



Department of History

**Graduate Program Handbooks
for Ph.D. Students**

2016-17

Department of History Ph.D. Program Policies and Procedures Manual Adopted Spring 2016

The Department of History at the University of South Florida in Tampa offers to Ph.D. applicants an enriching program of study, coursework, and directed research. Areas of specialization cover a number of fields, including Colonial through Modern U.S., U.S. in the World, the Ancient World, Medieval Worlds, Early Modern Worlds, Modern Europe, and Latin America. Across these fields, students can request, in consultation with their Major Professor, concentrations organized thematically or geographically (e.g. gender and sexuality, race and ethnicity, regional history, public history, science and medicine, and comparative empires, etc.).

Our Ph.D. program features an innovative model of doctoral education designed to ensure broad interdisciplinary connections with any related fields. The department's faculty creates a dynamic learning environment that fosters close interaction between students and teachers. Our seminar-based curriculum ensures that each student in the graduate program receives individual attention and guidance. We pride ourselves on training students to be scholars and teachers at all levels of education, while also offering preparation for careers outside academia in government agencies, historical societies, libraries, and museums, etc.

This document describes the Department of History's key policies, procedures, expectations, and responsibilities for students in the Ph.D. program. Since it reflects the current status of our evolving programs, it is thus subject to change.

To foster an ideal working relationship between students and faculty, the History Department at USF only admits a few full-time Ph.D. students each year. Students admitted to the Ph.D. program will receive a four-year financial package that includes tuition and a Graduate Assistantship with a \$15,200 stipend the first year and \$15,700 for the remaining three years.

Important Contacts and Admission Requirements

Important Contacts:

Graduate Director: Julie Langford, SOC 213, (813) 974-3249, langford@usf.edu

Graduate Program Assistant: Connie Bryan, SOC 268, (813) 974-2784, cebyran@usf.edu

Office Manager: Theresa Lewis, SOC 260, (13) 974-2809, lewist@usf.edu

Admission Requirements

The university's application for admission is available online at <http://www.grad.usf.edu/graduate-admissions.asp>. Applications will only be accepted for admission in the fall term of each year. The application deadline is January 15.

The minimum requirements for consideration for admission to the Ph.D. program in history include:

1. **M.A. Degree and Grade Point Average:** After completing a minimum of 18 graduate hours, an admitted MA student may apply for the doctoral program with the consent of his/her major professor (must be the major professor and not simply the initial advisor). The standard University application process and fees apply. When the student applies to the Ph.D. program, the application is then reviewed by the Graduate Committee via the establish application process,

and recommendations are made regarding admission to the program and funding. Outside applicants must have completed an M.A. in History or a related field (as determined by the admissions committee) with a G.P.A. in graduate level coursework of at least 3.5 as demonstrated by official transcripts.

2. **GRE:** Applicants will have a preferred minimum score of at least 160 Verbal and 144 Quantitative and a 4.5 in writing. Only scores on tests taken within the last 5 years will be accepted. For information about GRE testing administered through the USF Division of Evaluation and Testing, see <http://www.conted.usf.edu/testing/Details.asp?tcode=GRE>
3. **Letters of Recommendation:** Three letters of recommendation on behalf of the applicant are required. These letters should come from academic sources familiar with the quality of the applicant's college-level work and indicate his/her graduate program potential. Once the online application is completed, requests for recommendations will be emailed to recommenders.
4. **Statement of Purpose:** A statement is required that delineates historical and intellectual areas of interest, proposed fields of study, educational and professional goals, faculty the applicant is potentially interested in working with, and why the applicant sees him/herself as a good fit with our program.
5. **Writing Sample:** Prospective students must provide a sample of written work that indicates the applicant's ability to conduct primary source based research and to write effectively. The sample should be approximately 20-30 pages and may include a publication, a seminar paper, or a thesis chapter.
6. **Language:** Applicants will provide evidence of proficiency in the foreign language(s) of their primary field of study or a quantitative methods class with a grade of a B or higher.

All application materials must be uploaded directly to the online application system found at <http://www.grad.usf.edu/> under the Degree Programs tab, Apply to USF Now. Requests for letters of recommendations will be sent directly to the recommender and submitted electronically as well.

