

**The University of Chicago**  
**Division of Social Sciences**  
**Department of History**

2021-2022 GUIDELINES FOR THE MA AND PHD CURRICULA

	page
<b>I. Admission</b>	<b>2</b>
<b>II. Registration and Residence</b>	<b>2</b>
<b>III. Program of Study</b>	<b>2-3</b>
<b>IV. Advising Procedures</b>	<b>3-4</b>
<b>V. Coursework</b>	<b>4-5</b>
<b>VI. Foreign Language Competency</b>	<b>5-8</b>
<b>VII. Evaluation for the MA Degree</b>	<b>8</b>
<b>VIII. The PhD Field Examination</b>	<b>9-10</b>
<b>IX. Dissertation Proposal and Admission to Candidacy</b>	<b>11-12</b>
<b>X. Post-Proposal Communication and Committee Meetings</b>	<b>12</b>
<b>XI. Annual Review of ABD Students</b>	<b>12-13</b>
<b>XII. Mentored Teaching Experiences</b>	<b>13-14</b>
<b>XIII. Doctoral Dissertation: Final Oral Examination</b>	<b>14</b>
<b>XIV. Convocation – MA or PhD Degrees</b>	<b>14-15</b>
<b>Appendix A: Registration Requirements</b>	<b>15-16</b>
<b>Appendix B: Personal Information &amp; Department Correspondence</b>	<b>16-17</b>
<b>Appendix C: History Department Information/Forms</b>	<b>17</b>
<b>Appendix D: Letters of Introduction/Letters from the chair/graduate director</b>	<b>17</b>

These Guidelines as a whole apply to all students matriculating in the 2021-2022 academic year.

All revisions contained here (aside from those for language requirements and those otherwise noted) from earlier Guidelines also apply to students who have not yet reached that stage in the program.

The faculty regularly revises these Guidelines; students are responsible for reading each year's edition.

**THE UNIVERSITY OF CHICAGO**  
**Division of the Social Sciences**  
**Department of History**  
**Guidelines for the MA and PhD 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. 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 must attend an Autumn Quarter orientation meeting held in the week before classes begin. Students will be assigned a faculty member as a field advisor. They must meet with this advisor during each registration period to discuss and gain approval for courses. A co-chair of the Graduate Student Affairs Committee (GSAC) will be responsible for all pre-ABD students. 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 meet with their assigned field advisor during Registration week – the week before classes begin and for quarterly registration meetings.

In the first two years of graduate study, all students, regardless of previous degree work, register for coursework. No master's degree will be awarded in less than three quarters.

Students are expected to complete all the requirements for the PhD degree in History in a timely fashion. Students are reviewed annually for continuation in the program and are expected to make good progress at all stages of the program. All requirements for the PhD degree, including the final defense, must be completed within seven years from the date of first matriculation. Students intending to take a leave of absence or to withdraw from the program must complete a formal application, available from the Department. Please refer to Appendix A for details of the University's registration requirements.

## **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 PhD degree:

- A. In accordance with the course requirements specified below, students take twelve courses. Up to three courses may be pass/fail reading courses for orals preparation (HIST 96000). All other required

courses must be for quality grades. Ordinarily undergraduate courses do not count towards this quota. Courses beyond the twelve required for the PhD 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 regarding grades of P or R.

- B. Students are expected to receive an A or B. Grades lower than B minus are not acceptable for graduate credit and will not count toward the twelve-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 their field advisor and the chair of GSAC.
- C. Competence in foreign language(s) demonstrated through standard language examination(s) with a grade of high pass (P+) before entering the second year in the program. All language examinations required by the student's field of study must be completed before entering candidacy.
- D. A second-year research paper completed under the supervision of their faculty advisor during Autumn or Winter Quarter. In certain cases, with the support of their faculty advisors, students may petition to have this second research paper requirement waived (typically, those with a relevant MA).
- E. The PhD Field Examination, taken by June 15th of the second year. The precise timing of the PhD Field Examination and the defense of the dissertation proposal will be worked out in close consultation with committee members and with the GSAC informed of the proposed schedule.
- F. Presentation and defense of the dissertation proposal in a public setting before the end of the third year (June 15), and approval of the dissertation committee to begin research and writing of the dissertation.
- G. Three mentored teaching experiences arranged in consultation with faculty advisors.
- H. Defense of the dissertation in the PhD Final Oral Examination.

