UNIVERSITY OF NOTRE DAME
DEPARTMENT OF HISTORY
GRADUATE STUDIES GUIDE

Revised April 2026

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I. INTRODUCTION & STATEMENT OF PEDAGOGY

A Ph.D. in History at the University of Notre Dame certifies the successful completion 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. The program readies students to write a dissertation that meets the highest professional standards and contributes to human knowledge. Along the way, students acquire skills—in research, writing, teaching, leadership, and negotiating professional challenges—that are applicable to a variety of careers. Academic historians publish and teach; they also serve in diverse roles as reviewers, consultants, citizens of their profession, and colleagues. Historians can apply their skills in many 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.

Ph.D. students in our department study a broad range of time periods and world regions. Traditionally, our main areas have been American, Medieval, European (early modern and modern), and Latin American history. Many of our students situate themselves squarely within one of these fields, but others work between or beyond them, studying other parts of the world or cross-regional themes such as colonialism, the environment, religion, gender, law, business, or the history of the Atlantic world. 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: the Kellogg Institute for International Studies, the Kroc Institute for Peace Studies, the Nanovic Institute for European Studies, and the 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, Visual and Material Culture, 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.

The History Department affirms the understanding that individuals possess innate dignity, an idea underscored by the Judeo-Christian belief that all persons are made in the image and likeness of God. Informed by the University of Notre Dame's "Spirit of Inclusion" statement (1997), the History Department welcomes "all people, regardless of color, gender, religion, ethnicity, sexual orientation, social or economic class, and nationality," and works to sustain an inclusive environment.

II: ACADEMIC REQUIREMENTS

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

A. Coursework (minimum 36 credit hours).
B. Language Proficiency.
C. Research Paper.
D. Qualifying Examination (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 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 Directed Readings is not a major part of the curriculum and is normally limited to six credits (over two years). Registration for Directed Readings must be approved by the Director of Graduate Studies.

Language courses do not count toward the 36 credit hour total.

2. Required Courses

All students must complete HIST 83000 “The Historian’s Craft” (3 cr.), usually in the Fall of their first year, and HIST 83005 “Research, Writing, and Publishing” (3 cr.), usually in the Spring of their first year. These two courses contribute to the 36 credit-hour total. In addition, all students must take HIST 83002 “The Historical Profession” (0 cr.) each semester of their first, second, and third year.

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.

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. 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 36 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.

Students who have completed the required 36 credit hours of coursework, but have not yet passed their Qualifying Examination, should register for as many credits of HIST 97000 "Examination Preparation" as are needed to maintain full-time status (nine credit hours per semester).

Students who have passed their Qualifying Examination and defended their Dissertation Proposal 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 make use of 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.

5. 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 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.

6. Transfer Credits

A student may apply for a transfer of graduate credit from another institution through the Director of Graduate Studies. Transfer credit will normally be given only for courses in the discipline of history, but the DGS can make exceptions for courses in a different discipline if they have clear and direct relevance to the student's area of study.

When courses are accepted for transfer credit, the number of courses and credits that the student needs to take at Notre Dame is correspondingly reduced. Such courses do not, however, factor into the student's Notre Dame grade-point average.

The number of allowable transfer credits is determined by the DGS and Department Chair.

A student may transfer credits earned at another accredited university only if: (1) the student had graduate-student status when he or she took these courses; (2) the courses were completed within a five-year period prior to admission to a graduate-degree program at Notre Dame, or while enrolled in a graduate-degree program at Notre Dame; (3) grades of B or better were achieved.

Students may apply for transfer credits once they have successfully completed at least one semester in the History Department graduate program.

All transfers must be approved by the Graduate School, which makes the final decision.

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 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.
- Early Modern and Modern Europeanists as well as Latin Americanists – two languages.
- Americanists – one or more (in addition to English).
- For all other fields, language requirements will be determined by the student's advisor and the DGS.