Program Details and Graduate Student Responsibilities

Graduate Student Responsibilities

Graduate students are expected to maintain sufficient contact with their Major Professor to ensure that both stay informed about the progress of the student in the program. The graduate student must take the initiative to schedule meetings. It is recommended that this be done during the first 2 or 3 weeks of each semester, and at other times throughout the semester as needed.

Graduate students who wish to meet with their Major Professor should make arrangements in advance (except during regular office hours). In return, professors will respond to requests for appointments and meet with students as soon as is feasible. Students are responsible for being on time for appointments and for giving prompt notice if plans must be changed.

Meeting Official Deadlines

Meeting all deadlines is primarily the graduate student's responsibility.

USF is a large institution, for which forms and procedures are critical to smooth transitions and complying with policies and requirements. Students should become familiar with Departmental and Office of Graduate Studies requirements and deadlines. Each semester, the Graduate Program staff will circulate a list of important Office of Graduate Studies dates; students should note these and take them

very seriously, as they are non-negotiable. They should be aware that deadlines for such important things as scheduling of comprehensive exams, requests to graduate, and submission of theses/dissertations happen quite early in the semester. It is the student's responsibility to stay alert to these issues and plan ahead.

The Graduate Program staff handle the distribution and processing of forms, but students and Major professors must monitor and the creation and submission of both departmental and college forms and procedures outlined in this document, the Graduate Catalog, and the Office of Graduate Studies website (www.grad.usf.edu). Doing so allows the Major Professors and other program staff to guide them through the system.

University Academic Policies and Degree Requirements

Although much of the information is presented in this manual, please make note to refer to the Office of Graduate Studies website (www.grad.usf.edu) and the Graduate Catalog (<http://www.grad.usf.edu/catalog.php>) for current information on all requirements and policies included herein.

Transferring Credits from other Institutions or those earned at USF as non-degree seeking students

Students who have earned credit hours in graduate level courses as non-degree seeking students at USF institutions may apply up to 49% of graduate level coursework. The same is true for students who earned graduate level courses at other institutions. In both cases, courses will only be eligible to be accepted if the student has earned at least a 3.0 in the courses in question. To view the entire baseline University Policy on what may be transferred or waived, refer to the Transfer of Credit Policy in the Graduate Catalog online at www.grad.usf.edu/catalog

It should not be assumed that courses will automatically be accepted. Major Professors must discuss this with students early, and make sure the appropriate steps are followed to transfer those credits. The Major Professor together with the Graduate Director will decide about the appropriateness of transferring credits. The Graduate Program Assistant will provide guidance about the procedural aspects of this process.

Petitions to Waive or Substitute Courses

Students seeking a waiver must request to do so within their first semester. In most cases, petitions to substitute or waive courses require the completion of a Office of Graduate Studies Petition. After the approval of the Major Professor and the Graduate Director, the student must complete this form with the assistance of the Program Assistant and Graduate Coordinator.

Enrolling in Graduate Seminars

All history graduate courses (and many in other departments as well) require a permit, which is granted only by the professor teaching the course. This necessitates students contacting instructors, usually initially by email, to explain their interest in the course and to request a permit to enroll. Since enrollments are limited, students are advised to begin the process of requesting permits long before the actual registration process. The instructor will notify the student once permission to enroll in a course is granted.

The schedule of classes is available online at <http://www.registrar.usf.edu/ssearch/search.php>. A list of seminar courses with descriptions will also be circulated via email each term prior to enrollment. Faculty

email addresses are available on the department's website at <http://history.usf.edu/>. Please note that students cannot rely on the number of "spaces available" in a course listed on OASIS because a course may well be filled with permitted students who have not yet registered. In addition, courses often have a waiting list.

Continuous Enrollment

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing a minimum of 6 hours of graduate credit every three continuous semesters. Students who will not be able to maintain continuous enrollment for extenuating personal circumstances must apply for an official Leave of Absence. Students on an approved Leave of Absence are not subject to the enrollment requirement for the time approved for the leave. See also the Time Limitations Policy. Please contact the Graduate Program Coordinator or the Graduate Program Advisor in such situations.

Once a student has moved to the dissertation stage, he or she must register for a minimum of 2 credits per semester to remain in good standing. Students who are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective.

