

# ***Guide to the Graduate Program in History at the University of Georgia***

I. Procedural Guide for  
the Degree of Master of Arts in History

II. Procedural Guide for the Degree of  
Doctor of Philosophy in History

## Procedural Guide for the Degree of Master of Arts in History

This guide supplements regulations contained in the current Graduate School Bulletin and the Graduate School Procedural Guide for the Master of Arts Degree.

### **Admission, Residency, & Time Limits**

- Applicants may be admitted to the Master of Arts degree program upon recommendation of the History Department and approval of the dean of the Graduate School.
- The minimum residence requirement is two semesters which do not have to be consecutive.
- All requirements for the degree must be completed within six years beginning with the first registration for graduate courses on the Program of Study. An extension of time may be granted only for conditions beyond the control of the individual.

### **Major Professor and Advisory/Thesis Committee**

As early in their first year of study as practical—and before the end of their second semester of residence—all students must select a thesis advisory committee consisting of a major professor as chair and two additional members. The committee will be recommended to the dean by the Instructional Coordinator after consultation with appropriate faculty members. The advisory/thesis committee, in consultation with the student, is charged with planning and approving the student's program of studies, reading and approving the thesis, and administering the final examination.

Composition of the committee is subject to the following regulations:

- The major professor and at least one of the other members must be members of the Graduate Faculty.
- The third member may be a member of the graduate faculty or, with the approval of the departmental graduate faculty and the dean of the Graduate School, he or she may be a person with a terminal degree holding a permanent teaching or research position at the University of Georgia.
- The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study.
- No more than one non-UGA committee member may be appointed as a voting member.
- If there are more than three members on the committee, a majority of graduate faculty members must be maintained.
- Co-major professors count as one graduate faculty member.

## Program of Study

As early as practical in their first year of study, students must consult with their Major Professors to prepare a formal Program of Study, which will be submitted to the Instructional Coordinator by the end of their first year in residence, after approval by the Major Professor and each member of the Advisory Committee. Once approved, the program will be forwarded to the Dean of the Graduate School for endorsement.

The Program of Study must be submitted on the proper form, endorsed by the student's major professor, the departmental Instructional Coordinator, and the dean of the Graduate School. This step must be completed no later than Friday of the second full week of classes during the semester in which degree requirements are completed. Exception: If degree requirements will be completed during summer term, the program of study will be due by Friday of the first full week of classes in that semester

The Program of Study must constitute a logical whole, and must comprise a minimum of ten three-hour graduate courses (30 semester hours), including:

- at least two colloquia (6 hours) in the student's major area of geographical interest and one (3 hours) in his or her minor area.

Students working in geographical fields in which the department offers fewer than two colloquia will substitute a second course appropriate to their field for the second colloquium in this requirement.

This substitute course must:

- be open only to graduate students; graduate sections of split-level courses may not be counted toward this requirement.
  - be approved by the student's major professor and advisory committee.
  - be open to multiple students; independent study courses may not be counted toward this requirement.
- at least 12 semester hours of course work open only to graduate students. These 12 hours *may not* include HIST 7000 (Master's Research) or HIST 7300 (Master's Thesis).
  - a minimum of 3 hours of HIST 7300 (Master's Thesis).
  - a minimum of two 8000-level seminar courses.
  - a minimum of two additional courses at the 6000-8000 level. These courses may:
    - be taken as HIST 6000-level split-level classes.
    - be taken as HIST 6960 (Directed Reading) courses.
    - be taken outside the History Department.

**Additional course requirements:**

- All students must take HIST 7900 (The Theory and Practice of History), unless exempted by the Instructional Coordinator. This course must be taken during the student's first semester in the MA program or on the first occasion the course is offered.
- A maximum of 6 hours of HIST 7000 (Master's Research) and 3 hours of HIST 7300 (Master's Thesis) may be applied toward the 30 hours.
- Students may not register for HIST 7000 or HIST 7300 without permission from the Instructional Coordinator until all other program requirements have been completed.
- To be eligible for graduation, students must maintain a 3.0 (B) grade point average on all graduate coursework.

