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# DEPARTMENTAL POLICIES AND DEGREE REQUIREMENTS

## Program Supervision

The Graduate Committee is responsible for making decisions concerning the graduate program. The Graduate Committee determines admission to the program and recommends applicants for GTA appointments, develops program policies and structure, and authorizes exceptions to departmental rules. The Graduate Committee also selects graduate students to be recipients of Department honors and grants, and nominates candidates for College and Office of Graduate Studies prizes, grants, and fellowships. The Director of Graduate Studies supervises the graduate program day-to-day, and counsels students and faculty concerning its policies and procedures.

## Graduate Program Requirements

The [KU Office of Graduate Studies](http://graduate.ku.edu/) (<http://graduate.ku.edu/>) establishes requirements for all graduate programs at the University, including residency, enrollment, and time limits. Students should refer to the University Policies and Degree Requirements section (beginning on p. 11), and review the Office of Graduate Studies' [Policy Library](http://graduate.ku.edu/policies) (<http://graduate.ku.edu/policies>) for University-wide requirements, The Department observes those requirements and enacts specific requirements of its own. This Graduate Handbook summarizes Departmental requirements, and should be consulted regularly throughout the program of study.

## History Graduate Student Organization (HGSO)

The [History Graduate Student Organization](http://history.ku.edu/graduate-student-resources) (<http://history.ku.edu/graduate-student-resources>) is a student association recognized by the Department of History. All History graduate students are made members upon admission to the program. Members meet regularly during the academic year, and offer formal and informal mentoring, advice, professionalization opportunities, and social events. Further, HGSO serves as the voice of the graduate students to the faculty of the Department and in particular to the Director of Graduate Studies and the committees that guide graduate study. Officers are elected yearly through elections administered by the HGSO.

## Advising

Incoming graduate students select a primary faculty advisor when applying for admission to the PhD program. This advisor will act as the primary advocate for the student during the application process, and help to guide the student during the first year of study, and, in most cases, throughout the program of study. The advisor must hold dissertation faculty status and work in the student's area of geographical and thematic interest.

**Advising relationships are designed to serve the academic needs of the student, and so it is understood that degree candidates may select a different advisor at any time in their graduate career if they choose. It is imperative that students maintain regular contact with their advisors, and that faculty are notified in a timely manner in the event that the committee composition changes.**

APPROVAL FROM ALL MEMBERS OF COMMITTEE—POS WORKSHEET WILL BE CIRCULATED TO ALL MEMBERS OF THE COMMITTEE.

During the second semester of graduate study students will select an **advisory committee** to guide their progress through the program. Students and their advisors will draft a plan for the subsequent three semesters of classes as well as recruit an additional two members of the faculty with whom the student plans to work closely. The student must consult with all members of the committee and confirm each professor's willingness to serve as a member of the advisory committee. This advisory committee is expected to direct future coursework and lay the groundwork for the portfolio exam. Students will be expected to frame a program of study that includes at least two classes covering a second geographical area of study or two methods courses that will help to build a competency in a complementary discipline.

Each first-year student will submit their written plan, the Program of Study Worksheet (see appendix, page 28), to the Graduate Program Administrator by 15 March of the Spring semester, and circulate a copy of the Program of Study Worksheet to all members of the advisory committee. This formulation of a research program outlines the advisory committee, fields of study, and a proposed research plan leading up to the Portfolio exam.

Until students have passed their Comprehensive Oral Examination for the PhD, the advisory committee normally consists of four faculty members in History (including the prospective dissertation director and the second reader). The dissertation committee may consist of the same faculty members, or others selected because of their expertise in the area of the

dissertation. All committee members must be members of the University of Kansas graduate faculty— contact Graduate Program Administrator for a list of eligible faculty.

Students should expect to consult with their advisor and second reader regularly over the course of each academic year, and to maintain contact with the advisor during summers and research trips. At least once each semester, doctoral students who have not yet reached the point of ABD (“all but dissertation”) should meet formally with their primary advisor and with the members of their advisory committee to review their progress toward preparing the Professional Portfolio in advance of its submission for the Comprehensive Oral Examination.

### **Program of Study**

Students are expected to identify geographical, thematic, and chronological fields of study in their application to the PhD program. Over the course of the first year of graduate study, the student will establish a set of areas of research expertise in close consultation with his/her faculty advisor and the advisory committee. In selecting their areas of specialization, graduate students should strive to create an intellectually coherent whole, and pursue transnational, comparative, and thematic areas of study. In addition, students should develop their academic profile in consideration of the type of employment they hope to find after graduation, as well as which fields will serve them best in their future careers.

### **Additional Departmental Advising and Mentoring**

The Director of Graduate Studies provides additional advising to graduate students, particularly concerning Department and University rules and procedures. The Director of Graduate Studies also offers students career guidance in conjunction with other members of the Department.

In addition to their faculty advisor and committee, graduate students who hold teaching positions in the department are assigned a teaching mentor each semester. For students who serve as Graduate Teaching Assistants (GTAs), their teaching mentor is the professor to whose course they are assigned. Advanced graduate students who are serving as Assistant Instructors (AIs) select a Department faculty member to serve as their teaching mentor at the time they are notified of their appointment. The teaching mentor helps the student design a syllabus, plan lessons and written assignments; observes their teaching, offering advice and writing evaluations for the Department; discusses the theory and practice of history pedagogy; and aids in solving problems over the course of the semester.

The HGSO also assigns a peer mentor to entering graduate students. The peer mentors help new students navigate the university system and the Lawrence region, familiarize themselves with the Department, and adapt to life in graduate school.

### **Enrollment**

All students are expected to register for nine credit hours in the Fall and Spring semesters each year until completion of the Portfolio Exam. Following the successful completion of the Portfolio Exam at the beginning of the third year of study, students are required to maintain continuous full-time enrollment (nine hours in fall and spring, three hours in summer) until they reach eighteen credit hours. After fulfilling the eighteen-credit-hour requirement, students must register for at least one credit hour each semester, including the Summer semester, in order to maintain enrollment in good standing.

Prior to the beginning of each semester, students should consult with their advisor concerning the appropriate selection of courses. After this consultation, they should enroll online through [Enroll & Pay \(https://sa.ku.edu\)](https://sa.ku.edu). In order to enroll in HIST 800 and HIST 998 students will need to obtain a permission number from the Graduate Program Administrator. There is a Department limit of two HIST 800 classes during the period of coursework, so please plan accordingly. (See Appendix, p. 29 for HIST 800 Guidelines.)

Students who are unable to enroll for a period of time must inform the Director of Graduate Studies in order to request a leave of absence, and the Graduate Program Administrator will file a formal petition with the College Office of Graduate Affairs (COGA) to secure the leave of absence. Students who have neither registered for courses nor filed for a leave of absence by the eighth week of the semester will be dismissed from the program. See Leave of Absence under the University Policies and Requirements section of this document for additional information.

### **Essential Documentation**

The following documents are used by the University of Kansas to manage student records. These descriptions are designed primarily to clarify the various processes involved in navigating through the graduate program.

