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Overview

Welcome to the UO History Department. This handbook provides detailed information regarding the History graduate program requirements, GTFs, funding opportunities, deadlines, and other useful information. We encourage you to become familiar with the contents of this handbook, which will answer many of the questions you may have about the process of graduate study. If you have additional questions or problems, do not hesitate to contact the Director of Graduate Studies or the Graduate Coordinator. We’re here to help you.

1. Departmental Information

DEPARTMENT LOCATION. The department’s main office is located in 275 McKenzie Hall.

DEPARTMENT OFFICE HOURS. The department office is open from 8:00 a.m. until 12:00 p.m. and from 1:00 p.m. to 5:00 p.m., Monday through Friday.

DEPARTMENT STAFF. The department has an Officer of Administration, two classified staff, and a student worker.

- Martina Armstrong, Officer of Administration, phone 346-4806
- Nick Mahlum, Undergraduate Secretary, phone 346-5901
- Kathy Brenner, Graduate Secretary, phone 346-5900
- Lauren Hedge, student assistant, phone 346-4802

DEPARTMENT WEBSITE. The department website (containing faculty and staff contact information, course listings, and other useful information) is at:
http://history.uoregon.edu/

EMAIL ACCOUNTS. All email accounts are obtained through the Computing Center. In order to get an account you must be registered for classes. Stop by the HELP DESK in 151 McKenzie Hall or phone the Computer Center at 346-4412. The web site is:
http://cc.uoregon.edu/

INTERNATIONAL STUDENTS. International Students should check with the Office of International Affairs to ensure compliance with visa and registration requirements.

KEYS. Graduate students are issued keys to their offices, the graduate lounge and the mail room. Martina Armstrong will complete a key card and place it in your orientation packet. You must take the key card to the Key Office, located in the Erb Memorial Union. There is a $10 deposit for each key, refundable when it is returned to the Key Office.
**LIBRARIES.** The University of Oregon library system includes several different libraries, including separate Law, Science, and Art/Architecture libraries. The place for history graduate students to begin is with **Knight Library**, which contains general book and periodical collections, maps, microforms, government documents, a Media Services center, and the UO Special Collections & University Archives. If Knight Library doesn’t have the book you need, you may order it on-line through Summit (a regional consortium of libraries) or through Interlibrary Loan. The on-line catalog also offers databases for on-line access to journal articles and to the *Chicago Manual of Style* and the *Oxford English Dictionary*, among other reference tools. Knight Library offers regular tours, computer instruction sessions, and courses for credit. The library website is: [http://libweb.uoregon.edu/](http://libweb.uoregon.edu/)

**LTD BUS.** Ride the bus for FREE with your UO ID card! The EmX, the rapid transit system for the Eugene/Springfield area, stops right outside McKenzie Hall, at Dads’ Gate Station. Bus lines connect neighborhoods to the main station downtown, where you can catch the EmX. Some bus lines drop you off right at the front door of campus on Kincaid Street. For schedules, see [https://www.ltd.org/](https://www.ltd.org/)

**MAIL BOXES.** Each graduate student will be assigned a mail box. Each fall term the mail boxes are reassigned. Graduate students receive important information in their mail boxes and via email, so it is important to check each of these regularly.

**MAIL SERVICES:**

a) **Campus Mail.** Pick up and delivery is twice a day (morning and afternoon), Monday through Friday.

b) **Shuttle Mail.** Shuttle mail is available between the UO, Oregon State University, Portland State University, and Salem (government) offices. The envelope needs a complete address, including zip code, and it must be marked SHUTTLE. Put the mail in the outgoing campus mail basket located in the mail room.

c) **US Mail.** US mail is delivered and picked up once a day. There is a US Post Office located in the UO Bookstore for letters and stamps. Hiron’s on Franklin Blvd. has a full-service US Post Office.

d) **Mail Delivery.** All mail will be put in your mail box.

e) **Department US Mail Address:** Our address is Department of History, 1288 University of Oregon, Eugene, OR 97403-1288. Our street address is 1101 Kincaid St.

**OFFICE EQUIPMENT:**

a) **Copy Machine.** The department office has a copy machine. Each graduate student is allotted 500 copies per year to be used for copying research materials, not GTF class materials. Class handouts are sent to the Campus Copy Shop to be charged to the department. (See Nick Mahlum for details.) At the start of the year the office will assign each graduate student a copy code. Use this code each time you use the
copy machine. When the copy limit is reached you will be allowed to continue to make copies. However, the department will bill you for the copies each month at $.06 per copy. Contact the office if you want to use this copy overage service.

b) **Computer/Printer.** Two PC computers, a Mac and a printer are available for your use in the graduate lounge. The Department maintains these machines and supplies.

c) **Fax Machine.** The department copy machine also serves as a fax machine, and is available for university business only. The department fax number is 541-346-4895. Fax service for personal use (both sending and receiving) is available at the University of Oregon Bookstore and the EMU Ticket Office (sending only).

d) **Scanner.** The department copy machine offers scanning capability, networked to email accounts of graduate students, faculty and staff.

**OFFICES.** Each graduate student has an office in McKenzie Hall, some of which are shared. Offices may be reassigned at the beginning of each academic year.

**PHONES.** The University of Oregon uses an audix system with voice mail. Graduate Teaching Fellows (GTFs) may be assigned a shared office with at least one other GTF and will share one phone. If the audix password is changed, all office occupants should be informed immediately. Campus calls require only a 5-digit number beginning with 6. For local off-campus calls dial 9 + the 7-digit number. Long distance calls for university business require an authorization code. These are issued to faculty and staff through the Telecom Office. Personal long distance calls can be made by dialing 9 + 0 + 10-digit number, waiting for a second dial tone, and dialing with your own calling card number.

**PARKING PERMITS.**

a) **Vehicle Registration.** Parking rules and regulations can be found at [https://parking.uoregon.edu/sites/all/files/docs/parking_rules.pdf](https://parking.uoregon.edu/sites/all/files/docs/parking_rules.pdf). Applications for parking permits must be submitted to the Department of Parking and Transportation (DPPT). Fill out a [student permit application](https://parking.uoregon.edu/content/bicycling) or [faculty/staff permit application](https://parking.uoregon.edu/content/bicycling) before visiting the office to save time, or use our [online permit purchase option](https://parking.uoregon.edu/content/bicycling) on the left side of the DPPT web page. The online process is for daytime student permits or faculty/staff permits (not including reserved spaces). Parking at the UO is limited. All vehicles using the UO parking lots must purchase a parking permit. The annual permit is in effect from October 1 through September 30 of the following year. A limited number of metered parking spaces are also available; refer to the [parking atlas](http://infographics.uoregon.edu/campusmaps/ParkingAtlas.pdf) at [http://infographics.uoregon.edu/campusmaps/ParkingAtlas.pdf](http://infographics.uoregon.edu/campusmaps/ParkingAtlas.pdf).

b) **Bicycles.** The University of Oregon is partnered with Project529 for bicycle registration. The mobile-based bicycle registration system is fast, easy, and free, and can assist in recovering a stolen bicycle. Registration is required for all bicycles parked on the University of Oregon campus. Register your bike with the UO Department of Parking and Transportation (DPPT) ([https://parking.uoregon.edu/content/bicycling](https://parking.uoregon.edu/content/bicycling)). Bike registration cards and decals can be picked up at the DPPT and at the Outdoor Program Bicycle Barn. Bike and park near the front door of any building for FREE. Contact the UO Bike Program to rent a bike for the term or day or to learn how to fix your own bike. You may rent a bike locker or space in a bike cage.
2. History Departmental Requirements and Policies

All graduate students in the University of Oregon History Department are expected to satisfy two overlapping sets of requirements, one set by the UO Graduate School and one set by the department. Most of the Graduate School policies are incorporated into this section, for ease of use. Important information on the following topics may be found in Section 3: Graduate School Requirements and Policies:

- Changing Degree Programs (including moving from MA to PhD)
- Dissertation Committee composition and qualifications
- Leaves of absence and returns (reinstatement)
- Petitioning for a waiver of Graduate School academic policies
- Research Policies (compliance and ethics policies)
- Special Programs
- Transfer Credit

More on Graduate School requirements can be found on the Graduate School website at: [http://gradschool.uoregon.edu/policies-procedures](http://gradschool.uoregon.edu/policies-procedures). Policies on the Graduate School website supersede any policies stated in this handbook, so it is advisable to stay up to date on any changes announced on that website.

It must be emphasized that some regulations, if violated, carry strict penalties. Graduate students are responsible for knowing and understanding the requirements of both the graduate school and the history department.

**History Graduate Program Administration.** Requirements for M.A. and Ph.D. degrees in History are set by the Department of History faculty and overseen by:

- The Director of Graduate Studies.
- The Graduate Committee, which is chaired by the Director of Graduate Studies and consists of three additional history faculty members and the Graduate Coordinator. Committee members serve one-year terms; they are appointed by the History Department Head.
- The Graduate Coordinator.

**History Graduate Admissions.** The Graduate Committee oversees admissions. Students are admitted in three classifications: BA-PhD, MA, and PhD. Most students holding only a BA are admitted into the MA program. Only a very limited number of students are admitted into the BA-PhD track. Students who have successfully completed our MA program (or are on-track to do so) are welcome to apply to the PhD program.

**Faculty Advisors.** Upon entering the graduate program, each student will be assigned a provisional advisor. By the end of the second quarter a faculty member in the student’s major field should be selected as a permanent advisor, in consultation with that faculty member. This may or may not be the same as the provisional advisor. Any changes must be reported by the student to the Graduate Coordinator.
CONTINUOUS ENROLLMENT. Unless On-leave or In-Absentia status has been approved, graduate students enrolled in an advanced degree or graduate certificate program are required to be continuously enrolled, excluding summer session, until all requirements have been completed.

To remain in compliance with the Continuous Enrollment Policy, graduate students must be registered for a minimum of 3 graduate credits each term. This includes students who are only taking comprehensive examinations or final examinations, or presenting terminal projects. Also, students who are not in residence while writing a thesis, two-paper project, or dissertation, but are using faculty assistance, university services, or facilities such as sending chapters to an adviser by mail or email for criticism, must register for a minimum of 3 graduate credits per term. Registration may be for Thesis, Dissertation, or Research credits.

A graduate student who fails to maintain continuous enrollment or obtain on-leave status is required to file a Permission to Re-Register form and Petition for Reinstatement (use the General Petition form). For more information, see “Leaves of Absence and Returns” under Section 3: Graduate School Policies.

LANGUAGE REQUIREMENT. MA and PhD students must meet the minimum standard in at least one foreign language. Your advisor must approve the choice of language. MA students whose theses or research papers require work in foreign language sources are strongly urged to complete this requirement by the end of the first year of study. PhD students must pass the language requirement before advancing to candidacy, unless a temporary waiver is approved by the Director of Graduate Studies in consultation with the student’s advisor. PhD students who passed a language exam for their MA at another institution need not repeat the language exam, upon presentation and acceptance of evidence.

Advisors may set higher standards and/or include additional languages in which students must demonstrate competence. These standards and languages should be established at the time a faculty member accepts a graduate student, and it should be written on the Plan of Study form submitted by the student at the end of the first quarter in the program (see Plan of Study, below). If a student changes advisors, the new advisor may require additional languages and will note the requirement on the Plan of Study.

The History Department offers its graduate students individualized foreign language exams, which require the student to translate a passage from a historical text in her or his field of study or approved language. The exam is timed (90 minutes), and one foreign-language dictionary is allowed. The examination will be offered once each quarter (except summer quarter), normally during the fourth or fifth week of the term. Language exam sign-up and test dates are announced by the Graduate Coordinator by the third or fourth
week of the quarter. Students are notified of the results in writing generally within one week after the exam has been taken.

