

**THE UNIVERSITY OF CHICAGO**  
**DIVISION OF SOCIAL SCIENCES**  
**DEPARTMENT OF HISTORY**

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<p>These Guidelines as a whole apply to all students matriculating in the 2008-2009 academic year. All revisions contained here (aside from those for language requirements) from earlier Guidelines also apply to students who have not yet reached that stage in the program.</p> <p>The faculty regularly revises these Guidelines; students are responsible for reading each year's edition.</p>
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**THE UNIVERSITY OF CHICAGO**  
**Division of the Social Sciences**  
**Department of History**  
**Guidelines for the M.A. and Ph.D. Curricula**

## **I. ADMISSION**

Applicants to the Department of History submit a statement of purpose, a sample of written work, and three letters of recommendation, transcripts of all academic work, and GRE test scores (not more than five years old). Entering students are generally required to have the following:

- A bachelor's degree or its equivalent
- Reading knowledge of one or more foreign languages appropriate to the applicant's field of history

Applications are due on December 10 for matriculation in the following autumn quarter and will be available online at: <https://grad-application.uchicago.edu>.

## **II. REGISTRATION AND RESIDENCE**

All new students attend an Autumn Quarter orientation meeting, generally held on the Wednesday before classes begin. Students can also discuss registration procedures and program requirements with the Graduate Affairs Administrator, who is responsible for assuring that requirements are met in a timely manner.

All second-year students attend a separate Autumn Quarter orientation meeting, which is generally held on the Monday before classes begin. At the meeting, students can discuss registration and preparing for the oral fields examination with the Graduate Affairs Administrator and chair of the Graduate Student Affairs Committee.

In the first year of full-time graduate study, all students, regardless of previous degree work, register for at least eight courses. No master's degree will be awarded in less than three quarters, and typically, students apply to receive the M.A. at the end of their first year after all first-year requirements have been met. In late Winter Quarter, students who already hold a post-baccalaureate degree can elect to receive the master's degree from Chicago or to receive credit to reduce the requirements of the second year.

Students are expected to complete all the requirements for the Ph.D. degree in History in a timely fashion. Full-time students complete the M.A. program in one academic year, and all requirements for the Ph.D. degree including the final defense must be completed within ten calendar years from the date of first matriculation. Extensions beyond these periods can only be granted through petitions to the Graduate Student Affairs Committee. Students intending to take a leave of absence or to withdraw from the program must complete a formal application, available from the Department. University aid is generally held in reserve for only one year of leave. Please refer to Appendix A for details of the University's residency system.

## **III. PROGRAM OF STUDY**

The requirements have been defined with a view to maintaining a balance between professional guidance and freedom of choice, common departmental criteria and the distinctive needs of each field, extensive coverage and intensive application. Here is a summary of the requirements for the Ph.D. degree:

- A. In accordance with the first- and second-year course requirements specified below, students take fifteen courses for quality grades of A or B. Grades lower than B minus are not acceptable for graduate credit and will not count toward the fifteen-course requirement. Students should be aware that, although credit will be given for courses for which a student has received a B or B-, these are problematic grades for graduate students. Students who receive any grade lower than a B+, or more than one B of any kind in the fall term of their first year should be sure to seek advice from the Graduate Affairs Administrator, from the chair of GSAC and from faculty in their field. Courses beyond the fifteen required for the Ph.D. may be taken for pass (P) or can be audited (R). Students who hold fellowships from outside the University should check the terms of their grant in regard to grades of P or R.
- B. Demonstrated competence in foreign language(s) through standard language examination(s) with a grade of high pass (P+).
- C. Approval of the Graduate Student Affairs Committee, at the end of the first year, to continue in the Ph.D. program.

- D. The Ph.D. Field Examination, taken during the third year. The precise timing of the Ph.D. Field Examination and the defense of the dissertation proposal will be worked out in close consultation with committee members and the GSAC informed of the proposed schedule
- E. Approval of the Ph.D. Field Examination Committee to begin work on the dissertation.
- F. Presentation and defense of the dissertation proposal in a public setting in the third year, and approval of the dissertation committee to begin research and writing of the dissertation.
- G. Defense of the dissertation in the Ph.D. Final Oral Examination.

#### **IV. ADVISING PROCEDURES**

In planning their programs of study, students are expected and encouraged to seek the advice of faculty members in their particular fields of intellectual interest. First- and second-year students are also assigned as advisees to members of the Graduate Student Affairs Committee serving as departmental advisors. Departmental advisors review and approve students' plans of study before the beginning of each quarter. Petitions for deadline extensions or exemption from any of the normal departmental requirements require initial evaluation by the departmental advisor and final action by the Graduate Student Affairs Committee.

