

The Gray Book

**A Guide to the
Graduate Program in History**

University of Michigan

2009-2010

Regents of the University of Michigan

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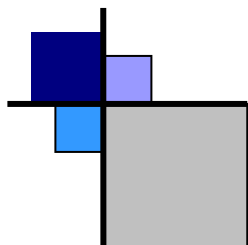
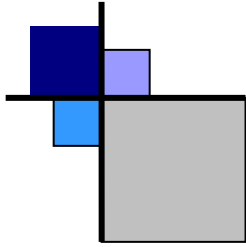


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Section 1: Introduction

The goal of the doctoral program in the Department of History is to engage graduate students and faculty in individual and collective interdisciplinary investigations of historical thought and in research on the historical experiences of humanity in different times and places. Graduates are expected to become outstanding teachers at universities and colleges throughout the world, and to make innovative and enlightening contributions to the study of history, whether as teachers, researchers, public historians, or independent scholars.

Obtaining a PhD at the University of Michigan requires a substantial amount of work and dedication, and the Department of History strives to make the process as flexible and fair as possible. Departmental rules and regulations are designed to ensure our basic standards and general objectives without constraining the creativity of our students. This Gray Book, our graduate program handbook, promotes the department's broad intellectual ambitions and provides a framework of consistency regarding the expectations of our faculty and the rights and responsibilities of our students.

The Department of History endeavors to ensure that every student continues to meet all requirements of the program, but ultimately it is the student's responsibility to follow the rules and regulations set by the Rackham Graduate School ("Rackham" or "graduate school") and by the Department of History. Overlooking or violating those rules—particularly those established by Rackham over which the department has no control—can lead to very serious consequences.

Rackham Graduate School Policies

The University of Michigan Board of Regents has delegated responsibility to the Rackham Graduate School (Rackham) for overseeing the requirements for all master's degrees and three doctoral degrees: Doctor of Philosophy (PhD), Doctor of Education (EdD) and Doctor of Musical Arts (AMusD). Rackham, therefore, has responsibility for ensuring the integrity of these degrees, and students must satisfy requirements specified by the Rackham Graduate School as well as their departmental requirements.

Rackham policies, procedures and requirements are published in the Rackham Graduate School Academic Policies (hereinafter Rackham student handbook). It contains the general rules that cover graduate study in Rackham programs, including information about admission and coursework standards, tuition and fee policies, registration procedures, grading policies, formation of the dissertation committee, and awarding of degrees. Information about Rackham is available at www.rackham.umich.edu. Changes in Rackham policies are announced through a monthly graduate student email update, department and program offices, and in the online version of the Rackham handbook.

History Graduate Program Governance

The Department of History is headed by a Chair appointed by the Dean of the College of Literature, Science, and the Arts (LSA). The Chair appoints an Associate Chair who assumes primary responsibility for curricular matters, teaching schedules, and assuring the appropriate staffing of our undergraduate and graduate programs.

Departmental governance is generally the responsibility of the Executive Committee, elected by the faculty. The Executive Committee consists of the Chair, the Associate Chair, and four additional faculty members who serve two-year terms. The Executive Committee advises the Chair and Associate Chair on all matters affecting the department and appoints faculty members to the various committees responsible for particular aspects of department life.

The Chair also appoints a Director of Graduate Studies (DGS), normally for a two-year term. The DGS is responsible for the administration of the graduate program, working closely with the graduate program staff. The DGS acts as the general advisor for all graduate students on both departmental and Rackham requirements, and approves all major milestones related to a graduate student's career including, but not limited to: screening, cognate coursework, completion of the language requirement, composition of the preliminary examination fields and committee, composition of the dissertation committee, petitions to modify Rackham requirements, substitutions and/or waivers of PhD requirements, and detached study. The DGS also enforces departmental and Rackham benchmarks for satisfactory progress-to-degree.

The DGS serves as the head of the Graduate Committee, which includes the Associate Chair, the Fellowships Chair, and three other faculty members drawn from various geographic caucuses within the department. The Graduate Committee functions as an advisory panel on graduate student affairs and makes recommendations to the faculty regarding individual screening cases and general graduate program policies. Upon request, the Graduate Committee may serve as an appeals board for graduate student matters, including review of decisions by the DGS. The Graduate Committee also functions as the Admissions Committee, in consultation with the field caucus leaders, to determine the final admissions list for the incoming class each year.

The Fellowships Committee oversees all matters relating to the financial support of graduate students, including the allocation of funding packages to continuing students and the appointments of graduate student instructors (GSIs). The Fellowships Chair serves as the head of the committee, which includes one other faculty member appointed by the Executive Committee.

Policy matters and other general questions are normally determined by the faculty as a whole at department meetings. These are ordinarily held on the second Tuesday of the month, from 1:00 p.m. until 2:30 p.m., with additional meetings scheduled as necessary. Graduate students are welcome to attend department meetings, except during faculty discussions of graduate student screening and fellowships decisions.

Joint PhD Programs

The History Department sponsors three joint PhD programs: the Interdepartmental Program in Greek and Roman History (with the Department of Classical Studies), the Interdepartmental Program in History and Women's Studies (with the Program in Women's Studies), and the Interdisciplinary Program in Anthropology and History. Students in the two interdepartmental programs, Greek and Roman History and History and Women's Studies, should consult the graduate handbooks for their respective joint programs, in addition to the History Department's Gray Book. Students in Anthropology and History follow the regulations and guidelines in the joint program's "Red Book." For more information, consult the various joint program websites and the description on the History Department website.

Student Rights and Responsibilities

When students choose to accept admission to the university, they accept the rights and responsibilities of membership in the university's academic and social community. As members of the university community, students are expected to uphold values such as civility, dignity, diversity, education, equality, freedom, honesty, and safety.

The History Department strongly adheres to the university and Rackham policies and procedures on student rights and student records, academic and professional integrity, academic appeal and grievance procedures, discrimination and sexual harassment. These policies and procedures may be viewed at the following sites:

- Office of Student Conflict Resolution: www.umich.edu/~oscr
- Rackham Student Life: www.rackham.umich.edu/student_life/
- U-M Research Policies: www.drda.umich.edu/policies/policies.html
- Rackham Academic Policies: www.rackham.umich.edu/policies/article/gsh/

In the event of a grievance, graduate students have the right to petition the DGS, the Graduate Committee as a whole, or the Chair. The Executive Committee also has established a panel drawn from members of the History Department community, to whom grievances may be submitted. Each panel member will be available individually to hear complaints from any member of our community. Their function is to serve as intermediaries, if a grievant desires, between the grievant and the Chair, who is responsible for seeking an appropriate remedy. Under no circumstances will the panel discuss or act as a committee, nor will its members take any action in response to complaints. The purpose of instituting a panel of intermediaries is simply to provide an opportunity for those who might be understandably reluctant to carry their grievances directly to the Chair to get some assistance.

Records Accessibility

The Registrar's Office maintains information pertaining to enrollment and the official academic record (transcript). The Student Financial Operations Office maintains

information about charges assessed and payments made to your account. Information concerning your academic progress—admissions application, test scores, letters of recommendation, and copy of the academic record—can be found in the History Department office. Students who would like to read their History file may do so by making a 24-hour advance request with the graduate office. If access to various letters of recommendation has been waived, they will be removed before the student is allowed to read the file.

Student Progress

Rackham has established rules governing “time-to-degree,” that is, the time limit for Rackham graduate students to complete the PhD. Students must achieve candidacy by the end of their third year in the program and must complete all requirements for the PhD within five years of achieving candidacy but no more than seven years from entering the program. Students may petition the program and the graduate school for an extension of time-to-degree. Examples of situations that might warrant an extension include extra time needed for advanced language instruction, time out for illness, time out for dependent care, or other extenuating circumstances. In all cases the DGS must be consulted as soon as a student suspects he or she will be unable to comply with Rackham’s schedule.

To help students and their advisors to plan in accordance with Rackham’s deadlines, and to aid in making funding decisions, the department requires students to complete an *Annual Progress Report* during the winter term and to confer with their academic advisor at the end of the year to discuss their progress and future plans. In addition the department has established the following milestones for satisfactory progress to degree: 1) screening by the end of the 2nd year; 2) prelims and candidacy by the end of the 3rd year; 3) prospectus by the end of the term following advancement to candidacy. These milestones and other graduate school and department deadlines are discussed in detail in the Gray Book. Students or advisors who have questions should contact the graduate staff and/or the DGS.

A Note about Forms

All forms mentioned in the Gray Book are available for viewing on the History graduate office CTools site. In addition, Rackham forms may be viewed on the graduate school’s website as well as History’s.

REQUIREMENTS SUMMARY & CHECKLIST

The History Department encourages you to use the checklist found on Grad Tools at www.gradtools.umich.edu. This checklist may also be used as a communication tool between you and our advisor, and can facilitate your timely progress to degree. During the research and writing stages of the dissertation, students and faculty are not often in the same place, and use of this checklist becomes especially helpful. Following is a simple checklist you may use to ensure you are meeting the basic requirements for the PhD in History. Section numbers refer to sections in the Gray Book.

- Two 600-level studies courses (Section 2):
 - History 615
 - History 611 (Americanists only)
 - One additional 600-level course (for *non-Americanists*—*may also be taken in year two*)
- Two 700-level seminar courses with research paper requirement (Section 2)
- Two cognate courses (Sections 2 & 3)
- Language requirement (Section 3):
 - One language for Americanists
 - Two languages for non-Americanists
- Screening (Section 3)
- Preliminary examinations (Section 4)
- Dissertation prospectus (Section 5)
- Dissertation defense and successful completion of all requirements (Section 5)
- Minimum GPA of 6.75 on a 9.0 scale (between B+ and A-)
- 68 “Required Fee Totals” (*credits earned through registration*) or 50 RFTs with an approved MA from another institution; at least 18 graduate credits completed in residence (Section 2)

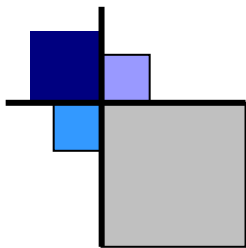
Although no two students will ever have exactly the same academic experience in our program, the Department of History expects that most students will maintain the following approximate schedule. Details for each milestone mentioned here are covered in full later in the Gray Book.

Year One: Students enroll in at least three classes (nine credits) each semester. All students must take History 615 in the fall term of their first year; Americanists must take History 611 in the winter term of their first year. One research seminar must be taken during the first year, generally during the second term. The other courses vary depending on your specific interests and needs. One important goal to accomplish during the first year is to identify which faculty will serve on your prelim committee, and how your fields will be defined.

Year Two: Students serve as GSIs. Registration for three courses (nine credits) each term is required in order to meet Rackham registration requirements before preliminary examinations. One of the three courses may be History 807. In fall term new GSIs take Hist 993, GSI training. Screening usually occurs during the second term; students entering the program with a relevant MA may choose to be screened in the first term.

Year Three: Students who GSI both semesters during the third year should register for nine credit hours each term. You are urged to take prelims by the end of the first term of your third year, but must do so no later than the end of the second term. Students who have completed all coursework by the start of this year, are not GSIs, and plan to take prelims during the first term may take a prelim prep term in the fall by registering for one credit of History 900 only, and concentrate entirely on getting ready for exams. Those who need additional courses, or are not ready to take preliminary exams, should plan to teach in the fall and register for the prelim prep term in the winter, when prelims are taken. In order to comply with department and Rackham guidelines for progress to degree, you must achieve candidacy by the end of your third year. You should constitute a dissertation committee and present your dissertation prospectus within one semester of the completion of prelims.

Year Four and Beyond: After presenting the prospectus, students research and write the dissertation. At this point, you will work individually with your dissertation committee. Although there is a great deal of variation, most students take approximately three years to conduct research and write the dissertation. Candidates register for History 995 (eight credits) with their dissertation chair during terms in which they have tuition support. Students must be registered during the term in which they defend their dissertation.



