

**GUIDE TO GRADUATE STUDY IN HISTORY
AT THE UNIVERSITY OF NEBRASKA-LINCOLN**

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**M.A and Ph.D. Programs
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GRADUATE PROGRAM IN HISTORY

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CORE PRINCIPLES OF GRADUATE EDUCATION AT UNL

- We will cultivate and sustain a collaborative, positive, team-oriented approach to graduate study.
We will seek to educate the whole student and to produce thoughtful, capable, experienced historians with whom we share our passion and commitment to the highest principles of historical inquiry.
- We will prepare our students for teaching and research positions at the full range of higher education institutions, specifically aiming our students' preparation for work in our peer Carnegie Research I institutions, with an understanding that such preparation will serve our students in a wide range of contexts.
- We will prepare our students broadly in fields and areas with a core 900 curriculum of graduate level courses regularly offered in which students gain reading and research experience before they begin the dissertation.
- We will participate actively in promoting our graduate students' path toward degree completion by setting benchmarks for key milestones and encouraging students in a positive manner to meet their goals in a timely manner.
- We will examine our students in a flexible yet thorough fashion always seeking to build up their intellectual development and raise the level of their engagement with the practices of the profession.
- We will support and commit ourselves to a culturally and ethnically diverse graduate student program, advising and mentoring our students to gain success in their programs of study.
- We will seek every opportunity for our graduate students to gain professional skills, demonstrate professional credentials, and participate in scholarship and research opportunities.

GENERAL INFORMATION: FOR BOTH M.A. AND Ph.D STUDENTS

Graduate study in history is conducted under the regulations adopted by the faculty of the Graduate College as set forth in the University of Nebraska-Lincoln [Graduate Studies Bulletin](#). The Graduate Studies Bulletin is the formal guide that sets out requirements for all graduate degrees and so should be consulted for questions about overarching regulations concerning credit hours, thesis requirements, deadlines and other official matters. Students must fulfill the requirements and procedures as specified in the Graduate Studies Bulletin, and these requirements are not unnecessarily repeated in this guide. This handbook describes the policies that apply specifically to graduate studies in the Department of History.

Graduate students may continue a degree program under regulations in force when they were admitted to the degree program. Regulations in this guide will not be applied retroactively to students whose status or degree objective does not change. Students admitted to the degree program after the adoption of this guide will be expected to follow these regulations.

Key administrative offices and committees:

Graduate Chair:

The chair of the History Department appoints a tenured faculty member to serve as Graduate Chair. The Chair of Graduate Studies is responsible for the administration of all of the tasks associated with running the graduate program in the department. These duties include calling meetings of the Graduate Committee, supervising admissions, assigning advisers to incoming graduate students, assigning teaching assistants to courses, and serving as a general adviser to graduate students who have questions about the program.

Graduate Committee:

The Graduate Committee is appointed by the Dean of Graduate Studies upon the recommendation of the chair of the department. It is responsible for the maintenance of regulations concerning the department's graduate program.

Office of Graduate Studies

This office is in charge of the regulations covering all graduate degrees offered by the University of Nebraska-Lincoln. The mailing address is: 301 Administration Building, University of Nebraska-Lincoln, Lincoln, Nebraska, 68588-0434; Telephone (402) 472-2878; Consult the website (<http://www.unl.edu/gradstudies>) for details about fellowships, services available to graduate students, and up-to-date information on graduate studies at UNL.

AREAS OF STUDY

Upon admission to the masters or the doctoral degree program, we expect each student to identify North America, Europe or World as her or his area of global interest.

Historians generally identify themselves by areas of study. These may be traditional fields, such as Medieval history, or newly emerging areas of disciplinary focus, such as Gender Studies or Indigenous Peoples. A department's areas of study depend upon the research areas and strengths of its faculty and, as these change over time, so, too, do the areas that are appropriate for graduate students' specializations.

In addition to the disciplinary areas in which graduate students may develop original research projects, we expect students to expand their knowledge of historical periods over a range of geographical regions. We encourage them, moreover, to study the different historiographical and methodological approaches to history offered by thematic areas of disciplinary focus. While no grid can adequately capture the diversity of faculty research and teaching areas, the following table illustrates the major areas in which students may build their plans of study. Details of how

these areas of study apply to the master's and doctoral programs are provided in the sections below.

Global area	Areas of faculty teaching and research	
Europe	European antiquity	Cultural and intellectual
	Medieval Europe	Digital
	Early Modern Europe	Military/Diplomatic/International
	Early Modern England	Political and legal
	Recent Europe	Science, medicine & technology
	German Studies	Social and economic
	19th-Century Studies (interdisciplinary)	Women and gender
North America	North America before 1877	Environmental
	North America after 1877	19th-Century Studies (interdisciplinary)
	North American West	Military/Diplomatic/International
	African American	Political and legal
	Indigenous Peoples	Science, medicine & technology
	Cultural and intellectual	Social and economic
	Digital	Women and gender
World	Comparative world	Digital
	Africa	Cultural and intellectual
	East Asia	Environmental
	Latin America	Political and legal
	Indigenous Peoples	Social and economic
	Military/Diplomatic/International	Women and gender

ACADEMIC STANDARDS

To receive graduate credit, students must receive:

- a minimum of B in all graduate courses in history
- a minimum of C (or P) in all graduate courses outside of history

Students who receive a grade below the specified minimum will be placed on academic probation by the department and will receive a written warning from the Graduate Chair. If they receive another grade below the minimum, they will be dismissed from the graduate program. The Graduate Committee may grant waivers to this policy in extraordinary circumstances after consideration of the student's written request.