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

The Graduate Student Affairs Committee (GSAC), composed of five History faculty members, oversees the progress of graduate students through the PhD program. GSAC is co-chaired. One co-chair is responsible for all pre-ABD students and one co-chair is responsible for all ABD students.

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-year students are assigned an advisor in their field during the first two years. Students meet quarterly with their field advisors to discuss courses, orals fields, languages and other academic milestones prior to the defense. Field advisors serve as the initial approver for petitions and sign departmental forms concerning student progress. The GSAC co-chair responsible for pre-ABD students is available as a resource to new students, conducts student orientation, leads annual reviews of first-, second- and third-year students and reviews any petitions from pre-ABD students for GSAC approval.

Students select a dissertation advisor and committee according to the guidelines laid out in section IX. The dissertation advisor serves as the student's primary advisor. Every ABD student will be assigned a GSAC advisor. This GSAC advisor cannot be a member of the student's dissertation committee, because students should see the GSAC advisor as their first point of contact inside the department if any student encounters difficulties in the mentoring relationships with their advisor or any other committee member.

This GSAC advisor should be an advocate for the student in working to address any difficulties and should also be available to answer any questions students might have about progressing through the program. Members of GSAC should hold regular office hours for their ABD advisees; students should meet with their GSAC advisors at least once per year. The GSAC co-chair responsible for ABD students leads year-end reviews of ABD students, ensures that students are meeting with their committees twice as required, reviews any petitions submitted by ABD students, and generally works to keep students on track to earn their degree by the end of their 7th year in the program.

## V. COURSEWORK

### A. Applicability

1. Course requirements apply to all entering students, with or without the master's degree.
2. Students may apply for the MA degree after completing eight courses for a quality grade, obtaining a high pass on a language examination and fulfilling all administrative requirements (payment of fees and the like.) Information on applying to receive the degree is in section XIV.

### B. Course Requirements

Students are required to satisfactorily complete no less than twelve courses over the first two years in the program.

The twelve courses are as follows:

- a. Two-quarter History seminar taken in the first year.
- b. At least three graduate colloquia. These may be equivalent courses in other departments.
- c. Up to three pass/fail reading courses for orals preparation (HIST 96000), typically done in the second year.
- d. With the permission of their faculty advisor, students in fields requiring three or more research languages may apply up to two language courses towards the department's twelve-course requirement for the PhD degree. In extraordinary circumstances, and again with the permission of their faculty advisor, students may petition GSAC to count more language courses towards their twelve-course requirement.
- e. First-year students are required to complete a substantial research paper due at the end of Winter Quarter as part of the two-quarter History seminar.
- f. Second-year students are required to complete a research paper under the supervision of their faculty advisor during Autumn or Winter Quarter. These research papers may be written as part of a colloquium, or in a graded, independent research course led by the faculty advisor (HIST 90000). In certain cases, with the support of their faculty advisors, students may petition to have this second research paper requirement waived (typically, those with a relevant MA).

### C. Research Papers

The first-year seminar requires a research paper of professional quality, which serves as the thesis for the master's degree. It is evaluated by two faculty readers: the student's field advisor and the seminar instructor(s). Normally, the research paper is a substantive examination of a historical

problem, of article length, and based substantially on primary (archival or textual) sources. 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).

The final version of the first-research paper is due to the department office on the Friday of Winter finals week (11 March 2022) by 4:00 pm through a digital submission process.

The second-year research paper is completed under the supervision of the faculty advisor during Autumn or Winter Quarter. The student declares the quarter for the second-year research paper during Autumn Quarter registration. The Autumn Quarter paper is due the first day of Winter Quarter (3 January 2022). The Winter Quarter paper is due the first day of Spring Quarter (21 March 2022). The paper is due by 4:00pm through a digital submission process.

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 research 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 they may range from repeating the seminar up to and including recommending that a student leave the program.

#### D. 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 the expected date by which work will be completed and whether a grade is needed by a certain date (e.g., to meet quarterly degree requirements or for funding purposes). Students are expected to meet their expected submission dates and to communicate promptly in 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. FOREIGN LANGUAGE COMPETENCY

The Department requires a high pass (P+) on one or more written language examinations. Students must take a language examination administered through the History Department 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 their dissertation proposal hearing.

