The Department of History at the University of South Florida in Tampa offers two graduate degree programs. Students may enroll in an enriching program of study, coursework, and directed research leading either to a Master of Arts (M.A.) or a Doctor of Philosophy (Ph.D.). Areas of specialization cover a number of fields, including Colonial through Modern US, US in the World, the Ancient World, Medieval Worlds, Early Modern Worlds, Modern Europe, and Latin America. Our faculty also supports concentrations in thematic fields of research such as gender & sexuality, race & ethnicity, regional history, public history, science & medicine, and comparative empires.

Our Ph.D. program features an innovative model of doctoral education designed to ensure broad interdisciplinary connections with the related fields of Anthropology, English, Geography, Sociology, Political Science, and International Relations.

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.

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

**Chapter 1: General Information for All Graduate Students**

**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 should 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.

- Students should become familiar with Departmental and Graduate School requirements and deadlines.
Each semester, the Graduate Program Assistant will circulate a list of important Graduate School dates; students should note these and take them very seriously, as they are not 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.

- USF is a large institution, for which forms and procedures are critical to smooth transitions and complying with policies and requirements. It is in the student’s interest to be aware of all of these requirements and initiate steps to ensure that forms are properly processed in a timely manner.

- The Graduate Program Assistant handles the distribution and processing of forms, but students and professors are responsible for knowing when and how each is to be used. It is recommended that students monitor the creation and submission of forms at the various junctures when they are called for. They also should be fully aware of all the procedures outlined in this document, the Graduate Catalog, and the Graduate School website (www.grad.usf.edu) to assist their Major Professors and other program staff in steering them through the system.

**Graduate Student Data Form**

- It is the Graduate Student’s responsibility to maintain an up-to-date record of their Major Professor, members of the supervisory committee, and other program milestones on their Graduate Student Data Form which remains part of the student’s History Department file.

- Students will be given this form, and will begin to fill it out, when they start the program and will then need to take the initiative to update it as they progress through the program. They can access their Graduate Student Data Form through the Graduate Program Assistant.

**University Academic Policies and Degree Requirements**

- Although much of the information is presented in this manual, please make note to refer to the Graduate School website (www.grad.usf.edu) and the Graduate Catalog for current information on all requirements and policies included herein.

**Institutional Residency Requirement**

- Per University Policy and accreditation requirements, the majority of credits toward a master’s degree must be earned through instruction offered by the institution granting the degree (e.g. USF Tampa). Refer to the Graduate Catalog for details.

**Transferring Classes from other Institutions or from USF Tampa**

- With approval, graduate courses taken at other institutions (including USF St. Petersburg and other separately accredited USF Institutions) or taken at USF Tampa may be transferred in or provide for a waiver of degree requirements.

- For the History Program at USF Tampa a student may transfer in up to 9 credits of graduate level coursework from a non-completed degree from another institution (including separately accredited USF Institutions), or 12 credits from enrollment at USF Tampa (for instance, as a non-degree seeking student.)
• In all cases, a grade of “B” or better is required. 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 all courses will automatically transfer; advisors should discuss this with students early, and make sure the appropriate steps are followed to transfer those credits. The Major Professor (or relevant faculty if no advisor has yet been determined), together with the Graduate Coordinator, will decide about the appropriateness of transferring credits. The Graduate Program Assistant will provide guidance about the procedural aspects of this process.

**Substituting Courses, Petitions, and/or Transfer Credits**

• In most cases, these actions will require Graduate School Petitions that are initiated by the students with the aid of the Program Assistant and Graduate Coordinator, and in consultation with the Major Professor. The student needs to make it known that s/he wishes to substitute a class, transfer credits, and so on. These changes should be effected at the earliest possible date, rather than waiting until the time comes to certify for graduation.

**Incomplete Grades**

• When the majority of work has been completed for a course, but a student encounters extenuating circumstances that may prevent completion of that course, the student may request an Incomplete Grade from the instructor. It is the instructor’s discretion on whether to grant the request. 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 Graduate School website. Effective fall 2009, Incomplete grades will roll to the default grade if a change of grade is not submitted within one semester. The default grade will represent the grade earned by the student if the missing work is not completed. This grade will effect GPA calculation from the term of the incomplete course. Because of this, students should always finish incomplete course work by the end of the following term in order to avoid being placed on Academic Probation (see *Minimum Grade Point Average*, below).

• 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.

• 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.

**Continuous Enrollment**

• All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, 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 Assistant in such situations.
• Once a student has moved to the dissertation stage, they 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, Graduate School 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.’ The university’s official policy included in the Graduate Catalog states:
  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

  • Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) 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 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.

• 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.

Graduate School Policy on Academic Integrity
• The Graduate School 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” grade 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**

**Academic Dismissal**

Students may be academically dismissed from their graduate degree program for a variety of reasons. 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 or disruption of academic process. Some of the reasons for academic dismissal include:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- Receiving an "FF" grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress

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.

