

# BINGHAMTON UNIVERSITY

Department of History

## GRADUATE STUDENT HANDBOOK

This handbook offers guidance for your course of study as well as your duties and obligations. It is intended to be a ready but not exhaustive guide. You also should consult the [University Bulletin](#) and the [Graduate School Student Manual](#).

9/30/2020

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## **DEGREES**

The History Department offers the M.A and Ph.D. degrees.

## **REQUIREMENTS**

### GENERAL

- Students must maintain continuous registration, including the semester in which final degree requirements are completed.
- Students must form, by the end of the second semester, guidance committees in consultation with the Director of Graduate Studies and their interim mentors. Students must submit the Guidance Committee form [[Appendix 1](#) or [2](#)] once it has been signed by the three faculty members who will constitute the guidance committee. The form should be returned to the Graduate Secretary. The Graduate Committee strongly encourages the guidance committee to meet by the end of the third semester.

### **FOR THE MASTERS DEGREE**

All students must:

- choose a Major Field from the Ph.D. Major and Minor fields listed in this handbook.
- complete at least 32 credit hours of graduate course work taken for a letter grade, with a B average or better. Not more than eight of these hours may be transferred from previous graduate work.
- at least 4 credit hours of these 32 must be outside of the student's Major Field.
- pass a Master's Examination or Defense of a Research Portfolio.
- take one 600-level research seminar or prepare a master's thesis in history.
- take HIST 592 (Historiography), preferably in the first semester.

Additional stipulations:

- Only one course of the two-course sequence HIST 530A/B offered in the Education Department may count toward the M.A. degree.
- M.A. students who are not planning to seek admission to the Ph.D. program are not required to demonstrate proficiency in a foreign language. Those expecting to enroll in the Ph.D. program should plan to take the language exam prior to applying to the Ph.D. program and certainly before the MA exam.

- Students entering the program at the M.A. level must complete the M.A. by the end of the fourth semester of study and, if continuing for the doctorate, must take the Ph.D. orals by the end of the sixth semester.
- No more than 10 of 32 credits may be taken as independent studies. Only 4 hours of independent study may be taken S/U and count towards the minimum of 32 credit hours required for the M.A. degree.
- Funded MA students are required to enroll in History 591 (Teaching College History) [zero-credit course taught under the aegis of the Director of Graduate Studies], which will not count towards the total of 32 credits required for M.A. degree or towards the Graduate School's residency requirement of 24 credit hours of coursework at Binghamton University.

## GUIDANCE COMMITTEES

The Graduate School specifies that each graduate student must have a Principal Adviser. This faculty member meets periodically with the student to discuss his or her progress. Once the student forms a Guidance Committee, the Principal Adviser to the student becomes the Chairperson of the Guidance Committee.

The following information summarizes the History Department's policy on graduate student advisement. It supplements or amplifies the information on the subject found in the [Graduate School Student Manual](#) and the [University Bulletin](#)

During their first semester in the program, new graduate students will be advised by an interim mentor who will aid them in the selection of courses and sign their Program Approval Forms prior to registration and pre-registration.

By the end of the first semester, each first-year student will consult with the interim mentor about the selection of an appropriate faculty member to serve as Principal Adviser and Chairperson of the student's Guidance Committee. The Principal Adviser should be chosen in the student's second semester; a Guidance Committee should be constituted by the end of the second semester. Each student must choose a Major Field, which will be listed on the Guidance Committee Form [[Appendix 1](#) or [2](#)]. M.A. students are required to take at least 4 of their 32 credits outside of their Major Field. A new student should make every effort to meet those faculty members who teach and work in the student's chosen field. The student will take a Guidance Committee Form [[Appendix 1](#) or [2](#)] to the agreed-upon faculty member. If the latter is willing to serve as the student's Principal Adviser, he or she will sign in the appropriate space on the form as Chairperson of the Guidance Committee. The student and the Principal Adviser will also select two colleagues who are appropriate to serve as the remaining members of the three-person Guidance Committee.

The signatures of the three faculty members on the form will constitute their formal appointment as the student's Guidance Committee, which serves either as the MA examining committee or the core of the Ph.D. comprehensive examination committee. The signed form will be returned to the Director of Graduate Studies who will register the student's Guidance Committee with the Graduate School Office and file the signed form in the student's folder. The Guidance Committee is to be formed by mutual consent of each faculty member and the student, and may be dissolved by either party provided that a clear communication of this change is made to the other party and

the Director of Graduate Studies. Though students may retain funding while switching fields and/or advisors, they should remember that funded status depends on satisfactory performance and timely progress through the program. Committee changes that are strongly disruptive may thus be ill-advised.

The Principal Adviser, and thus the Chairperson of the Guidance Committee, will have prime responsibility for advising the student in all aspects of his or her course of study. In collaboration with faculty colleagues on the committee, the Chairperson will continuously supervise and periodically evaluate the student's academic progress. For M.A. candidates, the Guidance Committee will serve as an examination committee or a portfolio defense committee, preparing and grading the student's Master's Examination or evaluating the Research Portfolio. Students wishing to work beyond the M.A. degree must secure the approval of each member of their Guidance Committee, and the signatures of all three members of the Guidance Committee are required on the student's application for admission to the doctoral program before it can be considered by the departmental Graduate Committee. Attached to the Application for Admission to the Doctoral program [[Appendix 8](#)] should be a description of the student's past course of study and his/her proposed academic program for the next few years as well as a signed copy of the Ph.D. Guidance Committee Form [[Appendix 2](#)]. In guiding doctoral students, Chairpersons of Guidance Committees have the primary responsibility for advising their students in preparing for the Ph.D. Comprehensive Examinations and for assisting them in the selection of dissertation topics. Normally, the student's Guidance Committee will form the core of his or her Comprehensive Examination Committee. In many cases, a student's Guidance Committee will later serve as his or her three-person Dissertation Committee.

