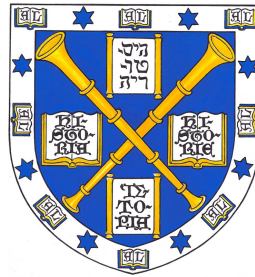


Graduate Studies Guide

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UNIVERSITY OF
NOTRE DAME

COLLEGE OF ARTS AND LETTERS

Table of Contents

| | |
|---|----|
| I. Introduction & Statement of Pedagogy | 5 |
| II. Academic Requirements | 6 |
| A. Coursework | 6 |
| 1. General Information..... | 6 |
| 2. Full-Time Status | 6 |
| 3. Registration & Roll Call | 6 |
| 4. Required Courses (yrs. 1-2) | 7 |
| 5. Required Courses (yrs. 3+) | 7 |
| 6. Summer Session..... | 7 |
| B. Language Requirement..... | 7 |
| C. Research Papers & First-Year Graduate Student Conference | 8 |
| 1. Research Papers (yrs. 1 & 2) | 8 |
| 2. First-Year Graduate Student Conference (end of yr. 1)..... | 8 |
| D. Qualifying Examination | 8 |
| 1. Examination Committee & Preparation..... | 8 |
| 2. Format & Scheduling..... | 8 |
| a. Written Portion | 9 |
| b. Oral Defense..... | 9 |
| c. Scheduling | 9 |
| 3. Additional Considerations | 9 |
| 4. Assessment | 10 |
| E. Dissertation Proposal..... | 10 |
| 1. Proposal Committee..... | 10 |
| 2. Written Proposal | 10 |
| 3. Proposal Defense | 11 |
| F. Professionalization..... | 11 |
| 1. The Historical Profession..... | 11 |
| 2. Teaching Assistant Assignments | 11 |
| 3. Teaching Resources | 11 |
| 4. Grants and Fellowships..... | 11 |
| 5. Career Services | 12 |
| 6. Department Events..... | 12 |

| | |
|---|----|
| III. Evaluation of Progress..... | 12 |
| A. Gateways..... | 12 |
| B. Annual Progress Reports | 13 |
| C. Grades..... | 13 |
| IV. The Dissertation | 13 |
| A. General Principles | 13 |
| B. Timeline (yrs. 4-5)..... | 14 |
| 1. Department Requirements | 14 |
| 2. Graduate School Deadlines..... | 14 |
| 3. Registration..... | 14 |
| C. Preparing for the Defense | 14 |
| D. Defense Procedure | 15 |
| V. Other Matters..... | 15 |
| A. Funding | 15 |
| 1. Funding Package..... | 15 |
| 2. Major Grants and Fellowships..... | 15 |
| 3. College of Arts & Letters Dissertation Completion Fellowships (formerly called “Sixth Year Funding”)..... | 16 |
| B. Transfer Credits..... | 16 |
| C. The UGH..... | 16 |
| D. Master of Arts in History | 16 |
| E. 5+1 Postdoctoral Teaching Fellowship..... | 17 |
| F. Grievances & Appeals | 17 |
| Appendix A: Typical Course of Study | 18 |
| Appendix B: Descriptions of Required Courses..... | 20 |
| Appendix C: Trajectory (chart) | 21 |

I. INTRODUCTION & STATEMENT OF PEDAGOGY

A Ph.D. in History at the University of Notre Dame certifies the successful transit of a journey from a student to a teacher and professional colleague, from a consumer of information to a producer of knowledge. The culmination of the journey is the dissertation, and the program readies students as best it can to complete a dissertation that meets the highest professional standards and contributes to human knowledge. Along the way, students will acquire skills in research, writing, teaching, and leadership, as well as in negotiating professional challenges, which are applicable to a wide range of careers. Academic historians publish and teach; they also serve a variety of roles as reviewers, consultants, citizens of their profession, and colleagues. Historians can apply their skills in a wide variety of settings, working as museum curators, in libraries, for government agencies, as administrators, for presses, in public or private archives, at historical sites, and beyond. With this in mind, Graduate Studies in History at the University of Notre Dame emphasizes training in research, writing, and teaching, and addresses the ethics, values, obligations, traditions, philosophies, and skills of responsible professionals.

The Department of History at the University of Notre Dame offers the Ph.D. degree in the fields of American, Medieval, European (early modern and modern), and Latin American history. Our students sometimes situate themselves squarely within one of these geographically-bounded fields and sometimes between or beyond them, working in the history of the Atlantic world, colonialism, the environment, religion, gender, law, business, and other issues and themes. The Department is particularly interested in supporting students' interest in global histories or local histories set within global contexts. We enjoy strong support from the University's premier international institutes: Kellogg Institute for International Studies, Kroc Institute for Peace Studies, Nanovic Institute for European Studies, and Keough-Naughton Institute for Irish Studies. Our students also benefit from departmental programs in Europe, including partnerships with Heidelberg University and Bielefeld University.