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 Reading Course during the academic year or (preferably) the summer session.
- 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 their 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

All students must complete at least one major research paper (typically 25-30 pages) in their first year. This project will almost always be of the scope of a traditional seminar paper and based on original, primary-source research. Writing and workshopping this paper will be the focus of HIST 83005 "Research, Writing, and Publishing." Students may develop the paper within the context of a particular course or independent of any coursework. Students should consult their advisor when planning their research paper.

It is recommended, but not required, that students write a research paper in their second year as well.

Submitting manuscripts for publication is an important aspect of professionalization, and having an article accepted by a scholarly journal is a valuable credential on the academic job market. For those reasons, it is recommended that students develop their research papers into article manuscripts to be submitted for publication.

2. First-Year Graduate Student Conference

At the end of their first year, students present a research paper at the annual First-Year Conference. This conference approximates the format of a professional academic conference. 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 in advance by the GSC 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, all students organize an examination committee of three faculty members. At least two of these must be History Department members; the third may, with the approval of the DGS, be a faculty member from another Notre Dame department or another university. The advisor is one of the three committee members. The committee works with the student to determine the subject areas of the exam and to compile reading lists and other materials for preparation. One of the three exam fields might be considered a "major" or "dissertation" field and be focused accordingly, while the two "minor" exam fields may test teaching and/or research competence within a field or area agreed on with the examiner(s).

The reading list for each field is determined by the relevant faculty member in consultation with the student. There is no prescribed number of books and articles, but lists that include 75 to 90 books for a major field and 40 to 60 books for a minor field are common. Committee members should feel free to share their reading lists with each other.

The students, in consultation with their committee, are responsible for scheduling the dates and times of their exam with the Graduate Studies Coordinator. Exams are taken in the Spring semester of the second year or by October 31 in the Fall semester of the third year. (These deadlines may differ for students in Peace Studies and HPS.) Students should keep in mind that, if exams are delayed to the third year, they still must submit and defend their Dissertation Proposal by the last day of classes of that same Fall semester.

2. Format & Scheduling

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

a. Written Portion

The Written Portion consists of three exams (one in each field) that are taken on separate days.

Each of these exams is generated by the faculty member advising that field. The faculty member produces three or more questions and asks the student to answer two. The questions are sent to the student via email by the Graduate Studies Coordinator at 9:00 a.m. on the appointed day. The student has until 5:00 p.m. the same day, eight hours total, with open-book access, to write answers and return them via email to the GSC (this provides a time stamp). The student should aim to answer each individual question with an essay of roughly 2,000 words, with a maximum of 2,500 words. The combined total for the two essays will thus be about 4,000 to 5,000 words. The faculty member who wrote the questions then grades the written work pass/fail and notifies the GSC, who in turn notifies the student.

This procedure is followed for each of the three exams. When committee members receive the student's response to their essay questions, they should feel free to share these with the other members in preparation for the Oral Defense.

b. Oral Defense

The Written Portion (three eight-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 30 minutes per Written position (3 x 30 = 90 minutes).

c. Scheduling

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

- Monday – Written Portion 1 (8 hours)
- Wednesday – Written Portion 2 (8 hours)
- Friday – Written Portion 3 (8 hours)
- Wednesday or Friday of Week 2 – 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 Portions 1 & 2 (16 hours)
- August – Oral Defense of Written 1 & 2 (no later than ten days after Written)
- October – Written Portion 3 (8 hours)
- October – Oral Defense of Written 3 (no later than ten days after Written)

OR

- August – Written Portion 1 (8 hours)
- August – Oral Defense of Written 1 (no later than ten days after Written)
- September – Written portion 2 (8 hours)
- September – Oral Defense of Written 2 (no later than ten days after Written)
- October – Written portion 3 (8 hours)
- October – Oral Defense of Written 3 (no later than ten days after Written)

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.

4. Assessment

Students must pass the Written Portion before proceeding to the Oral Defense.

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 and the problems and methods of each field. 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, each of the failed sections must be retaken based on new questions but the same body of reading. A second failure of two or more sections of the Written Portion will result in dismissal from the program.