**Acceptance of Credit by Transfer:**

- If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit *may* be allowed when recommended by the student's major professor and the Instructional Coordinator, and when approved by the dean of the Graduate School.
- Such transfer of credit cannot exceed six semester hours and must fall within the time limit of the degree.
- Transfer credit cannot be used to fulfill the requirement that 12 semester hours on the program of study be open only to graduate students.
- No grade below B may be transferred.
- The courses that have been used to complete a degree program at another institution may not be transferred.
- Transfer grades are not used in calculating cumulative averages.
- All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School by the midpoint of the semester in which the student plans to graduate.

**Research Skills Requirement:** All students must acquire facility with essential research skills or tools. Candidates for graduate degrees in History are normally expected to meet this requirement by demonstrating a reading knowledge of one or more foreign languages applicable to research in their fields, as determined by their major professors. This requirement must be satisfied by one of the following methods:

- earning a grade of B or higher in a University of Georgia language course specifically designed for graduate students who are attempting to fulfill their language requirements. Such courses include: SPAN2500, GRMN 3500, and FREN 2500.
- passing the language exam given by the language department.
- passing the language exam given by a faculty member. Student who elect to satisfy the language requirement in this manner must have the permission of their major professors and the Instructional Coordinator.

### **Admission to Candidacy:**

Students must apply for admission to candidacy by Friday of the first full week of classes of the semester in which all degree requirements, except for thesis, are to be completed.

The application form is available in the Office of the Coordinator of Instruction. This form must be approved and signed by student's major professor and the Instructional Coordinator. It should be emphasized that it is the student's responsibility to see that this document is sent to the Graduate School at the appropriate time.

### **Thesis Proposal**

- Candidates must submit thesis proposals to their advisory/thesis reading committees no later than their third semester in residence.
- The thesis proposal will include justification for the thesis subject, a tentative bibliography, a statement of the results of the preliminary research, and a commentary on the anticipated results of the research.
- The advisory/thesis reading committee will meet with the candidate, decide the feasibility and worth of the proposed topic, and participate actively in the development of the thesis.
- When the committee approves the thesis proposal, a copy of the approved proposal, signed by the major professor, will be placed in the student's file..

### **The Thesis:**

- The thesis must demonstrate a critical capacity for directed research in a variety of historical sources and an ability to interpret factual details.
- The thesis should present a properly documented and stylistically acceptable report of the completed research.
- The text of the thesis should range between 50 and 75 double-spaced, typed pages.
- The standard guide for matters of form and style is the most recent edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*.
- The thesis should be delivered to the advisory/thesis committee at least two weeks prior to the projected thesis defense.
- The committee may require revisions that will possibly delay the defense.
- Students may not take more than 9 hours of HIST 7000 or HIST 7300 while on assistantship.

### **Final Examination**

- After the thesis has been approved, an oral examination is administered by the major professor, the advisory/thesis reading committee, and such other faculty as may express an interest.
- The final oral examination will cover the thesis and the broader field related to the topic.
- The student should advise the Instructional Coordinator at least one week in advance of the final oral examination so that the event may be publicized; faculty, students, and other interested parties will be invited to attend and participate in the examination.

### **Opportunity to transfer into the doctoral program:**

MA students in good standing may apply for transfer into the doctoral program (FastTrack) during the fall of their second year. Students who wish to be considered for transfer should apply to the Instructional Coordinator by September 15 of their second year. The Graduate Studies Committee will review and evaluate the application, which must include :

- a letter from a faculty member willing to serve as the student's doctoral advisor (Major Professor)
- a list of courses taken and/or in progress with names of instructors
- a general statement about fields of study and dissertation topic.

**NB:** This procedure is limited to students who wish to proceed directly to PhD studies, *without* first completing an MA. Students who wish to complete their MAs and then continue on to PhD studies must apply to the PhD program, following the regular procedure.