The Graduate Committee strongly encourages a meeting of the Guidance Committee by the end of the student's third semester in residence in order to coordinate a program of study for the student. Guidance Committees should honor a student's request for a joint meeting with them. The Graduate Committee considers such meetings vital to the success of an individual student's program in particular and to the graduate program in general.

Guidance Committees have a responsibility not only to their students but also to the department. If a student's academic performance falls below acceptable standards, the Chairperson of the Guidance Committee will notify the Director of Graduate Studies in order that the Graduate Committee may consider no longer enrolling the student in the program. After a student reaches ABD status, the Chairperson of the Guidance Committee is expected to assure that the student is making timely progress toward completing a dissertation. Students at the ABD stage are required to provide an annual progress report signed and commented upon by the Adviser and filed with the Department Graduate Secretary.

Proper guidance and advisement depends on adequate knowledge of matters that may not necessarily be familiar to students and faculty. Hence both groups are urged to familiarize themselves with the latest editions of [The Graduate Student Manual](#) and the [Binghamton University Bulletin](#), as well as the various memoranda and policy statements issued by the Director of Graduate Studies, and other officers of the History Department. For additional information or advice, both faculty and students should consult the Director of Graduate Studies.

All students completing the M.A. degree are required to pass a **Master's Examination** or successfully defend a **Research Portfolio**. The examination committee and the portfolio defense committee both consist of three faculty members, at least two of whom must be voting members of the history department and one of whom is the student's Principal Adviser. The Director of Graduate Studies, along with the student, appoints the committee. All students are required to declare whether they intend to take a Master's Examination or defend a Research Portfolio; they should do this by the end of their second semester in the program, and after consultation with their Principal Adviser. In the semester they plan to take the exam or defend the portfolio they must complete an "Application for the M.A. Examination" [[Appendix 3](#)] or Application for Research Portfolio Defense" [[Appendix 4](#)]. Both forms are available from the Graduate Secretary and on the program website. Students should also complete the Room Request Form [[Appendix 9](#)] and submit to the Graduate Secretary one month before the defense date.

Note: Once a student has formally chosen either the exam or portfolio defense option, he or she may not choose the other option without permission of the Principal Adviser and the Director of Graduate Studies. A student who has failed a Master's Examination may not defend a Research Portfolio; similarly, a student who fails Research Portfolio Defense may not take a Master's Examination

## MASTER'S EXAMINATION

The examination is a three-hour written examination. The student may have one or two fields of specialization. These fields may be drawn from the list of major and minor fields for the Ph.D. degree ([see Major and Minor Fields](#)). The Department recommends that M.A. examination reading lists should comprise between 20 and 30 books or their equivalent in articles per examiner. The examination result, pass or fail, will be based on the decision of the entire M.A. committee.

The Master's Examination is scheduled by the student in consultation with members of his or her Guidance Committee and the Director of Graduate Studies. Advance registration is required. Students must obtain a copy of the "Application for M.A. Examination" [[Appendix 3](#)] from the Graduate Studies secretary or from the website. The completed application must be returned to that office by a date to be specified by the Director of Graduate Studies. Submission of the application form will constitute formal registration for the examination. Students, in consultation with their committee members, should determine an appropriate date for the examination and submit that request via the Application for M.A. Examination. Examinees will receive written notice of the results of the examination within three weeks. All students are required to take the master's examination during the semester in which they expect to complete 32 credit hours of graduate work. All other requirements for the M.A. must also be completed by the end of the semester in which the examination is taken. Students must complete all requirements for the M.A. degree before being eligible for admission to the Ph.D. program

## RESEARCH PORTFOLIO DEFENSE

A research portfolio consists of an article-length paper (approx. 10,000-15,000 words inclusive of footnotes) based upon original research, and a historiographical paper (approx. 4000-7000 words inclusive of footnotes), which should be substantively distinct from the research paper. The research paper should offer a persuasive argument to a well-framed historical problem and should show the student's capacity to produce a significant piece of original historical scholarship. The Principal Adviser should work closely with the student on the preparation of the research paper, and it is expected that the paper will have undergone revision before the final defense. The historiographical paper should reflect a serious engagement and sustained analysis of a problem of historical interpretation, and will most often be a paper that has been submitted for a grade in a graduate seminar.

All students may defend their research portfolios at any time after they have completed at least 20 credits in the graduate program. Students will typically defend their Research Portfolio in the fourth semester in the program. A student may schedule his or her defense at any time during the semester after consulting with the Primary Adviser, assisted by the Graduate Secretary.

Advance registration is required. Students must secure a copy of the "Application for Research Portfolio Defense" [[Appendix 4](#)] from the Graduate Secretary or program website. The copy must be returned to that office by a date to be specified by the Director of Graduate Studies. Submission of the application form will constitute formal registration for the portfolio defense. Students are required to submit a Research Portfolio (the research paper and historiography paper) to their committee members at least two weeks before the scheduled defense date.

The portfolio may be submitted as a digital file unless the Principal Adviser and other committee members prefer a hard copy of the portfolio. The actual defense will be an oral defense of the submitted work that will last no more than ninety minutes. The Principal Adviser will lead the examination. At least two of the committee members must be physically present for the defense, while one may participate remotely with the agreement of the entire committee and the student. The Director of Graduate Studies may waive this requirement in exceptional circumstances. At the end of the oral defense the committee will decide whether the materials merit a pass or a fail and inform the student. The Principal Adviser will inform the Graduate Director of the outcome of the defense, in writing, immediately following the exam. Students who fail their defense may revise their work and defend one more time, no later than the end of the following semester. Successful completion of the requirement is a prerequisite, not only for the M.A. degree, but also for formal admission to the Ph.D. program; it is merely one prerequisite for it. Students awarded the M.A. degree make seek admission into the Ph.D. program by filing an "Application for Admission to the Doctoral Program" [[Appendix 8](#)] with the Graduate Secretary.

