Department of History
Graduate Handbook

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College of Arts and Sciences

University of Tennessee, Knoxville

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Introduction

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students. Based on best practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department be disseminated.

Purpose of the Handbook

The Department Graduate Handbook does not deviate from the Graduate School Policies outlined in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out. Graduate students are responsible for following all regulations governing their work and study at the university.

When planning your studies, always be sure to check both the relevant sections in this departmental handbook *and* the general Graduate Catalog. The current UTK Graduate Catalog can be found on the Graduate School's website.

Students should also be aware of the policies outlined in the Hilltopics Student Handbook, the Policies for the Administration of Graduate Assistantships, and the Graduate Council's Appeals Procedure; all of these documents can be found on the Graduate School's website.

Administrative Structure

The Director of Graduate Studies (DGS) manages the day-to-day administration of the graduate program. The duties of the DGS include publicizing the department's programs, working with the Graduate School and higher administration on issues relating to graduate education, and answering questions from applicants and current students. The graduate coordinator assists the DGS in these duties.

The Graduate Committee (of which the DGS is a non-voting, ex-officio member) is appointed by the department head and oversees all aspects of graduate education in the department, making recommendations when necessary to the department head and department faculty. In consultation with the entire faculty, the Graduate Committee also evaluates all currently enrolled graduate students on an annual basis and recommends students to the department for assistantships and other graduate awards. The admissions subcommittee of the Graduate Committee, which consists of the DGS and three committee members (one for each graduate-training caucus), evaluates and decides on applications to the graduate program. The chair of the Graduate Committee, appointed by the department head, convenes the Graduate Committee, ensures that the Committee addresses those issues that the department head or faculty have charged it to consider, and works with the department head and DGS to identify further graduate matters that the committee or department needs to address.

General Duties and Responsibilities of Faculty and Graduate Students

Faculty members must teach seminars that introduce graduate students to the most important current approaches to professional history; they must read and respond to their students' work—especially drafts of theses and dissertations—in a timely manner; and must carefully oversee their advisees' progress through the degree program. While the onus is on students to seek out their advisors and schedule appointments, advisors are obliged to give thoughtful advice. In cases of conflict between advisor and advisee, both are encouraged to consult with the DGS and/or department head. Faculty should refer to the Faculty Handbook.

Graduate students are expected to be familiar with all degree requirements and to satisfy those requirements in a timely fashion. They should also observe all administrative deadlines and turn in forms and other paperwork on time.

Admissions Requirements and Application Procedure

The History Department considers applications to its MA and PhD programs once a year for admission the following fall. Student may apply to our PhD program either directly from the BA or from other MA programs. While most of our graduate students were undergraduate History majors, we also sometimes accept students with backgrounds in closely related fields.

Application Procedures

Applications to the History Department are submitted online through the UT Graduate School's general admissions portal. Prospective students should submit all materials through this online system and should not mail any materials to the university.

Both MA and PhD applicants are required to submit the following materials:

- Online Graduate School application
- Nonrefundable application fee ($60)
- Transcripts for all previously attended colleges and universities
- Graduate Record Examination scores (optional)
- Three recommendations from people familiar with the prospective student's academic abilities and scholarly potential
- A writing sample (approx. 15-30 pages)
- A statement of scholarly interest that describes the prospective student's intended field of study and your professional goals (750 words)
- A current CV
- Applicants whose native language is not English must also submit documentation of their English-language proficiency. For more details, please see the Graduate School website (http://graduateadmissions.utk.edu/index.shtml)

Application Deadlines

The application for Fall admission is typically at the end of the previous calendar year. The History Department will review all applications and make decisions about admission in the early spring. Once admissions decisions have been made, students will receive notification of their admission status from the Graduate School, with additional information following soon thereafter from the History Department if applicable.

Financial Support

Graduate Assistantships

The Department of History annually awards approximately twenty-two half-time graduate teaching assistantships (20 hours per week) that carry a tuition waiver, health insurance coverage, and a stipend. Students holding these awards are normally working toward the PhD and serve as teaching assistants for large undergraduate survey courses or, occasionally, upper division courses. The Department also has four quarter-time graduate research assistantships (10 hours per week) that came with a tuition waiver, health insurance coverage, and a stipend. Students in these positions assist faculty in research-related activities.

Assistantship stipends may be increased depending on the availability of various “top-off” funds or additional College or University fellowships.

The renewal of assistantships from semester to semester is not automatic. It is contingent on student performance and compliance with the terms set forth in funding offer letters. Each year, students are required to fill out a progress-to-degree report documenting their work over the past year. The faculty uses the progress-to-degree report and faculty evaluations to assess continued funding of the student.

Funded students in half-time positions are expected to devote the rest of their time to their studies and should not pursue outside employment. If a student in a half-time position has an intellectually meaningful opportunity to take on a small amount of extra work on campus, they should contact the DGS to arrange for special permission to work above 50%.

Students who decide to resign their assistantship should contact their advisor and the DGS to notify them of this decision.

Students who do not receive internal departmental funding should consult the Graduate School website for other assistantship possibilities. Returning students without funding who wish to be considered for it should indicate this on their annual progress report.

Students who need information on loans should contact UTK’s Financial Aid Office.

Support for Research Travel

The Department has a small number of endowed funds that are used to support internal fellowships, graduate student awards, and limited research travel. Due to the high costs involved, the department will typically not be able to offer support more than once for a student to travel to

do research abroad**.** Students applying for internal funding are also expected to apply for external grants.