Foreign students whose native languages are other than English may petition the Department to accept their TOEFL or IELTS scores as meeting the requirement if the native language is one required in the field. A minimum score 104 overall with sub scores of 26 in each section on the TOEFL examination is equivalent to a high pass. The minimum required score on the IELTS is an overall score of 7 with sub scores of 7 each on the Academic Reading/Writing test. Students cannot satisfy the foreign language requirement by taking the examination in their native language, unless they received a B.A. or an MA 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.

#### A. Timing of Exam

Exams will be offered twice per year, during orientation week and in Spring Quarter. A student who misses a scheduled exam time must wait until the next scheduled exam to take the language (petitions to reschedule will only be granted in cases of medical emergency). If a student needs additional exams to meet a milestone (e.g. candidacy) the student can petition for an ad hoc exam.

#### B. Languages

The department regularly offers exams in: Ancient Greek, Chinese, French, German, Japanese, Latin (Ancient and Medieval), Portuguese, Russian, and Spanish. Other languages may be arranged.

#### C. Text

The History Department language exam requires students to translate a 500-word text (or character equivalent) from their chosen language to English in a two-hour period. The text is chosen by the examiner. For standard modern languages, the text should be a generally accessible piece of academic historical writing; examiners should avoid texts with unnecessarily specialized vocabularies or those written in versions or dialects of the language that most students taking the exam are not required to know. For other languages, examiners should select a text appropriate to students' fields and requirements; when translations into English tend systematically to be longer than the source language (e.g., from Latin) examiners should aim for a passage that will result in something like a 500-word translation. Texts will be evaluated for length before the exam; they can be somewhat shorter than 500 words (or character equivalent), but they should not be significantly longer. Students may use a dictionary (paper or electronic), but they may not consult Internet dictionaries or translation applications.

#### D. Grading

The exams are graded in three categories: high pass, pass, or fail. Grades are based on comprehension and accuracy; they are not meant to evaluate the literary quality of the translation or a student's general knowledge of the subject matter covered in the text.

1. A high pass indicates that the student is prepared to do academic reading and research in the language at a professional level. This grade will be given to exams that demonstrate a strong understanding of vocabulary, grammar and syntax; the exams need not be perfect but should contain very few errors that would indicate a substantial misunderstanding of the text.
2. A pass indicates that the student is prepared to do research and reading in the language at a competent level for a secondary language. Translations can contain some errors but should indicate that the student understands the text's central arguments well enough to credibly summarize and engage them in a scholarly work.
3. A failing grade indicates that a student mistranslated significant aspects of the text in question and should receive further training in the language in order to attain reading

competency in primary or secondary sources.

4. An incomplete exam can earn a grade of high pass or pass if the examiner determines that the completed section of translation is of high quality and reasonable for a two-hour period.
5. The grade required by the student to meet the department requirement varies by field. All first-year students must receive a high pass in a language during the first year, but subsequent languages may only require a grade of pass. A cover sheet is attached to each exam that indicates the grade needed by the examinee to meet his/her language requirement in the examined language. Graders should circle the grade the student receives on the cover sheet of the exam. If the student has met the required grade, there is no need to comment on the exam other than to record the grade. If the student has not met the requirement, the department asks for brief comments to the student regarding needed areas of improvement. In lieu of comments, examiners may choose to mark errors directly on the exam.
6. The department attempts to keep language exam anonymous to both student and grader. In some cases, the student taking the exam may be outside of the examiner's field.

#### E. Appeal of Exam Grade

If the student feels that the result is unfair, they may appeal to have the exam graded by another reader. The appeal process will be managed by GSAC.

#### F. Alternatives to the Department Language Exam

With a petition to GSAC stating the reason the student is requesting an alternate translation exam, in rare cases the student may be granted permission to provide an alternative certification for a language translation exam. If an alternative is suggested that has a cost, the student will bear the cost of the exam. Alternative arrangements to satisfy the language translation requirement are usually only granted in the cases of languages beyond the first research language.

<b>Field</b>	<b>Languages Required</b>
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 (Traditional Characters), Japanese, or Korean
Modern 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, Arabic, Hebrew, or another primary research language (high pass) 2. Two modern languages (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 PhD 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.