GRADUATE ASSISTANTSHIPS

Application

Students who are applying for admission to the master's or doctoral program in history may apply for a Graduate Teaching Assistantship by so indicating on the application for admission. To guarantee full consideration for appointment as a graduate assistant in the academic year beginning in August, a prospective student must provide all of the materials required for admission to the master's program in history to the departmental Graduate Committee by the previous January 10.

Students who are currently enrolled in the graduate program in history may apply for a Graduate Teaching Assistantship by the due date set by the department. These applications require three letters of recommendation, a statement of interest and a current curriculum vita. Each letter of recommendation must be accompanied by a completed Recommendation for Graduate Teaching Assistantship form.

Conditions

A graduate assistantship in history is normally a one-third time appointment (33% FTE), equivalent to a workload of 12-15 hours per week. Students with a continuous appointment as a graduate assistant for the academic year will receive a stipend and normally also a waiver of resident or non-resident tuition for up to 12 hours of credit per semester. New teaching assistants must attend the workshop for new teaching assistants held the week before classes begin in the fall. All students who hold teaching assistantships in history or who plan to apply for a teaching assistantship are also required to take History 990: Seminar in Teaching History and are expected to attend meetings of the Teaching Forum regularly.

Graduate assistants must maintain the status of a full-time graduate student in good academic standing, registering and completing 9 to 12 hours of credit each semester toward the degree objective (or equivalent full-time status with fewer hours of credit while working on the thesis). Satisfactory performance as a student involves maintenance of timely progress toward the degree objective. Passing work, involving a grade of "B" or better, must be done in all graduate courses.

Satisfactory performance of the duties assigned to a graduate assistant is also required. The particular duties will be assigned to a graduate assistant by the faculty member who is responsible for the course in which the student is assisting. The faculty member will evaluate the student's performance. In the event of conflicts or disagreements between a graduate assistant and the faculty member, the departmental Graduate Committee may also evaluate the student's performance. In any case, the Graduate Committee will make the final determination as to whether a student is performing the assigned duties satisfactorily.

M.A. PROGRAM IN HISTORY

I. ADMISSIONS

Admission Categories

Students may be admitted by the Office of Graduate Studies, on the recommendation of the departmental Graduate Committee, into one of the following categories.

Degree Objective with Full Graduate Standing may be granted to students considered fully qualified to undertake the master's degree program in history. For a student with a B.A. from an accredited institution, these qualifications must include (a) a good undergraduate record, (b) at least 26 undergraduate credit hours in history, and (c) two years of undergraduate study of a foreign language (one year elementary and a second year intermediate, or the equivalent).

Degree Objective with Provisional Standing may be granted to students with potential who may have some problem of qualification which needs to be remedied. These qualification problems may include a lack of adequate preparation, a need for supplemental information, a need for a definitive interpretation of available records for some foreign programs, an identification of regionally unaccredited programs, or an indication to the student of past minimal scholastic achievement that will require focused attention on the need for maintaining satisfactory grades. For example, a student with fewer than 26 credit hours in history and two years of a foreign language (or the equivalent) at the college level might be admitted with deficiencies. **Provisional admission** may be changed to full standing upon the recommendation of the departmental Graduate Committee and approval by the Office of Graduate Studies. This is an internal change in status and is normally recommended by the chair of the Graduate Committee when a student is accepted into candidacy for the master's degree. Students who do not remove deficiencies from their record will not be allowed to graduate.

Unclassified Status (Non-Degree) may be granted by the Office of Graduate Studies to a student who is not considered to be working toward an advanced degree but who satisfies minimal admission standards. With this status, students may enroll in graduate history courses. Unclassified students who wish to be considered for admission to the master's degree program in history must formally apply through the Office of Graduate Studies and be recommended for admission by the departmental Graduate Committee. There is no guarantee of ultimate admission to the master's degree program in history from an unclassified status.

Admission Requirements

For admission to the master's degree program with full graduate standing in history, prospective students must submit the following materials to the Office of Graduate Studies or to the departmental Graduate Committee:

Application: Students must apply to the Office of Graduate Studies.

Transcripts: Students must provide two official copies of their transcripts from all colleges previously attended to the Office of Graduate Studies. These transcripts should show evidence of a good academic record, including at least 26 semester hours in history and two years of a foreign language.

Graduate Record Examination: Students must provide an official score for the GRE general test to the Graduate Committee.

Statement: Students must provide a written statement, indicating their areas of interest and explaining why they want to pursue a master's degree in history, to the Graduate Committee.

Letters of Recommendation: Students must provide three letters of recommendation from scholars or others who are qualified to assess their prospects for success in the master's degree program. These letters must be sent directly from these referees to the Graduate Committee. Each letter must include a completed copy of the Office of Graduate Studies [Recommendation for Graduate Admission](#) form.

