

Graduate Studies in History

University of Kentucky

2009-2010

GENERAL INFORMATION

The Department of History at the University of Kentucky offers programs leading to the degrees of Master of Arts and Doctor of Philosophy. The teaching and research interests of its faculty, described at the end of this booklet, make it possible for doctoral candidates to specialize in most periods of European, English, and American history or in any of a wide range of topical areas such as women's history, the history of science and medicine, social, cultural, or diplomatic history. Requirements for both degrees are intended to make it possible for students to develop their special interests.

The information below is intended to serve as a guide to prospective graduate students and to students already enrolled in the graduate program. Students should also consult the [Graduate School Bulletin](#), the official source for degree requirements and administrative procedures.

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1. ADMISSION

Policies – Applications for admission are reviewed by the Director of Graduate Studies, who consults with the Department’s Graduate Committee and with professors in the applicant’s field of study. The criteria for admission and the materials evaluated in making admission decisions are listed below. Applicants should note, however, that many of these are minimal requirements. Meeting these requirements does not ensure admittance. Applicants are evaluated individually and in terms of the overall quality of the pool of applications.

- a) Completion of the undergraduate degree. (Transcripts should be sent to the Graduate School.) Applicants need not been a History major, but they should have a substantial amount of history coursework.
- b) An overall minimum undergraduate grade point of 3.0 on a 4.0 scale and at least a 3.25 in the major.
- c) Completion of the verbal, quantitative, and written sections of the Graduate Record Exam. All applicants must take the exam. The Department pays particular attention to the *verbal* and *analytical* scores.
- d) A two-page Statement of Scholarly Interest indicating the reasons for the applicant’s interest in graduate study at the University of Kentucky, what degree(s) the applicant hopes to obtain, what field(s) the applicant hopes to concentrate on as a graduate student, and, if possible, with whom the applicant wishes to work. Statements should focus on intellectual and scholarly interests. They should be mailed directly to the Director of Graduate Studies, Department of History.
- e) A sample of the applicant’s written work. Ideally this should be a substantial research paper in History that demonstrates the student’s analytical abilities and skill in working with primary sources. Applicants engaged in writing a senior thesis or an M.A. thesis should send the entire thesis or a draft version. The writing sample should be mailed directly to the Director of Graduate Studies, Department of History.
- f) Three letters of recommendation addressing the applicant’s qualifications for graduate work. Preferably these should come from former or current teachers who have had the applicant in class. Applicants will collect the letters in envelopes sealed and signed along the back and send them along with the other applications materials to the Director of Graduate Studies, Department of History. There is no additional form to accompany the letters of recommendation.
- g) In fields such as the history of the ancient world, Europe, the Middle East, and Latin America that require extensive language preparation, the Department prefers to admit students who have at least begun language training as an undergraduate.
- h) Students enrolled in the University of Kentucky’s post-baccalaureate program who wish to transfer to a degree program will also be evaluated on their grades and the opinions of their

instructors in their courses taken as post-bacs. This necessarily means waiting until the end of the semester in which such students are enrolled.

Procedures – Application forms may be obtained from The Graduate School, University of Kentucky, Gillis Building, Lexington, KY 40506-0033, or on-line at <http://www.rgs.uky.edu/gs/gsappplication.html>. Completed applications, official transcripts, and Graduate Record Examination (GRE) scores should be sent to the same address. The Statement of Scholarly Interest, the writing sample, and the letters of recommendation should be sent to the Director of Graduate Studies, Department of History, University of Kentucky, Lexington, KY 40506-0027.

Applicants are responsible for ensuring that the applications and supporting materials are **submitted** early enough to receive full consideration. The department's final deadline for admission is **March 31**. But applicants who wish to be considered for fellowships and assistantships **must apply by January 15th**.

Admission into the Department's Graduate Programs is limited to the Fall Semester.

Typically, the Graduate School communicates to applicants the department's decision.

Re-Admission to a Graduate Degree Program – If for some reason a student must suspend his or her pursuit of a degree, the Graduate School will automatically grant readmission to a student in good academic standing up to one year after leaving full-time status. After that time, however, the Graduate Committee of the History Department and the Graduate School may require another formal application for re-admission to a degree program.

