The Gray Book

A Guide to the Graduate Program in History

University of Michigan

2017-18
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Section 1: Introduction

The goal of the doctoral program in the Department of History is to engage graduate students and faculty in individual and collective interdisciplinary investigations of historical thought and in research on the historical experiences of humanity in different times and places. Graduates are expected to make innovative and enlightening contributions to the study of history, whether as teachers, researchers, public historians, or to bring historical skills and capacities to bear on a host of other careers both inside and outside the academy.

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

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

Rackham Graduate School Policies

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

Rackham policies, procedures and requirements are published in the online Rackham Graduate School Academic Policies (hereinafter Rackham student handbook). It contains the general rules that cover graduate study in Rackham programs, including information about admission and coursework standards, tuition and fee policies, registration procedures, grading policies, formation of the dissertation committee, and awarding of degrees. Information about Rackham is available at www.rackham.umich.edu. Changes in Rackham policies are announced through a monthly graduate student email update, department and program offices, and in the online version of the Rackham handbook. Rackham, however, does not always inform the department of its policy changes. In such cases, the most up-to-date Rackham guidelines always supersede what is stated in the History Gray Book for any rule, policy, procedure, or requirement governed by Rackham.
History Graduate Program Governance

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

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

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

The DGS serves as the head of the Graduate Committee, which is chosen by the Executive Committee, and includes the Associate Chair, the Associate Director of Graduate Studies (ADGS), a student representative nominated by the Graduate Organization of Students in History (GOSH), and at least three other faculty members from the department. The Graduate Committee functions as an advisory panel on graduate student affairs and makes recommendations to the faculty regarding individual screening cases and general graduate program policies. Upon request, the Graduate Committee may serve as an appeals board for graduate student matters, including review of decisions by the DGS. The Graduate Committee also functions as the Admissions Committee, in consultation with the field caucus leaders, to determine the final admissions list for the incoming class each year.

The Associate Director of Graduate Studies (ADGS), in consultation with the DGS, oversees all matters relating to the financial support of graduate students, including the allocation of funding packages to continuing students and the appointments of graduate student instructors (GSIs). The ADGS is the designated resource person concerning graduate fellowships, both internal and external, and is responsible for maintaining and circulating resources and announcements relevant to funding opportunities. The ADGS organizes all competitive and other fellowship opportunities provided by the department and the university and solicits applications from the graduate student body. The Graduate Committee as a whole is responsible for selecting candidates for all competitive funding opportunities.
Policy matters and other general questions are normally determined by the faculty as a whole at department meetings. Graduate students are welcome to attend department meetings, except during faculty discussions of graduate student screening and fellowships decisions.

**Affiliated PhD Programs**

The History Department sponsors three affiliated PhD programs: the **Interdepartmental Program in Greek and Roman History** (jointly with the Department of Classical Studies), the **Joint Program in History and Women’s Studies** (with the Women’s Studies Department), and the **Interdisciplinary Program in Anthropology and History**. Students in Greek and Roman History, and History and Women’s Studies, should consult the graduate handbooks for their respective joint programs, in addition to the History Department’s Gray Book. Students in Anthropology and History follow the regulations and guidelines in Anthro-History’s “Red Book.”

**Student Rights and Responsibilities**

When students choose to accept admission to the university, they accept the rights and responsibilities of membership in the university's academic and social community. The History Department strongly adheres to the university and Rackham policies and procedures on student rights and student records, academic and professional integrity, academic appeal and grievance procedures, discrimination and sexual harassment. These policies and procedures may be viewed at the following sites:

- Office of Student Conflict Resolution: [www.oscr.umich.edu](http://www.oscr.umich.edu)
- Rackham Student Life: [www.rackham.umich.edu/student_life](http://www.rackham.umich.edu/student_life)
- U-M Research Policies: [http://orsp.umich.edu/policies/](http://orsp.umich.edu/policies/)
- Rackham Academic Policies: [http://www.rackham.umich.edu/current-students/policies/academic-policies](http://www.rackham.umich.edu/current-students/policies/academic-policies)

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

Instructors in the History Department are expected to set fair and consistent grading procedures for their respective courses. If the grading rubric is used consistently for each student, then the final grade is assumed to be the correct grade. However, students can inquire about a grade and subsequently initiate a grade grievance when they think that the grade was unfairly given.

To appeal any grade (or other course-related matter), students must follow these steps:

I. Consultation with the Instructor. The first step in inquiring about the accuracy of a final grade or any other course-related matter should be directed to the lead instructor of the course. This initial inquiry should take place within the first fifteen university business days of the first full term following the term in which the disputed grade was issued. In general, the student should communicate the concerns to the instructor in writing and then schedule an appointment if necessary. Many instructors spell out specific procedures for grade appeals in their syllabi, which should be followed as long as they do not conflict with this departmental policy.

II. Filing a Grievance. If, after this inquiry, the student is not satisfied with the instructor’s response, the student may choose to initiate a formal grade grievance. To start this process, the student should contact the Director of Undergraduate Studies (DUGS) (if an undergraduate) or the Director of Graduate Studies (if a doctoral student) before the end of the fifth week of classes in the first full term following the term in which the disputed grade was issued.

To initiate the formal grade grievance process, the student must convey in writing the basis for the complaint, with specific evidence in support of the argument that the grade either was given in error or was unfairly determined. This formal complaint also should summarize the outcome of the initial inquiry to the course instructor, indicating what aspects are in dispute. Upon receipt of the written complaint, the DUGS/DGS will ask the instructor to provide a written summary restating how the final grade was determined and to respond to the specific claims made by the student.

After receiving this information from both the student and the instructor, the DUGS/DGS will then determine if sufficient evidence exists to convene the department’s Grade Grievance Committee. The DUGS/DGS should also consult with the Associate Chair about the case.

If the DUGS/DGS determine that there is insufficient evidence for the grade grievance, the matter is considered closed, and the original grade stands. If the DUGS/DGS determines that the grade grievance should proceed, a date for a formal hearing with the
Grievance Committee will be set. The DUGS/DGS should communicate this decision in writing to the student, the instructor, and the Associate Chair.

III. Grievance Board Hearing. In the event of a formal hearing, the DUGS/DGS will appoint a 4-person grievance board from among the members of the relevant committee. In a case involving an undergraduate student, the grievance board will consist of two faculty members and the two undergraduate members of the Undergraduate Committee. In a case involving a graduate student, the grievance board will consist of two faculty members of the Graduate Committee and two graduate student executives from GOSH. The grievance board will not include the DUGS, DGS, Associate Chair, or anyone else with a potential conflict of interest in the case.

The grievance board will receive the written student complaint and the instructor’s summary in advance of the formal hearing, and both the student and the instructor will also receive these records as well. During the formal hearing, the student will be asked to first present the basis of his or her complaint; the instructor will then be asked to present his or her explanation for how grades were determined. Following an open period of questions to all parties, i.e., the student, the instructor and the Grade Grievance Committee members, the formal hearing will be adjourned.

IV. Grievance Board Recommendation. The grievance board will then have ten university business days to determine its recommendation and submit a written report to the DUGS/DGS.

If the grievance board decides that a grade change is not warranted, the DUGS/DGS will convey this in writing to the student and the instructor. The original grade will stand and the matter is considered closed.

If the grievance board recommends a grade change, the DUGS/DGS will communicate that decision directly to the instructor. The instructor will then be asked to respond in writing within five university business days to the DUGS/DGS indicating whether or not he/she will abide by the grievance board’s recommendation. If the instructor agrees to a grade change, the DUGS/DGS will inform the student in writing of the instructor’s decision and the student’s final course grade will be changed. The matter is considered closed.

If an instructor does not accept the grievance board’s recommendation to change the final grade, the original grade will stand. By college policy, a final course grade rests solely with the instructor and, as such, a course grade cannot be changed without the instructor’s consent. When this occurs, the DUGS/DGS will convey this decision in writing to the student. The matter is considered closed.

There is no grade appeal beyond the department. If, however, the student or the DUGS/DGS has concerns about the unfolding of the process itself, rather than the
specific grade, these should be communicated to the Associate Chair as the representative of the Executive Committee.

**Records Accessibility**
The Registrar's Office maintains information pertaining to enrollment and the official academic record (transcript). The Student Financial Services Office maintains information about charges assessed and payments made to your account. Information concerning your academic progress—admissions application, test scores, letters of recommendation, and copy of the academic record—can be found in the History Department office. Students who would like to read their History file may do so by making a 24-hour advance request with the graduate office. If access to various letters of recommendation has been waived, they will be removed before the student is allowed to read the file.

**Student Progress (Time to Degree)**
Rackham has established rules governing “time-to-degree,” that is, the time limit for Rackham graduate students to complete the PhD. Students must achieve candidacy by the end of their third year in the program and must complete all requirements for the PhD within five years of achieving candidacy but no more than seven years from entering the program. This time period can be extended for students who are on approved leave of absence or extramural study or who receive an approved extension for time to degree. In all cases the DGS must be consulted as soon as a student suspects he or she will be unable to comply with Rackham’s schedule.

To help students and their advisors to plan in accordance with Rackham’s deadlines, and to aid in making funding decisions, the department requires students to complete an annual *Academic Progress Report* during the winter term and to confer annually with their academic advisor to discuss their progress and future plans. In addition the department has established the following milestones for satisfactory progress to degree: 1) screening by the end of the 2nd year; 2), preliminary exams (“prelims”) and candidacy by the end of the 3rd year; 3) prospectus by the end of the term following advancement to candidacy. Once candidacy is achieved, specific benchmarks for adequate progress on the dissertation should be defined between the student and the advisor in each annual progress report. Adequate annual progress should aim to enable a student to meet Rackham’s time to degree deadlines taking into account any necessary extensions.

These milestones and other graduate school and department deadlines are discussed in detail in the Gray Book, Sections 3-5. Students or advisors who have questions should contact the graduate staff and/or the DGS.

