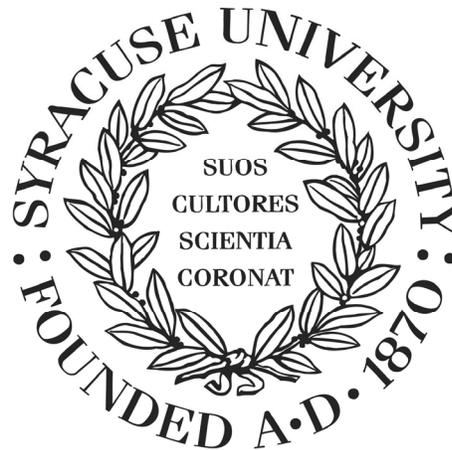


# DEPARTMENT OF HISTORY

## PH.D. & M.A. PROGRAMS OF GRADUATE STUDY



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## GENERAL PROCEDURES

### I. Admission and Registration

Advising: The Graduate Director advises incoming students. By the end of the first year, students select an advisor (with the advisor's consent), who replaces the Graduate Director in that capacity.

### II. Graduate Committee

- A. Petitioning: The Graduate Committee may make exceptions to the rules in special cases. The Graduate Committee considers only petitions (available in the Department office) signed by the advisor, Graduate Director and Department Chair.
- B. Review: Graduate Committee decisions are subject to review and alteration by the full department.
- C. Decision-Making: Members of the Graduate Committee have an equal vote in all decisions, except that student members may not vote on recommendations concerning applications for financial aid, or on any student's continuation in the program.
- D. Timetable for Normal Progress in Graduate Work:
  - 1. Students working on the M.A. normally complete a thesis or take the M.A. examination by the end of their second year.
  - 2. Students normally complete qualifying Ph.D. examinations by the end of their sixth semester (fourth semester for those entering who have had hours transferred from previous MA degree from another institution.
  - 3. M.A. students typically receive four semesters of financial aid from the resources of Syracuse University. Students working toward the Ph.D. (whether entering with the B.A. or M.A.) typically receive at least ten semesters of financial aid.
- E. Progress: Faculty members of the Graduate Committee review students' progress annually.
  - 1. At the end of each semester, every faculty member teaching graduate students submits a written evaluation to the Graduate Committee for each student.

2. After filling out their portion of the digital annual review form, students meet with their faculty advisor to discuss yearly progress. The completed form is emailed to the Graduate Director and placed in the student's file. If desired, a student or her/his advisor may request a meeting with the Graduate Director. The Graduate Director may also request a meeting.
3. A student who completes an M.A. and wishes to apply for continuation toward the Ph.D. must petition the Graduate Committee. Once approved, student submits a signed Internal Admit form to GEMC – Enrollment Management. Note that although admission may be approved at any time during the year, funding decisions are only made each spring for the following year.

F. Continuity of Study:

1. Masters (6.4.2 Academic Rules and Regulations of the Graduate School):  
“All requirements for the master's degree must be completed within a period of seven years from the date the student registers for the first course to be used in her or his advanced degree program. If the degree is not obtained within this seven-year period, a student may petition her or his academic unit and the Graduate School for reinstatement of credit in an outdated course, stating the rationale for maintaining currency of knowledge.”
2. All doctoral students who have not passed their qualifying exams within seven years of matriculation and all doctoral students who have passed their qualifying exams but have not successfully completed and defended their dissertation within five years are required to enroll in GRD 991 and pay one credit hour of tuition for each fall and spring semester until their milestone is achieved.
3. Additionally, any candidate for the doctorate who fails to complete her or his dissertation within five years after passing their qualifying examinations who, subsequently, seeks to complete the doctorate must repeat the qualifying examinations unless a petition for an extension of time is approved by the Graduate Committee. The candidate is still required to enroll in GRD 991 and pay one credit hour of tuition for each fall and spring semester until their degree has been finalized.

