

# Graduate Handbook

*Updated: August 2016*

## Degrees Offered

The University of Utah's Department of History offers courses of graduate study leading to the **PhD**, **MA**, and **MS** degrees. The MA is a prerequisite for the PhD program in our department. There are approximately sixty students in the graduate program and we admit about fifteen new students per year.

We offer the PhD in four fields: **Medieval European**, **Modern European**, **Middle Eastern**, and **US History**. Master's degrees are available in eight fields: **Asian**, **European**, **Latin American**, **Middle East**, **US**, and **World History**, **Colonialism and Imperialism**, and **Comparative Gender and Sexuality**.

The PhD is the highest degree attainable in History. It is a prerequisite for most college and university faculty positions, and is also required for many positions in public history. The MA serves as a gateway to the PhD program, and also qualifies degree recipients for some teaching and public history positions. The MS degree is structured specifically for primary and secondary educators who want to strengthen their teaching credentials in History. In place of the research emphasis of the MA degree, it allows students to tailor their courses of study to their classroom needs. The MS is a terminal degree, and is not intended as preparation for the PhD

## Outcomes

In past years our PhD recipients have accepted teaching appointments at many universities: Brigham Young University, California State University, College of Eastern Utah, Colorado State University, Pennsylvania State University, Southern Utah University, Texas Tech University, University of California-Davis, University of Dresden, University of New York, University of Puget Sound, Weber State University, Westminster College, and more. Others have taken jobs at university and regional libraries, in archives, state historical societies, museum management, and various fields of public history.

Graduates of our MA program have gone on to doctoral programs at the Universities of California, Colorado, Cornell, Harvard, Indiana, Michigan, Missouri, Notre Dame, Ohio State, Pittsburgh, Rutgers, Virginia, Washington, Wisconsin, and Yale. Others have gone on to positions in public history and archives.

Prospective and incoming students should be aware that the job market in History has deteriorated in recent years, and the History Department has had a harder time placing its graduates in tenure-track employment. As the economy improves, job prospects may improve as well, but some university systems are adopting structural changes that will make tenure-track employment harder to come by for the foreseeable future.

The Department of History Policies and Procedures for Graduate Students are subordinate to, and at all times shall conform to, The Graduate School's Policies and Procedures for Graduate Students: <http://gradschool.utah.edu/graduate-catalog/>.

## **Student Resources**

Incoming students compete for three named fellowships - the **Maybelle Burton**, the **Dean L. May**, and the **History Department Fellowship** - as well as Teaching Assistant appointments. We are generally able to offer fellowships or teaching assistantships to about half of our incoming students. Fellowships include a stipend and a tuition waiver; teaching assistants are also eligible for University-subsidized health benefits.

PhD candidates who have passed their qualifying exams can apply for college- and university-wide fellowships, including **Steffensen Cannon Graduate Fellowships**, **Tanner Humanities Center Graduate Fellowships**, **Graduate Research Fellowships**, and **Mariner S. Eccles Graduate Fellowships in Political Economy**.

Travel funds for presenting at conferences are available from the Department, the College of Humanities and the Graduate School. The Department also offers travel funds to PhD students to support travel to archives for dissertation research.

## **Fellowships & Teaching Assistantships**

Fellowships and Teaching Assistantships are offered to incoming and current graduate students on a competitive basis. They constitute the department's primary form of financial aid, and they are awarded based on the academic merit of the applicant.

### **Applying for Aid**

Incoming students who wish to be considered for fellowships and teaching assistantships should note their interest in receiving financial aid in their application materials. Current students who have been awarded multi-year fellowships do not need to apply for renewal during the term of the fellowship. Current students who are Teaching Assistants or are in the last year of their fellowships who wish to be considered for teaching assistantships must apply for renewal by February 1. Current students who are not currently receiving aid who wish to be considered for teaching assistantships must apply for renewal by February 1.

### **Responsibilities**

Graduate students who receive funding must be full-time students in good

standing in the program. They must maintain a GPA of 3.0 or better and make satisfactory progress toward the completion of their degree programs. Teaching Assistants are responsible for providing instructional assistance for classes to which they have been assigned. This assistance may include grading, meeting with students, conducting study and review sessions, and other duties as assigned.

### **Benefits**

Teaching Assistants are eligible for subsidized health care through the Graduate School of the University of Utah. Details of the plan can be found at Graduate School Insurance Q & A (<http://gradschool.utah.edu/tbp/insurance-qa/>) Fellowship holders are not eligible for subsidized health care.

### **Termination of Fellowships & Teaching Assistantships**

Graduate Fellows and Teaching Assistants may lose their appointments at any time during the academic year if they withdraw from, or stop attending, classes. They may lose their appointments midyear if they fail to maintain a 3.0 GPA or otherwise fail to make satisfactory progress in their programs of study. Graduate Fellows on multi-year awards may lose their appointments at the end of the academic year if they fail to maintain a 3.0 GPA or otherwise fail to make satisfactory progress in their programs of study.

In addition, Teaching Assistants may lose their appointments at any time during the academic year if they neglect their responsibilities as Teaching Assistants, or act with malfeasance in the execution of those responsibilities, in the judgment of the Director of Graduate Studies in consultation with the Graduate Committee.

## **Campus Partnerships**

The University of Utah has many resources to offer our graduate students. We have area studies programs in the **Middle East**, **Asia**, and **Latin America Centers**, with strong foreign language support and other programmatic resources. The **American West Center** is a major center of public history and community-engaged scholarship, with varying opportunities for graduate students in History. The **Marriott Library**, with more than two million volumes, is especially strong in United States History and Western Americana. The **Aziz S. Atiya Middle East Library** houses one of the largest collections of Arabic, Hebrew, and Persian materials in the country. The nearby **LDS Family History Library**, with its unparalleled microfilm collection of vital records from throughout the world, affords unique opportunities for scholarly research in social history.

