

# **GEORGE MASON UNIVERSITY**

## **HISTORY DOCTORAL PROGRAM**

### ***Rules and Guidelines***

The Ph.D. in History prepares students for careers in college teaching, digital media, publishing, educational administration, public history, and historical research. Students gain expertise in both conventional historical methods and web-based technologies. Major fields of study include American history, European history, and world history. Minor fields include public and applied history, constitutional studies, and new media/information technology.

#### **Admission Requirements**

In addition to meeting all admission requirements for graduate study at George Mason, applicants for the Ph.D. in History should submit:

1. Three letters of recommendation from professional colleagues or academic mentors
2. Score on the Graduate Record Examination
3. A goals statement which explains the applicant's academic credentials, professional background, particular interest in GMU's doctoral program, and ultimate career goals. Please note whether you intend to study part-time or full-time.
4. A writing sample consisting of a history essay, research paper, or professional publication.

*Admission offers are usually made in early March.*

#### **Program Focus**

Students can focus their program according to various career goals:

- ***College/university teaching:*** For students who are seeking a career in teaching or research at the community college or university level. Students must complete the core courses, a history major field and two minor fields, one of which must be in history.
- ***New media and information technology:*** For students seeking careers in new media (for example, publishing, educational technology, or technology coordinator in a college or university setting). This focus requires more advanced work in new media than the other fields. Students must complete the core courses, a history major field, and two minor fields, including a new media minor.
- ***Public and applied history:*** For students interested in museums, archives, historic preservation, documentary editing, or other applied fields. Students may be at the beginning of their careers or already working in the field. Students must complete the core courses, a history major field, and two minor fields, one of which must be in an applied area.
- ***Professional development:*** For students working in educational or professional areas (high school principals, community college instructors) where the attainment of an

advanced degree will enhance their intellectual breadth and marketability. Students must complete the core courses, a history major field, and two minor fields.

### **Degree requirements**

Candidates for the Ph.D. in history must complete a minimum of 72 graduate credits. In addition to the core courses (minimum 21 credits) with dissertation-related credits (18-21 credits), students must complete coursework in a major field of study (15 credits) and two minor fields (9 credits each); satisfy the computer and language requirements; produce two minor field statements; pass an oral comprehensive exam in the major field; and complete the dissertation. Students should file a program of study with the dean's office before completing their second year of course work or before they complete their first field statement, whichever comes first.

Students must complete the following required courses:

#### **Core Courses**

- HIST 610 The Study and Writing of History (3 credits)
- HIST 696 Clio Wired: An Introduction to History and New Media (3 credits)
- HIST 697 Creating History in New Media (3 credits)
- HIST 711/731/751 Research Seminar in U.S. History / European History/ Global History (3 credits)
- HIST 810 History Doctoral Colloquium (1 credit a semester for 6 credits)
- HIST 811 Doctoral Research Seminar in History (3 credits)

#### **Dissertation Core Courses:**

- HIST 998 Prospectus (minimum 3, maximum 6 credits)
- HIST 999 Doctoral Dissertation (minimum 15 credits)

#### **A more detailed description of each course follows:**

- **History 610 *The Study and Writing of History* (3 credits):** Research techniques; methodology of the historian; genres of historical analysis; and historiographical interpretations.
- **History 696 *Clio Wired: An Introduction to History and New Media* (3 credits):** A basic overview of the uses of new media and new technology in history. It includes an examination of the history of media and technology, theories of hypertext, and critical evaluation of digital history.
- **History 697 *Creating History in New Media* (3 credits):** A seminar in which students create original historical projects in digital media.
- **History 711/731/751 (3 credits) *Research Seminar in U.S. History/European History/Global History*:** Research in specialized topics using primary sources. The seminar is organized around a significant topic or theme. Topics vary from year to year.
- **History 810 *Doctoral Colloquium* (1 credit per semester for 6 semesters):** Each student must take six semesters of this one-credit course, which is designed to provide a focal point for all students in the Ph.D. program. Events may include: discussion of

faculty and student papers; dissertation prospectus proposals; workshops on subjects of historical interest; or visiting speakers. Faculty will be encouraged to attend. Presentations will be posted on the web and post-event discussions will be held electronically.

One faculty member will direct the program throughout the year. Classes will be scheduled so as not to conflict with other graduate classes. The instructor will schedule no fewer than four and no more than six events throughout the term. Students should begin taking this course when they enter the program. All students must take the course in person for at least two semesters. Although students physically in residence will be required to attend in person for the duration, non-resident students can participate in absentia after two semesters in residence. Non-residents will be required to submit written comments on the proceedings, which will be posted on the class website.