Samples of Writing: Students must submit a sample of their writing in the form of a paper or chapter(s) from previous academic work to the Graduate Committee

TOEFL: Foreign students whose primary language is not English must have a TOEFL score of 575 or higher. The TOEFL score should be submitted to the Office of Graduate Studies.

Students who cannot fulfill these requirements for admission to the master's degree program with full graduate standing in history might be admitted with provisional standing. Deficiencies in history may be removed by taking appropriate history courses. Deficiencies in a foreign language may be removed by (a) completing the second year (i.e. intermediate level) of an undergraduate foreign language with a grade of "B" or better in each course, (b) taking a foreign language reading course for graduate students and receiving a grade of "B" or better, or (c) passing a foreign language examination administered by the University Examinations Service (with a score of 500 or higher) or by an appropriate member of the faculty. Students may use these methods for removing deficiencies with the approval of the Graduate Committee. Consult the chair of the Graduate Committee regarding the removal of deficiencies and possible admission to full graduate standing.

A student is admitted to candidacy for the master's degree in history when admission deficiencies have been removed and when the ability to perform satisfactorily in graduate studies has been demonstrated, by filing a [Memorandum of Courses](#) with the Office of Graduate Studies. The Memorandum of Courses gives the subject of the thesis, lists the courses already taken to satisfy credit hour requirements and provides a tentative list of courses the student plans to take to complete the degree. The Memorandum of Courses must be filed before the student has received grades (letter grades, no reports, or incompletes) in more than one-half of the prescribed program, and must be approved by the student's adviser, the Graduate Chair, the Graduate Committee(s) in the student's minor(s) in other departments, if applicable, and the Dean of Graduate Studies.

II. THE ADVISER

Upon admission, the master's student identifies her or his interest in North American, European or World history. Also upon admission, the Graduate Chair assigns each new master's student an adviser, in consultation with appropriate faculty. The first-year adviser is normally assigned on the basis of the student's academic interests, as expressed in her or his application. As a student's interests develop, the student may seek a different graduate adviser, in consultation with the Graduate Chair.

The M.A. adviser is responsible for ensuring that the master's student completes the Memorandum of Courses; fulfills the requirements for the degree option that the student chooses; prepares and completes the master's thesis; and helps the student to form an examining committee.

III. M.A. DEGREE REQUIREMENTS

Credit Hours and Courses

The master's degree at the University of Nebraska-Lincoln is a thesis degree. A student must earn a minimum of 30 semester hours of credit, consisting of 24 credit hours of regular course work and a thesis equivalent to 6 to 10 credit hours. At least 18 hours of the required work, including thesis, must be taken in the History Department. The remaining work must be in a second global area or in a minor in another department consisting of at least 9 credit hours. Twelve hours credit, in addition to the thesis, must be earned in courses open exclusively to graduate student (i.e. at the 900 level) but History 990 (Seminar on Teaching History) cannot be included among these 12 credits. Students will ordinarily receive graduate credit for no more than 3 credit hours of independent readings, defined as History 889 without a letter suffix indicating cross-listing with a lecture course at the 300 level.

Summary of credit hour requirements:

24 credit hours course work *plus* 6 (-10) hours thesis 30 credit hours total
consisting of:

9 credit hours in the global area* *plus* 6 (-10) hours thesis 15 total credit hours
 in the global area of history
 3 credit hours in History 900 18 credit hours
 minimum in History
 3 credit hours elective**

9 credit hours in a second global area* (internal minor)

or

9 credit hours in another department (external minor)

Required courses: 3 credit hours: [History 900: The Professional Study of History](#)
 3 credit hours in a [900-level readings course](#) in the student's global area
 3 credit hours in a [900-level readings course](#) in the student's second global area or an external minor.

3 credit hours in a [900-level research seminar](#) in the student's global area
Total of 12 credit hours in 900-level courses minimum

* The "global area" refers to Europe, North America or World, with "World" covering courses in East Asia, Latin America, Africa, or Comparative World history. A student who enters in North American history, for example, must take 9 credit hours in European or World history. Similarly, a student who wishes to concentrate on Latin American history must take 9 credit hours in European or North American courses.

**Students who serve as Graduate Teaching Assistants must take [History 990, the Seminar on Teaching History](#)

The M.A. Thesis

The subject of the master's thesis must be chosen from the candidate's broad area in history. The thesis should reveal a capacity to carry on independent research and should demonstrate the student's ability to use the techniques employed in his/her area of investigation.

The master's thesis and abstract in preliminary form must be approved by the adviser prior to applying for the final oral examination (at least four weeks prior to the examination). The thesis must comply with the requirements for style and form as stipulated in the Graduate Studies Bulletin. Although the Department of History does not require a thesis of any fixed length, 75 to 125 pages should be adequate to cover the subject. It may be either entirely or in part produced as digital scholarship of a scope and significance appropriate to the master's thesis. Whether in print form or digitally produced, the thesis should demonstrate the student's capability to form an argument, analyze evidence, and relate the question to the broader concerns of the field. A copy of the thesis and abstract in preliminary form must be submitted to the Office of Graduate Studies for approval at least two weeks (one week in summer) prior to the final oral examination. This copy will be reviewed by the master's degree assistant and returned to the student. A preliminary copy of the thesis should also be distributed to all members of the examining committee two weeks before the oral examination. A candidate is not eligible for the oral examination until the thesis is completed and approved by the major adviser.