## MASTER'S THESIS OPTION

Students may choose to write a Master's thesis, which is worth up to 8 credit hours. This option is not a substitute for an examination or portfolio defense. Students who select the thesis option must also complete at least 24 credit hours of coursework, including HIST 592 (Historiography). Students who choose to write a thesis are encouraged to take a 600-level research seminar as part of the process of writing a thesis. However, in order to ensure that students receive a sufficient number of "content courses," a seminar completed in the context of writing a Master's thesis will not count toward the required total of 24 hours of coursework. In other words, students who write a thesis and take a research seminar will accumulate 36 credit hours.

When the thesis option is chosen, the thesis committee will consist of at least two members of the faculty who supervise and approve the thesis, with one of these designated as first supervisor. The student's principal adviser usually serves as first supervisor of the student's thesis. If a student has a guidance committee, the guidance and thesis committees may be the same. Written evaluations of Master's theses must be included in a student's file at the end of each semester in which the student is working on the thesis. In addition, upon completion of the thesis, the student must submit to the Director of Graduate Studies a completed "M.A. Thesis Approval Form" [[Appendix 5](#)].

Preparation – Master's theses should conform to the "[Guidelines for Preparing a Thesis or Dissertation](#)."

Submission and Binding – Students must submit their Master's theses electronically to the Graduate School. Directions for electronic submission are available on-line in the [Graduate Student Manual](#), which is found on the Graduate School website. Please consult the appropriate sections carefully for deadlines, fees, and format for the electronic submission. In addition, The Department of History requires **all** students filing Master's theses to submit to the Department a bound copy of such thesis. Please see the section Guidelines for Preparing a Thesis or Dissertation of the on-line handbook for detailed instructions on electronic filing as well as on how to submit a bound copy of the thesis.

## AWARDING OF THE M.A. DEGREE

Students must complete and submit online the "[Graduate Application for Degree](#)" (GAFD) at the beginning of the semester in which they plan to complete all requirements and graduate. [[Appendix 6](#)] When a student has satisfied the requirements for a Master's degree in the program, the Graduate Director submits to the Vice Provost and Dean of the Graduate School a [Recommendation for Awarding of a Master's Degree](#) [[Appendix 7](#)].

Degrees are conferred three times each year, in December, May and August. The deadline for completion of all other requirements is the Wednesday before Commencement. Students are responsible for submitting their materials to the Department and Graduate School well before the established deadlines. Refer to the Graduate School website for deadlines.

Instructions for the Commencement exercises are sent at least one month before Commencement to all students who have declared themselves candidates.

## FOR THE PH.D. PROGRAM

### IN GENERAL

- satisfaction of all the requirements for the Master's Degree, including HIST 600 (Research Seminar), HIST 592 (Historiography), and the M.A. examination or portfolio defense.
- 24 additional credit hours if the MA in History was earned at Binghamton University, or 32 additional credit hours if the MA in History was earned at a different institution, not including History 591 (Teaching of College History), but including an additional research seminar, with a B+ (3.3) or better average. No more than one-third of these credits may be taken as independent studies. No more than one 4-credit independent study may be taken under the S/U grading option and count toward the degree.
- successful completion of the Ph.D. Comprehensive Examination.
- successful completion and defense of the Ph.D. dissertation.
- Ph.D. students whose native language is English must pass at least one language examination prior to taking the Comprehensive Examination. The language in which this exam must be taken is to be determined in consultation with the student's Principal Adviser.
- (See [Language Examinations](#))

### IN PARTICULAR

- in the semester in which a student completes all requirements for the M.A. degree, as part of the application to the Ph.D. program, a one-page statement outlining past and future studies must be submitted to the Graduate Committee.
- students entering the program at the Ph.D. level must take the orals prior to the start of the fifth semester.
- students planning to apply to the Ph.D. Program from the departmental Master's program must fill out an [Application for Admission to the Doctoral Program](#) [[Appendix 8](#)]. Admission to the Ph.D. program is determined by the Graduate Committee when the student has completed all requirements for the M.A. degree. All students who enter the program with an M.A. degree in a discipline other than history from another institution will have their work evaluated not later than the end of their first semester and may request that up to eight credit hours of previous graduate work be counted toward graduate degrees in history. The determination of how many credit hours will be accepted will be made before the start of the second semester by the Director of Graduate Studies in consultation with the student's principal adviser.
- History 698 (Pre-dissertation Research) does not count towards the required number of course credits for the Ph.D. degree.

### PH.D. COMPREHENSIVE EXAMINATION

Students normally take the Ph.D. Comprehensive Examination either during or in the semester following completion of 56 credit hours of graduate work as well as all other requirements for admission to candidacy. All course work and requirements must be completed or scheduled for completion before the date of the exam is set. Comprehensive Examinations should be scheduled at the beginning or the end of a semester. The first and the last two weeks of the semester are the preferred windows for the exam. Students are responsible for scheduling their

own examination with the members of their committee, which consists of four to six faculty members from Binghamton University. The number of faculty on the examination committee is determined as follows: major field(s): two or three people; 1<sup>st</sup> minor field: one person; 2<sup>nd</sup> minor field: one person.

One of the two minor fields must be outside the geographic area of the major field or outside the discipline of History. In the situation, though, where a student has two major fields, only one minor field is required. Successful completion of the Comprehensive Examination is a prerequisite for admission to candidacy for the Ph.D. degree.

The Comprehensive Examination consists of either one major and two minor fields or two major fields and one minor field ([see Major and Minor fields](#)). In preparation for the exam, students should develop reading lists in consultation with the members of their examination committee. Minor field reading lists should include between 30 and 50 books or article equivalents. Major field reading lists should include between 100 and 200 books or article equivalents for the entire major field, regardless of the number of major field examiners..

Every examination has a major field written component, which must be completed at least one week but not more than two weeks prior to the oral portion of the examination. The Principal Adviser decides whether a major field written examination is a one-day exam of not less than six hours, or a take-home exam that can be completed over a period of one week. The written exam in the major field is composed in consultation with all faculty members in the major field and is to be read by all members of the examination committee. All written examinations and one-day examinations will normally take place during the third full week in April (beginning on Monday of that week). Students taking the examinations who are serving as TAs will be excused from all TA-related obligations during that week. Any exceptions due to extenuating circumstances need the consent of the Principal advisor and the DGS.

