

## General Roadmap for Completing the Ph.D. in History

60 credit hours: 42 hours coursework, 18 hours Dissertation Credit (HIST 699)

Please also consult the [Graduate School list of requirements for completing the PhD.](#)

Semester	Student actions	Required forms
Semester 1	<p>Plan course of study:</p> <ul style="list-style-type: none"> <li>• Consult with DGS</li> <li>• Form Committee on Studies</li> </ul> <p>Work toward completion of Language Requirement:</p> <ul style="list-style-type: none"> <li>• Take exam (offered September and November)</li> <li>• <u>Or</u> enroll in language courses</li> </ul> <p>Coursework:</p> <ul style="list-style-type: none"> <li>• HIST 664 Advanced Historiography (required course) typically offered every Fall semester</li> <li>• 6-12 credit hours/semester</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Committee on Studies</a> Form due to department within first year of study</li> </ul>
Semester 2	<p>Work toward completion of Language Requirement:</p> <ul style="list-style-type: none"> <li>• Take exam (offered February and April)</li> <li>• <u>Or</u> enroll in language courses</li> </ul> <p>Coursework:</p> <ul style="list-style-type: none"> <li>• HIST 665 Historical Research Methods (required course) typically offered every Spring semester</li> <li>• 6-12 credit hours/semester</li> </ul>	<ul style="list-style-type: none"> <li>• Complete <a href="#">Ph.D. Individual Checklist</a> (due in January of every year before successful completion of Qualifying Exam)</li> <li>• <a href="#">Committee on Studies</a> Form (as needed)</li> </ul>
Semester 3	<p>Coursework:</p> <ul style="list-style-type: none"> <li>• 6-12 credit hours/semester</li> </ul> <p>Form Committee on Qualifying Exam (CQE)</p> <ul style="list-style-type: none"> <li>• This may be the same as the COS (Committee on Studies), but is not required to be.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete <a href="#">Ph.D. Individual Checklist</a> (due in January of every year before successful completion of Qualifying Exam)</li> <li>• <a href="#">Committee for Qualifying Exam</a> (CQE) form due to department in semester prior to exam.</li> </ul>

Semester 4	<p>Coursework:</p> <ul style="list-style-type: none"> <li>• 6-12 credit hours/semester</li> </ul> <p>Prepare and submit examination <a href="#">dossier</a>.</p> <ul style="list-style-type: none"> <li>• Must be distributed to the members of the CQE at least one semester prior to the scheduled exam.</li> </ul> <p>Complete Language Requirement (as needed):</p> <ul style="list-style-type: none"> <li>• Must be fulfilled (or on target to be fulfilled via coursework) in the semester prior to sitting for the Qualifying Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare <a href="#">Application for Candidacy</a> in consultation with DGS. <u>Do not yet submit it.</u> It will be submitted after successful passing of the exam, but you must have confirmed with DGS that you have fulfilled all requirements in the semester prior to taking the exam.</li> </ul>
Semester 5	<p>Take oral Qualifying Exam</p> <ul style="list-style-type: none"> <li>• Submit announcement of exam after passing oral exam, and at least two weeks prior to public presentation.</li> </ul> <p>Public presentation</p> <ul style="list-style-type: none"> <li>• Must be scheduled within two weeks of the successful passing of the oral portion of the exam.</li> <li>• Submit Application for Candidacy after successful passing of public presentation.</li> </ul> <p>Dissertation:</p> <ul style="list-style-type: none"> <li>• Enroll in dissertation credit hours (HIST 699) <ul style="list-style-type: none"> <li>• Enrollment in HIST 699 must be continuous until graduation (except by petition).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Announcement of Examination</a> <ul style="list-style-type: none"> <li>• Submit immediately after successful passing of the oral exam.</li> </ul> </li> <li>• <a href="#">Application for Candidacy</a></li> <li>• If you need a leave of absence or extension of time to degree, file a <a href="#">petition</a> with graduate school (via the DGS)</li> </ul>
Semester 6	<p>Establish Dissertation Committee</p> <p>Submit and Defend Dissertation Prospectus</p> <ul style="list-style-type: none"> <li>• Within one year of passing the Qualifying Exam.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Appointment of Dissertation Committee</a></li> <li>• <a href="#">Approval of Dissertation Prospectus</a></li> </ul>

<p>Semesters 7 and beyond</p>	<p>Research and write dissertation</p> <p>Time to degree: PhD students <u>must</u> have the dissertation approved within five calendar years of the semester in which they pass their qualifying exams.</p> <ul style="list-style-type: none"> <li>• If you need a leave of absence or extension of time to degree, file a <a href="#">petition</a> with graduate school (via the DGS)</li> </ul>	<ul style="list-style-type: none"> <li>• Inform department one <u>semester prior</u> to semester of intended graduation.</li> </ul>
<p>Graduation semester</p>	<p>Finish writing dissertation</p> <ul style="list-style-type: none"> <li>• You must submit the complete dissertation to the committee by March 1 for Spring graduation and October 1 for Fall graduation in order to incorporate all suggestions and edits from the committee.</li> </ul> <p>Schedule Dissertation Defense</p> <ul style="list-style-type: none"> <li>• You must inform the department <u>and</u> submit an announcement of exam <u>at least</u> two weeks prior to the dissertation defense.</li> <li>• Dissertation defenses are public.</li> </ul> <p>Format dissertation and upload it to the digital repository</p> <ul style="list-style-type: none"> <li>• attend graduate school formatting workshop and consult the formatting <a href="#">guidelines</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Announcement of Exam</a> due at least two weeks before public dissertation defense.</li> <li>• Submit correctly <a href="#">formatted</a> thesis to graduate studies</li> <li>• Upload thesis to <a href="#">digital repository</a> <ul style="list-style-type: none"> <li>• due by April 15 for Spring graduation, July 15 for Summer graduation, and November 15 for Fall graduation</li> <li>• Summer graduation is <u>only</u> possible if <u>all</u> committee members agree to schedule the defense during the Summer.</li> </ul> </li> </ul>