UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

Department of History
Graduate Programs

Student Handbook
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PART I: Graduate Study of History at UCR

ADVISING FOR GRADUATE STUDENTS

The UCR History Department provides two levels of formal advising for graduate students: the departmental Graduate Advisor, and individual Faculty Advisors.

The Graduate Advisor, working with the Student Affairs Officer, oversees students' progress towards their degrees, handles all administrative matters, and is also Chair of the Graduate Studies Committee, which makes official decisions about students' admission, progress, and graduation from the graduate program.

Studying for a graduate degree takes place in close cooperation with one or more faculty members who work with the student at every step, and who are responsible for examining the student's progress. Given the importance of this advising relationship, students in our programs also choose an individual Faculty Advisor early in their graduate careers. M.A. students should choose their advisor (with the advisor's consent), by the end of their second quarter in the program; PhD students agree to work with an advisor immediately upon their admission to the program. Students may wish to change advisors at some point in the program. Consent of the new Faculty Advisor and approval of the Graduate Advisor is required.

The Faculty Advisor can help students choose courses and plan progress through the program, discuss themes and problems of interest, and help manage the intellectual dimension of graduate education. The Faculty Advisor will also be Chair of all the oral examination committees, and will chair the dissertation committee for PhD students.

COURSES FOR GRADUATE STUDENTS

The History department has three graduate programs: the 'regular' M.A. program (Thesis Plan or Comprehensive Plan), the Public History Program (an M.A. degree), and the PhD program. Students in all programs will encounter several kinds of courses, whose distinct formats and purposes are described below.

Reading Seminars

These one-quarter courses introduce students to key historical problems and historiographical debates in the various fields that the department offers. These courses center on weekly three-hour discussions of assigned books and journal articles. Students are usually expected to write several short reviews and a longer paper.

Research Seminars

These two-quarter courses introduce students to documentary sources available for particular fields of history, as well as the different methodologies used by historians in analyzing those sources. Students design and carry out a research project on a topic chosen in consultation with the instructor; the project culminates in a substantial paper. If possible, students should take a research seminar only after first having taken a reading seminar in that field. Each seminar sequence may be taken twice for credit.

Research seminars vary by field. Some research seminars are dedicated to particular research fields. Others are broader in focus, covering multiple fields, in which case the student will work with both the instructor of the seminar and a second faculty member with expertise in the specific field and topic the student is developing. This broad (or omnium gatherum) seminar format allows students to intensify reading and research on their own field while sharing the experience of primary research with a group of other students. Students in broad research seminars must enroll in one unit of HIST 297 with the second professor. The catalog of courses shows which research seminars operate under this system.

Topical Courses

The department also offers a number of topical courses in various fields at the graduate level. Designed for detailed investigation of a particular theme or issue, these courses normally concentrate on the discussion of major works addressing the chosen theme. Students usually write a substantial historiographical or research paper.

Directed Studies (HIST 290)

HIST 290 designates an individual or small-group readings course developed together by student(s) and professor to supplement readings offered in regular courses. For example, a student who has taken the reading seminar on Early America might want to devote an entire readings course to the literature on gender in Early America. Directed reading involves regular meetings with faculty to discuss assigned readings. It may also involve writing assignments; the student and professor decide together what the course

will entail. Students wishing to take a 290 need to fill out a form to be obtained from the Student Affairs Officer, which needs to be approved by the Graduate Advisor and Graduate Dean's office.

Individual Study (HIST 291)
Enrolling for individual study allows students time for M.A. or PhD exam preparation. Students do not meet with a specific professor; they study on their own. The course is graded Satisfactory/No Credit.

Undergraduate Lecture Courses
Graduate students may enroll in one-quarter upper-division undergraduate courses for credit. In most cases, students must also take Concurrent Analytical Studies (HIST 292), a two-unit course that supplements the material covered in the undergraduate course with additional reading and writing; students meet with the professor at the beginning of the quarter to determine what form the supplementary work will take. Students receive a letter grade for the four-unit undergraduate course and a Satisfactory/No Credit grade for the 292 course.

The following courses are relevant primarily to students in the Public History Program:

Professional Seminars and Practica
These courses, taken by PHP students, provide training in particular areas of the field, such as archival management, museum curatorship, or historic preservation. Each Seminar has a companion Practicum, a 'practical' course in which students learn

about the application of the knowledge that they acquired in the professional seminar.

Internships (HIST 398i)
Internships, which last between ten weeks and one year, are the culmination of a student's training in the PHP program. Students engage in supervised professional work in their area of specialty (archival management, museum curatorship, or historic preservation) at an outside facility such as a museum or archival repository. At the end of the internship, each student writes a field report.

EXAMINATIONS

Usually at the beginning of their third year in the program, students take a written take home exam that covers the PhD research and complementary fields in a single sitting. Each part of the exam—on the one hand, the research section, on the other, the complementary section--will be prepared and graded by two professors. At least one of the professors shall be in the student's research field, and a single professor might grade both parts of the exam as long as at least three professors are involved in total. The examining professors are
appointed by the Graduate Advisor or the Department Chair with the approval of the Graduate Study Committee. On the other hand, students are encouraged to reach out to prospective research and complementary field examiners and work closely with them in preparation for the exams; normally these professors will make up the examining

committee, unless circumstances warrant the selection of other members. The student has 104 hours to complete the exam, which is usually given out on the fifth Monday of the quarter.

The Graduate Studies Committee reviews all written examination questions to ensure that they are clear and fair. A few days after the exam has taken place, the committee receives grades and comments from the examiners. The GSC reviews the examiners' grades and comments, and informs the student of the result of the examination.

After consultation with their faculty advisors, students must sign up for exams with the Student Affairs Officer before the announced deadlines. After signing up for an exam, a student may postpone the exam only after discussing the postponement with his/her faculty advisor. If the student does not give at least 48 hours of notice before any exam, failure to appear and take the examination will count as a failure, unless there is evidence of an emergency situation, approved by the Graduate Advisor. Failure to submit exams by the deadline will count as a failure, barring emergency.

Appeals to exam questions & results

The Graduate Studies Committee is the entity to address in the case of appeals to examination questions or results. The Graduate Advisor should be contacted as soon as possible if there is a case for appeals on the questions - the students should not wait until the results are announced. If there is a case of appeals to the results, the students should contact the Graduate Advisor immediately. The Graduate Studies Committee will review the issue with care and move quickly towards a resolution.

Students who fail a field examination (written or oral) have only one opportunity to retake the exam. A second failure means that the student may not continue in the History graduate program.

For the foreign language exam, students may take the exam in a specific language up to four times. A student who fails the exam in a specific language four times cannot take exams in another language. If students have not made progress towards fulfilling the language requirement in another approved way (see language requirement section), students may not continue in the program.

Examination Committees

Each student is responsible for choosing an oral examination committee by proposing a list of members (this applies to the M.A., PHP, and PhD orals).

The student will have previously approached and contacted all faculty members s/he wishes to serve on the dissertation committee. Once their participation is confirmed, students must inform the Student Affairs Officer. Students should consult closely with their Faculty Advisor about which faculty members might be appropriate. The

Graduate Division needs to see this list at least one month before the exam date; therefore, the committee list must be given to the Student Affairs Officer at least six weeks before the exam date to allow timely approval by the Graduate Advisor and the Graduate Dean.

The M.A. oral examination committee for Plan I (thesis) consists of three professors, two of whom are usually in the candidate's area of specialization. The third person may be from a department outside of History. The examination includes a discussion of the thesis and future research agenda. The student must give each committee member a copy of the thesis at least two weeks before the exam.

