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Appendix: Expected Progression through Graduate Program
DEPARTMENT OF HISTORY

REGULATIONS GOVERNING GRADUATE WORK IN HISTORY

I. GENERAL INFORMATION

A. GRADUATE PROGRAMS:

There are three degree programs in History:
- M.A., Plan I (24 hours in history plus 6 hours of thesis)
- M.A., Plan II (30 hours in history plus revised seminar paper)
- Ph.D. degree

Requirements and other information pertaining to these degree programs may be found in the Graduate School Catalog and in the following pages. Important additional information is available at the Graduate School’s Website:

www.ua.edu/graduate

B. THE GRADUATE COMMITTEE:

The Graduate Committee is a standing departmental committee of the Graduate Faculty. Its responsibilities include the periodic review of requirements for admission to graduate degree programs and of all matters pertaining to those programs. The Graduate Committee recommends students for admission and nominates students for awards, scholarships, fellowships and teaching assistantships. Requests for any relaxation or departure from the general degree requirements must be addressed to the Director of Graduate Studies for transmittal to the Graduate Committee. The Graduate School must also approve if the request requires an exception to Graduate School policy.

II. ADMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS FOR ALL HISTORY DEGREE PROGRAMS:

Admission decisions for all graduate history programs at the University of Alabama are made by the Graduate School based on a composite of subjective and quantitative information, including the applicant’s statement of purpose and letters of recommendation, the academic standing of the programs in which the applicant has studied, evidence of appropriate college or graduate level work in history courses, test scores, previous grades, and the recommendation of the Graduate Committee of the History Department. Each application is considered in the context of other applications to the program, with due consideration given to the availability of space in the program, the need to maintain a pool of students of superior potential, and the need to encourage minority applications. Not every student whose credentials meet stated quantitative standards is admitted.

B. QUANTITATIVE REQUIREMENTS FOR UNCONDITIONAL ADMISSION TO M.A. PROGRAM:

The applicant must have a quality point average, based on a 4.0 system, of 3.0 overall or 3.0 for the last 60 semester hours in a degree program and a score of at
least 1000 (or equivalent in newly scaled exams) on the combined verbal and quantitative portions and at least 4 on the analytical writing section.

C. **Quantitative Requirements for Conditional Admission to M.A. Program:**
An applicant whose credentials do not meet the requirements for regular admission may be considered for conditional admission if he or she has a quality point average of at least 2.5 overall and a score of 930 (or equivalent in newly scaled exams) on the combined verbal and quantitative portions and at least 4 on the analytical writing section. Conditional admission is rarely offered, and only to students whose other credentials are exemplary. Students admitted conditionally must maintain a 3.0 average for the first 12 semester hours attempted. Failure to do so will result in dismissal from the program. In addition, students receiving conditional admission to the graduate program normally are not considered for fellowships or assistantships during their probationary period.

D. **Special Requirements for Admission to Ph.D. Program:**
Students applying to the Ph.D. program are expected to have GRE scores substantially above the minimum, a GPA in previous graduate work of 3.5 or better, and strong recommendations. Normally a successful applicant must also be endorsed by a faculty member prepared to serve as chairperson of the student's dissertation committee. Students who received their MA degrees more than six years ago will not be able to apply those credits to the 54 hours of coursework required for their PhD, as their credits will have expired and thus cannot be transferred. In such cases, students can be admitted as doctoral students, with the understanding that they will have to complete all 54 hours of coursework at Alabama.

III. **Advising and Orientation**

A. **Advising**
The Chair of the Graduate Committee (Director of Graduate Studies) is the advisor for all master's graduate students, who should make arrangements to contact him or her before the first registration following admission to the Graduate School, and at least once per semester thereafter.

As soon as practicable after admission to the PhD program, students should identify an advisor who will then agree to direct the student's coursework, draw up a plan of study, and eventually direct the student's dissertation. The student shall meet with his or her advisor at least once during each subsequent semester before registering for courses, and once each year the advisor shall submit an evaluation of the student's progress to the Director of Graduate Studies. A copy of this report will placed in his or her file in the History Department office, and will form part of information used in consideration of future funding. A change in the student's assigned advisor may be made upon request to the Director of Graduate Studies.

