

Handbook for Department of History Graduate Students and Faculty 2016-2017

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Introduction

This Graduate Studies Handbook is designed to help students successfully complete their degree in History. No handbook can cover every possible contingency, but we expect these guidelines to be helpful in answering most questions about graduate study in the Department of History at Penn State.

The following pages include important information about course and graduation requirements, departmental standards of academic performance and progress to degree, and other things about the program. If further advice or assistance with any aspect of the graduate program is needed, please do not hesitate to call on the Director of Graduate Studies or the graduate staff assistant. Also remember that the History Department has a graduate student association (HGSA) that can provide additional information.

The university's graduate catalog, *Graduate Degree Programs Bulletin* (the so-called "White Book") is the best source of information on the procedures and regulations of the Graduate School. It is available on the web at: <http://www.psu.edu/bulletins/whitebook/>.

Departmental Fellowships & Financial Support

Student Funding:

All History graduate students admitted into the MA or PhD program receive a minimum of five years of guaranteed funding from a combination of sources. The Graduate School, the College of the Liberal Arts, and special fellowship and scholarship funds enable the History Department to offer a stipend of at least \$18,500 per year plus health insurance and full tuition. Typically, the second ABD year (that is to say the second year after comprehensive exam) is service free and during years one through four, the students work as teaching assistants or research assistants.

Students can apply for dissertation write-up fellowships that provide an additional semester of support. The Richards Civil War Era Center has established several endowed fellowships to assist graduate students with their research and provide release time from teaching in order to write their dissertations. The College of the Liberal Arts also offers a variety of fellowships on a competitive basis, and in exceptional cases, students may be eligible to receive upper level awards.

Students must be enrolled full-time and are expected to meet departmental and Graduate School benchmarks in order to maintain their status in the program.

Summer Research:

The department awards pre-dissertation summer research grants of up to \$3,000 on a competitive basis. Qualified students may also inquire with the Director of the Richards Civil War Era Center, Women's Studies, African-American Studies and Asian Studies about additional summer funding opportunities.

Conference Travel Funding:

Students presenting papers at conferences of national significance may apply to the Department of History for up to \$1,000 dollars in support of travel expenses.

Library, Collection, and Archives Matching Grant:

The Department of History will match any library, archive or collection travel grant (up to \$500 annually) that a graduate student in our program receives. This will not count against any other contribution or fellowship offered by the department.

Master of Arts Program in History

The Master of Arts (MA) program in History is an academic program that focuses on the department's primary areas of graduate training -- Latin America, Nineteenth-Century US, China and Early Modern Global -- while also stressing broad linkages across time and around the world. The program aims to teach students the tools they will use to interpret the past, and to help them develop a comprehensive understanding of historical systems, processes, networks, and cultures while simultaneously developing the skills used in specialized research.

Currently the department does not admit students into the graduate program who are seeking a terminal MA (except Penn State undergraduates who are pursuing an Integrated Undergraduate-Graduate MA).

Degree Requirements

(1) Candidates for the MA degree must earn a minimum of 36 credits. At least 30 credits must be at the 500-level or above inclusive of which 12 credits will be in the student's primary area and 6 credits in a secondary area. HIST 500 - Theory, Method and the Practice of History is also required. The remaining credits may come from other Department courses (but no more than three credits of HIST 596 per year), or from coursework offered by outside departments with approval of the student's academic committee and the Director of Graduate Studies. In some cases, students may be required to take additional credits in order to make up deficiencies in foreign language skills and/or undergraduate coursework.

(2) Reading proficiency in at least one foreign language must be demonstrated no later than the third semester of residency (not including summer semester).

(3) Students are required to convene two separate, formal meetings with their advisors and academic committees for: 1) discussion and approval of the general program plan (seminars, courses and other requirements) 2) MA oral examination.

(4) Students will be given an oral examination based on the master's papers and any of the student's course and seminar work in History related to the papers.

Summary of Master of Arts Degree Requirements

1. Coursework in one primary and one secondary area of History.
2. A minimum of 36 credits.
3. A minimum of 30 credits at the 500-level or above.
4. Three credits of Theory, Method and the Practice of History (HIST500).
5. Two research papers in two different research areas.

6. No more than six credits earned in independent study (596). Normally 596s should be used for writing research papers intended to be defended at the MA oral defense.
7. An oral examination in defense of two MA research papers (revised and re-submitted to the committee).

MA Committee Formation, Expectations and Evaluation Procedure

Maintaining Satisfactory Standing

Minimum GPA:

All graduate students in the History graduate program must maintain a 3.5 GPA each semester (as well as a 3.5 cumulative GPA) to remain in the graduate program. A grade of “B+” or below in any seminar is cause for serious concern in the annual review process.

Adequate Progress:

To remain in good standing all MA students must complete a minimum of 9 credits per semester (and 18 credits per year) at the 500-level or above. In addition, adequate progress is measured by the student successfully completing in a timely manner 1) the selection of an advisor and committee members, 2) taking and passing the foreign language exam, and 3) writing two research papers representative of the student’s work in seminars. In all but exceptional cases, the completion of coursework and the MA oral defense should be completed within two years.

Time to Degree Expectations and Limits:

No one is permitted to continue in the program unless there is a reasonable expectation that degree requirements can be met within the normal time needed to complete the MA degree. In the case of the History MA, two years is the maximum time allowed except for medical reasons or other special circumstances specifically sanctioned by university regulations.