The Department also supports doctoral study in two joint degree programs: the Reilly Center program in the History and Philosophy of Science (HPS) and the Kroc Institute program in Peace Studies. Students in these two joint programs complete all History Ph.D. requirements with some adjustments in content and pace. For more information, see the HPS graduate handbook or the Peace Studies graduate handbook. Ph.D. students may also complete graduate minors in Gender Studies, Irish Studies, and Film Studies.

Research, writing, and teaching lie at the core of our program. Students should aspire to produce original scholarship that makes major contributions to historical knowledge, to share their contributions in public settings and as published work, and to develop their skills as teachers in their field. Students should aspire to complete their Ph.D. in five years: approximately two years of coursework, transitioning through exams and the dissertation proposal, and two-to-three years of research and writing the dissertation. While each student's trajectory may vary, this Graduate Studies Guide lays out the rules, regulations, and normal expectations for the program. The Director of Graduate Studies (DGS) and the Department's Graduate Studies Coordinator (GSC) provide advice and administrative support for the program.

II: ACADEMIC REQUIREMENTS

All doctoral students must fulfill the following six academic requirements to advance to doctoral degree candidacy (or ABD status):

- A. Coursework (minimum 36 credit hours)
- B. Language Proficiency
- C. Research Papers
- D. Qualifying Exam (written and oral components)
- E. Dissertation Proposal
- F. Professionalization (including Teaching Assistant assignments)

The Graduate School requires that all students advance to candidacy no later than the end of year four; however, the Department expects students to complete these requirements by the Spring semester of year three. Doctoral students in joint programs with other Departments, Institutes, or Programs must also fulfill these requirements, but admission to candidacy is approved by the DGS or equivalent faculty member in that program, in consultation with the Department of History.

A. Coursework

1. General Information

We believe that students in the first two years of study are best educated in a course/seminar setting where they benefit from exchanging ideas with their peers. This contributes to the creation of intellectual community. We also believe that independent work is a professional expectation above specific requirements, and we expect students and faculty to work together regularly outside the classroom. Students normally do not register for more than six credits with a single faculty member over the course of their studies. With DGS approval, students may register for up to two courses outside the Department (over two years). Course credit for independent study and directed readings is not a major part of the curriculum and is normally limited to six credits (over two years). Registration for independent work must be approved by the Director of Graduate Studies.

2. Full-Time Status

Students must register for at least nine credit hours per semester to maintain full-time status, stipend payments, tuition scholarship, health insurance, and other University benefits.

During the first two years of graduate study, students should register for a minimum of nine credit hours of coursework each semester for a total of thirty-six credits of coursework over four semesters. Most lecture classes and seminars are three credits each, so a student normally enrolls in three or more courses per semester.

3. Registration & Roll Call

During the open registration period before each semester, students should consult with their primary advisor and the DGS when building their class schedule. Directed Readings and other courses offered outside of the Department should be approved by the DGS. Language courses, if taken for credit, do not count toward the thirty-six credit hour total.

The course registration system is accessed through InsideND. Before each semester begins, students must complete the Roll Call process when prompted by the University Registrar via email.

4. Required Courses (yrs. 1-2)

All Ph.D. students must register for HIST 83000, “The Historian’s Craft” (3 cr.), in the Fall of their first year and HIST 83005, “Research, Writing, and Publishing” (3 cr.) in the Fall of their second year. These two courses contribute to the thirty-six credit hour total. In addition, all students must register for HIST 83002, “The Historical Profession” (0 cr.), in the Fall and Spring of their second year. See Appendix B for course descriptions.

5. Required Courses (yrs. 3+)

Students who have been admitted to doctoral candidacy (ABD status) should register for nine credits of HIST 98699, “Research and Dissertation,” in the section corresponding to their faculty advisor. Students who do not live full-time in South Bend and do not utilize physical University services (office space, physical library holdings, recsports, etc.) should register for HIST 98700, “Nonresident Dissertation Research,” in the section corresponding to their faculty advisor.

6. Summer Session

Summer course and tuition scholarship policies may be found on the Graduate School website. All students receiving a stipend (typically years 1-5) must register for HIST 67890, “Independent Summer Research (0 cr.)” This course enables continuation of stipend payments through the summer and tax benefits specific to graduate students. Completion of Roll Call for the Summer Session is also required.