- **History 811 *Doctoral Research Seminar* (3 credits):** Advanced research seminar in history. Intended as preparation for dissertation research and writing, students pursue individualized projects with goal of producing publishable scholarly articles. Unlike the M.A. research seminar, this course allows students to pursue research projects in their particular area of specialization rather than in the instructor's specialty. This course is open only to doctoral students.
- **History 998 *Prospectus* (minimum 3, maximum 6 credits):** An independent study taken while writing the dissertation prospectus. Although the initial registration must be for three credits, subsequent credits can be taken one at a time until reaching the limit of six. Students register in HIST 998 by calling the History Graduate Office and requesting a Course Record Number so they can register online. Registration requires the approval of the student's advisor and the Graduate Director. While registered for HIST 998, students receive a grade of IP, which is converted to S/NC once the dissertation proposal is approved. The dissertation committee reviews the prospectus for approval. The Dissertation Prospectus Approval form is available on the website.
- **History 999 *Doctoral dissertation* (minimum 15 credits):** Once the prospectus has been approved and all other requirements except the dissertation have been met, students may register for HIST 999. They must remain continuously registered every semester (excluding summers) until they graduate. Students must register for three credits per semester until they have amassed twelve credits, at which point they may register for one credit per semester. Registration requires the approval of the student's advisor, the department chair, and the dean. Students must email [chssdiss@gmu.edu](mailto:chssdiss@gmu.edu) to request a code number. They should submit their name, ID#, program, dissertation chair, and how many credits for which they need to register. At least 15 credits of HIST 999 are required for graduation. HIST 999 is graded S/NC.

### **Minor Fields**

Minor fields are intended to fulfill a variety of different goals for doctoral students: providing a body of knowledge or set of skills needed to write a dissertation, to teach a

course in a particular area, or to upgrade knowledge and skills for a vocation in applied history. Whatever the case, your choice of minor fields should be made with careful thought and in consultation with your advisor (either the Director of Graduate Studies or your dissertation advisor). The department allows you wide leeway in selecting your minor fields, from broad bodies of knowledge designed to indicate that you are familiar with the major historiographical traditions in a particular field such as Colonial America, Reformation Europe, or the 20<sup>th</sup>-century United States, to narrower and more focused fields such as the French Revolution or the New Deal. Alternatively, you can select a minor field with a practical application, such as new media or teaching, in which a web site or course syllabus may be considered as a contributing part of the field statement. The distinctions between these two kinds of minor fields are relatively slight, however, since whether you are doing a research field, a teaching field, or a new media field, the idea is to demonstrate a deep familiarity with a body of knowledge in a particular field. So, in teaching fields for example, the purpose of a field statement is not to test pedagogy or whether a student has the aptitude or ability to be a good classroom teacher, but to test whether the student knows enough in a particular field to be able to compose a competent syllabus and teach a course in this field. More detailed information as well as examples of sample field statements are provided below. Think of field statements as substitutes for exams; they should demonstrate a mastery of knowledge in a particular field.

*The following order is the suggested guideline for completing a minor field statement.*

- \* Select minor field in conjunction with your dissertation advisor

- \* Select a faculty member in conjunction with your dissertation advisor to do a HIST 804 readings course *the semester before you plan to do the readings course*. Both student and faculty member must confirm to the graduate coordinator their plan to do a HIST 804 readings course together the semester before (by March 1 for Fall, by November 1 for Spring). Readings courses are not normally done over the Summer, though it may be possible to make special arrangements depending on a faculty member's Summer schedule.

- \*Once both student and faculty member have confirmed to the Director of Graduate Studies their plan to do a readings course by the above deadlines, the student should see Sharon Bloomquist about registering for HIST 804, as she will have to set up an individualized section to do this.

- \*Get together with the faculty member to coordinate a reading list before the semester begins, and to select a second reader for the minor field statement. Although the second reader is appointed by the Director of Graduate Studies, the minor field advisor should recommend the appropriate faculty member to the Director of Graduate Studies.

- \*The semester you do the HIST 804 readings course you should also submit a short minor field proposal (1-2 pp.) and a preliminary bibliography of at least 25 books to the Graduate Committee for approval. The proposal should be read and approved by both faculty readers first, however, before submission.