### Graduate Assistantships:

The History Department has a variable number of departmental assistantships to offer M.A. students on a competitive basis. The following general conditions apply:

- While departmental assistantships are awarded on a year-to-year basis, students accepted into the M.A. program and offered departmental TA funding can expect to receive it for **two years**. They must use their two years of funding eligibility within **two academic years** of their initial enrollment in the graduate program.
- Students who enter the M.A. program without departmental TA funding, but who are then later offered funding, can expect to receive such funding for a pro-rated period consistent with their year of entry.
- Reappointment as a departmental assistant for a second year is made on the basis of satisfactory academic progress, acceptable performance of assigned duties, and the availability of funding.
- Departmental assistantships are subject to termination at any time that it is determined that the student is failing to make satisfactory academic progress or failing to perform his/her assigned duties in an acceptable manner.
- Departmental assistants must register for at least twelve credit hours each semester.

During the time between completing all required courses and the successful completion of a thesis proposal, the student may register for HIST 7000.

After the advisory/thesis committee has approved the proposal, the student must register for HIST 7300.

- A departmental assistant may not register for more than twelve hours without approval from the dean of the Graduate School.
- Departmental assistants are expected to devote full time to their studies. Other concurrent employment while holding an assistantship is strongly discouraged.
- Departmental assistants can expect their duties to involve assisting professors as graders and discussion section leaders.

## Procedural Guide for the Degree of Doctor of Philosophy in History

This guide supplements regulations contained in the current Graduate School Bulletin and the Graduate School Procedural Guide for the Doctor of Philosophy Degree.

### **Admission, Residency, & Time Limits:**

- Applicants may be admitted to the Doctor of Philosophy degree program upon recommendation of the major department and approval of the dean of the Graduate School. Approval by the Graduate School is contingent on certification by the History Department that appropriate courses may be adequately given, and that the student's research can be adequately supported and directed.
- Students applying to do graduate studies in History who do not either hold a master's degree or expect to complete one before beginning the program here may be admitted directly to the PhD program, provided their applications demonstrate clear and convincing evidence that they are prepared to proceed directly to the PhD, without first completing an MA. Applicants who do not meet this standard may be admitted to the MA program.
- Direct admission to the PhD program is intended for students who wish to proceed directly to PhD studies, *without* completing an MA. Students who wish to complete an MA and then continue on to PhD studies must apply to the MA program.
- The PhD program requires a minimum of three full years of study beyond the bachelor's degree.
- At least two consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive course work) must be spent in resident study on this campus.
- Undergraduate courses taken either to fulfill research skills requirements or to remove deficiencies may not be calculated in the 30 consecutive hours of resident credit.
- All requirements for the degree, except the dissertation and final oral examination, must be completed within six years beginning with the first registration for graduate courses on the Program of Study.
- Candidates for doctoral degrees who fail to complete all degree requirements within five years after passing the comprehensive examination, and being admitted to candidacy, will be required to take their comprehensive examinations again and be admitted to candidacy a second time.

### **Major Professor & Advisory Committee**

Students should identify a major professor and begin building a working relationship with him or her as early as possible in their studies. Before the end of their second semester of residence all



students must select an advisory committee consisting of a major professor as chair and two additional members. The committee will be recommended to the dean by the Instructional Coordinator after consultation with appropriate faculty members. Advisory/thesis committees, are charged with planning and approving the student's program of studies in consultation with the students, advising students on essential research skills and other requirements, arranging the comprehensive written and oral examinations, approving a subject for the dissertation, approving the completed dissertation, and approving the student's defense of his or her research.

Composition of the committee is subject to the following regulations:

- The major professor and at least two of the other members must be members of the Graduate Faculty.
- Additional voting members may be appointed to the committee.
- One of the additional voting members of the committee may be a non-UGA faculty member with a terminal degree in his/her field of study.
- No more than one non-UGA committee member may be appointed as a voting member.
- If there are more than three members on the committee, at least 50% of the committee must consist of UGA graduate faculty.

### **Program of Study**

As early as practical in their first year of study, students must consult with their major professors to prepare a preliminary Program of Study, which will be submitted to the Instructional Coordinator by the end of the second semester of residence.