**Degree Progress Report form.** The Registrar's office maintains a Degree Progress Report (DPR) form for each student. Students may obtain copies of their own DPR forms through [MyKU Portal \(https://my.ku.edu\)](https://my.ku.edu) 1. Should students ever notice a discrepancy between the DPR form and their own records of enrollment, they should inform the Graduate Program Administrator.

**Progress Report form.** The Department expects graduate students to complete an annual progress report form (<http://history.ku.edu/annual-evaluation>) as a means of recording progress towards fulfilling degree requirements. The web form contains different requirements for each stage of study, and the student should work to fill the requirements by 1 May each year. Completed progress report forms are submitted online to the primary advisor and the Graduate Program Administrator, and are kept in the student's file as a means of tracking annual progress.

The Graduate Program Administrator is responsible for managing official documents related to the program of study. The **Progress to Degree System** is used to schedule the MA oral exam, transfer students from the MA to the PhD level, report fulfillment of the residency and foreign language requirements, manage the petitions process, schedule the portfolio exam, and schedule the PhD dissertation defense.

**Apply for Graduation form.** The Registrar's office requires this form, available online (<https://sa.ku.edu>), in order to record the MA and PhD degrees approved by the Department and the Office of Graduate Studies. Detailed instructions may be found online ([http://www2.ku.edu/~sakut/manuals/Apply\\_For\\_Graduation.pdf](http://www2.ku.edu/~sakut/manuals/Apply_For_Graduation.pdf)). Students who anticipate completing their degree in a given semester need to file the Application for Graduation form in the first month of that semester. The degree cannot be awarded without this form.

## Foreign Language Requirement

All History graduate students are required to have undertaken the serious study of at least one foreign language. Students in fields where the primary research materials are in languages other than English must demonstrate their command of those languages. Students are expected to enter the program with some knowledge of their primary research language, and they must be able to demonstrate the necessary level of proficiency within the first year of enrollment. For doctoral students in History, completion of the Foreign Language Requirement fulfills part of the University's Research Skills and Responsible Scholarship requirement. (See Research Skills and Responsible Scholarship under the Ph.D. in History section of this document for additional information.)

The student's advisory committee may require a demonstration of language competence not only in reading, but also in speaking, writing, and paleography, if such proficiency is necessary for their professional work. Advisory committees may require competence in one or two foreign languages, depending on the student's area of specialization. Should any difference of opinion arise between students and their advisory committees concerning the language requirement, students should consult with the Director of Graduate Studies.

Students may demonstrate competence in a **primary research language** through:

- a. Native speaker status; or
- b. Coursework at KU or elsewhere through the intermediate (second-year) level, coupled with extensive use of the language in seminar and colloquium papers; or
- c. Coursework at KU or elsewhere through the advanced (third-year) level; or
- d. A test of language skill (reading only, or reading, speaking, and writing, as appropriate) designed by the field and graded in consultation with the appropriate foreign language department.

Students may demonstrate necessary experience in a foreign language that they are **not** using for primary research through:

- a. Native speaker status; or
- b. Coursework at KU or another university; or
- c. A test of reading skill (usually, a passage to translate) designed by the field and graded in consultation with the appropriate foreign language department; or
- d. A graduate reading knowledge course taken at KU.

When students have attained the required level of proficiency in a foreign language, they should fill out the Department of History's Foreign Language Certification Form (see Appendix, p. 34) and submit it with the required documentation for the approval of their advisor and the Director of Graduate Studies.



## Student Rights and Responsibilities

All graduate students are responsible for informing themselves of requirements of the Office of Graduate Studies as stated in the most recent issue of the [KU Graduate Catalog \(http://catalog.ku.edu/\)](http://catalog.ku.edu/). Graduate students are bound by the rules and regulations of the University of Kansas, including the [Code of Student Rights and Responsibilities \(http://policy.ku.edu/code-student-rights-and-responsibilities-student-code\)](http://policy.ku.edu/code-student-rights-and-responsibilities-student-code). When rules are violated and disciplinary action is necessary, the Department of History may impose penalties including written warnings, probation, and expulsion.

## Evaluation

Students are expected to consult with their advisors regularly concerning their performance and progress toward the PhD degree. Students should schedule a formal meeting and portfolio/dissertation progress check with their primary advisor at least once each semester. Students are responsible for ensuring regular contact with their advisor in order to maintain a good working relationship.

Several forms, the "Program of Study Worksheet," "Coursework Matrix," and "Progress Grid," provide guidance to students and outlines normal progress to degree for full-time students. These documents are included in the appendix to this Handbook (pp. 32-33).

Assessments of graduate coursework are made through letter grades (A, B, C, D, F) with pluses and minuses. A larger proportion of grades of B than A may be indicative of a problem that students should discuss with their advisors. Students whose cumulative GPA in History courses falls below 3.25 are placed on probation (see below, p. 6). Credit/no credit options are not authorized for graduate students. Following the Portfolio Exam, dissertating students enrolled in HIST 999 (Doctoral Dissertation) are graded on a three-level scale:

SP: Satisfactory Progress

Consistent with goals for the semester as agreed upon with the advisor; supports timely completion of degree

LP: Limited Progress

Progress is less than agreed upon with advisor; may cause delays in timely degree completion

NP: No Progress

Student has provided INSUFFICIENT evidence of progress on dissertation work, or work completed was insufficient to move the dissertation project forward. NP students will be placed on academic probation for the following semester, and subject to dismissal if a second NP grade is assigned.

## First-Year Letters

Each spring instructors of graduate courses evaluate all first-year students whom they have taught in class, providing a written assessment to the Graduate Committee. The Graduate Committee reviews these evaluations and prepares an individualized letter for each student that reflects the student's classroom performance and written work. These letters highlight areas of strength as well as aspects of the student's academic work that require improvement. Students whose performance has been flagged as a matter of concern will be targeted for a second review following the completion of their third semester of study (Third-Semester Letter). It is expected that any student whose performance remains marginal will take the MA exam in the fourth semester and leave the program.

## Progress Toward Degree

At the end of each academic year, graduate students must complete the appropriate Annual Progress Report web form (<http://history.ku.edu/annual-evaluation>) and submit it online to the Graduate Program Administrator to be included in their files. Advisors review each student's performance and progress periodically during the course of each academic year. In addition to monitoring progress to degree, the Graduate Committee uses these evaluations in deliberations concerning GTA appointments and prizes and grants. The Director of Graduate Studies reviews the students' Progress Reports and the advisors', along with the students' Degree Progress Report. When the Director of Graduate Studies sees a pattern suggesting difficulties in performance or in progress to degree, s/he sends the affected students a letter, with a copy to the advisory committee, identifying the problem and possible remedies.

If the advisor, advisory committee, or Director of Graduate Studies determines that a student has not demonstrated the capacity to carry out graduate-level work, the student will be notified in writing. Upon the documentation of this warning, and in the event the student wishes to continue in the program, s/he will be given the opportunity to meet with the Director of Graduate Studies and the faculty members on the advisory committee. This meeting is expected to establish a strategy for improving the student's performance over the course of the subsequent semester. In the event that the student's performance remains unsatisfactory, the Graduate Committee will review the student's file and decide either to dismiss the student from the program, or to permit them to continue to pursue the degree, in a probationary capacity, on specified conditions.