B. **Orientation:**
The History Department Chair and the Director of Graduate Studies will meet with all resident graduate students in an orientation meeting held before the beginning of fall classes to explain degree requirements, departmental regulations, and
recent policy changes. Each August the Graduate School provides a required workshop for all new graduate teaching assistants during the week before classes begin.

IV. **Scholastic Requirements**

A. **General Requirements of the Graduate School:**

A graduate student with regular status in a graduate program whose cumulative GPA drops below a “B” (3.0) average at any time after earning six semester hours will be placed on probation. Probationary status must be removed by raising the overall average to at least a “B” (3.0) during the next 12 hours of graduate work following the period in which the probation was incurred. Failure to do so will result in the student being dropped from the program. While on probation, the student will not be permitted to apply for admission to candidacy and may not hold an assistantship without permission of the Dean of the Graduate School.

A grade of “I” (incomplete) is evaluated as an “F”, and must be removed within two weeks during the next semester of enrollment if the student’s overall GPA drops below a “B” as a result of the incomplete grade. A student whose GPA remains above 3.0 despite an “I” on his or her transcript must remove the incomplete within four weeks from the beginning of the next semester in which the student is enrolled. The evaluations of academic progress of students who register with “I” grades still on their records can result in academic probation or dismissal.

B. **Special Requirements of the Department of History:**

Any student who received six hours of “C” or three hours of “D” or “F” in history courses shall be dismissed from the program although the student dismissed may petition the Graduate Committee for reinstatement.

A student on probation or whose transcript carries a grade of “I” will ordinarily be ineligible for a teaching assistantship or other departmental financial support.

V. **Transfer of Credit**

Courses of full graduate-level credit earned in an accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a History degree program. Evaluation of credit for transfer will not be made until the student has completed one semester of coursework at the Graduate School of the University of Alabama. Acceptance of credit requires the approval of the student’s advisor, the Director of Graduate Studies in History (with the possible consultation of the Graduate Committee of the History Department), and the Dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a “B” average on all the graduate work attempted. No credits can be transferred from professional graduate programs such as law school.

A student initiates at the Office of the Graduate School the request for evaluation of graduate credit obtained at another institution. It is also the student’s responsibility to ensure that an official transcript of the credit concerned is received by the Office of the Graduate School. All credit toward the M.A. degree must have been earned during the six years immediately preceding the date on which the degree is awarded. All credit
toward the Ph.D. must have been earned in the six years immediately preceding admission to the doctoral program.

The History Department ordinarily allows the transfer of 6 semester hours of credit toward the M.A. degree, although in exceptional cases up to 12 hours may be accepted. No more than one-half of Ph.D. coursework hours (does not include HY 699) may be transferred from another institution.

VI. TYPES OF GRADUATE COURSES

A. LECTURE (HY 500-598) 3 hours. Upper-level undergraduate lecture courses which may be taken by graduate students for graduate credit if they satisfy additional reading and writing assignments prescribed by the instructor. We recommend students limit the number of 500-level courses they take towards their degree.

B. THESIS RESEARCH (HY 599) 1-6 hours. Students working on a master’s thesis must enroll for a total of six hours of this course.

C. HISTORIOGRAPHY (HY 601-605) 4 hours. Courses designed to acquaint students with some of the major historiographical works in a given field. Open only to a limited number of graduate students (15 maximum) and meeting once a week for two and a half hours. Expect a heavy load of reading and writing. Two courses of this type, in different geographic areas, are required of all graduate students.

D. PROSEMINARS (HY 606-650) 4 hours. Courses designed to acquaint students with relevant secondary literature of a particular field and to prepare them to do research in this field. Expect a heavy load of reading and writing. Open only to limited number of graduate students (15 maximum) and meeting once a week for two and a half hours. Proseminars may or may not be followed by a research seminar in the same field.

E. SEMINARS (HY 651-696) 4 hours. Courses in which the student produces an article-length scholarly paper based to a substantial degree on research in primary sources. Open only to limited numbers of graduate students. May be preceded by a proseminar in the same field. Master’s students are required to take at least one research seminar; doctoral students are required to complete two research seminars as part of their 54 hours of coursework.

F. DIRECTED STUDY (HY 697-698) 1-4 hours. Independent study courses which involve either reading (HY 697) or research (HY 698). Students must receive the permission of the instructor to enroll and must in conjunction with the instructor write a directed study contract that must be approved by the Director of Graduate Studies.