Students whose native language is not English may use their native language to fulfill a language requirement, with the approval of their advisor. In order to meet Graduate School requirements it is necessary for the student to complete a Language Requirements: Native Language Other Than English form, signed by the advisor. The form is available on the History Department website at: http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/langreq.pdf

**PROGRESS REVIEW.** With the assistance of the Graduate Coordinator, the Director of Graduate Studies reviews each student’s progress at least once per year and provides written Progress Reports to students and their advisors. The reports are designed to help keep the students on-track and inform the advisor of any potential problems. (See Academic Disqualification Procedure, below.)

**APPLICATION FOR A DEGREE.** The application for a degree must be filed online in GradWeb: https://gradweb.uoregon.edu

The application must be filed no later than the 2nd week of classes of the term the degree is to be awarded. All grade changes, removal of incompletes, and transfer work necessary to complete degree requirements must be filed with the Graduate School the term prior to the term of graduation. Corrections to an academic record can be made only during the thirty days following the granting of a degree. The deadline for degree completion is available on the Graduate School website at: http://gradschool.uoregon.edu/deadlines

**WAIVERS OF DEPARTMENT REQUIREMENTS.** Students must petition to waive any department requirements, in consultation with the advisor. After discussing the proposed waiver with the faculty advisor, the student will need to put the waiver request in writing to the Director of Graduate Studies. The director may either rule on the waiver or forward it to the Graduate Committee for a decision. The student will be notified of the decision in writing.

**Grade Policies**

**GRADES.** Graduate students (both at the MA and Doctoral level) must maintain at least a 3.00 grade point average (GPA) in graduate courses taken in the degree program. Generally speaking, grades of C+ or lower are signals of unsatisfactory progress at the graduate level. Grades of D+ or lower are not accepted for graduate credit but are computed in the GPA. Similarly, the grade of N (no pass) is not accepted for graduate credit. A grade of pass (P) must be equal to or better than a B-.

A GPA below 3.00 at any time during a graduate student’s studies or the accumulation of more than 5 credits of N or F grades—regardless of the GPA—is considered unsatisfactory. The Dean of the Graduate School, after consultation with the student’s
home department, may drop the student from the Graduate School, thus terminating the student’s degree program.

**INCOMPLETES.** Graduate School policy requires that graduate students must convert a graduate course grade of Incomplete (“I”) into a passing grade within one calendar year of the term the course was taken. After one year, the student must petition the Graduate School for the removal of an incomplete. See https://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/petitionIncompleteGS650_Redacted.pdf

To be eligible for Graduate School approval on a Petition to Remove an Incomplete, all of the following criteria must be met:

1. The “I” must be no more than seven (7) years old.
2. The student must have the approval of the instructor to complete the outstanding course requirements.
3. Because the removal of an incomplete requires faculty time and university resources, the student must be enrolled for at least three (3) graduate credits within one calendar year prior to or including the term in which the incomplete is removed. The student may enroll in a new course and work on removal of the incomplete. If the student does not choose to enroll in a new course, then the student will not be permitted to remove the incomplete. The student may also enroll again in the course which was not completed. This means, however, that the original registration will permanently show as incomplete.
4. The student must not have completed a terminal advanced degree since the term of enrollment in the course. Incompletes that remain on the academic record after a degree has been awarded may not be removed. All coursework documented on the transcript at the time of the awarding of a degree stands as a permanent record, and it is not permissible to revise that record.

An incomplete, “I,” assigned to Thesis (503), Research (601), Dissertation (603), or Terminal Project (609) does not require a petition. Thesis and Dissertation credits are automatically converted upon awarding of the degree when the thesis or dissertation is completed and approved by the Graduate School. Research and Terminal Project credits are converted after the instructor submits a Supplementary Grade Report to the Office of the Registrar.

**Note:** This policy applies to the level of the course, not to the level of the student. A graduate student in an undergraduate level course will follow policies in effect for undergraduate students.

**ACADEMIC DISQUALIFICATION PROCEDURE.** Every graduate student is expected to make satisfactory progress toward the degree. Unsatisfactory progress (or failure to make satisfactory progress) is usually signaled by warning signs that include the accumulation of an excessive number of W’s or I’s, more than one grade of C+ or lower, failure to keep in contact with a faculty advisor or register for classes, negative evaluations of a student's
classroom performance submitted by history department faculty, and/or failure to complete degree requirements in a timely fashion.

If the student’s performance is judged “unsatisfactory,” the student will receive a written report to that effect from the Director of Graduate Studies. The student must then meet with his or her faculty advisor within two weeks of the date of this report to produce a written plan for immediate improvement. This plan must include specific deadlines, must be signed by both the student and the advisor, and shall be placed in the student's academic file. If an MA student's progress is judged "unsatisfactory" for two quarters in a row, the Director of Graduate Studies may recommend to the Department Head that the student be disqualified from the history graduate program. If a PhD student's progress is judged "unsatisfactory" for two years in a row, the Director of Graduate Studies may recommend to the Department Head that the student be disqualified from the history graduate program. Recommendations for disqualification will be based on academic performance; in making such recommendations, the Director of Graduate Studies will take into account special hardships, such as extended illness, as necessary. Recommendations for disqualification will be made in writing, with copies sent to the student, the student's faculty advisor, and the Department Head.

Students who wish to appeal a recommendation for disqualification will have three weeks from the date of receipt of the disqualification recommendation to submit relevant materials to the History Department Advisory Committee. After consulting with the student, the faculty advisor, and the Director of Graduate Studies, the Advisory Committee will consider the appeal and make a recommendation to the Department Head. The Department Head will either affirm or overturn the recommendation. The Head's action will be reported in writing to the student, the student's faculty advisor, the Advisory Committee, and the Dean of the Graduate School.
History Master’s Program

M.A. Degree Flowchart
(since Fall 2008)

Admission

Orientation

Meet with Advisor
Develop Plan of Study

Course Work
612, 615, 616
507 or 607 (2)
609 (2)
611 or 50X w/Advisor
Other

Language Requirement

Writing Requirement
-Choose One-
Thesis or 2 Research Papers

Thesis

Two Research Papers

Oral Defense

Oral Defense

Statement of Completion sent to Graduate School

Thesis submitted to Graduate School

9
**Credit Requirements.** The Graduate School requires a minimum of 45 graduate credit hours. At least 30 graduate credit hours must be taken in History, and 24 of the 30 hours must be graded. Graduate credit hours are those at the 500- or 600-level. Additional credit requirements include:

1. at least 3 credit hours each quarter (except summer quarter), including the quarter when the thesis defense is held,
2. at least 30 graduate credit hours (24 of them graded) taken in residence over at least two quarters,
3. a minimum of 9 credits at the 600-level, taken in residence,
4. at least 9 thesis hours (P/N) for the thesis option, and
5. a maximum of 15 graduate credits accepted in transfer credits.

Courses taken to acquire language skills may be taken at the undergraduate level but do not count as graduate credit hours.

**Required Courses.** During the first year, the MA student must take:

- A three-course sequence:
  - HIST 612, Historical Methods, taken in fall term (5 credits, graded)
  - HIST 615, Professional Development and Field Preparation (1 credit, P/NP), taken in winter term, often in conjunction with Field Readings (see below)
  - HIST 616, History Conference (1 credit, P/NP), taken in spring term
- Field readings (1 course). The field readings requirement, ideally to be completed within the first two quarters of the first year, may be fulfilled in one of three ways:
  - HIST 611 Field Readings, with advisor
  - An appropriate 500-level course with advisor
  - HIST 608 Colloquium, if in field and equivalent to Field Readings
- Research Seminar (HIST 607 or 507)

MA students must also take:

- A second research or writing seminar (HIST 607 or 507)
- 2 colloquia (readings course) (HIST 608 or HIST 508)
- Language exam.

Additionally, MA students pursuing the thesis option must take 9 hours of thesis credit (HIST 503) and should expect to spend the summer of their first year engaged in research for the MA thesis.

**Field Requirement.** Students must declare a major focus of study, in consultation with their advisors. The focus of study can be defined in numerous ways, such as an area of the world (e.g. Japan), an area and temporal period (e.g. Colonial Mexico), or historical theme (e.g. environmental).
**PLAN OF STUDY REQUIREMENT.** By the end of their first quarter, MA students must file a Plan of Study, signed by their advisor, in which they must state their major focus of study, list all anticipated coursework, and specify their language requirement(s). This Plan of Study may be modified later by written agreement of both the student and the advisor. The Plan of Study will be reviewed and approved by the Director of Graduate Studies and placed in the student’s academic file. The Plan of Study form is available on the History Department website at:


**WRITING REQUIREMENTS.** There are two options for satisfying the major writing requirement for the M.A. Students who hope to pursue PhD studies at an institution other than the University of Oregon are strongly advised to complete the thesis option.

**Option 1: Thesis Option**

The student completes a Master’s thesis in his or her major field of study and passes an oral defense of the thesis before a committee of three faculty members. A thesis is a substantial paper, usually five chapters long plus a formal bibliography, presenting independent research that makes an original contribution to the current body of knowledge in a historical field. The chair of this committee shall be the faculty advisor; of the other two members, at least one must be a member of the Department of History. Members of the committee are chosen in consultation between the advisor and the student. Students must register for at least 9 credit hours of HIST 503, Thesis. **Students must be enrolled for a minimum of 3 credits of 503 Thesis in the term of completion.** Only students pursuing the thesis option may register for 503 Thesis credits. Copies of the thesis (and thesis abstract) must be in the hands of the thesis committee at least two weeks (10 business days) before the oral defense and must meet Graduate School requirements (see below).

When the date and time of the oral defense has been determined, the student needs to notify the Graduate Coordinator so the information can be made public. He or she also needs to reserve a room for the defense through the Graduate Coordinator. Deadlines for the defense of the thesis in each term are established by the Graduate School.

After the oral defense, the chair of the committee shall write a memorandum to the Director of Graduate Studies stating that the student has successfully defended the thesis. This memo is copied to the Graduate Coordinator who will enter the required information into Gradweb to confirm completion. The advisor will enter confirmation electronically in Gradweb, and the Department Chair and Graduate Director will sign the Statement of Completion form generated from Gradweb by the Graduate Coordinator. The form is faxed to the Graduate School to complete the process.
Before beginning the thesis, the student should complete the following procedures.

1. Review the Checklist for Writers of Master’s Thesis at:
   http://gradschool.uoregon.edu/policies-procedures/masters/thesis-terminal-project

2. Review the Required Research Compliance for Master’s Thesis Project

   University of Oregon policy requires that students who expect to engage in research involving human or animal subjects receive approval of their research procedures prior to the collection of data. Protocol forms and a detailed explanation of procedures may be obtained from Research Compliance Services (346-2510) or the Office of Veterinary Services and Animal Care (346-4958).


   Only theses meeting the standards of style and form discussed in this manual are accepted. Please see the Guidelines for Manuscript Review of Theses and Dissertations http://gradschool.uoregon.edu/thesis-dissertation/expectations-problems.