#### **V. INCOMPLETE COURSEWORK**

Students may, although this should be avoided if at all possible and incompletes are only granted at the discretion of the instructor, take a temporary incomplete in any course. At the end of the quarter in which the course is taken, the student should communicate with the instructor and the with the Graduate Affairs Administrator as to the expected date by which work will be completed and whether a grade is needed by a certain date (i.e., to meet quarterly degree requirements or for funding purposes). Students are expected to meet their expected submission dates and to communicate promptly in the case of delays. Please note that the last possible deadline for submission of work for any course is the following September 1. Exceptions to this deadline are granted only in the case of extenuating circumstances and only by petition to the Graduate Student Affairs Committee.

#### **VI. FIRST-YEAR (M.A.) CURRICULUM**

##### **A. Applicability**

1. First-year requirements apply to all entering students, with or without the master's degree.
2. Students who enter in the Autumn Quarter receive the M.A. degree in the following Spring or Summer Quarter, if all requirements are met. On or before the first day of the quarter in which they intend to take the degree, students consult with History staff for grade and convocation deadlines. The degree application is available for students online at cMore (<http://cmore.uchicago.edu>) and must be completed by the Friday of the first week of the quarter. Students should inform History staff if they later need to remove their names from the convocation list and to reapply for the degree in another term.
3. On or before the due date for the first-year seminar paper, students who have completed graduate work elsewhere may petition the Graduate Student Affairs Committee to receive course credit for prior work, which will reduce their requirements beyond the first year of residence. Students seeking credit for the second-year seminar present a prior historical research paper comparable in quality to that expected in a departmental research seminar; the paper is evaluated by a member of the department faculty before the Committee acts on the petition. It is the student's responsibility to submit necessary supporting evidence (transcripts, papers, etc.). Once granted credit for a previous master's degree, students cannot retroactively request a second master's degree from the University of Chicago.

**B. First-Year Course Requirements****Autumn Quarter**

History research seminar, part I  
2 other courses  
High pass in language examination or TOEFL exemption

**Winter Quarter**

History research seminar, part II  
1 other course  
Seminar paper (due Friday, March 20, 2009, before 4 p.m.)

**Spring Quarter**

3 courses

1. Students select their field of concentration during orientation (generally the same as the field indicated on the graduate application), complete a course plan for the academic year by selecting eight courses which will be taken for quality letter grades (A, A-, B+, B, or B-), and register for a language examination.
2. Two of the eight courses consist of a two-quarter research seminar within the student's M.A. field.
3. Three of the eight courses are selected from among those offered in the student's field; in cases where regular course offerings are not sufficient to meet this requirement, students petition to substitute one or more reading tutorials, or with the permission of the faculty advisor, one or more relevant courses.
4. An additional History course.
5. Two other courses, preferably outside the Department, are selected to provide a coherent introduction to another discipline or a systematic exploration of a general subject or theme. These courses may be language courses, but may not be remedial writing courses, such as "Academic and Professional Writing." Credit is given for introductory courses in a language only for courses in an additional language beyond those in which the student will be examined to fulfill the language requirement and only with prior approval of the chair of GSAC (usually only granted for students with FLAS fellowships).

**C. Seminar Paper**

The seminar requires a paper of professional quality, which serves as the thesis for the master's degree and which is evaluated by the two faculty readers. The first reader in all cases is the seminar instructor; the second reader – selected by the students in consultation with their seminar instructor or advisor – should be chosen by the sixth week of the Autumn Quarter and should be actively consulted on the project design at an early stage. Normally, the seminar paper is a substantive examination of a historical problem, of article length, and based substantially on primary (archival or textual) sources. Since additional criteria may be stipulated in particular fields or seminars, students should consult with the relevant instructors before registering. At a minimum, the paper should provide students with exposure to the general research skills, methods, and sources necessary to developing and pursuing a topic of historical research; and the seminar should provide a supportive intellectual context for writing (including critique and feedback from the instructor and student peers on prospectuses and drafts of papers). In exceptional circumstances, e.g. the absence of an appropriate seminar in the chosen or a related M.A. field, the student may petition to substitute two reading courses for the seminar with the permission of the faculty advisor and of the Graduate Student Affairs Committee. Two copies of the final version are due in the Department office on the Friday of Winter finals week (20 March 2009). Petitions to extend the deadline will be rejected, excepting cases of severe illness or emergency. Appropriate supporting documents must accompany such a petition. Because the successful completion of a seminar paper is an essential criterion in evaluating preparation for doctoral research, a student who submits a late paper is automatically placed on academic probation. Terms of probation vary, but may range from repeating the seminar with two readers up to and including recommending that a student leave the program.