The process of applying for departmental funds is as follows.

- The DGS solicits applications for departmental research travel support.
- The student sends an email to the DGS describing the professional benefit they will gain from their trip, along with a detailed budget. The student will request a letter of support from their doctoral advisor.
- The Graduate Committee considers the application materials and awards funds on a competitive basis.
- The student attends training for travel documentation with the graduate coordinator.
- Upon receiving approval from the DGS, the student must fill out an Authorization to Travel form, using the appropriate form for international or domestic travel.
- For all international trips, students must also register with UTK's International Student & Scholar Services.

Support for Conference Travel

Contingent on the state of the department's available budget, the department will help pay for graduate students to travel to professional conferences to present a paper. Conference funding will be awarded as funds allow on a competitive basis. Students will only be given funding if the proposed conference is considered an appropriate use of departmental resources. A student traveling for job interviews may also apply for financial help from the department.

Reimbursable expenses include airfare, taxi or train transportation, baggage, hotel, and conference registration. Students are referred to the graduate coordinator for specifics on requirements for individual reimbursements.

The process of applying for departmental funds is as follows.

- The DGS solicits applications for departmental conference travel support.
- The student sends an email to the DGS describing the professional benefit they will gain from their trip, along with a detailed budget. The student will request a letter of support from their doctoral advisor.
- The student applies for additional funding from the Graduate Student Senate (GSS).
- The Graduate Committee considers the application materials and awards funds on a competitive basis.
- The student attends training for travel documentation with the graduate coordinator.
- Upon receiving approval from the DGS, the student must fill out an Authorization to Travel form, using the appropriate form for international or domestic travel. Evidence of funding assistance from GSS must be included.
- For all international trips, students must also register with UTK's International Student & Scholar Services.

Registration, Advising, and Courses

Advisor Appointment

During the admissions process, students are assigned an advisor by the DGS, based on the student's research agenda and which faculty agree to advise the student. If there are several possibilities of advisors, the DGS will confer with the student to select the best choice before making an admissions offer. It is the expectation that students will remain with their advisor throughout the program. In rare circumstances, students may change advisors by filing a Change of Advisor Form, ideally in close consultation with the original advisor. Students should meet regularly with their advisor to discuss their progress in the program.

Registration Procedures

To register for classes, a student must first obtain his or her Net ID. Admitted students can find their Net ID by searching for their name in the university's online directory. With this information, students may go to the Office of Information (OIT) website to create a password and register for their accounts. After a student has set up an account, they may log into MyUTK by following the instructions provided by the Registrar's office.

Minimum Number of Hours for Full-time Status

The maximum load for a graduate student is 15 hours, and 9 hours are typically considered full time. However, for students in half-time assistantships (Graduate Teaching Assistantships), the Graduate School counts students taking 6 hours of graduate credit as full time. Courses audited do not count toward minimum graduate hours required for financial assistance. For the summer term, graduate students may register for a maximum of 12 hours in an entire summer term or a maximum of 6 hours in a five-week summer session.

If you are funded by the department and still in the coursework phase of your studies, you should take at least 9 hours per semester (language instruction may count towards this total, as long as the student does not drop below the 6 hours of graduate credit mandated by the Graduate School). Refer to the Policy for the Administration of Graduate Assistantships for additional information.

Registration for more than 15 hours during any semester, or for more than 12 hours in the summer term, is not permissible without prior approval. The academic advisor may allow registration for up to 18 hours during a semester if the student has achieved a cumulative grade point average of 3.6 or better in at least 9 hours of graduate work, with no outstanding incompletes.

Types of Courses and Course Credit

Courses numbered 515 through 585 are primarily readings seminars utilizing secondary sources. The amount of reading and the nature of writing assignments vary, as does the scope of each

seminar. Courses numbered 629 through 651 are research seminars that involve work in primary historical sources culminating in a scholarly paper.

Some courses are offered as joint 500/600-level classes; students should sign up for the course under the course number that is appropriate to their needs. Those who take the course for 500-level credit will focus their written work on the historiography of the course's topic; those who take it for 600-level credit will write a research paper based on primary sources related to the course's topic.

History Coursework

HIST 500 (Thesis Hours)

A thesis-track MA student must be registered for History 500 (thesis hours) each semester during work on the thesis, including a minimum of 3 hours in the semester in which the Graduate School accepts the thesis. Thesis-track students must take at least six hours of History 500. After receiving the MA degree, a student is no longer permitted to register for History 500.

HIST 521 (MA Directed Readings)

To prepare for their exams, student may choose to take History 521, a directed readings course designed to fill in gaps left after completing other coursework. This course is normally taken no earlier than the semester preceding the MA examination. History 521 is graded Satisfactory/No Credit. To register for the course, students should fill out the Registration Form for Independent Study form (available on the department website) and return it to the graduate coordinator.

HIST 593 (Independent Readings Courses)

History 593 is an independent readings course. It is graded A through F. It involves work equal to a 500-level seminar. In rare cases, the instructor and the DGS may permit a graduate student to enroll in an upper-division undergraduate course under the 593 course number. To register for the course, students should fill out the Registration Form for Individualized Courses (available on the department website) and return it to the graduate coordinator, along with a skeletal syllabus for the course.