Before completing the thesis, the student should:

- Prepare an abstract, which is a required page of the final pdf copy.
- Contact the thesis editor, who will review the document for adherence to the Guidelines for Manuscript Review of Theses and Dissertations. Contact the thesis editor at: http://gradschool.uoregon.edu/thesis-dissertation/editor-info

Once the thesis is completed, the student must:

- Apply for Advanced Degree in Gradweb.
- Obtain an original signature of the advisor on the Thesis/Dissertation Submission Form
- Follow instructions for online submission of the thesis to the Graduate School. See: Instructions for Uploading Theses and Dissertations (ETD). In addition to online submission, the student must complete and sign the two Thesis/ Dissertation Submission forms, obtain the advisor’s signature, and submit these to the Graduate School. After the thesis has been submitted to the Graduate School, the editor will review the thesis for acceptable format. A list of required format corrections will be sent to the student. The student must submit the corrected pages one week after receipt of the list: Only requested pages will be accepted. The degree cannot be awarded until the thesis corrections have been approved.
Option 2: Research Papers

The student completes two substantial research papers and passes an oral defense of these papers before a committee of three faculty members. The chair of this committee shall be the faculty advisor; of the other two members at least one must be a member of the Department of History. Members of the committee are chosen in consultation between the advisor and the student. For the purposes of this option, a research paper is defined as a paper of 25 pages or more, based on primary-source research. These papers may be written in a graduate seminar or written specifically for this purpose, enrolled in HIST 601, Research, with the faculty advisor.

► Important: When students are doing research papers in lieu of a thesis, they should sign up for HIST 601, Research, not HIST 503, Thesis. The History Department does not require a minimum number of HIST 601 credit hours. If the student signs up for HIST 503 and later decides to do research papers instead, she or he must petition the Registrar’s Office to have the earned HIST 503 credits applied as HIST 601 credits. The Registrar’s Office has petition forms, which require a brief explanation by the student, as well as the signature of the advisor and a departmental stamp. To accompany the petition to Registrar’s Office, the student’s advisor will need to submit a statement on departmental letterhead supporting the change. The Graduate Coordinator should be copied on correspondence regarding the change of credit and will document the student’s file as the process develops.

When the date and time of the oral defense has been determined the student needs to notify the Graduate Coordinator so the information can be made public.

Students who are completing two research papers must hold their final oral defense by the eighth week of the term in which they intend to graduate. After the oral defense, the chair of the committee shall write a memorandum to the Director of Graduate Studies stating that the student has successfully defended the two research papers.

No more than two weeks following the defense, final copies of both research papers must be turned in to the History Department Graduate Coordinator. No copies should be turned in to the Graduate School.
**STATEMENT OF COMPLETION.** The Graduate Coordinator and the Director of Graduate Studies will review the student’s academic file to determine if the student is eligible to graduate. If there are any discrepancies, the Director of Graduate Studies will contact the student to discuss them. If all department requirements have been met, the student enters an Application to Graduate in GradWeb. A Statement of Completion form will be generated and printed from GradWeb by the Graduate Coordinator. After the oral defense is approved by the advisor, the Graduate Coordinator obtains signatures from the Department Chair and Graduate Director, and submits it electronically into GradWeb. The signed form is retained in the History Department within the student’s file.

If the student is writing a thesis, the Statement of Completion form indicates that fact. Upon approval of the thesis by the Graduate School, the Graduate School will approve the Statement of Completion and contact the Registrar. The Registrar later awards the degree after the term is over and at the same time changes any HIST 503, Thesis, credit hours from Incomplete to Pass.

If the student is completing a degree with two research papers, the Statement of Completion will read “cleared for degree by History Department pending passing research papers oral defense.” The Graduate Coordinator enters the completion verification into GradWeb and obtains required department approval signatures for the student file copy when the oral defense has been approved by the student’s committee.

**TIME LIMIT TO DEGREE.** The Graduate School requires MA students to complete all degree requirements for the master’s degree within seven years, including transferred credits, MA language requirement, thesis, and all examinations.
History Doctoral Program

Ph.D. Degree Flowchart
(since Fall 2008)

- Admission
  - Orientation
    - Meet with Advisor
      - Develop Plan of Study
        - Minor Field
          (2) 500-600 courses
          1 additional
        - Core Course Work
          611, 612, 615, 616
          507 or 607 (2)
          608 (2)
          511 or 516 w/ Advisor
          Other
        - Language Requirement
          Note: Students admitted to the Ph.D. program after earning an MA at UO may count courses used to complete MA requirements toward their Ph.D. requirements.

- Oral Examination
  - in
    - Major Research Field
    - Major Teaching Field
    - Minor Field

- ADVANCEMENT TO CANDIDACY

- Dissertation
  - Prospectus
  - Research and Writing
  - Dissertation Defense
  - Submission to Graduate School
**TWO DOCTORAL TRACKS.** The History Department admits two categories of doctoral students. Most have already earned an MA. They are expected to complete all department and university requirements specified for doctoral students. However, PhD students who completed their MA at the University of Oregon within the last five years need not repeat the HIST 612-615-616 sequence.

A smaller number are admitted with only a bachelor’s degree and pursue a PhD on the BA-PhD track. They complete MA requirements during their first two years of study and then immediately begin their doctoral studies. BA-PhD students may begin work on their doctoral requirements (such as their minor field) while still working on their MA if they choose to do so, pending approval from their advisor. Nonetheless, they are still expected to complete the two research papers or master's thesis in the first two years.

Since these BA-PhD students are required to take the History 612-615-616 sequence as part of their MA requirements, they are exempted from those courses when they move on to their doctoral requirements.

**CREDIT REQUIREMENTS.** Instead of a minimum total number of credit hours, the Graduate School enforces several enrollment requirements:

1. continuous enrollment with at least 3 credits per quarter until all program requirements are completed (except leaves of absence formally approved by the Department and Graduate School),
2. three years of accredited full-time graduate work (9 credit hours per quarter for a total of 81 credit hours) beyond the baccalaureate degree,
3. at least three consecutive quarters of full-time study in residence (with at least 9 graduate credit hours per quarter), normally in the first year of the program,
4. a minimum of 18 dissertation credit hours (HIST 603), and
5. at least 3 dissertation credit hours (HIST 603) in the two quarters immediately before and during the dissertation defense and graduation.

Note that PhD students who have advanced to candidacy and do not have a GTF position (which provides a tuition waiver) are required to register for only 3 dissertation credit hours per term to be considered a full-time student and eligible for financial aid.

**REQUIRED COURSES.** During the first year, PhD graduate students will normally take the three-course sequence:

- HIST 612, Historical Methods, taken in fall term (5 credits, graded)
- HIST 615, Professional Development and Field Preparation (1 credit, P/NP), taken in the winter term, usually in conjunction with Field Readings (see below)
- HIST 616, History Conference (1 credit, P/NP), taken in spring term
- Field readings (1 course). The field readings requirement, ideally to be completed within the first two quarters of the first year, may be fulfilled in one of three ways:
  - HIST 611 Field Readings, with advisor
  - An appropriate 500-level course with advisor
  - HIST 608 Colloquium, if in field and equivalent to Field Readings
Doctoral students who have earned their MA in history at the University of Oregon within the last five years need not repeat the HIST 612, 615, and 616 sequence. Students on the BA-PhD track are automatically exempted from the requirement because they took this sequence in fulfilling their MA requirements. Under special circumstances, doctoral students who earned their MA degrees elsewhere may be exempted from one or more of the required courses in that sequence, if they completed graduate classes that the Graduate Committee determines to be substantially equivalent to HIST 612, 615, and 616. Students who believe they meet the criteria for exemption should consult their advisor and then contact the Director of Graduate Studies, bringing in a syllabus from the equivalent courses they have completed.

In addition, PhD students must take:
- One research seminar (HIST 607 or 507)
- Two reading colloquia (HIST 608 or 508)
- One additional history course at the 500- or 600-level
- Two courses in a minor field (see below)
- Two courses outside the student’s primary geographic area. Courses that are framed globally, with most readings focused on areas outside the student’s primary area of study, may count for that requirement with permission from the Director of Graduate Studies.

Some courses may be double-counted to meet two or more course requirements.

**FIELD REQUIREMENTS.** PhD students must declare:
- A major research field: a specific, narrowly-defined field (typically the area of one’s dissertation, as conventionally understood),
- A major teaching field: a general, more broadly-defined field that encompasses the research field but is more extensive (typically a teaching field as conventionally understood in the profession), and
- A minor thematic, methodological, or comparative field (typically the theme, method, or comparison to be advanced in the dissertation). The minor field may be from a department outside the History Department (see below).

For example, a student writing on artisans in modern France might take a major research field in modern France, a major teaching field in Modern Europe, and a minor thematic field in labor history. A student writing on gender in early modern China might undertake a major research field in early modern China, a teaching field in East Asia, and a minor comparative field in Japan (or perhaps a thematic field in gender history). Or a student writing on the history of the Lakotas may declare a major research field in Native America, a major teaching field in United States history, and a methodological field in anthropology (or perhaps a comparative field in South African settler colonialism). The possibilities are myriad but should be devised in consultation with the student’s advisor.

**MINOR FIELD REQUIREMENT.** Students satisfy the minor field requirement by completing two courses at the 500- or 600-level that are in a thematic or methodological field or in a comparative field that is geographically and/or temporally distinct from the
major field. Courses taught in departments other than History may count toward the minor field with the approval of the advisor and the Director of Graduate Studies. Questions in the minor field are part of the Comprehensive Exam.

**Plan of Study Requirement.** By the end of their first quarter, students are required to file a Plan of Study, signed by the advisor, in which they must state their major and minor fields, list all anticipated coursework, and specify their language requirement(s). This Plan of Study may be modified later by written agreement of both student and advisor. The Plan of Study (and any subsequent modifications) will be reviewed and approved by the Director of Graduate Studies and then filed in the student’s academic file. The Plan of Study form is available on the History Department GradWeb at: http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/phd.pdf

**Oral Comprehensive Examination.** Students demonstrate their mastery of their major, minor, and teaching fields in an oral examination conducted by a faculty committee. Students may, but are not required, to register for HIST 618 to prepare for their comprehensive examinations with the appropriate faculty. The committee consists of three faculty members appropriate to the student’s major, minor, and teaching fields; it is chaired by the faculty advisor and constituted by the student in consultation with the advisor. Students should schedule these examinations in consultation with advisors, committee members, and the History office. Students normally have two opportunities to pass the oral exam. After the exam, the advisor will write a memo to the Director of Graduate Studies stating whether or not the student passed the exam.

**Advancement to Candidacy.** Upon passing the Oral Comprehensive Examination and completing the foreign language requirement and the minor field coursework, a doctoral student advances to candidacy. It is expected that students will advance to candidacy by the end of their second year in the PhD program. Within two weeks of passing the oral examination (or as soon as all requirements for candidacy are complete) the Graduate Coordinator, in conjunction with the student, will submit an on-line request for advancement through GradWeb to the Dean of the Graduate School recommending advancement to candidacy. GradWeb is available at: http://gradweb.uoregon.edu/
## ADVANCEMENT TO CANDIDACY PROCESS

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<thead>
<tr>
<th>Student</th>
<th>Graduate Director</th>
<th>Dept Chair</th>
<th>Grad Coordinator</th>
<th>Advisor</th>
<th>Grad School</th>
<th>Action</th>
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<tr>
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<td>selects committee</td>
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<td>reserves room/time for defense</td>
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<td>sends email to Grad Director &amp; Grad Coordinator informing of the successful oral defense; lists committee names</td>
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<td>completes &quot;Begin Advancement for a Student&quot; in Gradweb; form is automatically forwarded to advisor</td>
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<td>Advisor approves electronically in GradWeb; form is automatically forwarded to Grad Coordinator</td>
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<td>Grad Coordinator enters &quot;Committee ID Numbers&quot; in GradWeb, submits. Advancement Approval form is generated</td>
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<td>Grad Coordinator enters &quot;Term of Degree&quot; on GradWeb's Advancement Approval final signature page; prints page and routes for signatures</td>
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<td>X</td>
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<td>Grad Director and Dept Chair sign the Advancement Approval paper form, return it to Grad Coordinator</td>
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<td>Grad Coordinator faxes copy of signed form to Grad School; enters &quot;Submit Approval&quot; in Gradweb; files original form in student file in Dept</td>
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<td>Grad School reviews file for approval (this can take 2 weeks)</td>
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<td>After advancement is approved, Grad Coordinator prepares new contract/PRF w/higher payscale.</td>
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<td>Student signs contract</td>
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<td>Grad Coordinator makes copies for student's file and sends original contract &amp; PRF to Grad School</td>
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</table>
**Dissertation Committee.** Following advancement to candidacy, the candidate’s department proposes the membership of the dissertation committee to the Dean of the Graduate School, who appoints the committee after approving it. The committee should be proposed to the dean at least one (1) month after the comprehensive exams and in no case later than six (6) months before the date of the oral defense.