## **Incompletes**

If students need to take an Incomplete in a course, they are required to arrange with the professor a specific deadline for completion of the work as soon as feasible. University rules prohibit students from taking longer than two semesters (including Summer semester) to satisfy work for an Incomplete. Students who take an Incomplete in the Spring are required to fulfill the missing work no later than the end of Fall Semester. Students who take an Incomplete in the Fall are required to fulfill the missing work no later than the end of the following Summer term. Students who do not meet these deadlines will be placed on probation. In addition, if an instructor fails to enter a new grade within this time frame, the Incomplete will convert to an F..

## **Probation & Dismissal**

The Department of History expects that students will make sustained progress in their studies, and those students whose performance and progress to degree are seriously deficient will be placed on probation. The Department defines students as being seriously deficient when they:

- 1) carry an Incomplete for more than a semester plus a summer term; or
- 2) have a GPA in courses that count for the degree that falls below 3.25.

Students who do not remedy the deficiency within one semester on probation will be dismissed from the program, unless they file a successful petition to the Department's Graduate Committee. **Students on probation because of unsatisfied Incompletes are ineligible to hold GTA appointments.**

## **Academic Misconduct**

Graduate students in the Department of History are required to abide by the University's policy on [Academic Misconduct](http://policy.ku.edu/governance/USRR#art2sect6) (<http://policy.ku.edu/governance/USRR#art2sect6>). They must document appropriately all ideas, texts, and images that they have borrowed from others. Students are prohibited from representing as their own work the work of others. Work submitted for course credit is expected to be original to the student and designed to meet the program requirements. In addition, written work done for one course or degree program will not be accepted in another. Questions of interpretation of this rule must be cleared with the faculty member in advance.

When a member of the faculty suspects that some form of academic misconduct has taken place, including plagiarism, improper collaboration, or unprofessional behavior, s/he will contact the Director of Graduate Studies, and the Graduate Committee will review the case. The student, the member of the faculty, and the student's advisor will be invited to meet with the Graduate Committee to discuss the case, and the Graduate Committee will determine a course of action for resolving the situation. The Office of Student Affairs is the University office charged with investigating charges of academic misconduct.

## **Petition Process**

If a graduate student seeks exemption from program rules and requirements, s/he may file a petition for exemption from specific rules. The petition should explain why the student requests the waiver of a requirement, as well as how the educational goals the requirement is designed to meet will still be fulfilled.

In the case of the department's own rules, petitioners should write a letter to the Director of Graduate Studies, providing appropriate supporting materials, including a letter of support from the student's advisor. The Director of Graduate Studies refers the petition to the Graduate Committee, which evaluates the request and rules on its merit. In cases where the policy or requirement being petitioned is a University policy, the Director of Graduate Studies will submit a petition form to the College Office of Graduate Affairs accompanied by his/her letter of endorsement. The Graduate Program Administrator will help the student submit the petition form, and this document specifies the supporting material needed for each kind of petition, (e.g. leave of absence, extension of time to degree, waiver of the ABD enrollment requirement, waiver of rules specifying time between Portfolio Exam and dissertation defense). These materials must accompany the petition sent to COGA. COGA's [petitions web page](http://college.ku.edu/coga/department/petitions) (<http://college.ku.edu/coga/department/petitions>) provides additional information regarding University petitions, including the documentation that may be required. Additional information regarding the more common University petitions, such as Leave of Absence, Enrollment requirements, and Time Limit Extensions may also be found in the University Policies & Degree requirements section of this document.

In cases where the Graduate Committee declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the Department.





- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)

## Transfer of Credits

<http://college.ku.edu/coga/enrollment/transfer-reduced>

The transfer credit option allows master's students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department of program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D.. Students should consult with their DGS about their enrollment plan.

### **Related Policies and Forms:**

- [Graduate Credit](http://policy.ku.edu/graduate-studies/graduate-credit) (<http://policy.ku.edu/graduate-studies/graduate-credit>)
- [Count Toward Degree Form](http://registrar.ku.edu/sites/registrar.ku.edu/files/servicedocs/countdegree_0.pdf) ([http://registrar.ku.edu/sites/registrar.ku.edu/files/servicedocs/countdegree\\_0.pdf](http://registrar.ku.edu/sites/registrar.ku.edu/files/servicedocs/countdegree_0.pdf))
- [Co-enrollment](http://policy.ku.edu/graduate-studies/seniors-and-grad-study) (<http://policy.ku.edu/graduate-studies/seniors-and-grad-study>)
- [MA and MS Degrees](http://policy.ku.edu/graduate-studies/ma-ms-degrees) (<http://policy.ku.edu/graduate-studies/ma-ms-degrees>) (on Reduced Hour Master's Degree)

## Enrollment

<http://policy.ku.edu/graduate-studies/enrollment?num2.3>

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

Fall and Spring semesters:

- Enrollment in nine credit hours;
- Enrollment in six credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in six credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). \*See Doctoral post-comprehensive enrollment.

Summer sessions:

- Enrollment in six credit hours;
- Enrollment in three credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in three credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than sixteen hours a semester or more than eight hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

**Students not enrolled by the first day of classes will be assessed a late fee. Students not enrolled by the 60<sup>th</sup> of classes will be automatically discontinued in Enroll & Pay.**

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Discontinue form may be submitted on his or her behalf.

Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well as any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current**

## **Academic Calendar (<http://registrar.ku.edu/calendar>).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](http://college.ku.edu/coga/enrollment/changes) (<http://college.ku.edu/coga/enrollment/changes>), which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

### **Related Policies:**

- [Discontinued Enrollment](http://policy.ku.edu/graduate-studies/discontinued-enrollment) (<http://policy.ku.edu/graduate-studies/discontinued-enrollment>)
- [Enrollment](http://policy.ku.edu/graduate-studies/enrollment) (<http://policy.ku.edu/graduate-studies/enrollment>)
- [Enrollment Regulations \(CLAS\)](http://college.ku.edu/coga/department/policies/enrollment-regulations) (<http://college.ku.edu/coga/department/policies/enrollment-regulations>)
- [Full-time Enrollment for Graduate Students](http://policy.ku.edu/graduate-studies/fulltime-enrollment) (<http://policy.ku.edu/graduate-studies/fulltime-enrollment>)
- [Graduate Coursework Expiration Dates](http://policy.ku.edu/graduate-studies/coursework-expiration-dates) (<http://policy.ku.edu/graduate-studies/coursework-expiration-dates>)
- [Master's Enrollment Requirements](http://policy.ku.edu/graduate-studies/masters-enrollment-requirements) (<http://policy.ku.edu/graduate-studies/masters-enrollment-requirements>)

## **Credit/No Credit**

### **(<http://college.ku.edu/coga/enrollment/credit>)**

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

**No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](http://registrar.ku.edu/calendar) (<http://registrar.ku.edu/calendar>). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office.