- A final program of study must be submitted prior to the comprehensive examination.
- This program of study must be approved by the major professor, advisory committee and the Instructional Coordinator; and will be submitted to the Graduate School for approval by the dean.

The Program of Study must constitute a logical whole, and must comprise a minimum of 10 three-hour graduate courses (30 semester hours), including:

- For students in American History: at least three colloquia (9 semester hours) in the major field and one (3 semester hours) in his or her minor area. At least one of the colloquia in the major field must focus on American History before 1865; and at least one must focus on American History after 1865.
- For students in all other fields: at least two colloquia (6 semester hours) in the student's major area of geographical interest and one (3 semester hours) in his or her minor area.

Students working in geographical fields in which the department offers fewer than two colloquia will substitute a second course appropriate to their field for the second colloquium in this requirement.

This substitute course must:

- be open only to graduate students; graduate sections of split-level courses may not be counted toward this requirement.
  - be approved by the student's major professor and advisory committee.
  - be open to multiple students; independent study courses may not be counted toward this requirement.
- at least 16 semester hours of 8000- and 9000-level courses.

Students who do not possess a master's degree must take an additional 4 semester hours of University of Georgia courses open only to graduate students.

These 16 or 20 hours *may not* include:

- HIST 7920 (Independent Reading Colloquium).
  - HIST 9000 (Doctoral Research).
  - HIST 9005 (Doctoral Graduate Student Seminar).
  - HIST 9300 (Doctoral Dissertation).
  - courses used to satisfy requirements for other degrees.
- HIST 7900 (The Theory and Practice of History).
- This course must be taken during the student's first semester in residence or on the first occasion the course is offered.
- Students who have taken equivalent courses as part of an MA program elsewhere may petition the Instructional Coordinator to have this requirement waived. Students so exempted from this requirement must take an additional 7000-, 8000- or 9000-level course instead.
- HIST 8001 (Teaching History in Colleges and Universities).
  - a minimum of two 8000-level seminars. Students who do not possess a master's degree must take at least one additional seminar.
  - a minimum of 3 semester hours of HIST 9300 (Doctoral Dissertation)

**Additional course requirements:**

- A maximum of two courses may be taken outside the History Department.
- One split level course will be allowed; a second may be added with the permission of the major professor and the Instructional Coordinator.
- Students may not register for HIST 9000 or HIST 9300 without permission from the Instructional Coordinator until all other program requirements have been completed.
- To be eligible for graduation, students must maintain a 3.0 (B) grade point average on all graduate coursework.

### **Research Skills Requirement**

All students must acquire facility with essential research skills or tools such as foreign languages, statistics, or computer science. Candidates for graduate degrees in History are normally expected to meet this requirement by demonstrating a reading knowledge of one or more foreign languages applicable to research in their fields, as determined by their major professors. This requirement must be met prior to taking comprehensive examinations, and may be satisfied by one of the following methods:

- earning a grade of B or higher in a University of Georgia language course specifically designed for graduate students who are attempting to fulfill their language requirements. Such courses include: SPAN2500, GRMN 3500, and FREN 2500.
- passing the language exam given by the language department.
- passing the language exam given by a faculty member. Student who elect to satisfy the language requirement in this manner must have the permission of their major professors and the Instructional Coordinator.

### **Acceptance of Credit by Transfer:**

- If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit *may* be allowed when recommended by the student's major professor and the Instructional Coordinator, and when approved by the dean of the Graduate School.
- Such transfer of credit cannot exceed nine semester hours and must fall within the time limit of the degree.
- No courses taken prior to the student's admission to his or her degree program at the University of Georgia are eligible for transfer.
- Transfer credit may not be used to satisfy the residency requirement. If the residency requirement has not been satisfied and the transfer course is taken during the Fall or Spring semester, a break in residency will occur unless the student is also registered at UGA.
- Transfer credit cannot be used to fulfill the requirement for 16 semester hours of 8000- and 9000- level credit in the program of study.
- No grade below B may be transferred.
- The courses that have been used to complete a degree program at another institution may not be transferred.
- Transfer grades are not used in calculating cumulative averages.
- All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

## Second-year Evaluation

The Graduate School requires that all students admitted to PhD programs be evaluated “carefully and fully” early in their second year of study, to determine if the student will be permitted to continue in the doctoral program.