## VII. EVALUATION FOR THE MA DEGREE

Students in the History graduate program may apply to receive the master’s degree in History once 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 language exam, or equivalent
- Fulfillment of all administrative requirements (payment of fees and the like)

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

Students from other PhD departments may petition the History Department to receive an MA in History. A student wishing to receive an MA must present a petition stating their desire to pursue an MA in History to GSAC in Autumn Quarter. The MA will be awarded no earlier than the following Summer Quarter based on completion of coursework and requirements. If the petition is approved, the student will meet with the GSAC co-chair for pre-ABD students to discuss the courses that will be counted toward the MA to ensure there is enough historical content in the student’s course plan. The course distribution expectations for the MA are the same as expectations for a History student receiving an MA from the Department.

- Complete the two-quarter History seminar, including the completion of a research paper by the stated departmental deadline (see above, section V).
- Eight courses must have been completed for a grade of B- or above. These courses cannot be counted toward an MA in another department.
- A grade of high pass on a University language exam or equivalent. Students from outside departments do not take the departmental language examinations nor do they receive a fee waiver from the history department for language exams.
- Fulfillment of all administrative requirements (payment of fees and the like)

## VIII. THE PhD FIELD EXAMINATION

### A. Content of the Examination

The PhD 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.

Each field list consists of a maximum of 50 books; 4 articles (or book chapters) will count as one book. For the purposes of reading and examinations, all fields are considered equal. Faculty starter lists are posted on Canvas. Final reading lists should be submitted to the department by the day of the oral exam. They are kept on file, anonymously, grouped by fields, and made available to students preparing orals lists through Canvas.

The PhD 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 videoconference or by a separate written examination. Only one field may be examined via videoconference 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 videoconference. If that is not possible another member will act as chair for the oral portion of the examination. If the absent faculty participates by videoconference, 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 need to consult with the Department Coordinator at least one month before the date scheduled for the oral examination. The in-person attendance requirements may be suspended when public health measures that prevent in-person meetings are in effect in the University.

### B. Timing of the Examination

Students must take the PhD Field Examination before June 15th of their second year.

Second-year students submit an oral fields plan to the Department by Friday of Autumn Quarter registration week. The plan includes a list of fields. The list should offer a brief description of each field and must have the approval in writing of the orals committee chair. GSAC will review the list to ensure that the fields meet standards of breadth in terms of chronology, theme region or methodology. GSAC will inform the student and the faculty on the orals committee if any of the fields need adjustment.

Before taking the PhD Field Examination, students must complete and submit all work required for

first- and second-year papers and resolve incompletes in all courses other than those in progress at the time of the exam. 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 Coordinator at least two weeks before the exam.

### C. Composition of the Examining Committee

The chair of the PhD Field Examination committee must be a regular member of the History faculty. In 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 Coordinator 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 complete 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 PhD 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 PhD 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 PhD examinations.

Students receive a grade of pass or fail on the PhD 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 PhD program is dependent upon success in the oral exam.

## IX. 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. **Preparing a topic.** The student chooses a pre-dissertation advisor while preparing for the PhD 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. **Committee Composition.** 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. 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. 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 serve as chair of 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 serve as 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 or when one of the chairs is an emeritus faculty member. Comparative, international, or transnational dissertations are obvious examples, but there may be others.

- C. **Revision and defense.** The student confers with individual members of the committee for discussion and revision of the dissertation proposal. Students are expected to present their proposal during the annual department-wide dissertation proposal workshop, to be held in May (the date will be announced well in advance). 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 Coordinator at least two weeks prior to the hearing date, along with a copy of the proposal.
- D. **Deadline.** The proposal hearing should be held by the end of the third year. If a student has not reached ABD status by June 15th of their 3rd year, GSAC will recommend that the student be placed on probation. If the student is not ABD by the first day of their 4th year, GSAC will recommend discontinuation.
- E. **In-Person presence at the defense.** Any single member of the dissertation committee, including the chair, may be "present" at the exam via video conference or speakerphone. Alternately, a single absent committee member—except the committee chair—may submit written comments to the Department Coordinator prior to the hearing date. The comments cover issues that the reader would raise if she or he were at the hearing. These requirements may be suspended when public health measures that prevent in-person meetings are in effect in the University.

**Other requirements prior to defense.** All incompletes must be cleared, and all language requirements must be fulfilled before the hearing can be scheduled and admission to candidacy for the PhD can be recommended by the Department.