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling. In cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

### **Related Policies and Forms:**

- [University Senate Rules and Regulations \(USRR\), Section 2.2.7](http://policy.ku.edu/governance/USRR#art2sect2) (<http://policy.ku.edu/governance/USRR#art2sect2>)

## **Time Limits**

### **(<http://college.ku.edu/coga/degree/time>)**

The University expects that master's degree should typically be completed in two years of full-time study, the doctorate degree in five years of study, and both the master's and doctorate together in six-seven years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers DGSs and advisors a [Mentoring Agreement Template](http://clas.drupal.ku.edu/sites/clas.drupal.ku.edu/files/docs/COGA/Mentoring%20Agreement%20Template.docx) (<http://clas.drupal.ku.edu/sites/clas.drupal.ku.edu/files/docs/COGA/Mentoring%20Agreement%20Template.docx>) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students. It is especially useful for doctoral students in the dissertation phase.

### **Related Policies and Forms:**

- [Master's Degree Time Constraints](http://policy.ku.edu/graduate-studies/ma-program-time-constraints) (<http://policy.ku.edu/graduate-studies/ma-program-time-constraints>)
- [Doctoral Degree Time Restraints](http://policy.ku.edu/graduate-studies/doctoral-program-time-constraints) (<http://policy.ku.edu/graduate-studies/doctoral-program-time-constraints>)

- [Doctoral Program Profiles with Time To Degree Information](http://graduate.ku.edu/2012-doctoral-program-profiles)  
(<http://graduate.ku.edu/2012-doctoral-program-profiles>)
- [Graduate Degree Completion Agreement \(PDF\)](http://college.ku.edu/sites/clas.ku.edu/files/docs/COGA/CompetitionAgreementCOGA20130823.pdf)  
(<http://college.ku.edu/sites/clas.ku.edu/files/docs/COGA/CompetitionAgreementCOGA20130823.pdf>)
- [Mentoring Agreement Template \(Doc\)](http://clas.drupal.ku.edu/sites/clas.drupal.ku.edu/files/docs/COGA/Mentoring%20Agreement%20Template.docx)  
(<http://clas.drupal.ku.edu/sites/clas.drupal.ku.edu/files/docs/COGA/Mentoring%20Agreement%20Template.docx>)

## **Leaves of Absence**

### **(<http://college.ku.edu/coga/degree/leave>)**

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while “stopping the clock” on their time to degree.

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department’s internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student’s need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

#### **Related Policies and Forms:**

- [Leaves of Absence](http://policy.ku.edu/graduate-studies/leave-of-absence) (<http://policy.ku.edu/graduate-studies/leave-of-absence>)
- [Leave of Absence Petition Form \(PDF\)](http://college.ku.edu/sites/clas.drupal.ku.edu/files/docs/COGA/LeaveAttachmentCOGA20130823.pdf)  
(<http://college.ku.edu/sites/clas.drupal.ku.edu/files/docs/COGA/LeaveAttachmentCOGA20130823.pdf>)

## **Oral Exams (<http://college.ku.edu/coga/degree/exams>)**

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several policies pertaining to the following exams:

- Master's Exam/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

Before a student is allowed to sit for any of these three exams, pre-approval from COGA is required. This approval must be sought by the department at least four weeks prior to the exam date. COGA checks to ensure that the student has fulfilled certain University requirements. The full list of requirements that COGA checks for may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by COGA applies **ONLY** to the oral portions of the three exams listed above.

The following are University policies pertaining to these oral exams:

#### **Oral Exam Committee Composition**

For all oral exams, the committee members must be appointed members of the Graduate Faculty of KU. In addition, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty or, in the case of doctoral committees, dissertation faculty status in the candidate’s department/program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master’s and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee.

## **Oral Exam Attendance (Physical Presence)**

The Oral Exam Attendance policy describes rules for physical versus mediated attendance (e.g. Skype or phone) at oral exams.

In all cases, a majority of committee members must be physically present with the student for an exam to commence. Both the chair and outside member (for doctoral exams) must form part of this majority. In cases where the student prefers that all committee members are physically present, the student's preference shall be honored.

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

**Related Policies and Forms:**

- [Graduate Student Oral Exam Committee Composition](http://policy.ku.edu/graduate-studies/oral-exam-committee-composition) (<http://policy.ku.edu/graduate-studies/oral-exam-committee-composition>)
- [Oral Exam Attendance](http://policy.ku.edu/graduate-studies/oral-exam-attendance) (<http://policy.ku.edu/graduate-studies/oral-exam-attendance>)
- [Graduate Faculty Appointments](http://policy.ku.edu/graduate-studies/graduate-faculty-appointments) (<http://policy.ku.edu/graduate-studies/graduate-faculty-appointments>)

## DOCTORAL DEGREE REQUIREMENTS

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

### Residency Requirement

Two semesters, which may include one summer session, must be spent in full-time resident study at the University of Kansas. During this period of residence, fulltime involvement in academic or professional pursuits may include an appointment for teaching or research if the teaching/research is directed specifically toward the student's degree objectives.

**Related Policies and Forms:**

- [Doctoral Program Time Constraints](https://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-contraints) (<https://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-contraints>)

### [Continuous Enrollment for Post-Comprehensive Students](http://college.ku.edu/coga/enrollment/post-comp) (<http://college.ku.edu/coga/enrollment/post-comp>)

During the semester in which the comprehensive exam is completed and each semester or session that follows, doctoral candidates must enroll in at least six credit hours per semester and three credit hours per summer session until all requirements for the degree are completed OR until eighteen post-comprehensive hours have been completed, whichever comes first. At least one of these credit hours each semester must be a dissertation hour (or an approved dissertation equivalent).

During the semester in which the student will complete this requirement, enrollment may be dropped to only the number of hours required to complete the eighteen. For example, if a student is entering the Fall semester having completed fifteen post-comprehensive hours, he or she need only enroll in three credit hours.

After fulfilling the post-comprehensive enrollment requirement, enrollment may be reduced to as little as one dissertation hour per semester or summer session up to and including the semester of graduation.

Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students (found in the above heading or the policy links below). Failure to properly comply with the policy could result in additional enrollment requirements and tuition expense near the end of your degree program.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. To become certified, the student or department staff should complete and submit to COGA the Certification of Eligibility to Enroll in Fewer Than Six Hours form (found below) **prior** to the beginning of the semester in which the enrollment will drop below six hours.