2. ADVISING

First semester students are advised by the Director of Graduate Studies, and the DGS serves as the general advisor to all students on academic questions and on departmental and Graduate School procedures and rules. The DGS must approve programs of study and choices of fields. He or she may also make exceptions to the various rules and procedures established by the department, and he or she should be consulted if a student wishes to inquire about special arrangements.

Students who have not selected a faculty advisor upon entering the program should do so during their first year of study. (The DGS may assign a student a temporary advisor.) The student should consult with the advisor about choice of courses, seminar research projects, choosing between the thesis and non-thesis option, determining an M.A. thesis topic, developing fields of study for the qualifying examination, and identifying a dissertation topic.

3. COURSE LOAD AND COURSES

The standard course load is three graduate-level classes a semester (or nine hours). M.A. students are expected to enroll in three courses each semester. First-year Ph.D. students are as well. Some of the course options include:

History 606 – This is a course on historical methods and is required of all students.

Reading seminars – these courses are offered at the 600-level and introduce a student to the major historical problems of a field. They examine major works, conflicting interpretations, and the issues historians are currently debating. Usually, readings seminars require written work such as shorter book reviews, longer interpretive essays, or a longer historiographical review.

Research seminars – these courses are offered at the 700-level and are designed to teach students the methods of historical research and scholarly writing. Students are expected to produce a research paper of about 20-30 pages that is an original work based on primary sources.

Undergraduate lecture/discussion courses – The department's 500-level courses are designed primarily for advanced undergraduate students, but graduate students may take these courses for graduate credit. Faculty members will usually require an additional written assignment of graduate students.

Independent study – History 695 is the department's course designation for independent study or supervised readings. The department discourages this form of graduate training, but it recognizes the practical necessity of arranging for special topics tutorials for some students. Permission to enroll in 695 requires the completion of a contract form available from the DGS assistant and the final approval of the DGS.

M.A. thesis research – Students researching and writing an M.A. thesis may sign up for History 748 if they have completed all regular coursework.

M.A. residency status – students who are finishing the M.A. may register for History 768 if they have finished their course work and need to maintain their registration.

Ph.D. dissertation research – doctoral students who have passed the qualifying examination must register for two credits of 767 (Doctoral Residency Credit) in order to fulfill the Graduate School's post-qualifying exam residency requirement.

4. LANGUAGE REQUIREMENT

M.A. students: By the end of the second semester of graduate work, every candidate for the M.A. degree must demonstrate reading knowledge of a modern foreign language (i.e. French,

German, Russian, or Spanish). The language requirement may be satisfied by an examination given by the appropriate language department of the University or by such persons as the Graduate Dean may specify, or by passing with a grade of A or B one of the accelerated courses especially designed for this purpose (French 011, German 011, Spanish 011). The student who completes the fourth semester of a modern foreign language with a grade of “B” or better at an accredited college or university may use this to satisfy the graduate foreign language requirement.

Ph.D. students: Doctoral students who have not satisfied the language requirement in the M.A. program may satisfy the requirement according to the methods described above. Students in pre-modern European history must demonstrate a competency in two modern languages as well as pertinent primary source languages. Doctoral advisory committees in any field may specify additional language training. These requirements must be satisfied before the student may apply to sit for the qualifying examination.

5. M.A. PROGRAM

The History Department offers two M.A. options: **thesis**, or Plan A, and **non-thesis**, or Plan B. The specific features and requirements of each are discussed below.

M.A. Committee – M.A. committees consist of three faculty members, including the student’s faculty advisor. Students should work with their advisor and the DGS to form the MA examining committee.

Thesis/Non-Thesis – Students may choose either the thesis option (Plan A) or the non-thesis option (Plan B). The different requirements are described below.

Plan A – Thesis – Under the thesis option, a student must:

- ◆ complete at least 24 semester credit hours of graduate course work with a standing of 3.0 (B) or higher;
- ◆ Take at least fifteen hours at the 600 or 700 level; students in U.S. history must take History 640 and 641; students in modern European history must take History 628, the colloquium in modern Europe;
- ◆ Take History 606;
- ◆ Take at least one 700-level research seminar;
- ◆ Take at least two-thirds of the credit hours in Department of History courses;
- ◆ Take at least two-thirds of the credit hours in regular courses (i.e. not independent study courses);
- ◆ Write an M.A. thesis and pass an oral examination over the thesis and coursework.