The M.A. oral comprehensive examination committee for Plan II (examination) consists of two or three professors, two of whom are usually in the candidate's area of specialization. The examination includes a discussion of the student's research seminar paper and other writings presented in the portfolio, and also tests the student's knowledge in the area of specialization and minor fields. The student must give each committee member a copy of the portfolio at least two weeks before the exam.

The PHP oral examination committee consists of three people: the academic or faculty supervisor of the thesis (who usually chairs the committee), and two professors in the student's academic field. The exam focuses primarily on the internship field report, but also tests knowledge in the academic field and in public history. The student must give each member of the committee a copy of the thesis at least two weeks before the exam.

The PhD qualifying examination is an oral examination administered by five professors. The majority of the members should be from the department; one must be from outside the department; and all must be University of California Academic Senate members (Assistant Professors, Associate Professors, or Professors). The committee members

from within the department are usually specialists in the Research and Complementary fields, or work in closely related areas. The Faculty Advisor will normally chair the exam.

DISSERTATION PROPOSAL GUIDELINES

A prerequisite for taking the PhD qualifying examination is submitting a preliminary draft of the dissertation proposal. The draft dissertation proposal must be signed by the faculty advisor and submitted to the Graduate Study Committee through the Graduate Advisor. The proposal will become a permanent addition to the Department's student file.

After passing the qualifying examination, students have until the end of the academic term following the term in which the exam took place to submit a final dissertation proposal. Once all examinations are complete and the Graduate Studies Committee approves the dissertation proposal, students advance to Candidacy for the PhD.

The dissertation proposal should contain the following elements: (1) proposed title, (2) the principal issue(s) to be addressed, (3) relation of the proposed topic of research to

current professional historical literature, (4) discussion of sources for research, (5) brief bibliography, and (6) a time-table for completion of the project and expected degree award date. The proposal should be approximately 20 double-spaced typed pages in length. Style should follow the conventions for professional articles as outlined in the University of Chicago *Manual of Style* (latest edition).

Discussion of the proposed research and its relationship to the current professional literature should establish how the dissertation will make an original contribution to historians' understanding of the research topic. The bibliography should specify relevant archives and historical sources that the student expects to draw on.

CONTINUING FROM THE MASTER'S PROGRAM TO THE DOCTORATE

Approval to proceed from the MA to the PhD program is not automatic. The Graduate Studies Committee will review a student's entire record in determining whether an applicant has demonstrated the academic potential to succeed in the PhD program.

PHP Students: students who plan on requesting to proceed on to the PhD program, must complete oral exams and file field report as early in the sixth quarter as possible, since examination results and the recommendations of the committee must be reviewed by the Graduate Studies Committee.

"Regular" M.A. Students: Before taking the M.A. oral comprehensive examination or submitting the thesis, students will receive a form requesting that they indicate whether they wish to proceed on to the PhD program. Please return this form *before* the examination.

Part II: Protocols for Regular MA, Public History Program MA, and PhD Degrees

These protocols describe the actual sequence of activities, including coursework, examinations, and language requirement, that students must carry out to earn the MA or PhD degrees in History, or an MA degree in Public History. The protocols should always be read in conjunction with the general catalog, which outlines the intellectual goals and major segments of students' curricula. For each program, the protocols describe first the sequence of requirements (since certain steps may not be attempted until others have been completed), then the courses suitable to the various specific requirements, and finally the methods of satisfying the language requirement for each degree in various fields. The term Regular MA Degree is used here to distinguish the MA Degree in History from the MA Degree in Public History.

Regular MA Degree Protocols (Plan I and II)

Advising

Students entering the master's degree program choose a faculty advisor from the department faculty within two quarters of commencing their studies. The student should discuss research interests and methodologies with the appropriate faculty, and request that one faculty member become the advisor by signing the appropriate form. Students may change faculty advisors as they continue their studies, with the consent of the new advisor and approval of the Graduate Advisor. The Graduate Advisor works closely with each student's faculty advisor in approving the student's course of study.

Sequence of requirements, MA degree in History

Plan I (Thesis)

Step	Requires	Usually Completed By
Admission	Baccalaureate Degree	Admission
Course Work	Admission	6th Quarter
Oral Examination	Completion of Language Requirement Completion of "A" segment (first qtr) of seminar requirement Completion of Thesis	6th Quarter
Awarding of degree	Completion of course and unit requirements Completion of thesis Passing Oral Examination	6th Quarter
Entry into PhD Program (optional)	Request Sixth-Quarter Review Sixth-Quarter Review outcome: Proceed Approval of Graduate Studies Committee	5th Quarter

Plan II (Comprehensive Exam)

Step	Requires	Usually Completed By
Admission	Baccalaureate Degree	Admission
Course Work	Admission	6th Quarter
Oral Comprehensive Examination	Completion of language requirement Completion of "A" segment (1st qtr) of seminar requirement	6th Quarter
Awarding of degree	Completion of course and hours requirements Passing Oral Comprehensive Examination	6th Quarter
Entry into PhD Program (optional)	Request Sixth-Quarter Review Sixth-Quarter Review outcome: Approval to Proceed (Determined by Graduate Studies Committee)	5th Quarter

Normal Progress: Completion of the M.A. degree requirements is designed to take no more than six quarters, and is possible in less than six quarters. If a student fails to complete the program in six quarters, the faculty advisor and the graduate study committee determine the appropriate action, which may range from extra advising or consultation with the faculty advisor to termination from the program (in cases where students are seriously behind in their requirements.)

Transfer to the PhD program. Students in any of the department's MA programs who wish to continue into the PhD program must petition for a Sixth-Quarter Review (see description below in the PhD program protocols). In most cases, such a petition should be made by the fifth quarter in residence. The Graduate Studies Committee considers all aspects of a student's performance during the Sixth-Quarter Review, including the submitted material and letters, the student's grades, comments from faculty who have taught the student, and any other pertinent information, and makes one of the following recommendations:

> ***Proceed*** - Enter the PhD program and Proceed to examinations and dissertation.
> **Do not admit** - The student is not accepted into the PhD program.

Courses suitable for fulfilling MA course and field requirements.

The General Catalog specifies the course requirements for the MA in History (Plan I: Thesis) as follows:

> *Candidates must complete 40 units of required course work beyond the baccalaureate, 36 of which must be at the graduate level. The student's curriculum must include the following:*
>
> *1. At least one reading seminar in the student's area of specialization 2. at least one two-quarter research seminar, preferably in the student's area of specialization*
> *3. At least 4 units in courses outside the student's area of specialization*

> *4. 12 units of thesis preparation, HIST 299. The purpose of the additional required course work is to prepare the student for examinations, and should include relevant reading seminars.*

The General Catalog specifies the course requirements for the MA in History (Plan II: Comprehensive exam) as follows:

40 units of required course work beyond the baccalaureate, 32 units of which must be at the graduate level. The student's curriculum must include:

1. At least one reading seminar in the student's area of specialization 2. at least one two-quarter research seminar, preferably in the student's area of specialization
3. At least 16 units in courses outside the student's area of specialization

The purpose of the additional required course work is to prepare the student for examinations, and should include relevant reading seminars.

The chart below describes how students in each field can fulfill the specific requirements listed above, and which research seminars and reading seminars are appropriate for students in each field of specialization.