The student is examined on the written answers in the subsequent oral portion of the exam. At the primary advisor's discretion, the advisor's preliminary assessment of the written exam may be shared with the student before the oral exam. No substantially new questions on the major field may be introduced at the oral portion of the exam; therefore, this portion of the exam is limited to follow-up questions on the written answers. The minor field(s) are examined orally at this point. The oral examination is conducted by a committee of four to five faculty members, lasts three hours, and covers the student's major and minor fields and the prospectus (if applicable). Each examiner should not take longer than 30 minutes for his or her portion of the exam. These three hours also include time for faculty to discuss the performance of the student. After the oral examination, the Committee shall, within one week, complete assessment forms, including a short report on the written and oral parts of the examination, and submit these documents to the Director of Graduate Studies. If, in the opinion of the examiners, the candidate fails to achieve a Pass in the major field, then their report must specify the scope and schedule for a second attempt. Students who fail a minor field may be given the opportunity of a second attempt on that portion of the examination, the scope and schedule for which are to be specified by the examiners. A student may retake the Ph.D. Comprehensive Examination once, after which she or he must obtain permission from the advisor and the DGS.

## MAJOR and MINOR FIELDS

The Department offers Master's and Ph.D. degrees in the following major regional and thematic fields, each of which may also be a minor field. The Department also offers a large variety of minor fields. Students may prepare a specially designed alternative minor field or convert one of the minor thematic or comparative fields to a major field after consulting with the principal adviser and potential examiner and with written, prior approval of the Director of Graduate Studies.

### MAJOR FIELDS

United States	Middle East and Ottoman
Medieval Europe	East Asia
Early Modern Europe	Science, Technology, and Medicine
Modern Europe	Women, Gender, and Sexuality
Latin America	Global
	Imperialism and Colonialism

### MINOR FIELDS

African Diaspora	Race and Ethnicity
Environmental History	Russian and Soviet History
Human Rights & International Law	South Asia
Legal History	Violence
Urban History	Economic History
Jewish History	

## REGISTRATION PROCEDURE

Comprehensive Examinations are scheduled on an individual basis, although, as stated above, the first and the last two weeks of the semester are the preferred windows for the examination. A minimum advance notice of six weeks is required. At least a full semester (six months) before they intend to take the exams, students should consult with their Principal Advisers (the chairpersons of their guidance committee) about the nature and timing of the exam. They should then notify in writing the Director of Graduate Studies of their plans. This preliminary statement is not binding. When formally prepared to schedule an examination, students should obtain the "Application for Ph.D. Comprehensive Examination" [[Appendix 9](#)] from the Graduate Secretary in LT 707. This should be done at least 10 weeks before the date of the proposed exam. In consultation with the faculty sponsor, the student completes the application (which calls for a designation of major and minor fields and a listing of proposed examiners) and submits it to the Director of Graduate Studies. At this time, students will review their files with the Director of Graduate Studies to be sure all requirements have been met. After securing the Graduate Director's approval, the student, with the assistance of the faculty sponsor, arranges with the members of the examination committee a mutually acceptable examination date and time. This information is entered on the application, which is then submitted to the Director of Graduate Studies. Students planning their orals should also complete a room request form [[Appendix 10](#)] at the same time and submit it to the Graduate Secretary. The deadline for submission of the completed form is six weeks prior to the date chosen for the examination. The Director of Graduate Studies will then issue a memorandum formally constituting the examination committee and notifying all concerned of the fields in which the candidate will be examined, as

well as of the date, day, time, and place of examination.

No faculty substitutions are permitted at a Ph.D. Comprehensive Exam except in extenuating circumstances and with the written approval of the Director of Graduate Studies. In cases in which a member of the committee is unable to attend the exam in person for legitimate reasons, he or she can participate by means of a speakerphone, audio-visual teleconference, or Skype.

## **DISSERTATION PROSPECTUS**

Students may, in consultation with their guidance committees, separate their prospectus defense from the fields portion of their Comprehensive Examination; in such cases, they must hold a colloquium on the prospectus within three months of the Ph.D. fields examination or they will not be permitted to register for the following semester. In addition, the separate Prospectus Defense should include members of the student's Dissertation Committee and may, if desired, include an outside examiner. The prospectus colloquium should normally take one hour. At the student's option, this prospectus colloquium may be open to other interested faculty and graduate students.

The Prospectus should offer a clear outline of the student's proposed research topic, explaining how and why it will constitute an original contribution to knowledge in the field. It should review existing scholarship and discuss the methodology proposed. The document should normally be 15-25 pages in length plus a list of primary sources and a bibliography.

## **ADMISSION TO CANDIDACY**

Students cannot advance to candidacy without an approved prospectus. Once the student passes the oral exam and the prospectus is approved, the student will complete an "Approved Prospectus Form" [[Appendix 11](#)] and file it with the Graduate Secretary. The Director of Graduate Studies will then notify the student of his or her status and complete a "[Recommendation for Admission to Candidacy for Doctoral Degree](#)" [[Appendix 12](#)]. Students must also complete a "Dissertation Committee Form" [[Appendix 13](#)] to be approved by the Director of Graduate Studies and filed with the Graduate Secretary.

## **DEFENSE OF THE COMPLETED PH.D. DISSERTATION**

The student must submit a dissertation approved by the candidate's dissertation committee. The dissertation must present a new interpretation of a familiar subject, or an investigation of a subject hitherto neglected, and must be written under the supervision of a member of the graduate faculty.

If the outside examiner or any other member of the committee is not a faculty member at Binghamton University, the student must request that a copy of the examiner's *curriculum vitae* be sent to the Graduate Secretary, who, on behalf of the History Department, will then formally request approval from the Graduate School for this person to participate in the defense. If the outside observer, required by the Graduate School, is not on a pre-approved list of outside observers for the History Department, students must complete and submit one month in advance the "[Outside Examiner Request Form](#)" [[Appendix 14](#)]. Following the Graduate

School's approval, the student may then proceed to schedule the final dissertation defense.