In addition, the student must register for a minimum of 2 credits in the semester in which they graduate, even if the student wishes to graduate in the summer term. In many cases, the student has completed the work, and may even have defended in the previous semester, but missed the deadline to submit the final dissertation and graduate. Even in those cases, Office of Graduate Studies regulations require enrollment in the semester of graduation.

Minimum grade point average

All graduate students must maintain a 3.00 overall GPA, and cannot earn any single grade below a C. According to the USF Graduate Catalog,

To be considered a student in good standing, graduate students must maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and in all courses taken in each of the student's degree-seeking programs.

No grade of C or below will be accepted toward a graduate degree. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses and may be Academically Dismissed at this point. Students must meet the requirements to be in good standing to graduate. All I and M grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on Probation or Academically Dismissed.

Incomplete Grades

The department recognizes that sometimes a student encounters extenuating circumstances that may prevent him/her from completing a course within the semester it was offered. Student may request an Incomplete Grade from the instructor, but only when the majority of work has been completed. It is the instructor's discretion on whether to grant the request. It is the responsibility of the graduate student to contact the professor and make the necessary arrangements for completing coursework by the agreed upon deadline. Please refer to the complete policy on Incomplete Grades in the Graduate Catalog.

All Incomplete Grades require the completion of an Incomplete Grade Contract form, available on the Office of Graduate Studies website. Grades for courses not completed within one semester will automatically be assigned an F. Because this grade will effect the GPA calculation, students should endeavor should to fulfill the requirements in the Incomplete Grade Contract to avoid being placed on

Academic Probation (see *Minimum Grade Point Average*, above).

Graduate students with two unresolved Incomplete grades (of any credit total) will not be permitted to register for additional history courses until at least one “Incomplete” grade is resolved.

Office of Graduate Studies Policy on Academic Integrity

The Office of Graduate Studies and the Department of History hold academic integrity in the highest regard. Students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly.

Per USF Regulation 3-0027 on Academic Integrity of Students, refer to the regulation for complete information and additional guidelines at: <http://usfweb2.usf.edu/usfgc/ogc%20web/currentregs/USF3-027.htm>:

Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An F or Zero on the subject paper, lab report, etc.
- An F in the course or activity in which credit may be earned,
- An FF in the course (leading to expulsion from the University)
- Academic Dismissal for any violations of academic dishonesty policies or regulations
- Possible revocation of the degree or Graduate Certificate following a thorough investigation

Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

Academic Dismissal/Satisfactory Progress

In order to maintain satisfactory progress:

- Students must complete at least 50% of their enrollment each term with a minimum grade of B
- Students may not request an incomplete, or "I", grade for more than 50% of their enrollment each term
- Students must regularly attend scheduled course meetings and submit course assignments on time
- Students must not create a disruption of academic process, Cf. (http://www.grad.usf.edu/inc/linked-files/Catalog%20and%20Policies/2011-2012/Section7_DisruptAcadProc_2011-2012.html)
- Exceptions may be made for extenuating circumstances, at the discretion of the Graduate Program Coordinator

Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program may lead to the student being academically dismissed from their graduate degree program for the following reasons:

- Receiving an FF grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress

Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot

be retroactive. The effective date will be entered into the student's record by the Office of the Registrar as the First Business Day after the end of the Semester, except in cases of academic dismissal due to academic dishonesty. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.

Graduate students who are assigned an FF grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

Plan of Study

The university defines full-time status for graduate students as 9 credit hours. In addition to the general requirements of the University as explained in the USF Graduate Catalog, a candidate is required to complete a total of 72 post-baccalaureate hours in the following distribution:

- **HIS 7937 Interdisciplinary Pro-Seminar** (3 hours). This course is as an introduction to the interdisciplinary nature of this unique Ph.D. program, and will offer new students to the History program the opportunity to engage with their colleagues in Government and Sociology. This *Pro-Seminar* is organized around one common theme and focuses on the methodologies and theories of these related disciplines so that students gain a working knowledge of the complementary aspects of these fields.
- **HIS 6112 Analysis of Historical Knowledge** (3 hours) This course examines both the theories behind and the practical effects of varieties of methodological approaches to historical research. Students who have taken this course as part of a USF History M.A. will not be required to repeat it.
- **HIS 6939/7939 Fields of Study** (15 hours). Students will complete approximately five courses within the History department devoted to their major and minor fields of study. Independent study credits (HIS 6935, HIS 6914, HIS 6908) may be used in lieu of a fifth course.
- **HIS 7289 Seminar in Comparative Studies and/or Interdisciplinary Electives** (6 hours) Students will take six hours of interdisciplinary studies; these six hours may be divided between the Seminar in Comparative Studies and an interdisciplinary elective course or as two interdisciplinary electives. The Ph.D. Seminar in Comparative Studies is a varying topics course will examine a particular concept– such as sustainability, globalization, or identity– across different cultures and different periods. Students will examine how historians have employed a core theoretical concept or explored a specific historical problem in different temporal and spatial contexts. The course will prepare students to apply comparative perspectives to historical problems and to consider historical perspectives on important contemporary issues. Interdisciplinary Electives may be selected from any department in USF, but students must first seek approval for these courses with the Major Professor and the Graduate Director.
- **HIS 7938 Capstone Seminar** (3 hours). This course will act as the final participatory course work of Ph.D. candidates before they proceed to the dissertation writing stage.
- **HIS 7980 Dissertation Writing Hours** (18 hours). These hours are intended to give students the opportunity to work closely with their dissertation committee and focus on research, writing, and revision.

Students entering with an M.A. in History may count up to 30 hours of coursework towards their Ph.D. so long as those hours are in structured courses and the students have earned at least a 3.0 or better. Beyond these 30 hours, no credit hours earned for another degree can be counted towards the Ph.D.

Student Evaluation and Formation of Committees

Annual Evaluation

Ph.D. students will be evaluated at the end of each academic year to determine the student's progress towards degree and teaching and/or research assignment if applicable. These evaluations will be completed by the Graduate Committee in consultation with the Major Professor and teaching supervisors and will be available every semester to the student on the History Graduate Program Canvas page.

Deciding upon Course of Study soon after admittance

Within the first semester, students ought to have a general idea of their interests and be ready to start research on their dissertation topic. Though the student may change this topic at anytime within the first two years of their program, they are strongly encouraged to begin researching their topics as soon as possible so as to move through the program quickly.

Major Professor and Supervisory Committee

Upon admittance to the program, either a Major Professor or a Provisional Advisor in their field of study will meet with the student so as to develop a plan for the student's coursework. Usually, the student makes the first contact with faculty who may be appropriate to serve on the committee, but it is helpful to discuss possible members with the Major Professor before approaching other faculty.

Additionally, the student in consultation with the Major Professor, asks two or three other members from the USF History Department to serve on a supervisory committee. A fourth committee member from another department within USF or from another institution may be selected. In the latter case, both must have Ph.D.s and provide the department a CV. The Ph.D. committee must have a total of four members in order for a student to be admitted to candidacy.

The student is required to have completed successfully at least 3 credits of course work with each member of his/her committee who is from the USF History Department. There is no minimum course requirement regarding the outside member.

This four-person committee, under the direction of the Major Professor, must approve the plan for research, supervise the research, read and approve the dissertation.

When inviting faculty members to serve on their committee, the student should apprise them in general terms about the nature of their research and disciplinary interests, so that the faculty member can make an informed decision.

Once a committee has been determined, the Graduate Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signature. A PDF of the Supervisory Committee Form is available on the History Department website. Changes to a Supervisory Committee must be submitted on a Change of Committee Form. An approved and current Supervisory Committee Form must be on file in the College before admission to candidacy.

Language Requirement for Ph.D. Students

Students must demonstrate proficiency in their primary language of research by the end of the first year of study. Language requirements must be fulfilled before students can progress to the dissertation stage.

Written examinations to test a student's language proficiency will be administered through the History Department and when necessary, through the USF World Languages in conjunction with the student's Major Advisor. The precise format of the exam and the level of language competency needed to pass will be determined in each case by the student's advisor.

Students must demonstrate proficiency in the languages required by their field of study as indicated below, but they may be required to take additional exams depending on their specialization. For fields not listed here, students should consult their Major Professor.