HIST 600 (Dissertation Hours)

History 600 (dissertation hours) is reserved for doctoral research. Initial registration for History 600 generally corresponds to the time at which a student begins to work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of History 600 each term, including summer. A minimum of 24 total hours of History 600 is required. Students on an approved Leave of Absence (LOA) are exempted from the continuous enrollment requirement during the semesters approved for an LOA.

HIST 621 (PhD Directed Readings)

History 621 is a directed readings course designed to prepare students for comprehensive exams by filling gaps left after completing other coursework. History 621 is graded Satisfactory/No Credit. Enrollment in 621 requires the consent of the advisor. To register for the course, students should fill out the Registration Form for Individualized Courses (available on the department website) and return it to the graduate coordinator.

Degree Requirements for Master of Arts in History

Students choose between a thesis track and a non-thesis track of study for the MA degree. This decision should be made in consultation with their advisor.

Specializations

Students concentrate in one of three MA fields: Premodern History, Modern European History, or American History. There is no foreign language requirement for the MA.

Formation of Committee and Admission to Candidacy

Under the direction of their advisor, students should establish their MA committee no later than the end of the second semester in the program. The committee consists of the advisor and two, or occasionally three, additional professors in the department. If the student is writing a thesis, the members of the committee will advise the student on his or her research, read and evaluate the thesis, and administer the two-hour oral exam. For non-thesis students, the committee will administer the written exam. Once the committee is selected, the student must complete the MA Committee form found on the departmental website.

After completing 9 hours of coursework in History with at least a 3.0 GPA, the student must apply for admission to MA candidacy. The appropriate form can be found on the Graduate School website. The form must be submitted to the Graduate School no later than the end of the semester prior to the semester the student intends to graduate, and a copy of the Admission to Candidacy form must be filed with the Graduate School, with a copy to the Graduate Coordinator.

Timetable for Degree Completion

The MA program can typically be completed in two years. The Graduate School allows six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree.

The student must apply for graduation no later than the end of the semester before the semester in which they intend to graduate. The Graduate School website lists all dates, paperwork requirements and deadlines for graduation.

Thesis-Track MA Program

Coursework Requirements

Thesis-track students will complete 24 hours of coursework plus 6 hours of thesis credit (History 500) for a total of 30 hours. As part of the 30 hours, they should also complete History 510 and a 600-level research seminar; these two courses will usually be taken during the fall and spring of the first year in the MA program. A student's coursework must be at the 500-level or above if it is to count for the 30 hours of graduate credit required.

Up to 6 hours of graduate-level courses taken outside of the department may count towards a student's 30 hours of required graduate credit. Students may count up to 9 hours of graduate credits earned outside UTK (with the grade of B or higher) if those hours were not used to earn a degree at another institution and if the student does not take any additional hours outside the History Department. Students should consult the DGS for advice on this matter.

Thesis

The MA thesis should be at least 50 pages in length, plus notes and bibliography. The student will select the thesis topic under the direction of their advisor.

Thesis-Track Examination

The examination consists of a two-hour oral examination that includes questions on the student's thesis and their major field. Students should consult with their advisor and their committee to construct a reading list to prepare for the exam. The student must submit a copy of the thesis to the committee members four weeks in advance of the scheduled oral examination. Upon completion of the exam, the student and their committee should file the relevant MA examination form with the Graduate School, also providing a copy to the graduate coordinator for departmental records.

Administrative Procedure and Scheduling

The student must schedule the examination at least four weeks in advance. The student is responsible for working with the committee to schedule the examination.

The Graduate School website lists examination deadline dates. It is very important to observe these deadlines when scheduling the exam. If the exam is taken after the published deadline, the student will have to register for the next semester.

Grading and Appeal Procedures

The MA committee will grade the exam. There are only two possible grades on the examination, Pass and Fail. The grade is awarded at the conclusion of the examination. The student is immediately informed of the committee's decision. The result of the examination must be filed with the Graduate Coordinator.

If a student fails the MA examination, the committee will explain where the student's exam was unsatisfactory and help him or her prepare to take the exam again the following semester. A student who fails the MA exam twice must leave the program.

A student may appeal a grade of Fail. Please see the Graduate Council's website for the appeals procedure. Normally, grievances should be handled first at the department level through the faculty member, the student's academic advisor, the DGS, or the department head. Further appeal may be made to the Dean of the College of Arts and Sciences, the Graduate Council through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School.

Non-Thesis-Track MA Program

Coursework Requirements

Students who choose the non-thesis track must complete 30 hours of coursework. As part of the 30 hours, they should also complete History 510 and a 600-level research seminar; ideally, these two courses should be taken during the fall and spring of the first year in the MA program. At least twelve hours of coursework must be completed in the student's major field. A student's coursework must be at the 500-level or above if it is to count for the 30 hours of graduate credit required.

Up to 6 hours of graduate-level courses taken outside of the department may count towards a student's 30 hours of required graduate credit. Students may count up to 9 hours of graduate credits earned outside UTK (with the grade of B or higher) if those hours were not used to earn a degree at another institution and if the student does not take any additional hours outside the History Department. Students should consult the DGS for advice on this matter.

Non-Thesis-Track Examination

Students who do not write a thesis will complete a written exam in their primary field. Students should consult with their advisor and their committee to construct a reading list to prepare for the exam. In the exam, students will explain how their current research interests fit into broader historiographical trends within their major field; they will also synthesize what they see as the most important current debates in their field. The exam should include specific references to relevant secondary literature.