At the Oral Defense, as in the Written Portion, each member of the exam committee determines whether the student has passed the examination in the field supervised by that member. If at least two of the three committee members approve passage, the student is deemed to have passed the Qualifying Examination. 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 and 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. Dissertation Proposal Committee

Doctoral Dissertation Proposals are submitted to a committee consisting of the student's advisor plus three other faculty members. 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.

It is common, but not required, for the Proposal committee to be the same as the three-member exam committee plus one additional member, and for the Proposal committee to serve later as the Dissertation committee.

2. Written Proposal

The written Proposal should be twenty to thirty pages plus bibliography, and will typically 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
- an annotated chapter outline
- a proposed timeline for completing the project
- a bibliography

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

3. Proposal Defense

Students must pass their Qualifying Examination before proceeding to the Dissertation Proposal Defense.

During the Defense, scheduled in consultation with the committee and the Graduate Studies Coordinator, the student presents a brief overview of the project followed by questions and discussion by the committee.

This Defense must be successfully completed no later than the last day of classes of the Fall semester of the third year.

F. Professionalization

1. The Historical Profession

The Department seeks to equip students for success in graduate school and train them as professional historians in ways beyond coursework, exams, and dissertation research. To this end, it offers HIST 83002 "The

Historical Profession," a workshop for first-, second-, and third-year students on the nature of the historical profession, pedagogical skills, grant-writing, career planning, and other relevant topics. HIST 83002 meets only a few times a semester. It has no credits or grades, and few or no assignments, but attendance is required. All students must register for HIST 83002 each semester during their first, second, and third year. Students who are away for one or more of those semesters will take the course upon their return to campus.

2. Teaching-Assistant Assignments

All graduate students are expected to serve as Teaching Assistants (TAs) for four semesters, normally during their second and third year. Students may delay up to two semesters 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.

A student may, with the approval of the DGS, replace one or more semesters of TA service with the same number of semesters in another position directly relevant to the goal of professionalization, for example, working or interning for a press, journal, library, archive, museum, or University office; alternatively, the student may serve as a research assistant in projects that will significantly enhance the student's skills or expertise in his or her own area of specialization. Service in any such position will be paid in the same manner, and carry the same workload, as a TAship. Approval of such requests will depend on the Department's need for TAs, the merit of the proposed alternative, and any other factors that the DGS deems relevant.

3. Teaching Resources

The Kaneb Center for Teaching and Learning (kaneb.nd.edu) is a valuable resource, and students are encouraged to explore its 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 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. Examples of **internal** units that support conference and presentation travel and related expenses include:

- Association of Graduate Historians Professional Development Grants (AGH-Departmental)
- Graduate Student Government (GSG) Conference Presentation Grant (CPG)
- Graduate School Professional Development Awards
- Institute for Scholarship in the Liberal Arts (ISLA)
- Nanovic Institute for European Studies
- Liu Institute for Asia and Asian Studies
- Kellogg Institute for International Studies
- Initiative on Race and Resilience
- and other University centers and institutes

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 is a major support and resource for graduate students. Even in their first year of study, students are encouraged to meet with a career consultant and draft a strategy for life beyond graduate work. Some internal funding units require meetings with Career Services staff in their 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 and book launches.

III. EVALUATION OF PROGRESS

A. Gateways

The Department of History has installed Gateways during the first four years of study to support and 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.

The Gateways are described below in the Appendix.

B. Annual Progress Reports

In addition to the Gateways, each student will submit her or his own self-evaluation of progress each year by the last day of class of the Spring semester. This brief written report should include an assessment of students' goals and actual 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. The Dissertation Committee

Once the Proposal has been defended, the candidate will form a Dissertation committee. This committee will have either four or five members, of whom at least three will be Department teaching and research faculty; exceptions may be made with the approval of the DGS.

C. Preparing for the Defense

When the dissertation is complete, and with the approval of their advisor, candidates 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, 8:00 a.m.–5:00 p.m.).

Candidates must submit the completed dissertation, including notes and bibliography, to all of their 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 candidates submit 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 it is 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 and examiners should, if possible, attend in person. Exceptions may be granted by the DGS. If a Defense

is held via videoconference, the DGS will make the link available to interested members of the History Department community.