If the courses listed in sections 1 and 2 of the chart are not available, students may substitute other courses with the approval of the Graduate Advisor. History 290 may be used to substitute for specific courses with the approval of the Graduate Advisor.

In the quarter that they are preparing for their examinations, students may register for 4 units of HIST 291 for examination preparation. MA students may not register for more than 4 hours of HIST 291 during their MA career without permission of the Graduate Advisor.

Requirement	United States	Native American	Europe	Latin America	Ancient Mediterranean	Southeast Asian
1. Two-quarter research seminar	265AB, 272AB, 273AB, 274AB, 275AB; also 276AB, 238AB	276AB; also 238AB 265AB, 272AB, 273AB, 274AB, 275AB	251AB, 253AB, 255AB, 256AB, 258AB	285AB	225AB, Classics 250, or seminars in related departments (with permission)	243AB, 287AB
2. Appropriate reading seminars for Regular M.A students:	201ABC, 264	203ABC, 237	200, 202AB, 205AB, 209AB	206AB	221, 222, 223, 224	242, or courses in related depts. - with permission

Courses outside the student's area of specialization: Courses designated in a specific field should not be used to fulfill the outside course requirement. Courses whose primary designation does not correspond to one of the MA fields may be used as

an outside course for any field.

For Plan II (Comprehensive Exam) the 16 required units outside the student's area of specialization should be concentrated in two fields chosen from the MA or PhD fields (including Additional PhD fields) that the department offers.

The department *strongly* recommends that students take the reading seminars that relate to their areas of specialization, as follows:

1. For students in United States history, HIST 201A-B-C are *strongly* recommended.
2. For students in Native American history, all segments of HIST 203 that are offered and HIST 237 are *strongly* recommended.
3. For students in European history, HIST 200 is *strongly* recommended, as well as at least 8 units in the student's area of concentration. Possible concentrations are: Early Modern Europe (HIST 202A), Modern Europe (HIST 202B), Britain (HIST 205A, B), and Russia (HIST 209A, B)

MA Examinations

1. Plan I MA oral examination. Students in the Plan I MA program take an oral examination before a committee consisting of three UCR ladder faculty members. The third member may be from a department outside history. The chair of the committee is the student's faculty advisor. The student is responsible for identifying the other two members of the committee and requesting that they participate in the examination.

The examination focuses on the student's thesis, and will include a discussion of the student's future research agenda. In addition, the committee may examine the student's knowledge of the history and historiography of the area of specialization.

A student who fails the oral examination may petition the Graduate Studies Committee to retake the examination. The examination must be taken the next quarter that the student is enrolled. Students may only attempt master's examinations twice. Any student who fails both attempts must leave the program.

2. Plan II MA oral examination. Students in the Plan II MA program take an oral comprehensive examination before a committee consisting of two UCR ladder faculty members. The chair of the committee is the student's faculty advisor. The student is responsible for identifying the other member of the committee and requesting that s/he participate in the examination.

Candidates prepare a portfolio of writings that must include one research paper based on the work completed in the two-quarter research seminar and, optionally, other writings selected by the student and advisor. Students must also include an analysis of their own research and writing of approximately 750 words.

The examination consists of two parts. The first part focuses on the student's portfolio

and future future research agenda. The second part examines the student's knowledge of the history and historiography of the area of specialization.

A student who fails the oral examination may petition the Graduate Studies Committee to retake the examination. The examination must be taken the next quarter that the student is enrolled. Students may only attempt master's examinations twice. Any student who fails both attempts must leave the program.

MA Language Requirement

The general catalog specifies, in relation to candidates for the MA Degree in History, *"The candidate is required to demonstrate an ability to read one foreign language.*"

Special note for students in the Ancient and Classical Mediterranean, European, and Southeast Asian fields: because of the special importance of multiple languages to these fields, students taking the MA are *strongly* recommended to develop their language training as a key part of their curriculum in consultation with their faculty advisor and the Graduate Advisor.

The language requirement can be fulfilled in the following ways:

> **Departmental Examination.** For the MA, students can pass a departmental examination at the level of basic proficiency. The three-hour examination offered each quarter consists of two passages of about 400 words, drawn from historical writing, which students translate into English; students are allowed to use a dictionary. The passages are chosen by two professors who then grade the exam as ‘pass at research proficiency level’, ‘pass at basic proficiency level’, or ‘fail’.
>
> A student may take the departmental examinations in a language a maximum of four times. Passing the examination at the basic proficiency level assumes the equivalent of four quarters of UC-level language instruction; the student's translations should correctly convey the primary sense of texts of moderate difficulty and length.
>
> **Designated Language Courses.** Students can fulfill the requirement by completing French 9A-9B or German 1R-2R or Russian 1R-2R with a grade of "B" or "S" or better in both parts; or by completing French 4 or German 4 or Greek 101 or Latin 4 or Portuguese 4 or Russian 4 or HIST 240E or Spanish 4 with a grade of "B" or "S" or better. Students who have taken equivalent coursework at other universities, or who have taken language courses at the equivalent level in a language other than the ones specified here, may petition the Graduate Advisor to have such coursework accepted for the language requirement.

Quantitative History Paper. Students may petition to fulfill a language requirement at basic proficiency by submitting a paper based on quantitative history.

Alternative Certification. For languages that are not usually available through coursework, and which the department is unable to examine through the translation examination, students may request that their proficiency be certified through *alternative certification*. Taking this path requires active involvement by the student and support from the student's faculty advisor. In general, the department will seek out qualified scholars or teachers of the language, such as university professors or active teachers in language programs, and will request their evaluation of the student's proficiency in the language involved. The Graduate Advisor must approve the scholar or teacher, upon the recommendation of the faculty in the relevant field. Students should expect to work with these experts in advance, so that the evaluation can be based on experience with the student's progress.

M.A. candidates are strongly advised to satisfy the language requirement early in preparation for the degree, since doing so is a prerequisite for taking the comprehensive examinations. Students who fail the examination in their chosen language four times, and fail to receive an "S" or "B" or better in the corresponding courses, may not advance further in the program.

Budgetary constraints have made it increasingly difficult for the university to offer the specified language courses regularly. Students should plan if possible to take the department exam. It is a good idea to work on language before entering the program; the sooner students take and pass the exam, the sooner students will be able to set aside this requirement.

MA in Public History Degree Protocols

The MA Public History Program (PHP) is designed to train historians for careers in public history, which includes archival management, museum curatorship, and historic preservation. The requirements for PHP fall into two broad categories: academic knowledge and professional skills. The program provides historical training in academic research and historiography as well as preparation for careers outside of the academy, in archives, historic preservation, museums, and other realms of public engagement with history and the humanities, including the digital. In other words, it seeks to bridge the gap between academic and public history.

Public History Program (PHP) course and field requirements.

Candidates must complete a minimum of 40 units of coursework as follows:

1. One two-quarter graduate history research seminar.
2. Two history graduate reading seminars, preferably in the student’s area of specialization.

3. At least one of the following: HIST 238(Oral History), HIST 260(Historic Preservation), HIST 262(Museum Curatorship), or HIST 263 (Archival Management), or additional courses with approval of the Public History Director. At least one accompanying practicum must also be taken.
4. Four upper-division undergraduate or graduate courses related to Public History. Two should be outside the History department; additional courses outside the department require approval of the Public History Director.
5. Four units of HIST 299 while writing the MA Thesis.
6. Internship (HIST 398i)

PHP students choose one of the five historical fields listed for the regular MA and take courses in that field (at the upper-division undergraduate and graduate level). Students must take one two-quarter research seminar and at least two reading seminars. Students considering a continuation in the PhD program should be aware that reading seminars are essential preparation for the PhD degree, and will be expected during the student's Sixth-Quarter Review that allows admission into the PhD program.

