unbound copies of the final thesis to the GSSP.

### **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.

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 GS whether or not the MA degree is to be awarded.

### **SCHEDULING THE MA EXAM**

Student must schedule their MA Exam with the GSO **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 GSO Exam Scheduling form, with specific instructions, is available in the GSO.

RESPONSIBLE PARTY:	TASK:
Student	Determine exam day and time with committee
Student	Notify GSO of exam particulars via Exam Scheduling form (found in GSO) at least 2 weeks in advance of the exam date
GSO	Reserve appropriate room
GSO	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 GS 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 GS MA Final Oral Exam Reporting form to The GS immediately after the exam, 316 Johnston Hall (the form is found in the Grad Pack)
Student	Ensure the MA Chair signs the GSO Exam Results form (obtain from the GSO)

## Ph.D. DEGREE REQUIREMENTS

The Ph.D. 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 Ph.D. dissertation.

Note: The required History Examinations are: the Preliminary Written Exams (General, Sub and Comparative Area exams or for students who general area is U. S. History, the Prelim Portfolio), Preliminary Oral Exam and the Final Oral Exam (dissertation defense). Also required are the Departmental Dissertation Prospectus and GS Thesis Proposal Form

For specific instructions on Ph.D. degree progress, please refer to:  
[http://www.grad.umn.edu/current\\_students/degree\\_completion/doctoral/index.html](http://www.grad.umn.edu/current_students/degree_completion/doctoral/index.html)

## Ph.D. DEGREE PROGRAM

The Ph.D. Degree Program must form a cohesive and interrelated body of knowledge, giving effective support to the particular General Area and Sub-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. According to the student's needs, advice and direction of the advisor and other members of the faculty, each Ph.D. 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.

## PRELIMINARY WRITTEN EXAMINATIONS AND PROCEDURES

History Ph.D. students must schedule and pass 3 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 written exams. **In addition, each History student must define a thematic focus or approach and take coursework outside the History Department.**

### SCHEDULING THE PRELIMINARY WRITTEN EXAMINATIONS (3)

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

The student schedules the individual Ph.D. Preliminary Written Exams with the GSO. Students **must schedule** their Ph.D. Preliminary Written Exams with the GSO **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 GSO Exam Scheduling form, with specific instructions, is available in the GSO.

After all 3 Ph.D. Preliminary Written Exams have been approved by the appropriate faculty members, the GSSP Preliminary Written Exam Report Form is completed and forwarded to the GSSP (note: there are also GSO forms for the individual exams). Copies of the signed exam forms, exam questions and answers are kept in the students' GSO file.

RESPONSIBLE PARTY:	TASK:
Student	Determine exam day and time with committee
Student	Notify GSO of exam particulars via Exam Scheduling form (found in GSO) at least 2 weeks in advance of the exam date
GSO	Reserve appropriate room/computer
GSO	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 GSO via e-mail text and attachment (given to GSO at least 1 week in advance of Exam date).
GSO	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 GSO
Student assists GSO	E-mail exam (questions and answers) to the Examiners and GSO via e-mail attachment; provides GSO with one printed set.
Exam chair or advisor	Compile votes from appropriate Examiners; inform student / GSO of result
Exam chair or advisor	Sign appropriate GSO Prelim Written Exam Report forms
Student	Once all three Written Exams have been passed, deliver The GS Prelim Written Exam Report Form to The GS (316 Johnston)
Student	Schedule the Prelim Oral Exam at least 2 weeks in advance of the exam date!

## RETAKE THE PRELIMINARY WRITTEN EXAMINATIONS

A graduate student who fails a Ph.D. Preliminary Written Exam may be permitted to take it a second time, unless, in the judgment of the advisor and/or the GSC, there is sufficient cause to deny re-examination. The GSC 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 Ph.D. 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 GSSP on the Degree Program form, unless a change has been approved by The GS).

The Ph.D. 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 complete a Plan A thesis, or 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).

## DEPARTMENTAL DISSERTATION PROSPECTUS

The Preliminary Oral Exam covers course work, Ph.D. Preliminary Written Exams, and normally, 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 2 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. In some General Areas it is customary to present the full prospectus by the end of the semester after becoming ABD.

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). In the case of a deferred discussion of the full dissertation proposal, the discussion of the full prospectus should take place no later than the end of the first semester of the fourth year of study (third year for students entering with an MA).

