

GUIDELINES FOR GRADUATE STUDY IN HISTORY
AY 2023 - 2024

WILLIAM P. CLEMENTS DEPARTMENT OF HISTORY
DEDMAN COLLEGE
SOUTHERN METHODIST UNIVERSITY

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HISTORY DEPARTMENT AND UNIVERSITY CONTACTS

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Early Dallas Hall

M.A. DEGREE REQUIREMENTS

The Master's degree requires 30 credit hours and is offered on two tracks – U.S. history or Global history. Students on both tracks must take 24 hours of coursework as stipulated below. For the remaining 6 credit hours, students on both tracks choose between the Thesis Option and the Non-Thesis Option, as described below.

Coursework (24 credits)

Required Courses for the U.S. and Global Tracks (6 credits)

- HIST 6300: Historiography (3 credits)
- HIST 6315: Global and Comparative History OR another departmental graduate course focused on global/comparative themes and methods (3 credits)

Courses for U.S. Track (18 credits)

- Students take six courses at the 6000 level, which are focused primarily on themes and topics in U.S. history.
- With approval of the student's primary faculty advisor and the Director of Graduate Studies, up to two of these courses may be taken in other departments or schools.
- One of these six courses must be focused on global/comparative themes and methods.
- No more than two of these six courses can be focused on global/comparative themes and methods.

Courses for Global Track (18 credits)

- Students take six courses at the 6000 level, which are focused on various time periods and areas of the world (Classical history, Medieval history, early modern and modern Europe, Russia, the Middle East, the Islamic world, the Atlantic world, sub-Saharan Africa, Latin America, East Asia, and South Asia, as well as the United States).
- With approval of the student's primary faculty advisor and the Director of Graduate Studies, up to two of these six courses may be taken in other departments or schools.
- One of these six courses must be focused on U.S. history
- No more than two of these six courses can be focused on U.S. history.

Thesis Option or Non-Thesis Option (6 credits)

Thesis Option

Students who choose the thesis option must have appropriate language skills to conduct primary source research in their area of scholarly interest. Often, students who choose this option are planning on pursuing a Ph.D.

Students should begin to discuss possible thesis topics with their thesis advisor (primary faculty advisor) in the spring semester of their first year. Once students have decided on a topic, they work on writing the prospectus.

The prospectus should be about ten pages long (double spaced), including notes and bibliography. It should describe the topic of the thesis, explain the historical problem to be investigated, articulate the research questions to be explored, review the historical evidence to be examined, and make a case for the significance of the research project.

The bibliography should include the primary and secondary sources the student plans to analyze in order to answer the research questions posed in the prospectus. Students are invited to upload their prospectus to the Prospectus Repository (located in Box) and are encouraged to consult other students' prospectuses when crafting their own. By **September 30** of the second year, students should submit the prospectus and bibliography to their advisor for final approval. A copy should be sent to the Graduate Coordinator.

Along with the student's thesis advisor, two other professors, usually from the History Department, serve on the thesis committee, which assesses the thesis and conducts the oral defense. In the fall of the second year, students should discuss the composition of the thesis committee with their advisor and decide when to invite others to join. The student, advisor, and two other committee members (readers) will likely find it helpful to discuss the expectations for the two readers and draft a thesis completion calendar, which can be updated as needed. In January of the second year, students work with the Graduate Coordinator to schedule the thesis defense.

The thesis should be 50-75 double-spaced pages long, including notes and bibliography. Appendices, illustrations, etc. are additional. The final version of the thesis should be provided to the committee **at least two weeks** prior to the oral defense, which is held in April and lasts for about an hour. A unanimous positive vote of the committee is necessary for the student to pass the defense.

Some funding for Master's thesis research may be available from the Moody School of Graduate and Advanced Studies, the Graduate Student Assembly (GSA), and the History Department. To offset departmental funding, students are expected to apply for other sources of support. Please see the section on Funding Opportunities on page 45 in these guidelines for more information.

Non-Thesis Option

In lieu of writing a thesis, students must do the following: take two additional graduate courses during the spring semester of the second year; write two research papers in **any two graduate courses** taken during their tenure as an M.A. student; and take a 90-minute capstone oral exam covering three historical fields at the end of the spring semester of the second year.