Administrative Procedure and Scheduling the Exam

The advisor will distribute the exam via email to the student at a time set by the student and advisor. The student will respond to acknowledge the receipt of the exam and instructions. The MA examination may occur at a mutually agreed upon time during the fall or spring semesters. The Graduate School website lists examination deadline dates. It is very important to observe these deadlines when scheduling the exam. If the exam is taken after the published deadline, the student will have to register for the next semester.

Students may take the examination during the same semester they are completing the final courses for the degree. If a student passes the examination but fails to complete a required course satisfactorily, they must complete the course in the next semester. If the course is not completed by the next semester, the student will be required to repeat the MA examination.

Students must take the examination no later than the semester following the semester in which they have completed 30 graduate hours, provided that they have fulfilled the distribution requirements for the MA and have at least a 3.0 GPA. (Summer sessions are not considered

semesters when making these calculations.) Any variation from this schedule requires a letter in the file, with consent from the advisor and the DGS.

Grading and Appeal Policy

The MA committee will grade the exam. There are only two possible grades on the examination, Pass and Fail. The grade is awarded at the conclusion of the examination. The student is immediately informed of the committee's decision. The result of the examination must be filed with the Graduate Coordinator.

If a student fails the MA examination, the committee will explain where the student's exam was unsatisfactory and help him or her prepare to take the exam again the following semester. A student who fails the MA exam twice must leave the program.

A student may appeal a grade of Fail. (Please consult the Graduate Council's website for the appeals procedure). Normally, grievances should be handled first at the department level through the faculty member, the student's academic advisor, the DGS, or the department head. Further appeal may be made to the Dean of the College of Arts and Sciences, the Graduate Council through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School.

MA Forms to Complete

Some required forms are mandated by the UTK Graduate School and can be found on the Graduate School website. Others are merely for internal departmental records, and they can be found on the History Department website. In all cases, please pay close attention to the listed deadlines for paperwork.

Departmental Forms

Departmental forms for MA students include:

- Graduate Student Information Form: complete at the beginning of each academic year
- MA Committee Form: by the end of your second semester

All departmental forms can be found here: http://history.utk.edu/graduate-studies/graduate-studies/grad-forms/. When complete, they should be submitted to the graduate coordinator.

Graduate School Forms

Graduate School forms for MA students include:

- Request for Concurrent Master's Degree: this form is only relevant if you are in the PhD program and would like to receive an MA in the process.
- Admission to Candidacy Form: You must submit the form no later than the last day of classes preceding the term in which you expect to graduate (see tiny.utk.edu/grad-deadlines for current deadline dates).

- Thesis/Dissertation Approval Form: this form is only relevant for thesis-track MA students.
- Graduation Application: You must check the graduation deadlines for each semester.
- Report of Final Examination/Defense of Thesis Form: This form is to be completed by an MA committee when the candidate has completed the final examination or defended the thesis.

The Graduate School forms are found on the Graduate School website. After obtaining signatures, these forms should be sent to the DGS. The department must submit these forms on behalf of the students.

Degree Requirements for Doctor of Philosophy in History

Concurrent MAs for PhD Candidates

PhD students who entered the program straight from the BA are encouraged to get a concurrent MA while completing their course of study. The form to apply for a concurrent MA is available on the Graduate School website. Once the student has completed the Request for a Concurrent Master's Degree form, they will then follow the normal paperwork requirements and deadlines outlined on the Graduate School's website, just as if they were completing a terminal MA.

Specializations

PhD students select one major field from the following:

- American History-- from colonial era to the present.
- Pre-Modern History-- from ancient Greece through the mid-18th century.
- Modern European History -- from the mid-18th century to the present.

Students also do a teaching field in World History (satisfied through History 511 and two reading seminars in non-US or non-European history courses). If they do not want to do their teaching field in World History, they may pick an alternate field in consultation with their advisor and the DGS (for more details about this option, please look under "Coursework Requirements" below). In place of the standard World History teaching field, students may choose an alternative teaching field. This entails three courses in a major field (American, Modern European, Pre-Modern) other than the student's own field and requires approval from the DGS, the student's advisor, and a faculty member in charge of supervising that alternative field, and culminates in a two-hour oral exam conducted by the advisor and two course instructors. No more than one of these courses can be an independent study.

Coursework Requirements

The student entering with only a BA must take sixteen courses (48 hours), 39 of which must be graded. Students entering with an MA are required to take at least four semesters (36 hours) of

pre-dissertation coursework at UT, 27 of which must be graded. If the student and their advisor agree that it is necessary, some of this coursework can be undergraduate-level language courses; however, even students who fulfill part of their coursework requirement with language study must be sure to take at least 24 hours of graduate coursework at the 500 or 600 level (18 of which must be graded).

All PhD students must complete at a minimum the following courses:

- HIST 510
- HIST 512. This course is not offered every year and is typically taken after completion of the comprehensive exams.
- 9 hours in the major field of study
- 9 hours in the teaching field (typically, HIST 511 and two 500-level courses with subject matter outside of Europe and the United States)
- 6 hours in research (600-level) seminars. Students who have written an MA thesis need only one research seminar and HIST 621. When planning your coursework, please note that the Graduate School requires students to take at least two 600-level courses at the University of Tennessee in order to fulfill the requirements for the doctorate. History 600, the course number for dissertation hours, does not count for this requirement, and transfer credits cannot be used to meet this requirement. History 621 does count toward this requirement.
- In addition, all American History students must take the two-course sequence of HIST 544 and 545 in American historiography prior to taking MA or PhD exams.