Plan B – Non-Thesis – Under the non-thesis option, a student must:

- ◆ complete 36 hours of graduate work with a standing of 3.0 (B) or better;

- ◆ take a minimum of 21 hours from courses at the 600 and 700 level; students in U. S. must take History 640 and 641; students in modern European history must take History 628, the colloquium in modern Europe;
- ◆ take two 700-level research seminars;
- ◆ submit three papers to an examining committee of which at least two must be research papers that demonstrate competence in historical research and writing (the M.A. advisor must approve the papers in advance of scheduling the oral examination);
- ◆ pass an oral examination at which the M.A. committee will examine the student over the papers and the student's coursework.

M.A. Progress Sheet – Students must keep on file with the graduate program's staff assistant an M.A. Progress Sheet that lists the courses they have taken.

M.A. Thesis – Students writing an M.A. thesis must arrive at a topic acceptable to the M.A. advisor. The thesis might be an expansion of a paper for a research seminar. In addition, the thesis:

- ◆ Should be based on primary research, while demonstrating a command of relevant secondary sources;
- ◆ Should demonstrate the ability of the student to pursue historical research;
- ◆ Should be written in clear, well-organized prose;
- ◆ Should be about 50 to 100 pages in length.

The thesis will be prepared under the supervision of the advisor, and once an acceptable draft has been completed, it should be submitted to the other two members of the M.A. committee for comments and suggestions. The student will then defend the thesis in an oral exam with the three members of the M.A. committee. Once approved, the final copy of the thesis must adhere to the Graduate School rules. These are explained the guide "Instructions for the Preparation of a Master's Thesis" or at <http://www.rgs.uky.edu/gs/thesdissprep.html>.

M.A. Research Papers – At least two of the three papers a student submits for the non-thesis option must be research papers of about 20-30 pages in length and based on primary materials. They must include scholarly endnotes or footnotes and a formal bibliography. Usually, the student will submit the papers written in the 700-level research seminars. (All three papers must have been written for courses counted toward the M.A. degree while in the UK Department of History.)

M.A. Examination – The Graduate School stipulates that the oral examination may be scheduled **only** if the student has satisfied the language requirement, if all required coursework has been completed, and if the student is not carrying an incomplete grade.

Applying for the M.A. Degree – Degree candidates must file a degree application within thirty days after the beginning of the semester in which the degree will be taken (fifteen days for the summer session). The appropriate forms are available at the Graduate School's website (<http://www.research.uky.edu/gs/gsforms.html>). The degree application must be signed by the Director of Graduate Studies.

6. ADMISSION FROM M.A. TO THE Ph.D. PROGRAM

The M.A. committee will recommend to the Graduate Committee and the DGS whether a student is qualified to continue toward the doctorate. The decision to proceed to the Ph.D. program will be made by the Graduate Committee and the DGS. The Graduate School's time to degree rules make necessary the admission of students to the doctoral program who have a strong chance of finishing a dissertation within these time limits. Should the members of a candidate's MA committee and the Graduate Committee arrive at conflicting decisions, the two committees will meet to evaluate the candidate's record and potential before making a decision on whether the candidate shall be permitted to proceed into doctoral work.

7. THE DOCTORAL PROGRAM

The Ph.D. degree is granted after the student has demonstrated a knowledge of and a capacity for research in a number of specialized and general fields of history or related disciplines.

Each candidate for the degree must:

- ◆ fulfill the department's course requirements;
- ◆ fulfill the Graduate School's thirty-six hour pre-qualifying exam residency requirement;
- ◆ fulfill specific area requirements for U.S., modern European, pre-modern European and other fields;
- ◆ fulfill the language requirement(s) (see above);
- ◆ form a faculty advisory committee;
- ◆ pass qualifying exams;
- ◆ enroll in 767 (two credit hours) for at least two semesters;
- ◆ defend a dissertation prospectus;
- ◆ write and defend a dissertation.

Course Requirements:

- ◆ take History 606 (unless the student has taken it for the M.A. degree)
- ◆ take a minimum of eight 600- and 700-level seminars (including History 606).
Independent study courses (History 695) do not count toward this requirement. Students who completed their M.A. degrees in History at UK may count all 600- and 700-level seminars taken as an M.A. student toward this requirement.
- ◆ Students specializing in U.S. history must take History 640 and 641; students specializing in modern European history must take History 628, the colloquium in modern Europe; students specializing in pre-modern European history must participate in History 705, the Pre-Modern European Colloquium;
- ◆ Take two 700-level research seminars (students who have taken two 700-level research seminars in their M.A. program at UK need only take one research seminar.)