The examining committee, approved by the Office of Graduate Studies on recommendation of the departmental Graduate Committee, will consist of at least three members from history if the student has completed their primary and secondary areas in the history department, and two from history and one from the other department if the student has an external minor in another department. All members of the committee must be either on the Graduate Faculty or approved to perform specified Graduate Faculty duties. In exceptional circumstances, the final oral examination may be waived by agreement of the members of the examining committee.

When the thesis has been accepted by the examining committee, one copy must be supplied to the major department and two copies must be deposited with the Dean of University Libraries.

IV. GENERAL DEGREE REQUIREMENTS FOR M.A. STUDENTS TO NOTE:

Students must fulfill requirements and procedures as specified in the Graduate Studies Bulletin. Please note the following time requirements and deadlines:

- All students must identify a global area of study and be assigned to an adviser before the end of first semester.
- The [Memorandum of Courses](#), including thesis topic, must be filed **before** the student has received grades (letter grades, no reports, or incompletes) in more than one-half of the prescribed program. This means the student must have completed **less than** 16 credit hours. For example, if a student completes 15 hours at the end of the first semester, the Memorandum of Courses must be submitted before the end of the second semester. Earlier is better.
- Students admitted to the masters degree with deficiencies in language and coursework must remove them within two calendar years after beginning the program.
- Students must complete the form, [Application for a Degree](#), and submit it to the Office of Graduate Studies by the deadline set at the beginning of the semester in which they expect to graduate. Consult the [academic calender](#) for the deadline each semester.
- The time limit on granting the master's degree is **eight years** from the time of filing the student's Memorandum of Courses in the Office of Graduate Studies.

PH.D. PROGRAM IN HISTORY

I. ADMISSIONS

Admission Categories

Students may be admitted by the Office of Graduate Studies, on the recommendation of the departmental Graduate Committee, with Full Graduate Standing, Provisional Graduate Standing, or with Unclassified (Non-Degree) Status.

Degree Objective with Full Graduate Standing may be granted to students considered fully qualified to undertake the Ph.D. degree program in history. The applicant must have already completed a M.A. degree. For a student with a M.A. from an accredited institution, but in a discipline other than history, these qualifications must include (a) a good undergraduate record, (b) at least 26 undergraduate credit hours in history, and (c) two years of undergraduate study of a foreign language (one year elementary and a second year intermediate, or the equivalent). Students with a master's degree in history who do not meet these requirements will be admitted with provisional standing.

Before a student is advanced to candidacy and is granted full graduate standing, he/she must demonstrate a reading knowledge in at least one foreign language.

Degree Objective with Provisional Standing may be granted to students who have not yet fulfilled the foreign language/research tool requirements, and to students with potential

who may have some problem of qualification that needs to be remedied. These qualification problems may include a lack of adequate preparation, a need for supplemental information, a need for a definitive interpretation of available records for some foreign programs, an identification of regionally unaccredited programs, or an indication to the student of past minimal scholastic achievement that will require focused attention on the need for maintaining satisfactory grades.

Provisional admission may be changed to full standing upon the recommendation of the departmental Graduate Committee and approval by the Office of Graduate Studies. This is an internal change in status and is normally recommended by the chair of the Graduate Committee when a student is accepted into candidacy for the Ph.D. degree. Students who do not remove deficiencies from their record will not be allowed to graduate.

Unclassified Status (Non-Degree) may be granted by the Office of Graduate Studies to a student who is not considered to be working toward an advanced degree but who satisfies minimal admission standards. With this status, students may enroll in graduate history courses. Unclassified students who wish to be considered for admission to the Ph.D. degree program in history must formally apply through the Office of Graduate Studies and be recommended for admission by the departmental Graduate Committee. There is no guarantee of ultimate admission to the Ph.D. degree program from an unclassified status.

Admission Requirements

For admission with full graduate standing in history, prospective students must submit the following materials to the Office of Graduate Studies or to the departmental Graduate Committee.

Application: Students must apply to the Office of Graduate Studies.

Transcripts: Students must provide two official copies of their transcripts from all colleges previously attended to the Office of Graduate Studies. The transcripts from the M.A. granting institution should show evidence of a good academic record.

Graduate Record Examination: Students must provide an official score for the GRE general test to the Graduate Committee.

Statement: Students must provide a written statement, indicating their areas of interest and explaining why they want to pursue a doctoral degree in history, to the Graduate Committee.

Letters of Recommendation: Students must provide three letters of recommendation from scholars or others who are qualified to assess their prospects for success in the Ph.D. degree program. These letters must be sent directly from these referees to the Graduate Committee. Each letter must include a completed copy of the Office of Graduate Studies [Recommendation for Graduate Admission](#) form.

Samples of Writing: Students must submit a sample of their writing in the form of a paper or chapter(s) from previous academic work to the Graduate Committee.

TOEFL: Foreign students whose primary language is not English must have a TOEFL score of 575 or higher. The TOEFL score should be submitted to the Office of Graduate Studies.