- \*Although the field statement itself is often not written until after all the reading for HIST 804 has been completed, students can start on the field statement if the minor field advisor thinks the student is ready to do so, and it may be useful to begin outlining the statement during the semester in which the student is taking HIST 804. In any event,

it is expected that the field statement will be completed and approved no later than the end of the semester after the HIST 804 readings course (this would be the following May for 804 readings in the Fall semester, and the following December for 804 readings in the Spring semester). The field statement should normally be between 20-25 pp. (and in no case more than 30 pp.) and accompanied by a bibliography of at least 50 books. If a field statement is to be accompanied by a practicum (web site or course syllabus, for example), the statement itself need only be 15-20 pp. plus the appropriate bibliography.

\*When both readers are satisfied that a minor field statement has achieved a satisfactory level of competence, they will need to sign a Minor Field Approval form. The final minor field statement itself does *not* need to be approved by the Graduate Committee (only the proposal requires committee approval), but a copy will need to be given to the graduate office to place in the student's file.

### ***Types of Minor Field Statements***

#### ***1) Research field***

A research field can be either very broad or somewhat narrow. Students usually choose research minor fields that either help them develop specific knowledge for the dissertation, or that form some kind of sub-field of their major field. Broad fields can be chronologically meaningful sub-fields of a major field: for example, in U.S. history they might include the colonial period, the late 19<sup>th</sup> century, or the early 20<sup>th</sup> century. Or, research fields can be broad methodological fields: social history, constitutional history, cultural history, etc. Research fields can also be more narrowly defined, to develop a more specialized body of knowledge for the dissertation: the US Civil War, the Reformation, the Suez Crisis, the New Deal, etc. Obviously, the more narrowly a field is defined, greater depth is expected in the reading and bibliography. Whether the student (in conjunction with the student's dissertation advisor) decides to do a broader or a narrower research field, the goal is the same: to provide evidence that he student has mastered a body of knowledge and the corresponding historical literature in a particular field. And the final written field statement itself should be between 20-25 pp. (and in no case more than 30 pp.) and accompanied by a bibliography of at least 50 books.

For examples of sample field statements in research field, please see the webpage at <http://history.gmu.edu/>

#### ***2) Teaching field***

A teaching field is similar to a research field in that both provide evidence that the student has mastered a body of knowledge as well as the historical literature in a particular field. And while there would be significant overlap in a research field and a teaching field on the same subject—the bibliographies might be nearly identical, for example—the purpose of a teaching field is different. Rather than prepare a student to do research in that field, a teaching minor field statement should demonstrate that a student has mastered the field well enough to teach an undergraduate course in this field. This also means that the field statement will likely be organized differently; stressing not just what might be covered in a course on this field, but also how the course is organized and how it would be taught to undergraduates. Students have a

choice of formats in a teaching minor field statement: they can either submit a field statement between 20-25 pp. (and in no case more than 30 pp.) accompanied by a bibliography of at least 50 books, or they can submit a shorter field statement of 15-20 pp. plus the bibliography, along with a sample syllabus of a proposed course in the field. If a syllabus is included, it should provide complete information on readings, written assignments, and exams, as if it were ready to be handed out to undergraduate students.

For examples of sample field statements in teaching field, please see the webpage at <http://history.gmu.edu/>

### 3) *Applied field (such as History and New Media)*

An applied field such as History and New Media, Historical Editing, or Museum Studies is usually chosen in order to demonstrate mastery of knowledge, skills, and practices in an applied field necessary for dissertation research, teaching, or a job working in an area of applied history. It is similar to research and teaching fields in that the field statement provides evidence of mastery of a body of knowledge and literature in the field. But because of the applied nature of the field, the field statement might provide a survey of a field of practice rather than a survey of a body of literature. In addition, the applied minor field may also require certain skills and a knowledge of practices relevant to the field. Thus, the field statement in an applied field may include a practicum—such as a web site or other applied medium—as part of the field statement. If a practicum is chosen, students should submit a field statement of 15-20 pp. plus a bibliography appropriate to the field. If the practicum consists of software, a copy should be provided in whatever format is most logical. If the practicum is a web site, full details of the URL ought to be included in the written field statement, as well as printouts of the homepage and main links on the web site. If no practicum is being submitted, then students should submit a field statement of 20-25 pages (and in no case more than 30 pp.) plus a bibliography appropriate to the field.