A copy of the prospectus must be included in the student's GSO file at the time of the discussion.

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 Ph.D. Preliminary Oral Exams with the GSO at least 2 weeks in advance** of the requested exam date. **The student is responsible for scheduling the exam with the GSSP 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 GSO Exam Scheduling form, with specific instructions, is available in the GSO. The GSSP Ph.D. Preliminary Oral Exam Scheduling form is available at [http://www.grad.umn.edu/current\\_students/forms/doctoral.html](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 Ph.D. 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 GSO of exam particulars via Exam Scheduling form (found in GSO) at least 2 weeks in advance of the exam date
GSO	Reserve appropriate room
GSO	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 Ph.D. Prelim Oral Exam with GS 1 week prior to examination
Student	Deliver The GS Prelim Written Exam Results to The GS 1 week prior to examination
Student	Pick up The GS Prelim Oral Exam Results form from the
Exam Chair	Compile votes from appropriate Examiners; informs student / GSO of result
Committee Members	Sign GS Prelim Oral Exam forms
Student	Deliver GS Prelim Oral Exam Results form to GS (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.

## THESIS PROPOSAL – FILING WITH THE GRADUATE SCHOOL

The semester following the successful completion of the Ph.D. Preliminary Oral Exam, each student must file a GS Thesis Proposal Form:

- It must be signed by the advisor prior to submission to the GSO for DGS approval (as well as the Minor Field DGS signature). The student and advisor select and indicate faculty members to serve on the Final Oral Exam Committee. Note: 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 (GS Reviewer's Report Form) approving the thesis for defense. One of the Readers/Reviewers must be from outside the History Department.
- A 250-word dissertation abstract is part of The GS Thesis Proposal Form.

Once approved by the DGS, the Thesis Proposal Form is forwarded to the GSSP for final approval.

The GSO forwards the dissertation title to the American Historical Association (AHA) for the student.

The GSSP Ph.D. thesis requirements and the Thesis Proposal Form are available at [http://www.grad.umn.edu/current\\_students/forms/doctoral.html](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.

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 GSO and the DGS to secure approval and get advice on registration. Approval is not automatic.

## FTE CREDIT

After you have completed the 24 required doctoral thesis credits, your appointment will carry a job code that pays only for one FTE credit.

Note: If you will be a Graduate Assistant, you must register for HIST 8444, as you have to be registered for credit to hold an assistantship and at this point your Job Code would only cover 1 credit-worth of tuition.

NOTE: Under the FTE registration option, a student registers for 1 credit of HIST 8444, pays for only 1 credit, and is certified as a full time student, with all of the benefits of a full time registration (includes loan deferment, health insurance benefits, RA/TA, etc., aid, visa compliance, etc.).

Please review information on the FTE credit on the Graduate School's website at [http://www.grad.umn.edu/current\\_students/registration/index.html](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 GS 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](http://www.grad.umn.edu/current_students/registration/index.html) .

## THE Ph.D. 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 the three thesis "reviewers" (two from History and one from outside History) and two "non-reviewers" (one from the History department and one from the minor or supporting program). 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 GS Thesis Proposal Form has been approved by The GS, and prior to the scheduling of the Final Oral Examination, Ph.D. candidates must secure the Reviewers Report Form. The form is included in the Graduation Packet, which must be requested directly from GSSP in 316 Johnston Hall, or online at [http://www.grad.umn.edu/current\\_students/forms/doctoral.html](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 GSSP. The GSSP 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 GSSP and that the student has met all GS doctoral requirements (see Final oral Examination Scheduling Form for more information).

The Ph.D. 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 GSSP within 24 hours of the examination.

### SCHEDULING THE FINAL ORAL EXAMINATION

**Students must schedule their Ph.D. Final Oral Examination with the GSO 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 GSSP. **The student is responsible for scheduling the exam with the GSSP at least 1 week in advance of the exam.** Failure to do so may result in the need to reschedule the examination. The GS considers unscheduled examinations **unauthorized and invalid.**

The GSSP Ph.D. Final Oral Exam Scheduling form is available at [http://www.grad.umn.edu/current\\_students/forms/doctoral.html](http://www.grad.umn.edu/current_students/forms/doctoral.html).