## **X. POST-PROPOSAL COMMUNICATION AND COMMITTEE MEETINGS**

Following admission to candidacy, the Department requires two additional meetings between the student and the full committee and an annual review of student progress. Moreover, at the proposal defense, the student and the entire committee will develop a clear plan for how often the student should consult with the advisor and other committee members in the year following the defense. A copy of this plan will be provided to GSAC.

- A. The first required meeting should happen for most students in the 4th year, within 9-15 months of the dissertation proposal defense. This may be a virtual conversation (i.e., it is not required that 2 committee members be in the same room with the student, and we recognize that the student and/or multiple committee members may not even be on campus). This meeting is intended to ensure that both the student and the full committee are in agreement that the student is making good initial progress on the dissertation. Once the student and advisor have decided on the best time for this meeting, the department will assist with logistics as needed. In some cases, the meeting may be to discuss a revised dissertation proposal because of what the student found during archival research. In other cases, this meeting may be to discuss the draft of a first chapter.
- B. The second required meeting should happen for most students late in the 6th or very early in the 7th year, approximately 9-12 months from the planned/required completion date of the dissertation. This may be a virtual conversation (i.e., it is not required that 2 committee members be in the room with the student, and we recognize that the student and/or multiple committee members may not even be on campus). Once the student and advisor have decided on the best time for this meeting, the department will assist with logistics as needed. This meeting has three purposes: (1) the full committee is expected to have read all completed chapter drafts and to give advice on what still needs to be done; (2) this meeting should include a discussion of how the student should present the project for job and post-doc applications; (3) this meeting should include a discussion of faculty letters of recommendation, so all committee members are clear about their letter writing responsibilities and initial deadlines.

## **XI. ANNUAL REVIEW OF ABD STUDENTS**

Annual reviews serve 3 purposes: (1) they will enable GSAC to more consistently and effectively intervene if there are any concerns about student progress and/or mentoring relationships; (2) they will allow students to know on a regular basis their advisor's opinion of their performance; and (3) they will give advisors and committee members a clear sense of their students' progress.

Starting in a student's 4th year, early in the spring quarter of each year, the student should meet with the advisor; among the topics to discuss: (1) progress on the dissertation (how many chapters written, read by the committee, approved, etc.) and work still to be done; (2) what additional scholarly work (especially conferences and publications) has the student done in the past year, and what work of this sort should the student pursue in the coming year; and (3) what other types of job market preparation (such as the Academic Job Market Workshop) has the student done in the past year, and what work of this sort should the student pursue in the coming year. The discussion should form the basis for a one-page report, drafted by the student with substantial input from the advisor, which will then be circulated

to the other committee members and submitted to GSAC by April 15th.

- A. The student, the advisor, and all other committee members should separately and individually write to GSAC by May 1st, stating whether they approve the annual report and confidentially reporting any concerns they have with the student's progress or with the mentoring dynamic within the committee.
- B. GSAC will review these annual reports each May and follow up with students, advisors, and potentially other committee members if there are any concerns. From GSAC's perspective, progress toward the degree means abiding by the expectations and timetables jointly established by the student and dissertation committee, culminating in degree completion within the required 7-year period. While we recognize students write at different paces, the new 7-year deadline necessitates GSAC intervening if annual reports do not show marked progress of some sort from year to year. The aim is for GSAC to be able to mediate promptly and offer support as soon as possible, because we know that both faculty and students have a tendency to avoid discussing and confronting potential roadblocks to student success. These reports will help GSAC identify issues and mentor students who (for whatever reason) may not be progressing through the program.
- C. If, through these reports and conversations with faculty and the student, GSAC determines that the quality/quantity of faculty mentorship is negatively affecting student progress, the GSAC chair, in consultation with the department chair, may intervene with individual faculty members on behalf of students.
- D. If, through these reports and conversations with faculty and the student, GSAC determines that the student is not progressing despite strong faculty mentorship, GSAC will work with the student and advisor to develop a clear work plan. If, in 3 months, the student has not met the terms of the plan, GSAC will recommend a formal 6-month probation period to give the student an additional opportunity to make sufficient progress. If, after this probationary period, GSAC determines that insufficient progress has been made, GSAC will recommend discontinuation.