For examples of sample field statements in applied field, please see the webpage at <http://history.gmu.edu/>

### **Major Field**

The major field requires the completion of five courses (15 credits), including at least 2 independent readings courses (HIST 803). At an appropriate point in their program, students will take, and must pass, an oral examination covering the major field. There is no written major field examination. Students are expected to demonstrate a broad familiarity with the historical literature—including key historiographic debates—of the selected field. Coursework facilitates the development of the fields but does not in itself constitute the fields. The oral exam will not be limited to course material. Students are expected to work with their major field advisor to develop a list of books and topics for which they are responsible.

Major fields include, but are not limited to:

1. **American history.** Origins to the present.
2. **European history.** The graduate committee and the major advisor must approve the specific period focus of a European history field.

3. **Comparative history.** (i.e. comparative cultural history, the Atlantic World, or the industrializing economy). The graduate committee and the major advisor must approve the specific focus of the comparative history field.

### **Expectations for the Major Field Examination**

Students may take the Major Field Exam any point after completing 15 hours of coursework in their Major Field, including two History 803s.

As soon as is feasible, doctoral students should identify their major field advisor, who will chair their major field examination committee. It is recommended, but NOT required, that the major field advisor and dissertation director be the same person. One of the History 803 courses should be done under the direction of the major field advisor.

Once the major field advisor has been selected, the graduate coordinator will appoint two other faculty members to the committee. In preparing for the exam, students should develop, under the supervision of the major field advisor, a reading list of 65-75 books or a roughly equivalent number of books and articles. The major field list should not overlap significantly with either of the two minor field lists. Students should consult with other members of the committee for suggestions regarding further reading. This list will provide the basis for the examiners' questions, but questions need not be confined to books on the list.

While a basic factual knowledge is expected, the exam will test the student's familiarity with the major historical themes and historiographical debates in their major field. The general standard for passing is a level of knowledge informed by recent scholarship that is sufficient to teach an undergraduate survey course in the subject.

### **Oral Examinations**

The student's knowledge of the major field will be tested by oral examination. Three faculty members will conduct the oral examination, including the student's major field advisor and two other faculty members in the area of the major field. The Graduate Director (in consultation with the student and the major advisor) will select the other two examiners. When possible, the committee will include other faculty with whom the student has studied. Exams must be scheduled with the Graduate Office at least one month in advance of the examination date. A Major Field Oral Exam form, which can be downloaded from the website, must be taken to the exam.

The oral exam will last one to two hours. The exam will include the student and the committee. Other faculty members are welcome to attend. Any questions within the scope of the major field are permitted, but the focus will be on testing the student's mastery of the key historiographic, interpretive, and theoretical debates in the field. After the conclusion of the exam, the student will leave the room and the committee will confer on a grade. The possible grades are Pass, Fail, and Distinction. Distinction is a mark of superlative achievement and is rarely given. After the committee has concluded its deliberation, the chair will inform the student of the result.

If a student fails the oral examination, he/she can retake it no sooner than three months and no later than six months after failing it. Oral exams can only be taken a total of three times.

## **Foreign Language and Computer Requirement**

Students must demonstrate research skills in computers and if required by their research field, competency in a foreign language.

- ***Computer Proficiency for Ph.D. Students:***

Before advancing to candidacy, all doctoral students are required to complete the two-course sequence: History 696, *Clio Wired: An Introduction to History and New Media* and History 697, *Creating History in New Media*.

These courses do not require substantial computer expertise. However, the courses do assume the following: a basic knowledge of computer operating systems; the ability to transfer files over the internet; a basic knowledge of Dream Weaver and Photoshop. Students who feel that they do not possess these skills are advised to do one of the following: take an undergraduate computer course; take one of the university's specialized workshops; or be prepared to put in extra time to develop these skills during the course.

- ***Foreign Language:*** Students whose dissertation research requires knowledge of one or more foreign languages must demonstrate a reading knowledge of that foreign language before advancing to doctoral candidacy. Competency may be demonstrated by passing a translation test administered by the GMU History Department, or by an equivalent approved by the Director of Graduate Studies. Students who need a foreign language (or languages) for research are expected to possess more than a minimal knowledge of that language. In all cases, students must demonstrate to their dissertation advisor and the Director of Graduate Studies that they possess sufficient language skills before they will be allowed to advance to candidacy.

Students whose research materials are entirely in English do not have to meet a foreign language requirement.