## **Department of History Graduate Committee**

The Graduate Committee creates and recommends policies and regulations directly related to the department's graduate program. The department chairperson serves as a non-voting member of the Graduate Committee. The chair of the Graduate Student

Advisory Committee also serves as a voting member of that committee except in matters dealing with admission, financial aid, or student progress evaluations. The committee may also serve as an appellate body for students and faculty members requesting a review of supervisory committee actions or other matters affecting the graduate program in general, or an individual in particular.

The Director of Graduate Studies administers the graduate program of the department of history, chairs the graduate committee, is responsible for ongoing graduate student evaluation, and advises on requests for variance from established procedures and regulations. The departmental Graduate Advisor facilitates the implementation of policy and procedures established by the graduate committee, and assists students in completing graduate program requirements. Most technical questions regarding the graduate program and its requirements are handled by the Graduate Advisor. The Graduate Advisor also maintains all graduate student records, serves as dissertation/thesis librarian, and certifies students upon completion of their programs. The Director of Graduate Studies maintains regular office hours for graduate students and is available for consultation regarding all aspects of a student's graduate program.

## **Graduate Course Types**

### ***Seminar***

HIST 7000 level. A research course in which the student writes and presents a paper based on original research.

### ***Proseminar***

HIST 7500 & 7510. A two-semester reading course in American history that emphasizes major issues and methodologies from the origins of European colonization of North America to the present. Required for US history students.

### ***Colloquium***

HIST 6000 & 7000 levels. A reading course designed to acquaint the student with the principal works and historiographical issues in the field.

### ***Directed Reading***

HIST 6940. A course designed for a student by a faculty member and approved by the Director of Graduate Studies, which covers principal works and historiographical issues in the field. This course is not intended for the writing or completion of a thesis, nor is it to be taken in lieu of a seminar or utilized when other suitable graduate courses are being offered. Students must have established a Supervisory Committee.

### ***Thesis Research***

HIST 6970 & 7970. Courses in which the student is actively engaged in researching and/or writing a master's thesis or doctoral dissertation. Students should consult regularly with their Supervisory Committee Chairs and keep their Supervisory Committees apprised of their progress.

### ***Faculty Consultation***

HIST 6980 & 7980. Courses to be used when students have completed their coursework, and their required thesis research for their degree is completed, but before dissertation hours (PhD students only) can begin. This course does not count towards fulfillment of degree requirements.

### ***Continuing Registration***

HIST 7990. No credits given. Course used when a student is away from campus and is not using University of Utah faculty or staff resources, or when the student is only using the library. Permission by the Director of Graduate Studies required. Four semesters maximum.

## **Satisfactory Progress**

All students are expected to make satisfactory progress through the program. Failure to do so may result in the suspension of fellowship awards, the loss of Teaching Assistantships, or dismissal from the program.

### **Definition and Expectations**

Satisfactory progress requires timely and satisfactory completion of all coursework and steady progress toward qualifying exams and thesis and dissertation defense. The department conducts an annual Progress Evaluation Review every spring to assess students' progress in the programs of study. The best way for student to ensure that they are on track is to maintain regular contact with supervisory committee chairs and members. Where deficiencies in a student's progress have been identified, the student should consult with hi/her supervisory committee and then develop a specific plan for addressing those deficiencies within a six-month period.

Incompletes in coursework are occasionally unavoidable, but as a general rule they are strongly discouraged. Incompletes should be addressed as soon as possible after the end of the semester in which they are incurred, and--except in the most unusual circumstances--should never remain on a student's record for more than six months.

All financial aid awards are premised on a student's satisfactory progress through the program. Students who do not make satisfactory progress either in the pace or quality of their work may lose or have low priority for departmentally controlled financial support. Students holding regular Teaching Assistantships will be reviewed annually for renewal in a competitive process. Students with multi-year awards may have those awards revoked if they fail to make satisfactory progress in their programs of study.

Students who fail to make satisfactory progress, and then fail to address deficiencies in a timely manner, may be dismissed from the program. A recommendation for dismissal will originate with a student's supervisory committee and requires approval by the

Director of Graduate Studies in consultation with the Graduate Committee.

## **Graduate Student Progress Evaluation**

The performance of students will normally be reviewed during a spring semester meeting of the Graduate Committee with supervisory committee chairs. Recommendations will be made at that time concerning the retention of students in the program. The faculty will determine:

- If the student's performance and progress toward the degree is satisfactory in all academic respects.
- If specific deficiencies exist in the student's work which must be corrected within a fixed period of time.
- If the student should justify his or her continuation in the program in writing to the Director of Graduate Studies. In such cases, the Supervisory Committee in consultation with the Director of Graduate Studies shall make the final decision regarding continuation in the program.
- If termination from the program should be recommended at the end of the current academic year.

## **Registration**

### **Minimum Continuous Registration**

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including, the defense of the project, thesis, or dissertation.

### **Leaves of Absence**

Students who wish to discontinue their studies for one or more semesters may request a leave of absence from the department's Director of Graduate Studies, which may be granted subject to the approval of the Dean of the Graduate School in the following

circumstances:

- ☐ Leaves of absence will generally be granted and reviewed before the beginning of each semester for reasons including but not limited to those granted under the federal Medical and Family Leave Act (<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>).
- ☐ Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective.
- ☐ Leaves may also be granted to students who, in the judgment of the Director of Graduate Studies, are engaged in work considered beneficial to their academic goals, such as temporary teaching, research fellowship, or professional positions or employment which will ultimately allow the student to complete the degree.
- ☐ Leaves for other reasons may be granted and reviewed when the Director of Graduate Studies believes the leave is in the best interest of both the student and the University.