**D. Foreign Language Examination**

All students must receive a high pass in at least one foreign language examination in the first year, as described in Section IX below.

### E. Evaluation for the M.A. Degree

Students receive the master's degree in History at the end of the first year provided that the following requirements are met:

- Eight courses have been completed satisfactorily for a grade of B- or above
- A grade of high pass on a University language exam, or equivalent
- Fulfillment of all administrative requirements (payment of fees and the like)

**Note:** Students leaving the program at the M.A. level can complete the foreign language examination with a grade of pass (P).

### F. Admission to the Ph.D. Program

In mid-May, the Graduate Student Affairs Committee reviews the academic progress of first-year students and recommends admission to the Ph.D. program. The Committee's decisions are based upon (1) grades in required courses taken in Autumn and Winter Quarters, (2) reports of the two readers of the seminar paper, and (3) satisfaction of the language exam requirement.

### G. Academic Progress Reports

The University requires all graduate students to file an annual Academic Progress Report by the end of the Spring Quarter to be accompanied by a curriculum vitae for Departmental records.

## VII. WAIVER OF SECOND YEAR

First-year History students with graduate degrees (MA, MS, MAPSS, JD, LL.M, etc.) can petition to the Graduate Students Affairs Committee (GSAC) to waive second-year requirements, which puts them on an accelerated schedule. In order to be considered for a petition, they must submit the following by the same deadline as the seminar paper (March 20 in 2009):

1. Petition form asking for full or partial waiver of second-year requirements (specific). The form should be signed by the potential orals chair or by someone with whom the student hopes to work. (*Students should discuss the petition and academic plans with this faculty member.*)
2. Informal/non-binding listing of probable oral field topics and examiners.
3. Statement regarding any outstanding language requirements and plans/timeline to fulfill them.
4. A single copy of the master's paper or other work that is comparable to the History seminar in research, length, and methods. (*To be returned to the student.*)
5. A cover sheet for the paper, with the name of the History professor whom they suggest as reader. (*GSAC will determine the best reader of the paper; the suggestion will be considered.*)

To the packet that the student submits, the Graduate Affairs Administrator will add the following:

1. Copy of undergraduate and graduate transcripts from the student's permanent record.
2. Transcript of completed in the PhD program through Winter quarter.
3. Comments on 1<sup>st</sup>-year seminar paper by first and second readers.
4. Comments on master's paper by GSAC-appointed reader.

GSAC considers all materials and consults with the potential advisor(s) in late April, and a decision will be sent to the student via email in early May.

Decisions are based on whether the student is ready to move quickly into orals preparation. Decisions to deny the waiver or grant only a partial waiver are an indication that GSAC feels that the student would benefit from further coursework and/or another seminar paper and are not meant as an attack on either the student's abilities or his/her previous graduate education.

*Comparison of Requirements for students with or without second-year waiver*Full Second-Year Waiver

No courses and no seminar in second year  
 Oral Fields Plan due by end of Spring quarter of first year  
 Oral exams taken in Winter quarter of second year  
 All language requirements met by end of Summer quarter between second and third years  
 Proposal hearing / advancement to candidacy in Autumn quarter of third year  
 Not eligible for M.A. from History Department

Partial Waiver

Some courses and/or seminar in second year (but less than full seven courses)  
 Oral Fields Plan due by end of Spring quarter of first year  
 Oral exams taken in Spring quarter of second year  
 All language requirements met by end of Autumn quarter of third year  
 Proposal hearing / advancement to candidacy in Winter quarter of third year  
 Not eligible for M.A. from History Department

No Waiver

7 graduate-level courses for letter grade in second year (includes two-quarter seminar and seminar paper)  
 Oral Fields Plan due by end of Autumn of second year  
 Oral exams taken in Autumn quarter of third year  
 All language requirements met by end of Winter quarter of third year  
 Proposal hearing / advancement to candidacy in Spring quarter of third year  
 Eligible for M.A. from History Department at end of first year (assuming letter grades for eight graduate-level courses and fulfillment of first language requirement)