Students who have not done a History MA may take up to 9 hours of courses in other UTK departments. Students who have completed a History MA may take up to 6 hours of courses in other UTK departments.

Fourth Semester Review

In their fourth semester, all PhD students will go through a review prior to taking their exams. By December 15th of the fall semester, the student will create a portfolio that includes the following items:

- Three substantial pieces of written work completed since arriving in the program. These three samples can be research papers or historiographical papers five pages in length or longer. Students should submit copies of their papers that include grades and professorial comments whenever possible.
- An annual progress report. This written statement should describe their progress in the program and explain their plans for the coming years. This statement should not just list the courses students have taken, but describe how their activities both inside and outside of the classroom have advanced their research agenda and professional development. The fourth-semester annual report serves in place of the standard annual report required of all students; students undergoing fourth-semester review are exempt from the standard annual report due in January.

Duties of the Fourth-Semester Review Examination Committee

The student's advisor will convene a three-person fourth-semester review committee to look over the portfolio and annual report. The members of this committee will typically be the departmental members of the student's comprehensive examination committee; if the comprehensive examination committee has not yet been formed, the student and the advisor will consult to form an appropriate ad-hoc review committee consisting of three relevant faculty members from the department.

In addition to reviewing the portfolio, the student's advisor should also solicit feedback from all faculty who have taught the student since they arrived in the program, in order to ensure that they have a full picture of the student's academic progress. Once the review is complete, the committee should draft a summary of their findings and recommendations and present it at the annual January caucus meetings. This stage of the process is intended to allow other faculty members to voice any concerns they might have before the committee makes a final decision on the student's status.

Results of the Review

Students will hear about the final decisions of their fourth-year review on January 31st. If the committee agrees that the student is ready to proceed in the program, the student will continue to finish PhD coursework and take the comprehensive exam. If the student is not approved to continue in the doctoral program but will have successfully completed 30 hours of graduate coursework by the end of the fourth semester, they will take a written MA exam with the aim of receiving a terminal non-thesis MA from the department.

Foreign Language Requirement

Students must demonstrate reading competency in a foreign language or languages through coursework or examination. They should demonstrate the ability to understand a scholarly text in the language in which they are being tested. Students should consult with their advisor to determine which languages to take for their particular research interests. Students in Pre-Modern History must qualify in three language exams; students in Modern European History are required to qualify in two languages; students in American History will be required to qualify in one language. The foreign language exam requirement must be fulfilled before taking the Comprehensive Examination.

The language exam requirement is satisfied by passing a written exam administered in the History Department. The exams are held four times yearly, twice in the fall and twice in the spring, on dates determined by the department and announced via email at the beginning of each semester. The selections for translation are chosen by the Director of Graduate Studies. Each student will receive a passage to translate. For Latin and ancient Greek, the translations will be 150 words in length; for the modern languages, the passages will be 200 words. Students will have 90 minutes to finish their translation of the assigned passage. Students may use paper dictionaries, verb charts and grammar textbooks, but may not use any electronic resources. Student should bring pen and paper with them to the exam.

If a student needs additional training in a language before sitting for the language exam, the department strongly encourages them to sign up for formal coursework if possible; we find that students who take language classes have a much higher pass rate than students who try to learn a language on their own. Students should always talk through these issues with their advisors, however, to decide on the best course of action for them.

The Comprehensive Examination

The Examination Committee

In consultation with their advisor, students should select an examination committee to administer the comprehensive examination. This committee should consist of three faculty members from the History Department. Students should begin working on assembling their examination committee about a year before they plan to sit for the exam so that they will have adequate time to plan and prepare for the test. Students should consult with their advisor and their committee to construct reading lists to prepare for the exam.

Since a goal of the examination is to demonstrate comprehensive knowledge in a major field, the examination committee should be designed with that purpose in mind, according to particular policies established by each caucus. The examination committee does not have to be the same as the student's future doctoral committee. After the committee has been appointed, students should meet with each member of the committee to discuss the nature of the examination. Copies of previous written exams are available from the graduate coordinator. Once the committee has been finalized, please submit a Comprehensive Examination Committee Form to the graduate coordinator for your file. The form is available on the department's website.

Structure of the Exam

The student is examined in several research fields both orally and in writing. Together these two exams are termed the Comprehensive Examination. Field requirements vary by area of study.

The first stage of the examination, the written exam, is eight hours long and may be taken at any location. Each year, the department will announce specific weeks during which the written portion of the comprehensive exam will be administered; students and their committees should schedule the written exam sometime during these designated weeks.

The two-hour oral examination is taken after the student has completed the written examination. At the discretion of the committee, part of the oral examination time may be devoted to problematic issues raised in the written examination or to problems deemed insufficiently discussed. The oral examination should take place within two weeks after the written examination. The student should schedule the oral examination in consultation with the examination committee members.

Exam Requirements by Field

For American History

The comprehensive exam will consist of three fields:

- Students will prepare two fields in American history, one pre-1877 and one post-1877. In exceptional cases, a student can petition to replace one of these field exams with a

similarly comprehensive geographic field, which must be approved by the mentor and the DGS.
- Students will also do a third, thematically defined exam field.