## **Degree Requirements**

### **The PhD**

The Doctor of Philosophy program provides general instruction in the historian's craft and intensive training in one major field and two minor fields of history. Candidates for the PhD are expected to obtain a broad historical knowledge, demonstrate expertise in the special area of their dissertations, and master fundamental research techniques and methodologies. As prospective members of a time-honored profession, candidates should strive to make substantive contributions to historical scholarship in original research and writing, classroom teaching, or institutions of research and interpretation.

### **Prerequisite**

Students must have completed an MA degree to enter the PhD program. Admission to the program, along with any grant of financial aid, is conditional until the Department of History receives official notification of the completion of the MA degree.

### **Fields**

During the first or second semester of study, PhD students, in consultation with the Supervisory Committee chair, shall select one major and two minor fields of study. Only one minor field may be a discipline other than History.

Major fields: **Medieval European, Modern European, Middle Eastern, and US History.**

Minor fields: **Asian, Latin America, European, Middle Eastern, US, and World History, Colonialism and Imperialism, and Comparative Gender and Sexuality.**

## **Supervisory Committee**

The Supervisory Committee is vital to a student's graduate program. The committee helps to plan and approves the student's academic program, prepares and evaluates all qualifying (comprehensive) examinations, advises on and evaluates the thesis, or dissertation, and administers and evaluates the final oral examination. The committee makes decisions concerning program requirements, examinations, and the thesis/dissertation. In the case of master's students, these decisions must be unanimous. In the case of PhD students, these decisions must be approved by the chair of the Supervisory Committee and a majority of the other members of the committee. Hence, all members of the supervisory committee must be informed about any changes in the program of study, and must approve the thesis/dissertation prospectus.

Each graduate student, in consultation with the Director of Graduate Studies, is responsible for initiating the selection of a Supervisory Committee. The student should select a Supervisory Committee chair as early as possible in his or her course of study, and in any case no later than the second semester of graduate study.

In consultation with the Supervisory Committee chair, the student should propose additional faculty members to complete the committee. A majority should hold regular faculty appointments. After approval by the Supervisory Committee chair, the student should extend a personal invitation to each individual to serve in this capacity. Once this informal process has been completed, the student initiates a Request for Supervisory Committee, which is submitted to the Director of Graduate Studies for approval. If that approval is granted, the form is delivered to the Graduate Advisor for placement in the student's official university file. Graduate school regulations for Supervisory Committees (<http://regulations.utah.edu/academics/6-203.php>).

The Supervisory Committee for doctoral students consists of 5 members of the university faculty including adjunct and research faculty. A majority of the committee must hold regular faculty appointments in history. The student's thesis advisor will normally chair the committee. The other members of the committee should include one representative from each of the minor fields. At least one committee member must be from a department other than history. Students should aim at broad coverage of their major field in selecting the remaining members of their committee.

As soon as the Supervisory Committee has been formally appointed the chair should convene a meeting of the committee and the student to determine a formal course of study. This program shall include identification of both a major field and a field of

emphasis and such supplementary courses as necessary to prepare the student for comprehensive examinations and to meet degree requirements. The chair of the supervisory committee shall prepare a written report of the committee's deliberations for the student's file. This report shall include the program of study form, spelling out the requirements of the student's program and anticipated course work. No changes may be made either in fields or personnel of the supervisory committee without the approval of the Director of Graduate Studies.

Since students' interests may change during their graduate programs and faculty members may accept other positions or be absent from campus for extended periods, it is often necessary to request a change in Supervisory Committee membership. A department form, Request for Change in Supervisory Committee, must be submitted whenever a student wishes to make a change in supervisory personnel. The form is prepared by the student in consultation with the student's advisor and the Director of Graduate Studies. The approved request is then delivered to the Graduate Advisor for placement in the student's official university file. Only the departmental Request for Change in Supervisory Committee form will be accepted by the graduate records office, and names on the approved form must correspond with all signatures on official candidacy forms, examination reports, and the thesis or dissertation final approval page. All graduate students must have organized their Supervisory Committees before they may enroll in a Directed Reading.

## **Coursework**

There is no stipulated number of credit hours required for the PhD. In consultation with the Supervisory Committee, PhD students will create an individualized program of study designed to prepare them to pass the qualifying examinations and proceed with dissertation research.

### **Course requirements:**

- PhD students must complete HIST 7800 or its equivalent.
- PhD students in US History must complete HIST 7500 and HIST 7510 during their first year in residence.
- PhD students must complete two research seminars, at least one of which must be in their major field.
- PhD students must take a seminar or colloquium in each minor field.
- PhD students must take a minimum of fourteen hours of HIST 7970 (Thesis Research).
- PhD students may supplement formal course work by taking HIST 6940 (Directed Reading) only if no colloquium in that area is available. Students must first submit a Request for Directed Reading form to the Director of Graduate Studies for approval. Students may take no more than three hours of directed readings in the major field and no more than three hours in each minor field.

- □ Faculty Consultation (HIST 7980) does not count toward fulfillment of degree requirements.
- □ Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

## **Program of Study**

The program of study is a list that contains all the coursework and research hours completed for the degree. Candidates for the PhD degree ordinarily must complete no fewer than three full years (six semesters) of approved graduate work (i.e., courses numbered 6000 and above) and a dissertation. All candidates for a PhD will meet with the Graduate Advisor one semester before graduation to discuss the final requirements, which will provide sufficient time for entering all the information online. The Supervisory Committee and the Director of Graduate Studies must approve the program of study.