**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 receive a positive evaluation from their major professor each term

**Staying In Contact With The Department After Graduation**

- Because the success of our graduates provides useful information to students who are enrolled or are deciding whether or not to enroll in our programs, the USF History Department encourages all of its former graduate students to keep in touch after they complete their degrees. Also, as teachers and professionals, we are interested in where our students go and how their careers progress. We would appreciate it if our former students would send the Graduate Program Assistant notification of address and employment as they move on from USF, so that we could add you to our mailing list and send you a copy of the annual newsletter.

- We are also very interested in you sending us updates about your post-graduate career. The newsletter includes a “where are they now” section; former students are encouraged to send information to let the department know what they are doing. We may also send out periodic surveys of former students, or we may call on you for assistance – perhaps to share your experience with a prospective student – so it is important for us to have up-to-date contact information.
Chapter 2: Program Guidelines and Information for Ph.D. Students

Introduction
Our Ph.D. program features an innovative model of doctoral education designed to insure broad interdisciplinary connections with related disciplines. Areas of specialization cover a number of fields, including Colonial through Modern US; the Ancient, Medieval, and 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 & sexuality, race & ethnicity, regional history, public history, science & medicine, and comparative empires, etc.).

To foster an ideal working relationship between students and faculty, the History Department at USF only admits a few Ph.D. students each year who are prepared to make a full-time commitment to pursuing the degree.

Students admitted to the Ph.D. program will receive a four-year financial package that includes a Graduate Assistantship with a $15,000 per year stipend plus tuition.

Please note that the following description of requirements for the Ph.D. program in History is provisional and subject to change as this new degree offering is currently under development.

Admission Requirements
The university's application for admission is available online at http://www.grad.usf.edu/graduate-admissions.asp

For further information about USF Graduate programs see their website at http://www.grad.usf.edu.

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. Master's Degree and Grade Point Average: 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. Graduate Record Exam: Applicants will have a minimum score of at least 1100 on the G.R.E. (600 minimum in the verbal area). Only current scores (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 scholarly work and indicate his/her doctoral program potential. We accept only signed, hard copies, on official letterhead. No electronic letters of recommendation will be accepted.

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. Sample of Writing: A sample of written work which indicates the applicant's ability to conduct primary source based research and to write effectively must be submitted. 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.

7. Further information may be requested by the department as necessary, possibly including a finalist interview.

• Items 3, 4 and 5 should be sent directly to: the Graduate Coordinator, Department of History, University of South Florida, 4202 East Fowler Avenue, SOC 107, Tampa, FL 33620-8100.

• These items MUST be submitted in hard-copies. Electronic copies will NOT be accepted. Letters of recommendation should be sent directly from the recommender, or, if sent by the student, must be in sealed envelopes that have been signed across the seal.

Plan of Study
• The university defines full-time status for graduate students as 9 credit hours. Since history courses are 4 credit hours each, a full-time student usually takes two 4 credit hour courses and 1 credit hour of "Independent Study," normally with one of the professors with whom the student is studying that semester.

• In addition to the general requirements of the University as explained in the USF Graduate School Catalog, a candidate is required to complete a total of 58 credit hours in the following distribution:
**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 colleges 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.

**Analysis of Historical Knowledge (4 hours)**
- *Analysis of Historical Knowledge* 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.

**Seminar in Comparative Studies (4 hours)**
- *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.

**Fields of Study (20 hours)**
- Students will complete approximately five courses within the History department devoted to their major and minor fields of study.

**Interdisciplinary Electives (6-8 hours)**
- Students will complete two courses chosen from the graduate course offerings in the Department of Sociology and/or the Department of Government and International Affairs.

**Capstone Seminar (3-4 hours)**
- This course will act as the final participatory course work of Ph.D. candidates before they proceed to the dissertation writing stage.

**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.

**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, usually to fifteen students, this means beginning the process of requesting permits long before the actual registration process. A list of permitted students is kept by the department’s office staff. They are notified by the professor once permission to enroll in a course is granted.
• The schedule of classes is available online at http://www.registrar.usf.edu/sssearch/search.php. Faculty email addresses are available on the department's website at www.history.usf.edu. Please note that you 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.

**Annual Evaluation**

• Ph.D. students will be evaluated by 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.

**Major Professor and Supervisory Committee**

• Upon admittance to the program, students are assigned a Provisional Advisor in their field of study to give them guidance as they begin the program. This Provisional Advisor may become their Major Professor, or the student may find, after beginning coursework, another faculty member in their field whom they feel is a better fit for that role. After beginning coursework, usually by the beginning of the second year, Ph.D. students will select an advisor in their anticipated major field of study, known as their Major Professor. Students arrange their programs and schedules of appropriate courses with their Major Professor. The Major Professor also oversees the composition of the Supervisory Committee and directs the dissertation.

• Additionally, the student in consultation with the Major Professor, asks two other members to serve on a supervisory committee.

• The student is required to have completed successfully at least 4 credits of coursework with each member of his/her committee.

• This three-person committee, under the direction of the Major Professor, will supervise coursework, prepare the comprehensive examination, direct the dissertation, and conduct the dissertation defense.

• The student must add one additional committee member, either from within or outside the department (one committee member may be from outside the university), with approval of the Major Professor; however, there must always be three History Department faculty members on the committee.