The oral exam committee consists of three members: the student's primary faculty advisor (who serves as chair) and two other members of the department. Membership of the oral exam committee should be established by **November 1st** of the second year. Students compile the reading lists for examination with each committee member and submit the approved lists to the Graduate Coordinator by **December 1st**. Each list should contain 40 entries (primarily books).

Lists should include readings students have completed during their coursework (readings listed on course syllabi as well as those used in writing historiographical and research papers). Students are invited to upload their lists to the Oral Exam Repository (located in Box) and are encouraged to consult other students' lists when compiling their own. During the spring semester of the second year, students may meet with individual committee members to prepare for the exam.

In January of the second year, students work with the Graduate Coordinator to set the date for the oral exam, which takes place in April. During the exam, each professor questions the student for 25-30 minutes. Students should expect questions requiring demonstration of historical knowledge about the time periods and topics covered in the readings, as well as a clear understanding of the dominant themes and historiographical issues addressed in the three fields.

*This is the most rapid way to move through the program; there are other possibilities depending on varied circumstances.

M.A. DEGREE PROGRESS FORM

Student _____ ID# _____ Entry Year _____ Exit _____

General Course Requirements (Number, Title, Instructor, Term)

Historiography (3hrs.) _____

Global & Comparative (3hrs.) _____

History 6000-Level Courses (18 hrs.--cross-disciplinary with approval only) US _____ or Global Track _____

(Course Number, Title, Instructor, Term)

Alternate Track (3-6 hrs. of 18 above)

Thesis Option (6 hrs.)

Hist 6398 (Term and Thesis Advisor) _____

Hist 6399 (Term and Thesis Advisor) _____

Thesis Committee (3 Members with Advisor/Chair)

Non-Thesis Option (6 hrs.)

History 6000-Level Courses (Course Number, Title, Instructor, Term)

Two Research Papers in 6000/7000 level courses (Course Number & Paper Title)

1) _____

2) _____

Capstone Exam Committee (3 Members with Chair)

M.A. CALENDAR

First Year

FALL SEMESTER

- 9 hours of classes;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School to discuss career planning.

August

- Participate in Moody School of Graduate and Advanced Studies orientation for incoming graduate students;
- Participate in ISSS orientation for incoming international graduate students (if applicable);
- Participate in individual and group orientation sessions with the Director of Graduate Studies;
- Attend departmental new student orientation lunch;

- Classes begin.

September

- Classes.

October

- Classes.

November

- Classes;
- Advising and registration for spring semester.

December

- Classes;
- Course examinations and/or papers due.

SEMESTER BREAK

- Planning for thesis or oral examination.

SPRING SEMESTER

- 9 hours of classes.

Thesis Option:

- Consult with primary faculty advisor/ thesis advisor about potential thesis topics;
- Preparation of applications for funding for summer travel and research.

January

- Incomplete grades due 30 days after last day of fall final exams;
- Classes begin.

February

- Classes.

March

- Classes;
- By March 31, submit CV to Graduate Coordinator for annual review.

April

- Classes;
- Attend doctoral prospectus presentations;
- Advising and registration for fall semester.

May

- Course examinations and/or papers due;
- Attend end-of-year graduate reception;
- Attend graduation (optional).

SUMMER BREAK

Non-Thesis Option:

- Incomplete grades due 30 days after last day of spring final exams;
- Possible summer employment.

Thesis Option:

- Incomplete grades due 30 days after last day of spring final exams;
- Researching and writing prospectus (due by Sept 30);
- Possible summer employment.

Second Year

FALL SEMESTER

- 6 hours of classes;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School to discuss career planning.

Non-Thesis Option:

- Determine oral exam fields and establish oral exam committee by Nov 1;
- Oral exam reading lists due by Dec 1;

Thesis Option:

- Preparation of applications for funding for travel and research;
- Prospectus due by September 30;
- Researching and writing thesis;
- Consult with thesis advisor about forming thesis committee.

August

- Attend new student orientation lunch (required);
- Classes begin.

September

- Classes.

Thesis Option

- Prospectus due by Sept 30.

October

- Classes.

November

- Advising and registration for Spring semester.

Non-Thesis Option

- Oral exam committee established by Nov 1.

December

- Course examinations and/or papers due.

Non-Thesis Option

- Oral exam reading lists due by Dec 1.

SEMESTER BREAK

Non-Thesis Option:

- Preparation for oral exam.