The exam committee will be composed of the faculty members with whom the students have prepared for each field. At least six months in advance of their exams, students should consult with the members of their examination committee to prepare a reading list for each field. One faculty member will be in charge of drafting the questions for each field and evaluating the written and oral performance in that field. The written exam will be closed book.

For Modern European History

Students in Modern Europe will sit for exams in three fields. The first field will be chronological (Modern Europe/ Modern Germany) and the second thematic. The third field should non-European or global in orientation. Students should prepare each field in consultation with an appropriate professor, which whom they will compose a reading list. Each professor will examine the student in the field they have prepared together, but the three members of the committee will consult on creating the final version of the written exam. The written exam will be open book.

For Pre-Modern History

In consultation with their exam committee, students in Pre-Modern History will prepare one general field in Pre-Modern history and two specialized fields; the exam committee will prepare the written exam and administer the oral exam. The written exam will be open book.

Timing of the Exam

The department will schedule three exam weeks each academic year, one in early fall, one in late fall, and one in late spring. Students will be required to take the written exam in those periods, and the oral exam within two weeks after the written exam.

The comprehensive examination must be taken no later than the semester following the semester in which the student completes the residency, coursework, and language requirements (summer excluded). Any variation from this schedule requires a letter in the student's file, with consent from the advisor and DGS.

No student will be permitted to take the Comprehensive Examinations unless they have an overall grade point average of at least 3.0.

The Graduate School specifies that students must take their comprehensive examinations within five years of entering the doctoral program.

Students may take the comprehensive examination during the same semester they are taking a course to fulfill the foreign language requirement. Students who fulfill the language requirement through examination, however, must pass the examination before taking the comprehensive examination.

Students should contact their advisor and their committee members to set dates for the written and oral segments of the exam. In some cases, the faculty may set a single date for all students in a field who are taking the written component of the exam in a given semester; in situations where

faculty have decided on a single exam date, students will be given adequate advance notice of this date.

On the day of the written exam, the advisor should arrange for a copy of the exam to be distributed to the student at the appointed start time. The advisor should also be sure to schedule a room for the oral component of the exam.

Grading and Appeal Procedures

There are only two possible grades for the comprehensive examination, Pass and Fail. A Pass grade certifies that a student has a comprehensive knowledge of his or her chosen historical field and possesses the skills necessary to complete a doctoral dissertation. After the oral exam, the committee members will give the student a pass or fail grade for each field, and students must pass all three fields before moving on to Admission to Candidacy. Results of the examination must be recorded by the committee on the Comprehensive Examination Grade form and then returned to the Graduate Coordinator. You can find the form on the department's website.

If a student fails one of the exam fields, they can retake this field exam (written and oral) two months after the failed field exam. A student who fails all parts of the comprehensive examination must repeat the examination the following semester. Should the student fail a second time, they will be dismissed from the program. A student who fails to repeat the exam within the required time will likewise be dismissed from the program.

A student may petition for an extension under special extenuating circumstances that warrant a longer time than one semester to retake the exam. Written approval from the advisor, the DGS, and the department head is required for an extension.

A student may appeal a failing grade (for the proper procedure, see the appeals process outlined on the Graduate Council's website). Normally, grievances should be handled first at the departmental level through the faculty member, the student's academic advisor, the DGS, or the department head. Further appeal may be made to the Dean of the College of Arts and Sciences, the Graduate Council through the Assistant Dean of the Graduate School, and ultimately the Dean of the Graduate School.

Prospectus

The first step in the dissertation project is the preparation of a prospectus. While the student and the advisor should together set specific goals for the prospectus, this document typically will be 15 to 25 pages in length. It should provide an overview of the proposed dissertation's scope and anticipated significance, explain its relationship to the relevant historiography, and outline the primary source base for the study. A bibliography of primary and secondary sources should also be included.

In the semester after completing their comprehensive exams, students should circulate their dissertation prospectus and schedule a prospectus defense with their committee. Once the committee has approved the prospectus, students should submit the Dissertation Prospectus Form (available on the department SharePoint) to the graduate coordinator for their files.

After completing the prospectus, within the following academic year students will present their dissertation proposals in a department-wide Dissertation Proposal Colloquium. All faculty and graduate students are encouraged to attend this event and offer the students feedback on their projects.

The Dissertation

Forming the Dissertation Committee

Students should establish their dissertation committee, under the direction of their advisor, by the time they are ready to submit their Admission to Candidacy form. The doctoral committee consists of the advisor, two additional professors from the History Department, and one professor from outside the department (who may be a historian at an institution other than UTK). All must be tenured or tenure-track faculty.

At least three members of the committee, including the advisor, must be approved by the Graduate School to direct doctoral dissertations. Members of the committee are selected on the basis of the expertise they bring to the direction of the dissertation and should be consulted throughout the student's program of study, research, and writing. After selecting a doctoral committee, the student must complete a PhD Committee form and submit it to the Graduate School, with a copy to the graduate coordinator. Subsequent changes to the doctoral committee should be filed using the appropriate form with both the Graduate School and the graduate coordinator.