## **Advancing to Candidacy**

After successful completion of the major field oral examination, two minor field statements, and the doctoral prospectus, along with all other requirements (except the dissertation), the student may advance to candidacy for the doctoral degree. To obtain the evaluation form, please download the Advancement to Candidacy Signature Template and obtain the necessary signatures

***Students have six years from the time they first enroll in the program to advance to candidacy. After advancement to candidacy, students have five years in which to complete and defend the dissertation.***

## **Dissertation Prospectus**

Graduate students are required to present a written prospectus of their proposed dissertation research. The prospectus should be viewed as a preliminary statement of what the student intends to do and not as an unalterable commitment. It may also provide the basis for grant applications and fellowship proposals. Thus it should be written in a manner that is accessible to a wide scholarly audience. The proposal should consist of 10–12 pages and include a separate bibliography and discussion of sources.

The dissertation advisor as well as the other members of the dissertation committee must approve the prospectus. After approval, students will present their prospectus for discussion at a meeting of History 810, the Doctoral Colloquium. Normally one session per term of the colloquium will be dedicated to a discussion of dissertation prospectuses.

A prospectus should contain the following elements:

- **Statement of Problem:**

What is the problem you wish to study and what is its interest or significance in current historical thinking? State clearly and concisely how you presently conceive of this problem and how you suppose it can be resolved.

- **Historiographical Context**

What work has, and has not, been done in this field and on this problem? Discuss relevant scholarship critically. You need not belabor specific failings, which may sound tendentious; simply show what you understand to be the merits and limitations of relevant works. How do you propose to develop, challenge, or depart from existing positions or themes in historical literature?

- **Method and Theory**

Outline an approach to your subject. If your conception has theoretical aspects, discuss these critically. Have scholars in other fields, historical or other, developed concepts of potential interest to your topic? In short, think carefully about method and theory, even if you decide not to engage much with external perspectives and theory.

## **Appendices**

- **Selected Bibliography**

List the major secondary sources for your project.

- **Archives & Primary Sources**

Give an account of your major groups of primary sources identified thus far. Where are they located and in what format (printed, manuscript, microform, oral histories, etc.)? Identify the principal archives, libraries, and repositories that you intend to use.

- **Proposed Schedule**

Draft a schedule of tasks and stages in which you plan to write the dissertation. Allow appropriate times for research, travel to collections, writing, and revision of draft chapters. Project, as nearly as possible, a chapter outline, which will be read in the understanding that prospective titles, chapters, and topics may change as you work.

Doctoral students at many universities have posted their dissertation prospectuses on the Internet for comparative purposes; it may be useful to look at what other students have done. To find examples, use a major search engine and enter the keywords: dissertation, prospectus, history.

## **Dissertation**

A dissertation is required for the doctor of philosophy degree and most professional doctoral degrees. The dissertation is a written piece of original thinking that demonstrates doctoral candidates' mastery of the subject matter, methodologies, and conceptual foundations in their chosen fields of study. This is generally achieved through consideration of a problem on the boundaries of knowledge in the discipline.

At the time a doctoral student advances to candidacy, the Dean of the College of Humanities and Social Science appoints a dissertation committee upon recommendation by the Director of Graduate Studies. In addition to at least two tenure-line faculty members from the department, the committee consists of a third GMU tenured or tenure-line professor from outside the department, or an equivalent scholar outside the university. Student-initiated changes in the composition of the dissertation committee may occur only with the approval of the dean in consultation with the committee; such changes would be for extenuating circumstances only. Faculty may resign from a dissertation committee with appropriate notice; such resignations must be submitted in writing to the dean.

Guidelines for the content and general format of the doctoral dissertation may be found in the "GMU Thesis, Dissertation or Project Guide", which is available in the course materials store in the Johnson Center and on the university Web site (<http://www.gmu.edu/library/specialcollections/dtwebguide.htm> ). You may also contact the University dissertation and thesis coordinator, Robert Vay, at [rvay.gmu.edu](mailto:rvay.gmu.edu) or 703-993-2222.

As soon as all degree requirements have been satisfied, including the completion of the doctoral dissertation, the doctoral candidate may arrange with the dissertation committee to schedule the doctoral defense. The dean's office must be notified of the schedule for the defense and will distribute a public announcement of it to the GMU community. Defense fliers or notices must be circulated two weeks before the defense date. Copies of the dissertation should be put on reserve in the Johnson Center Library prior to the announcement. The defense is open to the public. Announcements must be posted on the CHSS web site and in a prominent place in the History and Art History office.