Thesis Option:

- Researching and writing thesis.

SPRING SEMESTER

- File for graduation--for specific filing deadlines and dates to submit various materials to the Moody School of Graduate & Advanced Studies, see <https://www.smu.edu/graduate/CurrentStudents/Graduation/GraduationTimeline>

Non-Thesis Option:

- 6 hours of classes and preparation for oral exam.

Thesis Option:

- 6 hours of writing (HIST 6398 **and** 6399).

January

- Incomplete grades due thirty days after last day of fall final exams;

Non-Thesis Option:

- Classes begin;
- Work with Graduate Coordinator to schedule oral exam;
- Preparation for oral exam.

Thesis Option:

- Work with Graduate Coordinator to schedule thesis defense;
- Researching and writing thesis.

February

Non-Thesis Option:

- Classes and preparation for oral exam.

Thesis Option:

- Writing thesis.

March

Non-Thesis Option:

- Classes and preparation for oral exam.

Thesis Option:

- Optional thesis check by graduate office.

April

- Inform Graduate Coordinator if attending departmental graduation ceremony; complete department graduation questionnaire.

Non-Thesis Option:

- Classes;
- Oral exam.

Thesis Option:

- First thesis check by graduate office;
- Second thesis check;
- Thesis submitted to graduate office;
- Oral defense.

May

Non-Thesis Option:

- Course examinations and/or papers due.

Thesis and Non-Thesis Option:

- Attend end-of-year graduate reception;
- Attend graduation.

*This is the most rapid way to move through the program; there are other possibilities depending on varied circumstances.

PH.D. DEGREE REQUIREMENTS

Language Examination

All students in the Ph.D. program must present evidence of reading proficiency in a language other than English. Language proficiency is tested by a two-hour written examination that takes place early in the fall and spring semesters. Under the general supervision of the Director of Graduate Studies, appropriate departmental faculty or outside readers set and grade the exam. Students are asked to translate a passage into clear and grammatical English. The passage is usually selected from a historical book, journal, or document printed in the language in which the student chooses to be examined. The translation will be judged to be of passing quality if it shows that the candidate can extract information and arguments from such a piece of writing accurately enough to use it as a source in his/her own historical research and writing.

Students needing assistance with language preparation should consult with the Director of Graduate Studies **as early as possible** following their acceptance into the graduate program. The History Department may be able to provide some financial assistance for such students to audit an SMU language course (or to cover the cost of a tutor, up to the cost of auditing a class).

Students may take the language exam up to three times. Those who fail the third time put their continuation in the program in jeopardy. Students must satisfy the language requirement before taking the qualifying oral examination.

Coursework

The individual student's program is built either around American history or global history. If the student concentrates in American history, global becomes the minor. If the student concentrates in global history, American becomes the minor. The specialization is defined around a common theme (global, American, or transnational) such as borderlands, political history, gender, capitalism, or another coherent field.

Required Core Courses (9 credits) Students will take HIST 6300: Historiography, a course that introduces them to the professional study of history; HIST 6306: Introduction to Digital Humanities, which provides a theoretical and practical introduction to on-line texts, especially in history; and HIST 6395: History as an Academic Profession, which develops the skills needed to make the transition from graduate student to professional historian.

American History (12 credits) The field in American history offers broad preparation. During the first two years, students take a sequence of three to four colloquia in which they read intensively in American history from the era of Indian-European contact to the present. The intention is that they should master the historiography of the field. These colloquia emphasize new problems, interpretations, and debates vital to the study of American history. With approval from the Director of Graduate Studies and the student's primary faculty advisor, a student may substitute another 6000-level U.S. history course for one of the four colloquia.

Global and Comparative History (12 credits) The field in global and comparative history introduces students to the theoretical and conceptual frameworks that have guided advanced research in world history in recent decades. Students usually take HIST 6315: Global/Comparative History, which explores influential methodologies and theoretical perspectives of the field. Additionally, students take three courses that treat, in comparative contexts, such themes as urbanization, migration, industrialization, revolution, colonialism, postcolonialism, slavery, and gender.