**VIII. SECOND AND SUBSEQUENT YEARS OF THE Ph.D. CURRICULUM****A. Second-Year Requirements**

1. Seven courses for letter grades of A or B.
2. A two-quarter History research seminar in any field. Students can substitute two reading courses for the seminar, by petition to the Graduate Student Affairs Committee. As in the first-year seminar, the writing of a paper of professional quality is required. There is only one reader of the second-year seminar. The deadline is the same as for the first-year paper (see Section VI above, Part C).
3. Second-year students submit an oral fields plan to the Department by the fifth week of the Autumn Quarter. The plan is approved by the examiners of the three specified fields, by the second-year faculty advisor, and by the Graduate Student Affairs Committee. (Students with second-year waivers submit the plan before the end of Spring Quarter in their first year.)
4. An Academic Progress Report and c.v.

**B. Third-Year Requirements**

1. Ph.D. Field Examinations by the end of Spring Quarter (Section X is devoted to the examination).
2. The dissertation proposal is presented in accordance with Section XII below.
3. All third-year students are encouraged to maintain enrollment in a workshop.

**C. Fourth-Year Requirements**

There are no Departmental requirements in the fourth year of residence. The student is presumed to be well into research for the dissertation. Students are strongly encouraged to continue workshop participation unless away for research.

## IX. FOREIGN LANGUAGE COMPETENCY

The Department requires a high pass (P+) on one or more written language examinations given by the Test Administration Office. (See: <http://dos.uchicago.edu/languageexams/langinfo.shtml> for details.) Students must take a language examination during the first quarter of residence. Students who do not receive a high pass the first time should devote special attention to improving their skill, and are required to repeat the exam at least annually until a high pass is achieved. It is mandatory that students receive a high pass in at least one language examination before the beginning of the second academic year. In fields where more than one language is required, the additional requirement(s) must be satisfied before the proposal hearing.

Foreign students whose native languages are other than English may petition the Department to accept their TOEFL scores as meeting the requirement if the native language is one required in the field. A minimum score of 25 in each of the three sections and a total score of 250 on the three-part examination is equivalent to a high pass. Students cannot satisfy the foreign language requirement by taking the examination in his or her native language, unless they received a B.A. or an M.A. degree from an English-speaking institution and their native language is required for their field.

Exceptions to these rules are rare. They are usually granted only to students in less commonly taught languages who receive special permission from their advisors and the Graduate Student Affairs Committee to defer fulfillment of the requirement. The Department follows normal University procedure regarding accommodations for students with learning disabilities. Such students should contact the Graduate Student Affairs Administrator during autumn orientation of their first year regarding the procedure.

<u>Field</u>	<u>Languages Required</u>
African	At least one European and one African language to be determined in consultation with the advisor.
Ancient*	French and German (one high pass, one pass); Greek and Latin (by departmental certification or with a grade of pass on the University examinations)
British	French, German, or Latin
Byzantine*	French and German (one high pass, one pass); Latin and Byzantine Greek by departmental certification
Caribbean & Atlantic-World	Dutch, French, Portuguese, or Spanish
Early Modern Europe	A high pass in the primary language of research; a pass in one other modern European language
East Asia	High pass in primary language of research: Chinese, Japanese, or Korean
Europe	A grade of high pass in the primary modern European language of research; a grade of pass in one other approved language; normally, the second language will be in a different language group from the first, except as needed for research reasons
History of Science	French or German (high pass in one), but it is assumed students know both
International	At least one foreign language determined by sub-area of interest
Latin America	Spanish and Portuguese (one high pass, one pass) Recommended that most students take "Portuguese for Spanish Speakers" course to build their competence in Portuguese.
Mediæval Europe	1. Latin (high pass) 2. French or German (pass) 3. One other approved language appropriate to the student's research (pass)
Middle East/Islam*†	One of the following: Modern Arabic, French, German, Hebrew, Persian, Russian, Turkish, or Ottoman Turkish
Modern Jewish	Hebrew and one other relevant research language (one high pass, one pass)
Russia*†	Russian or any relevant language. For a Ph.D. in Russian history, however, knowledge of Russian is mandatory
South Asia*†	One of the following: Bengali, French, German, Hindi, Persian, Sanskrit, Tamil, or Urdu
United States	Any foreign language

\*For fields with extensive language training, students may petition for a one-year postponement of the foreign language examination.

†In these fields, if the language requirement is met with French or German, it is assumed that the student will also acquire knowledge of area language(s) sufficient for research purposes.