The dissertation committee should include three (3) regular instructional faculty members (assistant professor or higher) from the department and one (1) regular instructional faculty member (assistant professor or higher) from outside the department to represent the Graduate School. For information on the composition and qualifications of the dissertation committee, consult “Doctoral Committees and Dissertations” under Section 3, Graduate School Policies.

In the event that someone who is not a UO faculty member is approved to serve on a History dissertation committee, that person will serve as a fifth member and will not replace any of the other four members.

After securing approval of the committee’s composition from the student’s advisor and the Director of Graduate Studies, the student will inform the Graduate Coordinator in writing of the membership by completing the Nomination of Dissertation Committee Membership form available at: http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/discom.pdf

The Graduate Coordinator will submit the Dissertation Committee request online to the Graduate School for approval. Once the committee is approved, an email is sent to the Graduate Coordinator, who will forward it on to the various committee members and the student.

**Dissertation Prospectus.** A doctoral student must prepare and submit to his or her dissertation committee a dissertation prospectus. The prospectus must be approved (or returned for revisions) by the committee by the end of the term following the student’s completion of comprehensive exams. (Thus, a student finishing comps in the spring would have until the end of the next fall term.)

The dissertation prospects should be prepared in consultation with the advisor and should contain at least the following sections. Suggested length is 10-15 pages.

1. Statement of the topic and tentative argument of the dissertation
2. Explanation of the historical significance of the topic
3. Discussion of the current status of the topic in the secondary literature
4. Discussion of the sources and methods to be employed (with an annotated bibliography of primary sources that have been identified so far)
5. Tentative chapter outline of the dissertation
6. Tentative timetable for completion of the dissertation

The prospectus should be discussed at a meeting between the candidate and his or her committee members. Committee members should have the prospectus at least one week in advance of the meeting. If one member of the committee cannot attend, his or her signature
indicating approval can be added separately, but in any case there should be at least three committee members present at the prospectus discussion. It is also permissible for a member of the committee to participate in the prospectus defense via teleconferencing.

Prior to the meeting, the Graduate Coordinator will give a copy of the Report of Dissertation Prospectus Meeting form to the chair of the committee. If the members of the committee agree that the prospectus is an intellectually sound and realistic plan for the dissertation, they should sign the form indicating approval. The committee chair will then give the signed form to the Graduate Coordinator. If the committee feels the prospectus needs revision, it should offer constructive suggestions and reconvene within one quarter of the first meeting to discuss a revised version. The Report of Dissertation Prospectus form is available at:  

The dissertation prospectus, signed by the committee members, should be submitted to the Director of Graduate Studies and placed in the student’s file.

The Director of Graduate Studies (in consultation with the Graduate Committee, if necessary) and the advisor must approve any delays in the deadlines stated above.

**RESEARCH COMPLIANCE.**  
Review the Required Research Compliance for Doctoral Dissertation.

University of Oregon policy requires that students who expect to engage in research involving human or animal subjects receive approval of their research procedures prior to the collection of data. Protocol forms and a detailed explanation of procedures may be obtained from Research Compliance Services (346-2510) or the Office of Veterinary Services and Animal Care (346-4958).

**DISSERTATION DEFENSE.** The Ph.D. dissertation must make an original scholarly contribution to the field, and it must be accepted by the dissertation committee following a formal, public defense on campus. The student must provide a copy of the final manuscript to the dissertation committee at least three weeks (15 business days) before the formal defense. Doctoral candidates must register for a minimum of 18 credit hours of HIST 603, Dissertation, after Advancing to Candidacy. The student also must register for a minimum of 3 credit hours in the quarter immediately prior to the defense and in the quarter in which the defense takes place.

1. Submit electronically in GradWeb an Application for Advanced Degree, available at:  
http://gradschool.uoregon.edu/policies-procedures/doctoral/defense

2. Complete the online process for obtaining Confirmation of Agreement to Attend an Oral Defense at:  
http://gradweb.uoregon.edu/

By entering the Oral Defense module you are indicating your readiness to schedule an oral defense. You should, at this point, have obtained provisional agreement from your doctoral committee members that they will be available on the specified day and time you wish to hold your defense. Please be sure to allow yourself enough time for the online process of obtaining email confirmations from the
faculty so that you can meet the deadline to inform the Graduate School three week prior to the defense date.

If one of the core members is unable to attend, you will have the option to choose a Waiver of Attendance as a part of the online process. Only one core member may waive attendance at the defense, never the chair nor the outside representative. The faculty member waiving attendance must agree to read the dissertation prior to the defense and submit any questions directly to the chair of your committee. There is a final letter which you must prepare for the faculty who waives attendance. For details see: http://gradschool.uoregon.edu/policies-procedures/doctoral/waiver-of-attendance

3. After you receive the email that advises you that all faculty have confirmed their attendance, contact the Graduate Coordinator to obtain the Application for Final Oral Defense for Doctoral Degree (a GradWeb generated form). This form requires the signature of the Department Head and Graduate Program Director.

No less than three weeks before the date of the final oral defense, submit the following two items to the Graduate School, assembled a package:

- An Application for Final Oral Defense for Doctoral Degree, signed by the head of the department.
- An abstract must be uploaded electronically per the Graduate School website. Please refer to the Graduate School Style and Policy Manual for Theses and Dissertations for a template of the abstract.

4. You must be registered for the minimum of three (3) hours of HIST 603, Dissertation during the term prior to and the term of your oral defense and graduation. You are required to graduate during the term of your defense.

Graduate Students are expected to meet the published deadlines for completion of a degree. See: Schedule of Deadlines for Completion of Degree Requirements at: https://gradschool.uoregon.edu/node/263

If you choose to hold your oral defense after the established term deadline, but prior to the beginning of the subsequent term, you will be considered an applicant for graduation for the next term. Registration requirements for the final term will vary depending on when you are able to submit your final dissertation to the Graduate School. See http://gradschool.uoregon.edu/final-term-registration for details.

The time and place of the defense must be publicly announced. The dissertation committee must be present at the defense, although if a member of the committee is from another university, that person may participate via teleconference. The chair of the committee must certify in writing to the Graduate School within two weeks following the defense that the defense was held as scheduled.

**Dissertation Submission.** Within two weeks following the defense of the dissertation but before the dissertation is submitted in duplicate to the Graduate School, each member of the dissertation committee must confirm in writing either approval or disapproval of the final version. Approval requires a unanimous vote. In the event of a
split vote, the Dean of the Graduate School determines the review procedure after consultation with the student, the department chair (or the school dean), and the committee.

Following final approval of the dissertation, two copies must be submitted to the Graduate School. Committee members should sign approval of the dissertation only if they have seen and approved what is substantially a final draft and if they are willing to delegate the overseeing of remaining minor revisions to the chair. If this is not the case, they should not sign the final oral form. If no signed approval form is received by the Graduate School within two weeks following the scheduled oral examination, another oral examination must be scheduled for defense of the dissertation. The dissertation must be in compliance with the University of Oregon Thesis and Dissertation Style and Policy Manual. See: https://gradschool.uoregon.edu/policies-procedures/doctoral/dissertation. The style manual contains samples of the abstract and a template for the title page, along with additional information on requirements of style, form, required weight of bond paper, duplication processes and instruction for submitting it into their electronic software.

**TIME LIMIT.** Doctoral students (including those on the BA-PhD track) must complete all work for the PhD degree within seven years, including transferred credits, the required year of residency spent on the Eugene campus, coursework, the language requirement, the prospectus requirement, the dissertation, and all examinations. If a student is granted On-Leave/In Absentia status by the Graduate School, that does not extend the seven-year completion deadline. Generally, in the student’s sixth year of study a letter is sent to the student reminding him/her that the seven-year time limit is approaching. Students needing a one-year extension must file a petition with the Graduate School after securing department approval. A petition for an extension of this period can be considered only if the student has already advanced to candidacy and has an approved dissertation proposal by the end of the seventh year, and the petition should include a Plan of Completion. The petition is available at: https://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/petitionSevenYearGS611_Redacted.pdf
3. Graduate School Requirements and Policies

GRADUATE SCHOOL LOCATION. The Graduate School is located in 170 Susan Campbell Hall. The office hours are 8:00-12:00 and 1:00-5:00 Monday through Friday. The phone number is (541) 346-5129. The Graduate School web site is http://gradschool.uoregon.edu.

PETITIONING FOR A WAIVER OF GRADUATE SCHOOL ACADEMIC POLICIES. Graduate students may file a petition requesting a waiver of an academic policy or requirement. Some of the Graduate School’s policies have specific petition forms:

- To remove an incomplete
- To transfer graduate credit into a master's program
- To take a graduate course as an undergraduate
- To extend the 7-year deadline for doctoral students
- To request on-leave status (master's or pre-advancement doctoral students)
- To request in-absentia status (post-advancement doctoral students)
- To request permission to include co-authored or previously published material in the thesis/dissertation

To petition for a waiver of any other policies, the student should use the General Petition to the Graduate School found in the Graduate School website. On the petition the student must state the exception being requested and a detailed explanation for why the student is seeking the exception. The petition must also have supporting statements from the student’s adviser and head of department.

Once the petition has been reviewed by the student's academic department, the petition is then submitted to the Graduate School for review. The Graduate School reviews the exception being requested within the context of the educational purpose the regulation in question was developed to serve. Petitions are seldom granted if the only reason given is to save the student from inconvenience or expense.

Changing Degree Programs

CHANGING DEGREE PROGRAMS (OR MOVING FROM MA TO PHD). The Permission to Re-Register form is used to update the student’s graduate classification and major if there has been a change. The form is available on the Graduate School website, at http://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/permission-to-re-reg_Redacted-2.pdf. Who needs to petition?

- Graduate students who are returning to a new graduate degree program after receiving a UO Masters or Doctoral degree. In this case the university considers the student to be a returning graduate student. The Permission to Re-Register form acts as
the graduate application for notification of acceptance into the new program. The student must comply with departmental application deadlines and requirements.

- **Graduate students who have been approved to pursue concurrent Master's or concurrent Master's/Doctoral programs.** The Permission to Re-Register form must be filed for the next term after receiving the first degree. This is to update the major and permit continued enrollment.

- **Doctoral students who earn a Master's degree as part of their Doctoral program.**
  Students pursuing a doctoral degree who choose to earn a master's degree along the way must file the Permission to Re-Register form for the next term to continue in good standing in the doctoral program. This informs the Graduate School that the master's degree should not be considered as the terminal degree.