**Related Policies and Forms:**

- [Doctoral Program Time Constraints](http://policy.ku.edu/graduate-studies/doctoral-program-time-contraints) (<http://policy.ku.edu/graduate-studies/doctoral-program-time-contraints>)
- [Doctoral Candidacy](http://policy.ku.edu/graduate-studies/doctoral-candidacy) (<http://policy.ku.edu/graduate-studies/doctoral-candidacy>)



- [GTA/GRA Certification of Eligibility to Enroll in Fewer than Six Hours](http://policy.ku.edu/graduate-studies/doctoral-GTA-eligibility-fewer-six-hours)  
(<http://policy.ku.edu/graduate-studies/doctoral-GTA-eligibility-fewer-six-hours>)

## **GRADUATION REQUIREMENTS (M.A. & Ph.D.)**

In addition to all program requirements, students planning to graduate must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's or doctoral student in the College:

**M.A. DEGREE GRADUATION CHECKLIST** (<http://college.ku.edu/coga/graduation/master's>)

**PH.D. DEGREE GRADUATION CHECKLIST** (<http://college.ku.edu/coga/graduation/doctoral>)

Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](http://graduate.ku.edu/etd-formatting-and-working-multimedia-files) (<http://graduate.ku.edu/etd-formatting-and-working-multimedia-files>) and [electronic submission](http://graduate.ku.edu/submitting) (<http://graduate.ku.edu/submitting>) of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](http://college.ku.edu/coga) (COGA) (<http://college.ku.edu/coga>) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and receive guidance on any pending items.

## **GRADUATE STUDIES FUNDING OPPORTUNITIES**

The Office of Graduate Studies offers [funding opportunities](http://graduate.ku.edu/ku-funding) (<http://graduate.ku.edu/ku-funding>) in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

**Dissertation Fellowships:** intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.

**Summer Fellowships:** intended primarily for doctoral students.

**Graduate Scholarly Presentation Travel Fund:** intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (\$500) only once, and funds are available on a first-come, first-served basis

**Doctoral Student Research Fund:** Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students should check the link above for additional information and restrictions.





## PhD IN HISTORY

The PhD degree consists of thirty-three credit hours at the graduate level. Normally, students take courses at the graduate level (700 and above), although in rare cases a topical course numbered 500- and 600- (but not History 696) may count for graduate credit. Department rules require that students complete a minimum of fifteen credit hours (five courses) at the 800-level and above. PhD students must take a minimum of three colloquia and two research seminars, as defined under the requirements for the MA degree (see p. 15). Students who completed the MA degree in the Department of History at the University of Kansas may count those courses towards the PhD requirements. In order to satisfy the Office of Graduate Studies' residency requirement, students must spend at least two semesters of full-time, residential study at the Lawrence campus.

Students who enter the program with a MA in History or a related discipline from other universities may satisfy part of the thirty-three credit-hour requirement with up to fifteen hours of transfer credit from their master's programs. The Graduate Committee will evaluate petitions for waivers of credit hours, and students should prepare a formal petition in consultation with the student's advisor and the Director of Graduate Studies. Students who wish to request a waiver should do so following their first semester, and the petition will include not only syllabi and written materials from prior work, but also evidence of academic success in the courses taken at the University of Kansas.

All students are required to take History 805, The Nature of History, normally in their first semester in the program, unless they have taken a course that covers equivalent material at a comparable institution. In the event that the student and his/her advisor seek to waive this requirement, the student must prepare a letter of petition that includes the syllabus and coursework for the equivalent class, and submit it to the Graduate Committee for review. Upon the completion of the first semester of study, if the student's performance has proven exceptional in other courses, the Graduate Committee may deem it appropriate to waive this requirement.

In rare cases, students may enroll in HIST 800, Readings in History, with a professor not teaching a graduate course that semester. No more than two sections of this course may be taken for credit, and each semester the student and professor must submit to the Graduate Committee a syllabus and agreement before the end of the first week of the semester. The requirements for this course are outlined in the Appendix, page 29.

PhD students must be able to demonstrate the appropriate level of proficiency in their primary research language in their first year in the graduate program at KU. In some fields, proficiency in a second foreign language is required as well. Students should consult their advisory committees and the Department's Foreign Language requirement policy.

Students are expected to refine their Program of Study (as submitted in the Program of Study Worksheet during the second semester of graduate training) as they move through the graduate program, and to engage in regular conversations with members of their advisory committees in preparation for the Portfolio Examination.

### Professional Portfolio

From the first semester in the program, graduate students begin to compile materials that will be used to build a Professional Portfolio of their work. This portfolio takes the place of written comprehensive examinations in the Department of History.

Through the Professional Portfolio students demonstrate their command of their fields and their preparation to undertake dissertation research. This document represents the culmination of the program of study outlined in the second semester of graduate work, and provides a roadmap of the student's future work. This document will influence the content of the student's Portfolio Examination, and so the materials included in the portfolio should be arranged with this purpose in mind. For more information, please see the PhD Portfolio Rubric, which enumerates standards for the evaluation of the portfolio and can be found in the Appendix, page X.

**The Department advises all students to sit for their Portfolio Exam in the Fall semester, in order to reduce the number of summer enrollment hours for which they have to register. All students serving as GTAs are entitled to reduced summer tuition (at in-state rates), and should fill out the Staff Benefits form at the time of the Portfolio Exam (see Appendix, p. 36)**

The portfolio is submitted in digital format, although members of the examination committee may request a hard copy as well. It **must** contain the following items:

- Table of Contents
- Curriculum Vitae























## Program of Study Declaration

From the *Graduate Handbook*:

“Each student’s curricular program should be determined by individual interest and a scholarly rationale, and the program should be developed in close consultation with the advisor. During the second semester of the first year of graduate study at KU, students and their advisors will draft a plan for the subsequent three semesters of classes as well as recruit an additional two members of the faculty with whom the student plans to work closely. This advisory committee is expected to direct future coursework and lay the groundwork for the portfolio exam. Students will be expected to frame a program of study that includes at least two classes covering a second geographical area of study or two methods courses that will help to build a competency in a complementary discipline.

“Each first-year student will submit a written plan to the Graduate Committee by *15 March* of the spring semester following their admission to the graduate program. This formulation of a research program represents the first stage in the preparation of the professional portfolio, and permits the student to develop a team of mentors who will contribute materially to the course of study.”

Student: \_\_\_\_\_ Date: \_\_\_\_\_

### Advisory Committee:

Primary Advisor \_\_\_\_\_

Member 2 \_\_\_\_\_

Member 3 \_\_\_\_\_

Member 4 \_\_\_\_\_

Program of Study: Please describe the areas of history with which you intend to engage in coursework and research. You should consider the geographical, thematic, and chronological fields of study that will orient your graduate career. ***Attach a one-page description of how these research interests fit together.*** You should think of this framework in terms of drafting the Professional Essay for the portfolio exam, in other words, of laying the groundwork for engaging in a discussion of your place as a scholar.

Geographical \_\_\_\_\_

Thematic \_\_\_\_\_

Chronological \_\_\_\_\_

Outside\* \_\_\_\_\_

\*Another discipline or geographical area of study, generally, in which you intend to pursue coursework

*Attach a one-page description of how these research interests fit together.* Here is a brief description of the Professional Essay from the *Graduate Handbook*.

“The essay should identify the fields the candidate has chosen to pursue in colloquia and seminars and explain the rationale for those choices as well as how the candidate’s thinking about them changed with professional growth. It should identify the leading issues confronting the student’s fields today, the “big questions” that the field is debating, and the kinds of research and evidence gathering that dominate current research. The candidate should indicate where he or she stands on those questions and venture appraisals or criticism of key works in the field. Overall, the candidate should demonstrate a firm knowledge of what the most influential works and interpretations have been in the field.”