Public history spans a number of disciplinary and professional areas. The program provides preparation in some, including museum curatorship, the history and management of archives, oral history, and historic preservation. Courses offered by other departments enhance these offerings. Students are encouraged to take as many public history-related courses as their schedule permits, including practicum (“L” suffix), since a combination of breadth and depth will maximize professional preparedness.

Students take four upper-division undergraduate or graduate courses related to Public History, two of which must be in another department----for example, Art History or Anthropology. Additional courses outside the department require approval of the Public History advisor. Students should choose these courses by consulting the online Schedule of Classes, and by consulting with their faculty advisors and the Public History advisor. In some cases, more than two courses outside the History department may be appropriate; in these cases, the Public History advisor must approve the additional courses in order for them to count towards this requirement.

Internship (HIST 398i)

The culmination of PHP training is an internship of at least ten weeks that will provide practical experience under professional supervision at a museum, archive, or similar facility. The internship units (between 8 and 12 per quarter, repeatable up to 16 units, if the internship lasts two or three quarters) do not count toward the 40 unit requirement. While each institution and professional supervisor will handle internships somewhat differently according to their professional needs and the student's preparation, they are requested to follow the following guidelines in apportioning time for the internship:

- 40% of internship time directed toward a single problem or project on the basis of which the intern will be able to prepare a field report;

- 50% of time involved with the full range of problems and tasks typical of the institution, including administration, public service, and education;

- 10% of time for reading in career literature and background reading recommended by the professional supervisor.

Interns are required to report each month's activities in a log, to be written at the beginning of the following month. Students need to give the completed logs to (i) the Student Affairs Officer for inclusion in the file, (ii) the academic advisor of the field report, and (iii) the Public History advisor. Each monthly log should not exceed one typed, double-spaced page and should include a rough accounting of time spent in different activities along with a brief statement of progress. No academic credit can be given for the internship without the logs.

Before the student begins the internship, an internship agreement form must be completed and signed by all parties. At the conclusion of the internship, the professional supervisor then completes a written evaluation of the intern's performance. The student must produce a thesis proposal by the end of the internship. This proposal describes the specific project on which the student will be focusing and must be approved by the PHP director and the academic advisor of the thesis. All PHP students must write a thesis discussing their work during the internship. While doing so, they enroll for four units of HIST 299 with the professor who has agreed to be academic supervisor for the thesis. The thesis contributes to the professional literature in public history, addresses a particular historical problem in a public history context, and involves the interpretation of material from primary and secondary sources. Students are expected to use a combination of traditional academic sources, professional literature, and "field" material developed or gathered during the internship. In particular cases, specialized professional methodologies may be required, such as oral history, survey statistics, archeology, or artifact documentation and analysis. The report should represent the student’s research into the topic as well as professional application of the findings.

Oral Exams

Once the internship is completed, the student will take an oral examination that tests knowledge in the chosen academic and professional fields as well as discussing in detail the MA Thesis. The examination committee consists of three members: two faculty members and the professional supervisor. The chair of the committee is the academic advisor of the student's thesis. The two other faculty members may be chosen from the ladder faculty or from other faculty active in the Public History program. The student is responsible for identifying the faculty members of the committee and requesting that they participate in the examination.

The examination consists of two parts. The first part focuses on the student's thesis in progress. The exam committee often recommends some revisions and additions to the thesis. The second part examines the student's knowledge of relevant fields of history.

A student who fails the oral examination may petition the Graduate Studies Committee to retake the examination. The examination must be taken the next quarter that the student is enrolled. Students may only attempt master's examinations twice. Any student who fails both attempts must leave the program.

PhD Degree Protocols

Advising

Students entering the PhD degree program are assigned a faculty advisor upon arrival, after discussion with the Graduate Advisor. Students may change faculty advisors as they continue their studies, with the approval of the Graduate Advisor and the new faculty advisor. The Graduate Advisor works closely with each student's faculty advisor in approving the student's course of study.

Sequence of requirements, PhD degree in History

Step	**Requires**	**Usually completed *before*:**
Admission	BA or MA in History. (Students with a degree in another closely related field are individually evaluated for admission to the PhD)	Admission to PhD program
Course Work	Admission to program	9th quarter in PhD program
Sixth Quarter Review	Adequate progress in courses	6th quarter
Written Fields Exam	- Permission to Proceed in Sixth Quarter Review. - Satisfaction of language requirement. - Completion of suitable reading seminars is recommended.	9th quarter in graduate program (including time in MA program)
PhD Oral examination	- Submitting a preliminary draft of the dissertation proposal. - Passing the written examination. - Completion of teaching field coursework.	10th quarter in graduate program (including time in MA program)
Advancement to candidacy	- Passing PhD oral examination - Completion of all required coursework (including seminars and methods)	11th quarter in graduate program (including time in MA program)

Awarding of degree	- Submit approved prospectus (within one quarter of advancement) - Completion and acceptance of dissertation	17th quarter in graduate program (including time in MA program).

Sixth-Quarter Review and Examinations

Students who begin the program with a BA degree normally petition for their Sixth Quarter Review during their fifth quarter. Students who enter the program with an MA degree may request a Sixth-Quarter Review after their second quarter in the program. The Sixth-Quarter Review is normally required before students may take their written examination. Students who enter the program already holding an MA degree may petition to take their written examination in the same quarter they request their Sixth Quarter Review.

The student submits a portfolio that includes research paper(s) and other writings selected by the student and advisor, a brief analysis of the student's own research and writing (ca. 750 words), and a brief description of the student's tentative dissertation research area. The student's advisor submits a letter assessing the student's

achievements and potential. The Graduate Studies committee considers all aspects of a student's performance during the Sixth-Quarter Review, including the submitted material and letters, the student's grades, comments from faculty who have taught the student, and any other pertinent information. Students already holding an MA degree may submit work carried out as part of the MA.

Students who receive a "Proceed" in the review are fulfilling the department's expectations.

Students who receive a "Hold" on the Sixth-Quarter Review should be aware that some part of their progress does not meet departmental expectations, and should discuss the result with their faculty advisor and the Graduate Advisor. They may continue to enroll and fulfill requirements, but must request a second Sixth-Quarter review within three quarters. At a second review, the only possible outcomes are "Proceed" or "Terminate."

Students who receive a "Terminate" on their Sixth-Quarter review may not proceed to any PhD examination or to candidacy. If they do not hold an MA degree in History and need to complete the requirements of the MA degree at UCR, they may enroll for up to three additional quarters to complete the MA requirements, up to a total of nine quarters of enrollment in the History department graduate program. If they already hold an MA degree, they may not continue enrolling in the PhD program after receiving the result of "Terminate."

Only under extraordinary circumstances may a student enroll more than nine quarters in

the PhD program without permission to "Proceed." Such cases must be approved by both the Graduate Studies Committee and by the Graduate Dean.

Examinations

For the Research and Complementary fields, students take a single comprehensive written take-home exam. The exam will be prepared and graded by two professors, at least one of whom shall be in the student's research field. The examining professors are appointed by the Graduate Advisor or the Department Chair with the approval of the Graduate Study Committee. The student has 104 hours to complete the exam, which is usually given out on the fifth Monday of the quarter. The department strongly recommends that students complete reading seminars in their Complementary and Research fields before attempting the written examination.