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 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. Sixth-Year Funding

Note: students starting in Fall 2026 (and thereafter) should read the material at the end of this subheading.

As noted above, stipends are usually paid for five years. It is possible, however, to apply for a sixth year of funding. Students in their fifth year will be contacted by the DGS or GSC to inquire about their completion plan and/or need for additional support in the sixth year. To be eligible for sixth-year funding, a candidate must demonstrate substantial progress towards dissertation completion and the ability to defend the dissertation in the

sixth year. The DGS will review each candidate's case and make a recommendation to the College. Decisions are announced during the spring semester.

Sixth-year funding runs only until May, so it does not include the summer.

A sixth year of stipend payments depends on both the student's record and the availability of funds, so it is **never** guaranteed. Students who win a **major external** fellowship or grant in their first five years may, however, receive special consideration.

Sixth-year funding from the College 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.

Students starting in Fall 2026 and after:

Students who have met department gateways will be eligible to apply for a sixth year of funding. Students may apply in the Spring of their fourth year by emailing a request to the DGS and their dissertation advisor. That email should include an overview of the current state of their dissertation and a plan for completion. Funding will be awarded based on the availability of funds, demonstrated progress toward completion of the dissertation, their advisor's endorsement, and the feasibility of the completion plan.

Students who complete their dissertation within five years will be eligible for a one-year postdoctoral fellowship on either a teaching/research or administrative track.

B. The AGH

The Association of Graduate Historians (AGH), which is composed of the full body of graduate students in History at Notre Dame, elects a president and three vice presidents each academic year. The president of the AGH 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 AGH distribute professionalization grants and coordinate social and academic events throughout the year.

C. 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 coursework, passed at least one language exam, and passed a Master's examination, which is normally the equivalent of two Qualifying Exam fields in the normal format (see above for details on Qualifying Exams). 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.

D. 5+1 Postdoctoral 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.

Note: this does not apply to students starting in Fall 2026 and after. For more information, see section V.A.3.

E. Policy on the use of Generative AI in Comprehensive Exams, Theses, and Dissertations

A comprehensive exam, thesis, or dissertation is expected to be the student's original work. A student must not submit a comprehensive examination, dissertation, or thesis that contains written content, images, tables, references, or data generated by artificial intelligence (AI) tools, unless:

- such content is explicitly approved by the student's advisory committee;
- Generative AI use is an approved accommodation under the Americans with Disabilities Act;
- a student's thesis or dissertation includes research on generative AI with examples clearly identified and cited appropriately.

If approved by the student's advisory committee, the extent of generative AI usage should be disclosed, in detail, in a statement within the thesis or dissertation.

Students who violate this policy will be subject to university disciplinary procedures for academic misconduct, which can include termination of their degree program and expulsion from the university.

Acceptable uses of AI for third-party editorial assistance

- Correcting spelling, punctuation, and grammar.
    - Note: services that change the meaning of sentences or extensively rewrite for clarity are not acceptable.
- Correcting formatting of margins, headings, and citations according to the style manual specified by the student (e.g., APA, Turabian, MLA).

F. Grievances & Appeals

Students who wish to file a grievance against the Department or its faculty, or to appeal a Departmental decision in respect to them, should consult with the Director of Graduate Studies. If 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. If 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 Studies 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 it 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: Program Timeline

First Year

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.

General requirements:

- Complete 18 credit hours of coursework over two semesters, including HIST 83000 "The Historian's Craft" in the Fall semester and HIST 83005 "Research, Writing, and Publishing" in the Spring.
- Complete HIST 83002 "The Historical Profession" (both Fall and Spring).
- Select an advisor.
- Write at least one research paper.
- Present a research paper at the First-Year Graduate Student Conference.
- For the summer, register for HIST 67890 "Independent Summer Research" (0 cr.).

Gateway:

- The first Research Paper and the presentation at the First-Year Graduate Student Conference will serve as the major assessment instrument for the first year, along with grades in coursework.