Section 2: Registration and Coursework

REGISTRATION STATUS

During the course of graduate study, your registration status may change and may include full-time study, detached study, dissertation research/writing, non-enrollment and leave. Each registration status has different requirements and access to university services may be affected. Rackham provides a detailed discussion in the [Rackham Graduate School Academic Policies](#) (hereafter “Rackham student handbook”).

CREDIT & FEE REQUIREMENTS

The Rackham student handbook and the Registrar’s Office website (www.umich.edu/~regoff/) are the primary sources of information on course registration, credits, grading and tuition expenses. Following are general guidelines for History students.

Full-Time Course Load

A typical full-time course load for graduate students is three courses of three credits each or nine credit-hours per term. Registration for nine credits will ensure that the necessary number of required fee totals (RFTs) is attained for various funding requirements. Additional information on registration and maintaining full-time status is available in Rackham’s student handbook.

International students and students with loans must take particular care in maintaining full-time status. For more information, international students should consult the International Center website. Although, for some purposes, a letter from the department will suffice, official certification of full-time status can be provided only by the Registrar’s Office.

Required Fee Totals (RFTs)

The total number of course hours elected and paid for produces RFTs. Each doctoral student enrolled in the Rackham Graduate School must accumulate a minimum of 68 RFTs in order to receive the doctoral degree. This includes undergraduate courses, courses taken as audit or visit, and courses for which no grade has been given (i.e., an “I” or “Y”). Since tuition is assessed for no more than nine credit hours in a full term (five in a half term), a maximum of nine credits may be counted toward the RFT total in a full term, regardless of the number of hours elected. You should be aware of the full-time enrollment requirements attached to certain student loans. A complete explanation of RFTs is available in the Rackham student handbook.

Students with a Relevant Masters Degree

The 68 RFT requirement is reduced by 18 RFTs for students entering the program with a relevant non-Rackham Masters degree from an accredited institution. These 18 credits

may be entered into your academic record *only* if the degree has already been awarded and posted on the transcript from the institution that granted the degree. If you were awarded the MA degree *after* accepting admission, you must request a final transcript from the college or university showing the degree and award date. You must then submit the transcript to the History graduate office to request that the 18 credits be added to your record. For additional information, please consult the graduate office staff.

REGISTRATION & GRADING

Schedule

Registration for fall term begins in early April; winter registration begins in late November. Registration via Wolverine Access runs continuously through the drop/add deadline at the end of the third week of classes (see the LSA academic calendar for exact dates). The department encourages you to register early whenever possible, as fellowship stipends and other funding are dependent upon full-time registration well before the start of term. The Registrar's Office assesses late fees for registration beginning on the first day of classes and payment of these fees is your responsibility. Unpaid fees and late charges do not carry over into the next term; instead the Registrar will prevent you from registering until all debts are paid on your account.

Change of Elections

A change of elections includes: dropping or adding a course, changing between credit and visit (audit) status, changing the hours for a course, withdrawing, or disenrolling for the term. You will be assessed a fee by the Registrar's Office each time you make a change after the drop/add deadline date (at the end of the third week of classes; see Registrar's website).

You must come to the graduate office for a drop/add form and obtain signatures of approval from the course instructor and the DGS before an add or drop can be made after the drop/add deadline. For any course dropped after the deadline, a "W" notation will be made on your transcript. Please note the Registrar will not expunge courses from your official record. After a grade has been assigned, a course cannot be dropped or modified.

Visit (Audit) Courses

With permission of the course instructor, you may enroll in a course as a visitor (auditor), rather than for credit. Full tuition is still charged, however, which means that the course will count for RFTs. To register as a visitor, register using the graded option via Wolverine Access. Then come to the grad office for a drop/add form to obtain the DGS and instructor's signatures and change the class from graded to visit. Once the form is complete, take it to the Registrar. After a grade has been issued, a course may not be changed from letter grade to visit or vice versa.

Grading

To maintain satisfactory academic standing, History graduate students must have a minimum GPA of 6.75 (between B+ and A-) on a 9-point scale. Letter grades are given for the majority of courses in the PhD program. Satisfactory/Unsatisfactory (S/U) grades are given for some independent readings courses, preparation for prelim courses and the dissertation candidacy course Hist 995. Ungraded courses are not included in computation of the GPA.

“I” & “Y” Grades

A grade of “I” can be assigned if work is unfinished at the end of the term. You and the instructor should discuss a schedule for completing the remaining work prior to the grade being assigned. The “I” is permanently retained on your transcript, even after a letter grade has been given.

A grade of “Y” can be used in lieu of the “I” grade if the instructor chooses to allow completion of the course to continue through the following term. This option must be open to all students enrolled in the course. The “Y” grade does not remain on your transcript and will be removed once an official letter grade is submitted.

COURSES

Most students complete course work in the first two years of graduate study. Students in fields in which special language skills are needed—e.g., the Asian and Near Eastern fields—often must spend considerable time studying languages before being able to undertake research. In these fields the schedule for taking seminars and studies courses will be determined through consultation among individual students, their advisors and the DGS.

Courses for Pre-Candidates

◆ Lecture Courses—400 & 500 Level

Contact the instructor prior to the start of term to make sure a 400-level course is suitable for graduate credit. 400-level lecture courses, open to both undergraduate and graduate students, usually require additional work for graduate students and this additional work is specified ahead of time by the instructor. In addition, to carry graduate credit, 400-level courses must have been approved by the graduate school. This list of approved courses is available to view online in Rackham’s [department information guide](#). Students who wish to take, for graduate credit, a course that is not on this list, must petition the DGS and Rackham before the beginning of classes. Staff can also advise students on additional options.

500-level courses are only available to graduate students.

◆ Studies Courses—600 level

Studies courses are designed to introduce students to graduate work in a major topic or field of history. Students acquire some familiarity with the factual content of an historical field, but emphasis is placed on gaining acquaintance with the scholarly literature and major historical problems in that field. Although these courses are conducted in different ways, departmental practice places emphasis upon substantial reading, class discussions (rather than lectures) and the preparation and completion of papers and reports. All students are expected to complete at least one other 600-level course beyond the required 615 course. In general, students will take several other 600-level courses beyond the minimum required.

History 615— Designated Studies Course

All first year students are required to take History 615 in the fall term. This designated studies course covers a broader scope than other studies courses. It is designed to offer first-year graduate students an introduction to historical literature to encourage the development of critical skills. Two sections, each co-taught by two faculty members with diverse expertise, are offered each year; students are assigned to a section by the DGS prior to their arrival on campus. History 615 is not intended to prepare students for a particular regional or chronological specialization, but to provide a forum for collective examinations of methods, topics, and questions of historical writing and research; to this end, each section includes students from a variety of fields. It is our hope that the conversations begun in History 615 about the practice of history will continue in subsequent years as students pursue more specialized paths.

History 611—Designated Studies Course for Americanists

The purpose of this graduate seminar is to introduce first-year Americanist graduate students to certain important topics within the monographic literature of U.S. history and to develop critical interpretive skills. It by no means attempts to be exhaustive, either in terms of chronological or topical coverage. Rather the goal is to concentrate on a few areas that have been and/or now seem of importance within the field and to examine critically central texts helping to define major issues and avenues of research. It is generally co-taught by two U.S. history professors with differing areas of expertise. **This course is offered in the winter term and is a requirement for all first-year Americanists. This course also fulfills the second 600-level course requirement.**

◆ Seminars—700 Level

Seminars provide an introduction to advanced research. They emphasize the preparation and presentation of a major paper based upon research on primary materials. Research is accomplished under the direct supervision of the instructor. The seminar is conducted with the active participation of all members in an atmosphere of shared ideas, mutual criticism, and collective exploration. The department believes that students should begin active research at an early stage. **All students are expected to complete one history seminar with a research paper component in the first year of study in the program; a second seminar is to be completed in the second year.**

Waiver of Second Seminar

Students entering the program with an MA or equivalent degree from another accredited institution may petition the Graduate Committee to be excused from the requirement of a second seminar by presenting for review a copy of the MA thesis or a comparable paper based upon primary sources. Your advisor must sign-off on the plan prior to providing the paper to the DGS for approval.

History 700—Independent Research Seminar

Occasionally a student may wish to do required seminar work on an individual basis, usually at times when a faculty member with whom the student desires to work is not scheduled to teach a regular seminar. With permission of the faculty member, such students may take an Independent Research Seminar when enrollment in an equally appropriate regular seminar is impossible. Such courses are graded on the letter scale. No student may take more than one 700 seminar in fulfillment of PhD requirements, without prior permission from the DGS. Registration requires an override from the graduate office.

◆ Readings Courses

History 801 (fall term) & 802 (winter term)—Graded Readings Courses

These courses, carrying one to three credits, are graded on a letter scale and are designed for preparation of a special topic or area not adequately covered by regular courses. Students may take them only with prior permission of a faculty member. A faculty member willing to offer this course for an individual graduate student sets formal requirements and evaluates performance just as in a regular class. Registration for these courses requires an override from the graduate office. These courses may each be taken twice, either in separate terms or in the same term.

History 803 (fall term) & 804 (winter term)—Ungraded Readings Courses

These courses, carrying one to three credits, are open, at the discretion of an individual instructor, to PhD students who can best prepare a particular field for the preliminary examination in this way. These classes have a grading basis of “S/U.” Registration for these courses requires an override from the graduate office. These courses may each be taken twice, either in separate terms or in the same term.

History 807—History & the Instructional Experience

This course explores the practical application of recent historical theories to the instructional experience. It is designed for those who are serving as GSIs for the first time, usually in the second year of the doctoral program. The actual instruction consists of the training provided by the professor for whom you are a GSI. The course is available for two credit hours in fall term (in combination with one credit of History 993), and up to three credit hours in winter term. Students who have registered for nine credits of other coursework in a term, generally do not sign up for Hist 807.

History 900—Preparation for Preliminary Examinations

History 900 is an ungraded course of one to six credits, which students elect when nearing prelims. It may be taken in the term before or during which the student plans to take exams, normally under the supervision of the prelims committee chair. Registration for this course requires an override from the graduate office. [Please see Section 4, Advancing to Candidacy, for more information.]

History 990—Dissertation Pre-Candidacy

History 990, which may be taken for one to eight credits, is an ungraded election used for dissertation work by a student who has not yet been admitted to candidacy; therefore, it may be taken in the term of the preliminary examinations. If the student advances to candidacy during the term in which prelims are taken, the Registrar's Office routinely changes the registration to History 995. Registration for this course requires an override from the graduate office.

History 993—Graduate Student Instructor (GSI) Training Program

This one-credit course is offered during the fall term each year for students who are GSIs for the first time. The course is coordinated by a team of advanced History Department GSIs.

◆ Cognate Courses

To fulfill the cognate requirement, Rackham requires four credits of non-History graduate courses. Most students, however, choose to “course off” the History Department prelim cognate field (see Section 4). The department requires six credits in two graduate courses in the same non-History field in order to “course off.” This option fulfills the Rackham and History cognate requirements simultaneously. Questions should be directed to the DGS. See Section 3 for a discussion of cognate course selection.

◆ Courses for Candidates

In addition to History 995 (see below), the History Department offers three courses for candidates on an annual basis. Graduate students may participate in these courses (History 812, 891, 898) whether or not they are formally registered. During semesters when advanced graduate students are not GSIs or recipients of fellowship support that includes tuition, it is advisable not to enroll formally for credits that require out-of-pocket tuition payment. The department encourages graduate students to participate in History 891 during the fourth or fifth year, especially when writing the initial dissertation chapters. The department urges all advanced graduate students who are still in residence to participate in History 898 during the year that they first venture on the job market.

History 995—Dissertation Candidacy

After candidacy is achieved, students who register in a term must register for eight credits of History 995 before any other course is elected. Registration for this course requires an override from the graduate office. See Section 5 on Candidacy Registration for more information.