• Usually, the student makes the first contact with faculty who may be appropriate to serve on the committee, but it is usually helpful to discuss possible members with the Major Professor before approaching other faculty.

• 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 graduation may be certified. Committee forms need to be processed no later than the semester prior to graduation.

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. In fields where more than one language is required, students must complete their language exams before they can take the comprehensive exam. 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 USF History Department or USF Department of World Languages in conjunction with the student’s Major Professor. 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 Major Professor.

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Language(s) required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancient</td>
<td>Classical Greek, Classical Latin, French, and German</td>
</tr>
<tr>
<td>Asia</td>
<td>Primary Asian language of research plus one additional language</td>
</tr>
<tr>
<td>Byzantine</td>
<td>Byzantine Greek, Latin, French, and German</td>
</tr>
<tr>
<td>Early Modern Europe</td>
<td>Primary European language of research plus one additional European language (Latin may be required in some cases)</td>
</tr>
<tr>
<td>Europe</td>
<td>Primary European language of research plus one additional European language</td>
</tr>
<tr>
<td>Latin America</td>
<td>Spanish and Portuguese</td>
</tr>
<tr>
<td>Medieval Europe</td>
<td>Medieval Latin, plus two additional European languages</td>
</tr>
<tr>
<td>Middle East</td>
<td>Primary Middle Eastern language of research plus one additional language</td>
</tr>
<tr>
<td>United States</td>
<td>Foreign language most pertinent to research agenda</td>
</tr>
</tbody>
</table>
**Comprehensive Examinations**

**Definition of PhD Comprehensive Exam:**
Each student will be examined in three fields. The exam will take place over a maximum period of one week. The student will be permitted up to six hours in which to complete each field examination. An additional oral exam may be administered at the discretion of the student’s supervisory committee. These exams will be conducted by the student’s Supervisory Committee. The oral exams shall be taken within one week after the written exams have been completed. Exams may be retaken once if necessary.

**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 40 coursework credit hours (minimum), which will normally occur at the end of the third year, 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 36 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. Appointment of a Doctoral Committee
3. Attainment of an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. (All “I” and “M” grades, including “MF” must be cleared before candidacy may be finalized)
4. Completion of a qualifying examination
5. Certification by the Doctoral Committee that the above qualifications have been successfully completed

• The Admission to Candidacy form should be submitted for approval no later than the semester following 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 Graduate School for final approval. Doctoral Candidacy is effective as of the day that the Graduate School approves of the request and changes the student’s status.

• As long as the Candidacy request is received between the first and last day of class during the fall and spring semesters or between the first day of class and one week before the last day of class in Session B during the summer semester, and the Candidacy is cleared for approval, the Candidacy will be effective as of that semester.
• 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.

**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. As students begin to develop research ideas, or when they find they are changing direction in interests, they should discuss progress with the 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.

• It is not necessary to have a separate meeting of the committee to consider the proposal; however, the Major Professor may decide to call one if s/he feels important issues need clarifying. More usually, the student is responsible for contacting each committee member to obtain feedback and advice. 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 Graduate School. 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 is officially writing the dissertation. 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 Graduate School regarding the Electronic Thesis and Dissertation submission process which entails specific deadlines (see below).

How is the dissertation defense conducted?
• The Graduate Program Assistant executes paper work certifying that the dissertation is ready for defense, following the guidance of the Major Professor and the requirements of the Graduate School 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.
In addition, an Outside Chair for the defense must be appointed. This individual must be a tenured faculty member in a department other than History, but whose expertise is compatible with the topic. The Major Professor is responsible for identifying this person, and for requesting her/him to serve. The student may make suggestions about whom to contact. If the Outside Chair is from another institution, this individual should have the same qualifications necessary to chair a dissertation in the subject area at the University of South Florida. The Outside Chair presides over the defense and facilitates the proceedings, and should be provided with a copy of the dissertation at least two weeks prior to the scheduled date. Information on the Outside Chair and on the procedures for conducting the defense are noted in the Graduate Catalog.

The time and date will be set by the Major Professor, based on availability of the committee members and Outside Chair.

The Graduate Program Assistant will schedule a room.

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=424&Family=Y](http://web1.cas.usf.edu/MAIN/contentDisplay.cfm?contentID=424&Family=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 Graduate School, 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 Outside 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 Graduate School 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 Graduate School 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/](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](http://www.grad.usf.edu/thesis.asp)).

• The Graduate School 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 Graduate School 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 Graduate School utilizing the Electronic Thesis and Dissertation submission process by the posted final submission deadline. This document must be in conformity with Graduate School 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 Graduate School 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 Exams

3. Foreign Language: Students must demonstrate proficiency in the languages required by their field of study, but they may be required to take additional exams depending on their specialization. Written examinations to test a student’s language proficiency will be administered through the USF Department of World Languages in conjunction with the student’s advisor.

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](http://www.grad.usf.edu/newsite/thesis.asp)

5. Time Frame: All requirements must be completed within the University-mandated eight-year time frame after admission to the Ph.D. program.