**A Note about Forms**
Forms mentioned in the Gray Book are available for viewing on the History graduate office CTools site. Most program forms are produced by our student database and provided to students for completion. In addition, Rackham forms may be viewed on the graduate school’s website as well as History’s.
HISTORY PHD PROGRAM REQUIREMENTS SUMMARY & CHECKLIST

Following is a simple checklist you may use to ensure you are meeting the basic requirements for the PhD in History. Section numbers in parentheses refer to sections in the Gray Book.

☐ Two 600-level studies courses (Section 2):
  ☐ History 615
  ☐ History 611 (US-ists only; counts as 2nd 600-level studies course)
  ☐ One additional 600-level course (for non-US-ists—may also be taken in year two)

☐ Two 700-level seminar courses (Section 2)
  ☐ History 715
  ☐ History 716 or one additional 700-level seminar or independent study with research paper requirement

☐ Two cognate courses (Sections 2 & 3)
  ☐ For History GSIs, two terms of History Pedagogy Seminar I, and II (History 808, and 809 (Section 2)

☐ Language requirement (Section 3):
  ☐ One language for US-ists
  ☐ Two languages for non-US-ists

☐ Screening (Section 3)
☐ Preliminary examinations (Section 4)
☐ Completion of the Responsible Conduct of Research and Scholarship (RCRS) training requirement (Section 4)
☐ Dissertation prospectus presentation (Section 5)
☐ Dissertation defense and successful completion of all requirements (Section 5)
☐ Minimum GPA of 3.5 on a 4.0 scale (between B+ and A–)
☐ At least 18 graduate credits completed in residence for candidacy (Section 2)
☐ Unless on approved leave or extramural study, registration every fall and winter term until graduation (Section 2)

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

Year One: Students enroll in at least three classes (nine credits) each semester. All students take History 615 in the fall term of their first year, and History 715 in the winter term of their first year. US-ists also take History 611 in the winter term of their first year.
During the winter term all students also enroll in History 808, History Pedagogy Seminar I to prepare for teaching in the second year. The other courses vary depending on your specific interests and needs. One important goal to accomplish during the first year is to identify which faculty will serve on your prelim committee, and how your fields will be defined.

**Year Two:** Students serve as GSIs. The GEO contract stipulates that GSIs must be registered for a minimum of six credit hours and this satisfies the enrollment necessary for university services. Most students enroll in more courses however. New GSIs take one credit of History 809 in fall term, and one credit of History 810 in winter term. Students are screened during winter term of year two. Therefore, students should complete all course requirements for screening by the end of fall term of year two: History 615; History 715 and either History 611 or another 600-level History course. A grade of I (incomplete) or Y means that the course has not been completed and the requirement has not been fulfilled. By this time students should also have met the requirement for competency in one language, either by coursework or by examination. For other requirements for screening, see section 3.

**Year Three:** Students who GSI both semesters during the third year must register for at least six credit hours each term. Students should plan to take prelims in the fall or winter term of the third year. In any case, students must **pass prelims no later than the end of the second term of year three**, in compliance with Rackham candidacy deadlines. In order to comply with department and Rackham guidelines for progress to degree, you must achieve candidacy by the end of your third year. **At least six weeks** prior to the start of the exam students secure written acknowledgement from all of their committee members that they will be ready to take it. Once this is done, the student schedules the exam for a time that allows it to be completed before the deadline and when all members of the committee can meet. After successfully completing prelims, the student constitutes a dissertation committee, prepares a dissertation prospectus, and defends it orally. This should be done within one semester of prelims; normally, the prospectus defense should take place in the first few weeks of fall semester of the student’s fourth year.

**Year Four and Beyond:** After defending the prospectus, students research and write the dissertation. At this point, you will work individually with your dissertation committee. Although there is a great deal of variation, most students take approximately three years to conduct research and write the dissertation. Candidates register for History 995 (eight credits) with their dissertation chair every fall and winter term until graduation.
SOME PRACTICAL MATTERS

Travel Abroad
The university requires all faculty, staff and students traveling abroad to register with the U-M Travel Registry, which is accessed via Wolverine Access. In addition the university requires that students who are traveling abroad enroll in Travel Abroad Health Insurance. Students planning to travel abroad must comply with the latest version of the U-M International Travel Policy in the U-M Standard Practice Guide.

Letters of Introduction
Before embarking on archival research, you might find it helpful to request a letter of introduction from the Department of History to facilitate access to resources—especially for research abroad. The History graduate office maintains a standard letter which can be personalized to describe your dissertation topic and research needs, particularly in situations that pose limitations of access to rare documents. In some instances—perhaps going abroad—it may be useful to acquire a letter signed by the president of the University of Michigan. The graduate office can assist you with the request procedure, for which at least one week should be allowed. Letters in languages other than English are best provided by the dissertation advisor.

Departmental Communications
Every effort will be made to stay in touch with students while they are away from Ann Arbor. Students should keep the graduate office staff informed of current contact information: mailing address, telephone, email, etc. Notices of fellowships and special grants are generally forwarded to the “grad.com” email group.

Mailing Addresses
PhD candidates should be aware that the university directs mailings and distributes check payments to whatever local address is on the student’s data record with the Registrar’s Office. Make all necessary address changes on Wolverine Access. Address changes should also be provided to the graduate office via email.

Health Care
Students who are planning to leave Ann Arbor and who have GradCare should fill out the BCN GradCare Offsite Registration Form available for download from the UM Benefits website, and return it to the History grad office for approval and transmittal to BCN. Information is available on the University Health Service website.
Career Guidance

University of Michigan graduates have for many years succeeded in the academic job market at rates well above the national average. But the number of positions in the professoriate continues to shrink which has meant that some UM graduates have chosen to seek non-academic employment and launched successful careers that way. The history PhD. has thus proven to be an incredibly versatile degree. The UM History department is committed to helping graduate students maximize their career options. It has begun to develop strategies to support career diversity, with the long-term goal of building them into the framework of the program.

Students who plan to seek a teaching position should establish a reference file at the Career Planning and Placement Office early in the fall semester of the year they plan to enter the job market and well before application deadlines, which can be as early as October 1. This file should include at least three letters from professors with whom the student has worked closely (generally members of the dissertation committee). Students are also encouraged to request a “teaching letter” from a faculty member with whom the student has been a GSI. Students interested in an academic career should plan to attend the annual meeting of the American Historical Association in January of that year, when most preliminary interviews are held. It is essential that you stay in close and frequent communication with your advisor throughout the job search.

Doctorates in the humanities, including history PhDs, are often highly sought after in professions beyond the academy. Rackham runs a two-day intensive seminar for career exploration in the humanities each May entitled, “What Now? Career Paths for PhDs in the Humanities.” Students interested in exploring careers beyond the academy are encouraged to participate in this and other Rackham programs including the Rackham Mellon Immersive Experiences Program, and Rackham Professional Development workshops) at any stage during their academic training.

Although the success of any candidate always rests on the individual’s qualifications and abilities—not on the personal intervention of an advisor—there are many ways in which faculty members can help. Their experiences and insights constitute the best form of placement aid the department can offer: take advantage of this resource!
Section 2: Registration and Coursework

REGISTRATION

Unless on approved leave or extramural study, students must be registered every fall and winter term until graduation—this is called “continuous enrollment” by Rackham. During the course of graduate study, your registration status may change and may include full-time study, approved leave of absence and extramural study. Each registration status has different requirements and access to university services may be affected. Rackham provides a detailed discussion in the Rackham Graduate School Academic Policies (hereafter “Rackham student handbook”). The Rackham student handbook and the Registrar’s Office website are the primary sources of information on term registration, course enrollment, credits, grading and tuition expenses. Following are general guidelines for History students.

Full-Time Course Load

A typical full-time course load for graduate students is three courses of three credits each or nine credit-hours per term. During terms when students are GSIs, enrollment for six credit hours (graduate or undergraduate) will satisfy the requirements for university services. Registration for nine credits will ensure that the necessary number of credits is attained for various funding requirements. During the term in which prelims are taken, students are required to be registered for a minimum of one credit hour. Please refer to your current funding letter for specific registration instructions. Additional information on registration and maintaining full-time status is available in Rackham’s student handbook and the Registrar’s website.

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

Schedule

Registration for fall term begins in early April; winter registration begins in late November. Registration via Wolverine Access runs continuously through the drop/add deadline at the end of the third week of classes (see the LSA academic calendar for exact dates). The department encourages you to register early whenever possible, as fellowship stipends and other funding are dependent upon full-time registration well before the start of term. The Registrar’s Office assesses late fees for registration beginning on the first day of classes and payment of these fees is your responsibility. Unpaid fees and late charges do not carry over into the next term; instead the Registrar will prevent you from registering until all debts are paid on your account.
Change of Elections
A change of elections includes: dropping or adding a course, changing between credit and visit (audit) status, changing the hours for a course, withdrawing, or disenrolling for the term. You will be assessed a fee by the Registrar’s Office each time you make a change after the drop/add deadline date (at the end of the third week of classes; see Registrar’s website).

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

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

Grading
To maintain satisfactory academic standing, History graduate students must have a minimum GPA of 3.5 (between B+ and A-) on a 4-point scale. Letter grades are given for the majority of courses in the PhD program. Satisfactory/Unsatisfactory (S/U) grades are given for some independent readings courses, preparation for prelim courses and the dissertation candidacy course Hist 995. Courses without letter grades are not included in computation of the GPA.

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

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

LEAVE OF ABSENCE (LOA)
Events may occur that make it necessary for you to interrupt your progress toward the degree. Since students in PhD programs are required to be continuously enrolled, you may request a temporary LOA (for a minimum of one fall or winter term) when certain
Life events make continued active participation in your degree program impossible. A LOA enables a student to not register yet remain in compliance with the continuous enrollment requirement. In addition, the time limit for reaching candidacy or for completing the PhD will be extended by the number of terms you are on approved leave. There are four types of LOA: (1) medical reasons; (2) family necessity/dependent care; (3) military service; (4) personal reasons. For additional details, please refer to Rackham’s academic policies (Sec. 3.2.2) and the extensive materials available on Rackham’s website.