## **X. THE Ph.D. FIELD EXAMINATION**

### **A. Content of the Examination**

The Ph.D. Field Examination tests students knowledge in three fields and assesses their powers of historical analysis and interpretation, and where relevant, their proficiency in a related discipline or disciplines. Fields are intended to be defined broadly. Students should make themselves familiar with the substantial literature in their fields and be aware of the relevant historiographical traditions and debates.

The three fields are to be determined by means of thorough discussions between the student and the faculty on the examining committee. The faculty, and in particular the chair or co-chairs of the committee, is responsible for assuring that the three fields are conceived broadly (in time, place, and method) and that the student avoids constructing multidisciplinary or comparative fields which are simply different aspects of the same subject. The student should consult with the examiners as soon as the oral field plan is approved in order to compile reading lists, to specify the scope of the questions and areas to be covered, and to establish a schedule of regular meetings. Once the orals fields plan is approved, the fields or examiners cannot be changed without first petitioning the Graduate Student Affairs Committee.

The Ph.D. examination lasts two hours, the student being examined in each of three fields for forty minutes. All three examiners are present throughout the two-hour examination. If it is impossible for one of the examiners to be physically present at the examination, that field may be examined either by video conference or by a separate written examination. Only one field may be examined via video conference or written exam, and speakerphone participation is not permitted. If the absent examiner is the chair of the committee, every effort should be made to arrange participation by video conference. If that is not possible another member will act as chair for the oral portion of the examination. If the absent faculty participates by video conference she or he will be present for the entire examination. If there is a written exam the written portion of the examination is graded before the orals takes place. In this case, the oral portion of the examination lasts for one hour and twenty minutes (forty minutes for each field). Students taking a written examination or using video conferencing need to consult with the Department Secretary at least one month before the date scheduled for the oral examination.

### **B. Timing of the Examination**

Students submit a Ph.D. Orals Exam Plan to the Graduate Students Affairs Committee in the Autumn Quarter of their second year (Friday of the fifth week of term). The form, which indicates the student's fields, is approved by the three examiners, the faculty advisor, and the Chair of the GSAC. Students should discuss potential research leave plans with their chosen examiners at the time of the formation of the orals committee and schedule both reading and the examination date in consideration of those plans.

Before taking the Ph.D. Field Examination, students must complete and submit all work required for first- and second-year seminars and resolve incompletes in all courses other than those in progress at the time of the exam. Students must take the Ph.D. Field Examination sometime during the third year before the proposal hearing. Students first consult with the Graduate Affairs Administrator regarding completion of course requirements, then arrange the date and time with the examining committee, and give the exam scheduling form to the Department Secretary two weeks before the exam.

Students who receive credit for their second-year program requirements submit the Ph.D. Orals Exam Plan before the end of the Spring Quarter of their first year. They take their Ph.D. Field Examination before the proposal hearing, at latest, by the end of the Autumn Quarter of their third year.

When students consider it necessary to postpone their Ph.D. Field examination beyond the deadlines stated above, they petition the Graduate Student Affairs Committee. Such a petition must contain the written authorization from the chair of the examination committee, approving the delay. Petitions will be approved by the Graduate Student Affairs Committee only in exceptional circumstances, and rarely for an extension of more than one quarter. Postponing the examination can affect renewal or granting of financial aid.

### C. Composition of the Examining Committee

The chair of the Ph.D. Field Examination committee must be a regular member of the History faculty. In the very exceptional cases—due to retirement or faculty departures—where none of the three examining members of the committee is, at the time of the examination, a regular History faculty member, a fourth member is appointed to the committee from among the regular History faculty and will serve as chair.

Members of the oral examination committee examining students in historical fields must be either regular members of the History faculty or associate members who are also members of the Faculty Senate, who hold regular faculty appointments at the rank of Assistant Professor or above. When a student chooses to be examined in a non-historical field, the examiner must be a member of the Faculty Senate. Exceptions to these rules require the approval of the Graduate Student Affairs Committee by petition.

If a student has a committee on which there is only one regular member of the History faculty (who is also then necessarily the chair of the committee) and that member must be absent and no videoconference can be arranged, the student will then do a written examination in that field, oral examinations in the two others, and a faculty member of the History department will be appointed by the Department Chair to chair the examination.