- This examination will normally take place early in the fall semester.
- The format of the examination may vary somewhat, but students should expect to provide:  
a list of all instructors from whom they’ve taken classes. Instructors will be contacted for written evaluations of the students’ course work.

An example of written work done at the University of Georgia

A statement from a faculty member indicating that he or she is willing to serve as doctoral advisor (Major Professor).

- The Graduate Studies Committee will evaluate this material and advise the student whether or not to continue in the program.
- Students *not* approved for continuation in the PhD program will be transferred to the MA program. Students who successfully complete the MA program are eligible to reapply to the PhD program.

## Receiving a Master’s Degree While Pursuing a PhD

Admission to the PhD program is intended for students who wish to proceed directly to PhD studies, *without* completing an MA. Students who wish to complete an MA and then continue on to PhD studies must apply to the MA program. Nevertheless, students admitted to the PhD program may petition the Graduate Studies Committee for permission to complete an MA while remaining in the PhD program. If the department approves the request, the student must then submit a letter of intent to the department; the letter must be signed by the student’s major professor and the Instructional Coordinator to indicate departmental approval. The letter then must be sent to the Graduate School. The student must submit an Application for Graduation by the deadline for the anticipated graduation semester for the master's degree. All other forms for the master’s degree must also be submitted by published deadlines for approval by the dean of the Graduate School prior to the conferral of the master's degree.

## Comprehensive Examination

All students must pass formal, comprehensive written and oral examinations before being admitted to candidacy for the degree. These examinations are administered by the students' advisory committees.

### Scheduling and Preparation for Comprehensive Examinations:

- Comprehensive examinations may *not* be taken until the student has completed all required coursework *except* HIST 8001 (Teaching History in Colleges and Universities) and courses taken to meet the Research Skills requirements.
- Comprehensive examinations *must* be taken within two semesters after the completion of all required course work, *except* HIST 8001 (Teaching History in Colleges and Universities) and courses taken to meet the Research Skills requirements.
- A final Program of Study must be submitted to the Graduate School prior to taking comprehensive examinations.
- As the Graduate School must be notified at least two weeks in advance of the date set for comprehensive examinations, students are responsible for notifying the Instructional Coordinator at least three weeks in advance of the date set for comprehensive examinations. Arrangements for scheduling the examinations are made through the Instructional Coordinator.
- During the semester in which students are scheduled to take comprehensive examination, they must enroll in HIST 9010 (Directed Study in History).

Students may enroll in HIST 9010 for up to nine hours a semester.

Students should take HIST 9010 only after all other course work has been completed and during the semester in which comprehensive examinations are scheduled.

### Fields for Comprehensive Examinations

Students will take written and oral examinations in four fields: one major field, two minor fields, and one topical field. Comprehensive examination committees will consist of at least four faculty members, one for each of the examination fields. Students will select fields for the examinations in consultation with their major professors, subject to approval by the Instructional Coordinator.

Major Fields (students will select *one* of the following):

- American History to 1877
- American History since 1877
- Early Modern Europe
- Modern Europe
- Other fields approved by the Graduate Studies Committee

Minor Fields (students will select *two* of the following):

- Ancient History
- Medieval European History
- Early Modern European History
- Modern European History
- Asian History \*
- African History \*
- Latin American History \*
- Middle Eastern History \*
- American History to 1877
- American History since 1877
- World History
- History of Science

(\* NB: Students electing to take minor fields in these areas will normally be examined on *one* appropriate subdivision of the field, such as Premodern Chinese History or Modern Middle Eastern History. Students should consult with faculty in the field to determine appropriate subdivisions. )

Topical Fields (students will select *one* of the following):

- African-American History
- Gender Studies
- Business History
- Military History
- Environmental History
- another topical field approved by the student's major professor and the Instructional Coordinator

**Conduct of the Comprehensive Examinations:**

- Students should consult with each examiner for the areas of responsibility and format of the written and oral examinations.
- Students should expect to devote four days (three to six hours a day) to written examinations (one day for each of the four examinations) and a three-hour period for the oral portion of the examination.