Students who cannot fulfill these requirements for admission with full graduate standing in history might be admitted with provisional standing. Deficiencies in history may be removed by taking appropriate history courses. Deficiencies in a foreign language may be removed by (a) completing the second year (i.e. intermediate level) of an undergraduate foreign language with a grade of "B" or better in each course, (b) taking a foreign language reading course for graduate students and receiving a grade of "B" or better, or (c) passing a foreign language examination administered by the University Examinations Service (with a score of 500 or higher) or by an appropriate member of the faculty. Students may use these methods for removing deficiencies with the approval of the Graduate Committee. Consult the chair of the Graduate Committee regarding the removal of deficiencies and possible admission to full graduate standing.

II. THE ADVISER AND THE SUPERVISORY COMMITTEE

Upon admission to the doctoral program, the Graduate Chair, in consultation with the Graduate Committee and with faculty in the student's expressed area of interest, assigns the student a first year adviser. A student admitted to the Ph.D. program who did not earn his or her M.A. in History from the University of Nebraska-Lincoln is expected to meet with her or his adviser and the Graduate Chair during the first semester to ensure that the new student is adequately prepared for the Ph.D. course of study, including background in history, language preparation, intended coursework and possible dissertation area. A maximum of 30 semester credit hours may be applied from the M.A. degree towards the requirements for the Ph.D. degree at UNL; the number allowed may be fewer, depending upon the M.A. requirements at the degree-granting institution.

Before the student has 45 credit hours remaining to be completed for the doctoral degree (before the halfway point toward the minimum 90 credit hours required for the Ph.D.), the student's supervisory committee **must** be appointed and approved by the Dean of Graduate Studies. This requires a form, called the [Appointment of Supervisory Committee for the Doctoral Degree](#) to be filled out and signed by the Graduate Chair before it is forwarded to the Office of Graduate Studies. The Supervisory Committee generally consists of five members of the Graduate Faculty. Of these, three members, including the student's adviser, who serves as the Supervisory Committee chair (or at least one of the co-chairs) must be from History and one must be from another department. If a student is pursuing a minor in another department, a representative from that department must be on the committee. If any changes to the committee are made after this form is submitted to Graduate Studies, the student's adviser must notify the Doctoral Specialist by submission of the [Change of Committee](#) form, especially when changing chairs.

Within three weeks of its appointment, the Supervisory Committee will meet to complete, and subsequently to file in the Office of Graduate Studies, the form called [The Program of Studies](#)

[for the Doctoral Degree](#). A tentative program will ordinarily be presented by the student's adviser, in consultation with the student, outlining the student's plans for completing the doctoral degree.

The Supervisory Committee is not obliged to accept credits beyond the master's degree that were completed prior to its appointment. At least half of the total program of courses and dissertation research must be completed following submission of the program to the Office of Graduate Studies. Any subsequent change in the program or in the dissertation topic must be approved by the Supervisory Committee and the action reported to the Office of Graduate Studies.

By the end of the first year, the student must, in consultation with faculty and the Graduate Chair, determine who will serve as the chair of the student's doctoral committee and as primary adviser for the rest of her or his doctoral work. The Ph.D. student's adviser is responsible for keeping a file, or portfolio, with copies of that student's major written work in the program, including two research papers from the research seminars, the three written Comprehensive Exams, and the Dissertation Prospectus. This portfolio will serve as a resource for the adviser and other faculty for writing letters of reference.

III. Ph.D. DEGREE REQUIREMENTS

A minimum of three full years of graduate study beyond the master's degree is normally required to complete a program for the degree of Doctor of Philosophy. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field.

Students must complete at least 90 credit hours, including a doctoral dissertation and previous graduate credit earned either at the University of Nebraska or elsewhere in a master's degree program. Not fewer than 45 hours must be completed at the University of Nebraska. Students are required to complete a **minimum** of 33 credit hours in 900-level courses, including those taken for the M.A. degree.

Courses

Courses at the 900 level constitute the core of a graduate student's classroom education. These courses are structured exclusively for the needs of graduate students, which are fundamentally different than those of undergraduates. There are five categories of 900-level courses in the History Department:

- History 900, "The Professional Study of History," introduces incoming graduate students to the culture, expectations, and practices of professional historians. It is organized methodologically and casts a wide geographical net regarding the topics on which it focuses. Each Ph.D. student will take History 900 during her/his first year in the program. (Students who completed History 900 for their M.A. degree in History at UNL do not need to repeat this course.)

- History 990, "Seminar in Teaching History," introduces students to the theoretical literature on teaching and learning, familiarizes them with a variety of approaches to classroom instruction, and provides opportunities to work on course design and effective discussion and lecture techniques. This course is required of all doctoral students. (Students who completed History 990 during their work for the M.A. degree in History at UNL do not need to repeat this course.)
- 900-level readings courses emphasize critical reading, analysis, and discussion of major books and articles of broad geographical and chronological scope. Students will gain familiarity with writing book reviews and a historiographical paper or equivalent project.
- 900-level research seminars provide students with a guided research experience, culminating in a substantial research paper or digital project based on primary sources and modeled on articles published in professional historical journals or digital projects of a similar scope. Students will normally take a 900-level research seminar after completing a relevant 900-level readings course.
- 900-level special topics courses center on a specific faculty research area and may be structured around readings and/or student research projects. Special topics courses that require substantial research papers or digital research projects may be substitute for a 900-level research seminar requirement.