Department Citizenship:

All students in the graduate program are expected to participate in departmental activities. This includes but is not limited to attending talks, lectures and professionalization seminars; demonstrating well-mannered, respectful and polite respect towards staff, faculty and other graduate students; serving supporting student-run events and the HGSA.

Foreign Language Proficiency:

At a minimum, all students (regardless of field) must demonstrate reading proficiency in at least one foreign language. Proficiency must be demonstrated no later than the third semester of residency (not counting summer semester).

The proficiency examination requirement for the MA and/or PhD programs is designed to test a

student's proficiency in a foreign language. The exact number of foreign languages tested depends upon each student's area of study and is determined in consultation with each student's advisor. It should be understood that successful progress in some areas of study requires the mastery of multiple languages.

The exam should be scheduled through the Director of Graduate Studies. The language examination consists of one or two passages in either a primary or secondary source relevant to the student's field of study. The student will be given two hours to translate as much as possible of the passage(s) into correct English with the use of a paper dictionary. The student must demonstrate a clear understanding of syntactical structures and a basic knowledge of cultural references in the translated text.

Exams are typically given in mid-October each year. Students must register two weeks prior to the examination with the Director of Graduate Studies. If a student does not pass the language exam on the first sitting, a re-examination can be scheduled for the immediately subsequent spring semester. Exams may not be taken more than one time per semester and no more than three attempts total.

Students with any language deficiencies should begin language preparation immediately upon entering the program. No language classes below 400-level may count towards the degree credit total. All language requirements must be satisfied before admission to PhD candidacy.

Deferred Grades:

Deferred grades impair academic progress and make it difficult to keep up with work in the subsequent semester. Deferred grades are permitted only in exceptional circumstances (e.g. medical reasons or other special circumstances specifically sanctioned by university regulations). Department policy on graduate courses is that a grade may only be deferred for a maximum of ten weeks from the end-date of the course.

Any History graduate student receiving a deferred grade in a History seminar must notify the Director of Graduate Studies. To ensure clarity, a member of the graduate faculty who has approved a deferred-grade request should provide the student with a written statement detailing the plan agreed upon for completing work and copy the statement to the Director of Graduate Studies. For example:

I have agreed to give Justin Bieber a deferred grade for HIST602, fall 2016. He must hand in two book reviews and complete the final paper in order to fulfill course requirements. This work must be turned in by January 27, 2017 to allow time for grading prior to the deferred-grade expiration date. Dr. Iggy Pop, 12/15/15

Evaluation:

Each semester every student's progress within the program will be evaluated by at least one of the following: the Director of Graduate Studies, advisor, committee members, and seminar instructors. At the end of every academic year, students will meet with the Director of

Graduate Studies about their progress in the program. If deficiencies exist in any of areas of the student's program, a written notice explaining the deficiency will be sent to the student and placed in their file. All students will be evaluated as satisfactory, concern, or unsatisfactory. Any student who receives an "unsatisfactory" rating in two sequential evaluations will be terminated from the program.

Advisor, Graduate Committee & Mandatory Meetings

Provisional Advisor:

Each student, upon formal acceptance into the program, will be assigned a provisional advisor. During the week prior to the start of classes each student should make arrangements to meet with their provisional advisor and begin a plan of study that satisfies requirements for the primary and secondary areas and the plan will determine which seminars need to be taken and what papers will potentially form the basis of the MA oral examination.

Permanent Advisor:

By the end of the first semester, a permanent academic advisor should be selected from among the History graduate faculty. If a student is in a dual-title degree program, he or she is also advised to select a co-advisor from the dual-title degree partner. Once the advisor(s) has been chosen, the student should submit the appropriate Advisor Selection form to the Director of Graduate Studies no later than October 31.

Graduate Committee:

By the end of the first academic year in the program every student should, in consultation with the permanent advisor, select at least two other members of the History graduate faculty to serve on their MA committee. MA committees typically have three members representing each field and generally of professors whose seminars a student has taken (or will take).

Only those faculty who have been approved and designated by the Graduate School as members of the Graduate Faculty in History can serve on any MA committee. The list of Graduate Faculty can be found in the *Graduate School Bulletin* and online on the Graduate School's Graduate Faculty list. For students who have been admitted to a dual-title degree partner program, it is recommended that one member of the committee have their primary graduate faculty affiliation (their "home appointment") in the dual-title partnering program (Women's Studies, African American Studies, or Asian Studies).

After identifying a minimum of three faculty members to agree to serve on the MA committee, a candidate should hold a formal committee meeting. The formal MA committee meeting should, at the minimum, include a discussion and approval of the general program plan (seminars, courses and other requirements) [MA Program PLAN FORM]. This meeting must be held prior to the end of the first academic year.

Primary & Secondary Areas:

The primary area must be selected from one of the current fields identified and approved by

the department as primary research areas:

Primary Areas:

- Nineteenth-Century US
- Latin America
- China (Qing to Twentieth-Century)
- Early Modern Global

Students are required to take both core seminars and two topical seminars (for a total of 12 credits) in their primary area prior to taking the MA oral examination. HIST596 (Independent Studies) does not count towards this credit total, and students are only allowed to take a total of 3 credits in HIST596 per academic year.