History 812—Seminar on History Pedagogy

This three-credit course prepares students for the rigors of running a college-level history class. The course deals with practical “how-to” issues about course design, grading, lecturing, moderating discussions, etc., and also explores some of the broader issues and controversies of the pedagogical side of the historical profession. Students may participate in this course without formal enrollment. Official enrollment for three credits is optional.

History 891—Dissertation Research/Writing Seminar

This course is designed to give general support to graduate students grappling with the problems of organizing archival materials, shaping projects into finished dissertation form, and developing the writing strategies most suited for this process. Students freshly back from the archives, or a year farther along, are the primary constituency, although there is no objection to participation from those who are more advanced. This course is designed to help overcome some of the anxieties accompanying the return from the archives, and the relative isolation many students may experience during the writing stage of the dissertation.

A primary goal of this course is to produce one or two chapters of your dissertation in a structured setting, while reading and discussing the work of other graduate students in the fourth or fifth year of the program and receiving their feedback on your work as well. The dissertation writing seminar can provide useful feedback on dissertation work from a broader range of expertise and methodological points of view than normally encompassed in a dissertation committee. The colloquium also creates an intellectual forum of graduate students in disparate fields in order to encourage cross-field dialogue and consequent broadening of horizons. Official enrollment for three credits is optional.

History 898—Job Skills Colloquium

The fall semester of History 898 revolves around job market skills such as organizing dossiers and CVs, writing letters of application, preparing for AHA interviews, and other such tasks in workshop and feedback session format. The winter semester of History 898 focuses primarily on public presentations by PhD candidates of work from their dissertations, especially preliminary versions of job talks in advance of campus visits. Official enrollment for one credit is optional.

DETACHED STUDY

Detached Study is a registration status for students who are not enrolled in courses or directed research, but are working toward completion of the degree as a primary activity. Students who are GSIs, GSRAs, GSSAs, or working in any other capacity at the university, including hourly employment, may not have detached study status. Detailed information is provided in Rackham’s graduate handbook and in Section 5 of the Gray Book. Students must fill out a Rackham form and submit it to the graduate office for

approval by the DGS. Then the form is sent to Rackham for final approval and posting to the student's transcript.

DISSERTATION RESEARCH/WRITING

Dissertation Research/Writing, a designation for full-time doctoral candidates, is used primarily by international students who have completed their coursework and need to maintain their visa standing. Students with this designation may not hold GSI, GSRA, or GSSA appointments, or other positions related to their academic program; however, with prior permission from Rackham, they may have other part-time university employment. For more information, please see the Rackham website and Section 5 of the Gray Book.

LEAVE FROM THE PROGRAM

Students who wish to take a period of leave from the History graduate program must notify the History graduate office by email and send a letter to the DGS stating your intentions. The letter should include the start and end dates of the period of leave and contact information during this period. The letter must be signed by you and your advisor. It is important to note the following:

- ◆ You will receive no support from the department during the leave period
- ◆ Loans will not be deferred
- ◆ The department will not provide health insurance
- ◆ If the leave extends beyond 12 months and you are a pre-candidate, you will be required to petition the program and Rackham for readmission
- ◆ Rackham does not currently have a leave policy; consequently, as far as Rackham is concerned, the time-to-degree clock is still running. Rackham will consider a petition by the DGS to extend the time-to-degree for a student under exceptional circumstances.

READMISSION REQUIREMENTS

Pre-Candidates

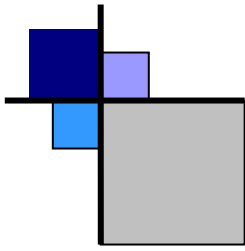
Students who have withdrawn from the PhD program and students who are inactive (not on detached study, dissertation research/writing, or registered) for more than **one year** must apply for readmission to the program if they wish to continue their studies. The *Application for Readmission* may be downloaded from Rackham's website or the History grad office CTools site. Please note that applications should be made in accordance with the ordinary admission procedures.

Candidates

Candidates who are inactive (not on detached study and not registered) in the PhD program for more than **three years** must apply for readmission to the doctoral program to complete the degree. The DGS will make these readmission decisions based on the student's record and upon the availability of faculty and other resources. Students who wish to complete the degree after such absences should submit the following documents:

- ◆ Two letters of support from faculty members who have agreed to be on the dissertation committee; one of these letters must be from the chair of the committee and include a statement that the dissertation will be considered “state-of-the-art”
- ◆ A statement of purpose, including a schedule for completion of the degree
- ◆ A dissertation prospectus
- ◆ A petition to the Rackham Graduate school for an extension of “time-to-degree”

If the student is readmitted to the program, the DGS will support the student's time-to-degree petition; however, it is Rackham's decision, ultimately, and there are no guarantees that a petition for extension of time to degree will be approved by the graduate school. See Section 5 for an explanation of Rackham's time-to-degree policy.



Section 3: Pre-Candidacy

FACULTY ADVISING

Temporary Advisor

The DGS assigns each incoming graduate student a temporary advisor in the summer before the fall term of the first year. The temporary advisor is a member of our faculty who shares your intellectual interests and can offer guidance about course selection and other issues related to your academic life. The temporary advisor may or may not be the person with whom you will work most closely in the long run. Faculty members who are on sabbatical or who have just joined the department are not expected to serve in this capacity. Incoming graduate students are required to communicate with their temporary advisors at least once before the fall semester starts and to meet in person either before or during the first week of classes. There are many additional sources of advice and support available to you, but your temporary advisor can provide guidance from the start and will ensure that you always have a faculty member to turn to for assistance, particularly during the challenging first year of graduate school.

Permanent Advisor

By the beginning of fall term of the second year, you should select a faculty member who will serve as the permanent advisor (also called the "pre-candidate advisor"). The selection of a permanent advisor is a mutual decision between you and a faculty member, subject to reconsideration by either party during your course of study. This individual will probably serve as the chair of your preliminary examinations committee and the chair of your dissertation committee. Your advisor also should be a long-term source of academic guidance while you are in graduate school and usually during your early professional career as well. Thus it is a good idea to postpone making this choice until you have had a chance to work with multiple professors and to consider the direction of your future research. It is also common for individual graduate students to work with two co-advisors, including co-chairs of the dissertation committee. The department encourages this collaborative approach to graduate training. Both before and after choosing a permanent advisor, you should continue to consult with other faculty members and keep them informed of your progress and plans

To designate a permanent advisor, please submit a *Request for Pre-Candidate Advisor* form to the graduate office by the end of September of the second year. The form will be provided by the graduate staff at the start of term. A change in permanent advisors requires completion of a new form.

COGNATE REQUIREMENT

To enhance doctoral training by providing students with a diverse, interdisciplinary background, Rackham requires students to take at least four credits of graduate courses outside the discipline of history (the departmental requirement is six credits). In addition, preliminary exams include a cognate field (see Section 4). Students often “course off” the cognate prelims field by taking six credits of graduate cognate courses which simultaneously fulfill Rackham’s four-credit cognate course requirement. If the prelims cognate field is coursed off, the two cognate courses must have a minimum grade of B+ and be taken in the same non-history field. If the prelims cognate field is not to be coursed off, the cognate courses may be in any non-history field or fields taken here at UM or elsewhere, with approval of the department. The following guidelines are used in determining which classes qualify for cognate credit.

Cognates “In Spirit”

Students may use graduate courses taken elsewhere to satisfy the cognate requirement “in spirit.” This usually is a possibility for students who have received an MA degree in another discipline or in an interdisciplinary program before entering the PhD program here. Please note, however, that these cognate courses taken elsewhere are not transferred to the transcript and do not count towards the total RFTs required for the doctoral degree. If you wish to use this option, you must submit an official transcript, if one is not already on file in the graduate office, for your earlier coursework and a letter of explanation to the DGS. If the courses are approved by the DGS, the graduate office will forward the material to Rackham for final approval and posting to your transcript as cognates in spirit.

Selecting Cognate Courses

To course off a prelims field, the six credits must be earned through courses taken in a *single* discipline. This usually means courses offered by the same department—Anthropology, Sociology, Political Science, etc. In some exceptional cases, it might be possible to take courses from different departments and still remain within a single field. An example of this would be a field in literature, where courses might be taken from both a language and literature department (e.g., Germanic) and from the Program in Comparative Literature. A student in modern Japanese history might “course off” a field in Asian culture with courses from both Film and Video studies and Asian Languages and Literatures. The principle is that both courses must provide preparation in a single field—for example, Modern European Literature, or Modern Asian Culture—and that they must be taught from a different disciplinary perspective from that of history.

This principle of the “different disciplinary perspective” is a second criterion for approving cognate courses. Generally the professor (or at least one of the professors in a team-taught course) should *not* hold an appointment in the History Department. Thus, a history course taught in Afro-American and African Studies by one of our History professors would not usually count toward the cognate requirement, while a course taught in Afro-American and African Studies by a professor of literature or sociology would count as a cognate. Courses taught by members of the History faculty who hold joint appointments with other units may sometimes qualify for cognate credit, if they

demonstrably differ in approach from courses that same individual might teach in the History Department. **Such courses must be approved for cognate credit in advance by the DGS.** Courses team-taught by members of the History faculty with faculty from other departments may count for cognate credit, but students must sign up for the class through that other department, and take their second cognate class with that same unit.

Questions about Cognates

If you have questions about your cognate field or courses, please do not hesitate to contact the DGS as early as possible in your course of study. The DGS will review proposals for cognate fields, work with students to find satisfactory solutions to the cognate requirement, and will establish an official record of approved cognate choices for individual students. Decisions by the DGS may be appealed to the Graduate Committee.

LANGUAGE REQUIREMENT

Basic reading knowledge of one language other than English is required of students in United States history; two languages are required for students in all other fields, including transnational fields. The purpose of this requirement, in addition to the relevance it may have to primary research, is to minimize scholarly provincialism and facilitate exposure to historical literature in languages other than English.

You may establish ability to use a foreign language in one of the following ways:

- ◆ By passing a written examination administered by our faculty, requiring translation (with the aid of a paper dictionary) of two passages selected as representative examples of scholarly historical writing in that language
- ◆ By completing with the grade of B or above, one semester of courses in UM language departments on the model of French or German 112 or Spanish 275
(Note: Enrollment in 112 is normally predicated on successful completion of 111. In rare cases, a student can petition the instructor to take 112 without having first taken 111. Students who take only 111 must pass the departmental written language exam to demonstrate proficiency.)
- ◆ By completing two language courses at second-year level with a grade of B or above and approval of your advisor. If taken at another university, the courses must have been taken during a graduate program and appear on the transcript
- ◆ By satisfying a language requirement similar to our own and administered in similar ways for a Master's degree

Students are expected to fulfill one language requirement during the first year of residence. By the end of the second year, you should have fulfilled the second language requirement as well. Tests in French, German, Russian and Spanish are offered at the beginning of fall term and, as needed, during winter term. Tests in other languages can be arranged on an ad hoc basis by contacting the graduate office. The Associate Chair has

oversight of departmental language examinations, and the DGS validates fulfillment of the language requirement.

Non-Native English Speakers

Students from countries in which English is not the normal language of secondary school and university instruction (and whose family language is not English), may satisfy the language requirement by demonstrating competence in one foreign language in addition to English and their native language.

Statistics Option

The Department of History regards statistics as an important research tool that is useful for some graduate students. With the permission of the DGS, students not in U.S. History may offer statistics in lieu of one foreign language. To meet this requirement, a student must complete, with a grade of B or better, a two-course sequence designed to provide the basic statistics competence needed to undertake quantitative studies in history, and take one course that provides an initiation into the practical application of statistics.

SCREENING—DEPARTMENTAL EVALUATION

Screening is an assessment of your progress in the program, and favorable screening signifies faculty's confidence in your potential as well as faculty commitment to assisting you toward completion of the PhD. It is a positive achievement that you must earn, not a mere formality. Normally, students are screened after three semesters of full-time enrollment; however, students who enter the History PhD program with an MA in History may ask to be screened after the completion of two semesters of full-time enrollment.