- Following each examination, written and oral, each member of the examining committee will cast a written vote of pass or fail on the examination.

Students will be informed by their major professors of the results of each written comprehensive examination within forty-eight hours after completing the examination. Unless prior arrangements have been made through the Instructional Coordinator, examination results not reported by the faculty member to the major professor within the time allotted will automatically be recorded as “passed.”

- If a student fails the written examination in any field, the exam in that field is recorded as “failed.”
- The student may then petition the Graduate Studies Committee to re-take the exam, but only after thirty days have elapsed.
- Only one such re-examination is permitted.

To pass the oral examination, students must receive the agreement of the advisory committee, with no more than one dissenting vote. Abstentions are not permitted.

- If a student fails an oral exam in any field, the entire exam is recorded as “failed.”
  - The student may then petition the Graduate Studies Committee to re-take the exam, but only after thirty days have elapsed.
  - The entire committee is reconvened.
  - Only one such re-examination is permitted.
- The oral comprehensive examination is open to all members of the faculty and will be announced by the Graduate School.
  - All members of the student's advisory committee must be present for the oral examination.
  - The results of both examinations must be reported to the Graduate School within two weeks following the oral examination.

## Dissertation Proposal

- By the end of the first semester after a student has passed the comprehensive examinations, the major professor must submit for the approval of the Instructional Coordinator a list of four faculty members (with one faculty designated as chairperson) to serve as the student's dissertation reading committee.

The four members are normally those who served on the student's advisory committee, but this is not required.

All four must be faculty members knowledgeable in the areas of the student's research.

Three of the committee members, including the chairperson, must belong to the Graduate Faculty.

One member of the committee may come from outside the department.

- By the end of the first semester (exclusive of summer semester) after passing comprehensive examinations, the student must submit a dissertation proposal to the dissertation reading committee.

The proposal must include the following:

- a statement of justification for the dissertation topic
  - a tentative bibliography
  - results of preliminary research
  - a statement of the anticipated results of the research
- A copy of the proposal must be filed with the Instructional Coordinator, where it will be available to other faculty members and graduate students.
  - The dissertation reading committee will meet with the student, to discuss and determine the value and feasibility of the proposed topic.

The student must advise the Instructional Coordinator as to the date and place of the meeting on the dissertation proposal at least one week before the meeting takes place.

The Instructional Coordinator will publicize the event, with all faculty members and graduate students invited to attend and offer comments and criticisms.

- Approval of the dissertation prospectus signifies that members of the advisory committee believe that it proposes a satisfactory research study.

Approval of the prospectus requires the agreement of the advisory committee with no more than one dissenting vote.

If approved by the dissertation reading committee, the chairperson and major professor must sign a copy of the proposal and deliver it to the Instructional Coordinator for placement in the student's file.

## Admission to Candidacy



- After successful defense of the dissertation proposal, the student is responsible for initiating an application for admission to candidacy to be filed with the dean of the graduate school through the Instructional Coordinator.
- This application must be filed at least one full semester before the date of graduation.
- This application is a certification by the student's major department that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that:
  - all prerequisites set as a condition to admission have been satisfactorily completed;
  - research skills requirements, if applicable, have been met;
  - the final program of study has been approved by the advisory committee, the Instructional Coordinator, and the dean of the Graduate School;
  - an average of 3.0 (B) has been maintained on all graduate courses taken and on all completed courses on the program of study (no course with a grade below C may be placed on the final program of study);
  - written and oral comprehensive examinations have been passed and reported to the Graduate School;
  - the advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment;
  - a dissertation prospectus has been approved (if required for candidacy);
  - the residence requirement has been met.
- After admission to candidacy, a student must register for a combined total of ten hours of dissertation (HIST 9300) or other appropriate graduate credit during the completion of the degree program.
- Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours.
- The student must also meet all other deadlines for graduation in that semester.
- Students must register for a minimum of three hours of credit in any semester when they are using University facilities, *and/or faculty or staff time*. This includes candidates who are not in residence during the time they are working on the dissertation.