Field	Language(s) required
Ancient	Classical Greek, Classical Latin, French, and German
Byzantine	Byzantine Greek, Latin, French, and German
Early Modern Europe	Primary European language of research plus one additional European language (Latin may be required in some cases)
Modern Europe	Primary European language of research plus one additional European language
Latin America	Spanish, French or Portuguese (2 out of the three)
Medieval Europe	Medieval Latin, plus two additional European languages
Middle East	Primary Middle Eastern language of research plus one additional language
United States	Foreign language most pertinent to research agenda

Alternatively, students may substitute quantitative methods for the language requirement. The quantitative methods option will be fulfilled by earning a grade of B or higher in one of the following courses: ANG 5486 (Quantitative Methods in Anthropology); EDF 6407 (Statistical Analysis for Education Research I); or POS 6736 (Political Research Methods). Only POS 6736 has an explicit prerequisite (POS 3713 or equivalent), but students with limited mathematical backgrounds may first want to take STA 2122 (Social Science Statistics) to provide a foundation for any of these classes. A graduate course in quantitative methods cannot be used to fulfill any part of the major or minor fields.

Comprehensive Examinations

Definition of Ph.D. Comprehensive Exam: The student will be examined in two fields (Major and Minor). The examination committee will be made up of three departmental faculty or related disciplines. The student will answer two questions in her/his major field and one question in her/his minor field. The exam will be administered through Canvas, but the exact arrangements will be determined by the student's committee. In no case shall the student be permitted more than six hours per question. Students should begin preparation for the Comps by contacting their Major Professor to establish the exam format, minor field plans, and reading lists.

An additional oral exam may be administered at the discretion of the student's supervisory committee who write and grade the exams. The oral exams shall be taken within one week after the written exams have been completed. Exams may be retaken once if necessary. The Graduate Advisor will gather the examiners' questions and the program assistant will schedule the exam date.

Reading List for Comprehensive Exam: Each student will be examined on a maximum of 200 books and or articles/essays. The list will be approved by the student's committee and will reflect comprehensive knowledge of the fields covered. Review of the material should not require more than three months of study.

Upon completion of at least 21 post M.A. coursework credit hours (51 post-baccalaureate hours), students must pass written and oral comprehensive examinations in the applicable major and minor fields. If a student has satisfactorily completed the “Analysis” requirement at the M.A. level, that is, before admission, the student is eligible to take the comprehensive examination after a minimum of 18 hours of coursework.

A student must have no "Incomplete" grades and be enrolled for a minimum of two hours during the term the comprehensive examination is taken. The examinations must be scheduled at least 60 days in advance and administered before the week of final exams.

Admission to Candidacy

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF:

1. Admission to a doctoral program
2. Attainment of an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy.
3. All I and M grades, including MF must be cleared before candidacy may be finalized
4. Successful completion of language requirement and Comprehensive Exam
5. Certification by the Doctoral Committee that the above qualifications have been successfully completed through completion and submission of the Admission to Candidacy form.
6. Complete the Supervisory Committee Form and turn it into the Graduate Director within the same semester that the exams have been successfully completed.

The Admission to Candidacy form should be submitted for approval in the same semester as the successful completion of the comprehensive exam. The form will be approved by the Dean of the College and forwarded to the Dean of the Office of Graduate Studies for final approval. Doctoral Candidacy is effective as of the day that the Office of Graduate Studies approves of the request and changes the student’s status.

Once candidacy status is approved, the student may then enroll in dissertation hours the following semester. Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.

Each degree program has a required number of dissertation hours for completion of the degree. Departments may, with College approval, apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the semester of Candidacy.

The Dissertation

Defining Student Research Interests

Major Professors and other faculty play a significant role in helping students define their interests and/or research plans. The Major Professor is not responsible for identifying and setting up the research project; the major responsibility lies with students. Students are strongly encouraged to identify their research topic within the first semester in consultation with their Major Professor.

What is the dissertation proposal/prospectus?

When the dissertation research has developed to a point where an outline of the dissertation can be conceptualized, the student will develop a proposal/prospectus with the guidance of his/her Major

Professor. This need not be a lengthy document, but is plan for writing the dissertation, usually including chapter outlines and a discussion of relevant historiography and where a particular project fits into it.

The proposal, once drafted, must be formally defended in front of the full supervisory committee. All committee members must approve the final draft of the proposal, and a copy should be placed in the student's file.

How does writing the dissertation proceed?

Individual dissertation projects vary. The processes through which research is conducted and the sequence in which the chapters are written should be discussed and coordinated between the student and Major Professor. It is also essential that a timetable be established for the submission of draft chapters.