Please return completed forms by March 15, to the Graduate Program Administrator, Wescoe 3650-C

## Guidelines for HIST 800: Readings in \_\_\_\_\_

### Statement of principle on graduate readings courses:

Graduate-level readings courses provide graduate students (typically more advanced students) with the opportunity to work closely with a faculty member in directed and intensive reading, examining either a broad historiographical area or more specific theme, region, period, and/or methodology. In some cases, they provide a chance to examine issues vital to a student's development as a scholar for which there are no regularly taught graduate colloquia, or to interact with faculty members with whom a student might not otherwise have the chance to work closely. They can be especially valuable for addressing specialized topics, filling gaps in departmental course coverage, and helping to provide meaningful curricula for fields with a small number of students.

Readings courses cannot substitute for the intensive group interaction and professionalization involved in regular colloquia, and they also involve a large and poorly compensated investment of faculty time. They should be a limited part of any student's curriculum—comprising no more than two courses during a student's graduate training. Students may petition the Graduate Committee for a waiver of the two-course limit.

### Recommended parameters for readings courses:

- Students should register for three credit hours, with a workload resembling a regular colloquium.
- There should be at least one hour of faculty-student interaction and discussion for every two weeks of work, with an expected ten to fifteen hours of total contact during a normal semester. When possible, students are encouraged to form reading groups of two or three students within these same parameters.
- Twenty to thirty books and articles is an appropriate reading load for a typical readings course, depending on the length and complexity of works chosen.
- Readings courses are meant to be reading-, not writing-intensive. Recommended length for the final paper is approximately twenty pages (5000 to 6000 words) plus a bibliography of works read during the course. At an instructor's discretion, a series of short essays may substitute for the final paper.

### Requirements:

- The exact range of expectations regarding books and papers will be enumerated in a syllabus agreed upon by the student and faculty member, to be filed with the Director of Graduate Studies by the end of the first week of the semester.
- The final assignment should comprise a carefully documented, synthetic, analytical essay, which provides the basis for the course grade. Instructors will provide written feedback on this final essay, and a copy with the professor's comments should be included in the professional portfolio.



# Annual Progress Report

This form serves as an annual evaluation of your progress in the graduate program. Please complete all fields. Any questions can be directed to the [Graduate Program Administrator](#).

## A. Student Profile

Name: \*

Email address: \*

Mailing address: \*

If your summer address is different from your school address, please note.

Please list the geographical, thematic, and chronological focus of your program of study:

Primary advisor: \*

Advisor's email address: \*

Second reader:

Teaching mentor:

Most Recent Consultation or Next Scheduled Consultation with your advisor: \*

Month

Day

Year

Please upload a copy of your most recent CV here: \*

## B. Progress Toward Degree

Current status in program: \*

Please click the drop-down tab below that corresponds with your current status in the program and complete the questions listed there.

[Hide Pre-M.A.](#)

Please complete if you are working towards the MA degree.

Current GPA:

HIST 805:

Completed

- Not completed
- Waived

Have you completed at least two research seminars? If yes, please list them

Please include the name of the seminars and the title of the paper for each seminar

How many hours, including the current semester, have you completed towards your degree?

You must complete at least 30 hours to earn the M.A.

Have you ever petitioned the Graduate Committee successfully for course credit transfer? If yes, which courses and from what institution(s)?

MA committee members:

Anticipated date of MA exam:

[Hide Pre-Portfolio](#)

Please fill out if you are completing your portfolio.

Current GPA:

HIST 805:

- Completed
- Not completed
- Waived

Have you completed at least two research seminars? If yes, please list them

Please include the name of the seminars and the title of the paper for each seminar

How many hours, including the current semester, have you completed towards your degree?

You must complete at least 33 hours to advance to ABD.

Have you ever petitioned the Graduate Committee successfully for course credit transfer? If yes, which courses and from what institution(s)?

Have you completed the foreign language proficiency certification?

- Yes
- No

Is your foreign language proficiency certificate on file with the Department?

- Yes
- No

If not, please upload your completed and signed certificate here:

The Foreign Language Certification Form is available here:

<https://history.ku.edu/sites/history.ku.edu/files/docs/Foreign%20Language%20Requirement%20Form.pdf>

Portfolio committee members:

Please outline in detail the work towards your dissertation prospectus and professional essay that has been completed to date:

Have you received timely feedback from your advisor? Please specify:

Anticipated date of portfolio exam:

[Hide ABD](#)

Please fill out if you are completing your dissertation.

Date of portfolio exam:

Have you maintained continuous enrollment since your portfolio exam? If no, please explain:

Title of dissertation:

Dissertation defense committee members:

Please outline in detail the research, writing, or other work toward your dissertation that has been completed to date:

Have you received timely feedback from your advisor? Please specify:

Please provide detailed information on the expected steps toward completion, including the various stages of research, drafts, revisions, and final submissions:

Anticipated date of dissertation defense:

C. Teaching

Are you currently a GTA in the History Department? \*

- Yes
- No

If yes, please list the class/es and professor/s you currently TA for:

Please list the number of semesters you have served as a GTA in the History Department: \*  
Will you need a GTA position in the coming academic year? \*

- Yes
- No

If you are a fellowship holder, please specify:

If you are currently a GTA outside of the History Department, please specify:

Please list any other current employment relevant to your studies:

#### D. Professional Development

Please list all relevant activities for the past calendar year in the following fields:

Presentations:

Publications

Funding Proposals

Please include both successful and unsuccessful proposals and their current status.

Service provided to the Department and the University:

Awards

## DEPARTMENT OF HISTORY FOREIGN LANGUAGE CERTIFICATION FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Major field \_\_\_\_\_ Advisor \_\_\_\_\_

Minor fields \_\_\_\_\_

Prospective dissertation area \_\_\_\_\_

Foreign language to be certified \_\_\_\_\_

Primary research language? (y/n) \_\_\_\_\_

### For language used in primary research:

Skills needed: reading \_\_\_\_\_ writing \_\_\_\_\_ speaking \_\_\_\_\_ paleography \_\_\_\_\_

Competence demonstrated through:

\_\_\_\_\_ Native speaker status.

\_\_\_\_\_ Coursework through intermediate (2nd year) level, with use in a graduate seminar or colloquium paper (**submit transcript and paper**).

\_\_\_\_\_ Coursework through advanced (3rd year) level (**submit transcript**).

\_\_\_\_\_ Test of language skill (**submit report**).

### For language used intermittently:

\_\_\_\_\_ Native speaker status.

\_\_\_\_\_ Coursework (**submit transcript**).

\_\_\_\_\_ Test of reading skill (**submit report**).

\_\_\_\_\_ Graduate reading knowledge course (**submit transcript**).