The following academic requirements must met before screening:

- ◆ one foreign language requirement fulfilled
- ◆ one seminar (700-level course) with a major research paper component taken and completed within the History Department, with the final version submitted to the graduate committee
- ◆ History 615 (designated studies course)
- ◆ one additional 600-level studies course (History 611 for Americanists)
- ◆ GPA of 6.75 or higher (between B+ and A- on a 9-point scale). If your GPA is below this standard, the graduate committee may still recommend positive screening on the basis of significant improvement over time.

Role of Faculty Advisor

One key to successful screening is effective and ongoing consultation between students and the faculty advisor with whom they will be working on the preliminary exams and the dissertation. Together you should begin planning for prelims, determining your prelim fields and the appropriate faculty members to serve on your prelim committee as well as

an anticipated schedule for taking prelims. You should initiate this discussion by the beginning of the fall term of the second year by meeting with your advisor and subsequently with the other members of your anticipated prelim committee.

Screening Details

To begin the formal process of screening, second-year students are given a *Screening Questionnaire* and asked to complete information on requirements met including cognates, language requirements fulfilled and prelims information. In addition to the progress report form, the graduate office provides each student with a list of all courses taken. For courses with grades of “I” or “Y,” students must provide a timeline for completion.

Professors with whom you have worked are then asked to evaluate your academic performance and capabilities, indicating: “recommend without reservations,” “recommend with reservations,” “do not recommend,” or “no basis for judgment.” Replies to these inquiries, plus your transcript, provide the initial basis for the department’s decision. It is expected that at least two professors with whom you have worked will select “recommend without reservations.”

In order to be screened favorably, you must recruit a prospective prelims committee, define your prelim fields, and determine an anticipated date (month/year) for taking prelims. Three faculty members (at least two of whom must be in the History Department) must agree to serve on your prelims committee and one faculty member must agree to chair your dissertation committee. Your main advisor or prelim chair must sign this form, approving the prelim committee and the fields. In addition, each faculty examiner must also initial the form, signifying a commitment to serve on the prelim committee. Final approval is provided by the DGS.

The Graduate Committee considers each student’s file and makes a recommendation for positive or negative screening to the faculty. The faculty makes the final screening decision collectively. If this decision is favorable, the department recommends that the student continue work for the PhD; if it is not, the student must discontinue graduate study in the department. In some instances, the department may choose to postpone a final decision until more information is available. Students must be re-screened if not enrolled for one full term in any twelve-month period after being screened favorably.

Screening Appeal Procedure

The department will receive an appeal regarding an unfavorable screening under the following conditions:

1. The student, in a written appeal to the department chair, presents evidence of circumstances relevant to screening that appear to have been overlooked or incorrectly stated in the student’s graduate file. The appeal letter must be submitted within two weeks of notification of the unfavorable screening.

2. Appeals are considered by an ad hoc committee appointed by the Departmental Chair and consisting of one current faculty member from each of these three standing committees: the Graduate Committee, the Curriculum Committee, and the Executive Committee. The ad hoc Appeals Committee will report its recommendation to the entire faculty for decision.

The screening review is brought to the faculty meeting in November and March, which allows appeals to be addressed in the last meeting of the term. This procedure is planned to avoid a long period of waiting between an appeal and its adjudication.

SATISFACTORY PROGRESS TO DEGREE

To remain eligible for continued funding in accordance with the stipulations of your offer letters, you must maintain satisfactory progress towards the degree. Satisfying this requirement during the pre-candidacy phase requires the following benchmarks:

- ◆ Complete two satisfactory seminar papers based on original research with primary sources (*one of which must be completed in the first year of study*)
- ◆ Non-Americanists must complete two languages (*one of which must be completed in the first year of study*)
- ◆ Americanists must complete one language in the first year of study
- ◆ Be screened favorably in the second year of study
- ◆ Complete cognate coursework
- ◆ Pass preliminary examinations in the third year of study

To remain eligible for guaranteed funding, you must complete all coursework and language requirements, and pass prelims before September 1 of the fourth year. Exceptions may be granted on a case-by-case basis, in extraordinary circumstances, with the approval of the DGS/Graduate Committee. You must initiate a request for a delayed prelims schedule in a timely manner, preferably by the time of the Annual Progress Report, but in all cases before the end of winter semester of the third year. The extension request must come in a formal letter accompanied by the written support of your faculty advisor. Both student and advisor should state the specific agreed-upon date for the prelims exam.

Students who do not pass prelims before the fourth year begins, and do not receive approval for an extension, are ineligible for any department fellowship support until they achieve candidacy. GSI positions awarded to fourth-year students are conditional upon achieving candidacy before the beginning of fall semester and are subject to availability.

Students at risk of falling behind the progress-to-degree timetable should schedule an appointment with the DGS and take the necessary steps to inform the graduate program staff and the Graduate Committee before deadlines occur. When necessary, faculty

advisors should communicate concerns about at-risk students to the DGS and request joint meetings with all three parties to discuss the situation.

Rackham policy, effective for those entering in the fall 2007 term, states that “students should achieve candidacy no later than three calendar years after the first enrollment in their Rackham doctoral program. Programs and departments should conduct annual reviews to assess progress of students toward meeting candidacy requirements. A student who does not achieve candidacy within three years will be placed on academic probation, unless the program or department petitions Rackham OARD to request additional time because of extenuating circumstances” (Rackham handbook, Section 2.1.1).

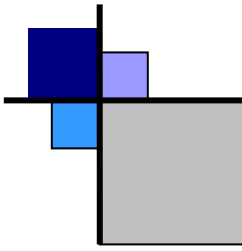
MASTER’S DEGREE REQUIREMENTS

The History Department prepares students for advanced research as part of a doctoral program. There is no separate MA program and no admission to study for an MA degree. Students enrolled in the PhD program may receive an MA degree when they have met the requirements of Rackham Graduate School and the History Department. (Please note that students who already have an MA in history from another institution cannot also receive an MA in history from University of Michigan.)

To initiate the application process, notify the History graduate office with your intention to apply for a Master’s. The Office of the Registrar will post an application in Wolverine Access within a few days. Apply via Wolverine Access.

The following requirements must be met before the History Department will approve the MA:

- ◆ at least 24 credit hours of graduate work (at the 400 level or above); 18 of those credits must be in history, with 12 of those credits in courses at the 600 and 700 level.
- ◆ the designated studies course requirements, History 615, and History 611 for Americanists
- ◆ a cognate field of at least two courses (four credit hours) offered for graduate credit by a department or interdisciplinary program other than History. This requirement may be satisfied by courses from more than one department. A grade average of at least B is required.
- ◆ a demonstrated ability to read another language (see the section on Language Requirements). Students from countries where English is not a normal language of secondary and university instruction, and whose family language is not English, are exempted from this requirement. In certain cases students may substitute six additional hours of history courses for this language requirement. This 30-hour option without languages is intended only for terminal MA candidates. It should not be taken by those intending to go on to the PhD.



Section 4: Advancing to Candidacy

The Department of History sets the requirements for PhD candidacy, which are implemented by the Graduate Committee. Rackham Graduate School, upon notification from the department, grants candidacy status.

CANDIDACY REQUIREMENTS

The following requirements must be met to achieve candidacy:

- ◆ Favorable screening
- ◆ Completion of two seminars (700-level)
- ◆ Completion of graduate cognate courses totaling six credits in a field other than history
- ◆ Fulfillment of all language requirements
- ◆ Completion of the preliminary examinations by the end of the third year
- ◆ Registration during the term in which prelims are taken
- ◆ Completion of at least 36 RFTs (at least 18 earned while in residence)

Students who will not achieve candidacy before the beginning of the fourth year must provide a letter of explanation to the Graduate Committee in advance (no later than winter term of the third year), accompanied by a letter from the faculty advisor (see Section 3, Satisfactory Progress to Degree). Effective for those entering in the fall 2007 term, students who do not achieve candidacy within three calendar years of initial enrollment will be placed on academic probation by Rackham. In the case of extenuating circumstances, the department may petition Rackham to request additional time.

PRELIMINARY EXAMINATIONS

The preliminary exams (“prelims”) are designed to ensure that students have acquired the necessary background for teaching and scholarship in history. Field requirements for the preliminary examination therefore encourage a combination of breadth and depth.

Prelims Committee Composition

The committee for the preliminary examinations consists of three—or in exceptional cases, four—faculty members, each representing a field in which the student chooses to be examined. All regular members of the History Department are eligible to serve on prelim committees. A faculty member examining a cognate field must normally hold a full or joint appointment in another UM department, program or tenure-administering unit. In some cases, it may be appropriate to ask a member of another department to

serve in a non-cognate role. Any such request would need to be endorsed by the chair of the committee, and approved by the DGS, well in advance of the actual exam.

You should work closely with the prelim committee in preparation for your exams. According to department policy, each faculty member has a responsibility not to allow leaves/sabbaticals to have a negative effect on a student's timetable for taking preliminary exams and achieving candidacy. In scheduling prelim exams, a delay of up to several weeks might be necessary to accommodate the schedules of committee members, but a delay approaching several months or more is not appropriate.

Definition of a Prelim Field

A field is both a body of knowledge and a terrain of inquiry. Fields vary greatly in breath and thus in depth. Avoid defining your fields so narrowly that they are little more than bibliographies for a research paper topic. Avoid defining them so broadly that you can do little more than scrape the surface of scholarship in them.

In identifying and preparing a field for your prelims, you should consider the following:

1. What are the parameters of the field?
2. What different methodologies or approaches have contributed to the development of the field?
3. What are the perennial questions that historians (or others) in this field have tried to answer? How have their answers differed?
4. What are the most important topics or themes in the field today?
5. What are the debates that animate the field today?
6. What are the major works that anyone who wants to make a contribution to this field ought to read?
7. What directions for future research are the most interesting or promising?

You should come away from this experience with a feeling of accomplishment and confidence that you understand the fields you have studied and could explain them to others, develop syllabi for courses about them, and pursue research in them.

Structure

You are responsible for preparing for examination in three fields of history and one cognate field in another discipline or program. One of these fields—usually the cognate field—may be “coursed off.” (See below)

Field requirements for the prelim encourage a combination of breadth and depth. Normally, students will prepare at least one geographical/temporal field, usually the major field, and at least one distribution field distinctly different in area and/or time from the major field. Students will customize a third field to their specific needs in consultation with their advisor and the DGS. This field can be geographical, temporal, topical, or methodological. Students are also required to offer a cognate field in another discipline

or interdisciplinary program on a subject that will enrich their preparation for teaching and research in history.

“Course-Off” Option

You may satisfy one of the prelims field requirements by completing six credits or more of integrated course work with graduate credit (400-level or above) and grades of B+ or better. This “course off” option must be approved in advance by your advisor and the DGS. Most students choose to course off the cognate field (see Section 3).

Geographic/Temporal Field

Geographic/temporal fields familiarize students with the basic literature of, and the principal historiographic problems peculiar to, national histories or histories of geographic areas delimited by conventional periodization. Emphasis within a given field may vary from student to student, but all students are expected to read broadly and in a variety of types of history. The geographic/temporal fields are intended, among other things, to prepare students for initial teaching experiences after receiving the PhD. The list reflects the specialties of current faculty. Since new members join the faculty regularly, and since present faculty members (especially working jointly) may well be able to direct a student’s preparation in a field outside their specialty, this list should not be regarded as exhaustive. Students who wish to offer a geographic/temporal field not mentioned here—for example, Spanish history—should consult with their advisors and other relevant faculty.