In arranging Ph.D. examination fields, students select appropriate faculty examiners. Students should discuss potential research leave plans with their chosen examiners at the time of the formation of the orals committee and schedule both reading and the examination date in consideration of those plans. Where faculty members are on leave, the student is not excused from the examination but must select fields for which there is resident expertise or have made a satisfactory arrangement with the examiner who is not in residence. With the approval of the faculty advisor and the Department chair, a faculty member at another institution may, in unusual circumstances, substitute for a member of the Department. Responsibility for making such an arrangement rests entirely with the student, however, and the Department is not in a position to offer compensation for such service.

Note that not all Ph.D. examination fields are available at all times. In addition to faculty leaves, resident faculty may choose to limit the fields in which they serve as examiners, particularly when burdened by heavy commitments to reading courses and other forms of assistance to students preparing for Ph.D. examinations.

Students receive a grade of pass with distinction, pass, or fail on the Ph.D. examination and are informed orally, at the end of the examination, of the examining committee's evaluation of their performance. Students who fail may, at the discretion of the examining committee, be allowed to retake the examination once and only once; it must be completed within two quarters of the original exam date. Continuation in the Ph.D. program is dependent upon success in the oral exam.

## XI. EVALUATION FOLLOWING THE Ph.D. FIELD EXAMINATION

The Graduate Student Affairs Committee evaluates the qualifications of all students who pass the Ph.D. Field Examination to determine whether each candidate will be permitted to proceed to the doctoral dissertation. The Committee's decision is based on the following:

- Performance in courses taken for letter grades
- The second-year seminar paper
- Performance in the Ph.D. examination

## XII. DISSERTATION PROPOSAL AND ADMISSION TO CANDIDACY

Once permission to proceed with the dissertation has been granted, the student follows these steps for submitting the dissertation proposal for faculty approval:

- A. The student chooses a pre-dissertation advisor while preparing for the Ph.D. Field Examination or directly after passing the exam. The advisor, who should be a regular member of the History faculty or an associate member, helps the student to develop a dissertation proposal in a timely manner and may eventually become the dissertation director, but this is not necessarily the case.

- B. The student sets up a dissertation committee and designates the dissertation director, with the consent of each faculty member concerned. Dissertation committees are composed three to four members, including the chair. The chair must be a regular member of the History faculty or an associate member who is also a member of the Faculty Senate. One other committee member must also be a regular member of the History faculty or an associate member who is also a member of the Faculty Senate. If the chair is an associate member, this other departmental committee member must be a regular member of the History faculty. Subject to the above, dissertation committees may include faculty from other University departments, provided they are members of the Faculty Senate, or from outside the University. A dissertation chair who leaves the University for another institution, may continue as the chair of committees formed prior to leaving the University; departed faculty may not chair new committees. Emeriti faculty of the History Department may serve as members, but may not chair, dissertation committees formed after their retirement; however, they will not count as one of the two members from within the department. Emeriti faculty may continue to chair dissertation committees formed prior to their retirement. If departures and retirement of faculty result in a committee with no current members of the History faculty, a current History faculty member must be added to the committee. The composition of the committee, and any subsequent changes, requires the approval of the Graduate Student Affairs Committee. Students should discuss the intensity and nature of each committee member's involvement in the dissertation when they invite them to join the committee.

*Co-chairs:* Dissertations usually have a single chair. They may be co-chaired when there is a clear need for the equal participation of two faculty members with different expertise. Comparative, international, or transnational dissertations are obvious examples, but there may be others.

- C. The student confers with individual members of the committee for discussion and revision of the dissertation proposal. Following approval by every member of the committee, the student presents the proposal in a public setting, such as a workshop or at a specially scheduled proposal hearing. The final version of the dissertation proposal should reach all members of the committee no later than two weeks before the proposal hearing. A student submits a proposal scheduling form to the Department Secretary at least two weeks prior to the hearing date, along with a copy of the proposal.

The proposal hearing should be held by the end of the third year. Students with a second-year waiver should hold the proposal hearing before the end of Autumn quarter of the third year.

When students consider it necessary to postpone their dissertation proposal hearing beyond the deadlines stated above, they petition the Graduate Student Affairs Committee. Such a petition must contain the written authorization from the chair of the dissertation committee, approving the delay. Petitions will be approved by the Graduate Student Affairs Committee only in exceptional circumstances, and rarely for an extension of more than one quarter. Postponing the hearing can affect renewal or granting of financial aid.