After completing all coursework and language requirements and passing the Comprehensive Examinations, the student must apply for admission to candidacy. The Admission to Candidacy form must be completed the same semester that the Comprehensive Examinations are passed. The form and instructions for its completion can be found on the Graduate School website. The completed form should be submitted to the Graduate School, and a copy submitted to the graduate coordinator.

Dissertation Coursework

A student must register for at least 24 hours of dissertation credit (History 600) before finishing the dissertation. History 600 will be open only to students who have passed their Comprehensive Examinations. A student must be engaged in some phase of active research to receive credit for History 600.

Once having registered for History 600, a student must continuously register for at least 3 hours each term (including summers) until they finish. Students who do not register and have not been granted a leave of absence from continual registration by the Graduate School will have to pay tuition and fees, plus late registration penalties, for every semester they did not register, before they will be allowed to defend the dissertation.

Before receiving the grade of P or NP in History 600, PhD candidates are required to submit a brief statement to their advisor and the graduate coordinator. The statement should explain the progress made that semester on the dissertation research and writing. (The annual review serves in place of the statement in the fall semester.) Advisors should use the grade of NP in the case of

unsatisfactory progress on the dissertation. Two NP grades are grounds for dismissal from the graduate program.

Dissertation Defense

Once the dissertation is completed and has been reviewed by the full doctoral committee, the student will have a final oral examination to defend the dissertation. The student must provide all members of the committee with a copy of the dissertation at least four weeks before the defense so it can be carefully reviewed. The committee may require further revisions before accepting the dissertation or even, in extreme cases, reject the dissertation.

Note: Dissertation defenses are not held during the summer unless approved by the committee. Also note that students defending in the summer will not be eligible for the departmental post-doc position.

Timetable for Degree Completion

Students have a total of eight years from the time of enrollment in the doctoral program to complete the PhD. If a student takes a leave of absence during this time, the time still counts towards the eight years. The Graduate School website lists all dates and deadlines for graduation. Please check the deadlines well in advance of your planned graduation.

Residency Requirements

University regulations define residence as full-time registration for a given semester on the campus where the program is located. The summer term is included in this period. During residence, it is expected that the student will be engaged in full-time on-campus study toward a graduate degree. All PhD students are required to register as full-time students for at least two consecutive semesters. This requirement must be met before coursework is completed.

PhD Forms to Complete

Some required forms are mandated by the UTK Graduate School and can be found on the Graduate School website. Others are merely for internal departmental records, and they can be found on the History Department website. In all cases, please pay close attention to the listed deadlines for paperwork.

Departmental Forms

Departmental forms for PhD students include:

- Graduate Student Information Form: complete at the beginning of each academic year
- Comprehensive Examination Committee: complete approximately one year prior to the date you plan to take your written and oral exams
- Language exam form: copies of this form will be provided to students when they sit for the department's language exam

- Comprehensive Exam Results: complete this form immediately after the comprehensive exams
- Dissertation Prospectus: the prospectus should be submitted to the department following the completion of comprehensive exams

All departmental forms can be found here: http://history.utk.edu/graduate-studies/graduate-studies/grad-forms/. When complete, they should be submitted to the graduate coordinator.

Graduate School Forms

Graduate School forms for MA students include:

- PhD Committee Appointment Form: After sitting the comprehensive exams, complete this form to confirm the PhD committee.
- Admission to Candidacy Form: Refer to semester graduation deadlines posted on the Graduate School website
- Graduation Application: Refer to semester graduation deadlines posted on the Graduate School website
- Schedule of Dissertation Defense: Doctoral candidates must submit this form to schedule their dissertation defense no later than one week prior to their defense.
- Report of Final Examination/Defense of Thesis Form: This form is to be completed by an PhD committee when the candidate has completed the final examination or defended the thesis.
- Thesis/Dissertation Approval Form: complete this form after you submit your completed dissertation to Trace

The Graduate School forms are found on the Graduate School website. After obtaining signatures, these forms should be sent to the DGS. The department must submit these forms on behalf of the students.

Standards, Problems, and Appeals

Required GPA

To remain in good standing, a student must maintain at least a 3.0 GPA. Students who hold an assistantship must maintain at least a 3.25 GPA. Any student who receives two grades below B in graduate seminars (not including language courses) during their tenure as a graduate student will be dropped from the graduate program in History.

- S/NC = Satisfactory/No Credit (used in History 502, 521, and 621); has no impact on GPA.
- P/NP = Progress/No Progress (used for History 500 and 600); denotes progress or no progress toward completion of thesis or dissertation; does not affect the GPA.
- I = Incomplete. An incomplete is issued only when a student suffers an unusual circumstance late in the semester. Failure to complete assignments on time is not a valid reason to receive an incomplete. The student must have at least a B average in the class to

receive an incomplete. Before the professor can assign a grade of I, they must compose a "contract" with the student in question. This document will clearly explain the reason for the incomplete and clearly explain the work to be done to remove the grade. The document will also include a timetable for the completion of the work. It must be signed by the professor and the student, and a copy must be forwarded to the department head. If the work is not completed within one semester (with summer counting as a semester), the incomplete automatically converts to a grade of F.

Repeating Courses after Receiving a Grade of D or F

Graduate School policy allows students to repeat up to two courses in which they earned a D or F, if their department so allows. With the permission of the Graduate School, our department has chosen a more stringent requirement; History students are not allowed to repeat courses in which they earned a D or F.

Legal Requirements for Research

For Institutional review Board (IRB) policies on conducting oral history research, see University research policies.