The oral defense should demonstrate the candidate's maturity of judgment and intellectual command of the chosen branches of the candidate's field of study. At the close of the final defense, the dissertation committee makes final judgments for approving the dissertation.

For a dissertation to be approved, all committee members are expected to sign the dissertation. If someone refuses to sign the dissertation, the student or any member of the committee may petition the dean for a review. The dean may seek the advice of outside reviewers to provide assessment of the work. The final decision is that of the Dean of CHSS.

The doctoral candidate is responsible for making all required changes promptly, securing the signatures of the director and other members of the dissertation committee, and submitting the original and required copies to the graduating candidate's school, college, or institute for approval by the unit dean or director.

Two original copies on 100 percent cotton bond and one photocopy of the dissertation must be deposited with the university library. In addition, submission of the dissertation to University Microfilms International is required; the student pays a fee of approximately \$50 for this process. All copies of the dissertation must be submitted and fees paid before the doctoral degree is awarded. Dissertation due dates are 5:00 PM on the last Friday before the last day of classes.

## **Structure of Administration of Ph.D. Program**

*The Chair* has ultimate authority over matters relating to the doctoral program. The Graduate Director exercises general oversight over Ph.D. students. The Director of Recruitment, Admissions, and Placement has more specific responsibilities.

*The Graduate Director* shall have overall responsibility for supervising the progress of doctoral students. The Director's tasks include providing advising until the student selects a dissertation advisor; signing the student's program of study; appointing field committees; submitting appropriate paperwork to the dean's office; and sending out all official correspondence.

*The Director of Recruitment, Admissions, and Placement (DRAP)* shall be responsible for the following: responding to inquiries about the program; keeping publicity materials up-to-date (online and in hard copy); convening the admissions committee and making recommendations on admissions and financial aid. The Director will also devise recruitment and publicity strategies, advise prospective applicants about the program, and manage post-admissions queries. When the time comes, the DRAP will be responsible for facilitating student employment and acting as a liaison with Career Services. This function may include holding job placement seminars; reviewing student CVs and job letters; and acting as a clearinghouse for academic and non-academic positions. The Chair, in consultation with the Graduate Director, shall appoint the DRAP for a two-year term.

## **Admissions Committee**

The Admissions Committee, elected by vote of the department, shall consist of the following members: the Director of Recruitment, Admissions, and Placement (DRAP) who acts as the Chair; the Graduate Director; and two other faculty members, who shall be elected annually.

As soon as possible after the January 15 deadline, the DRAP should seek comment from appropriate faculty members on students who have indicated interest in working with a particular faculty member or in a particular field. The Admissions Committee should take these comments into consideration. Working independently, committee members should rank candidates based on background, goals, and merit (including professional accomplishments as well as more conventional measures of academic achievement), with special reference to the specific aims of the GMU doctoral program. The committee shall then meet as a group to arrive at a collective ranking and make their recommendations to the Department Chair. Part-time students shall be given equal consideration with full-time students. A mix of public history, new media, and traditional students is desirable. Rankings shall determine the amounts and kinds of financial aid awarded.

Admissions letters, including financial aid awards, should ordinarily be sent out in the first week of March.

Under special circumstances, the committee may consider late applications on a space available basis.

## **Graduate Committee**

The Graduate Committee is responsible for ongoing evaluation of doctoral students and ranking of students for awards of financial aid once they have matriculated. The Graduate Committee will evaluate students at three points (two if the student comes with an M.A.): completion of the M.A. (if applicable); completion of 18 hours of doctoral work; and advancement to candidacy. At each stage, the Committee must make a recommendation for continuance, termination, or probation (see below under Program Review). Effective in 2004-2005 academic year, students in the doctoral program in History will be terminated from the program after receiving more than one unsatisfactory grade (defined as C and/or F). The Graduate Coordinator must notify students of the results, sign the appropriate form, place a copy in the student's file, and send a copy to the dean's office.

## **Revised Composition of Graduate Committee, with Advising for Doctoral Students**

For the purposes of advising doctoral students, the Graduate Committee should consist of the Director of Graduate Studies, the Director of Recruitment, Admissions, and Placement (DRAP), three elected faculty members, and two (non-voting) elected student members. The elected faculty members will serve for three years in staggered terms so that one member is replaced each year.

Until students have selected a dissertation advisor, they will be advised by the Director of Graduate Studies. All students are strongly encouraged to choose an appropriate advisor in their dissertation field by the time they have completed 18 hours of coursework, or earlier if they are able to do so.