  **Note:** Review of the Permission to Re-Register form may result in a change of residency status. More information is available from the residency officer in the Office of Admissions.

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**Doctoral Committees**

**Chair(s).** The chair(s) of a committee must be able and willing to assume principal responsibility for advising the student. The chair(s) should have adequate time available for this work and should expect to be accessible to the student. In addition, the following requirements apply:

- She or he must be a member of the Graduate Faculty with authorization to chair.

- In the case of a member of the Graduate Faculty with a primary appointment in a department other than the student’s degree-granting department, the department must have granted authorization for that faculty member to serve as a dissertation chair (or co-chair) in the student’s degree-granting department.

- If co-chairs are appointed, both co-chairs share the responsibility for the student's progress.

**Advisor(s).** In those departments in which dissertation committees have both a chair and an advisor (or co-advisors), the same requirements apply to the advisors as for chairs (see above).

**Core Members.** At least one core member must be a member of the Graduate Faculty from the student’s degree-granting department. The remaining member may be:

- From the Graduate Faculty in the student’s degree-granting department
- From the Graduate Faculty in another UO department
- A faculty member from another college or university (see “Procedure for Appointment of Committee Members who are not on the UO Graduate Faculty”)
- A qualified practicing professional or community member with demonstrated expertise related to the dissertation topic (see “Procedure for Appointment of Committee Members who are not on the UO Graduate Faculty”)

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Institutional Representative. The Institutional Representative serves in the role of impartial, “outside” committee member who ensures that all rules and standard practices governing committee procedures are followed. The Institutional Representative typically also offers substantive expertise related to the dissertation, although that is not required. The Institutional Representative must meet the following requirements:

- Must be a tenure-related member of the Graduate Faculty.
- Must be from a University of Oregon department other than the student’s degree-granting department.

Note: For interdisciplinary degree programs (e.g., Comparative Literature and Environmental Sciences, Studies, and Policy), see “Interdisciplinary Degree Programs” below.

Additional Core Members (optional). Additional members may be appointed to the dissertation committee, at the discretion of the student’s degree-granting department. An additional member may be:

- A member of the Graduate Faculty from the student’s degree-granting department
- A member of the Graduate Faculty from another UO department
- A Non-Tenure-Track Faculty member who is not a member of the Graduate Faculty (Graduate School approval required—see below)
- A faculty member from another college or university (Graduate School approval required—see below)
- A qualified practicing professional or community member with demonstrated expertise related to the dissertation topic (Graduate School approval required—see below).

Criteria for Doctoral Committee Members. All members of the dissertation committee must be members of the Graduate Faculty. All tenured or tenure-track faculty members in academic departments are automatically appointed to the Graduate Faculty.

Committee Chairs:
- Tenured or tenure-track faculty members in departments that award doctoral degrees are automatically authorized to chair.
- A member of the Graduate Faculty from a department that does not award doctoral degrees must be nominated for authorization to chair by the department that wishes to appoint him or her as a chair or co-chair. Once a faculty member is nominated by a given department, the faculty member remains authorized to chair in that department indefinitely, or until the department asks to change his/her status. Use the Dissertation Committee Service Nomination Form for this nomination.
- Non-tenure track faculty members are not eligible to chair doctoral committees.

Non-Tenure-Track Faculty Criteria for Appointment to the Graduate Faculty:
Research-active non-tenure-track faculty members (NTTFs) may be approved as members of the Graduate Faculty on a six-year cycle, if they are nominated and approved by a graduate degree-granting academic department, the Dean of the school or college.
overseeing that department, and the Graduate School (see “Procedure for Appointment of NTTF to the Graduate Faculty below). At a minimum, the faculty member must meet the following criteria:

- Must hold a Ph.D., an equivalent doctoral degree, or the terminal graduate degree in his/her field (e.g., MFA, M.Arch., MBA, JD, MD, etc.).
- Must be appointed as a career Non-Tenure-Track Faculty member (on a C-contract) in one of the following categories: Instructor series, Lecturer series, Research Associate series, Research Assistant series, or as a Professor of Practice or Clinical Professor.

**Procedure for Appointment of NTTF to the Graduate Faculty:**
The nomination of eligible Non-Tenure Track Faculty (NTTF) to become members of the graduate faculty (on a six-year cycle) begins in the degree-granting department. An eligible NTTF submits a letter of interest and a current curriculum vita to the head of the department in which he or she wishes to serve.

- The Department Head, in consultation with the tenure-related faculty in the degree-granting department, shall determine if the NTFF fits the criteria listed above for NTTF appointment to the Graduate Faculty. The Department Head and tenure-related faculty also determine at that time if the candidate complies with any internal department procedures developed for this kind of nomination. If the department approves this nomination, the Dissertation Committee Service Nomination Form and any required attachments are forwarded to the dean of the relevant School or College.
- Upon approval by the Dean of the relevant School or College the nomination form and any required attachments are forwarded to the Graduate School for final approval.
- Appointments of NTTF to the Graduate Faculty will be granted on a six-year cycle. Every six years, to maintain Graduate Faculty Status, the degree-granting department must review Graduate Faculty status for the NTFF according to the criteria listed in the section on “Non-Tenure-Track Faculty Criteria for Appointment to the Graduate Faculty” and any existing internal departmental criteria. If approved for renewal by the faculty of the degree-granting department, the Department Head will fill out a “Renewal of Appointment to Graduate Faculty form” to the Graduate School.

**Faculty Who Leave the University:**
Faculty members who leave the University may continue to serve as the chair, co-chair, advisor, or member of a dissertation committee for one year beyond their departure at the discretion of the department and without Graduate School exception, for students for whom they were chair or member before leaving the UO. Service beyond one year must be approved by both the degree-granting department and the Graduate School. To request service beyond one year after leaving the UO, the Department should submit a memo (by campus mail, by email to gradsch@uoregon.edu, or by fax to 6-2804) to the Graduate School from the Department Head confirming the value of this service to both the student and the degree program.
Retired Faculty:
Members of the Graduate Faculty who retire may continue to serve as chair, co-chair, advisor, or member of a dissertation committee for one year beyond their retirement for students for whom they were chair or member before retirement at the discretion of the department and without Graduate School exception. Additional years will be granted, with Graduate School exception, on a yearly basis depending on the current research and/or teaching activities within the discipline or department. To request service beyond one year after retirement, the Department should submit the Dissertation Committee Service Nomination Form along with a memo from the Department Head confirming the value of this service to both the student and the degree program.

Faculty on the Tenure Reduction Program (TRP) can continue to serve on dissertation committees without approval of the Graduate School as long as the degree-granting department approves this service.

Graduate School approval is required for retired faculty to begin chairing or serving on committees after they have retired. Departments are asked to submit the Dissertation Committee Service Nomination Form along with a memo from the Department Head confirming the value of this service to both the student and the degree program.

Qualified Practicing Professionals and Community Members:
Under certain circumstances it may serve doctoral students to have non-UO Professionals/Experts (who are not current faculty members of another college or university) serve on their dissertation committees. Generally the non-UO professional or expert will meet the following criteria:

- Must hold a Ph.D., an equivalent doctoral degree, or the terminal graduate degree in his/her field (e.g., MFA, M.Arch., MBA, JD, MD, etc.)
- If the non-UO professional or expert does not hold a terminal graduate degree, the department must present a compelling argument about how the substantive knowledge related to the student’s research is uniquely valuable for the student’s education.
- The department must be able to certify that there is no conflict of interest that could interfere with the fair judgment of the student’s scholarly work.
- Approval of this service must be made separately for each doctoral committee.

The process for appointment of non-UO professionals or experts to a student’s dissertation committee is described below:

Procedure for Appointment of Committee Members not on the UO Graduate Faculty
Under certain circumstances it may serve doctoral students to have committee members from one of the following categories serve on their dissertation committees:

- A UO NTTF who is not a member of the Graduate Faculty
- A faculty member from another college or university
• A qualified practicing professional or community member (see “Eligibility of Other Faculty Members” below for criteria).

In such cases, the following procedure will apply:

• The Department Head, in consultation with the tenure-related faculty in a graduate-degree granting department, shall determine if the individual’s scholarly record and/or expertise qualifies him/her to serve on a dissertation committee. If the department approves this nomination (based on procedures determined by the department), the Dissertation Committee Service Nomination Form and any required attachments are forwarded to the dean of the relevant School or College.
• Upon approval by the dean of the relevant School or College, the nomination form and any required attachments are forwarded to the Graduate School for final approval.
• Approval of appointments of other non-UO professionals or experts as committee members will generally be only for specific committees.

INTERDISCIPLINARY DEGREE PROGRAMS. This policy recognizes that in some doctoral programs, many or all of the faculty have primary appointments in departments other than the degree-granting department and, as such, it can be difficult to ascertain whether a given faculty member is considered inside or outside the student’s home department or program. For these programs, the following requirements apply:

• Chair: Must be a member of the Graduate Faculty with authorization to chair and approved as such by the governing body of the interdisciplinary degree-granting program.
• Core Members: Must be members of the Graduate Faculty and approved for membership on doctoral committees as defined by the program’s guidelines.
• Institutional representative: Must be a member of the Graduate Faculty and approved for service as an institutional representative by the degree-granting program as defined by the program’s guidelines.

Leaves of Absence and Returns

ON-LEAVE AND IN ABSENTIA STATUS

Master’s. Master’s students are permitted to take up to three academic terms of approved On-Leave status during the course of study for the degree. During terms of On-leave, master’s students do not register and are not allowed to make use of university services or faculty or staff time. Graduate students must register and pay fees if they will be using university facilities or faculty or staff services during any term.

To ensure a place upon return, graduate students interrupting a study program for one or more terms, excluding summer session, must submit a Request for On-leave Status/In Absentia Status form to the Graduate School by the last registration day in the term for
which leave is being requested. Only graduate students considered to be in good standing
are eligible. Departmental approval is required before the Graduate School can review the
request for leave. On-leave status is granted for a specified time period which may not
exceed three academic terms, excluding summer session.

Master's students who have been approved by their department to pursue the master's
degree on a summer-only basis must submit an online petition for Approval of On-
leave/In Absentia Status form for each academic year between summer sessions. These
summer students must complete all degree requirements within the seven-year time limit.

The On-Leave Request Form for Master’s Students is available at
http://gradweb.uoregon.edu, under “Petitions.”
https://gradweb.uoregon.edu/main/petitions/student/onleave.html

After the student enters information and saves it online, the form is electronically
transferred to the Graduate Coordinator, who prints it and obtains signatures of approval
from the Advisor, the Department Chair, and the Director of the Graduate Program. The
Graduate Coordinator enters the departmentally approved petition in GradWeb, sends the
signed form to the Graduate School for approval, and retains a copy for the student file.

*On-leave/In Absentia* status does not extend the student's seven year completion
deadline.

**Doctoral.** Doctoral students who have not yet advanced to candidacy are eligible for up to
three terms of *On-Leave* status prior to advancement to candidacy. Doctoral students
apply for *On-Leave* status through GradWeb petitions, as described below.

Once advanced to candidacy, doctoral students are eligible for up to three terms of *In
Absentia* status during the dissertation process.

During terms of approved *On-leave* and *In Absentia* status, graduate students do not
register and are not allowed to make use of university services or faculty or staff time.
Graduate students must register and pay fees if they will be using university facilities or
faculty or staff services during any term.

To ensure a place upon return, doctoral students interrupting their study program for one
or more terms, excluding summer session, must submit a Request for On-leave Status/In
Absentia Status form to the Graduate School by the last registration day in the term for
which leave is being requested. Good academic standing is required. Departmental
approval is required before the Graduate School review of the request. *On-leave/In
Absentia* status is granted for a specified time period, which may not exceed three
academic terms, excluding summer session.