RESPONSIBLE PARTY:	TASK:
Student	Determine exam day and time with committee
Student	Notify GSO of exam particulars via Exam Scheduling form (found in GSO) at least 2 weeks in advance of the exam date
GSO	Reserve appropriate room
GSO	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 Ph.D. Final Oral Exam with GS; requests Grad Pack
Student	Circulate Reviewers Report Form among Reviewers
Student	Deliver Reviewers Report Form to GS and picks up The GS Final Oral Exam Results form from The GS
Exam Chair	Compile votes from appropriate Examiners; inform student / GSO of result
Committee Members	Sign GS Final Oral Exam form
Student	Deliver GS Final Oral Exam Report Form to GS

### PASSING FINAL ORAL EXAMINATION WITH RESERVATIONS

Instructions for this situation are found on The GS Final 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).

**GRAD SCHOOL & HISTORY DEPARTMENT MINIMUM REQUIREMENTS**

**MA PLAN A (THESIS)**

<b>GRADUATE SCHOOL (30 credit minimum) *</b>	<b>HISTORY DEPARTMENT (34 credit minimum, including thesis credits)</b>
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**

<b>GRADUATE SCHOOL (30 credit minimum)</b>	<b>HISTORY DEPARTMENT (30 credit minimum)</b>
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	Balance of credits is chosen by student/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

**PH.D.**

<b>GRADUATE SCHOOL (24 thesis credits)</b>	<b>HISTORY DEPARTMENT (66-72 credit minimum, including thesis credits)</b>
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 courses (supporting program); 12 credits
Preliminary Written Examination	Preliminary Written Exams: 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) (students may not register for the thesis credits until the semester after passing the Prelim Oral Exam) 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 is required before admission to Prelim Written Exam; some areas require additional foreign languages.

Notes: \*GS refers to minimum requirements in terms of "credits"  
\*History Dept refers to minimum requirements in terms of "courses"

\*According to GS 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."

Quarter-Semester Conversion Formula: quarter credit course X 2/3 = semester credit course

**PROGRESS CHART:**

**EXPECTED PH.D. DEGREE PROGRESS  
ENTERING WITH A PREVIOUS MA (History Related)**

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

**PROGRESS CHART:**

**EXPECTED PH.D. DEGREE PROGRESS  
ENTERING WITH A BA, EARNING A Ph.D. ONLY**

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

**PROGRESS CHART:**

**EXPECTED PH.D. DEGREE PROGRESS  
ENTERING WITH A BA, EARNING MA AND Ph.D.**

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

### AREAS OF STUDY TABLE:

On many GS forms you will see the word “Field.” As we use the word, your “Field” is “History.” Your specialization within History is called an Area.

AREA	DESCRIPTION	EXAM																				
General	Broad regional (time and space) specializations. General Areas available in History are: 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 Comparative Women’s History	Ph.D. Prelim Written Exam General																				
Sub	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: 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	Ph.D. Prelim Written Exam Sub-Area																				
Comparative	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:: Any of the General Areas listed above Colonial Africa Comparative Environmental History Atlantic World	Ph.D. Prelim Written Exam Comparative																				
Thematic Focus	A methodological approach or topical emphasis pertinent to the student’s research plans. The choice of thematic focus is not standardized and may be tailored to the individual student. Some examples include: <table style="width: 100%; border: none;"> <tr> <td>Capitalism</td> <td>Childhood</td> <td>Class</td> <td>Crusades</td> </tr> <tr> <td>Cultural</td> <td>Democracy</td> <td>Economic</td> <td>Environmental</td> </tr> <tr> <td>Ethnicity</td> <td>Gender</td> <td>Human Rights</td> <td>Intellectual</td> </tr> <tr> <td>Labor</td> <td>Politics</td> <td>Quantitative</td> <td>Race</td> </tr> <tr> <td>Religion</td> <td>Social</td> <td></td> <td></td> </tr> </table>	Capitalism	Childhood	Class	Crusades	Cultural	Democracy	Economic	Environmental	Ethnicity	Gender	Human Rights	Intellectual	Labor	Politics	Quantitative	Race	Religion	Social			No exam required
Capitalism	Childhood	Class	Crusades																			
Cultural	Democracy	Economic	Environmental																			
Ethnicity	Gender	Human Rights	Intellectual																			
Labor	Politics	Quantitative	Race																			
Religion	Social																					
Supporting Program or Minor	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: <table style="width: 100%; border: none;"> <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> Students wishing to undertake formal Minors (for example, English, American Studies, Political Science) need to consult with the program in question	African Diaspora	Cultural Theory	Ethnicity	Feminist Studies	Gender	Geography	Medieval Literature	Race	Religion	Social Transformation	*Supporting Program: no exam required *Minor: exam requirements set by Minor Program										
African Diaspora	Cultural Theory																					
Ethnicity	Feminist Studies																					
Gender	Geography																					
Medieval Literature	Race																					
Religion	Social Transformation																					