Distribution Field

When designing three fields in history, each student must ensure that one of them meets the definition of a distribution field; that is, one history field that substantially differs in methodology, problems of analysis, or culture from the others. For instance, a student specializing in Chinese history might offer a field in Ancient Greece; a student in modern Europe might offer a field in medieval Europe. The student must be prepared to submit a brief statement to the DGS, co-signed by the prelim chair, explaining how the proposed distribution field provides exposure to historical methods, to forms of analysis or evidence, or to cultures distinctly different from those considered in the student’s other fields. Transnational fields may be counted as distribution fields. (Example: Comparative Post-Emancipation Societies, including Brazil, fulfills the distribution requirement for a student whose major field is Modern U.S.). If a student chooses a transnational field as a distribution field and the transnational field is the only field different in area and/or time from the student’s major field, the examiner in the transnational field must be a faculty member whose primary expertise is different in area and/or time from that of the student’s major field.

Topical Field

Topical fields focus on a particular subject of historical investigation, such as intellectual history, diplomatic history, or gender history. A topical field should be broadly defined; it

must not be merely a subfield of another subject in which the student proposes to be examined. Thus a field of “British Labor History,” would be acceptable; “Twentieth-Century British Labor History,” would not be, particularly when proposed by someone who will also be examined in Modern British History. Topical fields within a single national or regional history should span more than one recognized chronological division and/or have a significant comparative or methodological dimension. Thus a field defined as “British Women” should cover both the early modern and the modern periods. Students proposing to concentrate exclusively on just one of those eras may do so only if they also set the subject in a wider comparative context.

The broad definition of topical fields implies an obligation on the student and the faculty who help him or her prepare the field to contextualize the subject of study, through theoretical or comparative reading. A topical field should not merely allow a student to concentrate on a particular arena of interest; it should also be an introduction to the intellectual concerns that define the topic and lend it significance.

Topical fields may sometimes be designated mainly to prepare students for teaching, either in areas of study that are already institutionalized (such as gender history) or in areas that may attain that status (such as anthropological history). Topical fields may, in other cases, be intended primarily to familiarize students with a literature germane to their broad research interests (such as problems of state formation). Often they serve both purposes. A topical field may be examined jointly by more than one faculty member, only one of whom must be a member of the History Department.

Topical fields other than those specifically indicated below may also be offered with the approval of the DGS. For instance, topical fields are possible in Roman intellectual or social history, in addition to the regularly offered Roman history field. Moreover, topical fields need not focus on a single geographic area or national history, but may be prepared as comparative fields, sometimes under the direction of more than one faculty member. Interested students should consult with relevant faculty.

AFRICAN-AMERICAN	A field in the history of African-Americans, from colonial times through the 20 th century, is commonly prepared
OTHER AMERICAN	In addition to African-American history and the various American fields listed under other areas, fields are commonly prepared in the American South, American race relations, and Native American Indian history.
JEWISH	Fields are commonly prepared in medieval and in modern Jewish history
INTELLECTUAL & CULTURAL	Fields are commonly prepared in American, European, Russian, and Anglo-American intellectual/cultural history, as well as in social and political thought since 1800 and in cultural studies.
INTERNATIONAL	Fields are commonly prepared in United States diplomatic history, 20 th

RELATIONS	century world politics, and modern European international relations.
HISTORICAL THEORY & METHOD	A field in historical theory and method is commonly prepared, but focuses on different subjects (such as theory of history or comparative historiography), depending on the interests of the student and expertise of the faculty member.
SCIENCE, TECHNOLOGY & MEDICINE	Four fields are commonly prepared: modern science and its cultural contexts; medicine and disease in the West; technology, politics, and culture; transnational, colonial and/or global perspectives on science, technology, and/or medicine.
LEGAL & CONSTITUTIONAL	Fields are commonly prepared in English, American and Anglo-American legal and constitutional history, with specific chronological boundaries to be arranged.
RELIGIOUS	American and European fields are commonly prepared. Fields in specific religious traditions (such as Catholicism or Eastern Christianity) : possible, as is a field in comparative religious studies.
SOCIAL	Social history fields are commonly prepared in the American, European, and Asian areas, as well as in comparative social history, comparative class formation, and anthropological history.
WOMEN'S AND/OR GENDER	There are commonly prepared fields in women's history or the study of gender in the American, European, and Japanese areas, as well as a comparative field.
URBAN	Fields are commonly prepared in the European, American, or Asian cities, as well as in comparative urbanization.
ECONOMIC	Fields are commonly prepared in Chinese economic history, in pre-industrial economic systems, and in European economic history
LABOR	Fields are commonly prepared in the American, Russian, and European areas, as well as a cross-national field in European and American labor history.
POLITICAL	Political history often figures largely in the geographic/chronological fields. But more structurally-oriented fields focused on political development are also prepared in the European, American, and Asian areas, as are fields in comparative political history, comparative state formation, and comparative political movements.

COMPARATIVE HISTORY

Comparative fields commonly include: urbanization; pre-industrial economic systems; social history; class formation; gender/women's history; state formation; political movements; colonialism; nationalism; European Fascism; slave emancipation and post-emancipation societies, and empires. A field in Atlantic Studies, with both a comparative and a systemic dimension, can also be offered

Cognate Field

This field must be in another discipline or interdisciplinary program, and it should have a “chronological or comparative scope analogous to that of a topical field in history.” For example, a field in American Literature is an appropriate cognate for a student whose major field is American Intellectual History. You may choose a foreign language as a cognate field, but this must be *in addition* to the regular language requirement. An example of this would be a student in Chinese history, who has met the basic requirement for Chinese and another foreign language, such as French, and who wishes to prepare a “field” in the Japanese language. This student could, with the approval of his or her advisor and the DGS, choose to take two Japanese language courses as a “coursed off” field.

Coursing Off Cognate

You may “course-off”—that is, not be examined in—the cognate field. If the cognate field is “coursed off” for the preliminary exam, the two cognate courses must have a minimum grade of B+ , add up to at least *six* credits and be taken in the *same* non-history field.

Registration & Scheduling of the Exam

Carefully plan the timing of your prelims in relation to registration, funding and tuition issues. Candidacy deadlines may be viewed on Rackham's website. **Consult with the History graduate office at least one term in advance of prelims to make sure their proposed prelim date complies with Rackham deadlines.** The department does not have jurisdiction over the registration requirements or the Rackham deadlines, but can provide counsel for individual circumstances.

The university requires enrollment of at least one credit hour in the term during which prelims are taken. Prelims must be taken before the last day of classes of a particular term in which the student is enrolled. *Registration is not required in the term candidacy becomes effective.* If you intend to achieve candidacy for the same term in which you take prelims, the appropriate initial registration would be eight credits of History 990; upon advancement to candidacy, this enrollment will automatically be adjusted by the Registrar's Office to eight credits of History 995, and reduced tuition will be assessed accordingly.

Schedule your preliminary examination using the following guidelines:

◆ Preliminary Exam Information Form

The *Preliminary Exam Information* form is used to identify members of your prelims committee, define the subject matter of each field, and record an anticipated prelim date. It is also used to ensure that there are no problems with committee composition or with the fulfillment of other requirements. Students and their advisors are urged to consult as early as possible with the DGS about any uncertainties regarding fields, committee composition or examination dates. Each faculty examiner must initial the form, signifying his or her commitment to serve on the prelim committee. The prelims chair and the DGS must sign this form indicating their approval. This form is distributed to all second-year students after successful screening.

Students who plan to take prelims during the **fall term** of their third year should turn this form in to the graduate office, by the **beginning** of their third year. Students entering the program with an MA degree and screened in the fall of their second year are strongly encouraged to take prelims during fall term of year three.

Students who plan to take their prelims during the **winter term** of their third year should turn this form in by the end of the fall term of their third year. Although this option will most likely be chosen by students entering the program with a BA degree and screened in the winter of their second year, the History Department realizes that some students entering the program with an MA will also choose this option.

Once this form has been approved, any changes in fields or examiners require that a new form, signed by the prelims chair, be turned in to the graduate office for final approval by the DGS.

◆ Preliminary Exam Scheduling Request Form

Once you and your committee have agreed upon a date and time for the prelim exam, file the *Preliminary Exam Scheduling Request* form with the graduate office no later than two to three weeks before the exam date to obtain final approval from the DGS. Staff will reserve a room and send a confirmation notice to the committee members. If you are experiencing difficulties scheduling the exam, please contact the graduate office for assistance.

◆ Prelim Exam Part One—The Written Exam

The first part of the prelims consists of a written exam covering the major field in which you propose to write your dissertation. The written exam is taken within two weeks of, and at least two days before, the oral prelim. It may be “open” or “closed” book or a combination of the two, in accordance with the examiner’s choice. The chosen format must be made explicit to the student well in advance of the examination and indicated clearly, in writing, on the *Preliminary Examination Information Form*. The written exam typically consists of one question to be answered in four hours or two questions to be answered in two hours each. The prelims chair usually devises the written exam, although

in some cases the prelims chair and a second committee member will each contribute one question.

The exam is read and evaluated by the chair of the prelim committee and one other committee member. In special cases, a faculty member who is not a committee member may be asked to serve as the second reader. The exam is generally four hours, with 30 minutes additional time for breaks. During the exam, consultation with another person or cutting and pasting from previously written documents is not allowed. The prelims chair must notify the graduate office that the written exam is acceptable at least 24 hours in advance of the scheduled oral exam. If the student does not pass the written portion, the oral portion is not taken.

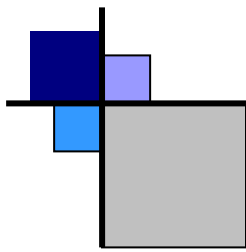
Email Option. With committee agreement, you may take the exam at home, receiving the questions via email. In this case, the prelims chair should provide the questions to the graduate office within 48 hours of the exam. On the day of the exam, you should contact the graduate office between 10 AM and noon so the questions can be transmitted as email attachments. At the end of the exam time period, you will email your answers to the committee as well as the graduate office.

◆ Prelim Exam Part Two—The Oral Exam

The oral exam, approximately two hours in length, usually covers three fields and should be taken within two weeks of a successful written exam. The prelims chair and the other committee members conduct this exam. Before discussing overall performance, each member of the committee grades the student's performance in his or her own field by ballot. There are three possible grades: "pass," "low pass," and "failure." Automatic failure results when a student receives all "low pass" grades, or one grade of "failure" and two grades of "low pass." If grades in the individual fields exceed these minimum standards, the committee discusses the student's overall performance, including the question of passage or failure of the exam as a whole. In rare cases, a grade of "pass with distinction" may be awarded for the entire examination, though not for individual fields.

It is the prelim chair's responsibility to inform the student of the result, and to state the committee's consensus in a final report, the *Prelim Exam Report*. The final report records a grade for the written exam, the three individual grades of the oral exam, one overall grade, and a description of the student's general performance. If a student fails the examination, the prelims committee will decide whether or not it may be taken again. A student who does not pass prelims is ineligible to continue in the graduate program.

Upon advancement to candidacy, students receive a letter from the DSG outlining the next steps of the dissertation process. A Certificate of Candidacy may be obtained from the Office of Academic Records & Dissertations at Rackham Graduate School.



Section 5: Candidacy

The *Certificate of Candidacy* is a statement of prior accomplishments. Generally it signifies that the student has completed the required coursework and is ready to move on to the dissertation stage of the program. Although the certificate does not lapse, neither does it imply candidacy standing for an indefinite period of time. Students are still expected to make satisfactory progress to degree, defined by Rackham as completion of the dissertation within seven years of initial enrollment (see below, Time Limit to Degree). Students should review Rackham's Office of Academic Records & Dissertation's website) for procedures on obtaining the doctoral degree. In addition, Rackham has developed Grad Tools, a CTools site developed specifically to aid Rackham graduate students.

THE DISSERTATION PROCESS

The dissertation is a work of original historical research and presentation on a topic selected by the candidate with the approval of the chair of the dissertation committee. The dissertation usually requires two to three years of full-time study and, when completed, must be certified to the graduate school as suitable for publication.

The Dissertation Committee

As soon as possible after passing the preliminary examinations, you should choose a dissertation committee in accordance with Rackham guidelines. Although members of the prelim exam committee may continue to serve on the dissertation committee—and often do—the dissertation committee is a new body, constituted with a distinct purpose: supervision of the dissertation. This function is very different from the broad historical preparation involved in reading for the prelims, and the dissertation committee should not be merely an extension of the prelim committee. All members of the committee are responsible for a student's dissertation work, and students should consult each member at every stage of their dissertation work.