## **Language Requirement**

All PhD students must achieve advanced proficiency in one foreign language. Students should contact the Department of Languages and Literature (<http://languages.utah.edu/student-services/languageverification.php>) to learn how to fulfill this requirement. PhD students may also be required by their supervisory committees to master other foreign languages to conduct research and read scholarship in their chosen fields. Language credits will not count towards fulfillment of degree requirements.

## **Qualifying Examination**

PhD qualifying examinations consist of two parts: a written examination and an oral examination.

In the major field, the written examination will not exceed eight hours in length. The exam is constructed and evaluated by the PhD student's Supervisory Committee and will reflect the breadth and complexity of the entire field. In the minor fields, written examinations will not exceed four hours in length altogether (i.e., two hours in each minor field). At the discretion of the supervisory committee, the student may substitute a portfolio for a written examination in either or both minor fields. This portfolio will consist of sample syllabi for a course or courses in that field, along with an annotated bibliography and the student's written work deemed appropriate for the portfolio by the student's minor field Supervisory Committee member.

The student's Supervisory Committee will conduct an oral examination of approximately two hours after the completion of all written examinations. The oral examination shall be

conducted by the student's Supervisory Committee Chair and will cover the major and minor fields.

All major and minor field examinations are to be administered at a time and place determined in coordination with the Graduate Advisor and the Supervisory Committee chair. The written and oral portions of the examination are evaluated together. Thus, a student has not passed the examination until both portions are completed, though in some cases the supervisory committee may deem a written examination a failure without proceeding to the oral examination.

At the discretion of the Supervisory Committee, written and oral examinations (or parts thereof) may be repeated, but only once; failure to pass an examination either entirely or in part a second time shall automatically result in termination of the student's doctoral program. After passing both the written and oral examinations, the student will be considered a Doctoral Candidate.

Students who have passed their qualifying exams may be awarded the honor of "pass with distinction." The Supervisory Committee, while discussing the merits of the student's performance, may choose to award this honor. The committee must vote on the distinction and the vote must be unanimous. In writing, the Supervisory Committee Chair will notify the student and the Director of Graduate Studies of the honor having been bestowed.

## **Prospectus**

Upon completion of the qualifying examination, the student shall be admitted to candidacy for the PhD degree. Thereafter the candidate shall present a prospectus of the dissertation to the Supervisory Committee for approval. The prospectus is a proposal for the dissertation, and will normally include a statement and justification of the topic to be explored, a research plan, a bibliography of primary and secondary sources, and a discussion of methodology. The prospectus should be developed only after considerable preliminary investigation of a general problem. The prospectus must receive formal approval by the candidate's Supervisory Committee. A departmental form summarizing the action of the committee, along with a copy of the approved prospectus, must be filed with the Advisor following the prospectus meeting.

## **Dissertation**

After the prospectus is approved, candidates proceed to research and write a dissertation under the supervision of the dissertation advisor, who in most cases will be the Supervisory Committee Chair. This is to be a major research and writing endeavor, incorporating exhaustive research and advanced conceptual and analytical skills. Although supervision of the dissertation shall be the province of the dissertation advisor, candidates are expected to advise other committee members of their work in progress. The candidate shall submit a draft of the dissertation to each member of the supervisory committee at least one month prior to the final oral examination. The style and format of

the dissertation must accord with departmental policies as administered by the **Thesis Office at the Graduate School**.

## **Final Examination**

The Supervisory Committee shall conduct a final two-hour oral examination consisting of a defense of the dissertation. The examination follows final acceptance of the dissertation by the committee; only minor editorial changes can be made after that time without the approval of the graduate advisor and the Supervisory Committee chair. The candidate must pass the final oral examination at least 3 weeks before graduation. In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's PhD program. The chair of the Supervisory Committee shall inform the student in writing of the results of the examination. A copy of this letter shall be placed in the student's departmental file.

## **Residency Requirement**

At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. When a student proceeds directly from a master's degree to a PhD degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study. A full course load is nine credit hours. Three hours of Thesis Research: PhD

## **Registration**

The candidate must complete at least fourteen hours of thesis research (HIST 7970, Thesis Research: PhD). The candidate also must be regularly enrolled at the University for three or more credit hours during the semester in which they take their exams, and during the semester in which they have their oral dissertation defense.

Doctoral students maintain minimum registration by registering and paying applicable tuition and fees for at least three credit hours per semester during the academic year from the time they are admitted to The Graduate School until they have been formally advanced to candidacy (usually after completion of all coursework, the qualifying examination, and the language requirement). Doctoral students who have been admitted to candidacy maintain minimum registration by:

- □ Registering and paying the applicable tuition and fees for a minimum of three credit hours if the candidate is in residence, uses University buildings, consults regularly with her or his supervisory committee, or otherwise uses University facilities. All candidates taking their final examination during the semester in question must be registered for three

credit hours.

-OR-

- Registering for Continuing Registration (course number 7990) if the candidate is not using faculty time or University facilities except the library. No students may register for more than four semesters of 7990.

Doctoral students who successfully defend their dissertations are no longer required to register. However, those who wish to check out books from the library must register for Continuing Registration (course number 7990).

Only courses numbered 6970 and 7970 may be counted as thesis or dissertation hours in fulfillment of degree requirements. Course numbers 6980 and 7980 (Faculty Consultation) do not count toward fulfillment of degree requirements.