(a) In consultation with their faculty advisors, students specify the quarters when they take their written examination by informing the Student Affairs Officer before the appropriate deadline (as determined and disseminated by the department in any given year). The written examination may be taken in the Fall, Winter, or Spring quarters. However, the PhD language requirement must be completed before a student may take the written examination.

Students who fail either the Complementary or the Research portion of the written examination may petition the Graduate Studies Committee to retake the

examination. The examination must be retaken within two quarters of enrollment from the original exam. Students may only attempt the written examination twice. Any student who fails two attempts at the examination (whether or not the fields have changed) must leave the program.

(b) After passing the written examination, and after completing the Teaching field coursework, the student should schedule the Oral PhD examination as soon as possible. The examination may be scheduled the same quarter that the student completes the Teaching field courses. The committee for the PhD Oral examination is chaired by the student's faculty advisor, and usually consists of five members. Two members examine the student on the student's research field. The third member examines the student on the complementary field or custom field. The fourth member may represent the complementary or the student's teaching field, although the teaching field is not examined during the examination. Rather, the fourth member helps judge the student's general historical knowledge. The fifth member represents the Academic Senate, and may not be a member of the History Department. Although any Academic Senate professor may serve in this capacity, students are encouraged to find faculty members whose own research interests can help broaden the student's approach to the research field. The committee is chosen in

consultation between the student, the faculty advisor and the Graduate Advisor; is nominated by the department; and must be approved and appointed by the graduate dean.

Courses suitable for fulfilling PhD course and field requirements The general catalog provides the course requirements for the PhD in History, as follows:

Candidates for the PhD degree entering with a baccalaureate degree complete a minimum of 56 units of required course work, 44 of which must be at the graduate level. Students who enter with an M.A. degree complete a minimum of 28 hours, 20 of which must be at the graduate level, and may be able to waive certain course requirements listed below. The student's curriculum during the entire graduate career must include the following:

1. *At least two two-quarter graduate research seminars. One two-quarter research seminar may be waived by petition for students completing an MA in Public History at UCR.*
2. *At least six reading seminars or equivalent courses, chosen from the student's fields*
3. *At least three courses approved by the Graduate Advisor for the teaching field requirement, of which two must be at the graduate level.*

Each of these requirements is discussed, in order, in the following section.

Two-quarter research seminars: Students are required to complete two research seminars at UCR, or equivalent work, to fulfill this requirement for the PhD. For students already holding an MA, one must be taken at UCR after the student has been admitted to the PhD program. Courses fulfilling the two-quarter seminar requirement are found at the 200 level in the catalog, designated as ‘‘Research Seminar in’’ or ‘‘General Research Seminar’’.

Research Seminars are offered in two formats: (1) in a particular field, and (2) as a general seminar in which students from different fields share the experience of carrying out a major research project under the supervision of one professor, but also work with a second professor with field and topical expertise in the subject of each student’s project. For the latter seminars, each student enrolls for one unit of HIST 297 with the second professor overseeing the project, in addition to enrolling in a General Research Seminar in History. Students who are unable to take a research seminar in their particular field may take a general seminar. However, the department strongly recommends that students take seminars that are in their areas of specialization when offered.

Students who earned their MA elsewhere may submit their MA thesis in fulfillment of one two-quarter seminar. The thesis will be reviewed by the graduate studies

committee. Students whose MA program did not require a thesis may submit a substantial research seminar paper based on a course lasting at least a full semester. Such papers will be reviewed carefully by the graduate studies committee, and at the committee's discretion, *may* be accepted in lieu of the second seminar. In both cases, the committee will look for substantial research in primary sources, engagement with the relevant secondary literature, and high quality in analysis and presentation. Students who earned an MA in the Public History Program at UCR may submit a petition to fulfill one two-quarter seminar requirement based on their MA-PHP field report.

Reading Seminars: The department *strongly* recommends that students take at least one reading seminar in each of their three fields, and one with a primarily theoretical or methodological focus. The catalog of courses identifies reading seminars in their titles, and the Student Affairs Officer maintains a table with more detailed field allocations of reading seminars. The choice of courses must be approved by the Graduate Advisor. Students with MAs from other universities may petition to waive one to three of these required courses. In most cases, one course may be waived; for students with unusually strong records, two or three may be waived.

Teaching Field: Teaching fields may be chosen from the list of Research fields or from the list of additional fields for the PhD. Please note that according to the catalog, ‘‘Students may not offer three fields that all deal with a single country or region.’’

The three courses offered for the Teaching Field requirement must be approved by the Graduate Advisor.

In general, students offering a Teaching Field in **Early Modern World** or **Modern World** may, with the prior approval of the Graduate Advisor, use any suitable course primarily focused on a different continent than their Research field to fulfill part of the requirement.

PhD students offering Teaching Field in **Public History** should consult the Public History Director and Graduate Advisor, as many courses may be suitable depending on the instructor and the focus of the student’s work.

Students may also use courses in closely related departments, such as English, Political Science, Sociology, Ethnic Studies, Religious Studies and Women's Studies, to fulfill the Teaching Field requirements, with the prior approval of the Graduate Advisor.

Other Required courses: HIST 301 must be completed, but does not count for units toward the listed requirements. Some other courses require concurrent enrollment in HIST 252 or HIST 297; units from these courses do not count towards degree or unit requirements.

Substituting HIST 290 for a required course: If courses suitable for the specific course requirements are not available, PhD students may substitute other courses with the approval of the Graduate Advisor. History 290 may also be used to substitute for specific courses with the prior approval of the Graduate Advisor. Students wishing to take a 290 need to fill out a form to be obtained from the Student Affairs Officer, which needs to be approved by the Graduate Advisor and Graduate Dean's office.

Optional Courses: When preparing for their Research and Complementary written examination, students may choose to register for HIST 291 for examination preparation. PhD students may not register for more than 12 units of HIST 291 in their entire graduate career without permission of the Graduate Advisor.

Students are encouraged to take topical courses or additional reading and research seminars to enrich their curriculum during their studies. In addition, HIST 290 allows students to carry out focused readings on a particular topic under a faculty member's supervision.
The Department recommends that students with a Research or Complementary field in Public History also complete the requirements for the MA degree in Public History.

PhD Language Requirement

The language requirement for the PhD varies depending on the student's Research field. Different fields have different general requirements, and some students' research agendas may require specific languages, as determined by their Faculty Advisor with the consent of the Graduate Studies Committee. Typical requirements for the various fields are listed below the general discussion.

Special note for students in the Ancient and Classical Mediterranean, European, and Southeast Asian fields: because of the special importance of multiple languages to

these fields, students should develop their language training as a key part of their curriculum in consultation with their faculty advisor and the Graduate Advisor.

The general catalog provides that *"Every student in the doctoral program must demonstrate reading proficiency in a language other than English. In certain research fields, students may be required to demonstrate a higher level of proficiency or to demonstrate proficiency in additional languages."*

As the text indicates, all students must demonstrate proficiency in at least one language. If the student's research field requires only basic proficiency, this requirement can be fulfilled by examination, coursework, or alternative certification. However, students in certain fields may need to demonstrate research proficiency in a particular language: *research proficiency can only be demonstrated by examination or alternative certification!* Students should be careful to review the requirements that may apply to them, and to plan well in advance to do the work necessary to fulfill the requirements.