Credit hours: course and distribution requirements - for students entering with an M.A. degree in History from UNL.

Students who have completed an M.A. degree at UNL will already have taken:

- History 900: The Professional Study of History (3 credit hours).
- 9 credit hours in their global areas of study, including one 900-level readings course and one 900-level research seminar.
- 9 credit hours in a second global area of study, including one 900-level readings course *or* 9 credit hours in an external minor in another department, including one 900-level readings course.
- The student may also have already taken History 990, for a total of 15 completed credit hours in 900 level courses.

In addition to courses taken at the M.A. level, doctoral students are expected to complete 30 credit hours of course work, with 18 credit hours in 900-level courses:

- 9 credit hours in their global area of study. Of these, one course must be a 900-level readings course and one must be a 900-level research seminar.
- 6 credit hours in a different global area of study, including a 900-level readings course in Comparative World history.
- An additional 3 credit hours in a 900-level readings course and 3 credit hours in a 900-level research seminar in History.
- An additional 3 credit hours in a 900-level course in another department. This requirement broadens students' intellectual horizons and assures their introduction to the multidisciplinary perspective common to successful historians.

By the end of their M.A. and Ph.D. degrees in History at UNL, students will have completed 54 credit hours of course work, of which 33 credit hours are 900-level courses, comprising:

- History 900: The Professional Study of History (3 credit hours)
- History 990: Seminar on Teaching History (3 credit hours)
- 18 credit hours in their global area of study, including at least two 900-level readings courses (6 credit hours) and two 900-level research seminars (6 credit hours).
- 15 credit hours in a second global area of study, including two 900-level readings courses, one of which must be a readings course in Comparative World history (6 credit hours). The credit hours for this requirement may be partially filled by an external minor in another department.
- One 900-level readings course in another department (3 credit hours)
- An additional 6 credit hours in a 900 level readings course and a 900-level research seminar.
- 6 open credit hours.

Credit hours: course and distribution requirements - for students entering with an M.A. degree in History from another institution.

As noted above, in the section about the adviser and the Supervisory Committee, a student entering with an M.A. degree in History from another institution will have graduate credits applied towards their doctoral degree at UNL. How these credits are counted for the area distribution and 900-level course requirements will depend upon the student's M.A. program. We expect that such students will have up to 30 credit hours applied to the 90 credit hours required for the doctoral degree. Entering Ph.D. students will normally be expected to take 30 credit hours, consisting of:

- History 900: The Professional Study of History (3 credit hours) during their first semester.
- History 990: Seminar on Teaching History (3 credit hours)
- 9 credit hours in their global area of study. Of these, one course must be a 900-level readings course and one must be a 900-level research seminar (6 credit hours)
- 6 credit hours in a different global area of study, including a 900-level readings course in Comparative World history.
- An additional 3 credit hours in a 900-level readings course and 3 credit hours in a 900-level research seminar in History.
- An additional 3 credit hours in a 900-level course in another department. This requirement broadens students' intellectual horizons and assures their introduction to the multidisciplinary perspective common to successful historians.

Residency Requirements

To meet Graduate College residency requirements, all Ph.D. students must complete 27 credit hours within a consecutive 18-month period. Students who have completed their M.A. at the University of Nebraska may apply 12 hours of their M.A. work towards this requirement. No

more than 9 credits applied towards residency may be taken during summer sessions. The graduate school provides limited exemptions from these requirements for the following:

- university staff who are engaged at least half-time in research or teaching.
- those employed in their major field may take 24 hours within a consecutive 24 month period, provided that at least 12 of these credits are taken after the M.A.

Language and Research Tool Requirements

Students must demonstrate a reading knowledge of at least one foreign language. In addition to the necessary foreign languages, the Supervisory Committee may expect the student to gain expertise in certain specialized research tools, such as digital media, statistics, or a computer programming language. The Supervisory Committee shall determine which foreign languages and/or research tools to include in a student's Ph.D. program. Students admitted to the program with language deficiencies must remove them within two calendar years after beginning the program. Prior to admission to candidacy and at least seven months before the final oral examination, the student must have satisfied the language requirement. Fulfillment of the language requirement must be demonstrated through coursework with a grade of B or better or by an examination certifying language competency by an outside expert approved by the Supervisory Committee.

A student who is a foreign national expecting to return to his/her own country may, with the approval of the Supervisory Committee, be permitted to meet the language requirements by demonstrating competence in spoken and written English.

Comprehensive Fields

By the end of their first year in the doctoral program, if not earlier, students identify three fields for their comprehensive examinations.

- **Field I: Primary area.** The first field defines the “survey” breadth expected for students in their general dissertation area. Students choose one of the following five areas for this examination:
 - North America
 - Europe to 1715
 - Europe after 1715
 - Latin America
 - Africa
- **Field II: Comparative World.** This second field encourages students to develop an expansive comparative perspective on historical events, issues and methodologies. Students prepare for this field by taking courses in geographical areas outside their primary global area, as well as taking at least one readings course in Comparative World history. Students whose global areas are North America and Europe are encouraged to take classes in Latin American, East Asian or African history. Similarly, students who are concentrating in Latin American or African history are encouraged to take courses in North American history or European history. What will best support each student's research and teaching interests will be determined in consultation with his or her adviser and Supervisory Committee.