If you are contemplating a LOA, contact the DGS right away to set up a meeting to discuss the various options available and review the academic and financial implications. You are not required to disclose any personal details related to the LOA request to the graduate program. International students must contact the International Center to discuss how immigration regulations would impact a proposed LOA.

Students on an approved leave of absence have limited access to university facilities and services as follows:

Insurance and Health Care
- Are eligible to purchase an extension of existing coverage at personal expense; when taking a medical leave, the department may provide funding to offset this expense
- Not eligible to begin enrollment in GradCare or Domestic Student Health Insurance Plan
- Have access to the services of the University Health Service (UHS) through the provisions of any health insurance coverage the student may have or on a fee-for-service basis by purchasing the UHS Prepaid Plan

Academic Services
- Retain access to university’s libraries, including borrowing privileges and remote access
- Not eligible for university-administered fellowships, grants, temporary student employment or any of the following appointments: Graduate Student Instructor, Graduate Student Research Assistant, or Graduate Student Staff Assistant
- Not eligible for university grants or reimbursements for supplies, materials, travel or other expenses

Student Loans
- Not eligible to apply for new student loans intended to span the period of non-enrollment
- Should consult with Office of Financial Aid for deferral and forbearance options of any outstanding student loans

Email and Computing
- Retain access to university email account, storage space in the IFS home directory, and to university websites that require authentication with a Login ID
Other
◆ May be able to retain their University Housing contract, depending on the duration of the leave and its intersection with the contract (students who live in University Housing should consult with the Housing Office to understand their options to continue or cancel their contracts)
◆ Retain access to International Center
◆ Access to Recreational Sports with a continuing student pass at personal expense

EXTRAMURAL STUDY

Students in good academic standing, who enroll and pay tuition at another institution to pursue study relevant to their PhD degree, may be eligible for Extramural Study status if the course of study is seven weeks or longer, overlaps substantially with a U-M fall or winter semester, and is approved in advance by their advisor, the DGS, and Rackham.

Please refer to Rackham’s website for more details.

If you are contemplating extramural study, please contact the DGS right away.

Students have access to most U-M resource and services while on Extramural Study Status with the following exceptions:

Insurance and Health Care
◆ May be eligible to purchase an extension of existing coverage at personal expense
◆ Not eligible to begin enrollment in GradCare or Domestic Student Health Insurance Plan
◆ Have access to the services of the University Health Service (UHS) through the provisions of any health insurance coverage the student may have or on a fee-for-service basis by purchasing the UHS Prepaid Plan

Academic Services
◆ Not eligible for university-administered fellowships, grants, temporary student employment or any of the following appointments: Graduate Student Instructor, Graduate Student Research Assistant, or Graduate Student Staff Assistant
◆ Not eligible for the accommodative services of the Office of Students with Disabilities (although you may be able to access services through the institution at which you are a registered student)

Student Loans
◆ Not eligible to apply through U-M for new student loans intended to span the period of Extramural Study Status although you may be eligible to apply for loans through the institution at which you are a registered student
Not eligible to have your enrollment certified by U-M for the purpose of continuing to defer student loan repayments, although you may be eligible to continue deferrals due to your enrollment at the institution you will attend.

Other
- Access to Recreational Sports with a continuing student pass at personal expense
- Not eligible to access Student Legal Services

DISCONTINUANCE DUE TO NON-REGISTRATION

Students who are not registered, or on an approved Leave of Absence, or with Extramural Study status on the last day of classes in a fall or winter term will be discontinued from their program.

REINSTATEMENT

A former History PhD student who has withdrawn or has been discontinued while in good academic standing, or was discontinued for failing to show sufficient progress, may seek reinstatement to the program by completing an online reinstatement application (on Rackham’s website) and providing supporting materials. Reinstatement is at the discretion of the History admissions committee and decisions are based on factors such as the former student’s academic progress at the time of withdrawal as well as his or her readiness to return, the availability of faculty to advise the student, and other considerations. For a former student who was discontinued after achieving candidacy, the program may, at its discretion, ask the Graduate School to reinstate the former student as a candidate or to return him or her to pre-candidacy status if, for instance, the state-of-the-art knowledge in the field has changed substantially since the student was last active in the program. This applies also to cases whereby the student has changed his or her fields since achieving candidacy.

A uniqname and password are required to apply for reinstatement. To create or reactivate a uniqname, consult the ITS Help Desk. Please obtain a uniqname before beginning the reinstatement application process.

There is no fee to apply for reinstatement. If your request for reinstatement is granted, you are required to register in Rackham during the next fall or winter term. At that time, a reinstatement fee will be assessed if you were discontinued in Spring 2012 or later. Graduate programs granting reinstatement are responsible for covering at least 50% of the reinstatement fee. The reinstatement fee equals one-quarter of the prevailing Rackham candidacy tuition rate for each fall and winter term since being discontinued.
COURSES

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

Courses for Pre-Candidates

♦ Lecture Courses—400 & 500 Level
Undergraduate courses at the 400-level may be approved for graduate credit by arrangement with the instructor and with the approval of Rackham prior to the start of term. Additional work beyond the syllabus is required for graduate students and must be specified in advance by the instructor. The list of 400-level courses approved for graduate credit is available online in Rackham’s department information guide. Students who wish to take a course for graduate credit that is not on this list must petition the DGS and Rackham before the beginning of classes. Staff can advise students on additional options.

500-level courses are considered graduate-level and require no approval or additional work.

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

History 615—Introduction to the Comparative Study of History
All first-year students are required to take History 615 in the fall term. This designated studies course covers a broader scope than other studies courses. It is designed to offer first-year graduate students an introduction to historical literature and to encourage the development of critical skills in reading, writing, and discussion. History 615 is normally co-taught by two faculty members with diverse expertise; when more than one section of History 615 is offered, students are assigned to a section by the DGS prior to their arrival on campus. History 615 is not intended to prepare students for a particular regional or chronological specialization, but to provide a forum for collective examinations of methods, topics, and questions of historical writing and research; to this end, each section includes students from a variety of fields. It is our hope that the conversations begun in History 615 about the practice of history will continue in subsequent years as students pursue more specialized paths.
**History 611—The Literature of American History**
The purpose of this graduate seminar is to introduce first-year US-ist graduate students to certain important topics within the monographic literature of U.S. history and to develop critical interpretive skills. It by no means attempts to be exhaustive, either in terms of chronological or topical coverage. Rather the goal is to concentrate on a few areas that have been and/or now seem of importance within the field and to examine critically central texts helping to define major issues and avenues of research. It is generally co-taught by two U.S. history professors with differing areas of expertise. **This course is offered in the winter term and is a requirement for all first-year US-ists. This course also fulfills the second 600-level course requirement.**

♦Seminars—700 Level

Seminars provide an introduction to advanced research culminating in a substantial paper based on primary materials and informed by current historiography. While the seminar is a collective enterprise under the guidance of the instructor, each individual project is carried out with the guidance of the instructor and in consultation with the student’s major advisor. **All students are expected to complete History 715 (see below) in the winter term of the first year of study in the program; a second seminar is to be completed in the second year.**

**History 715—Seminar in Historical Research Methods I**
This is a team taught research seminar designed for pre-candidate graduate students in all fields of history and is offered in the winter term. Its aim is to guide students through the process of research and writing an article-length paper in their field of interest. Topics include: developing a prospectus, identification and critical use of sources, situating research within existing historiography, deploying critical theories and methodologies, and constructing a historical argument.

**History 716 – Seminar in Historical Research Methods II**
This seminar is open to second-year students and can be used to satisfy the second seminar requirement. Its major aim is to provide advanced students with the structure of a seminar to guide them in the preparation of a substantial work of historical research. Students in all fields of history can pursue research on topics of interest to them in this seminar.

**History 700—Independent Research Seminar**
Occasionally a student may wish to do required seminar work on an individual basis, usually at times when a faculty member with whom the student desires to work is not scheduled to teach a regular seminar. With permission of the faculty member, such students may take an Independent Research Seminar when enrollment in an equally appropriate regular seminar is impossible. Such courses are graded on the letter scale. No student may take more than one 700 seminar in fulfillment of PhD requirements, without prior permission from the DGS. Registration requires an override from the graduate office.
Waiver of Second Seminar
With permission of the advisor, students entering the program with an MA or equivalent degree in history from another accredited institution may petition the DGS to be excused from the requirement of a second seminar by presenting for review a copy of the MA thesis or a comparable paper based upon primary sources.

♦ Readings Courses

History 801 (fall term) & 802 (winter term)—Letter Grade
These courses, carrying one to three credits, are graded on a letter scale and are designed for preparation of a special topic or area not adequately covered by regular courses. Students may take them only with prior permission of a faculty member. A faculty member willing to offer this course for an individual graduate student sets formal requirements and evaluates performance just as in a regular class. Registration for these courses requires an override from the graduate office. These courses may each be taken twice, either in separate terms or in the same term.

History 803 (fall term) & 804 (winter term)—S/U Grade
These courses, carrying one to three credits, are open, at the discretion of an individual instructor, to PhD students who can best prepare a particular field for the preliminary examination in this way. These classes have a grading basis of “S/U.” Registration for these courses requires an override from the graduate office. These courses may each be taken twice, either in separate terms or in the same term.

History 900—Preparation for Preliminary Examinations
History 900 is taken for one to six credits by students preparing for prelims. It is graded S/U. It may be taken in the term before or during which the student plans to take exams, normally under the supervision of the prelims committee chair. Registration for this course requires an override from the graduate office. [Please see Section 4, Advancing to Candidacy, for more information.]

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

♦ Cognate Courses
To fulfill the cognate requirement, Rackham requires four credits of non-history graduate courses. However, the department requires an additional two credits of non-history graduate courses for a total of six credits. See Sections 3 and 4 for more information about the cognate requirement.
GSI Training

NOTE: All new History GSIs must attend the History GSI orientation and CRLT GSI Training Orientation, which are normally scheduled during the week before fall semester begins. Failure to attend the orientation may result in cancellation of your teaching position.