### **Time Limit**

Doctoral students must complete the degree requirements within seven years of the original date of admission; failure to do so shall necessitate reapplication for admission to the program and repetition of all qualifying examinations.

### **Criteria For Dismissal**

All graduate students may be dismissed from the program for violating any of the standards of academic misconduct as defined in The University Student Code (<http://regulations.utah.edu/academics/6-400.php>), which further describes activities that constitute academic misconduct and academic sanctions that may be imposed.

Doctoral Students may be dismissed from the program for failure to achieve any of the following:

- Maintain a minimum GPA of 3.0
- Officially register documentation of a supervisory committee and doctoral advisor by the end of their 4<sup>th</sup> semester as a doctoral student.
- Continuously maintain an official advisor and supervisory committee from the time of official registration of the supervisory committee through completion of the program.
- Pass qualifying exams by the end of their 5<sup>th</sup> year in the doctoral program. (In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's PhD program).
- Make acceptable progress toward the degree as determined by the supervisory committee and as outlined in the Satisfactory Progress section of the Graduate Handbook.

- □ Complete dissertation revisions as required by the supervisory committee and obtain the supervisory chair's signature on the Final Reading Form within 120 days of the dissertation defense.

## **The MA**

The Master of Arts degree program provides general competence in a selected field of study and substantive training as a research historian. The MA differs from the MS in requiring proficiency in a foreign language and an intensive research experience. The MA is normally a degree preparatory for doctoral work. The MA in US History is a research-intensive, non-thesis degree; in all other fields, the MA requires completion of a thesis.

### **Supervisory Committee**

The Supervisory Committee is vital to a student's graduate program. The committee helps to plan and approves the student's academic program, prepares and evaluates all qualifying (comprehensive) examinations, advises on and evaluates the thesis, or dissertation, and administers and evaluates the final oral examination. The committee makes decisions concerning program requirements, examinations, and the thesis/dissertation. In the case of master's students, these decisions must be unanimous.

In the case of PhD students, these decisions must be approved by the chair of the Supervisory Committee and a majority of the other members of the committee. Hence, all members of the supervisory committee must be informed about any changes in the program of study, and must approve the thesis/dissertation prospectus.

Each graduate student, in consultation with the Director of Graduate Studies, is responsible for initiating the selection of a Supervisory Committee. The student should select a Supervisory Committee chair as early as possible in his or her course of study, and in any case no later than the second semester of graduate study.

In consultation with the Supervisory Committee chair, the student should propose additional faculty members to complete the committee. A majority should hold regular faculty appointments. After approval by the Supervisory Committee chair, the student should extend a personal invitation to each individual to serve in this capacity. Once this informal process has been completed, the student initiates a Request for Supervisory Committee, which is submitted to the Director of Graduate Studies for approval. If that approval is granted, the form is delivered to the Graduate Advisor for placement in the student's official university file. Graduate school regulations for Supervisory Committees (<http://regulations.utah.edu/academics/6-203.php>).

The Supervisory Committee for master's students consists of at least 3 faculty members who are selected on the basis of their ability to contribute to the student's graduate program, two of whom must come from the Department of History. Upon

recommendation of the Supervisory Committee chair and with approval of the Director of Graduate Studies, one member of the Supervisory Committee may be in a field outside the student's major field, or a discipline outside of history.

As soon as the Supervisory Committee has been formally appointed the chair should convene a meeting of the committee and the student to determine a formal course of study. This program shall include identification of both a major field and a field of emphasis and such supplementary courses as necessary to prepare the student for comprehensive examinations and to meet degree requirements. The chair of the supervisory committee shall prepare a written report of the committee's deliberations for the student's file. This report shall include the program of study form, spelling out the requirements of the student's program and anticipated course work. No changes may be made either in fields or personnel of the supervisory committee without the approval of the Director of Graduate Studies.

Since students' interests may change during their graduate programs and faculty members may accept other positions or be absent from campus for extended periods, it is often necessary to request a change in Supervisory Committee membership. A department form, Request for Change in Supervisory Committee, must be submitted whenever a student wishes to make a change in supervisory personnel. The form is prepared by the student in consultation with the student's advisor and the Director of Graduate Studies. The approved request is then delivered to the Graduate Advisor for placement in the student's official university file. Only the departmental Request for Change in Supervisory Committee form will be accepted by the graduate records office, and names on the approved form must correspond with all signatures on official candidacy forms, examination reports, and the thesis or dissertation final approval page. All graduate students must have organized their Supervisory Committees before they may enroll in a Directed Reading.

## **Fields**

MA students generally enter the program with a major field of study already identified. Any change to the major field should be made as early as possible, and in any case no later than spring semester of a student's first year of coursework. In consultation with the Supervisory Committee chair, students may also identify an area of emphasis within their major fields.

**MA Fields: Asian, European, Latin American, Middle East, US, and World History, Colonialism and Imperialism, and Comparative Gender and Sexuality.**

## **Coursework: US History Major Field**

Candidates for the MA degree in US History must complete a minimum of thirty credit hours of post-baccalaureate upper-division (5000 level & above) coursework in History.

Candidates who have undergraduate degrees in fields other than History may be required by their Supervisory Committees to complete additional coursework as necessary.