- **Field III: The Focus.** The focus area will normally be the field in which the student plans to pursue his or her dissertation research. These fields are those customarily understood as specialty areas within history, although their boundaries are inevitably imprecise. Some of these are best defined by their geographical and chronological limits, such as the North American West; others are best labeled as thematic areas in which historians study subjects that regularly cross arbitrary national borders, such as women or indigenous peoples, or in which historians concentrate on particular methods or themes, such as military history. The field may even be defined as a combination of more than one area listed below, such as women and gender in early modern England, or environmental issues in North America after 1877. Students will develop the reading list for this field in consultation with their advisers and Supervisory Committee.

Primary areas	Focus areas	
Europe before 1715 and Europe after 1715	19th-Century Studies (interdisciplinary)	Military/Diplomatic/International
	Cultural and intellectual	Recent Europe
	Digital	Science, medicine & technology
	Early Modern England	Social and economic
	Early Modern Europe	Women and gender
	German Studies	Political and legal
North America	19th-Century Studies (interdisciplinary)	North America before 1877
	African American	North America after 1877
	Cultural and intellectual	North American West
	Digital	Science, medicine & technology
	Environmental	Social and economic
	Indigenous Peoples	Women and gender
	Military/Diplomatic/International	Political and legal
Latin America	Cultural and intellectual	Military/Diplomatic/International
	Africa	Digital
	Environmental	Political and legal
	Indigenous Peoples	Social and economic
		Women and gender

These examples illustrate the breadth and flexibility of the three comprehensive fields:

Field I: Primary area	Field II: Comparative World	Field III: Focus
North America	U.S. and Africa	African American
North America	U.S. and Latin America	North American West
North America	North America and Latin America	Indigenous Peoples
Europe before 1715	Medieval Islam and Early Modern Europe	Cultural and intellectual

Europe after 1715	Colonial and post-colonial states	German studies
Latin America	20th century international history	Women and gender
Africa	Atlantic world: Africa, North America, Europe	Social and economic

Comprehensive Examinations

Purpose: The purpose of comprehensive examinations is to assess the preparedness of Ph.D. students for research and teaching in their chosen fields. Successful completion of the exams along with a satisfactory defense of the dissertation prospectus is required before doctoral students will be admitted to full candidacy.

Format:

- Comprehensive examinations are normally three distinct take-home written exams, with students given 72 hours to complete their responses for each examination. Individual exams should normally consist of no more than three questions. Students usually must complete all three examination within a two week period. Any exceptions to these guidelines must be worked out in advance with the agreement of the Graduate Chair, the adviser and the Supervisory Committee. Students must pass all three written examinations before advancing to the oral examination.
- Students take a two-hour oral examination with the Supervisory Committee within two weeks of passing their written exams.

Reading Lists: For the examinations in Fields I and II, students work from reading lists established and agreed upon by the faculty in those areas of study. Individual students and their faculty examiners develop the bibliographies for the focus field (Field III) reading lists. It should be understood that the reading lists serve as general guides for examination preparation; they are not a formal contract between students and their examiners.

Timing: Students will normally take comprehensive examinations during their third year of doctoral study. There will be three exam periods per year: on or about September 15, on or about January 15, and on or about April 15. Within two weeks of passing the written examinations, the student sits the oral examination with the Supervisory Committee. Students who pass their exams are required to defend their dissertation prospectuses within six months of passing their oral exam.

Results: Students will receive notification of the written exam results by the faculty who supervise each field within one week of the exam date. Each evaluation is given as high pass, pass or fail. Should the student fail any part of the comprehensive examination, he or she may attempt another examination, or a part thereof, during the following academic term **only on the recommendations** of the Supervisory Committee and the Graduate Chair. The Supervisory Committee will complete the Comprehensive Examination form at the end of the oral examination, indicating the student's performance on each written examination and on the oral examination.

Dissertation Prospectus

Writing a dissertation proposal is one of the most important academic exercises in a Ph.D. student's career. The proposal is intended to ensure that both the student and her/his committee members know how the dissertation will represent original research in the field. The proposal should also explain how the relevant archives and source materials are to be used throughout the course of writing and how they provide the basic structure of the future dissertation. Thus, no more than **six months after having successfully completed comprehensive examinations** the student will be expected to write and defend a formal dissertation proposal with all available dissertation committee members. After successfully defending the dissertation proposal the student may be admitted to candidacy.

The dissertation proposal is integral to the writing of the full dissertation for several reasons. First, in writing a proposal, which should be approximately 20-30 pages, the student will be expected to present broad and specific historiographical explanations of the research project, describing how the dissertation will contribute to and differ from existent scholarship, including recent dissertations. Second, because the student will be expected to have identified the key primary sources to be analyzed, faculty members will have a clearer idea about the feasibility of the proposed research and will be better able to advise students on archives, document sets, and other research-related questions. Third, throughout the writing of the proposal, the student will have the benefit of ongoing discussions with her/his adviser and other committee members as she/he seeks to specify and narrow the proposed research topic(s). The student will be expected to share drafts with committee members over the course of writing the proposal and submit a final draft of the proposed research to each committee member.