A student entering the graduate history program in August 2003 and subsequent years and earning his or her first graduate degree in history at the University of Alabama may count a maximum of 4 hours of credit in HY 697 toward that degree, an additional 2 hours may be counted toward the second graduate degree in history. Exception to this policy will require the approval of the Director of Graduate Studies.
G. **Dissertation Research** (HY 699) 3-12 hours. Students working on dissertations must enroll continuously in this course for at least three hours per semester until the dissertation is successfully defended. They must have at least 24 hours of dissertation research credits to receive their PhD.

VII. **General Requirements for All History Degree Programs**

A. **Course Load:**
   Resident students are expected to register for full loads each semester: at least 9 hours, except in the case of .50 FTE teaching assistants, who must take at least 6 hours. All courses must be numbered 500 or above, but HY 699 (Dissertation Research) does not count toward the course hour requirement for any graduate degree.

B. **Historiography Requirement:**
   All incoming graduate students (M.A. or Ph.D.), unless specifically exempted by the Graduate Committee, must take at least two of the basic historiography courses in different geographic areas (HY 601 Literature of American History to 1865, HY 602 Literature of American History since 1865, HY 603 Literature of European History, or HY 605 Literature of Latin American History) as part of their degree program. They are encouraged to take these as early as possible in their program. Doctoral students in U.S. history are strongly encouraged to take both HY 601 and HY 602 (Literature of American to 1865/Literature of American History Since 1865); however, taking these two U.S. literature courses will not satisfy the historiography requirement.

C. **Seminar Requirement:**
   All M.A. students who elect Plan II must take at least one research seminar. All doctoral students must complete two research seminars. Doctoral students who earned a Master’s degree at another institution may count one research seminar or thesis research completed at that institution toward this requirement.

D. **Language Requirement:**
   All graduate degree programs in History require that students demonstrate a reading proficiency in one or more foreign languages. These languages should be selected from the standard research languages (Spanish, French, German, Italian and Russian), but other languages relevant to the student’s program may be substituted with the recommendation of the student’s advisor and the permission of the Graduate Committee. The student must fulfill this requirement by passing an examination administered by the relevant language department at the University of Alabama.

VIII. **Requirements for the M.A. Program:**

A. **Plan I:**

1. **Coursework**
   Coursework totaling 24 credit hours in History, and a thesis (an additional 6 credit hours of HY 599) are required, and the student must demonstrate reading proficiency in one foreign language before scheduling his or her final comprehensive oral examination.
2. **Thesis**
The topic of the thesis will be selected by the student in consultation with his/her advisor. After the topic has been agreed on, the student will prepare a prospectus describing the topic and the proposed plan of approach including the principal sources to be used. Copies of the prospectus will be distributed to the student’s advisory committee, which shall consist of three members, all of whom must signify their acceptance the topic.

3. **Oral Exam**
The Plan I oral exam is on the M.A. course work and the thesis. The examination committee consists of the three professors who served as readers on the thesis together with at least one additional History professor, if possible someone who is familiar with the thesis subject area. All M.A. theses must be submitted to the student’s primary advisor no later than 4 weeks before the scheduled defense and the revised thesis must be submitted to all the remaining members of the student’s committee at least three weeks before the scheduled defense. The examining committee files with the Director of Graduate Studies a written opinion regarding the student’s suitability for continuation to the PhD program.

**B. Plan II:**

1. **Coursework**
   Coursework totaling 30 credit hours in History is required, and the student must demonstrate proficiency in reading one foreign language **before scheduling his or her final oral examination.**

2. **Comprehensive Oral Exam**
   Plan II students must take an oral examination on their history courses and on a revised seminar paper, copies of which must be furnished the members of the examining committee at least ten days before the date of the oral examination. The examining committee consists of at least four History professors, including as many as possible of those with whom the student has taken courses; one of the four must be the professor who directed the student’s seminar paper. The seminar paper must be read and the revisions approved by the directing professor **before the student may schedule his or her exams.** The examining committee files with the Director of the Graduate Studies a written opinion regarding the student’s suitability for continuation to the PhD program.