1. **Departmental Examination (for "basic" or "research" proficiency) -** Students can fulfill their language requirement by taking a departmental examination. The three-hour examination offered each quarter consists of two passages of about 400 words, drawn from historical writing, which students translate into English; students are allowed to use a dictionary. The passages are chosen by two professors who then grade the exam as PASS at Research Level, PASS at Basic Proficiency Level, or FAIL.

A student may take the departmental examinations in a language a maximum of four times. Passing the examination at the basic proficiency level assumes the equivalent of four quarters of UC-level language instruction; the student's translations should correctly convey the primary sense of texts of moderate difficulty and length.

Passing the examination at the research proficiency level means that the student is able to readily and accurately translate substantial passages, convey the important nuances of the text, and is prepared to read source materials and secondary literature in the language for research purposes.

Students who pass an examination at the research proficiency level during their M.A. program have also fulfilled the PhD requirement in that language. However, students who pass at the basic proficiency level may still need to pass an examination at the research proficiency level, depending on their field.

2. **Designated Language Courses (basic proficiency only!) -** Students can fulfill the language requirement in fields where only basic proficiency is required by completing French 9A-9B or German 1R-2R or Russian 1R-2R with a grade of "B" or "S" or better in both parts; or by completing French 4 or German 4 or Greek 101 or Latin 4 or Portuguese 4 or Russian 4 or HIST 240E or Spanish 4 with a grade of "B" or "S" or better. Students who have taken equivalent coursework at other universities, or who have taken language courses at the equivalent level in a language other than the ones specified here, may petition the Graduate Advisor to have such coursework accepted for the language requirement.

3. **Quantitative History Paper** - Students may petition to fulfill a language requirement at basic proficiency by submitting a paper based on quantitative history.

4. **Alternative Certification (basic proficiency or research proficiency) -** For languages that are not usually available through coursework, and which the department is unable to examine through the translation examination, students may request that their proficiency be certified through *alternative certification*. Taking this path requires active involvement by the student and support from the student's faculty advisor. In general, the department will seek out qualified scholars or teachers of the language, such as university professors or leaders of language programs, and will request their evaluation of the student's proficiency in the language involved. The Graduate Advisor must approve the scholar or teacher, upon the recommendation of the faculty in the relevant field. Students should expect to work with these experts in advance, so that the evaluation can be based on experience with the student's progress.

PhD language requirements for each Research field

US History
Basic proficiency in one language.

Native American History
Basic proficiency in one language. Study of a Native American language is strongly encouraged.

Latin America
For students studying Spanish America: Research proficiency in Spanish. Basic proficiency in Portuguese.
For students studying Portuguese America: Research proficiency in Portuguese. Basic proficiency in Spanish.

Southeast Asian
Research proficiency in at least one of the following: Vietnamese, Tagalog, Indonesian, Khmer.
Basic proficiency in at least one of the following, depending on area of specialization: Chinese, Japanese, French, Dutch, Spanish or Portuguese

Ancient Mediterranean
Proficiency in both Greek and Latin; one at the research level, one at the basic level.
Basic proficiency in two Modern Foreign languages, normally German, French or Italian

Early Modern Europe
Research proficiency in the major research language (normally French, German or Italian)
Basic proficiency in a second language
Some students may be required to show basic or research proficiency in Latin

Modern Europe
Research proficiency in the major research language
Basic proficiency in a second language
One of the two languages offered must be French or German.

British History
Basic proficiency in one language, which must be French, German, or Italian

Russian History
Research proficiency in Russian
Basic proficiency in a second language.
Most students are expected to offer French or German as their second foreign language, but depending on the student's research

needs, other languages (including those of the former USSR) may be proposed as the second foreign language.

Public History
Basic proficiency in one language.

Part III: Additional Information

Financial Support
Listed below are the various categories of support available to graduate students. For more detailed information, including departmental criteria for fellowships and teaching assistantships, see Appendix I.

Fellowships
Fellowship support for each cohort of incoming students is provided by the Graduate Dean's office. Incoming students apply to the department, and the department nominates the top candidates for fellowship packages. The department also reserves funds to support the best students in each cohort year in their dissertation research. The main fellowship for ABD students is the Departmental Dissertation Award (DDA), which is awarded on the basis of a competition each year. In special cases, the best students in a cohort year may be eligible for fellowship support at other points in their career and should notify the GSC on the appropriate form if they are interested in such funding. All of these fellowships require nomination by the department and approval by the Graduate Dean. Awardees must fulfill certain requirements to be eligible.

Teaching Assistantships and other Employment
Teaching Assistantships are usually awarded to continuing students. It is very rare for new students to receive History department teaching assistantships. Graduate Student Researcher and Assistant positions are not awarded by the Graduate Studies Committee. If professors receive research funds, they choose their own researchers. Readers for specific courses are chosen by faculty members. The Graduate Studies Committee does not award these positions.

Travel and Research Grants
History Department Research Funding – The department has funds from donors and other sources to support graduate student research. Some funds are restricted to specific regions; others are open to students in all fields. History Department Research Funding applications are solicited every spring quarter. Students must submit a short, roughly 250-word proposal with identified research goals and a budget. (Students who provide evidence that they have applied for other outside funding will be given priority consideration).

History Department Conference Travel Funding - The Department of History encourages graduate students to present their research at academic conferences.

Pending availability of funds, the History Department will try to partially match Graduate Student Association (GSA) Conference Travel Grants. Departmental funding is not to exceed 50% of the GSA award. Students in good standing who are presenting at an academic conference are eligible to apply for a departmental award. Students on Leave of Absence or In-Absentia registration are ineligible. Awards take the form of reimbursement for expenses incurred. Students who wish to apply may see the Graduate Student Affairs Advisor for the application. The application will also be sent via email throughout the academic year. Students must submit their application form and the required documents to the History Department Graduate Student Affairs Officer 30 days before travel. Late and incomplete applications will be denied. Requests are reviewed and approved by the Director of Graduate Studies in consultation with the GSC.

Graduate Research Mentoring Program (GRMP) and Dissertation Year Program (DYP)
The Graduate Research Mentoring Program (GRMP) award is intended to enhance the mentoring of domestic PhD students entering their 3rd, 4th, or 5th year of graduate school who are actively engaged in research. The Dissertation Year Program (DYP) Award is intended for MFA or PhD students who expect to complete their degree program the year in which the award is received. Eligible students can receive up to three quarters each of the DYP and GRMP fellowships and may reapply if they have not reached the maximum award amount. Application procedures vary from year to year. For application details, please visit: https://graduate.ucr.edu/funding

Humanities Graduate Student Research Grants -- These grants are awarded once a year. The deadline is usually in March. Any History graduate student may apply for this grant to fund research or travel. These grants are awarded by the College Office. The applications may be obtained on-line at https://ideasandsociety.ucr.edu/hgsr-grants/

M.A. Thesis Research Grant -- PHP students may apply for this grant to assist with their field report. Usually the grant is for travel. Applications are due at the beginning of each quarter. These grants are awarded by the Graduate Division. The application is available at http://graduate.ucr.edu/fin_aid.html
Graduate Dean's Dissertation Research Grant -- This grant is for ABD PhD students to use for dissertation research. Applications are due at the beginning of each quarter. These grants are awarded by the Graduate Council. For more information and an

application go to http://graduate.ucr.edu/fin_aid.html

Field Opportunity Grants -- This grant is for ABD PhD students to use for dissertation research. Applications are available from the Academic Senate office, 229 University Office Building. Usually the call goes out in January, but the Academic Senate will accept late applications.