In addition to the primary field the student must select a secondary field. Any field on the officially approved list of primary and secondary areas other than one's own primary field may be selected to serve as a secondary field of emphasis. In addition to the fields listed above, the department has identified the following fields as secondary areas:

Secondary Areas:

- Twentieth-Century US
- Modern Europe
- Gender
- Medieval
- Transnational/Global

Each student is required to have completed two seminars (6 credits) in a secondary field prior to taking their MA oral examination. HIST596 (Independent Studies) does not count towards this credit total.

MA Oral Examination:

No later than January 31, the student should contact all members of the MA committee to discuss and approve the research papers that will form the basis of the MA oral examination. The oral examination should not include papers that are being written during the same semester as the examination. Papers must include one from the primary area and one from a secondary area. After the advisor and committee members have approved the papers, a date for the MA oral examination should be set. It is the responsibility of the student to contact individual members of the committee to set up the MA examination. The oral examination can take place no later than May 15.

Once the MA oral examination date has been agreed upon by all committee members, contact the Director of Graduate Studies or the graduate staff assistant for formal notification of the meeting and reservation of a room. Papers should be distributed to all committee members and the Director of Graduate Studies at least two weeks prior to the examination.

The Graduate School has deadlines for filing notice of intent to graduate. The student should contact the Director of Graduate Studies prior to the semester in which he or she intends to graduate in order to determine these dates.

Students are responsible for assuring that all required paperwork relating to their graduate program is promptly submitted to the Director of Graduate Studies. All missed deadlines and unfiled paperwork are the responsibility of the student, and can result in delayed acceptance into the doctoral program and/or reduced funding opportunities.

Medical and Family Leave Policy

All graduate students are permitted to defer deadlines for academic milestones, including candidacy, comprehensive examinations, and final defense for six weeks (or up to the end of the semester, whichever is shorter) in the case of a request for medical or family leave. Graduate students, in consultation with the Director of Graduate Studies, should plan how best to complete their programs following the accommodation period. Extension of milestones does not guarantee an extension of the funding period beyond that specified in the original letter of offer.

Summary of Master of Arts Requirements

Requirements	Person Responsible	Suggested Completion Dates
Assign faculty member to serve as provisional faculty advisor	Director of Graduate Studies	Time of admission
Choose permanent advisor and notify Director of Graduate Studies	STUDENT [Form]	ASAP but no later than the end of the first semester
Take Foreign Language Proficiency Examination	STUDENT (with consultation of faculty advisor)	By the end of the 1 st semester (must be successfully passed by the 3rd semester)
Select committee members & identify secondary area(s)	STUDENT (under direction of faculty advisor) [Form]	Early in the 2 nd Semester
Schedule MA Oral Examination	STUDENT	No later than January 31
Activate intent to graduate on eLion	STUDENT	Beginning of the semester you intend to graduate
Submit two research papers to committee and Director of Graduate Studies	STUDENT	No later than two weeks <u>prior</u> to scheduled MA Oral Examination
MA Oral Examination	STUDENT	Early enough to meet published Graduate School deadlines for Spring Graduation and <u>no later than May 15</u>
Submit Paperwork Verifying MA Oral Examination Results	Committee Chair/Advisor [Form]	

Integrated Undergraduate-Graduate Degree (IUG)

By encouraging greater depth and focus for exceptional undergraduate History majors, the IUG program seeks to provide an avenue to receive both a BA and an MA in a five-year period. Outstanding students accepted into this program should, in their third undergraduate year, begin to transition into the primary areas of focus in the department's graduate program. The IUG is primarily intended for students who intend to pursue doctoral degrees, or other professional goals, after leaving Penn State and thus are both capable and will benefit from accelerated pace of the IUG.

Time of admission to program:

Students wishing to apply for admission must initiate the application process through the online Graduate School application after they have completed 60 credits (but before completing 100 credits), be enrolled in the History major and have completed a 400-level history course in their primary area of interest and earned a minimum cumulative 3.5 GPA. This typically would need to occur by the Fall Semester of their junior year.

IUG Admission:

Students must seek and be granted admission to the Graduate School by submitting an application through the Graduate School Admission and Program Portal. In addition to taking the Graduate Record Examination (GRE), submitting a narrative statement, three letters of recommendation and a writing sample, all students applying to the Department of History IUG need to submit a proposed program plan directly to the Director of Graduate Studies prior to the fall application deadline (January 1).

Students will be expected to maintain a minimum overall GPA of 3.5 throughout the IUG program of study. Failure to do so will result in the student's being placed on academic alert for one semester, after which time, if their GPA is not 3.5 or higher, the student will be dropped from the IUG.

If a student is for whatever reason unable to complete the IUG, the student may, contingent upon fulfilling all other requirements for the B.A. in History, still graduate with a B.A. in History.

Plan of Study and Sequence of Courses:

Although a recommended sequence of courses is provided below, prospective students should work closely with their History adviser as well as with the History Director of Graduate Studies prior to their admission to the History IUG to prepare their plan of study.

A total of 36 credits at 400-level or above are required for the M.A. (with a minimum of 30 credits at the 500-600 level). For IUG students, six credits of 400-level history "double counts" towards both the M.A. and B.A. credit total (and similarly six credits of 500-level "double counts" towards the M.A. and B.A. credit totals).