## **XII. MENTORED TEACHING EXPERIENCES**

- A. All students are required to have three mentored teaching experiences.
- B. Mentored teaching experiences may include the following:
  - Teaching Assistantships
  - Core Internships
  - Lectureships
  - Co-teaching with faculty
- C. In consultation with their faculty, students are required to prepare a preliminary teaching plan by the end of their second year. This plan should be reviewed annually with their dissertation chairs until the teaching requirement has been met.
- D. Students will normally complete a TAship or an Internship as their first teaching experience, ordinarily during their third year.
- E. In general, students will need to have done a TAship or an Internship in order to qualify for Lectureships and Co-teaching opportunities.
- F. Students must be ABD in order to qualify for Lectureships and Co-teaching experiences.

- G. In consultation with their field advisors/dissertation chairs, students may petition GSAC to recognize other qualifying teaching experiences well suited to their specific program of study and professional interests, as well as to modify any of the aforementioned requirements. GSAC will have final authority in regard to any and all petitions for exemption.
- H. All students are strongly encouraged to prepare a teaching statement and sample course syllabi in preparation for their entry into the job market.

### **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 five- to ten-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 Coordinator 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 Coordinator will send a reminder about the defense to your committee a week before the exam and will post it on HistDept 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 speakerphone. 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 Coordinator. The in-person attendance requirements may be suspended when public health measures that prevent in-person meetings are in effect in the University. 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 to the graduation timeline are granted only by petition to the Graduate Student Affairs Committee.

### **XIV. CONVOCATION — MA OR PhD DEGREES**

A. Receiving the MA or PhD degrees requires the following:

1. During the quarter prior to receiving the degree, notify the Department Coordinator (David

Goodwine). The Graduate Affairs Administrator will review the program requirements. (No incompletes, language requirements met, etc.)

2. Apply for the degree online at <http://my.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 MA degree in Summer Quarter do not register unless they are taking other courses.
  4. Candidates for the PhD degree must pre-register in Spring Quarter if they plan to take the degree in Summer Quarter.
  5. PhD students must be registered for the quarter in which they take the degree. There is an exception for students who file their dissertation by the Friday of the first week of the quarter. They can graduate without being registered for that quarter.
- B. Students who cannot meet all degree requirements, such as outstanding grades or depositing the final copies of the dissertation to the Department of History should withdraw from the degree list. Fees and drop processes are managed by the Dean of Students office.
- C. The physical requirements for the dissertation are set by the University, the Library, and ProQuest/UMI; these requirements are available from the Dissertation Office on their website.

<https://www.lib.uchicago.edu/research/scholar/phd/>

- D. The Dissertation is submitted to the Dissertation office in electronic format. Submit the dissertation by the Monday of the sixth week of the quarter. The Department deadline is the Monday before the Dissertation office deadline. This allows the Department time to obtain the approval of your Committee Chair and Department Chair by the Dissertation Office deadline. Follow the History Department deadline. Students have the option of submitting the dissertation by Friday of the first week of their graduation quarter to avoid registration for the quarter. The Friday deadline is the same for the Dissertation Office and the Department.
- E. Degree Deadlines for PhD 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 Coordinator: At least two weeks prior to defense
  - Defense: Recommended no later than the third week of the quarter. Many students defend one quarter before they plan to graduate.
  - Draft to Dissertation Office for Review (optional): By Monday of third week of the quarter at the latest (check with Dissertation Office to verify)
  - Uploaded to Dissertation Office Website: Monday of the sixth week of the Quarter
  - Graduation date: Friday of finals week in Autumn, Winter and Summer. Saturday of finals week in Spring Quarter.
  - Convocation: Saturday of finals week of Spring Quarter.

## **APPENDIX A: REGISTRATION REQUIREMENTS**

The University registration requirements are discussed in depth in the student manual. (<https://studentmanual.uchicago.edu/academic-policies/registration-for-students-in-phd-programs/>)

Briefly, to record the progress of students toward the PhD, the University requires full-time continuous

registration. PhD students must be enrolled for at least 300 units, including the option of research or advanced study (HIST 70000). Students taking fewer than 300 units of course credit will be enrolled in HIST 70000 by the Dean of Students office to meet the registration requirement.

PhD students who matriculated prior to summer 2016 may register for up to twelve years from the date of their matriculation, and students who matriculated in summer 2016 or beyond may register for up to nine years from the date of matriculation. Students are required to meet standards of satisfactory academic progress for continuous registration and departments can set limits on time in a degree program. The Department of History has set a seven-year time limit for the satisfactory completion of the degree.