### **Course Requirements:**

- ☐ US MA students must complete HIST 7800 or its equivalent. HIST 7800 is a prerequisite to taking a research seminar.
- ☐ US MA students must complete HIST 7500 and HIST 7510 during their first year in residence.
- ☐ US MA students must complete two research seminars, at least one of which must be in their major field.
- ☐ US MA students may enroll in upper-division undergraduate courses (3000 and 4000 levels) for graduate credit with the approval of the instructor and the Director of Graduate Studies. They will enroll using one of the following Special Studies numbers: HIST 6880, 6890, 6900, 6910, 6920, or 6930. Students in these classes will be expected to attend all meetings with the undergraduate class and do additional graduate-level work. Students may take 6880, 6900, 6910, 6920, or 6930 up to 3 times (for a total of 9 hours) for credit.
- ☐ US MA students with undergraduate deficiencies in History may supplement formal course work by taking HIST 6940 (Directed Reading) with an individual faculty member. However, such directed readings are considered wholly supplementary and may not be applied toward the degree.
- ☐ Faculty Consultation (HIST 6980) does not count toward fulfillment of degree requirements.
- ☐ US MA students who choose a public history component for their program must include at least 2 courses and an internship in an area of public history, such as archives and records management, historic preservation, or historical resource management (including museology).
- ☐ US MA students may not register for thesis hours (HIST 6970), as theirs is a non-thesis degree.

Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

### **Coursework: International & Thematic Major Fields**

Candidates for the MA degree in all fields except US History must complete a minimum of thirty credit hours of post-baccalaureate upper-division (5000 level & above) coursework in History. Candidates who have undergraduate degrees in fields other than History may be required by their Supervisory Committees to complete additional coursework as necessary.

### **Course Requirements:**

- ☐ Non-US MA students must complete HIST 7800 or its equivalent. HIST 7800 is a prerequisite to taking a research seminar.
- ☐ Non-US MA students must complete two research seminars, at least one

- of which must be in their major field.
- Non-US MA students may enroll in upper-division undergraduate courses (3000 and 4000 levels) for graduate credit with the approval of the instructor and the Director of Graduate Studies. They will enroll using one of the following Special Studies numbers: HIST 6880, 6890, 6900, 6910, 6920, or 6930. Students in these classes will be expected to attend all meetings of the undergraduate class and do additional graduate-level work. Students may take 6880, 6900, 6910, 6920, or 6930 up to three times (for a total of nine hours) for credit.
- Non-US MA students with undergraduate deficiencies in history may supplement formal course work by taking HIST 6940 (Directed Reading) with an individual faculty member. No more than three hours of HIST 6940 may be applied toward the degree in non-U.S. fields.
- Faculty Consultation (HIST 6980) does not count toward fulfillment of degree requirements.
- Non-US MA candidates must register for at least six hours of thesis work (HIST 6970).
- Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

## **Program of Study**

The program of study is a record that contains a student's coursework and research hours completed towards the degree. All candidates for the MA must meet with the Graduate Advisor one semester before graduation to discuss the final requirements; this will give sufficient time for entering all the information online. The Supervisory Committee and the Director of Graduate Studies must approve the program of study.

A candidate's program of study must consist of not less than twelve credit hours of course work, excluding thesis, in the selected field of study. In addition, nine to twelve hours of course work are elected. All course work counted toward the degree must be approved by the student's supervisory committee. Faculty Consultation (HIST 6980) does not count toward thesis hours or fulfillment of degree requirements. Candidates must devote a minimum of thirty credit hours to their graduate courses (i.e., courses numbered 5000 and above) and thesis. Each candidate is required to maintain a 3.0 or higher GPA in course work counted toward the Master's Degree. A grade below B- will not be accepted. Coursework used to meet the requirements of one master's program may not be used to meet the requirements of another.

## **Language Requirement**

All MA students must achieve standard proficiency in one foreign language. Students should contact the Department of Languages and Literature to learn how to fulfill this requirement. MA students may also be required by their Supervisory Committee to master other foreign languages to conduct research and read scholarship in their chosen fields. Language credits will not count towards fulfillment of degree requirements.

## **Thesis Requirement: International & Thematic Major Fields**

Candidates for the MA degree in all fields except US History will prepare a thesis that constitutes a substantive contribution to historical scholarship. The Supervisory Committee will evaluate the thesis, determine its acceptability, and administer a final oral exam based in part on the thesis. MA students must take a minimum of 6 credit hours of thesis research (HIST 6970) to be applied toward the MA degree. Although supervision of the research and writing of the thesis shall be the province of the thesis director (in most cases, the Supervisory Committee Chair), students are expected to advise other Supervisory Committee members of the work in progress. A draft of the thesis shall be submitted to each member of the Supervisory Committee, along with the rest of the student's portfolio, at least one month prior to the final oral examination. The style and format of the thesis must accord with departmental policies as administered by the Thesis Editor of the Graduate School.

## **Thesis Prospectus: International & Thematic Major Fields**

Candidates for the MA degree in all fields other than US History will present a prospectus for their thesis to their Supervisory Committee for approval. A departmental form summarizing the action of the committee, along with a copy of the approved prospectus, must be filed in the departmental graduate office following the prospectus meeting.

## **Portfolio**

Candidates for the MA degree shall submit to the members of their supervisory committee a portfolio of materials during the final semester of their coursework. This portfolio will consist of written work completed during the candidate's course of study including: the thesis for candidates in fields other than US History, both seminar papers, two annotated syllabi for proposed courses in the candidate's major fields, and an annotated bibliography of readings, the scope of which will be determined in consultation with the supervisory committee.

## **Final Examination**

The candidate's Supervisory Committee will conduct an oral examination of no more than two hours soon after the submission of a complete portfolio. The oral examination shall be chaired by the Supervisory Committee chair and will cover the contents of the portfolio, including questions that require the candidate to consider broad conceptual themes. The candidate must pass this exam at least three weeks prior to graduation. In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's master's program.

The student's Supervisory Committee Chair shall inform the student in writing of the results of the examination. A copy of this letter shall be placed in the student's departmental file.