The dissertation prospectus must:

- Identify the key problem or sets of problems to be analyzed.
- Situate the proposed research in the broader historical debates and in the relevant scholarly literature.
- Outline the key archives and document sets needed for the project.

Admission to Candidacy and on-going registration

When the student has passed the comprehensive examination, the dissertation prospectus, and satisfied language and research tool requirements of the approved program, the Supervisory Committee will recommend to the Office of Graduate Studies his/her admission to candidacy for the Ph.D. degree, noting in that recommendation the dates of completing the comprehensive examination and language and research tool requirements. The [Application for Admission to Candidacy for the Doctoral Degree](#) must be filed at least seven months prior to the final oral examination, in which the student defends his or her dissertation (see below). A student is formally recognized as a candidate as of the date of completing the comprehensive examination and language or research tool requirements.

Following admission to candidacy the student must register in the Office of Graduate Studies during each semester of the academic year until he/she receives the Ph.D. degree. Students not in residence may register for a minimum of one semester hour credit in dissertation on forms available from the Office of Graduate Studies, and all Ph.D. candidates writing their dissertation

need to file a form granting them full-time status. **Failure to register during each semester of the academic year will result in termination of the candidacy.**

Students who have not been admitted to Ph.D. candidacy and who have not registered for courses within the last two calendar years will be considered terminated from the program. If they wish to finish their degree, they must submit a written petition to the graduate committee requesting re-admission to the graduate program.

The Dissertation

The dissertation will normally comprise 24 to 30 semester hours of credit out of the 90 hours in the Ph.D. program. It is of no fixed length, but 300 pages has been considered optimum in this department. It may be either entirely or in part produced as digital scholarship of a scope and significance appropriate to the dissertation. Whether in print form or digitally produced, the dissertation should show the technical mastery of the field and advance or modify former knowledge; i.e., it should treat new material, or find new results, or draw new conclusions, or interpret old material in a new light. Each candidate for the Ph.D. degree shall submit with the dissertation an abstract of the same, not exceeding 350 words in length including the title.

The application for the final oral examination and a copy of the dissertation and abstract must be presented to the Office of Graduate Studies for preliminary review at least three weeks before the final oral examination. Each member of the Supervisory Committee must receive a copy of the dissertation in a timely manner, normally at least three weeks before the oral examination.

Following the successful completion of the oral examination, two copies of the dissertation and three copies of the abstract shall be presented to the University Libraries. An additional bound copy must be submitted to the History Department. The first page of the dissertation must bear the signatures of all members of the Supervisory Committee. The title sheet will be microfilmed with the dissertation. The student must also present to the Dean of University Libraries a signed agreement for the publication of the abstract and microfilming of the dissertation.

Before the Ph.D. degree is granted, each candidate must pay a binding fee and a fee to cover the cost of microfilming the entire dissertation and of publication of the abstract in Dissertation Abstracts International, which is issued bimonthly by University Microfilms, Inc., of Ann Arbor, Michigan.

Final Oral Examination

The final examination is oral. It is given by the Supervisory Committee after the candidate's studies have been completed and the dissertation accepted. The committee also determines its character and length. The examination may be devoted to the special field of the dissertation or to the candidate's general knowledge, or it may be designed to test judgment and critical powers.

The final oral examination for the Ph.D. will not be scheduled unless the chair of the Supervisory Committee and at least two other members of the committee are available for the examination. Exceptions may be made only by permission of the Dean of Graduate Studies. In any event, the

supervisor of the dissertation must have seen and approved the completed dissertation before the examination will be scheduled.

student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.

If a student fails to pass the final oral examination for an advanced degree, the Supervisory Committee must file a report on the failure in the Office of Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same semester or the same summer session in which the student failed.

IV. SUMMARY OF GENERAL DEGREE REQUIREMENTS FOR DOCTORAL STUDENTS TO NOTE

Students must fulfill the requirements and procedures as specified in the Graduate Studies Bulletin. Please take particular note of the following time requirements and deadlines. Both the student and the student's adviser are responsible for seeing that these requirements are met on time.

- All students must choose a primary area of study and be assigned to a first year adviser upon admission.
- The [Appointment of Supervisory Committee for the Doctoral Degree](#) form must be filled out and sent to the Office of Graduate Studies before the student completes more than 45 credit hours counted towards the doctoral degree.
- Within three weeks of its appointment, the Supervisory Committee will meet to complete, and subsequently to file in the Office of Graduate Studies, the form called [The Program of Studies for the Doctoral Degree](#) for the student.
- The dissertation prospectus must be completed six months after taking the comprehensive examinations.
- After completing the comprehensives, the prospectus and language requirements, the [Application for Admission to Candidacy for the Doctoral Degree](#) must be sent to the Office of Graduate Studies.
- At least three weeks before the final oral examination of the Ph.D. thesis, the student must submit the [Application for Final Oral Examination](#) to the Office of Graduate Studies. A complete copy of the dissertation, with abstract, must also be submitted no later than this.
- Students must complete the form, [Application for a degree](#), and submit it to the Office of Graduate Studies by the deadline set at the beginning of the semester in which they expect to graduate. Consult the [academic calender](#) for the deadline each semester.
- **The time limit on granting the doctoral degree is eight years from the time of filing the student's program of studies in the Office of Graduate Studies.**