Recommended:

- Consult regularly with the academic advisor when considering classes and making decisions about major paper assignments and summer programs.
- Begin thinking about the three fields for the Qualifying Examination.
- Begin exploring potential dissertation topics in close consultation with the academic advisor.
- Attend a conference.
- Submit research-fellowship applications.
- If it is relevant to their research field, students should acquire training in paleography.

This year forms an introduction to the philosophy, methods, and subject areas of History. All first-year students must take primary responsibility for managing and planning their graduate and professional career.

Second Year

General requirements:

- Complete 18 credit hours of coursework over two semesters.
- Complete HIST 83002 "The Historical Profession" (both Fall and Spring).
- Students who have completed a total of 36 credit hours of coursework, but have not yet passed their Qualifying Examination, should register for as many credits of HIST 97000 "Examination Preparation" as are needed to maintain full-time status (nine credit hours per semester).
- Serve as a TA (both Fall and Spring).
- Identify three fields for the Qualifying Exam and faculty to supervise them.
- Gain approval of exam reading lists from these faculty, clarify the examination criteria for each field, and make substantial progress in preparing for the Qualifying Exam.
- Students may, but are not required to, take one or several Written Portions of their Qualifying Exam and the corresponding Oral Defense(s) during the second year.
- For the summer, register for HIST 67890 "Independent Summer Research" (0 cr.).

Gateway:

- If students take the Written Portion and Oral Defense in one or more Qualifying Examination field during the Spring semester, this will serve as the assessment instrument for year two. If, in consultation with their advisor and committee, they delay all three exams until the Fall of the third year, they will be assessed on their performance in coursework.

Recommended:

- Write a first draft of the Dissertation Proposal and share it with the advisor.
- Write a research paper.
- Apply for travel and research support from University centers and institutes during the winter of year two for use in the following spring or later.
- Present a paper at a conference.
- Spend the summer after year two preparing for Qualifying Exams and honing the Dissertation Proposal.

Third Year

General requirements:

- Maintain full-time status (nine credit hours per semester) by registering for either HIST 97000 "Examination Preparation," HIST 98699 "Research and Dissertation," or HIST 98700 "Nonresident Dissertation Research."
- Complete HIST 83002 "The Historical Profession" (both Fall and Spring).
- Pass the remaining Written Portion(s) and Oral Defense(s) of the Qualifying Exam by October 31.
- Submit and Defend the Dissertation Proposal by the last day of classes of the Fall semester.
- Serve as a TA (both Fall and Spring).
- Pass language exams.
- For the summer, register for HIST 67890 "Independent Summer Research" (0 cr.).

Gateway:

- The Written Portion and Oral Defense of the remaining Qualifying Examination field(s), together with the Dissertation Proposal and its Defense, will serve as the assessment instruments. Missing the deadlines for any of these requirements, or failing to pass any of them, may be grounds for dismissal.

Recommended:

- Submit fellowship applications (Fall semester).
- Submit an article for publication.
- Begin dissertation research (Spring semester).

Fourth Year

General requirements:

- Maintain full-time status (nine credit hours per semester) by registering for HIST 98699 "Research and Dissertation" or HIST 98700 "Nonresident Dissertation Research."
- Research and write the dissertation.
- For the summer, register for HIST 67890 "Independent Summer Research" (0 cr.).

Gateway:

- The assessment instrument is Dissertation Committee approval of one dissertation chapter by May 1. Failure to complete a chapter or receive committee approval for it may be grounds for dismissal.

Recommended:

- Submit an article for publication.

Fifth Year

General requirements:

- Maintain full-time status (nine credit hours per semester) by registering for HIST 98699 "Research and Dissertation" or HIST 98700 "Nonresident Dissertation Research."
- Research and write the dissertation.
- Note: 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.

Gateway:

- Defend the dissertation and submit it to the Graduate School.
- Note: The defense and submission deadlines are set by the Graduate School. The University confers degrees in May (regular University Commencement), January, and August. For each of these 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.
- Graduate!

Recommended:

- Submit an article for publication.
- Evaluate career goals and strategy.
- Apply for post-doctoral and other employment.