Pre-Qualifying Exam Residency Requirement: To fulfill the Graduate School's pre-qualifying exam residency requirement, a graduate student must complete a minimum of 36 credit hours of graduate coursework before the qualifying exams. An awarded master's degree from the University of Kentucky or from another accredited school may satisfy 18 of this 36 hour pre-qualifying requirement.

Advisory Committee: Doctoral students are to work with their advisors to form an Advisory Committee during the first year of doctoral study. The Advisory Committee consists of five faculty members. Four of the members, including the advisor, will supervise qualifying exam fields. A fifth member from outside the department, but in a discipline related to the student's special field of history, must also be appointed.

8. QUALIFYING EXAMINATIONS

Students who enter the doctoral program after having first earned an M.A. degree at UK should expect to sit for the qualifying examinations at the end of their third year of graduate study. Students who enter with the M.A. from another institution should expect to sit for the exams no later than during their second year of the doctoral program. Students who do not sit for the exams within four years of admission to the Ph.D. program will be dropped from the program.

Qualifying Examination Policies:

1. The qualifying examination is intended to test the capacity of graduate students to think historically, that is, to use the knowledge they have mastered to fashion historical arguments. They include examinations in each of the student's fields of study
2. The examinations consist of essay questions designed to ascertain the student's ability to analyze and synthesize information and to participate in a range of historiographical interpretations and debates. These competencies and skills are not only useful for exams, but also essential for writing a dissertation, teaching, and the public presentation of historical scholarship.
3. Given the goals of the qualifying examinations, all or most questions are ones that students can answer without referring to notes or books. While students may have access to such materials, they should devote their time to their answers and not to searching for detailed information.
4. Students may elect to take a closed-book exam. If they choose this option, this should be noted on the qualifying exam contract. The faculty examiner is responsible for monitoring the exam if it is closed-book and closed-note.
5. Students have, at the discretion of the examining professor(s), up to seven hours to complete each examination. This includes picking up and delivering the exam to the departmental staff.

6. Students must pick up and return each examination at the departmental office; questions will not be sent by fax or e-mail attachment, nor may answers be submitted that way.
7. The examination will conclude with an oral examination of up to three hours over all of the student's fields of study. All components of the qualifying exam should be completed within a two-week window during one of the department's three scheduled exam periods.
8. If in the opinion of a majority of the examining professors the student's written examinations are not acceptable, the committee will cancel the oral examination.

Qualifying Examination Contract - The committee should meet with the student soon after its appointment to make formal recommendations on courses and reading and to help the student plan for the qualifying examinations. At this meeting, the committee and the student will prepare a contract specifying the nature of the fields, whether the field will be satisfied by an examination or an extensive historiographical essay, the length of the exam, and whether the exam will be closed- or open-book. The advisor, the student, and the DGS must sign the contract, and copies should be given to the advisor and to the student.

Preparing for the Qualifying Examination - Students prepare for the exam fields by taking courses and by further reading on their own. The members of the advisory committee should recommend courses for preparing for the exams. Students should also prepare reading lists for members of the advisory committee to review, and this should be done at least three months in advance of the exam.

Scheduling and Taking the Qualifying Examination – The Graduate School stipulates that departments may schedule a student's qualifying examination only if the student has fulfilled the language requirement(s), completed all the required courses, satisfied the pre-qualifying exam residency requirement, and is not carrying an incomplete grade.

There are three qualifying exam periods-August 15 to September 15, January 5-31, and March 15-April 15. The written exams and the oral exam should be taken over a period of no more than three weeks during one of the exam periods. (Students may petition the DGS to take the exams at some other time if they can present a strong reason for doing so.)

Students who wish to sit for the qualifying examination work with the staff assistant to schedule the dates of the written exams and the oral exam.

In case of failure, the student may repeat the examination, but not before four months have elapsed. A second examination must be taken within one year after taking the first examination. The Graduate School prohibits a third attempt.