Graduate Student Association Mini-grants -- The Graduate Student Association provides mini-grants to help students with expenses incurred at conferences. Applications may be obtained from the Graduate Student Association office.

https://gsa.ucr.edu/ctg/

Loans

The Financial Aid Office assists students in meeting educational expenses they cannot afford from personal resources. Applicants must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any need based financial assistance, including loans. FAFSA's are available in December for the following academic year and must be filed annually. In addition to submitting the FAFSA, various supporting materials which the office uses to determine individual financial need may be required. FAFSA information may be obtained from the Financial Aid Office, located on the first floor of the Highlander One Stop Shop (Student Services Building) or over the internet at: www.fafsa.ed.gov

Documents required to complete the financial aid application should be submitted as soon as possible. Although UCR accepts applications on a year-round basis, awards are based on availability. Priority consideration is given to applicants who submit the FAFSA by March 2 and all supplemental required documents by May 1.

Other Funding Sources

The Reference Librarian has a database on grants and fellowships. Check the departmental bulletin boards for flyers. The Graduate Division recommends the following links:

www.ora.ucr.edu (UCR Research Affairs Office)
www.csac.ca.gov/ (California Student Aid Commission Home Page)
www.gradschool.cornell.edu/fellowships/ (Cornell University Graduate Fellowship Notebook, including non-Cornell fellowship information)
www.finaid.org Financial Aid Information Page, check FASTWEB)
www.nsf.gov/ (National Science Foundation)
www.fdncenter.org/ (Foundation Center's Home Page)

Extramural Financial Aid

Competitive grants and fellowships from such agencies as the Fulbright Program, the National Endowment for the Humanities and the National Science Foundation are important sources of research funding in the profession. As preparation for professional careers, advanced students should take every opportunity to seek extramural aid. To encourage students to develop grant application skill, the Graduate Studies Committee requires PHP students doing field reports and doctoral students doing dissertations to

apply for all possible Graduate Division research funds and/or extramural research funding as a prerequisite to receiving any research aid from the Department.

ADMINISTRATIVE PROCESSES

The following information is intended to help students understand the regulations and agencies that govern the graduate programs at UCR.

Graduate Studies Committee
The Chair of the department appoints faculty members to the Graduate Studies Committee. The Graduate Advisor chairs the committee. A Graduate Student Representative, who is elected by the graduate students, is a member of the committee also. The committee supervises the graduate student examinations and generally administers the graduate programs.

Forms and Signatures
Forms are available at http://graduate.ucr.edu/pub_forms.html or at the history department office. For any forms that need to be signed, please see the Student Affairs Officer.

Registration
The *Schedule of Classes* (www.classinfo.ucr.edu/) lists all course offering by quarter.

Adding/Dropping of Courses (done via www.rweb.ucr.edu)
The deadlines for adding and dropping courses are stated in the *Academic Calendar (http://registrar.ucr.edu/registrar/academiccalendar/ index.html)*. See the Student Affairs Officer if you have questions regarding adding or dropping a course.

Taking a Course as Satisfactory/No Credit
Students may not take any course that they are using for degree credit as satisfactory/No Credit, unless the course is offered as S/NC grading only. If a student wishes to take any course as S/NC grading, the student must submit a petition, which may be obtained in the History office. An exception to the S/NC rule is that M.A. students may take foreign language courses used to fulfill the foreign language requirement for S/NC.

In Absentia Registration
A student engaged in graduate study or research outside of California for an entire quarter ordinarily is eligible to register in absentia, at a reduction of one-half of the Registration Fee. Students eligible for this status will normally be advanced to candidacy for the doctorate. A general petition, which may be obtained in the History department, must be filed with the Graduate Division prior to the quarter for which in absentia status is requested.

Leave of Absence
Students may apply for a leave of absence. This application must be approved by the Graduate Advisor and the Graduate Division before the quarter for which the leave is requested. Usually, three is the maximum number of quarters allowed. When a student is on leave, the student is not a registered student, since there are no fees paid.

Therefore, the student is ineligible for some University privileges and services. If a student is in the University's student housing program, they should check with the Housing Office about being on leave of absence.

A leave of absence is intended to allow the temporary interruption of a student's academic program. Leaves are granted for the following reasons: serious illness or other temporary disability; the need to concentrate on a job or occupation not directly related to the degree program; or family responsibilities. To be eligible for a leave of absence students must have the approval of the Graduate Advisor, be in good standing, and have been enrolled at least one quarter.

Signing up for Exams
Around the middle of each quarter, students will receive an email notification about signing up for exams for the next quarter. The email lists the dates of the foreign language exams and the PhD exams. Students must sign up for exams the quarter before the exam date otherwise they will not be allowed to take the exams.

Advancement to Candidacy
M.A. students: Inform the Student Affairs Officer at least one quarter before planning to take the M.A. oral comprehensive examination or file the thesis. Paperwork must be completed for the advancement to candidacy.

PHP students: Inform the Student Affairs Officer at least one quarter before planning to take the PHP oral examination. Students must be advanced to candidacy the quarter before taking exams.

Filing Fee Status
Filing fee is available to both M.A. and PhD students in their last quarter, in lieu of paying full registration fees. Students awarded this status pay only one-half of the registration fee but are no longer officially enrolled students, and thus forfeit normal access to some university privileges and services. Check with the Housing Office about being on filing fee.

PHP students: may apply for filing fee if they have completed all the degree requirements except for taking the oral examinations and filing the field report. If all of the members on the committee have read the completed field report and there are only minor changes in the report, student may apply for filing fee. The chair of the committee must certify that an approved draft of the work has been completed and that only minor corrections are needed in order to produce final copies. If the student does not complete exams and file the field report during the quarter on filing fee, the student will need to pay full fees the next quarter. Students are limited to one quarter of filing fee. If

students are requesting to proceed on to the PhD program, they may not apply for filing fee. If students are requesting to immediately proceed on to the PhD program, filing fee status is not permitted.

M.A. students: may apply for filing fee if they have completed all the degree requirements except for completion of the comprehensive oral exam or filing of the thesis. If students do not take exams or file the thesis after signing up for filing fee, students will be required to pay full fees the next quarter. If students go on filing fee and do not pass exams, then they may apply for filing fee a second time in order to retake their exams. If students are requesting to proceed on to the PhD program, they may not apply for filing fee. If students are requesting to immediately proceed on to the PhD program, filing fee status is not permitted.

PhD students: may apply for filing fee if they have completed all the degree requirements except for the filing of the dissertation. The chair of the committee must certify that an approved draft of the work has been completed and that only minor corrections are needed in order to produce final copies. If the student does not file the dissertation, students will be required to pay full fees the next quarter.

Summer Graduation
Students may file their dissertation or field report in the summer for free if they have been registered or on filing fee for the previous three quarters. Otherwise, students will be required to enroll in 2 units of summer school.

Comment Sheets
For many years the Department of History has found it useful to ask faculty members to submit a narrative evaluation (in addition to the regular grade, of course) of graduate students in their classes. These memoranda have been used 1) to assist faculty in writing letters of recommendation; 2) to enable the graduate adviser to detect, as early as possible, students who may need special assistance or formal counseling concerning their academic progress; and 3) to help the Graduate Studies Committee in making decisions on fellowships, teaching assistantships, advancement to the doctoral program, and the like. These evaluations are available for review upon request from the Student Affairs Officer. Students may only see their own evaluations. Faculty may see any or all of them.