G. Other Regulations: The *Graduate School Bulletin* contains regulations that apply to all graduate students. It is the responsibility of all students to know and comply with these regulations.

## PH.D. PROGRAM

### I. Requirements

- A. M.A.: Students desiring to complete the Ph.D. may, if they choose, fulfill requirements for the M.A. degree.
- B. Credits:
  1. *Prior to Comprehensive Exams*: Students must complete a minimum of 48 hours of coursework before taking comprehensive exams (with all grades posted and a minimum of a “B” grade for each class).
  2. *Prior to Completion of the Dissertation*: Students must complete a minimum of 72 hours before submission of the dissertation. This includes the 48 hours of coursework and an additional 24 hours of dissertation preparation (HST 999).
- C. Other Requirements and Restrictions:
  1. *Seminars*: In the first year, each student must take three seminars: Historiography (HST 801 offered fall semester), Methods (HST 803 offered spring), and Research and Writing (HST 804 offered spring).
  2. *Restrictions*:
    - a) Non-History Credits: During their enrollment in the Department’s graduate program, students taking non-HST graduate courses can count a maximum of 12 credit hours from such courses towards their 48 credit-hour requirement.
    - b) Comp exam preparation hours: a maximum of six credit hours of HST 996 can be counted towards the 48 credit-hour requirement.
    - c) HST credits: in addition to the three required first-year seminars, a minimum of six of a student’s 48 required credit hours must be HST credits from courses offered by the Department. HST 996 credits do not count towards this requirement. HST 690 and 990 (independent study) credits do count.
    - d) Online courses do not count towards the required 48 graduate coursework hours.
  3. *Transfer of Credits*: Upon successful petition, up to 24 hours of graduate credits taken at other departments or institutions prior to enrolling in the Department’s graduate program can be counted towards the 48 credit-hour requirement.

### II. Languages

A. Language Proficiency:

1. *Requirement:* All students take one formal two-hour foreign language exam consisting of a translation of approximately 500 words with a dictionary in hand. The Department strongly encourages, and most major fields require, knowledge of at least one additional language. Advisors inform students of any additional language(s) required for the major field. The student's advisor may require a second formal foreign language exam.
2. *Administration:* The exam is normally given by a faculty member in the History Department or the Department of Languages, Literatures, and Linguistics.
3. *Unusual Circumstances:* If Syracuse University does not offer the language, the student and Graduate Committee will make alternative arrangements.

B. Credit Restriction: Language or skill proficiency credits do not count toward the 48 hours of coursework but can count toward the 72 hours required for the degree.

C. Schedule for Completion: Students must complete the language exam during the first year of doctoral study. The second language exam, if required by student's advisor, must be completed prior to the comprehensive exams.

### III. Residence

- A. During Coursework: Students take at least 24 credit hours during the regular academic year, not through summer sessions or University College.
- B. During Research and Writing: There are no residence requirements.

### IV. Selection of Fields

- A. Major Field: Selected by student and advisor by the end of the first year.
- B. Minor Fields: Student and advisor select two with permission of respective advisors.
- C. Composition of Fields: One of the minor fields must be in History; the other may be in History or a related discipline.
- D. Major Fields:

Africa  
Pre-Colonial  
Modern

East Asia  
Pre-Modern China  
Modern China  
Pre-Modern Korea  
Modern Korea

Europe  
Ancient  
Medieval  
Early Modern  
Modern

Latin America  
Modern  
Colonial  
Mexico  
Caribbean

North American/United States  
Early  
Modern  
Women

Religion  
Native American  
African American

South Asia  
Modern and Contemporary

Thematic  
Empire, Nation, Citizenship  
Labor and Social Movements  
Mediterranean World  
Modern Atlantic  
Political Violence  
Intellectual History  
Crime, Law, and Deviance  
Women, Gender, and Sexuality  
Race and Ethnicity  
Religion and Society