- D. Any single member of the dissertation committee, including the chair, may be "present" at the exam via video conference or speaker phone. Alternately, a single absent committee member—except the committee chair—may submit written comments to the Department Secretary prior to the hearing date. The comments cover issues that the reader would raise if she or he were at the hearing.
- E. All incompletes must be cleared and all language requirements must be fulfilled before the hearing can be scheduled and admission to candidacy for the Ph.D. can be recommended by the Department.
- F. Following admission to candidacy, the Department requires that the Academic Progress Report (approved by the dissertation director), and a current c.v. be submitted by mid-Spring Quarter each year to the Department office. A copy of the Annual Graduate Report is submitted to the dissertation director as well as to the Department. This is designed to improve contacts between the Department and students in the later years of their progress towards the Ph.D. and to develop further the kind of support the Department can offer at this stage of their career. In general terms, the Department expects graduate students to maintain active contact with their dissertation director and the Department during their work.

### **XIII. DOCTORAL DISSERTATION: FINAL ORAL EXAMINATION**

The oral examination to defend the dissertation is scheduled after each member of the dissertation committee has received a final draft of the dissertation. Members of the committee should expect to receive this final draft and a 5-10 page summary of the dissertation at least one month before the oral examination. During the summer quarter or when a reader is on leave, readers may need more time.

After the dissertation committee has approved the dissertation, the student appears at an oral examination in order to defend the thesis and the scholarly context in which it was written. Once a date and time have been agreed upon by the student and committee members, the student submits a scheduling approval form and a five to ten page dissertation abstract to the Department Secretary at least two weeks before the defense. This abstract (unlike the one submitted with your dissertation) does not have any formatting requirements and only serves as a reference in your file. The Department Secretary will send a reminder about the defense to your committee a week before the exam and will post it on HistAdmin and the department web calendar.

Any single member of the dissertation committee, including the chair, may be “present” at the exam via video conference or speaker phone. Alternately, a single absent committee member—except the committee chair—may submit comments at least a week prior to the exam to the Department, addressed to the chair of the dissertation committee. These comments outline the issues that the reader would raise if he or she were in attendance and should offer a clear evaluation of the general quality of the dissertation. They should be sent to the attention of the Department Secretary. If no current History faculty members will be present for the exam, a faculty representative from the Department will be requested by the Department chair to attend the exam.

Students receive a grade of pass with distinction, pass, or fail on the final oral examination and are informed orally, at the end of the examination, of the examining committee's evaluation of their performance. When a grade of pass with distinction or pass is given, the chair of the committee will complete a form indicating the extent of revisions necessary on the dissertation before it may be submitted to the Dissertation Office. The options are: no revisions; minor revisions; and significant revisions. If no revisions or minor revisions are requested, the student is expected to graduate within 2 quarters of the defense. If significant revisions are requested, the student is expected to graduate within 3 quarters of the defense. Exceptions are granted only by petition to the Graduate Student Affairs Committee.

### **XIV. CONVOCATION — M.A. OR Ph.D. DEGREES**

- A. Receiving the M.A. or Ph.D. degrees requires the following:
1. During the quarter prior to receiving the degree, notify the Graduate Affairs Administrator, who will review all program requirements.
  2. Apply for the degree online at cMore (<http://cmore.uchicago.edu>) no later than the Friday of the first week of the quarter in which the student wishes to graduate. The Department recommends applying for the degree as early as possible.
  3. Students receiving the M.A. degree in Summer Quarter do not register, unless taking other courses. Provided that all required courses are completed in previous quarters, these students may take an outstanding language reading examination in summer by notifying the History office about registration; they pay the language examination fee, but not University tuition.
  4. Candidates for the Ph.D. degree must pre-register in Spring Quarter if they plan to take the degree in Summer Quarter. Arrangements must be made with the Department Secretary no later than the Memorial Day Holiday in May.
- B. Students who cannot meet all degree requirements, such as outstanding grades or depositing the final copies of the dissertation to the History Department should withdraw from the degree list. A fifty-dollar fee is charged for withdrawals after the first week of the term.