History 808 and 809 - History Pedagogy Seminars I and II
These one-credit courses are taken during the second, third and fourth terms in the program for students who are History GSIs for the first time. The courses are coordinated by a member of the History faculty, with the cooperation of the DGS and/or Associate Chair. Registration for this course requires an override from the graduate office.

History 811—History Teaching Practicum
New GSIs who are taking the History Pedagogy seminar series also register each term for one credit with the professor for whom they are a GSI. Registration for this course requires an override from the graduate office.

Courses for Candidates

In addition to History 995 (see below), the History Department offers three courses for candidates on an annual basis. Graduate students may participate in these courses (History 812, 891, 898) whether or not they are formally registered. The department encourages graduate students to participate in History 891 during the fourth or fifth year, especially when writing the initial dissertation chapters. The department urges all advanced graduate students who are still in residence to participate in History 898 during the year that they first venture onto the job market.

History 995—Dissertation Candidacy
After candidacy is achieved, students register for eight credits of History 995 with the dissertation advisor before any other course is elected. Registration for this course requires an override from the graduate office. See Section 5 on Candidacy Registration for more information.

History 812—Seminar on History Pedagogy
This course connects discussion of specific teaching techniques to analysis of the larger purposes and sometimes conflicting goals of history teaching, and to research on how students learn about time. It is designed for any graduate student with previous GSI or other classroom experience teaching history, who wants to teach history better and to consider what “better” might mean.

History 891—Dissertation Research/Writing Seminar
This course is designed to give general support to graduate students grappling with the problems of organizing archival materials, shaping projects into finished dissertation form, and developing the writing strategies most suited for this process. Students freshly
back from the archives, or a year farther along, are the primary constituency, although there is no objection to participation from those who are more advanced. This course is designed to help overcome some of the anxieties accompanying the return from the archives, and the relative isolation many students may experience during the writing stage of the dissertation.

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

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

**“Free” Courses During Candidacy**
Candidacy tuition covers the mandatory eight credits of HIST 995 plus one additional course per term. Students may bank the additional course for one term. There is no limit to the number of credits for the “free” course (or courses if using a banked course).
Section 3: Pre-Candidacy

FACULTY ADVISING

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

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

To designate a permanent advisor, please submit a Request for Pre-Candidate Advisor form to the graduate office by the end of September of the second year. The form will be provided by the graduate staff at the start of term. If, in the future, you change permanent advisors, you’ll need to submit a new advisor form.
COGNATE REQUIREMENT

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

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

This principle of the “different disciplinary perspective” is a second criterion for approving cognate courses. Generally the professor (or at least one of the professors in a team-taught course) should not hold an appointment in the History Department. Thus, a history course taught in Afro-American and African Studies by one of our History professors would not usually count toward the cognate requirement, while a course taught in Afro-American and African Studies by a professor of literature or sociology would count as a cognate. Courses taught by members of the History faculty who hold joint appointments with other units may sometimes qualify for cognate credit, if they demonstrably differ in approach from courses that same individual might teach in the History Department. Such courses must be approved for cognate credit in advance by the DGS. Courses team-taught by members of the History faculty with faculty from other departments may count for cognate credit, but students must sign up for the class through that other department, and take their second cognate class with that same unit.

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

**Questions about Cognates**

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

**LANGUAGE REQUIREMENT**

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

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

◆ By passing a written examination administered by our faculty, requiring translation (with the aid of a paper dictionary) of two passages selected as representative examples of scholarly historical writing in that language

◆ For Spanish, by taking the LSA Spanish placement exam and placing in Spanish 232 or above

◆ By completing with the grade of B or above, one semester of courses in U-M language departments on the model of French or German 112, Spanish 113, or Spanish 231 or 275

(Note: Enrollment in 112 is normally predicated on successful completion of 111. In rare cases, a student can petition the instructor to take 112 without having first taken 111. Students who take only 111 must pass the departmental written language exam to demonstrate proficiency.)

◆ By completing two language courses at second-year level with a grade of B or above and approval of your advisor. If taken at another university, the courses must have been taken during a graduate program and appear on your transcript

◆ By satisfying a language requirement similar to our own and administered in similar ways for a Master’s degree at this or another university

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

**Non-Native English Speakers**

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

**Statistics Option**

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

**SCREENING - DEPARTMENTAL EVALUATION**

Screening occurs after three semesters of full-time enrollment. It is an integral part of the Department's mentoring process and serves as an assessment of your progress. It seeks to provide an initial evaluation of whether you are on your way to mastering the skills necessary to pass the preliminary examination and successfully complete a dissertation. Favorable screening signifies the faculty's confidence in your potential, as well as faculty commitment to assisting your toward completion of the PhD. It is a positive achievement that you earn, not a mere formality. While the general expectation is that students are screened during their fourth semester (once three semesters of full-time enrollment have been completed), students who enter the History PhD program with a MA in History may ask to be screened after they have finished two semesters of full-time enrollment.

Before the screening process can begin, the following academic requirements must be met:

- One foreign language requirement fulfilled
- Successful completion of History 615 (designated studies course)
- Successful completion of History 715; the final version of the research paper should be submitted as part of the Screening dossier.
- Successful completion of one additional 600-level studies course (History 611 for US-ists)
- Two Responsible Conduct in Research and Scholarship (RCRS) workshops completed (6 of the 8 hours required by Rackham before candidacy)
- GPA of 3.5 or higher (between B+ and A- on a 4-point scale). If your GPA is below this standard, the graduate committee may still recommend positive screening on the basis of significant improvement over time.
Three faculty members, at least two of whom are in the History Department, willing to serve on your prelim committee

One or two History faculty members willing to chair the prelims committee

One or two History faculty members willing to chair the dissertation committee

Prelim fields defined

It is important to note that these are necessary, but not sufficient, conditions for positive screening. The screening process, outlined below, involves a holistic assessment of a student's record and potential, and it is not reducible to this set of requirements.

Role of Your Faculty Advisor(s)

One key to successful screening is effective and ongoing consultation between the student and the faculty advisor(s) with whom they will be working on the preliminary exams and the dissertation. Together you should begin planning for prelims, determining your examination fields and the appropriate faculty members to serve on your prelim committee as well as mapping out an anticipated schedule. You should initiate this discussion by the beginning of the fall term of the second year by meeting with your advisor(s) and subsequently with the other members of your anticipated prelim committee.

Screening Procedure

To initiate the formal process of screening, second-year students are given a Screening Checklist and asked to complete information on requirements, including courses, cognates, Responsible Conduct in Research and Scholarship workshops, language requirements fulfilled and prelims information. If students have grades of “I” or “Y,” they must provide a timeline for completion.

The Screening Checklist also asks each student to list members of a prospective prelims committee, define examination fields, and determine an anticipated date (month/year) for taking prelims. Three faculty members (at least two of whom must be in the History Department) must agree to serve on the prelims committee and one faculty member must agree to chair the dissertation committee. The main advisor or prelims chair must sign a form (available in the graduate office) approving the prelim committee and the fields. In addition, each faculty examiner must also initial the form, signifying a commitment to serve on the prelims committee. The DGS provides final approval of the form.

In addition, to submitting the Screening Checklist and 715 paper, each student must prepare a self-assessment (of no more than 1,000 words) which addresses the following areas (a) their progress and plans for acquiring appropriate general knowledge of their field; (b) their plans for identifying and developing a special area of expertise within that field; (c) areas where they feel like their progress has not come as well as they had expected and any extenuating circumstances; and (d) what they are doing to broaden their career prospects.
In the meantime, professors with whom the student has worked are asked to evaluate their academic performance and capabilities, indicating "recommend without reservations", "recommend with reservations", "do not recommend", or "no basis for judgment". It is expected that at least two professors with whom the student has worked will select "recommend without reservations".

The Screening Checklist, 715 paper, self-assessment, faculty evaluations, first-year progress report, and transcript will constitute the basis for the Screening Meeting which will take place between mid-February and the end of March. The Screening Meeting brings together 4-5 people: the student, the student's current faculty advisor(s), one member of the projected prelims committee who is in the History department, and a representative from the Graduate Committee. The composition of the committee will be decided in consultation with the student. The meeting will last for roughly an hour, with the faculty consulting on their own for the first 15 minutes before bringing in the student for a 45-minute collective discussion.

The goal of the Screening Meeting is to have a rigorous discussion of the student's work-to-date, strengths and areas for improvement, and projected prelims committee. The Screening Meeting serves as a chance for the key faculty working with the student to highlight strengths and places for growth, especially skills that still need work in order to complete prelims and write a successful dissertation. If the student's dossier and in-class performance (over the previous 3 semesters) raise concerns, the Screening Meeting offers a chance to flag potential problems, talk explicitly about the skills needed to complete prelims and a dissertation and to draw up a plan for improvement if needed. The Screening Meeting is also a moment to begin a discussion the student's post-Ph.D. professional trajectories and how their training is preparing them for the job market(s) they envision entering. At the end of the Screening Meeting, faculty will fill out a form that offers a recommendation for screening (positive or negative) and provides comments on the student's progress and areas for improvement (if necessary). The form reporting the outcomes of the Screening Meeting will serve as the annual progress report for second-year students.

The representative from the Graduate Committee will report on the Screening Meeting discussion to the Graduate Committee as a whole. The Graduate Committee will consider the student's dossier and Screening Meeting form in making the final decision for positive or negative screening. The Graduate Committee may also contact and solicit feedback from other faculty the student has worked with, as appropriate. Final decisions on screening will generally be made at the April Graduate Committee meeting.

If the Screening decision is favorable, the department recommends that the student continue work towards the PhD; if it is not, the student must discontinue graduate study in the department. Occasionally a student who lacks only one requirement for screening (e.g. a completed seminar paper, one foreign language) may be screened favorably with the condition that the work be completed within a set timeframe. In some instances, the Graduate Committee may choose to postpone a final decision until more information is available.
Screening Appeal Procedure
The department will receive an appeal regarding an unfavorable screening under the following conditions:

1. The student, in a written appeal to the department chair, presents evidence of circumstances relevant to screening that appear to have been overlooked or incorrectly stated in the student’s screening dossier (Screening Checklist, transcript, 715 paper, self-assessment, and faculty evaluations). The appeal letter must be submitted within two weeks of notification of the unfavorable screening.