- E. Minor Fields: Any topic offered as a major field may be taken as a minor field, with the understanding that the topic will be limited geographically, temporally, and/or thematically in consultation with the field advisor(s). Examples of minor fields include:

Africa  
Pre-Colonial  
Modern

East Asia  
Pre-Modern China  
Modern China  
Pre-Modern Korea  
Modern Korea

Europe  
Ancient Greece  
Ancient Rome  
Early Medieval Europe  
High Medieval Europe  
Renaissance and Reformation  
Early Modern Europe  
Early Modern Britain  
Early Modern France  
Imperial Russia  
Modern Britain  
Modern Germany  
Soviet Union  
Modern Italy

Interwar Europe

Latin America  
Colonial  
Modern  
Mexico  
Caribbean

South Asia  
Modern and Contemporary

North American/United States  
Early  
Modern  
Women  
Religion  
Native American  
African American

Thematic  
Empire, Nation, Citizenship  
Historiography  
Environmental History  
Labor and Social Movements

Mediterranean World  
Modern Atlantic  
Political Violence  
Intellectual History  
Crime, Law, and Deviance  
Social Theory and Cultural  
Criticism

Women, Gender, and Sexuality  
Race and Ethnicity  
Religion and Society

- F. Other Minor Fields: Students may, with the advisor's approval, petition for any Minor Field not included in the above list.
- G. Fields Selected from other Departments: With the advisor's approval, the student may select one of the minor fields from a related discipline, according to departmental guidelines for oral exams (see section V.B).

## V. Examinations and Admission to Candidacy

- A. Eligibility: A student is eligible to take the comprehensive examinations after:
1. Completing a minimum of 48 hours of coursework (with all grades posted and a minimum of a "B" grade for each class). The 48 hours can include six hours of comprehensive examination preparation (HST 996).
  2. Removing any incompletes.
  3. Fulfilling the language requirement(s).
- B. Oral Comprehensive Examination:
1. *Structure:* Students normally take the oral examinations (approximately two hours) in their Major Field and in both Minor Fields (arranged by examiners and the Graduate Director) in the spring term of the third year. The oral exams consist of three parts: one hour for the major field, and one half hour for each minor field. Students who enter the Ph.D. program with an MA in History transferred from another institution generally take the comprehensive exams in the spring term of the second year. For each field, students prepare under the guidance of one faculty member. The examining committee must consist of three faculty members, except in exceptional circumstances and by petition, and a moderator appointed in alphabetical order by the Graduate Director from the roster of full-time tenured faculty members in the Department. The major field will consist of 50 books or the equivalent. The minor field will consist of 35 books or the equivalent.
  2. *Assessment:*

- a) For each discrete field, the appropriate examiner determines pass with distinction, pass, low pass, or failing performance upon completion of the oral exam. The exam as a whole is passed or failed based on the examiners' consensus. The moderator observes the exam to ensure that it is conducted appropriately but does not participate, deliberate, or vote on the outcome. Examiners notify the student of the outcome of the examination by formal letter. A copy of the letter will be placed in the student's file and a copy forwarded to the Graduate School.
- b) Examiners report in writing on the exam to the Graduate Committee, including comments in support of their judgments. Students have access to written comments, records of which are in their files.
- c) In the event of failure of one or more component(s), students confer with the examining committee and select a written or oral retake on said component(s), to be taken by the end of the following semester and evaluated by the relevant examiner(s) in consultation with the oral examination committee and the Graduate Director. The examining committee reconvenes in the event of an oral retake.
- d) Failing the same exam twice results in expulsion.
- e) All oral exams are digitally preserved until formal notification of passing the exam(s) is given. In the case of a failed exam(s) the recording is preserved until successful completion of exam(s).