B. Language Requirement

Command of foreign languages is essential in some fields and highly desirable in all areas of historical study. The level of competence in reading one or more modern languages is, therefore, a significant concern for all students. The foreign language requirements are determined by the major area of focus as follows:

- Medievalists - at least three languages
- Modern Europeanists and Latin Americanists - two
- Americanists - one or more (in addition to English)

The language requirement may be satisfied in multiple ways. Some possibilities follow here:

- Pass a graduate-level language examination administered by the corresponding University Department (for example, the Portuguese exam administered by the Department of Romance Languages); contact the pertinent language Department directly for details on their exam process.
- Pass a graduate-level language course during the academic year or summer session (summer is recommended).
- Produce evidence of advanced language study at a prior institution (undergraduate or graduate level), though this may need to be confirmed by a formal exam administered by the University.
- Demonstrate native speaking and reading ability (typically applies only to international students).
- Pass an exam administered directly by a faculty member (uncommon and only for rare languages).

Students are expected to have fulfilled their language requirement by the beginning of the third year for those needing one language or by the end of their third year for those requiring two or more languages. ALWAYS

consult the DGS for approval regarding the language requirement for your area, and take care to document any agreement made. Satisfaction of the language requirement is reported during admission to doctoral candidacy.

C. Research Papers & First-Year Graduate Student Conference

1. Research Papers (yrs. 1 & 2)

All students must complete at least one major research paper in each of their first and second years. These projects will almost always be based on original, primary-source research and of the scope of a traditional seminar paper. Students may develop these papers within the context of a particular course or independent of any course work. Students should always consult their advisor when planning research papers.

2. First-Year Graduate Student Conference (end of yr. 1)

At the end of their first year of study, students will present their first research paper at the annual First-Year Graduate Student Conference. This conference approximates the format of a professional academic conference, and upper-level graduate students or faculty members moderate sessions, provide feedback, and guide discussion. All sessions are open, and graduate students and faculty are welcome to attend. The conference date, deadlines for paper submission, and other details are announced well in advance by the Graduate Studies Coordinator and DGS. Along with grades in coursework, the research paper and conference presentation serve as the primary measure of each student's performance during the first year.

D. Qualifying Examination

1. Examination Committee & Preparation

During their second year, in consultation with their advisor, each student should organize an exam committee of three Department faculty members (or faculty outside the Department with approval of the DGS). The advisor is one of the three committee members. The committee works with the student to determine the subject area(s) of the exam and to compile reading lists and other materials for preparation. Previous exam materials are available from the Graduate Studies Coordinator upon request. The student, in consultation with their committee, is responsible for scheduling the dates and times of their exam with the Graduate Studies Coordinator. Ideally, exams are taken in the Spring semester of the second year OR early in the Fall semester of the third year. Students should keep in mind that, if exams are delayed to the third year, they still must make their dissertation proposal before the end of that same Fall semester.

2. Format & Scheduling

The Qualifying Examination consists of two major parts: the Written Portion and the Oral Defense.

a. Written Portion

The Written portion consists of three sets of questions, one set generated by each of the three committee members. Normally, each faculty member produces three questions and asks the student to answer two. Each of the three sets of faculty questions is sent individually to the student via email by the Graduate Studies Coordinator at the appointed exam time, and the student has two hours to write their answers and return them via email to the GSC (this provides a time stamp). This procedure is followed for all three sets of questions. The faculty member who wrote the questions then grades the written work pass/fail and notifies the GSC who in turn notifies the student. The three sections of the Written portion may be scheduled at any time during regular University business hours (M-F, 8:00 a.m. – 5:00 p.m.).

b. Oral Defense

The Written portion (three two-hour sessions) must be defended orally in a separate session with all three members of the examination committee. The Oral Defense must be held no later than ten business days after the Written portion. The Oral Defense consists of questioning by the committee for a period of not less than thirty minutes per Written portion (3x30=90 mins.).

c. Scheduling

A possible one-week Exam timeline follows, as an example:

- Monday – Written portion 1 (2 hours)
- Tuesday – Written portion 2 & 3 (4 hours)
- Friday – Oral Defense of all three Written portions (at least 90 mins.)

However, the exam structure is flexible, and the Written portions may be separated by weeks or months. Because of the ten day Oral Defense scheduling rule, separating the Written portions may result in multiple Oral Defense sessions. An example of dividing up the Written portion follows:

- August – Written portion 1 & 2 (4 hours)
- August – Oral Defense of Written 1 & 2 (no later than ten days after written; at least 60 mins.)
- October – Written portion 3 (2 hours)
- October – Oral Defense of Written 3 (no later than ten days after written; at least 30 mins.)