Terms of Probation

University regulations state that on completion of 9 hours of graduate coursework, a student will be placed on academic probation if his or her cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters as long as each semester's GPA does not drop below 3.0, and the student receives no more grades below B. On achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

Academic Honesty

Academic integrity is a responsibility of all members of the academic community. An honor statement is included on the application for admission and readmission. The applicant's signature acknowledges that they will adhere to the statement, which reads: "An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

Professional and Student Codes of Conduct

To remain enrolled in the program and in good standing, students must a conduct themselves in a manner that demonstrates with reasonable assurance that they can complete the entire course of study; act ethically and professionally in all aspects of the department's graduate program, including participation in seminars, undergraduate teaching, public service, and campus extracurricular events; and graduate ready to act ethically and meet professional conduct

standards. Graduate students are joining a community of scholars and teachers, and are expected to adhere to the discipline's Standards of Professional Conduct, as outlined by the American Historical Association. Students are advised to review these at www.historians.org/jobs-and-professional-development/statements-standards-and-guidelines-of-the-discipline/statement-on-standards-of-professional-conduct.

In addition, graduate students are accountable to the University of Tennessee's Student Code of Conduct.

Student conduct is included in the department's annual review for retention and funding. As part of this process, the DGS will ask the Office of Conduct & Community Standards to identify graduate students in our program who have a pending University investigation or finding(s) of responsibility. Students in this situation are strongly encouraged to report this to the DGS prior to the annual departmental review, and, if necessary, will be asked to sign a FERPA waiver releasing information regarding the investigation or finding(s) upon request. If the Office of Conduct & Community Standards reports a finding(s) of responsibility or a pending investigation, a 3-member faculty review panel appointed by the DGS will evaluate the concern and make a recommendation to the department head as to a remedial action (e.g., probation; dismissal from the program; ineligibility for renewed funding) Before the faculty review panel makes a recommendation, the student under review will have an opportunity to appeal in person before the faculty review panel to address the concern and answer questions from the faculty review panel. The decision of the department head may be appealed to the dean of the College of Arts and Sciences.

Termination from the Program for Poor Academic Performance

If a student is on academic probation, the degree or non-degree status will be terminated by the Dean of the Graduate School if the student's semester GPA falls below 3.0 in a subsequent semester. Upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis if circumstances are deemed to justify this course of action.

Any student who receives two grades below B in graduate seminars (not including language courses) during their tenure as a graduate student will be dropped from the graduate program in History. Dismissal of a student is accomplished by sending written notice to the student, with a copy to the Graduate School. In cases where the department's requirements for continuation are more stringent than University requirements for graduate programs, the Dean of the Graduate School will evaluate the student's record to determine whether the student is eligible to apply for a change of status that would allow them to register in another area of study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

Department and University Appeal Procedure

The Graduate Council appeal procedure is explained on their website. Normally, grievances should be handled first at the department level through the faculty member, the student's advisor, the DGS, or the department head. Further appeal may be made to the Dean of the College of Arts

and Sciences, the Graduate Council through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School.

Appeals may involve the interpretation of and adherence to University, College, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the Graduate Council Appeal Procedure.

Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in *Hilltopics* under "Disciplinary Regulations and Procedures." Students with grievances related to race, sex, color, religion, national origin, age, disability, or veteran status should file a formal complaint with the Office of Equity and Diversity.

Early Termination/Withdrawal

If a student is terminated or withdraws from a program prior to the end of the semester, the student will be responsible for payment of tuition and other fees from the termination/withdrawal date until the end of the semester. The responsibility for paying tuition and fees will apply to all students, including those who have tuition waivers during the semester in which they are terminated/withdraw early. Please see the graduate catalog for additional information about early termination/withdrawal at: http://catalog.utk.edu/content.php?catoid=23&navoid=2827#fees_fina_assi and https://onestop.utk.edu/withdraw/. If you are considering early withdrawal, you should contact the Bursar's office to inquire about the financial ramifications for early withdrawal.

Appendices

Pertinent Graduate Student Web Pages

- Best Practices in Teaching: http://gradschool.utk.edu/orientation/teaching.shtml
- Center for International Education: http://web.utk.edu/~globe/index.php
- Counseling Center: www.utk.edu/counselingcenter
- Department and College Funding, Fellowships, Assistantships for Graduate Students: http://gradschool.utk.edu/gradfund.shtml
- Graduate School: http://gradschool.utk.edu
- Graduate Catalog: http://catalog.utk.edu/index.php?catoid=7
- Graduate Student Appeals Procedure: http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf
- Graduate Student Senate: http://web.utk.edu/~gss
- Graduate and International Admissions: http://graduateadmissions.utk.edu/
- International House: http://web.utk.edu/~ihouse
- Judicial Affairs: http://web.utk.edu/~osja/
- Office of Equity and Diversity: http://oed.utk.edu
- Multicultural Student Life/Black Cultural Center: http://omsa.utk.edu/
- Research Compliance/Research with Human Subjects: http://research.utk.edu/compliance/
- SPEAK Testing Program: http://gradschool.utk.edu/speaktest.shtml
- Thesis/Dissertation Website: http://web.utk.edu/~thesis/
- VolAware: http://volaware.utk.edu
- Library Website for Graduate Students: http://www.lib.utk.edu/refs/gradservices.html
- OIT: http://oit.utk.edu/