2. Appeals are considered by an ad hoc committee appointed by the Department Chair and consisting of one current faculty member from each of these three standing committees: the Graduate Committee, the Undergraduate Committee (previously the Curriculum Committee), and the Executive Committee. The ad hoc Appeals Committee will report its recommendation to the entire voting (tenure-line, plus Lecturers III and IV) faculty for a final decision.

SATISFACTORY PROGRESS TO DEGREE

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

◆ Complete two satisfactory seminar papers based upon original research with primary sources (one of which must be completed in the first year of study)

◆ Non-US-ists must complete two languages (one of which must be completed in the first year of study)

◆ US-ists must complete one language in the first year of study

◆ Be screened favorably in the second year of study

◆ Complete cognate coursework

◆ Pass preliminary examinations in the third year of study

To remain eligible for guaranteed funding, you must complete all coursework and language requirements, and pass prelims by the Rackham deadline of your third year. Exceptions may be granted on a case-by-case basis, in extraordinary circumstances, with the approval of the DGS/Graduate Committee. You must initiate a request for a delayed prelims schedule in a timely manner, and in all cases at least two weeks prior the end of winter semester of the third year. The extension request must come in a formal letter accompanied by the written support of your faculty advisor. Both student and advisor should state the specific agreed-upon date for the prelims exam. Students who do not pass prelims before the fourth year begins, and do not receive approval for an extension, are ineligible for any department fellowship support until they achieve candidacy. GSI positions awarded to fourth-year students are conditional upon achieving candidacy before the beginning of fall semester and are subject to availability.
Students at risk of falling behind the progress-to-degree timetable should schedule an appointment with the DGS and take the necessary steps to inform the graduate program staff and the Graduate Committee before deadlines occur. When necessary, faculty advisors should communicate concerns about at-risk students to the DGS and request joint meetings with all three parties to discuss the situation.

Rackham policy, effective for those entering in the fall 2007 term and thereafter, states that “students should achieve candidacy no later than three calendar years after the first enrollment in their Rackham doctoral program…. Graduate programs should conduct annual reviews to assess progress of students toward meeting candidacy requirements. A student who does not achieve candidacy within three years will be placed on academic probation, unless the graduate program petitions Rackham OARD to request additional time because of extenuating circumstances.” (Rackham academic policies, Section 5.1)

**MASTER'S DEGREE REQUIREMENTS**

The History Department prepares students for advanced research as part of a doctoral program. There is no separate MA program and no admission to study for an MA degree. However, students enrolled in the PhD program may receive an MA degree when they have met the requirements of Rackham Graduate School and the History Department. According to Rackham rules, students who already have a MA in History, cannot also receive a MA in History from the University of Michigan, except under exceptional circumstances determined by Rackham.

To initiate the application process, notify the History graduate office with your intention to apply for a Master’s. That will prompt a Master’s audit by History grad staff and submittal to the DGS for approval. The Office of the Registrar will post an application in Wolverine Access once the DGS has approved your application, usually within a few days. You will apply for graduation via Wolverine Access.

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

◆ at least 24 credit hours of graduate work (at the 400 level or above); 18 of those credits must be in history, with 12 of those credits in courses at the 600 and 700 level.

◆ the designated studies course requirements, History 615, and History 611 (for US-ists) or at least one more 600-level History course (for non-US-ists)

◆ At least two cognate courses (six credit hours) offered for graduate credit by a department or interdisciplinary program other than History. This requirement may be satisfied by courses from more than one department. A grade average of at least B is required.
a demonstrated ability to read another language (see the section on Language Requirements). Students from countries where English is not a normal language of secondary and university instruction, and whose family language is not English, are exempted from this requirement. In certain cases students may substitute six additional hours of history courses for this language requirement. A 30-credit-hour option without languages is intended only for terminal MA candidates. It should not be taken by those intending to go on to the PhD.

Students who apply for a History MA with a degree certificate must complete a Rackham Dulal Degree Election form. Note that only 4 credits may be “shared” between the degree and the certificate; all other credits must be unique (http://www.rackham.umich.edu/downloads/oard-dual-joint-6010-election-form.pdf).
Section 4: Advancing to Candidacy

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

CANDIDACY REQUIREMENTS
The following requirements must be met to achieve candidacy:

◆ Favorable screening
◆ Completion of two History seminars (700-level) with a grade of B+ or above
◆ Completion of graduate cognate courses totaling six credits in a field other than history
◆ Fulfillment of all language requirements
◆ Completion of the preliminary examinations by the end of the third year
◆ Registration during the term in which prelims are taken
◆ Completion of at least 18 graduate credits earned while in residence
◆ Completion of 8 hours training in the Responsible Conduct of Research and Scholarship (RCRS)

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

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

Prelims Committee Composition
The committee for the preliminary examinations consists of three—or in exceptional cases, four—faculty members, each representing a field in which the student chooses to be examined. All regular members of the History Department are eligible to serve on prelim committees. A faculty member examining a cognate field must normally hold a full or joint appointment in another U-M department, program or tenure-administering unit. In some cases, it may be appropriate to ask a member of another department to
serve in a non-cognate role. Any such request would need to be endorsed by the chair of the committee, and approved by the DGS, well in advance of the actual exam.

According to department policy, each faculty member has a responsibility not to allow leaves/sabbaticals to have a negative effect on a student’s timetable for taking preliminary exams and achieving candidacy. In scheduling prelim exams, a delay of up to several weeks might be necessary to accommodate the schedules of committee members, but a delay approaching several months or more is not appropriate. In all cases, the preliminary exam must be completed by the announced Rackham candidacy deadline at the end of winter semester in the student’s third year. When determining the schedule, students should remember that the exam itself may take several weeks to complete (see below).

Definition of a Prelim Field

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

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

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

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

Structure

You are responsible for preparing for examination in three fields of history and one cognate field in another discipline or program. One of these fields—usually the cognate field—may be “coursed off” (see below).
Field requirements for the prelims encourage a combination of breadth and depth. Normally, students will prepare at least one geographical/temporal field, usually the major field, and at least one distribution field distinctly different in area and/or time from the major field. Students will customize a third field to their specific needs in consultation with their advisor and the DGS. This field can be geographical, temporal, topical, or methodological. Students are also required to offer a cognate field in another discipline or interdisciplinary program on a subject that will enrich their preparation for teaching and research in history.

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

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

<table>
<thead>
<tr>
<th>ANcient</th>
<th>Greece</th>
<th>Courses may also be arranged in Classical Studies, Classical Art &amp; Archaeology, Near Eastern Studies and other departments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rome</td>
<td></td>
</tr>
<tr>
<td>MEDieval</td>
<td>Medieval Europe</td>
<td>Other regional specialization by arrangement</td>
</tr>
<tr>
<td></td>
<td>Byzantine Empire</td>
<td></td>
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<tr>
<td></td>
<td>Medieval Balkans</td>
<td></td>
</tr>
<tr>
<td>EARly MODERN</td>
<td>Early Modern Europe</td>
<td>Italy</td>
</tr>
<tr>
<td>EUROPE (15th-18th C.)</td>
<td>France</td>
<td>Britain</td>
</tr>
<tr>
<td>MODERN EUROPE</td>
<td>Modern Europe</td>
<td>France</td>
</tr>
<tr>
<td></td>
<td>Central Europe</td>
<td>Britain</td>
</tr>
<tr>
<td></td>
<td>Eastern Europe</td>
<td>Germany</td>
</tr>
<tr>
<td></td>
<td>The Mediterranean</td>
<td>Italy</td>
</tr>
</tbody>
</table>
Distribution Field

When designing three fields in history, each student must ensure that one of them meets the definition of a distribution field; that is, one history field that substantially differs in methodology, problems of analysis, or culture from the others. For instance, a student specializing in Chinese history might offer a field in Ancient Greece; a student in modern Europe might offer a field in medieval Europe. Transnational fields may be counted as distribution fields. (Example: Comparative Post-Emancipation Societies, including Brazil, fulfills the distribution requirement for a student whose major field is Modern U.S.). If a student chooses a transnational field as a distribution field and the transnational field is the only field different in area and/or time from the student’s major field, the examiner in the transnational field must be a faculty member whose primary expertise is different in area and/or time from that of the student’s major field.

