

**UNIVERSITY OF NEW MEXICO  
DEPARTMENT OF HISTORY  
Ph.D Program Requirements  
(Revised August 2006)**

This document outlines the minimum requirements for the Ph.D in History at UNM. Students should understand that graduate study in history is not satisfied by course work alone, but by independent study, preparation for the Ph.D examination, and research and writing of the dissertation. It is the students' responsibility to seek guidance from appropriate faculty members in the preparation of their program.

**I. UNIVERSITY REQUIREMENTS**

The University Catalog states the general requirements for the Ph.D. degree. In brief, these are as follows:

1. Students must present at least 48 credit-hours of graduate-level course work beyond the bachelor's degree, including no more than 6 hours of Master's thesis. At least 24 of these credit-hours must be taken at University of New Mexico, and at least 18 after admission to the Ph.D. program. Course work from other institutions must have received grades of B (3.0) or better.
2. Students must enroll for at least 18 total hours of dissertation (History 699). Enrollment in any given semester may be for 3, 6, 9, or 12 hours. Dissertation enrollment may begin on or after, but not before, the semester the student takes the Ph.D examination for the Primary Fields of Concentration. Once started, continuous enrollment in History 699 must be maintained each semester until the degree is completed.
3. During the semester of taking the Ph.D examination in the Primary Fields of Concentration, the doctoral student must file an Application for Candidacy (also known as the Program of Studies) formally summarizing his/her program of studies; this form is available in the Department Office. The Application for Candidacy must be approved by the Committee on Studies and the Graduate Coordinator before submission to OGS. Admission to candidacy follows completion of the language requirement and passage of the Ph.D examination.
5. Once admitted to candidacy, students must complete all degree requirements (i.e. the dissertation) within five years. Extensions of time will be granted only upon approval by the student's Committee on Studies, the History Department Graduate Advisory Committee, and the Office of Graduate Studies.

**For further details, consult the University Catalog.**

## II. HISTORY DEPARTMENT REQUIREMENTS

In addition to the University Requirements (see Section I above), the program of studies for the Ph.D degree requires the following:

1. Students entering the program must have completed an M.A. in History or its equivalent, as determined by the History Department Graduate Evaluation Committee (GEC).
2. Seminar in Historical Methods (History 665): Every History graduate student must take this course, normally in the first year of study.
3. Foreign language: Each student must demonstrate a reading proficiency in one language other than English. This requirement may be fulfilled either by language examination or course work (see Section V, "Foreign Language Requirement"). Ph.D students with a Primary Field of Concentration outside of U.S. history must also demonstrate competence in a second foreign language appropriate to their course of study. The language requirement must be completely fulfilled before taking the Ph.D exam in the Primary Fields of Concentration.
4. Graduate seminars: In addition to History 665, students must take at least two graduate seminars (History 666 and higher) in each of their Fields of Concentration (See Section III, "Fields of Concentration"). A student may take a maximum of two seminars from one professor.
5. Breadth requirement. Each student's program must include at least three courses, taken for graduate credit, concerning a single geographic area (e.g. Europe, Asia, Latin America) outside the current boundaries of the United States. At least one of these must be a UNM History course; others may be from other institutions and/or disciplines.

Normally, students should enroll in at least one graduate seminar (History 665 and higher) each semester.

*Limit on problems courses:* Problems courses (History 697-698) are individually arranged by the student and professor. Their purpose is to supplement and fill gaps in the Department's regular course offerings. Without specific authorization from both the department and the Office of Graduate Studies, no more than two Problems courses may count toward the Master's degree. Problems courses are not seminars and do not count as such.

### III. FIELDS OF CONCENTRATION

Each student shall select **two** Primary Fields of Concentration and **one** Third Field from the list below:

Ancient and Medieval History

Early Modern Europe (to 1815)

Late Modern Europe (since 1815)

Within this area a student may choose:

1. Composite Modern European History
2. Regional Modern Europe (to consist of two of the following: Britain, France and Italy, Iberia, Germany and Central Europe, Russia and Eastern Europe, Comparative)
3. Topical Modern Europe (to consist of two of the following: Social History; Politics and Labor; Intellectual; Science, Technology and Medicine; Religious History; Women's History; Comparative)

Students selecting as a Third Field either Regional or Topical Modern Europe would be required to select ONE of the regions or topics listed above.

United States to 1877

United States since 1877

Latin America to 1810

Latin America since 1810

American West

Comparative Women and Gender

A Ph.D. student may develop an alternate Third Field pertaining to a topical field across geographical and/or chronological divisions. The alternate Third Field must be planned under the direction of the student's Committee on Studies and have approval from the Graduate Advisory Committee.