## **Financial Aid**

The Admissions Committee will rank all incoming students who are applicants for financial aid. Financial aid awards are both recognize merit and are a recruiting tool. Each year the Graduate Committee will rank all continuing students who are candidates for financial aid. Continuing students should ask three faculty members to submit recommendations to the committee on their behalf. The Graduate Coordinator will make the final allocation of funds to new and continuing students based on these rankings.

Entering students will be eligible for up to three years of initial funding. Subsequent funding (after the initial three years) may be disbursed based on the student's performance and the availability of funds, but only after awards are given to students in the first three years of their program.

Students from out-of-state who can qualify as Virginia residents are expected to do so after their first year. The department is unlikely to fund tuition remission for returning students at out-of-state rates.

## **Additional Funding**

Full-time doctoral students who receive funding for three years on admission may apply for additional funding for their fourth and/or fifth years of study. This additional year is never promised or guaranteed. Students may apply only after they have advanced to candidacy. Preferences will be given to students in the final stages of completing their dissertations.

1. Part-time doctoral students who wish to change to full time status may apply for funding, but their applications will be considered in the same pool as M.A. students who apply for funding.

2. Full-time students with funding may switch to part-time status, without funding. If they wish to return to full-time status, they may reapply for funding at any time. However, their request will be considered along with applicants discussed in point 2, above. They will not be guaranteed funding simply because they initially received funding.
3. Full-time students who are admitted to the doctoral program without having an M.A. may apply for an additional fourth year of funding. They will be given priority over those students discussed in points 2 and 3, above. They will compete on the same basis with other doctoral students for additional funding, beyond the fourth year.

Entering students will be eligible for up to three years of initial funding. Subsequent funding (after the initial three years) may be disbursed based on the student's performance and the availability of funds, but only after awards are given to students in the first three years of their program. The university has stipulated that doctoral students may receive a maximum of four years of funding from the university.

### **Transfer of credits**

Students entering the program with coursework from another institution can lessen this requirement through a transfer of credits. The student may transfer up to 12 credit hours from another accredited institution. However, four conditions must be met:

- Courses may not have been taken more than 6 years ago.
- Credits may not have been used for another degree.
- Student must have received a B or better in the courses.
- Courses must be graduate credit.

The credits must, in the opinion of the Graduate Director, be appropriate to the student's program of study.

### **Reduction of credits**

For students entering the doctoral program with a master's degree or other graduate degree, the number of required credits may be reduced by a maximum of 30 credits, subject to the approval of the program faculty. Requests for reduction of credit are reviewed only after acceptance to the doctoral program.

Students entering with a Master's degree or other graduate degree, even if taken more than six years ago, may apply to the Graduate Director for a reduction in credits necessary for the Ph.D. The Graduate Director will review the transcripts in order to determine the extent to which the previous courses apply to the student's current program of study and to discern whether any requirements may be waived. The Coordinator shall then make a recommendation to the Graduate Committee about the number of credits to be reduced, up to a maximum of 30. The Graduate Committee will make a final determination about the reduction in credits.

As per university regulations, a student must take at least 36 credits at GMU. In other words, the total number of transfer credits and reduced credits, in whatever combination, may not exceed 36.

### **Advising and Changes to Program**

Students must meet with the Graduate Director to schedule classes for the first semester and plan a program of study. Students entering with a Master's degree (or equivalent) shall complete a program of study that includes a listing of major and minor Fields, anticipated

advisors, and possible coursework. Before completing the second year of coursework, or completing the first field statement, the student should arrange to file a program of study with the dean's office. After the Graduate Director signs off, a copy will be placed in the student's file and another copy sent to the CHSS dean's office.

Students entering without a Master's degree will be encouraged to complete their M.A. in a timely fashion. Selection of a track constitutes the program of study for Master's students. At the completion of the M.A., another meeting is necessary to plan the student's doctoral program.

As soon as possible after entering the doctoral program, students should identify their dissertation advisor, who will then be responsible for advising. Students must review, and if necessary revise, their program of study at three points: completion of the M.A. (if applicable); completion of 18 hours of doctoral work; and advancement to candidacy.

### **Program Review**

Effective the 2004-05 academic year, students in the doctoral program in History will be terminated from the program after receiving more than one unsatisfactory grade (defined as C and/or F). As in all graduate programs at the University, Graduate students who accumulate grades of F in two courses or nine credits of unsatisfactory grades (C, F, IN) in graduate courses will be dismissed from the university. The notation of dismissal is affixed to the graduate students' record and the student may not take additional courses at GMU.