Candidates for the IUG degree must earn a minimum of 36 credits of coursework at the 400-level or above, of which 12 credits will be in the student's primary area (US 19th century, Latin America, China, and Early Modern Global) and 6 credits each in two secondary.

Advising:

Prior to initiating the application process to the Graduate School, students should consult with their academic adviser and the History DGS about their intent to enroll in the History IUG. At that point, the student will be advised about the appropriate series of lower- and upper-level History courses to properly prepare the students for the graduate 500-level courses (graduate seminars). Given the nature of the Department of History's course rotation, students will need to be particularly diligent in ensuring that the sequence of graduate seminars will allow them to take both required (e.g. "core") seminars in their primary area of focus (these are offered each fall semester in all primary areas) and Theory, Practice and Method of History (HIST500).

Reduced Course Load:

Students enrolled in the History IUG will be allowed to double count 12 credits towards both their BA and their MA 6 credits of 400-level History courses and 6 credits of 500-level History courses will be double-counted in the IUG.

Tuition Charges:

Undergraduate tuition rates will apply as long as the student is enrolled in the IUG program, unless the student receives a graduate assistantship that would require payment of assistantship-rate graduate tuition.

Doctoral Program in History

The Pennsylvania State University Doctoral (PhD) program in History limits admissions to the four primary areas of Latin America, Nineteenth-Century US, China, and Early Modern Global, and prepares graduates for college and university teaching, public history, and careers in other related fields. The program aims to teach students the tools they will use to interpret the past, and to help them develop a comprehensive understanding of historical systems, processes, networks, cultures while simultaneously developing the skills used in specialized research to produce a dissertation of publishable quality.

Degree Requirements

(1) Candidates for the PhD degree in History must complete at least 27 credits of graduate-level work at the 500-level and above (with no more than one HIST 596 per academic year), of which 12 credits will be in the student's primary area and 6 credits each in two secondary areas. The only required course is HIST500 - Theory, Method and the Practice of History. The remainder of a student's doctoral program, including foreign language requirements, should be determined in consultation with the doctoral committee. Coursework offered by outside departments may be scheduled as part of the student's program with approval of the student's doctoral committee and the Director of Graduate Studies.

(2) Reading proficiency in at least one foreign language must be demonstrated no later than the third semester of residency (not including summer semester).

(3) Students are required to convene two separate, formal meetings with their advisors and academic committees for: 1) a meeting where your entire committee meets, examines your past performance, advises regarding future coursework, and grants approval of the general program plan (this meeting will serve as the candidacy meeting for those students who enter with an MA in hand) and 2) PhD comprehensive examinations.

(4) Upon completion of the doctoral dissertation, the candidate must pass a doctoral examination (i.e. dissertation defense).

Summary of PhD Degree Requirements

1. Coursework in one primary and two secondary areas of History.
2. A minimum of 36 credits at the 500-600 level.
3. At least three credits of Theory, Method and the Practice of History (HIST500).
4. No more than nine credits earned in Independent Study (596). Normally 596s should be used for writing research papers and to prepare for comprehensive exams.
5. An oral and written examination covering the student's primary and two secondary areas.

Maintaining Satisfactory Standing

Minimum GPA:

All graduate students in the History graduate program must maintain a 3.5 GPA each semester (as well as a 3.5 cumulative GPA) to remain in the graduate program. A grade of "B+" or below in any seminar is cause for serious concern in the annual review process.

Adequate Progress:

To remain in good standing, all pre-ABD doctoral students must complete a minimum of 9 credits per semester at the 500-level or above. In addition, adequate progress is measured by the student successfully completing in a timely manner 1) the selection of an advisor and committee members, 2) taking and passing the foreign language exam, 3) taking and passing the comprehensive doctoral examinations, and 4) providing tangible evidence that progress is being made towards the completion of the dissertation.

Time to Degree Expectations and Limits:

No one may continue in the program unless there is a reasonable expectation that degree requirements can be met within the normal time needed to complete the PhD degree. Experience amply demonstrates that those who do not meet the requirements in a reasonable amount of time often do not complete the degree.

In the case of the doctoral program in History, six years from successful completion of the candidacy is the maximum time allowed except for medical reasons or other special circumstances specifically sanctioned by university regulations.

Even if an extension is granted, as Graduate School regulations require, when a period of more than six years has elapsed between the passing of the comprehensive examination and the completion of the program, the student is required to pass a second comprehensive examination before the final oral examination can be scheduled.

Medical and Family Leave Policy

All graduate students are permitted to defer deadlines for academic milestones, including candidacy, comprehensive examinations, and final defense for six weeks (or up to the end of the semester, whichever is shorter) in the case of a request for medical or family leave. Graduate students, in consultation with the Director of Graduate Studies, should plan how best to complete their programs following the accommodation period. Extension of milestones does not guarantee an extension of the funding period beyond that specified in the original letter of offer.

Department Citizenship:

All students in the graduate program are expected to participate in departmental activities. This includes but is not limited to attending talks, lectures and professionalization seminars; demonstrating well-mannered, respectful and polite respect towards staff, faculty and other graduate students; serving supporting student-run events and the HGSA.

Foreign Language Proficiency:

At a minimum, all students regardless of field must demonstrate reading proficiency in one foreign language. Proficiency must be demonstrated no later than the third semester of residency (not counting summer semester).