Approved (signatures):

Advisor \_\_\_\_\_ Director of Graduate Studies \_\_\_\_\_

## COURSEWORK MATRIX

Year 1	Fall	HIST 805	Colloquium	Colloquium or language course	
	Spring	Colloquium	Colloquium or language course	Colloquium or Research seminar	
	Summer	No enrollment			
Year 2	Fall	Colloquium	Research seminar	Colloquium or language course	
	Spring	<b>MA Exam</b>	Research seminar	Colloquium	
	Summer	No enrollment			
Year 3	Fall	Portfolio preparation (9 hours)	<b>Portfolio Exam</b>		
	Spring	Doctoral Dissertation (9 hours)			
	Summer	1 hour, Doctoral Dissertation			
Years 4-6	Fall/Spring/Summer	1 hour, Doctoral Dissertation			

## PROGRESS GRID

This timetable provides graduate students with advice on how to complete the PhD degree within six years. It is not a substitute for regular consultation between graduate students and their faculty advisors.

- First year:
  - HIST 805: Nature of History (Fall)
  - Minimum GPA in graduate and language courses of 3.5
  - No pending Incompletes
  - By 15 March, students and their advisory committees will approve a program of study for subsequent years
  - Proficiency demonstrated in the primary research language
  - Eighteen credit hours towards degree completed by end of Spring
- Second year:
  - GPA 3.5 overall/3.7 in History courses
  - No pending Incompletes
  - Two research seminars completed
  - Twenty-seven credit hours towards degree completed by end of Fall semester
  - MA Exam in Spring semester
- Third year:
  - Portfolio Exam in Fall semester
  - GPA 3.5 overall/3.7 in History courses
  - No pending Incompletes
  - Certification in second research language (if required)
- Fourth-Sixth years:
  - Enrollment maintained
  - Progress on dissertation (\*see below)

**\*Progress on the dissertation is demonstrated by the following accomplishments; the order may vary:**

- Applications for external funding for research
- Applications for external funding for dissertation write-up
- Research travel accomplished
- Scholarly presentations and/or publications based on dissertation topic
- Chapters submitted to committee

## PROFESSIONALIZATION AGENDA

In addition to completing the formal requirements for the PhD, graduate students also need to develop a professional profile that will position them to succeed after graduation. This timetable lets you know what sorts of things you should be doing, along with degree requirements, and when you should do them.

### First Year (+ summer):

- Begin to think about career options, including both a first and a second choice
- Begin following academic journals in your field
- Begin to attend lectures, seminars, workshops, job talks
- Attend an academic conference
- Read the central books/articles in your field and major theoretical works
- Begin to acquire a library of essential books in your field
- Upgrade your command of your primary research language
- Write your C.V.
- Attend CTE teaching workshops
- Attend a Hall Center grant-writing workshop
- Become acquainted with department faculty
- Find peer mentors among more senior graduate students
- Acquire a professional outfit

### Second Year (+ summer):

- Choose a dissertation topic and begin to prepare professional portfolio
- Familiarize yourself with archives and libraries in your area
- Join professional associations
- Apply for a pre-dissertation research grant
- Read to fill out gaps in your command of the historiography
- Take a position in HGSO
- Start compiling a teaching portfolio
- Deliver a guest lecture in a course
- Further upgrade primary research language competence (speaking and writing)
- Do a preliminary research trip in the summer using departmental funding

### Third Year (+ summer)

- Present a paper (based on a seminar paper) at a regional conference
- Upgrade research skills (e.g. paleography, statistical methods)
- Attend a national academic conference
- Consult established scholars in your field outside KU, and ask them if they will recommend you
- Apply for external dissertation research grants
- Begin to network with established scholars and graduate students in your area
- Begin to develop your teaching profile--a variety of courses and classroom settings
- Mentor undergraduates
- Take a position on a department committee

### Fourth Year (+ summer)

- Travel to archives and libraries for intensive research
- Apply for external dissertation write-up grants
- Submit a research article to a refereed journal
- Publish a book review, encyclopedia article, abstract, or translation
- Present a paper at a national academic conference
- Give a presentation to a public audience or K-12
- Read job ads closely; follow department searches closely
- Prepare job application materials in summer: cover letter, teaching portfolio, dissertation abstract, revised C.V. and ask faculty to review them
- Arrange for letters of recommendation, including from non-KU scholars



**Fifth Year**

- Apply for jobs and for post-doctoral fellowships
- Practice mock interviews
- Continue to network with established scholars and fellow students
- Submit another research article for publication
- Present another paper at a major conference
- Dream about future research projects
- Join a dissertation writing support/discussion group
- Mentor more junior graduate students
- Take a position on a department or university committee
- Acquire a professional wardrobe

**Sixth Year**

- Draft final dissertation chapters, begin revisions
- Continue to network with established scholars and fellow students
- Submit a dissertation-based research article for publication
- Maintain participation in dissertation writing group
- Apply for jobs
- Interview for jobs
- Defend the dissertation

## PROFESSIONAL PORTFOLIO EVALUATION RUBRICS

The following forms are designed to guide students as they prepare the materials for the required research seminars and for the Professional Portfolio. Students are advised to consult these rubrics and discuss them with the faculty on their committee in advance of the examination.

### A. RESEARCH PAPER 1 & 2

<b>Beyond expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>
Extraordinary quality of the paper makes it worthy of an award.	Professional-quality paper, suitable for consideration for publication in a scholarly journal	Paper not suitable for consideration for publication in a scholarly journal
Paper addresses a topic of major significance to its historical field.	Paper addresses a significant topic.	Paper does not clearly demonstrate that it addresses a significant topic.
Paper offers a major original insight into that topic.	Paper offers an original insight into that topic.	Paper is largely descriptive, and does not offer an original insight into that topic.
Paper's source base consists of new or little-studied primary sources in the original language.	Paper's source base consists of primary sources in the original language.	Paper's source base has few, or no, primary sources in the original language.
Paper makes a significantly new contribution to the historiography in the secondary literature.	Paper is integrated into the historiographical context of the secondary literature.	Paper is not clearly integrated into the historiographical context of the secondary literature.
Exceptionally thorough scholarly apparatus (usually footnotes/endnotes).	Full scholarly apparatus (usually footnotes/endnotes).	Incomplete or missing scholarly apparatus (usually footnotes/endnotes).
Unusually graceful and clear writing style.	Accurate and graceful prose style	Numerous typographical errors and/or writing style not graceful
	Paper length is 20-60 pages.	Paper length is less than 20 pages long.
The analysis of historical problems is unusually effective and convincing.	Paper analyzes historical problems effectively and convincingly.	Paper does not analyze historical problems effectively and convincingly.
<b>Comments:</b>		