## **Residency**

At least twenty-four credit hours must be completed in resident study at the University of Utah. A maximum of six credit hours may be transferred from another institution.

## **Registration**

Candidates must register for at least six credit hours per semester from the time of formal admission to a graduate program until all requirements for the degree, including the final oral examination, are completed. Candidates must meet this registration requirement unless they have an official leave of absence.

## **Time Limit**

All work for the MA must be completed within three consecutive calendar years.

## **Criteria For Dismissal**

All graduate students may be dismissed from the program for violating any of the standards of academic misconduct as defined in The University Student Code (<http://regulations.utah.edu/academics/6-400.php>) which further describes activities that constitute academic misconduct and academic sanctions that may be imposed.

Master's students may be dismissed from the program for failure to achieve any of the following:

- Maintain a minimum GPA of 3.0
- Officially register documentation of a supervisory committee and doctoral advisor by the end of their 3rd semester as a master's student.
- Continuously maintain an official advisor and supervisory committee from the time of official registration of the supervisory committee through completion of the program.
- Pass the final examination/thesis defense by the end of the 3<sup>rd</sup> year in the program. (In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's master's program).
- Make acceptable progress toward the degree as determined by the supervisory committee and as outlined in the Satisfactory Progress section of

the Graduate Handbook.

- Complete thesis revisions as required by the supervisory committee and obtain the supervisory chair's signature on the Final Reading Form within 120 days of the thesis defense.

## **MA to MS**

MA students who wish to switch to the MS track must complete the following by the graduate admissions deadline (mid-January) of their first year of study and submit it to the Director of Graduate Studies. Students must have completed at least one semester before petitioning to change degree track.

- Provide a letter from a Department of History faculty member stating that they will act as your major supervisor.
- Provide an academic transcript for your previous semester(s).
- Provide a letter of explanation as to why you feel the MS is better suited than the MA to your interests and scholarly goals.
- Complete the Supervisory Committee form.

The Graduate Committee will review the petition during the graduate admissions cycle and notify the student, in writing, of their decision.

## **The MS**

The Master of Science degree in History is designed to provide broad competence in a selected field of historical study as well as an introduction to basic techniques of historical research and writing. The MS differs from the MA degree in that it requires no foreign language competency, has no thesis requirement, and allows a more liberal selection of course work. It is intended, in particular, to meet the needs of primary and secondary instructors who want to enhance their competency in the discipline. The MS in History is a terminal degree not intended to lead to the PhD program in History. Students in the MS program may be considered for the MA program by petitioning the Graduate Committee. The petition must include a letter of support from the student's Supervisory Committee Chair.

## **Supervisory Committee**

The Supervisory Committee is vital to a student's graduate program. The committee helps to plan and approves the student's academic program, prepares and evaluates all qualifying (comprehensive) examinations, advises on and evaluates the thesis, or dissertation, and administers and evaluates the final oral examination. The committee makes decisions concerning program requirements, examinations, and the thesis/dissertation. In the case of master's students, these decisions must be unanimous. In the case of PhD students, these decisions must be approved by the chair of the

Supervisory Committee and a majority of the other members of the committee. Hence, all members of the supervisory committee must be informed about any changes in the program of study, and must approve the thesis/dissertation prospectus.

Each graduate student, in consultation with the Director of Graduate Studies, is responsible for initiating the selection of a Supervisory Committee. The student should select a Supervisory Committee chair as early as possible in his or her course of study, and in any case no later than the second semester of graduate study.

In consultation with the Supervisory Committee chair, the student should propose additional faculty members to complete the committee. A majority should hold regular faculty appointments. After approval by the Supervisory Committee chair, the student should extend a personal invitation to each individual to serve in this capacity. Once this informal process has been completed, the student initiates a Request for Supervisory Committee, which is submitted to the Director of Graduate Studies for approval. If that approval is granted, the form is delivered to the Graduate Advisor for placement in the student's official university file. Graduate school regulations for Supervisory Committees (<http://regulations.utah.edu/academics/6-203.php>).

The Supervisory Committee for master's students consists of at least 3 faculty members who are selected on the basis of their ability to contribute to the student's graduate program, two of whom must come from the Department of History. Upon recommendation of the Supervisory Committee chair and with approval of the Director of Graduate Studies, one member of the Supervisory Committee may be in a field outside the student's major field, or a discipline outside of history.

As soon as the Supervisory Committee has been formally appointed the chair should convene a meeting of the committee and the student to determine a formal course of study. This program shall include identification of both a major field and a field of emphasis and such supplementary courses as necessary to prepare the student for comprehensive examinations and to meet degree requirements. The chair of the supervisory committee shall prepare a written report of the committee's deliberations for the student's file. This report shall include the program of study form, spelling out the requirements of the student's program and anticipated course work. No changes may be made either in fields or personnel of the supervisory committee without the approval of the Director of Graduate Studies.

Since students' interests may change during their graduate programs and faculty members may accept other positions or be absent from campus for extended periods, it is often necessary to request a change in Supervisory Committee membership. A department form, Request for Change in Supervisory Committee, must be submitted whenever a student wishes to make a change in supervisory personnel. The form is prepared by the student in consultation with the student's advisor and the Director of Graduate Studies. The approved request is then delivered to the Graduate Advisor for placement in the student's official university file. Only the departmental Request for Change in Supervisory Committee form will be accepted by the graduate records office,

and names on the approved form must correspond with all signatures on official candidacy forms, examination reports, and the thesis or dissertation final approval page. All graduate students must have organized their Supervisory Committees before they may enroll in a Directed Reading.