In cases where in the judgment of the committee a student does exceptionally well on the Qualifying Examination, the Chair may add a statement for the student's file indicating that the examination was 'passed with distinction'.

Fields and Specific Requirements - The specific fields, the number of exams, and specific requirements for the major specializations are discussed below.

Pre-Modern and Early Modern Europe: Students in pre-modern European history will prepare for exams in four fields. Major fields in pre-modern European history currently include the following:

Rome
Late Antique or Byzantine
Early Medieval
Later Medieval
Early Modern Europe

We also intend to expand to include Greece and Medieval Islam.

Each field will have its own list, consisting of no more than 150 titles and tailored in some degree to the interests of the student. One of the three major fields should be a “specialty major field.” This field should include a strong thematic emphasis as well as a chronological one. (e.g., Roman history and legal history; Byzantine history and Greek hagiography). Two other major fields should also be selected from the above list. The student’s fourth field should either be in another discipline (Classics, Philosophy, Hispanic Studies, etc.) or a non-Western history field (e.g., Asia, Latin America). The “specialty major field” will have a six-hour exam; the rest will be four hour exams.

Students will need to demonstrate competency in two modern research languages as well as any primary source languages. To be eligible to take the qualifying exams, students will need to pass a pass/fail primary source language exam (dictionaries allowed).

Modern Europe: Students in Modern European history will be examined in three fields:

- ◆ A major field that is chronologically defined
- ◆ A second field that has chronological and topical breadth. This field may be defined comparatively
- ◆ A third (outside) field that can be defined in one of the following ways: (a) geographically outside Europe; (b) chronologically before 1700 but within Europe; (c) comparatively, with the understanding that substantial aspects of the readings will be in non- European areas; (d) in a discipline outside of History

For a major field in modern Europe, we expect doctoral students to read approximately 100 books and/or equivalent articles and book chapters. For the two additional fields, students should expect to read approximately 50 books or equivalent articles/book chapters. Students will work with members of the faculty to determine reading lists that best suit their intellectual goals and objectives.

United States: Students concentrating in American history will be examined in three fields and must also write and submit a substantial historiographical essay as part of the

qualifying exam. One of the three fields is defined as the General field, and it covers American history from the Colonial period to the present. There are to be two examiners (one for pre-1865 and another for post-1865) for this field. The exam questions, however, will be written by a committee of faculty members who have participated in the most recent History 640-641 readings seminars. The second field is defined as the Specialty field. This may be constructed chronologically or thematically, but it should be defined broadly and should be supervised by the major professor. A thematic field such as race, diplomatic, or legal should encompass the chronological span of American history. The third field must be a non-U.S. field and should also be broadly constructed. Students may elect to do a comparative field as long as the focus is not primarily or largely U.S. history.

The historiographical essay is to be a 20-30 page paper that examines the major literature and scholarly debates pertaining to the student's dissertation topic. The research and writing of the paper is to be supervised by the major professor, but the paper is to be distributed to all members of the qualifying committee. The major professor must first approve the final draft of the paper before it can be distributed to the committee members. It must be distributed at least two weeks in advance of the start of the written examinations.

Thematic Concentrations – Culture, Ideas, and Society; Making and Unmaking of Empires; Religions and History; Women's and Gender History: Because of the broad range of these concentrations, students must work closely with the faculty advisor and qualifying exam committee to develop specific exam fields. The fields must be broadly constructed and must be approved by the Director of Graduate Studies.

Post-Qualifying Exam Residency Requirement:

Students are required to enroll in a 2 credit hour course, HIS-767; Dissertation Residency Credit, after passing the qualifying examination. Students are required to complete a minimum of two semesters of 767 before they can graduate. They will be charged at the in-state tuition rate plus mandatory fees. Students must remain continuously enrolled in this course every fall and spring semester until they have defended the dissertation.

Scheduling the Qualifying Examination for Residence Credit: If registered for 767, residency credit will be applied for a qualifying examination taken at any time during the first semester of enrollment in this course. However, the request to schedule the qualifying examination must be submitted to the Graduate School within the first 6 weeks of the semester.

9. THE DISSERTATION

Students finish doctoral study by researching and writing a dissertation. Ideally, students should have a topic in hand before the examinations and might even have begun writing a prospectus. If possible, students should be aware of what manuscript and archival resources are available for a dissertation project and what grants and fellowships might be available to assist their research.