Select as chair of the committee the faculty member with whom you plan to work most closely. You may also choose two co-chairs. Choose the remaining committee members in close consultation with your committee chair. Your committee must have at least four members, three of whom are regular members of the Rackham graduate faculty, and two of whom are from the History Department. Each committee must also have one cognate member—a graduate faculty member representing a field other than History.

The committee may also include a U-M faculty member who is not a regular member of the graduate faculty, a staff member, or a qualified individual outside the university to provide expertise in the candidate's discipline. The student must obtain approval for including such individuals on the committee by submitting a copy of the proposed

committee member's curriculum vitae and *Nomination for Special Membership on the Dissertation Committee Form* along with the *Dissertation Committee Form*,

As soon as the committee members have been confirmed, download the *Dissertation Committee Form* from the Rackham website and provide it to the graduate office to obtain approval of the DGS. After departmental approval is obtained, the form will be submitted to the Office of Academic Records and Dissertations at Rackham for final approval and posting to the academic record.

The **cognate member** generally should not hold any appointment in the History Department. This policy is stricter than the Rackham standard, which permits the cognate member to hold up to a 0.50 appointment in the home program. Students may petition the department for approval of a cognate member who holds up to a 0.50 appointment in History if the faculty member meets the Rackham expectation of a perspective "outside the field of specialization of the candidate." Petitions must be made in writing to the DGS, and they should include the rationale for the exemption request and the formal approval of the chair/co- chairs of the dissertation committee. Students are encouraged to secure the commitment of the cognate member as early in the process as possible. In normal circumstances, the cognate member should participate in the prospectus defense.

Additional guidelines can be found in the Rackham graduate student handbook under "Eligibility for Service on Dissertation Committees." All Rackham forms may be downloaded from the graduate school website.

The Dissertation Prospectus

A dissertation prospectus is a document presenting a student's proposal or plan for dissertation research and writing. The prospectus must be distributed to the dissertation committee and will be used as a basis for discussion in an arranged prospectus presentation. Candidates should present the prospectus no later than the end of the first term after candidacy is attained. See the chart below for the appropriate time to schedule the prospectus presentation:

Term Advanced To Candidacy	Prospectus Presentation Deadline
Fall	End of winter term
Winter	End of fall term
Spring/Summer	End of fall term

The committee chair and all members present must sign off indicating their presence and approval of the student's prospectus. At such an early stage of candidacy, a complete dissertation committee might be impossible. It is to the candidate's benefit to have the entire committee present to discuss and reach some consensus on the direction of the project. If that is not possible, the candidate and advisor should communicate in another way with any member who is absent from the defense and note it on the prospectus presentation record in the candidate's academic file. Enrollment is not required in the term of the prospectus presentation.

The prospectus should cover the following information pertaining to the dissertation:

- ◆ a statement of the proposed dissertation topic, its underlying hypotheses or objective(s), and the importance of the proposed work to advancing the understanding of the discipline
- ◆ a plan for a review of major literature and a bibliography, demonstrating mastery of the literature of a particular subject area and how the research topic relates to prior published work
- ◆ a description of methodology to be used in the research and a review of the basis on which the conclusions will be drawn.

The format and length of the prospectus vary for individual students; therefore the prospectus should be written in close consultation with the dissertation chair or co-chairs. For example, some dissertation chairs also require that the prospectus include additional sections such as chapter outlines, a list of internal and external fellowships to be applied for, and a timetable for completion.

Students will receive a *Prospectus Presentation Scheduling Request Form* at the time they are advanced to candidacy. This form should be completed and returned to the graduate office when a date and time have been scheduled for the presentation.

The American Historical Association (AHA) Directory includes with the listing of each doctoral program the topics of dissertations-in-progress with the names of that school's PhD candidates. Once the prospectus presentation has occurred, the History Department will retain the information for submission to the AHA for the next edition of the Directory.

Candidacy Registration

Candidates who must register in order to achieve the appropriate number of required RFTs, including candidates who have tuition paid through a GSI appointment or a UM fellowship, should register for eight credits of History 995 with your dissertation chair. Contact the graduate office with an override request so a section can be created for registration. Wolverine Access will generate an email confirming your course override and providing instructions for registration. Please refer to Gray Book Section 2: Courses for Candidates.

Augmented Candidacy

With each eight-credit History 995 enrollment, the university allows a candidate to elect one "free" course, regardless of its level or credit hours. If the student chooses not to elect a "free" course, the course may be "banked," and two free courses may be elected

during a subsequent 995 enrollment. This “free” course may be taken on a *Visit* basis. Further details can be found in the Rackham graduate handbook.

Time Limit to Degree

According to the Rackham graduate student policies, “students are expected to complete the degree within five years of achieving candidacy, but no more than seven years from the date of the first enrollment in their Rackham doctoral program. Students who entered their program prior to the fall of 2007 and have not completed their degree within the seven year limit must petition Rackham OARD for an extension of time to degree with a plan for completion. Effective for students entering in the fall of 2007, programs and departments may request an unconditional one-year extension for students deemed to be making satisfactory progress toward the degree, providing a plan and timeline for completion. A program or department may request an additional one-year extension, but a student who does not complete the degree after two years of extension beyond the normal limit for candidacy may be returned to precandidacy status and required to meet candidacy requirements again. Rackham will notify programs and departments of students who have not completed their degree within the stipulated period.” (Section 2.1.2.3).

Petition to Waive or Modify Rackham Policies

All Rackham policies have been formulated by the Executive Board with one objective: the pursuit of academic quality. This goal requires that the policies be equitably and uniformly applied to everyone. However, the graduate school does recognize the infrequent occurrence of extenuating circumstances that warrant individual consideration. Rackham graduate students may petition the graduate school for waiver of Rackham policy using the *Petition for Modification or Waiver of Regulation*.

The Dissertation Defense

Guidelines relating to the dissertation manuscript format and to the final defense are primarily between the candidate and the Rackham OARD. Candidates should see Rackham’s website) for more information on completing the degree and what to expect before the doctoral defense. This is the best source for detailed information on the technicalities of writing, submitting, and defending the dissertation. In addition, GradTools contains a complete list of all steps, including hyperlinks to forms.

Schedule your pre-defense group meeting with Rackham OARD at least 10 working days before the date of the defense. Scheduling can be done through Rackham’s website and you will receive an oral defense evaluation form for each committee member. This form should be distributed to all committee members along with copies of the dissertation and abstract at least 10 days prior to the defense. If this form is not submitted to any committee member at least 10 days before the defense, that committee member may request a postponement. The evaluation is due back from all committee members three working days before the defense.

A pre-defense meeting may also be done by mailing an unbound copy of the dissertation and abstract to OARD, along with a cover letter providing name, UMID, date, time and

place of the defense and contact information. A list of the names and fax numbers of all committee members should also be included so that Rackham can distribute the evaluation forms.

Candidates must be registered for eight candidacy credits of History 995 in the term the dissertation is defended. After reaching agreement on a date for the defense with your committee members, ask the graduate office to reserve a room and send a final confirmation notice to the committee.

Candidates who are unable to meet Rackham's final deadline for submission of the completed dissertation must register and pay tuition for eight credit hours of History 995 for the full term in which the final degree requirements are completed. Rackham's website should be consulted for the most current doctoral degree deadlines.

DETACHED STUDY & DISSERTATION RESEARCH/WRITING STATUS

Detached Study

Detached study is an enrollment status which affirms affiliation with the graduate program and maintains student active status when not registered. Detached study is used mostly by students who have achieved candidacy, do not need to register, and are continuing their graduate studies, on or off campus. Student privileges such as computing and library access are preserved. Pre-candidates may apply for detached study if they wish to pursue graduate studies off campus. Pre-candidates who have been on detached study do not have to seek readmission when they return, provided they have been away for no longer than twelve months.

Students on detached study may have educational loan payments deferred as long as 100% of their time is devoted to the dissertation. Students may also apply for some categories of loans through the Office of Financial Aid.

Each period of detached study may be no longer than 12 months. The maximum amount of detached study allowed is nine terms and must be approved annually. After the third *Certification for Detached Study Form* is issued, evidence of satisfactory progress in any preceding periods of detached study is required to be submitted to the graduate office along with the application for detached study. A brief note from the student's dissertation chair will satisfy this requirement. After the DGS has signed in approval, the form is sent to Rackham for final approval and posting to the academic record. Rackham will mail a copy of the approved form to the student using the address provided on the form.

Dissertation Research/Writing

The *Certification of Dissertation Research/Writing Form* is used to place candidate-level students in an optional, student-initiated student group in the MPathways system. This form does not replace enrollment, or completely act in the same way as detached study.

The Dissertation Research/Writing Student Group was created to assist international candidate-level graduate students to maintain their status. Domestic students may also use this option if they have been on detached study more than three times, and do not need to register or defer loans. Students will maintain their email and library privileges.

PRACTICAL MATTERS

Letters of Introduction

Before embarking on archival research, students may find it helpful to request a letter of introduction from the Department of History to facilitate access to resources—especially for research abroad. The History graduate office maintains a standard letter to which can be added information about the candidate’s dissertation topic and research needs, particularly in situations that pose limitations of access to rare documents. In some instances—perhaps going abroad—it may be useful to acquire a letter signed by the president of the University of Michigan. The graduate office can assist you with the request procedure, for which several weeks must be allowed.

Business Cards

The University has granted a printing license to the Kinko’s on Liberty Street in Ann Arbor to print official U-M business cards for graduate students. There is a fee and you must apply in person with a photo ID. Alternatively, you may ask for business cards made by the history graduate office by emailing a request to staff. Most students choose the second option.

Departmental Communications

Every effort will be made to stay in touch with students while on detached study. Students should keep the graduate office staff informed of current contact information: mailing address, telephone, email, etc. Notices of fellowships and special grants will be sent to students on detached study provided contact information has been provided to the office.

Mailing Addresses

PhD candidates should be aware that the University directs mailings and distributes check payments to whatever local address is on the student’s data record with the Registrar’s Office. Make all necessary address changes on Wolverine Access. Address changes should also be provided to the graduate office via email or using the interactive change of address form on the History website.

Health Care

Students who are planning to leave Ann Arbor and who have GradCare should fill out the *BCN GradCare Offsite Registration Form* available for download from the UM Benefits website. In addition the university strongly advises that students who are traveling abroad enroll in the optional Travel Abroad Health Insurance. Information is available on the University Health Service website.

Campus Privileges

Privileges that accompany registered student status may, in some ways, be limited for students on detached study. Therefore, these arrangements should be noted:

- ◆ **Library privileges.**—Access to the library can be extended to all graduate students working on their dissertations for two years from the last term in which the candidate was registered, through arrangements with Circulation Services. Students can either go directly to the Graduate Library Circulation Services desk with a copy of the approved detached study form, send an email message to *grad.library.circ@umich.edu*, or call (734) 764-4100 to request this service. Renewal beyond two years may be arranged upon verification from the dissertation advisor.
- ◆ **Email privileges.**—Computing funds are not routinely replenished to the student's account without registration. However, ITCS will provide a monthly allocation to graduate students who submit a completed and approved copy of the Detached Study form to the ITCS Accounts office (basement of MI Union). Students enrolled during the winter term are automatically granted spring and summer allocations.

PLACEMENT

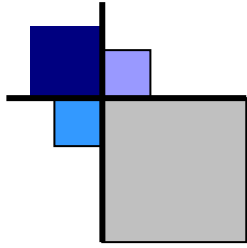
While the job market for historians remains tight, University of Michigan graduates have for many years succeeded at rates well above the national average. The department can only offer limited help in the search for a job, but the very fact that you will have a UM degree will be one of your strongest assets. Primary responsibility for finding a position after graduate school rests with students and their major advisors. Experience suggests that individuals immediately involved with the student usually understand best both the jobseeker's own qualities and the job possibilities in the particular field. A faculty member serving as convener of the Job Skills Colloquium supplements the efforts of student and advisor by supplying general information and advice and by routing inquiries sent to the department to the appropriate individuals.