OR

- August – Written portion 1 (2 hours)
- August – Oral Defense of Written 1 (no later than ten days after written; at least 30 mins.)
- September – Written portion 2 (2 hours)
- September – Oral Defense of Written 2 (no later than ten days after written; at least 30 mins.)
- October – Written portion 3 (2 hours)
- October – Oral Defense of Written 3 (no later than ten days after written; at least 30 mins.)

Students should keep in mind that multiple Oral Defenses of the Written portions constitute a significant time commitment on the part of the faculty committee (all three members **MUST** be present for any Oral Defense). For this reason, it is recommended that students structure their exam schedule with consideration for the time commitments of everyone involved.

3. Additional Considerations

Committees are free to reinvent and rearrange exams to suit the needs of the student within the framework of three rigorous exams. For example, committee members may decide to take part in all three fields, or they may

keep to the tradition of one member overseeing one field. The goal of the Department is to maintain rigor, teach students, and foster excellence. How committees and students meet these goals is up to them.

One of the three exam fields might be considered a “dissertation field” and be focused accordingly, while other exam fields may test teaching and/or research competence within a field or area agreed on with the examiner(s).

4. Assessment

The examiners’ options for the Written portion are pass or fail. Passage reflects the faculty member’s judgment that the student has adequate knowledge of the reading list, problems, and methods of each field. Passes are provisional on the student’s performance in the Oral Defense. A student may fail one of the three sections of the Written portion and proceed to the Oral Defense without a retake of the failed section. If a student fails two or more sections of the Written portion, they must retake each of the failed sections based on new questions but the same body of reading. A second failure of two or more sections of the Written will result in dismissal from the program.

At the Oral Defense, at least two of the three members of the exam committee must approve passage for each section of the Written portion. Students who fail two or more portions of the Oral Defense may, with the approval of the exam committee, petition the Director of Graduate Studies to retake those portions one time. The student will retake only the failed portions of the Oral Defense with new questions on the same body of literature with the same committee members. A second failure of two or more sections of the Oral Defense will result in dismissal from the program.

Appeals to the Graduate School regarding failed exams, either Written or Oral, may be made on procedural grounds only. Faculty examination committee decisions are final.

E. Dissertation Proposal

1. Proposal Committee

Doctoral Dissertation Proposals are submitted to a committee consisting of the student's advisor plus three other faculty members. This committee may be the same as the three-member exam committee plus one additional member. The Dissertation Proposal committee generally serves as the Dissertation Defense committee as well, though there are exceptions. At least three members of the proposal committee should be Department teaching and research faculty; exceptions may be made with the approval of the DGS. Dissertation proposals must be submitted no later than the last day of classes of the fall semester of the third year, after the student has successfully passed their Qualifying Exam.

2. Written Proposal

The written Proposal should be ten-to-fifteen pages, plus bibliography, and should include the following:

- a clear statement of the historical problem engaged by the dissertation
- a summary of the dissertation’s relationship to the literature in the field
- a description of sources and their location and availability
- a discussion of methodology and theory informing the project
- a bibliography

Students should always work in close consultation with their primary advisor(s) when preparing the written Proposal.

3. Proposal Defense

During the Proposal Defense, scheduled in consultation with the committee and the Graduate Studies Coordinator, the student presents a brief overview of the project followed by a period of questions and discussion by the committee. Upon successful passage of the Proposal Defense, the student is formally admitted to Doctoral Candidacy.

F. Professionalization

1. The Historical Profession

The Department of History seeks to train students as professional historians in ways beyond course work, exams, and dissertation research. To this end, all students must complete the Department's workshop series during the second year. HIST 83002, The Historical Profession, is a professionalization workshop focused on the nature of the historical profession, pedagogical skills, grant writing, career planning, and other topics. The actual content of this required course varies according to the needs of the students and the guidance of the faculty instructor.

2. Teaching Assistant Assignments

All graduate students are expected to serve as Teaching Assistants (TAs) for four semesters, normally during the second and third years. Students may delay one semester of teaching into their later years with the approval of the DGS. TA assignments may include moderating discussion sessions, grading, collaborating with faculty in various ways, and occasional lecturing. Assignments are made according to faculty need, and students may be required to TA for courses outside of their own areas of study (for example, a Medievalist may be assigned to TA for a course in African history if that is where the need is greatest). TA assignments are viewed as *service* to the Department and *preparation for teaching* rather than extensions of graduate coursework.

3. Teaching Resources

The Kaneb Center for Teaching and Learning (kaneb.nd.edu) is a valuable campus resource, and all graduate students are encouraged to explore their offerings. The Kaneb Center also awards prizes for outstanding teaching and TA work based on faculty nominations. Individual work with faculty members on teaching-related topics is also encouraged.