Each student must take at least **two** graduate seminars (History 666 and higher) in each of the three Fields of Concentration. If insufficient seminars are offered, other courses may be substituted with the approval of the student's Committee on Studies (COS) and the Graduate Coordinator. A graduate seminar in another discipline may substitute for a History seminar with the written approval of the Chair of the COS in consultation with the other members of the Committee on Studies, specifying which Field of Concentration the seminar will apply to.

### IV. THE GRADUATE COORDINATOR AND THE COMMITTEE ON STUDIES

The Graduate Coordinator is familiar with all the rules and regulations concerning graduate students and is the authority on what they mean and how they should be interpreted, though appeals may be made to the History Department Graduate Advisory Committee (GAC). Students should meet with the Graduate Coordinator every semester and keep him/her apprised of their progress.

Each student shall, by the end of the second semester of study, establish a Committee on Studies in consultation with the Graduate Coordinator. The composition of the Committee may subsequently be altered with the Graduate Coordinator's approval. The Committee on Studies should consist of four faculty: the student's principal advisor as chair, and additional members with expertise in each of the student's Fields of Concentration.

The Committee on Studies supervises the student's general program of study. Students should consult with their Committee on Studies, and especially its Chair, on a regular basis.

Students who neglect to meet regularly with their Committee on Studies shall, at the discretion of the Graduate Coordinator and with the approval of the Department Chair, not be permitted to continue their program until the problem has been rectified.

#### V. FOREIGN LANGUAGE REQUIREMENT

Each Ph.D student must demonstrate a reading proficiency in one language other than English. Ph.D students with a Primary Field of Concentration outside of U.S. history must also demonstrate competence in a second foreign language appropriate to their course of study.

This requirement may be fulfilled either by passing the Departmental language examination or by presenting 12 credit-hours of coursework in that language completed during their period of graduate study at UNM with grades of B or better.

Students are expected to demonstrate progress toward fulfilling the Language Requirement within the first two semesters of graduate study, either by attempting the language examination or beginning course work in the language. The language requirement must be completely fulfilled before taking the Ph.D examination in the Primary Concentrations.

For details on the Language Requirement and the Departmental language examination, see the sheet on the "History Department Foreign Language Requirement."

#### VI. Ph.D EXAMINATIONS

The Ph.D examination is a combination written and oral pass/fail examination of the student's Doctoral-level command of the discipline and the Fields of Concentration. In order to take Comprehensive Examinations students must:

1. Clear all incompletes from their academic record.
2. Fulfill all Departmental foreign language requirements.
3. Submit an Application for Candidacy before taking the Primary Concentrations examination. Third Field examinations may be taken at any time after passage of the first language requirement, either before or at the time of the Primary Concentrations exam.

4. Declare their intention at least four weeks before the exam date to the Department Administrator, who will then obtain final permission from the graduate School.

The Ph.D examination follows directly upon completion of all requirements for the degree except the dissertation. The Ph.D examination is designed to measure students' command of factual detail; ability to conceptualize, synthesize, and analyze; and knowledge of the relevant historiographical literature. Preparation for the examination is the responsibility of the student, in consultation with the Ph.D Examination Committee (see below). It is not accomplished solely by course work but also by independent study and reading guided by faculty in the respective fields. Preparation for Ph.D examination should begin with the start of graduate study and should be a constant process.

Each student must establish a Ph.D Examination Committee consisting of a total of **six** faculty members. Four faculty represent the student's two Primary Concentrations (usually, two faculty for each of the two fields); two other faculty members represent the student's Third Field. The Chair of the Examination Committee may be the Chair of the student's Committee on Studies, and has administrative authority on the exam. Membership of the Examination Committee must be approved by the chairperson of the COS. The student and Examination Committee members should be mutually clear about objectives and expectations, and identify subfields in which the student should have depth as well as breadth of knowledge.

The four members examining the Primary Fields of Concentration are jointly responsible for preparing that portion of the exam, in consultation with the appropriate section head(s). The Primary Concentrations examination begins with a written general examination in the student's two Primary Fields of Concentration. Each member of this portion of the Examination Committee shall assign a tentative grade of pass or fail to the written exams in their entirety. In order for the student to proceed to the oral portion of the exam, (s)he must receive at least two tentative pass grades. After the oral, the four members will decide upon a final pass or fail grade for the Primary Concentrations. They are also responsible for encouraging the student to formulate a dissertation topic during the preparation for the major exams, from a subfield the student is preparing in depth. A student failing the Primary Concentrations examination may, upon recommendation of the Committee on Studies, retake it within one calendar year. A second failure terminates the student's graduate study.