In addition, student academic progress as a whole will be reviewed two or three times—depending on whether or not they have a Masters degree. The graduate committee will do the review. Students entering with only a B.A. degree will be reviewed at the completion of their M.A. All students will be reviewed at the completion of 18 credit hours of post-MA coursework.

For these two reviews, there are three possible outcomes: continuation, dismissal, or probation with another review after 6 additional credit hours. The reviews will consist of an examination of the student's transcript and consultation with the student's major advisor. Where dismissal or probation is being considered, the committee will also query the student's various instructors regarding his/her performance and potential for completing the degree. After students' eighteen-hour reviews, they will get a letter advising them that they have been approved to continue in the doctoral program, on probation, which leads to another review after another six hours, or terminated. If the student is continued, he/she will be advised to select the chair of their Major Field examination committee. This should be a person with whom the student has taken, or will take, a History 803. This person is NOT necessarily the dissertation adviser. After the student fills out the appropriate form, the Graduate Director will appoint two other members to the exam committee, usually, though not always, people with whom the student has worked.

The third stage of review comes with the major field exam and minor field statements. Achieving passing grades on the exam and field statements shall be regarded as satisfactory proof that the student should advance to candidacy upon satisfactorily completing the dissertation prospectus.

In the case of dismissal, the dean's office sends the dismissal letter, in which students are given a limited time to appeal before the dismissal becomes final. If students wish to appeal a dismissal, they must do so in writing. The appeal should describe any extraordinary circumstances that resulted in their poor performance and provide documentation for their

claims. A statement from the Graduate Coordinator and/or other faculty members will strengthen the appeal.

### **Disclaimer**

In the event that any departmental rules conflict with CHSS or university rules, the CHSS or university rules shall prevail.

### **Theoretical Semester-by-Semester Plan**

Below is a semester-by-semester plan for a student who is focusing on Public and Applied history who is attending the program on a part-time basis. For the purposes of this example, let's imagine a curator, who already possesses a M.A. in History, who works at the Newseum, the history of journalism museum located in Arlington, Virginia. She is doing a major field in U.S. history; a minor field in the history of the press and an applied minor field in non-profit management. The schedule assumes that the student will receive some released time from her employer, particularly in the early stages of the program. Coursework and exams must be completed within six years; dissertation must be completed within five years after advancing to candidacy.

#### ***Fall Year One***

History 610: Study and Writing of History

History 696: Clio Wired: An Introduction to History and New Media

History 810: History Doctoral Colloquium

#### ***Spring Year One***

History 613: The Colonial Origins of American Society

History 711: Research Seminar in U.S. History

History 810: History Doctoral Colloquium

#### ***Summer Year One***

History 618: The Age of Jackson, 1815-1854

History 804: Doctoral Readings in U.S. History

#### ***Fall Year Two***

History 697: Creating History in New Media

History 615: History of the Press in the U.S.

History 810: History Doctoral Colloquium

#### ***Spring Year Two***

History 811: Doctoral Research Seminar in History

History 629: The Gilded Age and Progressive Era

History 810: History Doctoral Colloquium

#### ***Summer Year Two***

History 804: Doctoral Readings in U.S. History

History 7xx: Internship in New Media and History

Major Field Exam in US History taken

***Fall Year Three***

History 635: History of European Press  
PUAD 505: Introduction to Management of Nonprofits  
History 810: History Doctoral Colloquium

***Spring Year Three***

PUAD 702: Nonprofit Law, Governance, and Ethics  
History 803: Doctoral Readings in Press History Readings  
History 810: History Doctoral Colloquium  
Minor Field Statement in History of Press submitted

***Summer Year Three***

PUAD: Directed Readings in Nonprofit Management  
Minor Field Statement on Nonprofit Management submitted

***Year Four +***

Oral comprehensive exam completed  
Advancement to Candidacy: Student then has five years to complete dissertation  
History 998 Dissertation prospectus (3-6 credits)  
History 999 Dissertation research and writing (minimum 15 credits)

Entering students will be eligible for up to three years of initial funding. Subsequent funding (after the initial three years) may be disbursed based on the student's performance and the availability of funds, but only after awards are given to students in the first three years of their program. The university has stipulated that doctoral students may receive a maximum of four years of funding from the university.