4. Grants and Fellowships

Grant writing is an important part of the academic endeavor, and all students are encouraged to make use of the University's internal grant-making units as well as resources geared toward external grant applications. All students should consult the Office of Grants and Fellowships within the Graduate School when beginning any grant application. The following **internal** units support conference and presentation travel and related expenses:

- Union of Graduate Historians Professional Development Grants (UGH-Departmental)
- Graduate Student Union Travel Grants (GSU)
- Graduate School Professional Development Awards

- Institute for Scholarship in the Liberal Arts (ISLA)
- Nanovic Institute for European Studies
- Kellogg Institute for International Studies

Winning a major **external** grant is a sign of the quality of a student's work as well as a needed financial award to support research. Applications for external grants should be developed in consultation with faculty and the Office of Grants and Fellowships.

5. Career Services

The Office of Graduate Career Services (gradcareers.nd.edu) is a major support and resource for all graduate students. Even in their first year of study, students are encouraged to schedule a meeting with a career consultant and draft a strategy for life beyond graduate work. Some internal funding units require meetings with Career Services staff as part of the application process.

6. Department Events

All graduate students in residence are expected to attend events organized by the Department, ranging from workshops and guest lectures to job talks.

III. EVALUATION OF PROGRESS

A. Gateways

The Department of History has installed four gateways during the first four years of study to monitor student progress through the five-year program. The DGS and/or Graduate Studies Committee will review the status and performance of all students at each of these gateways. Failure to meet deadlines or performance expectations will be cause for dismissal from the program. Dismissed students may appeal to the Graduate Studies Committee for reinstatement. Only extraordinary circumstances will be grounds for reinstatement.

- Year One: The first Research Paper and presentation at the First-Year Graduate Student Conference will serve as the major assessment instrument for the first year, along with grades in course work.
- Year Two: The Written portion and Oral Defense in two Qualifying Examination fields during the spring semester will act as the assessment instrument for year two. Students who, in consultation with their advisor and committees, delay all three exams until the fall semester of the third year will be assessed on their performance in course work.
- Year Three: The Written portion and Oral Defense in the third or "dissertation field" in the Fall semester, together with the Dissertation Proposal and its Defense, will act as the assessment instruments for year three. Failure to take the third exam by September 15 or failure to defend the dissertation proposal by December 1 maybe grounds for dismissal. Failure to pass the exam or proposal may likewise be grounds for dismissal.
- Year Four: The fourth year assessment consists of Dissertation Committee approval of one dissertation chapter by May 1 of the fourth year. Failure to complete a chapter or receive committee approval for it may be grounds for dismissal.

B. Annual Progress Reports

In addition to the Gateways described above, each student will submit her or his own self-evaluation of progress by the last day of class of the spring semester. This brief, written report should include an assessment of the student's goals vs. accomplishments for the academic year, some discussion of their progress, and any other information they wish to convey to the DGS or other faculty. This report should be accompanied by an updated CV and submitted to the Graduate Studies Coordinator.

C. Grades

The Department expects its graduate students to maintain a B+ (3.33) grade point average. Grades of B or lower are intended to communicate the faculty member's concern with the quality of a student's work and some doubt about the student's potential for completing the program. Students must complete at least twelve graduate level courses in History and related disciplines for a letter grade. Advanced students who have completed all course requirements will receive grades of "S" or "U" for examination preparation and dissertation research.

Students may receive the temporary grade of "I" (incomplete) at the discretion of the faculty member teaching the course in question. "Incomplete" marks should be rare, and granting them should be subject to a clear and specific agreement about the work remaining and the date by which it will be submitted to the faculty member. The Graduate School imposes a one-month deadline before the grade becomes an automatic "F". More than one "Incomplete" in any one semester is cause for grave concern about the student's continuation in the program. A pattern of multiple "Incomplete" marks over two or more semesters is unacceptable and will subject the student to review and possible loss of funding or dismissal from the program.

IV. THE DISSERTATION

A. General Principles

The dissertation is the capstone of the graduate program in history. Many fields, sub-fields, and affiliated programs sponsor dissertation writers groups or seminars. History Ph.D. students are strongly encouraged to join such a group or to discuss with the DGS creating their own group with departmental or extra-departmental support. Ph.D. candidates are strongly encouraged to consult with their committee members over the course of research and writing and should stay in close contact with their advisors. Dissertation research and writing should commence as soon as possible after a topic has been selected, even before completion of coursework and exams. Candidates may submit chapter drafts to their advisor and committee members for feedback throughout this process.