C. Oral Defense of Dissertation Proposal

- 1. Ph.D. candidates submit a written dissertation proposal for formal approval. The proposal, 15-30 pages in length, must include: an abstract (no more than 150 words); a comprehensive statement of the study's thesis; formulations of the main questions to be addressed; reviews of methodological issues and extant historiography; discussion of the major primary and secondary sources; and bibliography, 3-5 pages in length, of both primary and secondary sources. Students must defend proposals within a semester of successful completion of comprehensive examinations.
- 2. Students may proceed to the oral defense of the dissertation proposal only after successfully completing the language exam(s) and comprehensive exams.
- 3. The examining committee consists of the Major Field advisor and at least two other faculty members, at least one of whom must be in History. At least two weeks prior to the oral defense, examiners will receive the dissertation proposal. Failure of the oral defense of the dissertation proposal more than once results in expulsion.
- 4. The examining committee evaluates the proposal (pass or fail) and provides

guidelines for resubmission in cases of failure.

5. A copy of the approved proposal, signed by the advisor, is placed in the student's file.
6. Once defense proposal has been approved and accepted, the student submits to the History front office a brief dissertation description for posting to the History Department web pages.
7. Upon successful completion of the oral Ph.D. defense proposal, the advisor sends a formal letter certifying that the student has advanced to Ph.D. candidacy, showing satisfaction of course credit requirements, passage of language requirement(s), satisfactory completion of oral exams, and approval of the dissertation proposal. A copy is placed in the student's file.

## **VI. Advancement to Candidacy**

Students advance to candidacy upon satisfaction of requirements (V.C.7 above). The student's advisor of the examining committee notifies the Department, which in turn notifies the Graduate School and the Maxwell Dean's Office by submitting a signed ABD Status form. A copy of this form is maintained in the student's file.

## **VII. M.Phil. Degree**

By advancing to candidacy (thereby attaining ABD status), students have met all of the requirements for the M.Phil. and are eligible to request the degree. Students may receive both the M.A. and the M.Phil. Doctoral students in good standing may attain the M.Phil. (as with the M.A.) on their way to the Ph.D. Doctoral students who have had hours transferred from a Masters degree from another institution are not eligible for an MA degree from the History Department.

## **VIII. Dissertation**

- A. Length and Originality: Based on authentic research, the dissertation should not exceed 400 pages.
- B. Drafting: Students work in consultation with the advisor and other faculty members. Residence is encouraged but not required.
- C. Preparation for Defense: When the advisor and at least one other faculty member deem the manuscript acceptable for presentation, students submit the work to committee members in typed form. Students submit the following: the Program of

Study form, the Request for Examination form (electronic version and then signed copy to follow), and the on-line Diploma Request card. Students are also responsible for coordinating the date and time of defense with faculty and for reserving a room location with the assistance of the History front office.

- D. Oral Defense: The committee — consisting of five faculty members (at least three from History) and chaired by a sixth (from outside History) — reads the finished dissertation.
- E. Grading: Acceptance of the dissertation is by majority vote, but the majority must include the dissertation advisor.
- F. Form: Students adhere to the Graduate School's formal stylistic requirements before final submission.
- G. Notification of Completion: Students finalize and submit the completed signature page and final dissertation to the Graduate School.
- H. Time Limit: The Department imposes a time limit of five years between the date of successful completion of comprehensive examinations and completion of the dissertation.

## **M.A. PROGRAM**

### **I. Requirements**

- A. Language: Each student fulfills requirements in one foreign language prior to taking the Master's examination or the submission of a thesis. Courses fulfilling this requirement are not included among credit hours required for the degree (30 hours).
- B. Field Selection: Students choose one (see Major Fields, IV.D above).
- C. Credit for Non-History Courses: Students can take nine (9) graduate hours.
- D. Undergraduate Course Credit: Students may not apply courses carrying graduate credit (registered as HST 690 noting undergraduate component) to the required course credit hours.
- E. Online courses do not count towards the required 30 graduate course credit hours.
- F. First-Year Course Requirements: Each first-year student must take Historiography (HST 801 offered fall semester); Methods (HST 803 offered spring); and Research and Writing (HST 804 offered spring).
- G. Transfer of Credits: Upon petition the Department may accept up to nine (9) hours of transfer Graduate credits from other departments or institutions.