Because of the time required to give adequate consideration to the student's research, the student should submit the dissertation to the dissertation committee **NO LESS THAN ONE MONTH PRIOR TO THE DATE OF THE ORAL DEFENSE**. No member of an examination committee can be expected to participate in a dissertation defense if at least this much time is not given to read and consider the dissertation beforehand. The dissertation defense is open to any person wishing to attend. Members of the examination committee must be given sufficient time to question the candidate about the dissertation. The final defense is a public examination, however, and the committee chair is responsible for the conduct of an open and impartial examination, including reasonable participation by observers.

At the dissertation defense, the student will be required to respond to examiners' questions concerning the dissertation and to defend the validity of the dissertation. At the conclusion of the examination, it is customary for the chair to request that everyone except the examining committee leave the room so that the members may reach a collective decision. This procedure should not be invoked at any other time during the examination and should not preclude any questions from either the committee or outside observers. To pass, the student must receive the unanimous approval of the dissertation committee. All members of the examining committee who accept the dissertation in partial fulfillment of requirements for the doctorate shall so attest by their signatures on the "[Recommendation for Award of Doctoral Degree](#)" form [[Appendix 15](#)].

#### **SUBMISSION OF THESIS OR DISSERTATION**

All students must submit their theses and dissertations **ELECTRONICALLY**. Detailed instructions on how to do so may be found at the following website: [Submit Thesis or Dissertation here](#).

**PLEASE NOTE:** The History Department requires **all** students to deposit a bound, hard copy of the thesis or dissertation with the department at the same time that the thesis or dissertation is submitted electronically to the Graduate School. Information on procedures, format, and fees for the departmental copy as well as for personal copies is found at the above Graduate School website.

#### **CONTINUOUS REGISTRATION AND LEAVES OF ABSENCE**

All students who have been admitted to the Department of History program must maintain continuous registration each semester for a minimum number of credit hours, or must apply for a formal [Leave of Absence](#) for up to one year [[Appendix 16](#)]. Graduate students who wish to absent themselves from campus for a semester or two should normally register for 1 credit of Continuous Registration. Graduate students are not required to maintain matriculation during the summer session unless they intend to complete their final degree requirements during this period. If students are out of residence, they must inform the Graduate Office of their address in order to register and pay by mail.

#### **FULL-TIME STATUS**

Graduate students on funding are required to maintain full-time registration. Full-time status for

funded students is defined as 12 credits per semester at level one (students with less than 24 completed graduate credits), and 9 credits per semester for level two, level three, and level four students (students who have completed 24 or more credit hours).

Students working on theses or dissertations may, if they wish, register for only one credit of thesis (599), pre-dissertation research (698) or dissertation research (699) and still be considered full-time students. A student who registers for only one credit of 599, 698, or 699, and who wishes to be considered full-time must complete a [Certification of Full Time Status form \[Appendix 17\]](#) The form must be signed by the student's principal adviser as well as the Graduate Director. This form certifies that a graduate student is spending full time in an academic program of study when registration in a full load of formal course work is no longer involved and is replaced by time spent in research. It is the student's responsibility to insure that this form is completed and signed each semester, whether in or out of residence.

## GRIEVANCE PROCEDURES

Departmental grievance procedures can be found in the Department Constitution and By-laws, which are available in the History Department Office. Graduate School grievance and appeals procedures are available in the [Graduate School Manual](#).

## INCOMPLETES

### NON-FUNDED STUDENTS

Graduate students who are given a mark of "Incomplete" (I) by their instructor are normally allowed six months to finish the work if they register in the subsequent semester. The student and instructor should complete a "Contract for Conversion of Incomplete to a Grade" [\[Appendix 18\]](#). Requests by funded students for [extensions of an incomplete \[Appendix 19\]](#) require the approval of the course instructor, the Graduate Director and the Vice Provost. Incompletes may be extended to a maximum period of one year. Unless the student completes the course work and the instructor submits a final letter grade, the grade will revert to the mark of Withdrawn (W). Once a W grade has been assigned under these circumstances, it will not be removed from the transcript. It is the normal expectation that within the limits set forth above, faculty will take no longer than one month to file a final letter grade for a course. Students must therefore submit work one month before the deadline.

A student carrying an incomplete from the fall semester will not be permitted to preregister or register for the following fall semester; likewise, a student with an incomplete from the spring semester will not be permitted to preregister or register for the following spring semester. Students with more than one incomplete grade will not be eligible for funding. No student with more than one incomplete grade will be eligible to take the Master's or Doctoral Examinations.

## FUNDED STUDENTS

For funded students, all the department rules listed above apply but the Graduate School and Harpur College impose further, important restrictions: The Graduate School and Harpur College will not permit students with an outstanding incomplete to receive funding for the semester following the incomplete. Funding appointments will not be approved by the Graduate School if the student has any Incomplete grades. Consequently, funded students have to finish all their course work and remove any "Incompletes" by the start of the next semester. Only exceptional cases with compelling justification will be approved. In rare instances when approval is granted, funding can only be offered for one semester, and no additional funding will be approved until

all incomplete grades are converted to grades. Considering the time it takes faculty members to assess written work and the administration to process TA appointments, funded students should file their outstanding written work well in advance of the start of the next semester. To make that possible, funded students have to make firm arrangements with the respective faculty members about the transfer of the written work and the essential paperwork in a timely manner. Finally, the Graduate School will require students to pay back the value of any credit hours that lapsed to a “W” if the students were on funding at the time they were originally enrolled in the pertinent course or courses.