## B. DISSERTATION PROSPECTUS

<b>Beyond expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>
Exceptionally strong background and skills for the proposed dissertation	Student has the necessary background and skills for the proposed dissertation.	Weak or insufficient background and skills for the proposed dissertation
Prospectus demonstrates that proposed project will make an unusually important or original contribution to historical knowledge.	Prospectus demonstrates that proposed project will make a significant and original contribution to historical knowledge.	Does not make sufficiently clear the project's contribution to historical knowledge.
Prospectus is exceptionally clear about its research topic and what questions and problems the work proposes to address and answer.	Prospectus clearly states the topic of the proposed research and what questions and problems the work proposes to address and answer.	Prospectus does not state sufficiently clearly the topic of the proposed research and what questions and problems the work proposes to address and answer.
Makes an unusually strong case for how the proposed work develops, challenges, or departs from past research.	Makes clear how the proposed work develops, challenges, or departs from past research.	Does not make sufficiently clear how the proposed work develops, challenges, or departs from past research.
Demonstrates student's extraordinary command of the historiography and the present state of the field.	Demonstrates that the student has a sufficient and critical command of the historiography and the present state of the field.	Does not demonstrate sufficient and critical command of the historiography and the present state of the field.
Demonstrates an exceptional command of languages, methodologies, and theories to be used.	Makes clear the languages, methodologies, and theories to be used.	Does not make sufficiently clear the languages, methodologies, and theories to be used.
Discovery of new or little-known sources to be used.	Identifies the sources to be used and their locations.	Does not adequately identify sources to be used and their locations.
Outline of chapters provides an exceptionally clear sense of the work's overall plan and structure.	Outline of chapters provides some sense of the work's overall plan and structure.	Outline of chapters does not provide a clear sense of the work's overall plan and structure.
Provides an unusually clear schedule of time to complete the various aspects of research, travel to collections, writing, and revision.	Tentative schedule in the prospectus estimates how much time the various aspects of research, travel to collections, writing, and revision will take.	Unclear or unrealistic schedule of various aspects of research, travel to collections, writing, and revisions.
<b>Comments:</b>		

### C. PROFESSIONAL ESSAY

<b>Beyond expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>
Essay offers an exceptionally good discussion of the choice of fields and how the candidate's thinking about them changed with professional growth.	Essay explains the choice of fields and how the candidate's thinking about them changed with professional growth.	Essay does not offer sufficient explanation for the choice of fields and how the candidate's thinking about them changed with professional growth.
Essay does an admirable job of identifying the leading issues confronting particularly the major field today, the "big questions" that the field is debating, and the kinds of research and evidence gathering that dominate current research.	Essay identifies the leading issues confronting particularly the major field today, the "big questions" that the field is debating, and the kinds of research and evidence gathering that dominate current research.	Essay does not identify sufficiently well the leading issues confronting particularly the major field today, the "big questions" that the field is debating, and the kinds of research and evidence gathering that dominate current research.
Essay offers an exceptional discussion of where the candidate stands on the big questions in the field.	Essay indicates where the candidate stands on the big questions in the field.	Essay does not indicate sufficiently clearly where the candidate stands on the big questions in the field.
Essay ventures highly original appraisals or criticism of key works in the field.	Essay ventures appraisals or criticism of key works in the field.	Essay does not venture appraisals or criticism of key works in the field.
Essay presents an exceptionally compelling discussion of the candidate's long-term ambitions as a historical scholar.	Essay presents a concise discussion of the candidate's long-term ambitions as a historical scholar.	Essay does not present an adequate discussion of the candidate's long-term ambitions as a historical scholar.
Essay offers an unusually lucid overview of the fields that the candidate has been studying.	Essay offers an overview of the fields that the candidate has been studying.	Essay offers an inadequate overview of the fields that the candidate has been studying.
Essay offers an impressive scholarly assessment of the status, direction, and needs of the fields studied.	Essay offers a scholarly assessment of the status, direction, and needs of the field studied by the candidate.	Essay is autobiographical, casual, or informal in tone, more of a "personal statement."
Essay makes an unusually compelling case for the value of the fields studied.	Essay makes a case for the value of the fields studied.	Essay does not make a sufficiently strong case for the value of the fields studied.
Essay represents exceptional writing for a graduate student.	Essay represents the candidate's best writing.	Essay does not represent the candidate's best writing.
	Essay is 20 to 25 pages long.	Essay is less than 20 pages long.
<b>Comments:</b>		

## D. THE ORAL EXAMINATION

<b>Beyond expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>
Extraordinary or unusually strong command of the field.	Demonstrates command of the field.	Weak or unacceptable command of the field.
Extraordinary or unusually strong ability to define and express the state of the field.	Demonstrates ability to define clearly and express coherently the state of the field.	Unable to define clearly and express coherently the state of the field.
Exceptional ability to discuss questions and issues with faculty from a variety of fields	Demonstrates overall ability to discuss questions and issues with faculty from a variety of fields.	Less than desirable ability to discuss issues with faculty from various fields
Exceptionally professional performance during the examination	Overall performance during the examination was professional.	Lack of professional or serious performance during the examination
<b>Comments:</b>		

## EVALUATING THE DISSERTATION

School:		Department:		
College of Liberal Arts & Sciences		History		
	<b>Outstanding - 4</b>	<b>Very Good - 3</b>	<b>Acceptable - 2</b>	<b>Unacceptable - 1</b>
<b>Introduction/Statement of the Problem</b>	Exceptionally clear about its research topic and what questions and problems it addresses and answers	States very clearly its research topic and what questions and problems it addresses and answers	Offers acceptable discussion of its research topic and what questions and problems it addresses	Insufficiently clear about its research topic and what questions and problems it addresses and answers
<b>Thesis/Discussion</b>	Exceptionally clear or strong; thesis amply supported	Very clear or strong; thesis successfully supported	Acceptable; adequate support of thesis	Lacks a clear or strong thesis and does not support its argument
<b>Historiography</b>	Exceptional command	Very good command	Acceptable command	Unacceptable command
<b>Methodology/Approach</b>	Exceptional command of languages, methodologies, and theories used	States very clearly languages, methodologies, and theories used	Makes acceptably clear the languages, methodologies, or theories used	Insufficient use of languages, methodologies, or theories used
<b>Primary Sources</b>	Source base consists of new or little-studied primary sources, or innovative use of familiar sources, in the original language	Source base consists of more than adequate primary sources in the original language	Source base consists of adequate primary sources in the original language	Source base has few, or no, primary sources in the original language
<b>Factual Accuracy/ Analysis/Interpretation</b>	Analysis and interpretation unusually effective and convincing; unusually accurate	Analysis and interpretation effective and convincing; factually accurate	Acceptable analysis and interpretation; adequately accurate	Insufficient analysis or interpretation; factual errors
<b>Contribution to the Field</b>	Unusually important or original contribution to historical knowledge	Significant and original contribution to historical knowledge	Modest contribution to historical knowledge	Little or no contribution to historical knowledge
<b>Writing/Argumentation</b>	Exceptionally clear, logical, beautiful, eloquent; excellent use of primary source evidence in argument	Clear, fluid, compelling; well-chosen, convincing use of primary source evidence in argument	Adequate writing or argumentation; adequate use of primary source evidence in argument	Unacceptable, unclear, illogical or faulty; poor use of primary source evidence in argument
<b>Conclusion</b>	Unusually effective and convincing	Very effective and convincing	Acceptably effective and convincing	Lacks an effective and convincing conclusion
<b>Overall</b>	Extraordinary quality of the dissertation makes it worthy of an award	Solid, well-written and organized dissertation	Demonstrates competence	Poorly written, does not understand basic concepts