Leaves of absence may extend a student's eligibility to register beyond the time limit for students who matriculated in summer 2016 or beyond. Students apply for Leaves of Absence by filing an application through the department that is forwarded to the Dean of Students. Information on types of Leaves of Absence is available in the student manual (<https://studentmanual.uchicago.edu/academic-policies/voluntary-leaves-of-absence/>)

Students are required to register annually for at least three academic quarters (autumn, winter, spring), some fellowships and graduation requirements require a summer registration.

History students may be allowed to graduate after reaching the registration limit if they have advanced to candidacy prior to the registration limit. Candidates must have the support of a dissertation committee that adheres to current guidelines and petition GSAC for permission to defend. The candidate must show current knowledge of the field by retaking the oral examinations or petitioning to waive the requirement. Once the petition to defend is approved, the scheduling and orals procedure follows the process in the guidelines. To graduate, the candidate should contact the Dean of Students office.

## **APPENDIX B: PERSONAL INFORMATION & DEPARTMENT CORRESPONDENCE**

Please keep the University informed of your current address and telephone number at all times, including the summer, by updating your information at <http://my.uchicago.edu>. The Department has access to the contact information from my.uchicago, so there is no need to update the Department separately. If your current mailing address is different than your current (long-term) location (e.g. You're doing research abroad for an extended period of time, but you have a mailing address in the U.S.) you can indicate this in my.uchicago.edu.

Email address: The university uses @uchicago.edu addresses to correspond with students. Check this email address regularly. The address can be set to forward to another address, but students cannot replace the @uchicago.edu address with another.

All History graduate students are subscribed 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 "HistDept" a list serve with announcements of departmental campus events and non-administrative announcements and "HistGrad," a closed and private forum for graduate students only. "Historyjobs" is postings of post-graduation job ads primarily on the academic market. Subscription to HistDept and HistGrad is voluntary; subscription to HistAdmin is required.

**HISTADMIN**

To Subscribe: The Department will subscribe all students to this list using their uchicago.edu addresses.

Who can Post: Postings are limited to History staff. Please use HistGrad for sharing information of general interest to graduate students.

**HISTDEPT AND HISTGRAD AND HISTORYJOBS**

To Subscribe: In your web browser, go to <https://lists.uchicago.edu/web/info/histdept> or <https://lists.uchicago.edu/web/info/histgrad> or

<https://lists.uchicago.edu/web/info/historyjobs> There is a link on the left of the page to subscribe. Each list requires its own subscription.

To Unsubscribe: In your web browser, go to <https://lists.uchicago.edu/web/info/histdept> or <https://lists.uchicago.edu/web/info/histgrad> or

<https://lists.uchicago.edu/web/info/historyjobs> At the left of the page you will see a link to unsubscribe.

**APPENDIX C: HISTORY DEPARTMENT INFORMATION/FORMS**

The department maintains an administrative Canvas site for graduate students. The Canvas site contains departmental guidelines, forms, and other administrative information. Canvas is also used for secure departmental submission processes including the research paper submission. All PhD students are enrolled on Canvas. (<http://Canvas.uchicago.edu>) Access is granted with the cnet ID.

Forms are available on our Canvas site in the areas appropriate to the form. For example, forms for dissertation defenses are online in the section on the dissertation defense. Please read all instructions and follow the deadlines posted on the Canvas site when you download the form. Most forms can be accepted in hard copy or PDF format. Hard copies of many forms are available in a file in the History Department office.

**APPENDIX D: LETTERS OF INTRODUCTION/LETTERS FROM THE CHAIR/GRADUATE DIRECTOR**

It is sometimes necessary for students to obtain letters of introduction from the department in order to gain access to libraries and archives. If you will be conducting research and need such a letter, please contact Department Coordinator, 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. Letters can be distributed in hard copy or PDF format.

Fellowships sometimes require the endorsement of the Department in the form of a letter or signature from the Department Chair or Graduate Director. Please send all requests through Department Coordinator, David Goodwine at [dgoodwin@uchicago.edu](mailto:dgoodwin@uchicago.edu) or (773)-702-8397. In your request, please include the deadline for the application, any information requested by the fellowship, and the addressing information.