   Students generally schedule MA comprehensive exams early in the spring semester of their second MA year, and take the exams themselves in March or April of that semester. Students must pass their comprehensive exam by the deadline specified by the Graduate School to be eligible to receive their degree. Students may only take their
comprehensive exams during the summer in the event of extraordinary extenuating circumstances and with the consent of the entire examining committee.

It is suggested that students meet with the members of their comprehensive oral exam committee well in advance to determine the scope of the exam, as well as to discuss the student’s desire to proceed to the PhD.

Permission to proceed to the PhD program is not guaranteed to MA students who pass the comprehensive exam. The decision is made by the members of the student’s comprehensive oral exam committee, and is based on the committee’s assessment of the student’s suitability for further graduate study in history (performance in coursework, the seminar paper, the comprehensive exams, and the committee’s overall estimation of the student’s ability to master disciplinary skills in teaching, research, and analysis, and complete the degree,) as well as the ability of our department to effectively support advanced research in a student’s chosen field and to provide an appropriate faculty mentor for the student’s interests.

**Special Note on M.A. Oral Exams:** In all of the M.A. oral examinations, two negative votes constitute failure of the examination. History graduate students may repeat failed oral examinations one time only, after a time interval specified by the examining committee. Two negative votes constitute rejection from admission to the doctoral program. The use of faculty from outside the department to serve on M.A. examination committees (except in cases where faculty from other disciplines are prescribed by the graduate regulations) must be approved well in advance by the Graduate Committee.

**D. Other Requirements for Master’s Degree Students**

1. **Residency**
   A student’s program at the master’s level must provide sufficient association with the resident faculty to permit individual evaluation of the student’s capabilities and achievements.

2. **Candidacy**
   Students should apply for candidacy after completing twelve semester hours.

3. **Time Limit**
   All requirements for the master’s degree must be completed during the six years immediately preceding the date on which the degree is to be awarded.

4. **Application for Graduation**
   Application for graduation must be done during the registration period of the student’s final semester.
IX. **Requirements for the Ph.D. Program**

A. **History Field Requirements:**

The Ph.D. degree is offered in United States History, History of the South, Early Modern and Modern European History, Latin American History, and Military and Naval History. The four general divisions are separated into the following fields:

1. United States History to 1877
2. United States History Since 1877
3. History of the South
4. European History 1485-1815
5. European History 1815 to Present
6. Latin American History to 1810
7. Latin American History Since 1810
8. Military and Naval History

Ph.D. students may, as their fourth, non-testing field, also create a thematic field, such as race, gender, or religion, the exact boundaries of which will be settled in consultation with the Graduate Committee, provided that there are a minimum of two professors in the department who specialize in that area. Thematic fields must include coursework that crosses both geographic and chronological boundaries.

The Ph.D. requires a total of 54 hours of graduate coursework, not including dissertation research credit. M.A. hours, including those accepted for transfer from other institutions, are included in this total. Ph.D. students will fulfill four fields of history, with at least two, but not more than three, being related to the same geographical area (U.S., Europe, or Latin America). The student must offer at least 12 hours of graduate credit in each of the four fields.

Beyond the 48 hours of history distributed in fields, the student must offer 6 additional hours of graduate credit in (a) a field outside the history department; (b) in history, but in fields not presented for the Ph.D.; or (c) in history, but as additional hours in one or more of the fields presented for the Ph.D.

B. **Language Requirement:**

Students are expected to demonstrate a reading knowledge of two foreign languages, with the exception of those whose major field is in American history. Those working primarily in American history must demonstrate a knowledge of only one foreign language, although any advisor may require his or her student to continue to fulfill the two-language requirement if it seems necessary to the area of the student's research. (see also Section VII. D. above). For those who must satisfy the two-language requirement, a special skill pertinent to the candidate's doctoral dissertation may be substituted in the place of one language on the recommendation of the student's advisor and with the permission of the Graduate Committee. The language and special skill requirements must be met before the scheduling of the comprehensive examinations.
C. **COMPREHENSIVE EXAMINATIONS:**

The comprehensive examinations for admission to candidacy for the Ph.D. degree consist of a four-hour written examination in each of three fields of history offered by the candidate, each administered by a committee of two or more professors representing the respective field. With the consent of the committee chair, a student may choose to use a computer for the written portion of the comprehensive examination. An oral examination will be administered subsequently by a committee consisting of not less than five professors who administered the written examinations. The comprehensive examinations are to be completed in a two-week period, with the written exams given the first week and the oral exam to be given the following week. The exam schedule must allow at least five days between the last written exam and the date of the oral exam. The written and oral exams in each field are considered a unit, which the student will pass or fail as a whole. Two negative votes constitute failure. A minimum of six months must elapse before the student may repeat a failed examination, the time being set by the examining committee. A student is permitted to repeat a failed examination one time only. After passing the comprehensive examinations, students should apply for admission to candidacy for the doctorate.