Topical Field

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

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

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

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

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>AFRICAN-AMERICAN</td>
<td>A field in the history of African-Americans, from colonial times through the 20th century, is commonly prepared</td>
</tr>
<tr>
<td>OTHER AMERICAN</td>
<td>In addition to African-American history and the various American fields listed under other areas, fields are commonly prepared in the American South, American race relations, and Native American Indian history</td>
</tr>
<tr>
<td>JEWISH</td>
<td>Fields are commonly prepared in medieval and in modern Jewish history</td>
</tr>
<tr>
<td>INTELLECTUAL &amp; CULTURAL</td>
<td>Fields are commonly prepared in American, European, Russian, and Anglo-American intellectual/cultural history, as well as in social and political thought since 1800 and in cultural studies</td>
</tr>
<tr>
<td>INTERNATIONAL RELATIONS</td>
<td>Fields are commonly prepared in United States diplomatic history, 20th century world politics, and modern European international relations</td>
</tr>
<tr>
<td>HISTORICAL THEORY &amp; METHOD</td>
<td>A field in historical theory and method is commonly prepared, but focuses on different subjects (such as theory of history or comparative historiography), depending on the interests of the student and expertise of the faculty member</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
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</tr>
<tr>
<td>SCIENCE, TECHNOLOGY &amp; MEDICINE</td>
<td>Four fields are commonly prepared: modern science and its cultural contexts; medicine and disease in the West; technology, politics, and culture; transnational, colonial and/or global perspectives on science, technology, and/or medicine</td>
</tr>
<tr>
<td>LEGAL &amp; CONSTITUTIONAL</td>
<td>Fields are commonly prepared in English, American and Anglo-American legal and constitutional history, with specific chronological boundaries to be arranged</td>
</tr>
<tr>
<td>RELIGIOUS</td>
<td>American and European fields are commonly prepared. Fields in specific religious traditions (such as Catholicism or Eastern Christianity) possible, as is a field in comparative religious studies</td>
</tr>
<tr>
<td>SOCIAL</td>
<td>Social history fields are commonly prepared in the American, European, and Asian areas, as well as in comparative social history, comparative class formation, and anthropological history</td>
</tr>
<tr>
<td>WOMEN’S AND/OR GENDER</td>
<td>There are commonly prepared fields in women’s history or the study of gender in the American, European, and Japanese areas, as well as a comparative field</td>
</tr>
<tr>
<td>URBAN</td>
<td>Fields are commonly prepared in the European, American, or Asian cities, as well as in comparative urbanization</td>
</tr>
<tr>
<td>ECONOMIC</td>
<td>Fields are commonly prepared in Chinese economic history, in pre-industrial economic systems, and in European economic history</td>
</tr>
<tr>
<td>LABOR</td>
<td>Fields are commonly prepared in the American, Russian, and European areas, as well as a cross-national field in European and American labor history</td>
</tr>
<tr>
<td>POLITICAL</td>
<td>Political history often figures largely in the geographic/chronological fields. But more structurally-oriented fields focused on political development are also prepared in the European, American, and Asian areas, as are fields in comparative political history, comparative state formation, and comparative political movements</td>
</tr>
<tr>
<td>COMPARATIVE HISTORY</td>
<td>Comparative fields commonly include: urbanization; pre-industrial economic systems; social history; class formation; gender/women’s history; state formation; political movements; colonialism; nationalism; European Fascism; slave emancipation and post-emancipation societies, and empires. A field in Atlantic Studies, with both a comparative and a systemic dimension, can also be offered</td>
</tr>
</tbody>
</table>
**Cognate Field**

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

**Coursing Off the Cognate**

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

**Scheduling of the Exam**

Carefully plan the timing of your prelims in relation to registration, funding and tuition issues. Candidacy deadlines may be viewed on Rackham’s website. Consult with the History graduate office at least one term in advance of prelims to make sure your proposed prelim date complies with Rackham deadlines.

At least six months prior to prelims, students should discuss with each committee member a provisional but specific draft list of readings for that field, and should discuss with each committee member the expected process of preparation. The student and the committee chair will be asked to check a box on the Prelim Exam Information Form confirming that such a discussion was held.

**Registration Requirements during the Term you take your Prelims**

The department does not have jurisdiction over the registration requirements or the Rackham deadlines, but can provide counsel for individual circumstances. The university requires enrollment of at least one credit hour in the term during which prelims are taken. Refer to Rackham’s online candidacy deadline chart for specific dates by which all candidacy requirements must be completed; normally prelims must be taken before the last day of classes of the term in which you are enrolled. Registration is not required in the term candidacy becomes effective, provided that term is not fall or winter. If you intend to achieve candidacy for the same term in which you take prelims, the appropriate initial registration would be eight credits of History 990; upon advancement to candidacy, this enrollment will automatically be adjusted by the Registrar’s Office to eight credits of History 995, and reduced tuition will be assessed accordingly.
Schedule your preliminary examination using the following guidelines:

♦ Preliminary Exam Information Form

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

Students who plan to take prelims during the fall term of their third year should turn this form in to the graduate office at the beginning of fall term. Students who plan to take their prelims during the winter term of their third year should turn this form in by the end of the fall term. Once this form has been approved, any changes in fields or examiners require that a new form, signed by the prelims chair, be submitted to the History graduate office for final approval by the DGS.

♦ Preliminary Exam Scheduling and Check-In Form

Once you and your committee have agreed upon a date and time for the prelim exam, file the Preliminary Exam Scheduling and Check-In Form with the graduate office no later than six weeks before the exam date to obtain final approval from the DGS. At this time, all members of your prelim committee must certify in writing your readiness to take the exam on the proposed date. The chair of the committee notifies the DGS if the full committee agrees that the exam can go forward on the scheduled date. In the event that the student is found not to be ready, an alternative date (within the deadline guidelines) must be set and the DGS notified.

The check-in meeting may be conducted in whatever way you and your committee members mutually agree on. Once you have secured your committee members’ signatures, staff will reserve a room and send a confirmation notice to the committee members. If you are experiencing difficulties scheduling the exam, please contact the graduate office for assistance.

♦ Prelim Exam Part One—The Written Exam

For the written prelim component, students have a choice of preparing either a state-of-field historiographic paper or taking a four-hour written exam (see below).

The topic of the historiographic paper will be established by the prelim chair. It should be approximately twenty pages in length, and should critically analyze current directions and methods of scholarship in your major field. It is due to the prelim chair and second reader two weeks before the oral exam and must be graded at least 24 hours before the oral exam. Passing is required to proceed with the oral exam. The two-week period of time
can be shortened to no less than two days if both graders agree to meet the 24-hour grading deadline.

Instead of the historiographic paper you may choose to take a written exam covering the major field in which you propose to write your dissertation. The written exam is taken within two weeks of, and at least two days before, the oral prelim. It may be “open” or “closed” book or a combination of the two, in accordance with the examiner’s choice. The chosen format must be made explicit to the student well in advance of the examination and indicated clearly, in writing, on the Preliminary Exam Information Form. The written exam typically consists of one question to be answered in four hours or two questions to be answered in two hours each. During the exam, consultation with another person or cutting and pasting from previously written documents is not allowed. The prelims chair usually devises the written exam, although in some cases the prelims chair and a second committee member will each contribute one question. The exam is read and evaluated by the chair of the prelim committee and one other committee member. In special cases, a faculty member who is not a committee member may be asked to serve as the second reader. The prelims chair must notify the graduate office and the student of exam results. If the written exam is not acceptable, the graduate office must be notified at least 24 hours in advance of the scheduled oral exam. If the student does not pass the written portion, the oral portion is not taken.

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

♦ Prelim Exam Part Two—The Oral Exam

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

It is the prelim chair’s responsibility to inform the student of the result, and to state the committee’s consensus in a final report, the Prelim Exam Results Record. The final report records a grade for the written exam, the three individual grades for the oral exam, one overall grade, and a description of the student’s general performance.
Prelim Exam Part Three – The Teaching Portfolio
For the final part of prelims, all students must prepare a teaching portfolio comprised of at least one undergraduate course syllabus in the student’s major field, along with an explanation of the course goals, teaching philosophy, and pedagogic methods. This requirement can be satisfied by successfully completing History 812 by the fall term of the student’s third year. The portfolio must be submitted to the prelims committee chair and second committee evaluator prior to the oral exam.

Prelim Exam Part Four – The Reading Lists
Following the completion of prelims, students must provide an electronic copy of the reading list(s) to the graduate program staff for inclusion in a departmental CTools site available to other students in the U-M History Program. Upon advancement to candidacy, students receive a letter from the DGS outlining the next steps of the dissertation process. A Certificate of Candidacy may be obtained from the Office of Academic Records & Dissertations at Rackham Graduate School.

Postponing or Failing the Preliminary Exam
If the student fails one or more portions of the prelim exam, or is determined by their committee members not to be ready for the exam by the candidacy deadline, s/he must submit a petition to all members of the prelim committee requesting re-examination (or, in the latter case, to take the exam), if they wish to remain in the program. The petition should outline concrete steps the student plans to take to address problems identified by the prelim committee and a timeline for completing those steps. Each member of the prelim committee should submit their opinion on the petition to the prelim chair. On the basis of the petition and committee members’ opinions, the prelim chair may recommend re-examining the student (in a format decided upon by the committee chair), or terminating the student from the program. The student’s petition, along with the prelim committee’s recommendation, should be sent to the DGS and Graduate Committee for review and a final decision. A student who is allowed to retake the exam must do so before the beginning of the fourth year in order to be eligible for department fellowship support.

Responsible Conduct of Research and Scholarship Training
Effective for new students beginning in the fall 2014 term, all PhD students are required to complete training in the responsible conduct of research and scholarship before advancing to candidacy. The training requires at least eight hours of face-to-face contact between students and faculty members, with more than one faculty member involved. In the department of History, this requirement is met through a combination of coursework and required attendance by all first year students of the department’s RCRS workshops, which will be held annually. The DGS must certify that each student who applies to advance to candidacy has completed the required training.
Section 5: Candidacy

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

THE DISSERTATION PROCESS

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

The Dissertation Committee

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

Select as chair of the committee the faculty member with whom you plan to work most closely. You may also choose two co-chairs. Choose the remaining committee members in close consultation with your committee chair(s). Your committee must have at least four members, three of whom are regular members of the Rackham graduate faculty, and two of whom are from the History Department. Each committee must also have one cognate member—a graduate faculty member representing a field other than History.
The committee may also include a U-M faculty member who is not a regular member of the graduate faculty, a staff member, or a qualified individual outside the university to provide expertise in your discipline. You must obtain approval for including such individuals on the committee by submitting a copy of the proposed committee member’s curriculum vitae and Nomination for Special Membership on the Dissertation Committee Form along with the Dissertation Committee Form (see below).

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

As soon as the committee members have been confirmed, download the Dissertation Committee Form from the History Graduate Office CTools site and provide it to the graduate office to obtain approval of the DGS. After departmental approval is obtained, the form will be submitted to the Office of Academic Records and Dissertations at Rackham for final approval and posting to the academic record. If you wish to nominate a committee member for special membership, you should also download the Nomination for Special Membership Form.

Additional guidelines can be found on the Rackham website. Click here for a link to Rackham’s Quick Reference Chart for Membership on Dissertation Committees.