The proficiency examination for the MA and/or PhD requirements is designed to test a student's proficiency in a foreign language. The exact number of foreign languages tested depends upon each student's area of study and is determined in consultation with each student's advisor. It should be understood that successful progress in some areas of study requires the mastery of multiple languages.

The exam should be scheduled through the Director of Graduate Studies. The language examination consists of one or two passages in either a primary or secondary source relevant to the student's field of study. The student will be given two hours to translate as much as possible of the passage(s) into correct English with the use of a paper dictionary. The student must demonstrate a clear understanding of syntactical structures and a basic knowledge of cultural references in the translated text.

Exams are typically given in mid-October each year. Students must register two weeks prior to the examination with the Director of Graduate Studies. If a student does not pass the language

exam on the first sitting, a re-examination can be scheduled for the subsequent spring semester. Exams may not be taken more than one time per semester and no more than three attempts total.

Students with any language deficiencies should begin language preparation immediately upon entering the program. No language classes below 400-level may count towards the degree credit total. All language requirements must be satisfied before admission to PhD candidacy.

Deferred Grades:

Deferred grades impair academic progress and make it difficult to keep up with work in the subsequent semester. Deferred grades are permitted only in exceptional circumstances (e.g. medical reasons or other special circumstances specifically sanctioned by university regulations). Department policy on graduate courses is that a grade may only be deferred for a maximum of ten weeks from the end-date of the course.

Any History graduate student receiving a deferred grade in a History seminar must notify the Director of Graduate Studies. To ensure clarity, a member of the graduate faculty who has approved a deferred-grade request should provide the student with a written statement detailing the plan agreed upon for completing work and copy the statement to the Director of Graduate Studies. For example:

I have agreed to give Lady Gaga a deferred grade for HIST602, fall 2015. She must hand in two book reviews and complete the final paper in order to fulfill course requirements. This work must be turned in by January 27, 2016 to allow time for grading prior to the deferred-grade expiration date. Dr. Patti Smith, 12/15/15

Dissertation Release (Humanities Initiative)

All graduate students in the College of Liberal Arts receive one semester at full stipend (“duty free”). Students are expected to remain in residence at University Park during the period of release unless they receive permission from the Director of Graduate Studies. A student interested in taking their dissertation release should also look into applying for Penn State Centers and Institute’s grants which are meant to supplement the release semester with extra research funds. Students are required to submit a proposal and timeline in the semester prior to the semester they plan on taking the release.

Evaluation:

Each semester every student’s progress within the program will be evaluated by at least one of the following: the Director of Graduate Studies, advisor, committee members, and seminar instructors. At the end of every academic year, students will meet with the Director of Graduate Studies about their progress in the program. If deficiencies exist in any of areas of the student’s program, a written notice explaining the deficiency will be sent to the student and placed in their file. All students will be evaluated as satisfactory, concern, or unsatisfactory. If a student receives an unsatisfactory rating in their end-of-year review, their progress will be

evaluated and rated the following semester. Any student who receives an “unsatisfactory” rating in two sequential semesters will be terminated from the program.

In addition, students at the dissertation (ABD) stage of their doctoral program need to make demonstrable progress towards completion of the degree. This can take many forms depending on what stage the dissertation is at, but it can range from garnering grants, archival research, presenting work, publishing findings or completing polished chapters of the dissertation.

Advisor, Graduate Committee & Mandatory Meetings

Provisional Advisor:

Each student, upon formal acceptance into the program, will be assigned a provisional advisor. During the week prior to the start of classes each student should make arrangements to meet with their provisional advisor and begin a plan of study that satisfies requirements for the primary and secondary areas and that will determine which seminars need to be taken.

Permanent Advisor:

By the end of the first semester (for students entering directly into the PhD program), a permanent academic advisor should be selected from among the History graduate faculty. Once the advisor(s) has been chosen, the student should submit the appropriate Advisor Selection form to the Director of Graduate Studies no later than October 31.

Graduate Committee:

By the end of the first academic year in the program, every student should, in consultation with the permanent advisor, select at least two other members of the History graduate faculty to serve on their doctoral committee. For those students who enter the doctoral program with a non-Penn State MA degree in hand, this meeting should be held at the beginning of the third semester (or after 18 credits) and will serve as their candidacy meeting.

Doctoral committees consist of four or more members of the Graduate Faculty. The members of one’s committee must minimally include 1) the advisor/chair 2) two History faculty members and 3) an outside (non-History) unit representative. Prior to the student’s comprehensive examinations, each of the student’s three fields must be represented. The outside unit member serves as the Graduate School representative. The doctoral committee should meet with the student at least once per year to provide guidance, approve research goals and objectives, and discuss programmatic issues (e.g., course requirements).

Only those faculty who have been approved and designated by the Graduate School as members of the Graduate Faculty can serve on a doctoral committee. The list of Graduate Faculty can be found in the *Graduate School Bulletin* and online on the Graduate School’s Graduate Faculty list.

After identifying a minimum of four faculty members to agree to serve on the doctoral

committee, a candidate should hold a formal committee meeting. The formal doctoral committee meeting should, at the minimum, include a discussion and approval of the general program plan (seminars, courses and other requirements) [Program Plan Form]. This meeting must be held after 18 credits of coursework (typically at the beginning of the second year in the program).