At the comprehensive exam, the student must present and have approved a dissertation prospectus, which must be distributed to committee members at least two weeks before the date of the oral examination. This prospectus must describe the proposed dissertation topic, outline the potential primary source base, and discuss the relevant secondary literature in the field. The student should write the prospectus in close consultation with the primary advisor, as well as with input from potential members of the dissertation defense committee, who may or may not also be serving on the student’s comprehensive exam committee. Doctoral students will not be considered as having obtained ABD status until the dissertation prospectus has been approved by the comprehensive examination committee.

D. **THE DISSERTATION:**

Dissertations are to be based upon research in history and make an original contribution to knowledge. Starting January 1, 2002, each doctoral student will select and obtain approval for a dissertation topic before scheduling his or her comprehensive examinations. Within one semester of approval of the dissertation prospectus, the graduate student, in consultation with his or her primary advisor, must appoint the student’s dissertation committee, whose insights should be solicited throughout the dissertation process. The dissertation committee will consist for at least four history professors, plus one additional member from either outside the History department, or outside the University. If the outside member of the dissertation committee is not a member of the UA faculty, he or she must be given a temporary appointment to the UA Graduate faculty well before the dissertation defense date.

The Graduate School requires each student admitted to candidacy for the Ph.D. degree to pursue completion of the dissertation without interruption by enrolling each semester in HY 699 for at least 3 credit hours. The student must register for total of at least 24 hours of dissertation research in addition to the 54 course hours.
E. **The Dissertation Defense:**
The candidate must pass an oral examination on the dissertation and the field of
the dissertation in accordance with the rules of the Graduate School. The
examining committee consists four history professors and plus one additional
member from either outside the History department, or outside the University.
Two negative votes constitute failure of the examination, which the student may
repeat one time only, after a time interval specified by the examining committee.

F. **Using Outside Faculty on Ph.D. Examinations:**
The use of faculty from outside the department to serve on Ph.D. comprehensive
or final oral examinations is permitted, except in cases where faculty from other
disciplines are prescribed by the graduate regulations. The scholar must be given
a temporary appointment to the UA Graduate faculty. This process must be
initiated by the dissertation director (primary advisor) well in advance of the
dissertation defense.

G. **Other Requirements and Regulations for Doctoral Students:**

1. **Residency**
The minimum period in which the doctoral degree can be earned is three
full academic years of graduate study. The student must spend at least
one full academic year in continuous residence as a full-time student in
the Graduate School of the University of Alabama (or, if specifically
approved by the faculty concerned, one full summer consisting of two
terms, preceded by or followed by one regular semester). This
requirement can be satisfied only by enrolling in coursework; dissertation
or thesis research cannot be used.

2. **Time Limit:**
All requirements for the doctoral degree must be completed within 21
semesters following admission to the doctoral program.

3. **Application for Graduation:**
Application for graduation must be done during the registration period of
the student’s final semester.

H. **Requests to Modify Program:**
Any departures from the Ph.D. regulations above can be made only with
the recommendation of the student’s advisory committee, the permission
of the Graduate Committee, and, where required, the permission of the
Graduate School.

X. **Financial Aid**
A. **Departmental Aid:**
   1. **Entry-level Fellowships**
The department awards on average two fellowships per year to
   incoming students. For 2012-13 each fellowship included a
stipend of approximately $12,000, a full tuition scholarship, and health insurance.

2. **Dissertation Fellowships**
   The department awards four fellowships on average per year to students who are writing their dissertations. For 2012-13 each fellowship included a stipend of approximately $12,000, full tuition scholarship, and health insurance. All students wishing to apply for a departmental dissertation fellowship must also apply for a Graduate Council Fellowship.