B. Timeline (yrs. 4-5)

1. Department Requirements

Candidates will submit a completed chapter to their committee by May 1 of year four. The committee will offer comments and the advisor will report the results to the DGS. Failure to turn in a complete chapter by the end of year four may be grounds for dismissal from the program.

2. Graduate School Deadlines

The University confers degrees in May (regular University Commencement), January, and August. For each of these conferral dates, the Graduate School establishes a timeline for the formatting check, defense, and formal submission. **This timeline is not negotiable.** For example, if a student misses the deadlines for a May graduation, but still completes the requirements in the month of May, the degree is not conferred until August. Students who meet the deadlines for a January or August graduation are eligible to “walk” and be hooded formally at the following May Commencement. More details and current timelines may be found on the Graduate School website.

3. Registration

A student **must be registered** in the semester in which a degree is **conferred**. The Graduate Studies Coordinator will assist candidates in the registration process during their final semester.

C. Preparing for the Defense

When the dissertation is complete, and with the approval of their advisor, the candidate may schedule their defense with the committee and notify the Graduate Studies Coordinator with the date and time. Normally, defenses are held during regular business hours (M-F, 8:00am-5:00pm).

Then, the candidate must submit the completed dissertation (including notes and bibliography) to all four (or occasionally five) committee members several weeks prior to the expected date of the Defense. Normally the document is distributed via email or another electronic method.

At the same time the candidate submits their document to their committee in preparation for the defense, they should also send the title of their document to the GSC AND upload a copy to the Graduate School for a formatting check. Formatting details and procedures for the formatting check are available on the Graduate School website.

Committee members must read the dissertation and approve or reject it. If approved for defense, each faculty member must sign a Reader’s Report, coordinated by the GSC. Approval means that committee members agree to move forward to the defense; it does not mean that they are giving their final approval for conferral of the degree based on the dissertation. Approval endorses the dissertation as academically sound and defensible. Formal and final approval can come only after the defense.

D. Defense Procedure

At the dissertation defense, the candidate supports claims, methods, and conclusions drawn in the text. He or she explores with the committee the dissertation's contributions and limitations and receives any recommendations for further work either before or after award of the degree. The candidate, advisor, and committee members must attend the defense, which is a public event and open to other faculty, family, and students. The candidate must always attend in person, and no more than 50% of the faculty committee may participate via video conference.

The candidate opens the defense by delivering a brief (15-20 minute) statement on the content and significance of the dissertation. After this lecture and a period of questions and discussion with the committee (normally in one round of ten minutes and another of five minutes with each committee member), others in attendance may be given the opportunity to ask questions and engage in discussion with the candidate, moderated by the advisor. This public session normally lasts no more than fifteen minutes. The candidate and non-committee members will then be asked to leave the room, at which time the committee will discuss and decide whether or not to accept the dissertation.

At least three of the four (or four, when there are five) members must vote to accept the dissertation for the defense to be successful. Committee members also may approve the dissertation conditional on revision. In those cases where the defense reveals areas for necessary revision, the candidate must complete the revisions to the satisfaction of the advisor. Only after the advisor approves of the revisions can the dissertation be submitted to the Graduate School. Candidates should keep this process in mind and allow sufficient time to meet deadlines for graduation. Committee members should not feel obliged to speed up the process to accommodate such deadlines. It is the candidate's responsibility to anticipate and meet all deadlines.

Upon a successful defense and formal submission to the Graduate School, the GSC will provide details on degree conferral, official letters of completion (if needed for employment), separation from the University, and other graduation-specific information.

V: OTHER MATTERS

A. Funding

1. Funding Package

Details regarding stipend, health insurance, tuition scholarships, and research funds are included in a student's official offer letter from the Graduate School, sent upon admission to the University. This offer letter serves as the record of financial agreement between the University and the student. Normally, stipends are paid for five years (including summers) and the tuition scholarship lasts for eight years (sixteen semesters). All financial questions should be directed to the GSC first; the GSC may then consult the Graduate School directly if necessary.

2. Major Grants and Fellowships

If a student wins a major external grant or fellowship during their course of study, these funds usually replace (not supplement) the regular stipend, per Graduate School regulations. Students are not entitled to payment of the unused stipend monies, nor are they guaranteed any additional years of financial support from the University.

Winning a major award should not be a financial goal alone, but rather a signifier of the quality of their work and the importance of their scholarship. Questions should be directed to the Office of Grants and Fellowships in the Graduate School.