The two members examining the Third Field are responsible for preparing and grading the student's Third Field examination and should be involved in dissertation topic selection when appropriate. The Third Field will be tested by a written 3-hour examination, and is graded on a pass/fail basis. The examination will be comprehensive, but the candidate will not be expected to show as much command of substantive detail or bibliographic knowledge as in the Primary Concentrations. In the event that the two members disagree on the Third Field Examination grade, a third faculty reader from the relevant Field of Concentration will be selected by the Graduate Coordinator. Any candidate who fails the Third Field examination may retake it. A second failure terminates the student's graduate study.

Only the examining committee chair may report results of the comprehensive examinations to the student. In the chair's absence, the Graduate Coordinator or department Chair will report the results to the student.

After successful completion of the entire Ph.D examination, the student's Application for Candidacy will be forwarded to the Office of Graduate Studies. From that point, the student has

the next full semester within which to 1) choose a dissertation committee in compliance with the rules of the Office of Graduate Studies, and 2) write and defend a dissertation prospectus (See Section VII, “The Dissertation”).

## VII. THE DISSERTATION

Enrollment in dissertation may not begin before the semester in which the student takes the Primary Concentrations examination. A student who fails to complete the comprehensive examination in the semester of the initial enrollment will receive a “W” for 699 that semester.

After passage of the Ph.D examination, a Dissertation Committee will be formed of at least four members. Composition of the Committee must conform to the stipulations of the University Catalog. Committee members will be selected by the student and Committee chair, with approval of the Graduate Coordinator. Graduate School forms for setting up the Dissertation Committee are available in the Department office.

Within a semester following passage of the Ph.D examination the student must submit a dissertation prospectus outlining the substance and methodology of the proposed work. The Prospectus should be approximately 10-15 pages plus bibliography, and must be defended before the Dissertation Committee. The committee will either approve or disapprove the dissertation proposal on the basis of the written prospectus and its oral defense. If this is not accomplished within the first full semester after passing comprehensive exams, the student will receive a NO PROGRESS grade, as a matter of department policy.

A separate information sheet concerning procedures to be followed when submitting the dissertation to the Graduate School may be purchased at the UNM Bookstore.

The Department of History adopts the most recent edition of Kate Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, as the guide to style for all M.A. theses and Ph.D. dissertations. All deviations in style from Turabian must be approved by the student’s thesis or dissertation committee. The University of Chicago Press’s A Manual of Style will serve as a secondary guide, but in no case may it be used in preference to Turabian without the explicit permission of the faculty committee.

All dissertations will be written in English.

## VIII. DEFENSE OF DISSERTATION

After completion of the dissertation, and before it is submitted to the Graduate Office, all candidates must pass a final examination: the oral defense of the dissertation dealing primarily with the dissertation and its relationship to the candidate’s major field. In order to graduate in a given semester, the examination must be held at a reasonable time prior to the published dates for submission of dissertation to the Graduate School (November 15, Fall; April 1, Spring; July 6, Summer). The examination is open to all members of the faculty.

At least two weeks before the date set for oral defense, the candidate will arrange with the Office of Graduate Studies for the scheduling of the examination. At this time the candidate shall hand to the Office of Graduate Studies an announcement showing the title of the dissertation, the

time and place of the examination, and the names of all dissertation committee members (on a form available in the Department). The dissertation director will chair the examination. The examination committee, constituting the voting membership, shall consist of at least five members: The dissertation committee and one or more professors appointed by the Dean of Graduate Studies from the graduate faculty at large. At least two weeks before the final examination, a complete copy of the dissertation must be submitted to each member of the examination committee.

#### **IX. FORMER FACULTY AND THE HISTORY GRADUATE PROGRAM**

1. A former faculty member may continue to direct the dissertation of a student who, before the faculty member leaves: (1) achieves doctoral candidacy; (2) establishes a dissertation committee; (3) submits an approved dissertation prospectus. University regulations stipulate that a current faculty member must also serve as co-chair. A dissertation student who has not completed these steps before the advisor's departure should choose a director from among current faculty. Exceptions to this policy, when warranted, may be authorized by the Graduate Advisory Committee.

2. A former faculty member who wishes to do so may chair or serve on the major field comprehensive examination committee of any of his/her advisees who take their examinations within one year from the faculty member's date of severance. Beyond that date, and in all other cases, former faculty will not grade comprehensive exams. Students should replace former faculty on their Committees on Studies within one year.