- C. For Ph.D. candidates, the physical requirements for the dissertation are set by the University's Office of Academic Publications; a booklet outlining these requirements is available from the Dissertation Office. Contact the Dissertation Secretary as follows:

Dissertation Office  
Joseph Regenstein Library, Room 100B  
1100 E. 57th Street  
Chicago, IL 60637  
  
(773) 702-7404 (telephone) or 702-6623 (fax)  
phd@lib.uchicago.edu  
<http://www.lib.uchicago.edu/e/phd/>

- D. Two copies of the dissertation – unbound, on archival paper, and in separate boxes – are deposited with the Department. The History Department has no specifications beyond those of the Office of Academic Publications for the printed dissertation. The Department will forward both copies with the signed certification form from the Chair of the History Department to the Dissertation Secretary. However, if revisions are required, the chair of the dissertation committee must sign the final approval before the Department chair signs the certification form for submission to the Dissertation Office.
- E. Degree Deadlines for Ph.D. Candidates
- Degree Application: By Friday of first week of quarter in which you intend to graduate
  - Complete final draft to entire committee: At least one month prior to defense
  - Schedule defense with Department Secretary: At least two weeks prior to defense (one month if via video conference or speakerphone conference)
  - Defense: Recommended to be at least two weeks before final copies of dissertation due
  - Draft to Dissertation Office for Review (optional): By Monday of fourth week of the quarter at the latest (check with Dissertation Office to verify)
  - Two copies of the final, formatted dissertation to the Department Secretary: Monday of seventh week of the quarter (sixth week in summer quarter). *Please note that this is earlier than the Dissertation office's deadline.*
  - Graduation: Friday of finals week.

## APPENDIX A: REGISTRATION REQUIREMENTS

The University residency system is used to register graduate students, to set tuition rates, and to determine eligibility for University services. Briefly, students register in Scholastic Residency in the first four years of study, followed by up to eight years of Advanced Residency, and after twelve years, Extended Residency. Residency status is determined strictly by number of years in the program, and is unrelated to academic milestones, such as passing orals or being advanced to candidacy, whose timing is set by the departments. The University's residency policy requires that students register continuously until taking the final degree. To see what University services are available at the different levels (student loan eligibility and deferments, visas for foreign students, technical support, health insurance, housing), refer to the [Residence System for Students in Ph.D. Programs](http://www.uchicago.edu/docs/studentmanual/academicpolicies.shtml#residence) at <http://www.uchicago.edu/docs/studentmanual/academicpolicies.shtml#residence>.

## APPENDIX B: PERSONAL INFORMATION & DEPARTMENT CORRESPONDENCE

Please keep the University informed of your current address, e-mail address, and telephone number at all times, including the summer, by updating your information at <http://cmore.uchicago.edu>. The Department can automatically access the contact information from cmore, so there is no need to update the Department separately.

All History graduate students subscribe to the department's electronic mailing list. The list, called "HistAdmin," is the official source for administrative announcements to students. The list ensures that students near and far, new and advanced, receive the same information quickly, without the cost and waste of paper. HistAdmin is also intended to separate staff postings from "HistGrad," a closed and private forum for graduate students only. Subscription to HistGrad is voluntary; subscription to HistAdmin is required.

### HistAdmin

- TO SUBSCRIBE: In your web browser, go to <http://listhost.uchicago.edu/mailman/listinfo/histadmin> for subscribing instructions.
- TO UNSUBSCRIBE: In your web browser, go to <http://listhost.uchicago.edu/mailman/listinfo/histadmin>. At the bottom of the page, you will find "edit options". Enter "edit options". Follow the instructions to unsubscribe.
- WHO CAN POST: Postings are limited to History staff. Please use HistGrad for sharing information of general interest to graduate students.
- MAINTAINING YOUR SUBSCRIPTION: You add and drop subscriptions yourself. For other concerns, contact David Goodwine, Department Secretary, at [dgoodwin@uchicago.edu](mailto:dgoodwin@uchicago.edu) or at (773) 702-8397.

### HistGrad

- TO SUBSCRIBE: In your web browser, go to <http://listhost.uchicago.edu/mailman/listinfo/histgrad>. There you will find the instructions on how to subscribe to HistGrad.
- TO UNSUBSCRIBE: In your web browser, go to <http://listhost.uchicago.edu/mailman/listinfo/histgrad>. At the bottom of the page, you will find "edit options". Enter "edit options". Follow the instructions to unsubscribe.

## APPENDIX C: HISTORY DEPARTMENT FORMS

All forms are available on our website at: <http://history.uchicago.edu/graduate/forms.html>. Please always download the most recent version of forms and do not use old paper copies that may be outdated or obsolete.

## APPENDIX D: LETTERS OF INTRODUCTION

It is sometimes necessary for students to obtain letters of introduction from the department to present at libraries and archives. If you will be conducting research and need such a letter, please contact Department Secretary, David Goodwine, at [dgoodwin@uchicago.edu](mailto:dgoodwin@uchicago.edu) or at (773) 702-8397, with the specific information that should be included in the letter and addressing information.