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

<table>
<thead>
<tr>
<th>Term Advanced To Candidacy</th>
<th>Prospectus Presentation Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>End of winter term</td>
</tr>
<tr>
<td>Winter</td>
<td>Beginning of fall term</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>End of fall term</td>
</tr>
</tbody>
</table>

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

The prospectus should be written in consultation with your dissertation committee members and cover the following information pertaining to the dissertation:

◆ a statement of the proposed dissertation topic, its underlying hypotheses or objective(s), and the importance of the proposed work to advancing the understanding of the discipline.

◆ a review of major literature and a bibliography, demonstrating mastery of the literature of a particular subject area and how the research topic relates to prior published work.

◆ a description of methodology to be used in the research, a discussion of primary source material for the dissertation, and a review of the basis on which the conclusions will be drawn.

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

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

The American Historical Association (AHA) Directory lists the topics of dissertations-in-progress and the names of PhD candidates. Once your prospectus presentation has occurred, the History Department retains the information for submission to the AHA for the next edition of the Directory, for all students who have indicated they wish to be included.

**Candidacy Registration**

Candidates register for eight credits of History 995 with your dissertation chair every term until graduation. Contact the graduate office with an override request so a section can be created for registration. Wolverine Access will generate an email confirming your course override and providing instructions for registration. Please refer to Gray Book Section 2: Courses for Candidates.

**Extra Courses**

With each eight-credit History 995 enrollment, the university allows a candidate to elect one “free” course, regardless of its level or credit hours. If the student chooses not to elect a “free” course, the course may be “banked,” and two free courses may be elected.
during a subsequent 995 enrollment. This “free” course may be taken on a graded or Visit basis. Additional details can be found on Rackham’s website.

**Time Limit to Degree**

According to the Rackham graduate student policies, “students are expected to complete the degree within five years of achieving candidacy, but no more than seven years from the date of the first enrollment in their Rackham doctoral program. Students who entered their program prior to the fall of 2007 and have not completed their degree within the seven year limit must petition Rackham OARD for an extension of time to degree with a plan for completion. Effective for students entering in the fall of 2007, programs and departments may request an unconditional one-year extension for students deemed to be making satisfactory progress toward the degree, providing a plan and timeline for completion. A program or department may request an additional one-year extension, but a student who does not complete the degree after two years of extension beyond the normal limit for candidacy may be returned to precandidacy status and required to meet candidacy requirements again. Rackham will notify programs and departments of students who have not completed their degree within the stipulated period.” (Section 5.4.1).

**Petition to Waive or Modify Rackham Policies**

All Rackham policies have been formulated by the Rackham Executive Board with one objective: the pursuit of academic quality. This goal requires that the policies be equitably and uniformly applied to everyone. However, the graduate school does recognize the infrequent occurrence of extenuating circumstances that warrant individual consideration. Rackham graduate students may petition the graduate school for waiver of Rackham policy by accessing the Rackham website [here](#).

**The Dissertation Defense**

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

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

A pre-defense meeting may also be done by mailing an unbound copy of the dissertation and abstract to OARD, along with a cover letter providing name, UMID, date, time and
place of the defense and contact information. A list of the names and fax numbers of all committee members should also be included so that Rackham can distribute the evaluation forms.

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

Candidates who are unable to meet Rackham’s final deadline for submission of the completed dissertation must register and pay tuition for eight credit hours of History 995 for the full term in which the final degree requirements are completed. Rackham’s website should be consulted for the most current doctoral degree deadlines.
Section 6: Financial Support

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

Rackham’s Fellowship Office administers several fellowships. This office also maintains online fellowships information and a secure online fellowship finder. Students may also refer to Section 8, “Online Information Sources,” for funding information and online applications.

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

HISTORY DEPARTMENT FUNDING POLICIES

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

Deadlines

All students should turn in their annual academic progress reports by March 15. Students who have been awarded a GSI position must submit the GSI application by the deadline appropriate to the term(s) of the award (mid-October for the winter term and mid-March for the fall term—these deadlines will be announced each term via email).

Review of Annual Academic Progress Reports and Funding Preferences

In order to remain eligible for funding, you must complete the annual Academic Progress Report —available electronically—and meet with your advisor to discuss your progress in the program each year. A copy of your progress report and the evaluation form completed by your advisor must be on file in the History Grad Office by March 31st. Progress reports and faculty evaluation forms will be available early in the year.

Complete only the sections of the Academic Progress Report form that are appropriate to your stage in the program (directions are included on the form). Please note that no funding can be awarded without a completed Academic Progress Report and faculty
evaluation; students are responsible for insuring that both elements of the Report are submitted by the March 31st deadline.

For competitive fellowships you are encouraged to contact your advisor and one additional faculty member at some point during the fall term to request the letters of support and/or faculty evaluation forms that must accompany the Academic Progress Report.

The Graduate Committee as a whole reviews the progress reports and awards appropriate funding. Many considerations guide the department in making financial awards. Two of the most important are the rate of progress toward the degree and the overall academic record.

Funding is available as follows:

◆ **Graduate Student Instructorships (GSI’s)** include two to four hours of in-class teaching per week in undergraduate discussion sections, often in the survey courses (History 110 & 111, 200 & 201, 204 & 205, 206 & 207, 246 & 247, 260 & 261) and in upper level courses. Approximately 40 History GSIs are assigned each term, primarily to students in the second and third year of graduate study before prelims. The Graduate Committee evaluates the applicants, prepares a list of initial assignments and makes the final assignments in consultation with the professors responsible for the various courses. Compensation for the typical 50% appointment includes a stipend, tuition and health insurance. Students with appointments less than 50% will be topped up to the current fellowship stipend level. Other departments and programs throughout the university may offer GSI positions to graduate students. **However during the second year, students are expected to GSI in History and to participate in History’s GSI training courses. It is very important that every student considering a GSI position outside the department notify the DGS prior to accepting the outside offer.**

♦ **Rackham Predoctoral Fellowships** are competitive external fellowships which include tuition and a sizeable stipend, and are for advanced students who have achieved candidacy. Students nominated for this award must have completed at least two chapters of the dissertation and must be on track to complete the dissertation by the end of the award period. The department may nominate up to five students to the Graduate School, which makes the final selections in an interdepartmental competition. A call for applications is sent out in October. **All interested students must apply to the department by November 1st. Nominees are selected by the History Graduate Committee at its December meeting. Eligibility for this award includes the expectation of completion of the PhD within six or seven years of entering the program.**

♦ **Rackham Humanities Research Candidacy Fellowships** provide support for students who have achieved candidacy within three years of entering the program. This award consists of a monthly stipend and GradCare for two terms and candidacy tuition for one term. **This fellowship does not provide tuition over the**
spring/summer term, and students should not be registered during this period. Students who would like to be eligible for a spring/summer and fall award must advance to candidacy before the spring/summer term begins. Students who would like to be eligible for a winter and spring/summer award must advance to candidacy before winter classes begin. During the period of tenure, a fellow may not accept employment requiring more than 10 hours per week. (NOTE: 

Rackham Humanities Research Candidacy Fellowships count as one term of Departmental fellowship support.)

◆ Rackham Humanities Research Dissertation Fellowships provide three terms (one year) of funding for candidates who will finish their dissertations within six or seven years of entry. This award consists of a monthly stipend, candidacy tuition for two terms (fall and winter) and GradCare. This fellowship does not provide a tuition waiver over the spring/summer term; students should not be registered during this period. During the period of tenure, a fellow may not accept employment requiring more than 10 hours per week. (NOTE: Rackham Humanities Research Candidacy Fellowships count as one term of Departmental fellowship support.)

◆ Rackham One-Term Dissertation Fellowships (Finishing Fellowships) provide one term of support for students who intend to finish their dissertations during the term of the fellowship. This award consists of candidacy tuition and registration fees, plus a stipend and GradCare. Recipients of this award may not be employed more than 10 hours per week during the tenure of the fellowship, and may not hold this award in conjunction with another award. Students must be registered and are expected to defend the dissertation in the term of the award. Students should plan carefully to insure that they will complete and defend their dissertation during the term of this fellowship. The department will not provide further funding to doctoral candidates once the One-Term Dissertation Fellowship has been completed.

Summer Research Support and Miscellaneous Funding

◆ Summer Research Support allocated as part of the six-year funding package may be used during the summers of your choice; unexpended summer funding may be carried over to the following summer. To request distribution of these funds please submit the Summer Allocation Request Form to the History graduate office in April or at least two weeks before the funding is needed.

◆ History Department Research Study & Travel Grants are awarded to help graduate students defray some research expenses. To be eligible to apply for this grant a student must have advanced to candidacy. Students are eligible to receive this grant more than once during their time in the doctoral program, and should consider carefully the most appropriate year to apply. The amount of each award will depend upon the availability of funds and the particular needs of each applicant, but individual grants will not exceed $7,500. Students may receive up to a maximum of $10,000 over the course of their studies.
Applications for this award are due in November and April and are reviewed by the History Graduate Committee. A call for applications is sent out approximately one month before the deadline.

 Requests for other funding (emergency, health costs, travel to conferences, reimbursement of book purchases, and job placement support) will be considered on a rolling basis and will depend upon the availability of funds and the particular needs of each applicant. Students must first apply to Rackham for funding for emergency expenses and conference travel, and may apply to the History Department when Rackham support is exhausted. A complete list of departmental funding opportunities, along with application forms for each, is available on the departmental graduate program CTools site.

**OTHER U-M FUNDING RESOURCES**

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

◆ **Rackham Travel Grant and Rackham/International Institute Travel Grants** provide Rackham graduate students the opportunity to become familiar with, and take part in, the life of their academic professions. Awards may be available for graduate students presenting a paper or poster at a conference. A complete application must be completed and turned in to the Fellowships and Recruitment Office prior to the conference.

◆ **Rackham Graduate Student Research Grants** are designed to support Rackham graduate students who need assistance to carry out research that advances their progress toward their degree. The grants are intended to defray costs of conducting clearly defined research projects including research-based travel not associated with a course (e.g., off-campus data collection, access to libraries, archives or historical sites). Pre-candidates are eligible for awards up to $1500 and candidates for awards up to $3000. When the application is approved Rackham transfers the funds to the History Department for processing through the Student Financial System.