## The Dissertation

- In the dissertation, the student is expected to display a critical capacity for independent research in primary and secondary sources. The resulting synthesis must constitute a contribution to historical knowledge, and it must reveal qualities of insight and sound judgment in the handling of historical materials.
- For all matter of style and form in the dissertation, the approved guide is the most recent edition of Kate L. Turbian, *A Manual for Writers of Term Paper, Theses, and Dissertations*.
- Deadlines for completing the dissertation in any given semester are published regularly by the Graduate School, and they must be strictly observed.
- Students should allow the committee members at least four weeks to read the dissertation.
- Students are strongly advised not to attempt summer school graduation unless their dissertations are in the hands of the dissertation reading committee before the end of the spring semester.

## Dissertation Approval and Defense

- When the major professor is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read.
- The major professor will then distribute copies of the dissertation to the remaining members of the advisory committee and schedule a final oral defense.

The committee members must have three weeks to read and evaluate the completed dissertation.

Committee members must notify the major professor of their decisions in writing, before a dissertation may be approved as ready for the final defense.

No more than one dissenting vote may be allowed for the approval of the dissertation.

If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Graduate School.

- The defense of the dissertation is conducted after the approval of the dissertation by the dissertation reading committee.

The defense will be chaired by the student's major professor and attended by all members of the advisory committee.

All committee members must be present simultaneously for the entire examination period.

- The defense normally lasts one hour and concerns primarily the dissertation and the field in which it lies.

- The defense is open to all members of the University community. All faculty members and graduate students are invited to attend and offer comments and criticisms.

Students must inform the Instructional Coordinator at least one week in advance of the defense so that the event may be publicized.

The Instructional Coordinator must notify the Graduate School at least two weeks prior to the defense.

The Graduate School will subsequently announce the time and place of the defense of the dissertation to the University community.

- The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote, and must certify their approval in writing.

The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester.

Once the dissertation has been approved by the advisory committee and the final oral examination has been passed, the dissertation must be submitted to the Graduate School for final approval no later than two weeks prior to graduation of the following semester.

Dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.

- The Graduate School requires any degree candidate to be registered for HIST 9300 during the semester in which the dissertation is to be completed and the degree received.
- Any candidate for the doctoral degree who fails to take the final oral examination (the dissertation defense) within five years after passing the comprehensive examinations will be required to re-take and pass the comprehensive examinations and be readmitted to candidacy before proceeding with his or her degree program.

#### **Submitting the Dissertation:**

- One complete formatted copy of the dissertation must be electronically submitted to the Graduate School for a format check no later than four weeks prior to graduation.
- The Graduate School must receive the Final Defense Approval form and an electronic submission of the corrected dissertation no later than two weeks prior to graduation. This official copy of the dissertation will be electronically submitted by the Graduate School to the main library for archiving.
- Students may not submit dissertations to the Graduate School for format checking or the dean's approval between the last day of classes and late registration of the following term.

## Graduate Assistantships

The History Department is usually able to offer departmental assistantships to full-time students admitted to the doctoral program. The following general conditions apply:

- While assistantships are awarded on a year-to-year basis, students accepted into the Ph.D. program and offered departmental TA funding can expect to receive it for **five years**. The fifth year of funding is contingent on the student having completed all degree requirements other than the dissertation itself, including comprehensive exams and the dissertation proposal defense. Ph.D. students must use their five years of funding within **six academic years** of their initial enrollment in the graduate program.
- Students who enter the graduate program without departmental TA funding, but who are then later offered funding, can expect to receive such funding for a pro-rated period consistent with their year of entry and the policies outlined above.
- Reappointment is made on the basis of satisfactory academic progress, acceptable performance of assigned duties, and the availability of funding.
- Departmental assistantships are subject to termination at any time that it is determined that the student is failing to make satisfactory academic progress or failing to perform his/her assigned duties in an acceptable manner.
- Students who wish to interrupt their departmental assistantships may request a leave of absence from the Instructional Coordinator. All such leave requests must be made in writing (email is fine), and they must clearly spell out why the leave is being requested and when the departmental assistantship will be resumed. **Ideally, leave requests will be made early in the Spring semester, when the Instructional Coordinator queries funded graduate students about their plans for the following academic year.** But we also recognize that decisions about leaves will in some cases have to be made later than that. Thus, leave requests received at least **sixty days** prior to the start of the semester/academic year for which the leave is requested usually will be granted as a matter of course. Leave requests received within sixty days of the start of the semester will be granted only at the discretion of the Instructional Coordinator, subject to departmental needs. All approved leaves are subject to the funding timeframes outlined above. Any leave taken without a formal written request, or in defiance of the denial of such a request, may result in the student forfeiting some or all of her/his remaining funding. If a student submits a leave request, has his/her leave granted, and then has a change of plans, his/her TA funding for the requested leave period can only be restored only at the discretion of the Instructional Coordinator, subject to departmental needs.
- Teaching assistants are expected to maintain a 3.0 average in their courses, and they must remove any “incomplete” grade(s) incurred in one academic year before the beginning of the next academic year.
- Departmental assistants are expected to devote full time to their studies. Other concurrent employment while holding an assistantship is strongly discouraged.

- Departmental assistants can expect their duties to involve assisting professors as graders and discussion section leaders. After passing their comprehensive exams and completing HIST 8001 (Teaching History in Colleges and Universities), students are permitted and encouraged to develop and teach their own courses.
- Students may also apply to the Instructional Coordinator to teach courses as Graduate Teaching Assistants, paid on a course-by-course basis, after their TA funding has expired.

- Departmental assistants must register for at least twelve credit hours each semester.

Departmental assistants may not register for more than twelve hours without approval from the dean of the Graduate School.

During the semester in which comprehensive examinations are scheduled, the student must register for nine hours of HIST 9010.

During the time between passing comprehensive examinations and successful defense of a dissertation proposal, the student will register for HIST 9000.

After the reading committee has approved the proposal, the student will register for HIST 9300.

## CHECKLIST FOR DOCTORAL STUDENTS

### **First Year:**

- \_\_\_\_\_ Major professor selected (as early as practical)
- \_\_\_\_\_ Advisory committee identified, appointed and approved (by end of second semester)
- \_\_\_\_\_ Preliminary Program of Study is filed with the Instructional Coordinator (by end of second semester); form available at [http://www.uga.edu/history/form/Preliminary%20Program%20of%20Study\\_PhD.pdf](http://www.uga.edu/history/form/Preliminary%20Program%20of%20Study_PhD.pdf)

### **Second & Third Years**

- \_\_\_\_\_ All required courses completed (by the end of third year)
- \_\_\_\_\_ Research skills requirement met (prior to scheduling comprehensive exams)
- \_\_\_\_\_ Final Program of Study filed with graduate school, through the Instructional Coordinator (following completion of all required course work and prior to taking comprehensive examinations)
- \_\_\_\_\_ Comprehensive examinations (must be scheduled with the Instructional Coordinator at least three weeks in advance of the examination date)

### **Fourth & Subsequent Years**

- \_\_\_\_\_ Dissertation reading committee selected and appointed (by beginning of the second semester after passing comprehensive examinations)
- \_\_\_\_\_ Dissertation proposal completed and defended (by the end of the second semester after passing comprehensive examinations); a copy of the proposal and the date of defense should be given to the Instructional Coordinator at least two weeks in advance of the defense
- \_\_\_\_\_ Application for admission to candidacy filed with the Graduate School, through the Instructional Coordinator (following successful defense of the dissertation proposal, and at least two semesters before the date of graduation)
- \_\_\_\_\_ Dissertation submitted to the reading committee (at least one month prior to defense)
- \_\_\_\_\_ Defense scheduled with Graduate School, through the Instructional Coordinator (at least two weeks prior to defense)