Students rarely find jobs unless their dissertation is almost finished. Even when a position is available, beginning a teaching job with considerable dissertation work hanging over one's head often delays the final completion of the PhD, and makes it difficult to compile the strong scholarly record needed to obtain tenure. Consequently, students are advised not to seek a position until after they have completed their research and have written at least half of their dissertation.

Students who plan to seek a teaching position should consult with their advisor and establish a reference file at the Career Planning and Placement Office as early as possible—ideally in the year before they enter the job market. This file should include at least three letters from professors. Since most preliminary interviews are conducted at

the American Historical Association conventions in early January, students who delay the beginning of the search will be at a serious disadvantage.

It is essential that you stay in close and frequent communication with your advisor throughout the job search. Although the success of any candidate always rests on the individual's qualifications and abilities—not on the personal intervention of an advisor—there are many ways in which faculty members can help. Their experiences and insights constitute the best form of placement aid the department can offer: take advantage of this resource!



Section 6: Financial Support

Planning for the necessary financial support for your graduate studies is a vital element of managing your academic program. You should seek information on fellowship resources available through the History Department, Rackham Graduate School, as well as national and international organizations.

Rackham's Fellowship Office administers several fellowships. This office also maintains an online fellowships finder. Students may also refer to Section 7, "Online Information Sources," for funding information and online applications.

The **American Historical Association** publishes an annual online resource, *Grants, Fellowships and Prizes of Interest to Historians*; members of the AHA may browse and search this publication (www.theaha.org).

HISTORY DEPARTMENT FUNDING POLICIES

Students are admitted to the History PhD program with financial support for the first five years of study conditional upon satisfactory progress toward degree. During the winter term the departmental Fellowships Committee conducts an annual review of each student's progress and funding needs and makes decisions concerning the specific timing of awards for the upcoming academic year.

To facilitate this process, students submit an annual *Academic Progress Report* to the graduate office, along with letters of recommendation from two faculty members. In these reports and letters, students and faculty have a joint responsibility to provide the department with accurate and clear information about progress-to-degree issues. The Fellowships Committee reviews these reports and notifies students of financial aid awards for the upcoming academic year toward the end of winter term.

Deadlines

Candidates seeking a Rackham pre-doctoral fellowship (see below) should turn in their completed *Academic Progress Report* and required letters of recommendation by **November 15**.

All other students should turn in their progress reports by **March 1**.

Students who have been awarded a GSI position must submit the GSI application by the deadline appropriate to the term(s) of the award (mid October or the winter term and mid March for the fall term).

Review of Annual Progress Reports and Funding Preferences

Complete only the sections of the *Academic Progress Report* form that are appropriate to your stage in the program (directions are included on the form).

You are encouraged to contact your advisor and one additional faculty member at some point during the fall term to request the letters of support and faculty evaluation forms that must accompany the *Academic Progress Report*.

The Fellowships Committee, consisting of two faculty members, reviews the progress reports and awards appropriate funding. Many considerations guide the department in making financial awards. Two of the most important are the rate of progress toward the degree and the overall academic record. An example of satisfactory progress, for most students, is successful completion of the prelims no later than the end of the third academic year. Exceptional cases will be taken into consideration if approved under the “Satisfactory Progress to Degree” guidelines [see Section 3].

Available funding is as follows:

- ◆ **Graduate Student Instructorships (GSI's)** include two to four hours of in-class teaching per week in undergraduate discussion sections, often in the survey courses (History 110-111, 121-122, 150-151, 200-201, 260-261) and in upper level courses. Approximately 40 graduate GSIs are assigned each term, primarily to students in the second and third year of graduate study before prelims. The Fellowship Committee evaluates the applicants, prepares a list of initial assignments and makes the final assignments in consultation with the professors responsible for the various courses. Compensation for the typical 50% appointment includes a stipend, tuition and health insurance. Students with appointments less than 50% will be topped up to the 50% level. Other departments and programs throughout the University may offer GSI positions to graduate students. Contact the appropriate program for additional information.
- ◆ **History Department Fellowships** are primarily awarded to students at the dissertation stage, in terms when they need not be registered. Individual grants are drawn from departmental endowed funds and from an annual grant from Rackham Graduate School.
- ◆ **Rackham Predoctoral Fellowships**, which include tuition and a sizeable stipend, are for advanced students who have achieved candidacy. Students nominated for this award must have completed at least two chapters of the dissertation and must be on track to complete the dissertation by the end of the award period. The

department may nominate up to five students to the Graduate School, which makes the final selections in an interdepartmental competition. All interested students must apply to the department by November 15th. Candidates who have held the Predoctoral Fellowship are ineligible for further fellowship support from the History Department since the award is based upon completion of the PhD within six years of entering the program.

- ◆ **Rackham Humanities Research Candidacy Fellowships** provide support for students who have achieved candidacy within three years of entering the program. This award consists of a monthly stipend and GradCare for two terms and candidacy tuition for one term. This fellowship does not provide tuition over the spring/summer term, and students should not be registered during this period. Students who would like to be eligible for a spring/summer and fall award must advance to candidacy before the spring/summer term begins. Students who would like to be eligible for a winter and spring/summer award must advance to candidacy before winter classes begin. During the period of tenure, a fellow may not accept employment requiring more than 10 hours per week. (Rackham Humanities Research Candidacy Fellowships count as one term of Departmental fellowship support.)
- ◆ **Rackham Humanities Research Dissertation Fellowships** provide three terms (one year) of funding for candidates who will finish their dissertations within six years of entry. This award consists of a monthly stipend, candidacy tuition for two terms (fall and winter) and GradCare. This fellowship does not provide a tuition waiver over the spring/summer term; students should not be registered during this period. If registration is not necessary, students awarded this fellowship may request research funding from the department in place of tuition. During the period of tenure, a fellow may not accept employment requiring more than 10 hours per week.
- ◆ **Rackham One-Term Dissertation Fellowships** provides one term of support for students who intend to finish their dissertations during the year of the fellowship. This award consists of candidacy tuition and registration fees, plus a stipend and GradCare. Recipients of this award may not be employed more than 10 hours per week during the tenure of the fellowship, and may not hold this award in conjunction with another award. Students must be registered or on detached study during the tenure of the award and are expected to devote full time to their dissertations during tenure.

Summer Research Support and Miscellaneous Funding

- ◆ **Summer Research Support** allocated as part of the five-year funding package may be used during the summer of your choice. To request distribution of these funds please submit the *Summer Allocation Request Form* to the History graduate office by **April 1st**.

- ◆ **History Department Research Study & Travel Grants** are awarded to help graduate students defray some research expenses. To be eligible to apply for this grant a student must have exhausted their allocated summer research support. Students are eligible to receive this grant once during their time in the doctoral program, and should consider carefully the most appropriate year to apply. The amount of each award will depend upon the availability of funds and the particular needs of each applicant, but in most cases the grants will not exceed \$2500. **Applications for this award are due April 1st** and will be reviewed by the History Graduate Fellowships Committee during the month of April.
- ◆ **Requests for other funding (emergency, health costs, and travel to conferences)** will be considered on an *ad hoc* basis and will depend upon the availability of funds and the particular needs of each applicant. Students must first apply to Rackham for funding and may apply only once each year to the History Department for such an award.

OTHER UM FUNDING RESOURCES

Rackham Graduate School and other UM centers and institutes offer numerous fellowships and research grants to which graduate students apply directly rather than through the History Department. Additional Rackham resources include a Graduate Student Emergency Fund and several opportunities to receive financial support for travel and dissertation research. Industrious graduate students will be able to defray many of their research expenses by utilizing these Rackham resources.

- ◆ **Rackham Travel Grant and Rackham/International Institute Travel Grants** provide Rackham graduate students the opportunity to become familiar with, and take part in, the life of their academic professions. Awards are available for graduate students presenting a paper or poster at a conference. A complete application must be completed and turned in to the Fellowships and Recruitment Office **prior** to the conference.
- ◆ **Rackham Graduate Student Research Grants** are designed to support Rackham graduate students who need assistance to carry out research that advances their progress toward their degree. The grants are intended to defray costs of conducting clearly defined research projects including research-based travel not associated with a course (e.g., off-campus data collection, access to libraries, archives or historical sites). Pre-candidates are eligible for awards up to \$1500 and candidates for awards up to \$3000.
- ◆ **Foreign Language and Area Studies (FLAS) Fellowships** are administered by the area studies centers which are located within the International Institute: Center for Japanese Studies; Center for Chinese Studies; Center for South & Southeast Asian Studies; Center for Middle Eastern & North African Studies; Center for Russian and East European Studies. FLAS awards are for students studying the languages of their areas as a part of their graduate programs; full

tuition and stipend are offered. These area centers also award Fulbright fellowships for dissertation research, and are sources of information for other area-related fellowship opportunities. For more information consult the website of the International Institute.

- ◆ **The Office of Financial Aid** administers federally sponsored loans for students who can demonstrate sufficient need; it also handles a small emergency loan fund.

LSA 10-TERM RULE

Terms funded from LSA resources (Regents Awards, Graduate Student Instructorships) are limited to ten terms in a student's career at UM. [See Figure 6a]

FUNDING AFTER YEAR FIVE

The History Department recognizes that most graduate students will not complete their dissertations within the five-year "guaranteed funding" time frame. With that in mind, the department urges graduate students to finish within six years and recognizes that, under certain exigencies, a seventh year might be necessary even for students making "satisfactory progress to degree." The department cannot guarantee funding beyond the fifth year but students can apply for a variety of resources to support research and writing in the advanced stages of doctoral studies through year seven.

All students should identify and apply for external fellowships throughout their graduate training but especially for funding dissertation research and writing in years four through seven. The History Department can also support students in years six and beyond through GSI positions that may become available in History or in other departments and programs; through teaching History 195 courses in the department; and with the final semester "finishing fellowships" available on a one-time basis during the semester of the dissertation defense. In exceptional cases, and depending upon available funds, the Fellowships Committee might award a bonus fellowship term to a graduate student in year six.

History 195

Advanced graduate students, especially those in the sixth and seventh years, are encouraged to apply to teach a History 195 course. Students beyond the seventh year are also eligible to teach a section of History 195. The History Curriculum Committee selects the instructors for the History 195 courses after reviewing faculty letters of reference and student applications that include a proposed syllabus.

Finishing Fellowship

The department asks dissertation chairs to approve the applications of advanced graduate students for the final semester "finishing fellowship," based on the requirement that the graduate student successfully defend the dissertation during the semester of the award and submit the final version to OARD by the subsequent deadline for graduation. The department expects to be able to award the finishing fellowship to History students.

Graduate students (and dissertation chairs) should take caution in considering the best time to apply for the "finishing" grant, because students who do not meet the OARD deadline for final revisions will have to pay tuition out-of-pocket in the eventual semester of graduation. According to university policy, graduate students awarded the "finishing" grant may not receive any additional funding from any UM unit.

GSI Positions

Doctoral candidates in the sixth year and beyond may apply for GSI positions, which the department will allocate to the maximum extent possible, but GSI-ships for advanced students are subject to availability and cannot be guaranteed. The Fellowships Committee can only consider applications from students in years six and beyond after allocating GSI appointments to all of the graduate students currently covered by the five-year guaranteed funding package.

External Funding

The department encourages graduate students to apply for funding from outside sources and congratulates all recipients of external grants and competitive U-M fellowships for their outstanding accomplishments. The department also is committed to working with students who receive external funding in order to augment their awards and/or provide benefits when necessary or appropriate. When students receive notification of external funding, they should work with graduate program staff and, if needed, also contact the Fellowships Chair and/or the DGS to discuss the broader effects of current awards on future funding. GSI positions and fellowship terms guaranteed in the initial admissions offer are part of the five-year funding package and are not postponed automatically upon receipt of external support. However, students who win external fellowships retain eligibility for guaranteed terms of GSI support through year six and may, upon department approval, defer History Department or Rackham Merit Fellowship support through year seven. Questions about this policy, or compelling requests to restructure the guaranteed funding package in extraordinary circumstances, should be submitted to the DGS.