## **Fields**

MS students generally enter the program with a major field of study already identified. Any change to the major field should be made as early as possible, and in any case no later than spring semester of a student's first year of coursework. In consultation with the Supervisory Committee chair, students may also identify an area of emphasis within their major fields.

**MS Fields: Asian, European, Latin American, Middle East, US, and World History, Colonialism and Imperialism, and Comparative Gender and Sexuality.**

## **Coursework**

Candidates for the MS degree must complete a minimum of thirty credit hours of post-baccalaureate upper-division (5000 level & above) coursework in History. Candidates who have undergraduate degrees in fields other than History may be required by their Supervisory Committees to complete additional coursework as necessary.

### **Course Requirements:**

- MS students in US History must complete HIST 7500 and HIST 7510 during their first year in residence.
- MS students must complete at least one research seminar in their major field.
- MS students may enroll in upper-division undergraduate courses (3000 and 4000 levels) for graduate credit with the approval of the instructor and the Director of Graduate Studies. They will enroll using one of the following Special Studies numbers: HIST 6880, 6890, 6900, 6910, 6920, or 6930. Students in these classes will be expected to attend all meetings of the undergraduate class and do additional graduate-level work. Students may take 6880, 6900, 6910, 6920, or 6930 up to three times (for a total of nine hours) for credit.
- MS students may supplement formal course work by taking HIST 6940 (Directed Reading) with an individual faculty member if no coursework in that area is available. Students must submit a Request for Directed Reading form to the Director of Graduate Studies (if approved, this form will be placed in the student's permanent file) and may count no more than six hours of directed reading towards the degree.
- Faculty Consultation (HIST 6980) does not count toward fulfillment of degree requirements.

- □ MS students who choose a public history component for their program must include at least two courses and an internship in an area of public history, such as archives and records management, historic preservation, or historical resource management (including museology).
- □ Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

## **Program of Study**

The program of study is a record that contains a student's coursework and research hours completed towards the degree. All candidates for the MS must meet with the Graduate Advisor one semester before graduation to discuss the final requirements; this will give sufficient time for entering all the information online. The Supervisory Committee and the Director of Graduate Studies must approve the program of study.

A candidate's program of study must consist of not less than twelve credit hours of coursework, excluding thesis, in the selected field of study. In addition, nine to twelve hours of coursework are elected. All coursework counted towards the degree must be approved by the student's Supervisory Committee. Faculty Consultation (HIST 6980) does not count toward thesis hours or fulfillment of degree requirements. Candidates must devote a minimum of thirty credit hours to their graduate courses (i.e., courses numbered 5000 and above) and thesis. The candidate is required to maintain a 3.0 or higher GPA in coursework counted toward the Master's Degree. A grade below B- will not be accepted. Coursework used to meet the requirements of one master's program may not be used to meet the requirements of another.

## **Portfolio**

Candidates for the MS degree shall submit to the members of their supervisory committee a portfolio of materials during the final semester of their coursework. This portfolio will consist of written work completed during the candidates' course of study, two annotated syllabi for proposed courses in the candidates' major fields, and an annotated bibliography of readings, the scope of which will be determined in consultation with the supervisory committee.

## **Final Examination**

The candidate's supervisory committee will conduct an oral examination of no more than two hours after the submission of a complete portfolio. The oral examination shall be chaired by the Supervisory Committee Chair and will cover the contents of the portfolio, including questions that require the candidate to consider broad conceptual themes. The candidate must pass this exam at least three weeks prior to graduation. In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's

masters' program.

The student's Supervisory Committee Chair shall inform the student in writing of the results of the examination. A copy of this letter will be placed in the student's departmental file.

## **Residency**

At least twenty-four credit hours must be completed in resident study at the University of Utah. A maximum of six credit hours may be transferred from another institution.

## **Registration**

Candidates must register for at least six credit hours per semester from the time of formal admission to a graduate program until all requirements for the degree, including the final oral examination, are completed. Candidates must meet this registration requirement unless they have an official leave of absence.

## **Time Limit**

All work for the MS must be completed within three consecutive calendar years.

## **Criteria For Dismissal**

All graduate students may be dismissed from the program for violating any of the standards of academic misconduct as defined in The University Student Code (<http://regulations.utah.edu/academics/6-400.php>) which further describes activities that constitute academic misconduct and academic sanctions that may be imposed.

Master's students may be dismissed from the program for failure to achieve any of the following:

- Maintain a minimum GPA of 3.0
- Officially register documentation of a supervisory committee and doctoral advisor by the end of their 3rd semester as a master's student.
- Continuously maintain an official advisor and supervisory committee from the time of official registration of the supervisory committee through completion of the program.
- Pass the final examination/thesis defense by the end of the 3<sup>rd</sup> year in the program. (In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's master's program).
- Make acceptable progress toward the degree as determined by the

supervisory committee and as outlined in the Satisfactory Progress section of the Graduate Handbook.

- Complete thesis revisions as required by the supervisory committee and obtain the supervisory chair's signature on the Final Reading Form within 120 days of the thesis defense.

## **MS to MA**

MS students who wish to switch to the MA track must complete the following by the graduate admissions deadline (mid-January) of their first year of study and submit it to the Director of Graduate Studies. Students must have completed at least one semester before petitioning to change degree track.

- Provide a letter from a Department of History faculty member stating that they will act as your major supervisor.
- Provide an academic transcript for your previous semester(s).
- Provide a letter of explanation as to why you feel the MA is better suited than the MS to your interests and scholarly goals.
- Complete the Supervisory Committee form.

The Graduate Committee will review the petition during the graduate admissions cycle and notify the student, in writing, of their decision.