◆ **Foreign Language and Area Studies (FLAS) Fellowships** are administered by the area studies centers which are located within the International Institute. FLAS awards are for students studying the languages of their world geographical areas as a part of their graduate programs; full tuition and stipend are offered. International Institute area centers also award Fulbright fellowships for dissertation research, and can provide information and resources for other
area-related fellowship opportunities. For more information consult the website of the International Institute.

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

**FUNDING AFTER YEAR SIX**

The History Department recognizes that most graduate students will not usually complete their dissertations within the six-year "guaranteed funding" time frame. With that in mind, the department urges graduate students to finish within seven years. The department cannot guarantee stipend support beyond the sixth year but students can apply for a variety of resources to support research and writing in the advanced stages of doctoral studies through year seven.

All students should identify and apply for external fellowships throughout their graduate training but especially for funding dissertation research and writing in years four through seven. The History Department can also support students beyond year six through GSI positions that may become available in History or in other departments and programs; through teaching History 195 courses in the department; and with the final semester "finishing fellowships" available on a one-time basis during the semester of the dissertation defense (see above).

◆ **Tuition-Only Fellowships**

Candidates who are within seven years of entering the PhD program and are making satisfactory progress are eligible to receive tuition-only fellowships (TOF) so that they may comply with the continuous enrollment requirement. TOFs are provided only if no other form of tuition support is available and cannot be used for the term of the dissertation defense. Students in the eighth year or beyond must have Rackham approval for an extension of time to degree to be eligible for a TOF.

◆ **History 195**

Advanced graduate students, especially those in the sixth and seventh years, are encouraged to apply to teach a History 195 course. Students beyond the seventh year are also eligible to teach a section of History 195. The History Curriculum Committee selects the instructors for the History 195 courses after reviewing faculty letters of reference and student applications that include a proposed syllabus. A call for applications goes out in October/November with applications due in January for teaching a 195 course in the subsequent year.

◆ **Finishing Fellowship**

The department asks dissertation chairs to approve the applications of advanced graduate students for the final semester of guaranteed funding, or the "finishing fellowship," based upon the requirement that the graduate student successfully defend the dissertation during the semester of the award and submit the final version to Rackham OARD by the subsequent deadline for graduation. Graduate
students (and dissertation chairs) should take caution in considering the best time to apply for the "finishing" grant, because students who do not meet the OARD deadline for final revisions will have to pay tuition out-of-pocket in the eventual semester of graduation. Graduate students awarded the "finishing" fellowship may not receive any subsequent funding from the History Department.

◆ **GSI Positions**

Doctoral candidates up through the seventh year may apply for GSI positions, which the department will allocate to the maximum extent possible, but please note that GSI-ships for advanced students are subject to availability and cannot be guaranteed. The Graduate Committee can only consider applications from students in year seven after allocating GSI appointments to all of the graduate students currently covered by the six-year guaranteed funding package.

◆ **External Funding**

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

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

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

- be enrolled at least half-time in a degree program
- be the parent of a child 12 years old or younger or a child with special needs under the age of 19
- incur child care expenses from services provided by a licensed provider
- demonstrate financial need for this subsidy
- be making satisfactory academic progress, as defined by the University of Michigan
- utilize child care services because you are a single student, or, if married, because your spouse is either a student or employed outside the home for a minimum of 20 hours per week

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

The Work/Life Resource Center is available to assist faculty, staff and students with obtaining licensed childcare—on and off campus. For more information, their office is located at 2072 Administrative Services, 1009 Greene Street; you may also call (734) 936-8677 or visit their website.
LSA 10-TERM RULE
Terms funded from LSA resources (Regents Awards, Graduate Student Instructorships) are limited to ten terms in a student’s career at U-M.

The LSA 10-Term Rule

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

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

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

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

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

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

**Changes in Field:** If a student changes disciplines in the course of pursuing a degree—e.g., by dropping out of Chemistry and going into Political Science--some adjustment in the Ten-Term calculation is usually made in consultation with the Deans Office.
**Students Enrolled in Other Schools and College:** The Ten-Term rule is defined with respect to the uses of LS&A financial aid resources and not to enrollment. A student who is enrolled in another school or college and who receives 10 terms of GSI support in one or more LS&A departments has exhausted eligibility for further support through LS&A.
Section 7: Health Care Benefits

Students’ six-year funding packages include health care coverage. It is important to note that familiarity with health coverage is the individual student’s responsibility and health care benefits are a personal, contractual arrangement between the individual and the Benefits Office. The History staff is unable to assist with enrollment or problem-solving on behalf of the student; this personal business information is confidential.

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

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

◆ Fellowships Including Health Care Benefits
    University-sponsored fellowships normally include health insurance. The details of how this works vary by fellowship.

◆ Graduate Student Instructor Health Care Benefits
    As of January 1, 2014 GradCare is the exclusive health care plan for employees. Health care benefits will be extended over the summer for students holding a GSI appointment in the winter term and who will hold another GSI appointment again in the subsequent fall term.

◆ Health Care While Away from Campus
    Students who are planning to leave Ann Arbor and who have GradCare should fill out the BCN GradCare Offsite Registration Form available for download from the U-M Benefits website, and return it to the History grad office. In addition, the university requires that students who are traveling abroad enroll in the Travel Abroad Health Insurance program. Information is available on the University Health Service website.
Listed below are some websites and email addresses that may be of assistance. This list is not intended to be all-inclusive.

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

**U-M Information** *(www.umich.edu)*
- Online Directory: http://directory.umich.edu
- LS&A: http://www.lsa.umich.edu/
- Benefits Office: www.umich.edu/~benefits
- Housing Office: www.housing.umich.edu
- Libraries & Archives: www.umich.edu/libraries.php
- Campus Information Centers: http://www.umich.edu/~info/

**Rackham Graduate School** *(www.rackham.umich.edu)*
- Academic Records & Dissertations: www.rackham.umich.edu/academics/
  email: oard.questions@umich.edu
- Fellowships Office: www.rackham.umich.edu/funding/
  email: flwships@rackham.umich.edu

**Office of the Registrar** *(http://www.ro.umich.edu)*
- Wolverine Access: http://wolverineaccess.umich.edu
- Class Schedule: http://www.ro.umich.edu/schedule/index.php
- LS&A Course Guide: www.lsa.umich.edu/cg/

**University of Michigan Funding Sources**
- U-M GSI positions: www.hr.umich.edu/acadhr/grads/postings.html
- Center for Continuing Education of Women: www.umich.edu/~cew/
- International Institute: www.ii.umich.edu
- U-M Research Development (SPIN Search): www.research.umich.edu
External Funding Sources

- Rackham’s Fellowship Finder: [http://www.rackham.umich.edu/funding/doctoral](http://www.rackham.umich.edu/funding/doctoral)
- Fulbright Program: [www.iie.org/fulbright](http://www.iie.org/fulbright)
- Social Sciences Research Council: [http://fellowships.ssrc.org](http://fellowships.ssrc.org)
- National Science Foundation: [www.nsf.gov](http://www.nsf.gov)

Miscellaneous History Related Sites:

- American Historical Association: [www.historians.org](http://www.historians.org)
- The Arts and Letters Daily: [www.aldaily.com](http://www.aldaily.com)
- The Center for History and New Media: [http://chnm.gmu.edu](http://chnm.gmu.edu)
- The Historical Sound and Image Archive: [www.earthstation1.com/history.html](http://www.earthstation1.com/history.html)
- Humanities Text Initiative: [www.hti.umich.edu/](http://www.hti.umich.edu/)
- The Internet Public Library: [www.ipl.org](http://www.ipl.org)
- JSTOR (The Scholarly Journal Archive): [www.jstor.org/jstor](http://www.jstor.org/jstor)
- Statistical Resources on the Web: [www.lib.umich.edu/govdocs/stats.html](http://www.lib.umich.edu/govdocs/stats.html)
- ECHO: Exploring and Collecting History Online: [http://echo.gmu.edu](http://echo.gmu.edu)
- History Matters: The U.S. Survey Course: [http://historymatters.gmu.edu](http://historymatters.gmu.edu)
- WWW-VL History Central Catalogue: [http://vlib.iue.it/history/index.html](http://vlib.iue.it/history/index.html)
- Historical Maps (Perry-Castañeda Library Map Collection): [www.lib.utexas.edu/maps/map_sites/hist_sites.html](http://www.lib.utexas.edu/maps/map_sites/hist_sites.html)
Section 9: Graduate Program
Administration

Faculty

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

Professor Mrinalini Sinha – Associate Director of Graduate Studies (ADGS). The ADGS oversees all matters related to funding for graduate students and co-ordinates the assignment of GSI positions. The ADGS works with the DGS and the Graduate Committee to allocate funding packages to continuing students. This is a two-year position.

Staff

Diana Denney – Administrative Specialist, Student Services. Diana's primary responsibility is to oversee departmental student services – undergraduate and graduate – including supervising staff. She serves as chief problem solver and trouble shooter. In addition she provides specific oversight of graduate admissions, budget and record-keeping and assists the director of graduate studies and funding committee with funding decisions, particularly graduate fellowships and GSI appointments. She oversees undergraduate curriculum and issues and works with the director of undergraduate studies (DUGS), assistant DUGS and associate chair.

Kimberly Smith – Graduate Coordinator. Kimberly is the primary graduate student contact for academic matters. She coordinates the admissions and recruitment processes, as well as audits and maintains the continuing graduate student records, troubleshooting as necessary. She works closely with the DGS and Diana Denney to ensure that students are meeting program requirements and making adequate progress to degree. Students may direct problems and questions about program requirements and procedures or any administrative questions they have related to their academic records to Kimberly. Students should also contact Kimberly to schedule foreign language exams, preliminary examinations, prospectus defenses, and dissertation presentations. She also serves as liaison for the joint PhD program in History and Women’s Studies.