## II. The Two Options

### A. The Examination Option:

1. *Credit Requirements:* The student must complete 30 hours of coursework.
2. *Eligibility:* After registering for at least 30 hours of coursework (with all grades posted and a minimum of a “B” grade for each class) and satisfying the language requirement, students take a comprehensive oral examination in a chosen field (generally at the end of the fourth semester). Students enrolled solely in the M.A. program, as a rule, will take this exam at the end of their fourth semester in the program. For students enrolled jointly in the M.A. and Ph.D. programs, the M.A. exam is coterminous with the major field portion of the Ph.D. qualifying exams.
3. *Scheduling:* Students normally take the oral examination (approximately one hour) in their Major Field (arranged by the examiner and the Graduate Director). The advisor examines the student in the presence of a moderator appointed in alphabetical order by the Graduate Director from the roster of full-time tenured faculty members in the Department.
4. *Admission to the Ph.D. Program (for Students admitted solely to the M.A. Program):* For Masters students who wish to be admitted to the Ph.D. program, the advisor relays to the Graduate Committee the student’s M.A. examination results, evaluation of the student’s overall performance, and a recommendation for or against admission to the Ph.D. program.

Students enrolled solely in the M.A. program, who successfully pass the M.A. examination and who are admitted to the Ph.D. program, normally take the Ph.D. comprehensive exams (Major Field exam and two Minor Field exams) by the end of their second semester after completing the M.A.

5. Assessment:
  - a) The Advisor determines pass with distinction, pass, or failing performance upon completion of the oral exam.
  - b) The Advisor reports in writing on the exam to the Graduate Committee, including comments in support of his/her judgment. Students have access to written comments, records of which are in their files.
  - c) In the event of failure, the student confers with the examiner and schedules a written retake, to be evaluated by the Advisor, another History faculty member appointed by the Graduate Committee, and the Graduate Director.

- d) Failing the same exam twice results in expulsion.
  - e) The oral exam is digitally preserved until formal notification of passing the exam is given. In the case of a failed exam the recording is preserved until successful completion of the exam.
6. *Notification:* The advisor notifies the student via formal letter of the outcome of the examination. A copy of this letter is placed in the student's file and a copy forwarded to the Graduate School.

B. Thesis Option:

1. *Course Requirements:* The student must complete 30 credit hours, which includes 24 coursework hours and six thesis hours, HST 997 (nota bene: six M.A. Thesis hours may count towards the 48 course hours required for admission to Ph.D. candidacy).
2. *Length:* The thesis normally does not exceed 100 pages, conforming to the Graduate School guidelines.
3. *Proposal:* The advisor and at least one other member of the prospective committee approve proposals. Proposals, normally 8-12 pages in length, include: a comprehensive statement of the study's thesis; formulations of the main questions to be addressed; reviews of methodological issues and of historiography; discussion of sources; and bibliography, two to four pages in length, of both primary and secondary sources. Students defend proposals within one semester following successful completion of coursework. A copy of the approved proposal, signed by both the student and the advisor, is placed in the student's file. The advisor confirms by formal letter to the student that all requirements have been met in preparation for the Master's thesis. A copy of the letter will be placed in the student's file and a copy sent to the Graduate School.
4. *Thesis:*
  - a) *Submission:* Prior to the oral defense, the advisor and one other faculty member approve the thesis in principle.
  - b) *Defense:* Students make an oral defense before a committee that must consist of four faculty members: three committee members, at least two of whom are members of the History faculty, and one chair from outside the History Department.
  - c) *Assessment:* This committee recommends whether the thesis is acceptable, needs revision before approval, or is unacceptable. A majority of the members of the committee, including the thesis advisor, give approval before a degree can be awarded.

- d) *Notification of the Graduate School:* See A.6 above.
- e) *Admission to the Ph.D. Program (for students admitted solely to the M.A. program):* See A.4 above.