At the time of comprehensive exams, the committee must have three professors who represent each of the student's primary and secondary fields and whose seminars a student has taken (or will take) together with an additional outside unit member. After a student passes their comprehensive examinations, the committee must still conform to the above guidelines, but students are allowed (indeed advised) to alter the composition of their committee to be more in line with the narrow focus of their dissertation.

For dual-title degree students: 1) The advisor of a student's dual-title degree committee must either be graduate faculty in both History and the dual-title partner program or a co-advisor representing the dual-title field must be appointed. 2) The Outside Unit Member must be from outside the administrative home(s) of both co-advisers.

Students in dual-title degree programs must consult closely with the partnered program's Director of Graduate Studies in order to ensure all requirements are being met in a timely and appropriate manner.

Primary & Secondary Areas:

The primary area must be selected from one of the current fields identified and approved by the department as primary research areas:

Primary Areas:

- Nineteenth-Century US
- Latin America
- China (Qing to Twentieth-Century)
- Early Modern Global

Every student is required to take both core seminars and two topical seminars (for a total of 12 credits) in his or her primary area prior to the doctoral examination. HIST596 (Independent Studies) does not count towards this credit total, and students are only allowed to take a total of 3 credits in HIST596 per academic year.

In addition to the primary field every student must select a secondary field. Any field in the officially approved list of primary and secondary areas other than one's primary field may be selected to serve as a secondary field of emphasis. In addition to the fields listed above, the department has identified the following fields as secondary areas:

Secondary Areas:

- Twentieth-Century US
- Modern Europe
- Gender
- Medieval
- Transnational/Global

Doctoral Candidacy

Candidacy is referred to by the Graduate School as the “Candidacy Examination.” Students who receive an MA at Penn State and are admitted into the PhD program should consider their MA oral exam as their candidacy. It is very important to note that, from the perspective of the Graduate School, a student “has no official status as a doctoral student and no assurance of acceptance as a doctoral candidate until the candidacy examination has been passed.”

Students who enter into the PhD program without an MA will hold their candidacy examinations upon successful completion of their MA Oral exams (e.g. at the end of their fourth semester). Students who enter into the PhD program with an MA from another institution must hold a candidacy meeting after earning 18 credits of coursework (typically at the beginning of their third semester of residency).

Prior to the candidacy (no later than a week prior to the candidacy meeting), the student should prepare and distribute to the committee and Director of Graduate Studies a candidacy portfolio. The candidacy portfolio should present:

- all coursework taken up until that point as well as expected future coursework .
- all external fellowships/grants received (as well as a timetable of all future external funding applications).
- all presentations/conferences attended (and a timetable for future conferences)
- a brief narrative of proposed dissertation topic, a working title, relevant historiography and research agenda.

PhD Comprehensive Examination:

Students are required to take their comprehensive doctoral examinations no later than the fourth semester in the doctoral program (for students who receive their MA at Penn State, exams should take place no more than two semesters after their MA oral examination).

The Graduate School requires that, before the exam is given, the student must have:

- Completed the required number of credit hours for the doctoral degree.
- Satisfied the foreign language proficiency requirement.
- Finished candidacies either during MA oral examination (for Penn State MAs) or held a candidacy meeting (for non-Penn State MAs).
- Earned a minimum GPA of 3.5 for work done at the university with no missing or deferred grades.
- Registered as a full-time or part-time student for the semester (including summers) in which the comprehensive exam is taken.

The dissertation advisor and the graduate student being tested must be physically present at

the final doctoral examination. No more than two members may participate in the oral examination remotely and the majority of the committee must be physically present.

Requests for exceptions to allow participation of any committee member via distance must accompany the Examination Request Form, and must be submitted to the director of Graduate Enrollment Services for approval at least two weeks prior to the date of the examination. Of those approved to participate via distance, no more than one member may participate via telephone; any or all of those approved to participate via distance may participate via interactive videoconferencing. Special arrangements, i.e., requirements for meeting participation via distance, must be communicated to the student and all doctoral committee members well in advance of the examination.

The purpose of the comprehensive exam is to determine whether the doctoral candidate has successfully achieved the following core competencies and is therefore adequately prepared to transition to dissertation research:

- A specialized knowledge of the student's primary field and broad knowledge of the student's two secondary areas.
- Intellectual and research skills needed to succeed in the next phase of the doctoral program, namely to research and write a dissertation.
- Pedagogical and communication skills to effectively disseminate knowledge.
- Ability to integrate knowledge across subfields, understand how a subfield fits into a broader field of History and related fields.

The comprehensive exam is comprised of three written exams (one in each of the student's primary and secondary areas) followed by an oral examination.

Written Exam:

A written exam must be taken in each of the student's three fields (and an optional fourth field for dual-title students). Each examiner can select from one two formats must be selected:

- 1) take-home: question(s) emailed to student at 8 a.m. and to be returned by 5 p.m. (same day).
- 2) sit-down: maximum 6 hours (no notes or internet)

Exam guidelines:

- Oral examinations should be scheduled no later than 14 days after the first written exam begins.
- A minimum of 24 hours between each exam
- A minimum of 48 hours between last written exam and oral examination
- Take home exams must start/end no earlier than 9 a.m. and no later than 3 p.m.
- All exam questions must be submitted to departmental assistant three days prior to the first written exam
- All past exam questions (but not their answers) will be filed and made available for all

graduate students to review.