## LANGUAGE EXAMINATIONS

All Ph.D. students must demonstrate competency in at least one language other than their native language; the language, or in some cases languages, will be determined by consultation with their Guidance Committee. International students for whom English is not their first language must demonstrate proficiency in English. M.A. students planning to continue as Ph.D. students are strongly advised to pass at least one language examination prior to taking the Master’s Examination or receiving the Master’s Degree. All Ph.D. students must pass all appropriate language exams prior to the Comprehensive Ph.D. examinations. The passage a student is asked to translate will be 600 to 800 words in length. Students will have two hours in which to complete the translation. Students may utilize a dictionary, but no electronic devices, throughout the exam. The passage will be clearly historical or historiographical in nature. For modern languages, the passage will be selected according to the student’s major field.

The Guidance Committee may also require additional languages depending on the scholarship needs of particular fields. For further details, consult the [Graduate Bulletin](#) and the Director of Graduate Studies.

Students who fail a language examination early in a semester and who are scheduled for a Ph.D. comprehensive exam later that same semester may take the language examination again prior to their scheduled comprehensive examination. The Director of Graduate Studies will make these special arrangements with the appropriate faculty members.

Language examinations are given twice a year; during the Fall semester, on the first Saturday in December; during the Spring semester, the last Saturday in April. (In the event that any of these dates fall within an official University holiday period, the examination will be held on either the preceding or the following Saturday, depending on the calendar). Advance registration is required. The procedure is as follows: students must pick up a copy of the “Application for Language Examinations” [[Appendix 20](#)] from the Graduate Secretary. The completed application must be returned to that office by the date to be specified by the Director of Graduate Studies. Submission of the application form constitutes formal registration for the examination. The Graduate Secretary will email students confirming day and time of exam. This will constitute official notification of the examination. Examinees will receive written notice of the results of the examination within three weeks.

## NON-MATRICULATED AND CONDITIONAL STATUS

Students whose applications are not complete can be admitted under non-matriculated status and take courses in history, but this does not guarantee admission into the program. Students whose

academic records are deficient for various reasons can be admitted conditionally at the recommendation of the Graduate Director. Usually, after the first semester or first academic year, the student requests that the conditional status be changed to regular.

## **REGISTRATION**

Students, in consultation with their advisers, will choose a slate of courses for the upcoming semester. Following the adviser's approval, the student will meet with the Director of Graduate Studies, who will review the Program Approval Form [[Appendix 21](#)] for appropriate course selection and credit hours. Once signed, students will present the Program Approval Form to the Graduate Secretary, who will register each student. Any subsequent changes to a student's schedule need the written approval of an adviser, which should be shared with the Director of Graduate Studies.

## **REGISTRATION FOR PRE-DISSERTATION & DISSERTATION RESEARCH**

Students who have fulfilled their course requirements (with the approval of the Graduate Director) must register for History 698 (Pre-Dissertation Research). Students who have passed their comprehensive exams and have been formally admitted to candidacy for the degree may register for History 699 (Dissertation Research). Students should see the Graduate Secretary if they wish to register for History 597, 599, 697, 698, or 699.

## **REGISTRATION FOR RESEARCH SKILLS COURSES**

Language courses are offered in the various languages under the 707 rubric through the History Department or in one of the language departments. The students will receive a grade of "R" in these courses. Students can obtain information regarding offered courses from the language departments or the TRIP office, and should process their registration through those respective offices. These credits do not count toward the history M.A. or Ph.D. but can be applied toward full-time status provided they are not in courses at an introductory level. There are two exceptions to this rule: Medieval Latin 561 and Ottoman Turkish 580 [for a maximum of four credits].

## REGULAR AND LATE ADD/DROP COURSES

Students may formally add/drop a course from their schedule without penalty if they do so before the add/drop deadline. Students must not drop courses without consulting the Graduate Director and their advisers. After the add/drop deadlines, in addition to the normally required signatures, students must secure the signature of the Vice Provost. Students may cite extraordinary circumstances in their petition submitted to the Graduate School with [Late Course Add/Drop petitions](#) [[Appendix 22](#)].

Graduate School policy stipulates that students are responsible for their own registration in order to ensure that they are registered for the proper number of credits and type of courses. Although graduate program staff may assist with student registration, it is ultimately the student's responsibility to check his/her registration and correct it as needed. Registration can be checked via BU Brain. The Graduate School cannot approve late course add-change-withdraw petitions based on the claim that someone else registered for the student. Normally late course add-change-withdraw petitions will only be considered for exceptional circumstances beyond the student's control.

## COMPLETION DEADLINES/TIME LIMITS

For the M.A. degree, students should complete the required number of course credit hours within three semesters. Ph.D. students arriving with a B.A. should complete the required number of course credit hours in five semesters; those arriving with MA degrees in History should complete course work in three semesters. Under ideal circumstances, doctoral students will complete a dissertation within five years of being admitted to the graduate program with a B.A. or four years if admitted with a M.A. The dissertation must be finished five years or sooner after passing the comprehensive exams. Extensions are granted in unusual circumstances with the approval of the dissertation adviser, the Director of Graduate Studies, and the Graduate School, and are not encouraged.

## ASSISTANTSHIPS AND FELLOWSHIPS

### FUNDING

Students are eligible for funding on a competitive basis. The Graduate Committee has the goal of providing five years of funding to well-qualified students who enter at the M.A. level and four years of funding to well-qualified students who enter at the Ph.D. level. Students may apply for an additional year of funding beyond these amounts. The Graduate Committee makes decisions about funding on the basis of student qualifications, rate and quality of progress toward completing degrees, and the available number of lines of funding. Students will no longer be eligible for departmentally-administered funding after registering full-time for fourteen semesters if they entered at the M.A. level or twelve semesters if they entered at the Ph.D. level.

To be considered for funding, students must have no incompletes. All students applying for departmental funding must fill out an "Application for Financial Support" [[Appendix 23](#)] or an "Application for Extra Year Funding" [[Appendix 24](#)]. Students who are applying for a Department Dissertation Year Fellowship must complete the "DYF Application" [[Appendix 25](#)] and submit a (relatively short) statement specifying how that grant would be used. Usually about

one-quarter of all assistantships are reserved for incoming students each year. For funding purposes, satisfactory progress means:

- no incompletes at the start of a semester
- an overall GPA of at least 3.30
- completion of the M.A. no later than the end of the fourth semester
- completion of the Ph.D. Qualifying Examination prior to the start of the fifth semester (if entering with an M.A. in History) and prior to the start of the seventh semester (if entering with a B.A. /B.S.).