CHILD CARE SUBSIDY

The Child Care Subsidy Program provides funds to students with children to assist in meeting the cost of licensed childcare. Funds for this program are generated, in part, from student fees approved by a student referendum in 1996. The university provides matching funds to support this program. Priority for funds will be given to students with the greatest financial need. Subsidy amounts vary, depending on the level of enrollment, number of children and estimated child care expenses.

To be considered for this funding, a student must meet all of the following criteria:

- ◆ be enrolled at least half-time in a degree program, or be on detached study
- ◆ be the parent of a child 12 years old or younger or a child with special needs under the age of 19

- ◆ incur child care expenses from services provided by a licensed provider
- ◆ demonstrate financial need for this subsidy
- ◆ be making satisfactory academic progress, as defined by the University of Michigan
- ◆ utilize child care services because you are a single student, or, if married, because your spouse is either a student or employed outside the home for a minimum of 20 hours per week

Applications for the Child Care Subsidy Program are handled through The Office of Financial Aid, 2011 Student Activities Building. The application may be downloaded from the financial aid website. Their telephone number is (734) 763-6600.

The Work/Life Resource Center is available to assist faculty, staff and students with obtaining licensed childcare—on and off campus. For more information, their office is located at 2072 Administrative Services, 1009 Greene Street; you may also call (734) 936-8677 or visit their website.

Figure 6a

The LSA 10-Term Rule

Questions frequently arise concerning the details of implementation of the rule—what funding sources are included, how to handle small-fraction appointments, whether there can be exceptions, etc. Some of the most common issues are addressed below:

Funding Source: The rule applies to any graduate student support that comes from College General Funds. That primarily means GSI support, GSRA support in the museums, and Regents' fellowship support. It does not include Block grant funds from Rackham, GSRA positions on externally-funded grants, terms of support on externally-funded fellowships, training grants, or Rackham Regents fellowships.

Terms Counted: A term of support is treated as one full term toward the 10 if a) it is provided during the academic year, and b) the total LS&A general fund support comes to a .25 fraction or greater. As a matter of practice, the College does not count GSI positions in Term III.

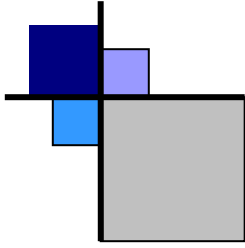
Graderships: Smaller fraction graderships of .2 or less are treated on a pro-rata basis where the tuition waiver forms the basis of the calculation. For example, two successive .2 graderships are treated as one regular term of GSI appointment. (Because each one generates 50% of a tuition waiver.) If two appointments are combined in one term so as to make a total of .25 or greater, then that is treated as one regular term of GSI appointment.

Relevant Unit: A term of support from any LS&A unit is included toward the 10 terms. That means that one must combine support from different units in determining eligibility. Appointing units must be careful of this: it is not always obvious that a student may have completed 10 terms of support when he/she approaches some other unit with an open teaching position.

Exceptions: Departments cannot grant exceptions to the Ten-Term rule. Exceptions must be requested of the Deans Office by the department (not the student). Exceptions are rare. Grounds for requesting exceptions arise if a student suffers a medical condition that drastically impedes progress toward a degree, or if a dissertation suffers from an uncontrollable and unexpected reversal (e.g., an academic advisor leaves the university, depriving a student of a dissertation chair). Convenience for a Department or errors in calculating eligibility do not constitute grounds. Extracting from the original Steiner letter: "The argument that a particular person is 'the best available,' or 'only available' teaching assistant will not generally be persuasive, nor will evidence that the candidate is making excellent progress toward completion of the degree. Nor will the fact that the department has erroneously committed itself to a particular individual be grounds for an exception."

Changes in Field: If a student changes disciplines in the course of pursuing a degree--e.g., by dropping out of Chemistry and going into Political Science--some adjustment in the Ten-Term calculation is usually made in consultation with the Deans Office.

Students Enrolled in Other Schools and College: The Ten-Term rule is defined with respect to the uses of LS&A financial aid resources and not to enrollment. A student who is enrolled in another school or college and who receives 10 terms of GSI support in one or more LS&A departments has exhausted eligibility for further support through LS&A.



Section 7: Health Care Benefits

Health coverage is the individual student's responsibility and health care benefits are a personal, contractual arrangement between the individual and the Benefits Office. The History staff is unable to assist with enrollment or problem-solving on behalf of the student; this personal business information is confidential.

You will be contacted by the Benefits Office when your eligibility for health care coverage is confirmed by the sponsoring department. Enrollment is handled through Wolverine Access. **Note: It is extremely important to heed the instructions concerning enrollment and associated deadlines.**

When health care coverage eligibility is nearing the end date, the Benefits Office will notify you of the pending termination and offer the possibility of personally extending coverage.

◆ **Fellowships Including Health Care Benefits**

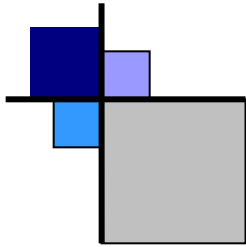
University-sponsored fellowships normally include health insurance. The details of how this works vary by fellowship.

◆ **Graduate Student Instructor Health Care Benefits**

GSI's may select the health care provider from the options available to UM faculty and staff, as agreed to in the contract negotiated by the Graduate Employees Organization (GEO). GradCare is one of the health care options available. This choice has the advantage of continuity in health care as students move back and forth between support as a GSI and fellowships that include GradCare. Health care benefits will be extended over the summer for students holding a GSI appointment in the winter term and who will hold another GSI appointment again in the subsequent fall term.

◆ **Health Care While Away from Campus**

Students who are planning to leave Ann Arbor and who have GradCare should fill out the BCN *GradCare Offsite Registration Form* available for download from the UM Benefits website. In addition, the university strongly advises that students who are traveling abroad enroll in the optional Travel Abroad Health Insurance. Information is available on the University Health Service website.



Section 8: Online Information Sources

Listed below are some websites and email addresses that may be of assistance. This list is not intended to be all-inclusive.

History Department (www.lsa.umich.edu/history)

U of M Information (www.umich.edu)

- ❖ Online Directory: <http://directory.umich.edu>
- ❖ LS&A: www.lsa.umich.edu/lsa/home/
- ❖ Benefits Office: www.umich.edu/~benefits
- ❖ Housing Office: www.housing.umich.edu
- ❖ Libraries & Archives: www.umich.edu/libraries.php
- ❖ Campus Information Centers: <http://www.umich.edu/~info/>

Rackham Graduate School (www.rackham.umich.edu)

- ❖ Academic Records & Dissertations: www.rackham.umich.edu/doctoral_students
email: oard.questions@umich.edu
- ❖ Fellowships Office: www.rackham.umich.edu/financial_assistance
email: flwships@rackham.umich.edu

Office of the Registrar (www.umich.edu/~regoff)

- ❖ Wolverine Access: <http://wolverineaccess.umich.edu>
- ❖ Class Schedule: www.umich.edu/~regoff/timesched/
- ❖ LS&A Course Guide: www.lsa.umich.edu/cg/

University of Michigan Funding Sources

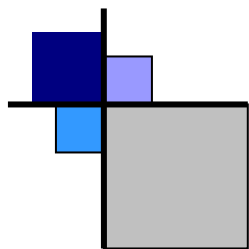
- ❖ UM GSI positions: www.hr.umich.edu/acadhr/grads/postings.html
- ❖ Center for Continuing Education of Women: www.umich.edu/~cew/
- ❖ International Institute: www.ii.umich.edu
- ❖ UM Research Development (SPIN Search): www.research.umich.edu

External Funding Sources

- ❖ Rackham's Fellowship Finder: <https://secure.rackham.umich.edu/Fellowships/ff>
- ❖ Fulbright Program: www.iie.org/fulbright
- ❖ Social Sciences Research Council: <http://fellowships.ssrc.org>
- ❖ US Department of Education: www.ed.gov/funding.html
- ❖ National Science Foundation: www.nsf.gov

Miscellaneous History Related Sites:

- ❖ American Historical Association: www.historians.org
- ❖ The Arts and Letters Daily: www.aldaily.com
- ❖ The Center for History and New Media: <http://chnm.gmu.edu>
- ❖ The Historical Sound and Image Archive: www.earthstation1.com/history.html
- ❖ H-Net (Humanities and Social Sciences On-Line): www.h-net.org
- ❖ Humanities Text Initiative www.hti.umich.edu/
- ❖ The Internet Public Library www.ipl.org
- ❖ JSTOR (The Scholarly Journal Archive): www.jstor.org/jstor
- ❖ Statistical Resources on the Web: www.lib.umich.edu/govdocs/stats.html
- ❖ ECHO: Exploring and Collecting History Online <http://echo.gmu.edu>
- ❖ History Matters: The U.S. Survey Course:
on the Web <http://historymatters.gmu.edu>
- ❖ Liberty, Equality, Fraternity:
Exploring the French Revolution www.chnm.gmu.edu/revolution/
- ❖ WWW-VL History Central Catalogue <http://vlib.iue.it/history/index.html>
- ❖ Historical Maps (Perry-Castañeda Library Map Collection)
www.lib.utexas.edu/maps/map_sites/hist_sites.html



Section 9: Graduate Program Staff

Faculty

Professor Martin Pernick—*Director of Graduate Studies (DGS)*. The DGS acts as the general advisor for all graduate students on both departmental and Rackham requirements, and approves all major milestones related to a graduate student's career; including, but not limited to: the screening questionnaire, cognate coursework, composition of the preliminary examination fields & committee, composition of the dissertation committee, petitions to modify Rackham requirements, substitutions and/or waivers of PhD requirements, and detached study. The DGS works closely with the Graduate Coordinator to ensure that the graduate program is administered in an appropriate and efficient manner. The DGS also serves as the Chair of the Graduate Committee. The term of the DGS is two years.

Professor David Hancock—*Fellowships Chair*. The Fellowships Chair oversees all matters related to funding for graduate students. The Chair works with the Fellowships Committee to allocate funding packages to continuing students. This is also a two-year position.

Staff

Diana Denney—*Graduate Coordinator*. The Graduate Coordinator's primary responsibility is to troubleshoot any problems graduate students may have, particularly in relation to academic progress and/or funding. The GC acts as the liaison between the DGS and the graduate program staff. She works closely with the DGS, other members of the graduate staff, and Rackham to resolve issues as expeditiously as possible. Students may direct questions about program requirements and procedures to Diana. She will ensure that students are making adequate progress to degree and taking the appropriate steps to maximize funding opportunities, both inside and outside of the Department. Diana also serves as the Anthro/History coordinator.

Lorna Altstetter—*Student Funding*. Lorna maintains graduate student financial support data, processes fellowship/GSI awards, and monitors the multi-year financial support packages as well as Rackham Merit Fellowships. She also coordinates the financial application process, and works closely with the DGS, the Graduate Coordinator, and the Fellowships Chair/Committee to determine fellowship awards and GSI appointments. Students should contact Lorna with any questions they have related to their specific funding package.

Kathleen King—*Admissions and Academic Records*. Kathleen coordinates the admissions and recruitment process, as well as audits and maintains the continuing graduate student records, troubleshooting minor issues. She works closely with the DGS and the Graduate Coordinator to ensure that students are meeting program requirements and making adequate progress to degree. Students may direct problems and questions about program requirements and procedures or any administrative questions they have related to their academic records to Kathleen. Students should also contact Kathleen to schedule foreign language exams, preliminary examinations, prospectus defenses, and dissertation presentations. She also serves as liaison for the joint PhD program in History and Women's Studies.