Reading lists:

- Reading lists should be agreed upon between the faculty representing each field on the student's committee.
- Reading lists should be divided by sub-topic/field that align with the areas of examination
- Each field should have a required reading list of no more than 200 books.
- The final mutually agreed upon reading list must be submitted to the Director of Graduate Studies no later than the first day of the semester in which the student is taking the exam.

Question guidelines:

- Questions should go beyond the content covered in a specific course, but it is not appropriate to expect a doctoral candidate to learn substantial new content areas for the exam.
- The questions should NOT be tailored for the student's proposed dissertation topic. Rather the purpose is ensure the student has a proper understanding of the breadth of the primary and secondary areas in which they are being examined.

It is the student's responsibility to contact and coordinate with all committee members well in advance of the exam to determine:

- the specific format of their written questions (and the committee member's specific expectations for answering them)
- the dates, times and format of the exams (both written and oral) should be set at least two weeks prior the first exam.

The Director of Graduate Studies should ensure that the final questions – in the aggregate – adequately gauge whether the doctoral candidate has successfully achieved the core competencies in each of the student's three primary and secondary areas. Final authority on this question rests with the DGS, who is responsible for the integrity of the graduate program as a whole, rather than the interests of any single student.

Oral Exam:

The oral examination must be **held no later than 14 days after the first written examination and no sooner than 48 hours after the final written answer is completed**. This allows sufficient time for the committee members to review the written answers prior to the oral examination.

The oral portion of the comprehensive exam allows for an extended discussion and further evaluation of the answers to the written exam and, in most cases, serves as a forum for a discussion of a range of issues associated with the material covered in the written portion of

the exam.

The Graduate School's guidelines on the number and manner of committee members participating remotely for the oral exams are as follows:

Requests for exceptions to allow participation of any committee member via distance must accompany the Examination Request Form, and must be submitted to the director of Graduate Enrollment Services for approval at least two weeks prior to the date of the examination. Of those approved to participate via distance, no more than one member may participate via telephone; any or all of those approved to participate via distance may participate via interactive videoconferencing. Special arrangements, i.e., requirements for meeting participation via distance, must be communicated to the student and all doctoral committee members well in advance of the examination.

At the end of the oral examination, each member of the doctoral committee will rate the exam on its combined written and oral segments from "superior" to "fail." A favorable vote of at least two-thirds of the committee is required for a candidate to pass their oral exam. In case of failure, the doctoral committee must determine whether the candidate may re-take their examination within 60 days, and no later than within 60 days, or whether the candidate has demonstrated such deficiency of preparation that no repetition of the examination is necessary or advisable. Comprehensive examinations may only be retaken once. The results are reported to the Office of Graduate Enrollment Services.

Dissertation Proposal

The dissertation proposal is a formal written document that clearly identifies a dissertation topic. The doctoral committee must approve the dissertation proposal within 90 days of passing comprehensive exams. It should be no longer than 20 pages and, at a minimum, include:

- A justification of the significance of the topic for doctoral level study.
- A formal and comprehensive (but not exhaustive) review of the literature associated with the topic.
- A detailed description of the research method and procedures to be used.
- A description of the archives, collections, and other data sets to be used.
- A description of recent dissertations and dissertations-in-progress on related topics.
- A description and timeline of the major grants being applied for in the course of the research and write-up of the dissertation.

The dissertation proposal must receive the committee's unanimous endorsement in one of the following two methods:

- Circulate a digital copy of the proposal among the committee with a call for comments to be shared with the dissertation advisor and student. Only when the advisor has received confirmation from the entire committee may the advisor may sign off on the proposal.
- Schedule a committee meeting with a draft proposal pre-circulated to committee members. At the committee meeting, the committee should discuss and offer feedback on the proposal to the student. Typically, the committee then gives its

approval pending minor, specified revisions, supervision of which is delegated to the advisor.

The accepted proposal must be submitted to the Director of Graduate Studies with the Departmental Dissertation Proposal cover sheet with the signatures of the *entire* committee.

Guidelines for ABD Registration

According to the *Graduate Bulletin*, "After a PhD candidate has passed the comprehensive examination, the student must register continuously for each fall and spring semester until the final oral examination is passed."

Students who must maintain full-time status while working on research and thesis preparation (e.g., international students needing to maintain full-time student status for visa purposes) are to register for 601 at the appropriate credit level.

Continuing communication among the student, the committee chair, the research supervisor, and the members of the committee is strongly recommended to preclude misunderstandings and in the interests of a collegial relationship between candidate and committee.

Each student, in consultation with his or her advisor, should establish a method by which updates and progress towards completion of the degree is communicated between the student and the committee. When the advisor and the student have agreed that a completed draft of the dissertation is ready to be defended, each member of the committee (as well as the Director of Graduate Studies) should receive a complete and fully edited copy of the dissertation (i.e., in the form that the candidate regards as final) not later than two weeks prior to the doctoral examination.

Dissertation Defense/Doctoral Examination

Please note that if for any reason the composition of the committee must be altered, a revised committee appointment form will need to be submitted to the Graduate School no fewer than three weeks prior to the doctoral examination. The doctoral student must be registered full-time or part-time for the semester (including summers) in which the final dissertation examination is taken.