3. College of Arts & Letters Dissertation Completion Fellowships (formerly called “Sixth Year Funding”)

Candidates may apply to the College of Arts & Letters, through the DGS, for a Dissertation Completion Fellowship if they are able to demonstrate need for a sixth year of stipend payments in order to complete their degree. **Please note: a College-level DCF is payable for the Academic Year only, August-May; there are no summer payments.** Students in the second semester of their fifth year will be contacted directly by the GSC to inquire about their completion plan and/or need for additional support in the sixth year. To be eligible for a DCF, a candidate must demonstrate substantial progress towards dissertation completion and the ability to defend the dissertation in the sixth year (specific materials will be requested by the GSC). The DGS will review all candidate-submitted materials and make a recommendation to the College. Decisions are usually made in May.

A sixth year of stipend payments via a Dissertation Completion Fellowship is **never** guaranteed. DCFs from the College are competitive, and students should always bear this in mind. Students who win a **major external** fellowship or grant in the first five years of study may receive special consideration, however.

Arts & Letters DCFs should be thought of as one of many opportunities for financial support available to students beyond the five-year completion timeline. Other units within the University, as well as many outside funders, provide similar or even more financial support than the College. Students in search of funding beyond the fifth year should make multiple applications for support, not just the College.

B. Transfer Credits

Students may apply for a transfer of graduate credit from another institution through the Graduate Studies Coordinator, with the approval of the Director of Graduate Studies. The number of allowable transfer credits is determined by the DGS and Department Chair. All transfers must be approved by the Graduate School, which makes the final decision.

C. The UGH

The Union of Graduate Historians (UGH), which is composed of the full body of graduate students in History at Notre Dame, elects a president and two vice presidents each academic year. The president of the UGH serves as an ex officio member of the Graduate Committee but does not participate in meetings where confidential matters about other graduate students are discussed. The Officers of the UGH distribute professionalization grants and coordinate social and academic events throughout the year.

D. Master of Arts in History

All Ph.D. students may receive a Master of Arts in History *en passant* (in passing) after completing their coursework and passing their Qualifying Exam. This normally happens automatically; consult the GSC with any questions.

A **terminal** M.A. may be awarded in cases where a student has completed all course work, passed at least one language exam (Latin in the case of Medievalists), and passed a master’s examination, which is normally the

equivalent of two Qualifying Exam fields in the normal format (a two-hour written examination in each field followed by an oral exam). For the degree to be awarded, both examiners must pass the student. A terminal M.A. is awarded to students who will not complete the Ph.D.

E. 5+1 Postdoctoral Teaching Fellowship

The College of Arts & Letters sponsors the 5+1 postdoc for students who complete their degree in five years. More information is available at 5plus1.nd.edu.

F. Grievances & Appeals

Graduate students who wish to file a grievance against the Department of History or its faculty, or to appeal a Departmental decision in respect to them, should normally consult with the Director of Graduate Studies. In those cases where the DGS is the subject of the grievance, the student should consult with the Department Chair. This procedure does not apply to cases of sexual harassment, which are governed by University policy as described in the Graduate School Bulletin of Information. The DGS or Department Chair may, in consultation with the student, attempt to resolve the grievance personally. In the event that the problem is not resolved to the student's satisfaction, the DGS will appoint a departmental grievance committee, which will normally be composed of three members of the Graduate Committee, to address the problem. The student must submit the complaint in writing to the grievance committee. The complaint should be very specific as to the nature of the problem, the date or dates when the problem occurred, the grounds on which the appeal is based, and the specific relief requested. The grievance committee may take testimony from the complainant, DGS, advisor, and any faculty associated with the complaint. The committee will deliberate and submit a written report to the DGS within thirty days of its appointment. The committee's decision is final within the Department, but it can be appealed by the complainant to the Graduate School if consistent with procedures described in the Graduate School Bulletin.

APPENDIX A: TYPICAL COURSE OF STUDY

First Year

- Complete 18 credit hours of course work over two semester, including HIST 83000, “The Historian’s Craft” in the Fall semester
- Write at least one research paper
- Present a research paper at the First Year Graduate Student Conference

Students should consult their advisor regularly when considering classes and making decisions about major paper assignments and summer programs. The Director of Graduate Studies serves as program advisor for all first and second year students, advising and approving course selection and other program activities in conjunction with the student’s academic advisor. First year students are also encouraged to begin thinking about the three fields in which they will be examined after finishing course work and should begin exploring potential dissertation topics in close consultation with their advisors. Students should think of this year as one that provides a wide introduction to philosophy, methods, disciplines, and subject areas of study.

All first year students must take primary responsibility for managing and planning their graduate and professional career.