### History Department Prelim Written Exam Requirements (as of 6/04, as of 6/06 re Americanists)

- This is a summary. Detailed requirements are available in the GSO.
- 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. Some Areas require a detailed prospectus at that time, some require a brief prospectus and a more detailed one within a semester following. Consult advisor. A copy of the detailed prospectus should be turned in to the GSO 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
Comparative Women's			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.
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 <sup>st</sup> 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, 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	Consult advisor	Consult advisor.	Consult faculty
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 course in U. S. history.

## 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 Ph.D. 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 GS website at [http://www.grad.umn.edu/current\\_students/registration/index.html](http://www.grad.umn.edu/current_students/registration/index.html)

Students who have completed Thesis Credits and will be appointed as a Graduate Assistant 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 receive a tuition benefit that covers only the FTE credit.

### POLICIES REGARDING GRADUATE STUDENT FUNDING (EFFECTIVE SPRING 2003)

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. The last 2 years of guaranteed support are reserved for the ABD stage. All support is contingent on "timely and satisfactory progress" in the History Ph.D. program. Insofar as possible, we have been applying the same guarantees to students who entered our program in the previous five years as well. In this total number of years of guaranteed support, all forms of institutional support are included: History TAs, RAs 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 RAs 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 an annual 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. According to Graduate Assistantship rules, 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/>.

In the TA (funding) category, most students will be given teaching assignments. However, there are several other ("Service TA") assignments, such as Writing Tutor and History Day Coordinator. Every effort will be made to assign a TA to the position requested, although this may not always be possible. Accepting a TA offer constitutes an agreement that the student will accept her or his particular assignment.

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, R/G and/or Instructor.

**All current students wanting funding from the Department must formally apply** for it, including those students who are still eligible for some of the years of support promised to them at admission. The applications, typically due in December, **must be completed in full, and submitted by the due date for consideration for all forms of funding in the subsequent academic year.** The formal application keeps the department up to date on students' intentions and projected needs, and helps with our planning.

Notification of an appointment to a TA position for the next academic year is usually made in late Spring Semester. Invariably, some who are appointed are unable to accept; therefore, the Department maintains a list of alternates from which later appointments are made as vacancies occur.

Non-native speakers of English who want to be eligible for a Teaching Assistantship (including R/Gships) 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 RAs.

## **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 GS and the U of M. The GS 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 GSO so that the History Department does not pay for health insurance that you do not need.

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

## **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 GSO via the 75% Waiver Form. The adviser and GSO will prepare the request to the Dean of The GS. 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 GS 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 GS catalog and The GS'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 GS 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 establish a placement dossier with the Placement Officer who is also a faculty member. The Placement File contains the confidential material (waiver, 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.

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 and current students 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 GSC and signed by the DGS (The GS 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.

Ph.D. students majoring in another department and Minor in History are expected to undertake 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 Ph.D. 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 GS. The list below indicates required forms for the various stages of the program. Most forms are available from the GSO and The GS forms are available through The GS website, [http://www.grad.umn.edu/Current\\_Students/forms/index.html](http://www.grad.umn.edu/Current_Students/forms/index.html).

### GS Forms:

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

### GSO 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
- Exam Reporting Form (for MA and Ph.D. Written Examinations only)
- 75% Waiver form

### GSO Charts and Tables:

- Grad School & History Department Minimum Requirements
- Progress Chart: Expected Ph.D. Degree Progress, Entering with a Previous MA (History related) (4 year funding plan)
- Progress Chart: Expected Ph.D. Degree Progress, Entering with a BA, Earning a Ph.D. only (5 year funding plan)
- Progress Chart: Expected Ph.D. Degree Progress, Entering with a BA, Earning MA and Ph.D. (5 year funding plan)
- Areas of Study Table
- History Department Prelim Written Exam Requirements as of 6/04 (Americanist program requirements updated as of 6/06)



Good luck on the road to graduation!