Also note that when a period of more than SIX (6) years has elapsed between the passing of the comprehensive examination and the completion of the program, the doctoral student is required to pass a second comprehensive examination before the final oral examination will be scheduled. The re-taking of the second comprehensive examination must be taken a minimum of one week in advance of the dissertation defense. A doctoral student is required to complete the program, including acceptance of the doctoral thesis, within EIGHT (8) years from the date of successful completion of the candidacy examination.

The advisor is responsible for ensuring that the dissertation is complete and of sufficient quality to be defended at the Dissertation Defense. It is appropriate, and advisable, for the chair

and/or the thesis advisor to contact committee members prior to the meeting to confirm the judgment of each member that the dissertation is of sufficient quality to be formally defended. The dissertation should be in its final draft, with appropriate notes, bibliography, tables, etc., at the time of the oral examination; both the content and style should be correct and polished by the time this final draft of the dissertation is in the hands of the committee. A minimum of two weeks must pass between delivery of the dissertation to the committee and the doctoral examination.

The dissertation advisor(s) and the graduate student being tested must be physically present at the final doctoral examination. A majority of the committee must be physically present. (Thus for a five-person committee two members could participate remotely, but not three).

The Graduate School's guidelines on the number and manner of committee members participating remotely for the oral exams are as follows:

Requests for exceptions to allow participation of any committee member via distance must accompany the Examination Request Form, and must be submitted to the director of Graduate Enrollment Services for approval at least two weeks prior to the date of the examination. Of those approved to participate via distance, no more than one member may participate via telephone; any or all of those approved to participate via distance may participate via interactive videoconferencing. Special arrangements, i.e., requirements for meeting participation via distance, must be communicated to the student and all doctoral committee members well in advance of the examination.

The doctoral examination (or "dissertation defense") must be public. The date, time and location of the examination must be announced no later than one week in advance. The title of the dissertation along with the date and time of the defense should be given to the department assistant to circulate.

The final oral examination is governed by the Graduate School and must follow its guidelines:

The exam consists of an oral presentation of the dissertation by the candidate and a period of questions and answers. These questions will relate, in large part, to the dissertation but may cover the candidate's entire program of study, because a major purpose of the examination is to assess the general scholarly attainment of the candidate. Any formal oral presentation of the dissertation is open to the public.

Normal outcomes of the dissertation defense are:

- Approval of the dissertation as presented;
- Approval pending minor, specified revisions, supervision of which is delegated to the advisor;
- Conditional approval pending revisions which will be circulated to the committee for approval;
- Delayed approval pending revision and another meeting of the committee.

A favorable vote from at least two-thirds of the committee is required in order to pass. A report

of the committee's decision, bearing the signature of each committee member (and recorded their vote), must be filed immediately with the Graduate School via the College's Coordinator of Graduate Education. If a candidate fails, it is the responsibility of the doctoral committee to determine whether another examination may be taken.

Dissertation Acceptance

After the successful dissertation defense, several steps remain in order for the student to graduate in a timely fashion:

- Submission to the Thesis Office for format review by the announced deadline for the semester/summer session in which the degree will be conferred.
- A final archival copy of the dissertation (incorporating any format changes requested by the Thesis Office) must be uploaded by the announced deadline for the semester/summer session in which the degree will be conferred.
- A final digital copy of the dissertation deposited with the Department of History.

Summary of Doctoral Requirements

Requirements	Person Responsible	Suggested Completion Dates
Assign faculty member to serve as provisional faculty advisor	Director of Graduate Studies	Time of admission
Choose permanent advisor and notify Director of Graduate Studies	STUDENT [Form]	ASAP but no later than the end of the first semester
Take Foreign Language Proficiency Examination	STUDENT (with consultation of faculty advisor)	By the end of the 1 st semester (and successfully passed by the 3 rd semester)
Select committee members & identify secondary area(s)	STUDENT (under direction of faculty advisor) [Form]	Early in the 2 nd Semester
Schedule PhD Candidacy (ONLY if admitted with non-Penn State MA)	STUDENT (under direction of faculty advisor) [Form]	Early in the 3 rd Semester
Schedule Comprehensive Exams	STUDENT	No later than first day of semester exams to be taken
Doctoral Comprehensive Exam	Committee Chair/Advisor [Form]	Reading Lists, fields and date(s) due no later than first day of semester exams to be taken
Dissertation Proposal	STUDENT (under direction of faculty advisor) [Form]	No later than 90 days after comprehensive exam
Activate intent to graduate on eLion	STUDENT	Beginning of the semester the student intends to graduate
Request copy of Graduate Programs/Thesis Office Calendar	STUDENT	Beginning of the semester the student intends to graduate
Submit draft of dissertation to committee chair or faculty advisor	STUDENT	No later than the beginning of the semester the student intends to graduate
Submit draft of dissertation to committee members	STUDENT	After draft of the dissertation has been approved by committee chair or faculty advisor (consult deadlines for Thesis Office)
Dissertation Defense (Open to the public)	STUDENT	As soon as dissertation is approved by committee. Early enough to meet published Graduate School deadlines.
Submit Paperwork Verifying Dissertation Results	Committee Chair/Advisor [Form]	Immediately following exam
Submit electronic dissertation to the Graduate School	STUDENT	By Graduate School's deadline