*On-leave/In Absentia* status does not extend the student's seven year completion
deadline.
The Request for On-leave Status/In Absentia Status form is available within the GradWeb online program at http://gradweb.uoregon.edu, under “Petitions.” After the student enters information and saves it online, the form is electronically transferred to the Graduate Coordinator, who prints it and obtains signatures of approval from the Advisor, the Department Chair, and the Director of the Graduate Program. The Graduate Coordinator enters the departmentally approved petition in the online GradWeb system and sends the signed form to the Graduate School for review and approval.

**REINSTATEMENT BY GRADUATE COLLEGE.** The Permission to Re-Register form is used to readmit or reinstate a student's graduate status. It is also used to update the student's graduate classification and major if there has been a change. The form is available on the Graduate School website at: http://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/permission-to-re-reg_Redacted-2.pdf. Who needs to petition for reinstatement?

- **Graduate students who are returning to the same degree program after breaking continuous enrollment.** A graduate student who fails to maintain continuous enrollment or obtain on-leave status is required to file a Permission to Re-Register form and a Petition to the Graduate School through GradWeb to petition for reinstatement. See the Continuous Enrollment Policy for reinstatement petition policy at: https://gradschool.uoregon.edu/policies-procedures/enrollment-residency

- **Graduate students who are moving to a different degree program (changing majors) after one or more terms off.** A letter from the student declaring his or her intent to drop the previous major and enroll in the new major should be submitted to the Graduate School with the Permission to Re-Register form. A copy of student's acceptance letter from the new department may also be required.

The petition is reviewed by the student's major department and the Graduate School. This procedure is equivalent to a new admission, and the petitioner may be required to meet departmental admission policies and degree completion requirements that are in effect on the date of re-enrollment. When re-registration is approved, a master's candidate must register for 3 credits for each term he or she has missed. If the accumulated credits total more than 16, the student may be required to enroll in more than one term of increased registration. Doctoral candidates must register for a new year of residency, which consists of three consecutive terms of at least 9 graduate credits in each term. They must also retake the comprehensive examinations if completed prior to leaving the program.

**Note:** Review of the Permission to Re-Register form may result in a change of residency. More information is available from the residency officer in the Office of Admissions.
**Research Policies**

**Research Ethics.** All students have a responsibility to conduct and report the results of their research in an open and ethical manner. A thesis represents the culmination of years of academic preparation and uniquely expresses a student’s training, skills, and ideas. A thesis therefore deserves the student’s greatest effort and, as with all scholarly work, demands compliance with the highest ethical standards. Ethical misconduct in research is any “fabrication, falsification, or plagiarism in proposing, conducting, or reporting research or other scholarly activities.” Fabricating research findings refers to making up fictional results, while falsifying research results refers to altering, misrepresenting, or selectively reporting findings. Each of these acts violates the integrity of the research process and constitutes a serious breach of accepted ethical standards. Ethical research practice therefore requires that students at all stages of the research process conduct their research in an open and honest manner and make every effort to ensure the accuracy of their findings.

Plagiarism is a form of ethical misconduct in research and consists of the intentional or unintentional “use of the words, ideas, or diagrams of publicly available work without appropriately acknowledging the sources of these materials.” Thus, any use of the words, phrases, ideas, or work of others in any form without acknowledging the original sources constitutes plagiarism and is subject to serious penalty. Students should be aware as well that the ordering of ideas in a discussion, the content of a literature review, and the listing of references at the end of a discussion may reflect the thinking of others. Such contributions must be acknowledged.

Students at the University of Oregon are expected to maintain the highest ethical standards in proposing, conducting, and reporting their research in the thesis or dissertation.

**Research Compliance Policy.** All graduate students doing a thesis, project, or dissertation must follow Graduate School policy. If human or animal subjects are used for data, approval must be obtained before data collection begins. Research compliance instructions are available on the Graduate School website at: [https://gradschool.uoregon.edu/policies-procedures/research](https://gradschool.uoregon.edu/policies-procedures/research)

Please review the particulars of this site carefully. (A formerly used Research Compliance Form is no longer required by the Graduate School.)

**Required Clearance for Master's Thesis, Project or Doctoral Dissertation.** All graduate students conducting research for a thesis, project or dissertation must submit the Required Clearance for Master's Thesis, Project or Doctoral Dissertation form verifying compliance with university and federal Research Compliance Guidelines: [http://humansubjects.uoregon.edu/](http://humansubjects.uoregon.edu/)
Special Programs

JOINT-CAMPUS PROGRAM. Graduate students at the university may, with advisor and departmental approval, take graduate courses at some of the other institutions in the Oregon University System (check with the Office of the Registrar for participating OUS institutions). A student registers for these courses with the University of Oregon registrar, who records each grade on the academic record under Joint-Campus Course (JC 610). The student must be a matriculated UO graduate student in an advanced degree program and registered for UO courses the same term the JC 610 course is taken. A maximum of 15 credits may be applied toward a graduate degree program. Joint campus course work counts toward the 24 graded credits required for the master's degree. Forms are available in the Office of the Registrar.

WRGP/WICHE REGIONAL GRADUATE PROGRAM. The Western Interstate Commission for Higher Education (WICHE) coordinates the Western Regional Graduate Program (WRGP), an exchange program to enable students from Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Utah, Washington, and Wyoming to apply for admission to selected professional programs and, if admitted, to be treated as resident students for tuition purposes. UO’s graduate WRGP program in Historic Preservation is described at http://hp.uoregon.edu.

Transfer Credit

Master's students may request to transfer a maximum of 15 graduate credits into their master's degree program. The following conditions must be met:

• The grades earned must be A+, A, A-, B+, B or P;

• The courses must be relevant to the degree program as a whole;

• The student's home department and the Graduate School must approve the transfer.

• A Request for Transfer of Graduate Credit form must be submitted no later than the end of the term prior to completion of the degree.

Transfer credit from the University of Oregon. A maximum of 15 graduate credits earned at the University of Oregon while classified as a post-baccalaureate graduate student, CEP, Summer Session, Pre-Master or Post-Master may be considered for transfer, subject to school or department endorsement and the Graduate School approval. This falls within the overall 15 credit maximum transfer. Transfer credit from the University of Oregon will be counted toward the requirement of 24 credits in UO graded graduate courses. The student must submit a Request for Transfer of Graduate Credit form to the Graduate School no later than the end of the term prior to the completion of the degree.
Transfer credit from another institution. Graduate credit earned while a student was enrolled in another accredited graduate school may be counted toward the master's degree, provided the courses meet the above described conditions and were not used to satisfy the requirements for an awarded degree. This falls within the overall 15 credit maximum transfer. Transfer credit from another institution CANNOT be counted toward the requirement of 24 credits in UO graded graduate courses, nor can these credits be used in calculating the cumulative grade point average. The student must submit a Request for Transfer of Graduate Credit form to the Graduate School no later than the end of the term prior to the completion of the degree.

Transfer of reserved graduate credit. Undergraduates who completed graduate level courses under the Reservation of Graduate Credit petition process and who reserved the courses by choosing Option 2 on the petition form, may apply up to 12 credits toward the master's degree. This is within the overall 15-credit maximum transfer. These course credits will be counted toward the requirement of 24 credits in UO graded graduate courses. The student must submit a Request for Transfer of Graduate Credit petition form to the Graduate School within two terms of acceptance to the master's degree program and within two years of earning the bachelor's degree.

Distance education. Credit earned in distance education study is considered transfer credit. No more than 15 graduate credits may be applied to a student's degree program without prior written approval of the Dean of the Graduate School. A policy statement on distance education and graduate degrees is available in the Graduate School.
4. Graduate Teaching Fellowships

**AWARD.** Graduate Teaching Fellowships, or GTFs, are the primary manner in which the History Department funds its graduate students. They are awarded on the basis of academic merit to both MA and PhD students. Selection is highly competitive. It is the goal of the History Department to fund all graduate students, budget permitting, with priority given to funding all PhD students. Each GTF provides a full tuition waiver and a yearly stipend. The exact stipend amount varies according to the level the student has reached in the program and is determined by negotiation between the University administration and the Graduate Teaching Fellows Federation. Typically, GTFs must teach discussion sections and/or grade courses as a condition of the award.

**ELIGIBILITY.** All History graduate students are eligible to apply for a GTF. Generally, the awards are given at the time of admission. MA students may be eligible for as many as two years (6 quarters) of funding. PhD students who enter with an MA degree may be eligible for as many as four years (12 quarters) of funding. Students admitted to the BA-PhD track may be eligible for as many as five years (15 quarters) of funding. For all GTFs, funding beyond the first year is contingent on good GTF evaluations and progress toward the degree.

If a student goes on leave during her or his GTF eligibility, the remaining quarters of eligibility will still be available when the student returns. GTFs returning from leave do not need to re-apply for a GTF.

**UNFUNDED STUDENTS.** Sometimes students will be admitted to the program without History GTF funding. Unfunded students are encouraged to apply for a GTF during the academic year for the following academic year. The application should include an updated statement of purpose describing academic interests and goals, one letter of recommendation from a faculty member with whom the student has worked at the University of Oregon, a recent writing sample, and a Graduate Teaching Fellows application form. Students who apply for funding during an academic year because a department need has arisen are awarded one term of funding. They are encouraged, however, to apply for full academic year funding the next year.

**GTFs IN OTHER PROGRAMS AND DEPARTMENTS.** Students whom the History Department is unable to fund or who seek to extend their funding beyond the standard award are strongly encouraged to apply for GTFs in other programs and departments. In recent years, history students have held GTFs in Ethnic Studies, Women’s Studies, the Humanities Program, and International Student Advising. A list of available possibilities is available on the graduate school's web page at:
http://gradschool.uoregon.edu/gtf-openings

Such positions come up throughout the year, and deadlines and requirements vary from program to program.
GTF EVALUATIONS. GTFs are evaluated both by the students in the class and (separately) by the instructor.

Student Evaluations. In cases where the GTF leads a discussion section, students are requested to complete an on-line evaluation with standardized questions. In addition, students are encouraged to complete a written, qualitative evaluation as well. A summary of the evaluations is provided to the GTF via Duckweb.

GTF Performance Evaluation. Faculty who are supervising GTFs are encouraged, though not required, to comment on the teaching assistant’s strengths, weaknesses, and reliability. The instructor will sign the evaluation and give it to the Graduate Coordinator, who will share it with the GTF and place it in his or her academic file. The GTF may request an appointment with the faculty member providing the evaluation to discuss it.

ASSIGNMENTS. Technically, all GTF teaching and grading assignments are made by the Department Head in consultation with the Director of Graduate Studies. In practice, however, the department encourages input from the GTFs through the History Guild.

GTF assignment recommendations shall be made on the basis of the following factors:

- Specific departmental needs, as determined by the Head, the Associate Department Head, and the Director of Graduate Studies.
- Faculty requests for specific GTFs in the courses that they are teaching in a given term.
- GTF requests for specific assignments.
- Field of historical study, with an attempt to match a given GTF’s field with the field of the course to which they are assigned.
- History of each GTF’s past assignments, with an attempt to balance grading and discussion-section assignments over the course of a GTF’s UO graduate career.