3. **Teaching Assistantships**
   Each year the department awards a number of teaching assistantships. In 2012-13, if the appointee was assigned duties of .50 FTE, each assistantship carried a stipend of about $12,000 per year plus a grant equal to his or her tuition. Teaching assistants aid in the instruction of freshman-level courses in the histories of Western Civilization and the United States. Teaching assistants normally attend all lectures, conduct four 50-minute discussion sections each week, grade their students’ quiz and examination papers, and perform such other duties as the professor teaching the course may assign.

   At the discretion of the department, teaching assistants may be reappointed, though their eligibility is customarily limited. M.A. students ordinarily serve a maximum of two years as teaching assistants, doctoral students who received an M.A. at another institution ordinarily serve a maximum of three years, and students who do both the M.A., and Ph.D., in the department ordinarily serve no more than four years. Interested students must submit an application by the deadline specified by the Graduate Director for appointment for the following academic year.

   Reappointment to a teaching assistantship position is contingent upon successful performance of GTA duties, maintaining a 3.5 GPA in the student’s own coursework, and demonstrating adequate progress in the degree program. Students who fail to show progress towards their degree will not be renewed. The Director of Graduate Studies may waive these requirements, in consultation with the Graduate Committee, at his or her discretion.

B. **Graduate School Fellowships**
   1. **Graduate Council Fellowships:**
      The Graduate School awards a number of non-renewable fellowships each year. Recipients for the coming academic year are selected three times: the first week in February, the first week in March, and mid-April. Except in exceptional cases, only students who have completed no
more than 60 semester hours of graduate credit are eligible. Preference will be given to students beginning their graduate programs. No service to the University is required, but recipients must carry a normal load of 12 graduate hours during each semester. The Graduate Committee nominates a limited number of applicants for these fellowships.

2. **Graduate Council Research Fellowships:**
   A number of Graduate Council Research Fellowships for graduate students beyond the first year are awarded by the Graduate Council. These fellowships are awarded to graduate students engaged in thesis or dissertation research. Recipients are required to carry a normal course load of twelve semester hours of thesis or dissertation research during each semester. The History department can nominate a limited number of applications submitted to the Graduate Committee by PhD students for this fellowship. Applicants are selected based on the quality of the dissertation research proposal, evidence of professional development and scholarly productivity, progress toward their degree, as well as overall service to the department and the University.

3. **National Alumni Association Graduate Scholarship Program:**
   To be eligible for these $15,000 awards, the applicant must hold regular admission to the Graduate School, must possess entrance examination scores well above the national norm, must have a grade point average indicative of a high probability of success in graduate school, and be a resident of Alabama. Preference is given to new students.

4. **Patricia Roberts Harris Fellowships:**
   These awards are twelve-month fellowships for minorities and women pursuing advanced degrees in fields in which they have been traditionally under-represented. Fellowships provide annual stipends of $10,000 and all tuition charges. For additional information, contact the Graduate School office.

XI. **Honors and Awards:**
A. **The Frank Lawrence Owsley Scholarship:**
   Established in 1960 by friends, colleagues and students of the late Professor Owsley, this monetary award is made each year to a graduate student of superior competency in American History. The recipient must be in residence at the time the award is used. The scholarship is awarded by the dean of the Graduate School at the Honors Day convocation each spring to a student nominated by the History Department faculty.

B. **The Albert Burton Moore Scholarship:**
   Established in 1969 by friends and students of the late Dean Moore, this monetary award is made each year to an outstanding graduate student in European, Latin American, or Asian History. The recipient must be in residence at the time the
award is used. Recipients are chosen by the History Department faculty, and the scholarship is awarded at the Honors Day convocation during the spring semester each year.

C. **THE COLONIAL DAMES OF AMERICA ESSAY AWARD:**
The National Society of Colonial Dames of America in Alabama annually makes a monetary award (usually $200) to the writer of an outstanding paper dealing with some aspect of the history of the colonial period, which is defined as American history up to and including the War of 1812. The paper must be at least five typed pages and must include footnotes and bibliography. Essays must be submitted to the History Department by March 1 to be eligible for this award.

D. **PHI ALPHA THETA:**
Students who have had nine graduate hours in History with a 3.5 average or better are eligible for election to the Beta Omicron Chapter of Phi Alpha Theta, the international honor society in History.
EXPECTED PROGRESSION THROUGH GRADUATE PROGRAM

Masters Degree—30 credit hours of coursework, including two Literature courses, a seminar course, and passage of the language exam.