Reading Lists
Faculty in some fields offer reading lists to assist students in preparing the field for examination. If the student changes any of their fields of study, they must inform the Student Affairs Officer. When reading lists are updated, the new version will be posted on the graduate student iLearn board.

Mailboxes
All registered students have a department mailbox. This box is to be used for university purposes only. Students should not have other mail, including catalogs and magazines, sent to the department. Faculty and staff have mailboxes in the workroom, where students may leave messages or paperwork.

Change of Address

If students change their address or telephone number, they need to update this information on R'Web.

DEPARTMENT RESOURCES

History Library

The History department library is open from 8:00 a.m. to 5:00 p.m. If the library is not being used by the department, students can schedule time to study in the room; please see front office staff to check availability and schedule access. The department keeps a substantial number of books and reference works in the library, along with some journals kept in the library and in the media lab. PHP students should be aware that we have several journals, newsletters, and directories that may be of special interest to them, which are located in the media lab.

History Department Graduate Student common area (HMNSS 4400) To access the History department computers located in HMNSS 4400, please see front office staff if you don't already have access to this space.
Please do not change the configuration on the computers.
The department will supply 1 toner cartridge per quarter and 10 reams of paper per quarter for graduate student printing needs.

Copier

The departmental copier is for course materials only. Please see the front office staff if you need to have copies made for use in teaching.
If you have a large copy request (more than 100 sheets of paper) please give staff at least one week in advance of date needed.
The department copier may not be used for individual graduate student research needs or for personal copies. Please use copiers in the libraries and the commons. Printing and Reprographics is located in the UPPER HUB courtyard.

GRADUATE STUDENT ASSOCIATION AND GRADUATE STUDENT REPRESENTATIVES

Each registered full-time graduate student is a member of the Graduate Student Association. The Graduate Student Council represents graduate student interests and appoints representatives to Academic Senate and administrative committees on campus and systemwide.

Each year the History graduate students elect two representatives. One attends the campuswide meetings, while the other attends the Department's Graduate Studies Committee meetings. Within the department, the representatives act as liaisons between students and faculty. If students have concerns that they wish to communicate to the faculty, they can do so through their representatives. If an individual student or a group of students have a concern and for some reason do not wish to communicate directly with the professor concerned, or the Graduate Advisor, or the Graduate Studies Committee, or the department as a whole, the individual or group may communicate through the representatives.

)Contact Information
History Department, Graduate Program Appointments and Staff

Name/position	Office Location	Phone
History Department Main Line	HMNSS 1212	827-5401 827-1991
Michele Salzman – Chair	HMNSS 6603	
Alec Haskell – Faculty Graduate Advisor	HMNSS 7700	827-1841
David Biggs - Graduate Financial Officer	HMNSS 6600	827-1877
Molly McGarry - Public History Program Director	HMNSS 6608	827-1577
Alesha Jaennette - Graduate Student Affairs Advisor	HMNSS 1215	827-1435
Michael Molinar – Department Manager	HMNSS 1214	827-5393
Allison Rogers -	HMNSS 1212	827-1439

History Faculty

Name (also links to email)	Office Location	Phone
ADELUSI-ADELUYI, Ademide	HMNSS 5505	827-1972
ASAKA, Megan	HMNSS 6601	827-7138
BENJAMIN, Jody	HMNSS 7707	827-1976
BIGGS, David	HMNSS 6600	827-1877
BRENNAN, James	HMNSS 5507	827-1992
CHIA, Lucille	HMNSS 6602	827-1981
CHRISSANTHOS, Stefan	HMNSS 5501	827-1985
COGSWELL, Thomas	HMNSS 7703	827-1997
CORTES, Carlos	HMNSS 3301	827-1487
DUBCOVSKY, Alejandra	HMNSS 5509	827-9312
EACOTT, Jonathan	HMNSS 6607	827-7180

GOLDBERG, Ann	HMNSS 7706	827-1975
GORECKI, Piotr	HMNSS 6609	827-1986
GRANINGER, Denver	HMNSS 7708	827-9315
GUDIS, Catherine	HMNSS 5508	827-5823
HACKEL, Steven	HMNSS 6606	827-1845
HASKELL, Alexander	HMNSS 7700	827-1841
HAWKINS, Michael	HMNSS 4402	827-6594
HEAD, Randolph	HMNSS 4403	827-1875
HUGHES, Jennifer	HMNSS 3302	827-1977
KUGEL, Rebbeca	HMNSS 5504	827-1876
LEHMANN, Philipp	HMNSS 7704	827-1863
LENTACKER, Antoine	HMNSS 5503	827-7931
LEVY, Juliette	HMNSS 5502	827-6492
LLOYD, Brian	HMNSS 5500	827-1871
MCGARRY, Molly	HMNSS 6608	827-1577
MCPHERSON, Natasha	HMNSS 7709	827-1978
MICHELS, Georg	HMNSS 7702	827-1971
PATCH, Robert	HMNSS 6604	827-1983
SALZMAN, Michele	HMNSS 6603	827-1991
SIMMONS, Dana	HMNSS 7701	827-9319

TOMOFF, Kiril	HMNSS 7705	827-2763
TRAFZER, Clifford	HMNSS 3300	827-1974
ZARINEBAF, Fariba	HMNSS 5506	827-1786

Campus Resources

Bookstore	https://ucr.bncollege.com/shop/ucr/home	827-2665
Career Services	https://careers.ucr.edu/	827-3631
Financial Aid	https://financialaid.ucr.edu/	827-3878
Graduate Division Dean	https://graduate.ucr.edu/	827-4302
Graduate Division Academic Affairs	https://graduate.ucr.edu/	827-3315
Housing	https://housing.ucr.edu/	827-6350
Ombudsman	https://administrativeresolution.ucr.edu/other_resources#ombudspersons_office	827-3541
Rivera Library – Circulation	https://library.ucr.edu/	827-3220
Rivera Library – Reference	https://library.ucr.edu/	827-4392
Transportation and Parking Service	https://transportation.ucr.edu/	827-8277
Registrar's Office	https://registrar.ucr.edu/	827-7284
Student Business Services	https://sbs.ucr.edu/	827-3204
Cashier	https://sbs.ucr.edu/contacts	827-3208
Student Health Services	https://studenthealth.ucr.edu/	827-3031
Student Health Insurance	https://studenthealth.ucr.edu/student-health_insurance-plan-ship	827-5683
Counseling & Psychological Services	https://counseling.ucr.edu/	827-5531
Student Affairs Case Management	https://casemanagement.ucr.edu/_	827-5000
Graduate Wellness (The Well)	https://well.ucr.edu/	827-9355
Information Technology Services	https://its.ucr.edu/	827-4741
Bear Help (Technical Support)	https://its.ucr.edu/bearhelp	827-4848
UCPath	UCPath Portal Link	(855) 982-7284

Organizations and Programs

African Student Program	https://asp.ucr.edu/	827-4576
Asian Pacific Student Programs	https://apsp.ucr.edu/	827-7272
Chicano Student Programs	https://csp.ucr.edu/	827-3821
Women's Resource Center	https://wrc.ucr.edu/	827-3337
LGBT Resource Center	https://out.ucr.edu/	827-2267
Native American Student Programs	https://nasp.ucr.edu	827-4143
Middle Eastern Student Center	https://mesc.ucr.edu/	827-7233
Undocumented Student Programs	https://usp.ucr.edu/	827-2193
Graduate Student Association	https://gsa.ucr.edu/	827-3141