The involvement of committee members during the creation of the first draft of the dissertation will depend on various factors, but the advisor is responsible for monitoring the student's progress and determining the point at which the draft thesis is ready to be circulated to the committee. Major Professors should provide timely feedback on drafts that are submitted and keep the other committee members informed about the student's progress.

Once the Major Professor is satisfied that the dissertation is ready for review by the entire committee, the student should be instructed to provide copies to each of them. The Major Professor is encouraged to make sure the student provides copies to committee members in a timely fashion, allowing them sufficient time to read and review. However, this is primarily the student's responsibility.

Who is responsible for making sure deadlines are met to review drafts of dissertations?

It is crucial that graduate students understand the need to allow plenty of time when planning to write the dissertation. A Ph.D. dissertation in History takes minimally a year to write after what is typically a full year dedicated to research. There must be opportunities for significant feedback, revision, and so forth, prior to that final copy being submitted.

The dissertation must be read and approved by the entire committee, and all members must have the opportunity to read it thoroughly and request changes and revisions. Students should not assume that because the Major Professor has approved a draft, that the other members are "rubber stamps." They may suggest substantial revisions, and time is needed to respond.

Students should typically allow for at least three months between handing their copy in the faculty on the committee and delivering the final copy to the Office of Graduate Studies. Students should also note that hard university deadlines for submission of a final copy are generally in early November or early April, not the end of the semester.

Students should not plan on going through the entire writing/revision process during the summer, when committee members and Major Professor might not be on academic contract and therefore unavailable for thesis/dissertation review and defense.

What is the process for reviewing the dissertation?

Once the proposal/prospectus has been accepted, the student officially enters the dissertation stage. Major Professors should establish a timetable for submission of draft chapters, and provide feedback in a timely way.

Involvement of the other committee members during the draft stage depends on individual circumstances; generally the Major Professor assumes primary responsibility for reviewing drafts until the dissertation is sufficiently well developed to involve the entire committee. However, the Major Professor should periodically inform other committee members about the student's progress.

When the student has developed an acceptable, although not necessarily complete, first draft of the entire dissertation, the committee members should be brought fully into the process to provide suggestions for revisions, leading to consensus that the dissertation is ready to be defended.

At this time, or before, the student should confer with the Program Assistant and appropriate staff in the Office of Graduate Studies regarding the Electronic Thesis and Dissertation submission process which entails specific deadlines (see below).

How is the dissertation defense conducted?

The Graduate Program staff executes paperwork certifying that the dissertation is ready for defense, following the guidance of the Major Professor and the requirements of the Office of Graduate Studies and the College. Advertisement of the defense must be posted at least two weeks prior to the date on which the defense is to occur to comply with State requirements.

The Doctoral Dissertation Defense shall be presided over by a non-committee member who is either not from the USF Department of History. If the Chair is from another institution, this individual must be approved for Affiliate Graduate Faculty status. The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. Faculty holding joint, courtesy, or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot serve as the Defense Chair.

The time and date will be set by the Major Professor, based on availability of the committee members and Outside Chair. The Graduate Program staff will schedule a room. According to university policy, the Major Professor and the student must be in attendance, i.e. not remotely connected to the proceedings.

The defense should last at least two hours, and is a public event. The student must create the defense announcement, available on the College of Arts and Sciences website: <http://web1.cas.usf.edu/MAIN/contentDisplay.cfm?contentID=424andFamily=Y>, which should be posted in a prominent location at least 24 hours prior to the defense date. A copy of the announcement must also be submitted to the Office of Graduate Studies, preferably two weeks prior to the defense date. Posting on the USF News list and the History Department website is also recommended. The public, including other students, faculty, friends, and relatives, are welcome to attend, although they will be asked to vacate the room during the committee's final deliberations.

The Defense Chair opens the defense, which begins with a presentation by the candidate designed to summarize the dissertation that should be no longer than 20 minutes.

Committee members then take turns posing questions to the candidate, with about 15 minutes for each person with subsequent rounds of questioning as necessary. When the questioning is finished, the candidate and public must leave the room.

The Committee then discusses both the dissertation itself and the performance of the candidate in the defense. A determination will be made:

- The student may pass the defense and dissertation with no further revisions needed.
- The student passes contingent on specified changes or additions.
- The student may be required to schedule a second defense, if the committee deems the performance inadequate. This outcome is very rare.