MA First Year
Possible Funding Awards: Fellowship or GTA
Fall—Begin accruing credit hours.
- October—Language Exam through Modern Languages Department
Spring—Continue accruing credit hours
- March—Language Exam through Modern Languages Department
- Take seminar course
- By the end of the first year, you should have completed at least one of your two required Literature courses

MA Second Year
Possible Funding Awards: GTA
Fall—Continue accruing credit hours.
- August—give seminar paper to directing professor requesting comments for additional revisions, if necessary
Spring—Complete credit requirements
- January—check with Ellen about paperwork for graduation
- January—talk to five professors, one of whom directed your seminar paper, about being on your MA comps committee
- You must have passed your language exam and have your seminar paper approved by your directing faculty member BEFORE you schedule you comps.
- February—confirm date for comprehensive exam (must be before about April 20)
- Two weeks before comps date—distribute revised seminar paper to committee

At comps exam, decision will be made about permission to proceed to the PhD.

At the conclusion of the MA comprehensive exam, the committee decides if the student earned a grade of "pass" or "fail" and be permitted to proceed to the PhD program. All students proceeding to the PhD program must formally apply for admission with Graduate School. The process is without cost and largely an administrative ritual, but it must be completed.

PHD requires 54 hours of coursework, or 24 additional credit hours beyond the MA degree.

PHD Coursework First Year
Possible Funding Awards: GTA or Fellowship for students entering with MA from another institution
Fall—Accrue credit hours
- Identify four fields of study, begin to allocate credit hours from master’s into fields. 12 credit hours per field
- Complete Coursework Outline/Plan of Study form from History Department Website
- Identify and Meet with Primary advisor
Spring—Continue to accrue credit hours
- Identify potential dissertation and comps committee members

PhD Coursework Second Year
Possible Funding Awards: GTA
Fall—Continue to accrue credit hours
- Confirm faculty members for Phd Comprehensive Exams
- Ask for reading lists from Comps committee members
- Begin to solidify dissertation topic with primary advisor, with input from possible dissertation committee members
Spring—Complete credit hours for PhD
By this semester, students should have completed all but a few credits of their coursework. It is recommended that students begin to turn their attention to their comprehensive exams and to constructing their dissertation prospectus.

- Begin studying for comps
- Set comprehensive exam dates—you must successfully pass your comprehensive exams and have your dissertation prospectus approved by your comps committee by **September 15** to be eligible to receive a dissertation fellowship from the department.
- Complete paperwork with Kay for comprehensive exam
- Begin writing dissertation prospectus with primary advisor
- February—hand in Dissertation Fellowship application by due date for Graduate Council Research and Creative Activity Fellowships
- Two weeks before oral examination of comprehensive exam, distribute dissertation prospectus to committee members.

**PhD ABD Status First Year**
Possible Funding Award: Enhancement Dissertation Fellowship

- Determine dissertation defense committee and ask them whether they would like to see your chapters as you write them.
- Complete form to create dissertation committee with the Graduate School
- Bring template for nominating outside faculty to UA Graduate Faculty to dissertation advisor
- February—Hand in Graduate Council Research and Creative Activity Fellowship on date due.

When necessary, the Graduate Committee will explore other forms of non-teaching funding support (when available) to allow students to focus on their dissertations.

**PhD Second Year ABD**
It is our hope that at least some of our PhD students will receive Graduate Council Research and Creative Activity Fellowships, but we have little control, beyond our nominations, over who receives these. They are extremely competitive; the Graduate School awards approximately 20 of these fellowships, after receiving 75 to 100 nominated proposals. Successful applications show a clear explanation of the project comprehensible to non-specialists, a clear statement that the dissertation represents a significant contribution to the field, and evidence of other professional development activities, including publications and conference presentations, and significant contributions to the intellectual life of the department.

When possible and when available, the Graduate committee will explore other non-teaching funding support, but we will privilege those students who have shown considerable **focus** on their dissertation and **progress** toward their degree.

We recommend PhD students begin to submit applications for outside fellowships. The History Department will maintain a book of possible fellowships, as well as examples of successful applications.

Students may also consider adjunct teaching. The Graduate Committee does not recommend adjunct teaching until the fifth year of the PhD, and only when other forms of funding are unavailable.