Whatever the topic, it must be one that the advisor has special competence to direct and has agreed to supervise.

Some guidelines for the dissertation include:

- ◆ The dissertation should be based upon primary research.
- ◆ The dissertation should be an original contribution to a larger debate or field of study.
- ◆ The dissertation should demonstrate the student's ability to carry out historical research.
- ◆ The dissertation should be written in clear prose and organized in a coherent manner.
- ◆ Dissertations are about 200 to 400 pages in length. They can be shorter or longer, but this is a general guide.
- ◆ Ideally, the dissertation should be a project that will be the basis of either a publishable book or a set of publishable scholarly articles.

The Prospectus – After deciding on a dissertation topic with the graduate advisor, the first step is to write and defend a dissertation prospectus. This should be presented to the advisory committee for its approval no more than two months after successful completion of the Qualifying Examination.

The prospectus should define the topic, explain the contribution of the dissertation to historical knowledge, and propose a strategy for research. It should include the following:

- ◆ Brief description of the project;
- ◆ Research questions and problems the dissertation will examine.
- ◆ Relationship of the project to the present state of knowledge in the field.
- ◆ Contribution the work will make and its significance.
- ◆ Intended outline of work planned.
- ◆ Methodology (analytical and interpretative strategies).
- ◆ Bibliography divided into primary and secondary sources.

In the early stages of drafting a prospectus, students are encouraged to peruse the outstanding examples on file in the assistant's office.

The prospectus is preliminary, and its approval does not preclude alterations of topic or research design during the course of the research and writing.

A copy of the approved prospectus is to be placed on file in the History Department, with the date of approval initialed by the Director of Graduate Studies.

Time to Degree – The Graduate School stipulates that a dissertation must be defended and completed within five years of the qualifying exam. Students who fail to complete the dissertation within the five-year period are required to re-take the qualifying examination.

Change of Status or Scholarly Leave - If the advisor retires or leaves the university, Graduate School rules stipulate that he or she "may continue service on previously-established doctoral advisory committees, but may not be appointed to new committees. Continued service requires

the approval of the Dean of the Graduate School.” It is the practice of the History Department that faculty members who have left the university may not serve as chair of the advisory committee for students who have not yet passed their qualifying exams.

Dissertation Approval – The following steps and regulations govern the final stages of the preparation of the dissertation and the oral defense.

- ◆ Students should work closely with at least their dissertation advisor in drafting the dissertation. Some advisors prefer to see each individual chapter. Others like to see a completed draft of the entire dissertation. Still others like to see a few chapters at time. Whatever the case, students should present the advisor with clearly written chapters that are paginated and that contain the necessary scholarly apparatus. A bibliography is not necessary for early drafts, but no student should turn in a chapter without complete citations.
- ◆ The dissertation advisor may ask for extensive revisions of these chapters and for additional research.
- ◆ The dissertation advisor decides when the draft should be read by other members of the committee. It may be the case that these members of the committee will recommend revisions as well.
- ◆ An oral can be scheduled only after the advisor and two members of the advisory committee have read a completed draft of the dissertation and have approved it as an acceptable dissertation. At this point, the graduate staff assistant will schedule a defense and the Graduate School will appoint a sixth member of the committee to act as its representative at the defense.
- ◆ At the dissertation defense, the advisory committee may accept or reject the dissertation. It may also ask for revisions to be completed within 60 days. The final draft must be approved by the committee members, the Director of Graduate Studies, and the Graduate School. This version must conform to Graduate School instructions, which are available in the guide “Instructions for the Preparation of Dissertations and Doctors of Musical Arts Projects” or at <http://www.rgs.uky.edu/gs/thesdissprep.html>.
- ◆ If the student plans to graduate the semester in which the final examination is taken, the dissertation deadline for that semester must be met.

10. THE FINAL EXAMINATION

The Final Examination is a defense of the doctoral dissertation by the student’s examining committee. The committee will include the dissertation advisor, History Department faculty serving on the committee, the outside member of the committee, and the examiner appointed by the Dean of the Graduate School. The dissertation defense is a public event and normally lasts two to three hours. The Graduate School requires that a defense be scheduled while classes are in session. The defense may not be scheduled between semesters or during the period between the end of the second summer session and the start of the fall semester.

