

Section Two: Departmental Requirements

DEPARTMENT OF HISTORY REQUIREMENTS

Graduate Program Administration. Requirements for M.A. and Ph.D. degrees in History are set by the Department of History faculty and overseen by:

- The Director of Graduate Studies.
- The Graduate Policy Committee, which is chaired by the Director of Graduate Studies and consists of three or four history faculty members, one doctoral student, and the Graduate Coordinator. Committee members serve one-year terms; they are appointed by the History Department Head.
- The Graduate Coordinator.

Graduate Admissions is overseen by a separate faculty committee, the Graduate Admissions Committee, which consists of the Director of Graduate Studies and three or four faculty members.

DEPARTMENT OF HISTORY GENERAL REQUIREMENTS FOR BOTH THE MASTER'S AND DOCTORAL PROGRAMS

Faculty Advisors. Upon entering the graduate program a student will be assigned a provisional advisor. By the end of the second quarter a faculty member in the student's major field should be selected as a permanent advisor. Any changes must be reported by the student to the Graduate Coordinator.

Required Courses. During the first year the graduate student will take the three-course sequence, Historical Methods and Writing, HIST 612, 613, 614 (5 credits each quarter). HIST 612 will involve discussions of seminal texts. In History 613 and 614, students will do research and write a research paper, which will be completed in the spring quarter. Under special circumstances some doctoral students may be exempted from one or more of these required courses. In addition to HIST 612, 613, 614 sequence, students must complete at least one HIST 507, 508, 607, or 608.

Incompletes. (Please note that this policy does not apply to grades in HST 503 and HST 603.) On occasion, for a variety of reasons, a graduate student may be granted a grade of Incomplete in a course. A student will have until October 15 of the following academic year to remove the Incomplete; if it is not removed by then, it will be changed automatically to an F. Under extraordinary circumstances, a student with an Incomplete on his/her record may, with the approval of his/her advisor, petition the graduate committee to be permitted another three months (until January 15) to remove the Incomplete. No student will be approved for a degree with an Incomplete on his/her transcript.

Language Requirement. Both M.A. and Ph.D. candidates must meet the minimum standard in at least one foreign language. Your advisor must approve the choice of language. M.A.

students whose thesis or research papers require work in foreign language sources are strongly urged to complete this requirement by the end of the first year of study. Ph.D. students must pass the language requirement before advancing to candidacy, unless a temporary waiver is approved by the Director of Graduate Studies in consultation with the student's advisor.

Advisors may set higher standards and/or include additional languages in which students must demonstrate competence. These standards and languages should be established at the time a faculty member accepts a graduate student and written on the Plan of Study form submitted by the student at the end of the first quarter in the program. Should a student change advisors, the new advisor may require additional languages and will note the requirement on the Plan of Study.

The Plan of Study form is available on the History Department GradWeb at:

M.A.- <http://darkwing.uoregon.edu/~history/newgrad/pdf/ma.pdf>

Ph.D.- <http://darkwing.uoregon.edu/~history/newgrad/pdf/phd.pdf>

The language exam requires the student to translate a passage from a historical text in their field of study. The exam is timed (90 minutes), and one foreign-language dictionary is allowed. The examination will be offered **once** each quarter (except summer quarter), normally during the fourth or fifth week of the term. Language exam sign-up and test dates are announced at the start of the quarter. Students are notified of the results in writing generally within one week after the exam has been taken.

Students whose native language is not English may use their native language to fulfill a language requirement with the approval of their advisor. In order to meet Graduate School requirements it is necessary for to complete a Graduate Degree Program Requirements Native Language Other Than English form, signed by the advisor. The Graduate Degree Program Language Requirements Native Language Other Than English form is available on the History Department GradWeb at:

<http://darkwing.uoregon.edu/~history/newgrad/pdf/langreq.pdf>

Fields of Study. History students can elect to study any of the following fields as M.A. or Ph.D. major fields and Ph.D. minor fields: Ancient History, Medieval Europe, Early Modern Europe, 1450-1815; Modern Europe, 1789-present; Russia; China; Japan; Southeast Asia; Latin America; Africa; United States; Special Field (approved by Graduate Policy Committee). For MA. major fields or Ph.D. minor fields in Early Modern Europe, students may choose one of two subdivisions: 1) Renaissance and Reformation, 1350-1650 or 2) Early Modern Europe, 1650-1815. For M.A. major fields or Ph.D. minor fields in Modern Europe, students may define the field as Britain and Empire since 1450.

Application for a Degree. The application for a degree must be filed online at:

http://gradschool.uoregon.edu/advanced-degree_app.html

The application must take place no later than the 2nd week of classes of the term the degree is to be awarded.. All grade changes, removal of incompletes, and transfer work necessary to complete degree requirements must be filed with the Graduate School the term prior to the term of graduation. Corrections to an academic record can be made only during the thirty days following the granting of a degree. Deadline for degree completion is available on the Graduate School website at:

<http://gradschool.uoregon.edu/deadlines.html>

Waivers of Department Requirements. Students must petition to waive department requirements. After discussing the waiver with the faculty advisor for guidance, the student will need to put the waiver request in writing to the Director of Graduate Studies. The director may either rule on the waiver or forward it to the Graduate Policy Committee for decision. The student will be notified of the Director of Graduate Studies' decision in writing.