The Outside Chair may share his/her impressions of the candidate and the dissertation. The Outside Chair will preside over deliberations and voting but is not to participate in the voting. The Outside Chair has the responsibility of tallying the votes and informing the candidate of the final decision.

The vote of the Dissertation Committee must be unanimous and recorded on the Successful Defense form.

Once the decision has been reached, the student is invited back into the room and is informed of the outcome. If revisions are needed, these should be explained clearly prior to adjourning the Defense, and a plan developed for when the final draft will be completed and how it will be assessed.

If changes are minor, all committee members usually sign the Successful Defense Form certifying the outcome of the Defense. If revisions are significant, certification may be withheld until the entire committee is satisfied. The Outside Chair, with the assistance of the Graduate Program Assistant, is responsible for conveying this form to the College of Arts and Sciences. The Office of Graduate Studies receives confirmation of the successful defense as part of the Certificate of Approval submitted with the dissertation as part of the final submission process.

How is the final version submitted?

Students must submit an Electronic Thesis and Dissertation registration to the Office of Graduate Studies and an application for graduation to the Registrar by the end of the 4th week of the term in which they intend to graduate (<https://www.grad.usf.edu/etd/>).

All students submitting a thesis or dissertation must now attend an Electronic Thesis and Dissertation (ETD) workshop in the semester PRIOR to their graduation (<http://www.grad.usf.edu/thesis.asp>).

The Office of Graduate Studies hosts several optional ‘ETD Boot Camps’ throughout each term to guide students through the submission process.

Students submitting a thesis or dissertation must be enrolled in a minimum of 2 hours of thesis or dissertation writing credit in the term in which they graduate.

Theses must be approved by your committee and submitted to the Office of Graduate Studies by the 12th week of the semester (14th for dissertations), and FINAL submission of all revisions by the 16th week.

The final submission materials must be submitted by the posted deadline each semester. In order to finalize the submission, these steps must be completed:

- Manuscript is complete
- Dissertation/thesis is successfully defended/approved
- All changes required by the Major Professor and the Committee are complete and approved
- All changes needed to comply with University format requirements are done
- Certificate of Approval form is complete, with signatures of entire committee, as well as

Graduate Director or Associate Dean for the committee verification line

The student must submit one hard-copy of the final version of the dissertation to the Department and one electronic copy, along with the required forms, etc., to the Office of Graduate Studies utilizing the Electronic Thesis and Dissertation submission process by the posted final submission deadline. This document must be in conformity with Office of Graduate Studies and disciplinary requirements regarding style and format, and it must bear the signatures of all committee members. This step is the responsibility of the student, but the Major Professor should be aware of the deadline for that semester and the procedures, and should offer appropriate guidance to ensure that it all gets done.

Graduation

In order to graduate, a student must submit an "Application for Degree" to the Office of the Registrar by the deadline noted in the Academic Calendar for the term during which graduation is anticipated. The completed dissertation must be submitted to the Dean of the Office of Graduate Studies before the published deadline (roughly 3 weeks prior to the end of the semester during which graduation is expected). Graduation Requirements for the Ph.D. program in History at USF:

1. Satisfactory completion of required coursework
2. Successful completion of Comprehensive Exam
3. Foreign Language: Students must demonstrate proficiency in the language(s) required by their field of study.
4. Dissertation Defense and Submission: Complete and orally defend a dissertation based upon an original investigation of primary sources and in dialogue with the relevant scholarly literature on the topic. Dissertation committees must be composed of a minimum of four faculty members. Faculty from fields other than history or from other institutions may serve on dissertation committees upon approval of the student's faculty advisor and pursuant to university requirements. The dissertation must also be submitted in accordance with university guidelines. See <http://www.grad.usf.edu/newsite/thesis.asp>
5. Time Frame: All requirements must be completed within the University-mandated seven-year time frame after admission to the Ph.D. program.

Staying In Contact With The Department After Graduation

We are interested in where our students go and how their careers progress. Please stay in touch with us through the USF History Department Facebook page. Please be certain to notify us of address changes and new positions you accept. In exchange, the department will publicize details of students' post-graduate career accomplishments in our newsletters. We may also send out periodic surveys of former students, or call on alumni/ae for assistance perhaps to share your experience with a prospective student or assist current students in making important connections. The success of our graduates provides useful information to applicants to our programs.