Second Year

- Complete 18 credit hours of course work over two semester, including HIST 83005, “Research, Writing, and Publishing” (Fall), AND HIST 83002, “The Historical Profession” (both Fall and Spring)
- Write at least one research paper
- Serve as a TA
- Pass two Written Portions and Oral Defense(s) of the Qualifying Exam

By the start of the Second Year, students should have identified three fields for the Qualifying Exam and the faculty who will examine them. Each student should also have gained approval of exam reading lists from these faculty, clarified the examination criteria for each field, and made substantial progress towards preparation for the qualifying exams. Two written portions of the Qualifying Exam and their corresponding Oral Defense(s) may be taken to complete the Second Year.

Third Year

- Pass the final Written portion and Oral defense of the Qualifying Exam
- Submit and Defend the Dissertation Proposal by Dec. 1

Students typically spend the second summer completing their reading for the final dissertation field and preparing a draft of the dissertation proposal. Many students apply for additional travel and research support from University centers and institutes during the winter of year two for use in the following spring or later. During the fall semester of the third year, students should also write grant proposals for financial support for dissertation research during their fourth year of study.

Fourth and Fifth Years

- Research and write the dissertation
- Defend and Submit the dissertation
- Graduate!

5+1 Postdoctoral Teaching Fellowship

Consult 5plus1.nd.edu for details. Letters of Interest are solicited in January via the Graduate Studies Coordinator.

APPENDIX B: DESCRIPTIONS OF REQUIRED COURSES

HIST 83000, The Historian's Craft

3 cr.; Fall Semester, First Year

This seminar is designed to introduce students to theoretical and practical foundations of Historical Method. Students are required to complete several written and oral assignments and to write a short primary research paper on a topic selected in consultation with the instructor. Those students who prefer to write a more substantial primary research paper with their Ph.D. advisors should consult with the instructor as soon as possible. This course is required for all first year students.

HIST 83005, Research, Writing, Publishing

3 cr.; Fall Semester, Second Year

In this seminar, required for second-year history graduate students, students will focus on three skills that are crucial for the professional historian: research, writing, and publishing. The class will center upon the research and writing of an initial draft of their dissertation proposal and will be supplemented with the analysis of exemplary works in diverse genres and collaborative peer review.

HIST 83002, The Historical Profession

0 cr.; Fall and Spring Semesters, Second Year

This series of workshops serves as an introduction to balancing the range of professional commitments pursuant to a career as a historian. Topics will vary from semester to semester, but some of those covered include research, teaching, administrative responsibilities, classroom and student problems, conduct, publication, seeking employment, career alternatives, and time management. All second-year graduate students in history are required to take this course as they begin their first year as Teaching Assistants.

APPENDIX C: TRAJECTORY
 UNIVERSITY OF NOTRE DAME
 DEPARTMENT OF HISTORY
 GRADUATE STUDIES TRAJECTORY

| | Year One | | Year Two | | Year Three | | Year Four | | Year Five | |
|---------------------------|---|----------|--|--|--|--------|--|--------|--|--------|
| | Fall | Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall | Spring |
| COURSEWORK | The Historian's Craft (3 cr.) | Elective | R, W, P (3 cr.) | Elective | Resident or Nonresident Research and Dissertation (each semester, 9 cr.) | | Resident or Nonresident Research and Dissertation (each semester, 9 cr.) | | Resident or Nonresident Research and Dissertation (each semester, 9 cr.) | |
| | Elective | Elective | Elective | Elective | | | | | | |
| | Elective | Elective | Elective | Elective | | | | | | |
| | | | The Historical Profession (0 cr.) | The Historical Profession (0 cr.) | | | | | | |
| GATEWAYS | Gateway 1: Research paper presented at the end of the spring semester at the First-Year Conference | | Gateway 2 (Spring): Two Portions (written and oral) of the Qualifying Exam in the Spring Semester; success in coursework; second research paper if applicable | | Gateway 3 (Fall): Third Exam (written and oral); Dissertation Proposal and Proposal Defense by Dec. 1 | | Gateway 4: Submission and committee approval of one dissertation chapter by May 1 | | Goal: Defend and Submit Dissertation by Graduate School deadlines | |
| ACADEMIC TASKS AND SKILLS | Select an advisor; Research and write an article-length research paper based on primary sources; Present at First Year Conference; Attend a conference; Select a committee for Year Two; Submit research fellowship applications | | TA; Write a better article; Select exam fields and construct exam material lists with committee; Historical Profession workshops | TA; Present a paper at a conference; Draft dissertation proposal; Historical Profession workshops | TA (all year); Submit article; Submit fellowship applications (Fall); Begin research (Spring) | | Submit article | | Professionalization; Set and/or reevaluate career goals and strategy; Apply for post-doctoral and other employment | |