Please note: The Graduate School will not permit any student to receive funding unless all incompletes have been changed to a letter grade prior to the beginning of the next semester.

All funded students must enroll in HIST 591 (Teaching of College History) the first semester in which they receive a teaching assistantship. Should the course not be offered at that time, then the student must enroll in the course the next semester HIST 591 is offered in order to be eligible for additional teaching assistantships.

### **Departmental Dissertation Year Fellowship**

Holding a Dissertation Year Fellowship (DYF) is contingent upon completing a comprehensive examination (including all fields and dissertation prospectus) before the start of the academic year for which the DYF is awarded. If a student has not satisfied this requirement in time, the DYF will become a regular teaching assistantship for both semesters. Students receiving a DYF for the fall semester are obligated to return for the spring semester. When awarded, it normally will consist of one semester of teaching assistantship and one semester of fellowship, without teaching duties. Students seeking such support will submit a short application statement, outlining their research/writing plans, in the spring semester at a date announced by the department.

### **SOME GUIDELINES FOR TEACHING ASSISTANTS**

TA Office Hours - Teaching assistants and graders are expected to hold regular office hours at least three hours per week. Office hours should be submitted to the Graduate Secretary by the second week of classes [[Appendix 26](#)] and posted on the office door.

Teaching Evaluations - Teaching assistants will be evaluated by the Professor whom they are assisting at the end of each semester [[Appendix 27](#)]. In its deliberations, the Graduate Committee uses the teaching assistantship evaluations to assess the quality of the instruction. Evaluations for each course taken every semester will also be reviewed by the Committee [[Appendix 30](#)].

Each class cancellation must go through the department office, and the Professor of record must be notified in advance if at all possible.

Handouts - Requests for handouts should be submitted to one of the department secretaries with plenty of lead time for preparations. Exceptionally large articles, etc. will be sent to the University Copy Center. They typically need 24-48 hours for preparation.

Teaching assistants, in order to maintain their assistantships, must perform their teaching duties

satisfactorily and conform to the “Terms and Conditions Statements” for Assistantships and Tuition Scholarships. [[Appendices 28](#) and [29](#)]. Supported students must also complete a “TA/GA Student Information Form” [[Appendix 31](#)] and a confidentiality agreement [[Appendix 32](#)]. Here is a [description of TA obligations and workloads](#).

## **DEPARTMENT SUPPORT FOR TRAVEL, RESEARCH AND LANGUAGE ACQUISITION**

The Department wishes to support, to the extent it can, graduate student travel for the purpose of 1) conducting research, 2) presenting at academic conferences, and 3) learning foreign languages. In the Spring Semester, the Chair will notify current students of the funds available from endowed accounts to support travel to conduct research and will solicit applications. Students who have had papers accepted for presentations who seek departmental support (maximum \$500) should draft an email to the Chair, copying the Graduate Secretary, with the particulars and the formal request for funds. Requests should be made well in advance to facilitate processing. Once student requests are granted, they must submit to the Graduate Secretary a completed [“Request and Authorization for Travel”](#) form [[Appendix 33](#)] in a timely manner (preferably at least a month in advance of travel). **NO REIMBURSEMENT CAN BE MADE IF THIS FORM IS NOT COMPLETED IN ADVANCE OF TRAVEL.** Students should consult with the Graduate Secretary in advance of travel to discuss the reimbursement process. Importantly, students have only three weeks after the start of travel to submit the necessary paperwork and receipts for reimbursement in order for them to be processed by the History Department and the Travel Office. Students who are seeking support for travel to learn a foreign language must apply to the Chair of the History Department, copying the Graduate Secretary, and provide details of the program (date, location, duration), explain why the language is necessary, and include a breakdown of costs. In most instances, financial support from the Department will depend on the program being taught in an immersion style, and preferably being located where that language is the native language of the local population.

Students are also available for [funds from the Graduate School](#) and the [Graduate Student Organization \(GSO\)](#), so should consult those bodies as well regarding travel support. The GSO offers up to \$400 per student per academic year.

### **STUDENTS WITH DISABILITIES**

Students who have registered with Binghamton University’s [Services for Students with Disabilities \(SSD\)](#) should discuss appropriate accommodations with the Director of Graduate Studies, who will work with students and their instructors to negotiate appropriate requirements or conditions.

## DEPARTMENT OFFICE

### **ACCESS TO YOUR OWN FILES**

Graduate students have the right to see their own files. To do so, simply ask the Graduate Secretary. You will examine the file in the office of the Graduate Secretary.

### **COPY MACHINE**

The department's copy machine is for departmental use only, that is, for making copies directly related to teaching needs. Students may not use the copier for other purposes.

### **GRADUATE DIRECTOR**

The Graduate Director:

- a. monitors the progress and performance of each student throughout the graduate student's program (soliciting course evaluations and teaching performance evaluations and reviewing transcripts);
- b. keeps students apprised of their academic status and, in the case of teaching assistants, of teaching performance;
- c. acts on all student petitions.

### **MAIL**

Each graduate student in the Department of History is assigned a mailbox in the graduate student lounge on the eighth floor of the Library Tower. These boxes are for department/university related messages, announcements and mail. Students are not allowed to use the address or phone number of the History Department on personal checks and mail. Students planning to be out of residence during the academic year (end of August until May 15) must provide a forwarding address to the department.

### **GRADUATE ASSISTANT FOR PROFESSIONAL DEVELOPMENT**

Each academic year an advanced graduate student will function as the graduate student mentor and coordinator of professional enhancement activities. The student will have set office hours, and will be available to assist other graduate students in relation to graduate study and the work of a Teaching Assistant.