After the Associate Department Head has determined departmental staffing needs (including GTF needs) for any given term, she or he will submit that information to the co-presidents of the History Guild (referred to hereafter as “the committee”), along with any faculty requests. The committee will then send out an e-mail to all of the GTFs (including new GTFs starting in the next school year) asking for each person’s top three choices for his or her own assignment and for a list of that person’s past assignments. After allowing at least one week for replies, the committee will compile this information and make recommendations for GTF assignments, taking into account all of the factors outlined above, which will then be submitted to the Director of Graduate Studies for approval.

The Director of Graduate Studies and the Associate Department Head will make final decisions regarding assignments and will communicate their decisions to the committee. The committee will coordinate with management in sending out a final e-mail to all GTFs informing them of the assignments, while the Director of Graduate Studies will inform the faculty of assignments. Invariably, unanticipated developments will occur, necessitating changes at the last minute; the Director of Graduate Studies is responsible for making those changes.
**CONTRACT.** The History Department will send a GTF contract to each student to sign and return. The contract states the salary amount, the teaching assignment, benefits, Graduate Teaching Fellows Federation representation, etc.

Once the contract is signed the GTF is expected to be on campus the first day of the contract. In the event that the GTF cannot arrive on that day, he or she needs to contact the Graduate Coordinator.

The contract has been developed by the UO attorneys and may not be modified. Contracts are signed on an annual basis. This means that a student receiving a contract for 2015-2016 may expect to receive a contract for 2016-2017, provided certain conditions are met: first, that the student has continuing eligibility; second, that the student is making satisfactory degree progress; and, third, that the student’s evaluations are satisfactory. The Director of Graduate Students will review all three conditions and, if necessary, call a meeting with the student to discuss any problems.

**TERMINATION OF CONTRACT.** Should the GTF decide to terminate the contract, he or she needs to write a memo to the Director of Graduate Studies and give it to the Graduate Coordinator. If the GTF does not formally terminate the contract, the History Department may not reallocate the GTF slot to another student.

**PAYROLL.** If the student has not worked for the Oregon University System (OUS) previously, he or she needs to be put on payroll. The Graduate Coordinator will send the payroll forms to the student to complete. The student is responsible for submitting the forms in a timely manner.

**GENERAL DUTIES AND REQUIREMENTS STATEMENT (GDRS).** Along with the GTF contract, the student will receive a copy of the GDRS. The GDRS is an agreement between the History Department and the Graduate Teaching Fellows Federation (GTFF) union. Among other things, the GDRS defines the workload limits. Departmental GDRS may be located on the Graduate School’s website at https://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/HISTGDRS.pdf

**MANDATORY HARASSMENT TRAINING.** New GTFs are required to complete mandatory online harassment training, available at https://odt.uoregon.edu/registration/course_view.php?crse_id=445

**GRADUATE TEACHING FELLOWS FEDERATION (GTFF).** GTFs at the University of Oregon are represented by their graduate student union, the GTFF. For more information see the GTFF website at: http://gtff3544.net/
Travel, Research, and Writing Funds

Historians rely on archival sources that are often located far from our campus. Thus it is essential that graduate students, especially doctoral students, secure research and travel funding in order to complete their research papers, theses, and dissertations.

It is never too early to begin investigating the sources of funding for research. For larger awards, such as the UO Doctoral Research Fellowships, Fulbright awards, and Social Science Research Council Grants, writing a proposal is a time-consuming process, and there is, invariably, a considerable time lag between the submission of a proposal and notification of awards. In general, students must plan ahead at least a year in advance. External fellowship and grant proposals generally have a time lag of six to nine months between the deadline for the proposal and notification of an award. So if you really need external funding, especially for international travel, you need to begin applying for funding the year before you plan to do your research. And since such awards are highly competitive, you need to develop a back-up plan, in the event that you do not win the award.

We encourage doctoral students and advisors to begin investigating funding sources as soon as the student has a firm idea of the dissertation topic. Departmental funds for doctoral research are limited and are not sufficient to cover the doctoral research expense of all our students. To make certain that their doctoral research is funded, students need to focus a good deal of their attention on searching for outside funding sources.

**HISTORY DEPARTMENT TRAVEL AND RESEARCH FUNDS.** The Graduate Committee has approved the following policies for allocating funds (when our budget allows).

**Mini-grants.** Funds in the amount of a maximum of $300 per student are awarded on a first-come, first-served basis and will be available for the following activities, in the given order of priority:

a) **Participation in professional conferences.** Normally, recipients are expected to present a paper or otherwise contribute scholarly work. Currently, we do not award funds for attendance only at conferences, due to budget constraints.

b) **Research expenses,** such as travel to archives and obtaining and/or photocopying research materials.

c) **Other meritorious requests** that do not fit the preceding categories.

To make a request for these funds, submit an email to the Director of Graduate Studies, explaining the activity for which you seek support, and ask your advisor to send an email endorsing the significance of your proposed activity.
Note that all expenses must comply with UO reimbursement policies. See http://ba.uoregon.edu/content/travel-reimbursement. Graduate Student Travel Stipends can be made available to the traveler before the funded activity to help pay registration, airfare or hotel expense. At least ten days’ notice is requested to process payment. A copy of the approved budget request and verification of presentation at the conference or a proposed travel research log are required to document the validity of the payment. These are submitted to the Graduate Coordinator, who processes payment. When available, original receipts (not copies) must also be given to the Graduate Coordinator, who maintains official records of travel stipends per University of Oregon archival policies.

Students should request mini-grants for travel stipends well in advance of the activity. The Director of Graduate Studies will also consider requests for reimbursement of past expenses, in the event that unexpended funds remain.

**History Department Summer Research Awards.** The History Department awards substantial funding for the purpose of dissertation or thesis research. Awards of up to $3,000 are made each year. Doctoral students receive priority, but Master’s students may also apply. Applications are filed in the winter quarter, and awards are announced by April 30th. PhD applicants must have advanced to candidacy and completed the prospectus requirement. To apply, students must:

1. Provide a written proposal to the Director of Graduate Studies that offers a clear narrative description of your project, not to exceed three single-spaced, typed pages (no smaller than 11-point font). The narrative should include an intellectual justification for your project, addressing the subject and significance of your research, the contribution it will make to the historiography of your field, your methods, and your work plan. This narrative should:
   a. Describe the project and its intellectual significance, including the basic ideas, problems, or questions you are examining.
   b. Explain how the project will complement, challenge or expand relevant studies in your field.
   c. Describe what work you’ve accomplished to date.
   d. Provide a work plan, with information on the research you intend to accomplish, the significance of the archival collections (or interviews, etc.) to your research, and how your proposed research will advance your project.
   e. Discuss any language skills necessary to work in the archive you’re visiting and your competency in the language(s). If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

2. Provide a budget for your proposed research, including all travel costs, lodging, per diem, photocopying, etc. Note that all expenses must comply with UO reimbursement policies. See http://ba.uoregon.edu/content/travel-reimbursement. Reimbursements can be made only after the funded activity has been completed. Original receipts (copies are not acceptable) should be submitted to Martina Armstrong, office manager.
3. Ask your advisor to send an endorsement of your request, in the form of a recommendation letter to the Director of Graduate Studies. This letter should confirm that the proposed activity is important to the success of your research.

**Thomas T. Turner Award.** This award of $3,000 is for an outstanding nontraditional graduate student with a demonstrated financial need, or it may go to a student who has contributed significantly to the History Department community. The award is based on nominations from History Department faculty, submitted to the Graduate Committee in the Spring Quarter. The award is presented at the History Department’s annual graduation ceremony in June.

**Earl Pomeroy Dissertation Fellowship.** This fellowship is for a doctoral student studying the history of the U.S. West/Borderlands and is intended for the final year of dissertation writing. It provides two terms of full support, at GTF III funding levels, with a tuition waiver. The Director of Graduate Studies issues a call for applications in the Spring Quarter, for use in the following academic year.

**THE CENTER FOR THE STUDY OF WOMEN IN SOCIETY (CSWS) provides a considerable amount of support.** Its awards can be located at: [http://csws.uoregon.edu/funding/](http://csws.uoregon.edu/funding/) and include the following.

**Graduate Student Travel Grant.** Mini-grants of $200 support travel expenses associated with research and/or creative work on topics related to gender, feminist theory, or any aspect of women’s experiences.

*Deadline: November 9, 2015 and May 9, 2016*

**Graduate Student Research Support Grant.** An award of $2,500 supports scholarly and/or creative work from a range of disciplines on a variety of topics regarding gender, feminist theory, or any aspect of women’s experiences.

*Deadline: January 11, 2016*

**Jane Grant Research Fellowship.** An award of $7,500 supports dissertation research on topics related to gender, feminist theory, or any aspect of women’s experiences. Applicants must have advanced to candidacy. This award is for the academic year following the application deadline date.

*Deadline: January 11, 2016*

**Laurel Research Award.** This award provides a $2,250 stipend for University of Oregon international graduate students and graduate students of underrepresented groups as specified in the UO campus diversity plan (and noted on the grant guidelines). This award supports research on issues of gender, feminist theory, or any aspect of women’s lives, including research that focuses on the recipient’s own community. The award was established to support UO graduate students at the beginning stages of their degree work who will most benefit from the combination of a research stipend and established collaboration with a faculty mentor.

*Deadline: TBA, usually early January*
**Oregon Humanities Center Fellowships.** History graduate students have been highly successful in winning awards from OHC, which offers considerable support.

**OHC Dissertation Fellowships.** Funded by the Oregon Humanities Center, in collaboration with the UO Graduate School, this fellowship provides a doctoral student one term free from teaching in order to allow full-time work on the dissertation. This includes a $5,500 non-service stipend, a one-term tuition waiver, health insurance coverage for the fellowship term, and when space is available, an office at the Oregon Humanities Center during the term of the fellowship. Research projects must be humanistic, but applicants may be enrolled in any department, college, or school. The term humanities is broadly interpreted to include literature; philosophy; history; the study of languages; religion; ethics; the history, theory, and criticism of the arts; and historical or interpretive aspects of the social and natural sciences and the professions.

**Information:** [http://ohc.uoregon.edu/graddissfell.html](http://ohc.uoregon.edu/graddissfell.html)

**Deadline:** February 1, 2016

**OHC Graduate Research Support Fellowships.** The purpose of the Graduate Research Support Fellowship program is to stimulate humanities research and support graduate education by providing doctoral students with resources to assist with their doctoral research and the completion of their dissertations. These fellowships provide: up to $1,000 in research support during the fellowship year. These funds can be used for travel to an appropriate conference, research library, or archive during the fellowship year, or they may be used to purchase materials needed for the completion of the dissertation. Additionally, they provide an invitation to all OHC Work-in-Progress talks during the year and, when space is available, the use of a Humanities Center office for one term during the fellowship year. Research projects must be humanistic, but applicants may be enrolled in any department, college, or school. The term humanities is broadly interpreted to include literature; philosophy; history; the study of languages; religion; ethics; the history, theory, and criticism of the arts; and historical or interpretive aspects of the social and natural sciences and the professions.

**Information:** [http://ohc.uoregon.edu/gradresfell.html](http://ohc.uoregon.edu/gradresfell.html)

**Deadline:** February 1, 2016

**The Center for Latino/a and Latin American Studies Graduate Student Summer Research Grants.** The Center for Latino/a and Latin American Studies (CLLAS) offers summer research support to graduate students whose work is interdisciplinary and in the area of Latino/a and Latin American Studies, particularly work that has the potential to put Latino/a and Latin American Studies in conversation.