In addition:

- ◆ The History Department must advise the Graduate School at least eight weeks prior to the final examination that a student wishes to defend a dissertation;
- ◆ The Dissertation Approval Form and an acceptable copy of the dissertation must be presented to the Graduate School at the time the final examination is scheduled. (An acceptable copy must contain a table of contents, complete citations, preliminary pagination, and a formal bibliography);
- ◆ Upon passing the final examination, the candidate must submit final copies of the dissertation to the Graduate School within 60 days of the examination. These copies must be signed by the dissertation advisor and the Director of Graduate Studies. The final copy must also include all changes requested by the examining committee.

11. FINANCIAL ASSISTANCE

The University and the History Department make available several forms of financial support, including dissertation travel grants, fellowships, and teaching assistantships. The various forms of support are described below. We must emphasize, however, that usually fewer than fifty per cent of those admitted to the program each year will secure assistantships or fellowships in their first year.

A student who enters the program with a B.A. degree is eligible for a maximum of five years of financial assistance. A student who enters with an M.A. degree is eligible for a maximum of four years of assistance. The duration of financial eligibility includes all forms of University or Department assistantships and fellowships, except the Graduate School's Dissertation Year Fellowship. Students who receive extramural grants and fellowships will retain eligibility for their maximum intramural assistance.

Fellowships – The Graduate School makes available several fellowship opportunities each year, and the History Department's students have enjoyed impressive success in winning these awards. Eligibility, however, is determined by the department's Graduate Committee.

Travel and Research Support – The Graduate School makes available grants to defray travel expenses for participating in professional meetings and – when funds permit – for research travel. These awards are usually limited to doctoral students and are capped at \$400 for domestic travel. More information is available at:

<http://www.research.uky.edu/gs/fellowship/supportfunding.html>.

The department also makes available financial support to assist students in defraying travel costs incurred while doing research in domestic and foreign archives and meeting expenses incurred in presenting papers at professional meetings. Funds for research travel are usually limited to students who have passed their doctoral qualifying examinations and have an approved prospectus on file. Decisions are based on the amount of money available, the number of students who are applying, the importance of the request to a student's program of study, and the quality of the applicant's previous work.

Research Assistantships – The Department of History does not have renewable research assistantship positions, but frequently faculty grants make possible some type of research assistantship, and often the department and the Graduate School will supplement the stipend with a tuition waiver.

Teaching Assistantships - The Department of History's major form of financial support is its roughly twenty teaching assistantships, which are assigned to graduate students in History. Teaching assistantships cover tuition and carry a stipend of roughly \$12,500 per academic year. TAs work with faculty members in the introductory courses in United States history (HIS 108 & 109), European history (HIS 104 & 105), and Western Culture: Science and Technology (HIS 106 & 107), conducting discussion groups and grading papers and exams.

Criteria for Awarding Teaching Assistantships - Assistantships are awarded by the Graduate Committee. Competition for these awards is stiff and the decisions are made largely on the basis of academic achievement and performance.

Applicants applying to enter the graduate program are automatically considered for assistantships if they apply before January 15th. Students who are already enrolled in the program, including current TAs, must also apply for assistantship positions. Graduate students with any incomplete "I" grades are not eligible for appointment or reappointment as teaching assistants.

The minimum course loads for teaching assistants in the MA program or for first-year doctoral students is six hours a semester.

Criteria for Renewing Assistantships and Fellowships - In the case of students holding a teaching assistantship or fellowship, the committee evaluates the applicants' performance as a student in graduate courses, the pace of their progress toward the degree, and their performance as a TA. Continuation as a TA is contingent upon satisfactory progress as a student and satisfactory performance as a teaching assistant. The incumbent TA or Fellow with an incomplete ("I") grade in any course will not be re-appointed or re-nominated.

- a) The teaching assistant who has not completed the requirements for the M.A. degree after five semesters in residence shall not receive further aid until such requirements have been completed.
- b) A teaching assistant or fellowship recipient in the Ph.D. program who has not taken the qualifying examinations after four semesters in residence shall not receive another appointment until the examinations have been completed.
- c) Renewal of teaching assistantships and fellowships for **post-qualifying students** depends on the submission of a Dissertation Prospectus within 60 days of the completion of the post-qualifying exam.