### **TA OFFICES**

This office space is principally for the purpose of holding office hours to meet with students. Teaching Assistants should inform students of their office locations and office hours. Office hours should be posted on the office door [[Appendix 26](#)]. The department secretary distributes office assignments and keys. All keys should be returned at the end of the spring semester (or when your teaching assignment is completed.).

### **TELEPHONES**

Departmental telephones are for official business only. The departmental telephone number should be given out only for matters of urgency.

## STUDENT LIFE

### **COMPUTER CENTER**

Binghamton's Computing Services, located in the Computer Center Building, provides computing support to faculty, staff and students. The terminal and microcomputer complexes located in the Engineering Building, Science II, and Science III and the School of Management serve the majority of student users on campus. Terminals are also located in other areas on campus including the Watson School, college libraries, and residence halls. The Department of History also has several computers for graduate student use located in LT 804.

### **FLEISHMAN CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT**

The Fleishman Center for Career and Professional Development is located in UU 133. The Center assists graduate students in considering a broad range of career options and fellowship opportunities. Students are encouraged to visit the Career & Professional Development Center early in their university experience. By becoming familiar with its resources, students can identify the services most valuable to them as they develop their own career plans.

### **GRADUATE STUDENT ORGANIZATIONS**

#### **The Graduate Student Organization (GSO)**

is located in Old Rafuse Rooms 114 and 116. Phone: X-4247 for office hours. The [GSO](#) represents graduate students and their concerns to the administration. It disburses the graduate student activity fee and provides various other services, including discounted photocopying and coffee, a co-operative child care register and a register of persons offering thesis/dissertation typing. The GSO supports speakers, conferences, cultural events, and other opportunities for graduate students to increase their knowledge and meet others with similar interests.

#### **The Graduate Student Employees' Union**

[The GSEU](#) is the collective bargaining unit representing graduate students who are employed as research and teaching assistants.

#### **The History Department Graduate History Society (GHS)**

represents department students at University GSO meetings and departmental faculty meetings. There are two representatives who sit on the Department's Graduate Committee. They play an active role in formulating policy. Nominations are solicited, and elections are held each year, to elect the President, Vice-President, Secretary/Treasurer and various department committee representatives.

### **HEALTH SERVICE**

The [Decker Student Health Services Center](#) is open Monday- Friday from 8:00 a.m. until 4:45 p.m. when classes are in session; summer and holiday hours vary. Students must show valid ID cards on each visit to the Health Service. The clinic is staffed by physicians, nurse practitioners, registered professional nurses and health educators. Students with medical problems see staff nurses on a walk-in basis, with referrals to Health Service physicians as needed. Office visits are pre-paid by the health fee; no office charge is incurred at the time of the visit. Medication and common medical supplies are available at no cost when ordered by the medical staff. Students are responsible for discounted costs of most lab fees and any outside referrals.

## HOUSING

Students are requested to inform the department of their home address and telephone number. Every September, the graduate secretary distributes a listing of the Graduate Student Directory to all faculty and graduate students. If students do not want their address and phone number listed, it can be specified “unlisted.” However, the department requires it for its records.

## INTERNATIONAL STUDENTS

Upon arrival, international students should check in with the [Office of International Student Advising](#). Services provided by this office include assisting international students with immigration matters, finances, employment, health insurance, and personal concerns. The office conducts an orientation program for all new international students and coordinates a variety of cross-cultural programs, both on campus and in the community.

## APPENDICES

1. [M.A. GUIDANCE COMMITTEE FORM](#)
2. [PH.D. GUIDANCE COMMITTEE FORM](#)
3. [APPLICATION FOR M.A. EXAMINATION](#)
4. [APPLICATION FOR M.A. RESEARCH PORTFOLIO DEFENSE](#)
5. [M.A. THESIS APPROVAL FORM](#)
6. [GRADUATE APPLICATION FOR DEGREE \(GAFD\)](#)
7. [RECOMMENDATION FOR AWARD OF MASTER'S DEGREE](#)
8. [APPLICATION FOR ADMISSION TO THE DOCTORAL PROGRAM](#)
9. [APPLICATION FOR PH.D. COMPREHENSIVE EXAM](#)
10. [ROOM REQUEST FOR COMPREHENSIVE ORAL EXAM/PROSPECTUS DEFENSE](#)
11. [APPROVED PROSPECTUS FORM](#)
12. [RECOMMENDATION FOR ADMISSION TO CANDIDACY FOR THE DOCTORAL DEGREE](#)
13. [DISSERTATION COMMITTEE FORM](#)
14. [OUTSIDE EXAMINER REQUEST FORM](#)
15. [RECOMMENDATION FOR AWARD OF DOCTORAL DEGREE](#)
16. [APPLICATION FOR LEAVE OF ABSENCE](#)
17. [CERTIFICATION OF FULL-TIME STATUS](#)
18. [CONTRACT FOR CONVERSION OF INCOMPLETE TO A GRADE](#)
19. [REQUEST FOR EXTENSION OF INCOMPLETE IN A GRADUATE COURSE](#)
20. [APPLICATION FOR LANGUAGE EXAMINATION](#)
21. [PROGRAM APPROVAL FORM](#)
22. [LATE COURSE ADD/WITHDRAW/DELETE/CHANGE](#)
23. [APPLICATION FOR FINANCIAL SUPPORT](#)

24. [APPLICATION FOR FIFTH YEAR FUNDING](#)
25. [APPLICATION FOR FINANCIAL SUPPORT \(DYF APPLICATION\)](#)
26. [TA OFFICE HOURS FORM](#)
27. [TA EVALUATION FORM](#)
28. [TERMS AND CONDITIONS STATEMENT FOR TEACHING & GRADUATE ASSISTANTSHIP](#)
29. [TERMS AND CONDITIONS FOR ACCEPTANCE OF THE TUITION SCHOLARSHIP](#)
30. [GRADUATE STUDENT EVALUATION FORM](#)
31. [TA/GA STUDENT INFORMATION FORM](#)
32. [STUDENT CONFIDENTIALITY AGREEMENT](#)
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