**Information:** [http://cllas.uoregon.edu/grant-opportunities/](http://cllas.uoregon.edu/grant-opportunities/)

**Deadline:** TBA, usually February
WAYNE MORSE CENTER DISSERTATION FELLOWSHIP. Up to two graduate students in the dissertation research/writing phase of their program will receive a stipend of $3,000 as well as a tuition waiver for the term. The subject of the dissertation must be related to either the current Wayne Morse Center theme of inquiry, The Future of Public Education, or the Wayne Morse Center program on Politics and Public Policy.

Information:  
http://waynemorsecenter.uoregon.edu/for-students/dissertation-fellowship-program/  
Deadline: TBA

GRADUATE SCHOOL FELLOWSHIPS, TRAVEL AND RESEARCH FUNDS. The Graduate School offers several sources for dissertation funding and information on external funding opportunities. For the most up-to-date information, see:

UO Fellowships:  
http://gradschool.uoregon.edu/fellowships

External Awards:  
https://gradschool.uoregon.edu/external-fellowships

Graduate Funding Resources:  
https://gradschool.uoregon.edu/funding-awards

Some of the awards of particular interest to history students include:

Gary E. Smith Summer Grant. The Graduate School provides a $3,000 award for up to five outstanding master’s or doctoral students pursuing academic, professional development, or training enrichment opportunities during Summer 2006. The awarded activity should provide unique academic opportunities not normally available as part of the student’s degree program. All students must be registered as full time students at the time of application and be returning as full time students in the Fall Quarter.

Contact: Brandy Teel at bota@uoregon.edu or 541-346-2489  
Deadline: February 19, 2016

University of Oregon Doctoral Research Fellowships. Each department nominates one student who will be in the final year of doctoral work. This award provides an $18,000 stipend plus tuition waiver for two dissertation students.

Contact: Brandy Teel at bota@uoregon.edu or 541-346-2489  
Deadline: February 19, 2016

Southeast Asian Studies Grant. Up to two $2,500 awards are designed to encourage graduate research about Southeast Asia. Grants may be requested for educational expenses, including tuition supplements, travel, equipment purchase, books and supplies, and other educational needs. This grant was established through an endowment from Norman Sundberg, Professor Emeritus, Psychology, and his wife, Donna Sundberg.

Contact: Brandy Teel at bota@uoregon.edu or 541-346-2489  
Deadline: February 19, 2016
University Club Foundation, Inc. Fellowship Award Program provides a $5,000 award to each of four graduate students to recognize and encourage scholarship, demonstrated leadership, and potential societal contributions. UO, OHSU, OSU, PSU are each eligible to nominate up to three students. Please contact your Department Head about nomination and application information.

**Contact:** Graduate School, 346-5129  
**Deadline:** TBA, usually late March

**Julie and Rocky Dixon Award.** This award is for students who intend to pursue an innovative career outside the academy. It provides a $14,000 award, with an appointment as a research GTF (graduate research fellow) by the academic department at .40 FTE (GTF tuition waiver, fee subsidy, and health insurance premium support for fall, winter, and spring terms to support that appointment). The $14,000 may, in full or in part, be used toward specific activities tied to the innovative career development experience or may be put, in full or in part, used toward GTF salary. The department (or research center/institute or school/college) is expected to obtain and provide funding to ensure that the total salary is equal to what that student would receive at the GTF level III, as the award recipient *will have been advanced to candidacy by the time the award period commences*. Up to four awards will be made.

**Contact:** Brandy Teel at bota@uoregon.edu or 541-346-2489  
**Deadline:** late April, TBA

**SYLFF Fellowship.** Funded by the Nippon Foundation of Tokyo, Sasakawa Young Leaders Fellowship Fund (Sylff) Graduate Fellowships for International Research are awarded to nurture leaders who will transcend geopolitical, religious, ethnic, and cultural boundaries in the world community for the peace and well-being of humankind. Fellowship stipends are awarded for one year of full-time graduate work involving research and scholarly endeavors in programs and projects with an international dimension. Both doctoral and master’s students may qualify. Only one nomination may be made by each department or graduate program.

**Contact:** Brandy Teel at bota@uoregon.edu or 541-346-2489  
**Deadline:** April 29, 2016

**University of Oregon Awards.** The University of Oregon, more broadly offers several specialized awards for graduate students, including:

**Global Oregon Summer Professional Development Award.** The UO provides five awards at $2000 each to support graduate student international research (for theses, dissertation, or other appropriate projects that advance the academic and professional goals of students). While awards are most commonly given to support thesis or dissertation research conducted outside the United States, the review committee will consider other activities that engage the graduate student in original investigation and analysis of significant international phenomena.

**Information:** [http://gsi.uoregon.edu/content/2015-global-oregon-graduate-award](http://gsi.uoregon.edu/content/2015-global-oregon-graduate-award)  
**Deadline:** TBA, usually in April
Diversity Excellence Scholarship (DES). This award of a $9,000 renewable scholarship for graduate students recognizes the academic achievement and potential of students who, through sharing their varied cultural perspectives, will enhance the education of all UO students and the excellence of the University. The University of Oregon offers these tuition-remission scholarships as part of our diversity mission. To be eligible, one must be a United States citizen or permanent resident. Applicants may be incoming or continuing students. Criteria for selections are past academic performance and participation in campus or community activities. Preference is given to students from underrepresented racial/ethnic minorities, those with financial need as defined by federal guidelines, first generation of the family to attend college, and Oregon residents. Notification of awards are mailed the week of April 15. Note: This award cannot be combined with some tuition-remission programs such as University of Oregon staff tuition rates or Graduate Teaching Fellowships.

To apply: Submit the Free Application for Federal Student Aid (FAFSA) to the federal processor (school code: 003223). You must also submit the Diversity Excellence Scholarship Application by January 15, 2016, including a letter of recommendation written by a school official, teacher, member of a community organization, or employer.


College of Arts and Sciences (CAS) Awards. CAS offers a number of fellowships and scholarships in the $1,000–5,000 range. To find out more about how to apply for these funds, contact Sarah Bungum at sarahb@uoregon.edu.

Deadlines: February 26, 2016 (for all six of the following)

Risa Palm Graduate Fellowship ($1,000) is awarded to graduate students who show promise for achievement in an academic field.

College of Arts and Sciences Graduate Scholarship ($1,000 – $2,000) is awarded to graduate students on the basis of academic merit.

Charles A. Reed Graduate Fellowship ($1,500 – $2,500) is awarded to a PhD student for research. It is available to students who have advanced to candidacy, based on a description of the PhD research project. Only one student per department may apply, with a recommendation from the department head.

Norman Brown Graduate Fellowship ($4,000 – $5,000) is awarded to graduate students on the basis of academic merit.

John L. and Naomi Luvaas Graduate Fellowship ($1,000 – $2,000) is awarded to graduate students who have resided in Oregon for at least three years.

Everett D. Monte Scholarship ($1,000 – $3,000) is awarded to graduate students based on financial need.

National Fellowships and Awards. In addition to UO funding sources, there are a wide variety of fellowship and awards available on a nationally competitive basis. A few of these fellowships provide funds for research, but most of them are designed to fund the final year of dissertation writing for Ph.D. students. History graduate students are strongly urged to apply for them, because in addition to providing financial support for graduate work, they are a mark of
distinction that can prove very valuable in the post-graduate search for faculty positions. Applications for these grants usually require polished dissertation proposals as well as letters of recommendation; deadlines begin in mid-fall quarter. The place to start looking for possibilities is in the American Historical Association (AHA)'s Guide to Grants, Fellowships, and Prizes of Interest to Historians. A current copy is available in the History Department Office. Another resource is the Graduate School Funding Resource website at:

https://gradschool.uoregon.edu/external-fellowships

**Travel to Conferences**

Attending and presenting papers at professional conferences is an important part of professional development for graduate students. Conferences are good places to float “trial balloons” and get feedback from others in your field regarding your dissertation and thesis research. At the present time, we do not offer support for simply attending conferences, although we encourage you to do so. They are valuable for getting a sense of the scholarship most current in the field, meeting other graduate students, meeting faculty from other universities, and getting a sense of your field’s professional culture. For presenting conference papers, there are a couple of sources of funding.

**History Department Mini-grants.** Funds in the amount of a maximum of $300 per student are awarded on a first-come, first-served basis and will be available for the following activities, in the given order of priority. More information is provided, above, under Department of History funding.

**Graduate Student Travel Awards.** These conference funds are available to assist University of Oregon graduate students with travel fares to major national or international conferences so they may present papers or posters, or to serve as invited speakers. One must be a member of the Graduate Student Association to apply; membership is free. These funds are distributed directly to the student prior to conference travel in order to allow travel arrangements to be made as early and as economical as possible. A minimum of four awards given per year, one per application period.

**Information:**
http://blogs.uoregon.edu/graduestudentassociation/about/graduate-student-association-travel-award/

**Deadlines:** Oct. 1, Jan. 1, April 1, June 1
Graduate Teaching Awards

**Leah Kirker Scholarship.** The Department of History offers a $250 cash award to an outstanding History GTF. The Graduate Committee determines the recipient of the award, based on student and faculty evaluations. The award is presented at the History Department’s annual graduation ceremony in June.

**Dan Kimble First Year Teaching Award.** The Graduate School awards $500 for outstanding teaching to two graduate teaching fellows (GTFs) in their first year of classroom experience. All UO GTFs who meet the criteria and who are teaching for the first time during the 2005-06 academic year are eligible to apply for this award. Applicants must complete the required class interview and videotaping through TEP and submit these items to the Graduate School, along with a copy of their departmental end-of-the-term evaluations.

  **Contact:** Lee Rumbarger (leona@uoregon.edu, 541-346-2177)  
  or Brandy Teel (bota@uoregon.edu, 541-346-2489)  
  **Deadline:** June 24, 2016

**Graduate Teaching Excellence Award.** The Graduate Teaching Excellence Award is jointly sponsored by the Office of Academic Affairs, the Graduate School, and the Division of Undergraduate Studies and is designed to recognize outstanding teaching performances by experienced graduate teaching fellows (GTFs) who have demonstrated a commitment to developing their instructional skills, while at the same time excelling in their academic degree program. An award of $1,000 will be made to one student. Awards will be announced before the end of spring term.

  **Contact:** Brandy Teel at bota@uoregon.edu or 541-346-2489  
  **Deadline:** Friday, April 29, 2016
Networks of graduate students are an important part of graduate education and the graduate history student's experience. We encourage you to form peer groups for peer support, intellectual conversations, dissertation critiques, and camaraderie.

The History Guild is the History Department’s graduate student organization and plays a vital role in the graduate program. Officers of the Guild participate in the assignment of GTFs to their courses each term. Moreover, the group meets regularly to get acquainted, stay informed, share resources, gain insight from seasoned veterans, and ensure that the sometimes daunting experience of graduate study is not overwhelming. Typically, Guild activities are set up on a more-or-less monthly basis. The later afternoon of the first Friday in each month serves as the normal meeting time. The Guild activities vary, but include having guest speakers, planning student sponsored social activities, making shared conference arrangements, coalescing on major issues, etc. After the meeting, many go to local pubs to socialize. Moreover, the History Guild works with the faculty’s Speakers Committee to encourage graduate students to present works in progress (WIPs). The level of activities sponsored by the Guild depends on how much time students are willing to invest to fulfill a vital function of bringing history folks together. We encourage you to get involved!

The History Guild enjoys the support of the department. When funds allow, the department offers financial support for Guild activities. The Guild hosts a graduate lounge as a meeting space, equipped with three computers, a printer, seating, and appliances. Students involved in the Guild find the lounge a valuable resource for impromptu meetings.

For the 2015-16 academic year, the History Guild Co-Presidents are Ian Cipperly and Tara Keegan.