Specialization (12 credits) While the department maintains strong specializations on the U.S. Southwest, borderlands, ethnic Mexicans, and Native Americans, students may instead opt to develop an individualized specialization of 12 credit hours in a coherent field, in or beyond the United States, approved by the Graduate Committee. Students may also wish to enrich their historical understanding by taking courses in other disciplines, such as anthropology, literature, or religious studies. The courses should be chosen in consultation with the Director of Graduate Studies and the student's primary faculty advisor.

The courses taken in the global/comparative and specialized fields may vary in both content and method; these may be graduate courses, graduate/undergraduate senior level reading seminars, and also individual directed readings courses/independent studies. If individual interests and requirements justify doing so, a limited number of these courses may be taken in other departments. The fields can thus provide broad interdisciplinary views of particular topics of global significance.

Independent Studies

With the approval of the Director of Graduate Studies and the student's primary faculty advisor, students may take one or more independent studies to fulfill coursework requirements. Independent studies may be conceptualized as readings or research courses. In general, independent studies should be taken after most other coursework has been completed, usually during the student's fifth semester. Students work with the course instructor to determine the subtitle and create a syllabus for the independent study, which must be submitted to the Graduate Coordinator prior to the start of the semester. The reading and writing requirements for the independent study course should be equivalent to other departmental reading and research seminars. Independent study course numbers include: HIST 6322, HIST 7398, and HIST 7399.

Academic Resources

The program offers extensive opportunities for students to broaden and deepen their knowledge. Resources include the Clements Center for Southwest Studies and the Center for Presidential History with their symposia, research fellows and distinguished visitors; the DeGolyer Library, a repository for a remarkable collection of books and manuscripts on Mexico and the Southwest; the Meadows Museum of Art, which houses perhaps the world's finest collections of early modern Spanish art outside of Spain; the Bridwell Library, which provides a wealth of primary sources for the study of religious history; the Underwood Law Library, which supports the study of legal history, including that of international law; and the Dedman College Interdisciplinary Institute, which offers opportunities for cross-disciplinary learning and collaboration.

Qualifying Oral Examination

In the spring semester of the third year, doctoral students take a two-hour qualifying oral examination. The exam covers four historical fields, with each examiner questioning the student for 25-30 minutes.

Doctoral students establish the membership of the oral examination committee during the spring semester of the second year. The committee consists of four members: a chair, who will typically become the candidate's dissertation advisor/director, and three other members of the department. At least one field must focus on the student's area of specialization. One field must focus on global and comparative history. The remaining field(s) should focus on other areas of the student's scholarly interests.

Students compile the reading lists for examination with each committee member and submit them to the Graduate Coordinator by **June 30** of the second year. Each list should contain 50 entries (primarily books). Lists should include readings students have completed during their coursework (readings listed on course syllabi as well as those used in writing historiographical and research papers), supplemented by additional titles as committee members deem necessary.

Students are invited to upload their lists to the Oral Exam Repository (located in Box) and are encouraged to consult other students' lists when compiling their own.

In November of the third year, students work with the Graduate Coordinator to set a date for the oral examination. Exams usually take place in late January or the first half of February of the third year. Students may not take the qualifying oral exam until they have removed any outstanding incomplete grades and have passed the language exam.

During the fall semester of the third year, students meet regularly with individual committee members to prepare for the exam. The students should expect questions requiring demonstration of historical knowledge about the time periods and topics covered in the readings, as well as a clear understanding of the dominant themes and historiographical issues in the four fields.

Students must pass the qualifying oral examination before beginning work in earnest on the dissertation. The examining committee may award a "pass" or a "pass with distinction." Those who do not pass the exam may, at the discretion of the Oral Exam Committee and the Graduate Committee, take it again. Graduate students who pass the qualifying oral examination become doctoral candidates.

M.A. for Doctoral Students

In the event that a doctoral student elects to leave the program early, he/she may be granted an M.A. if he/she has satisfied all of the requirements for the Non-Thesis M.A. option. That is, the student must complete a minimum of 30 credit hours of coursework, write two research papers, and pass an M.A.-level oral exam (covering three fields).

Doctoral students who wish to receive the M.A. and who are continuing toward the Ph.D. may do so after passing their doctoral-level qualifying oral exam. They are invited to participate in the graduation ceremony at the end of the third year.

In both cases, students wishing to receive an M.A. from SMU must not have previously earned an M.A. in History from another institution, as SMU generally does not confer equivalent degrees.

Dissertation Prospectus

During the fifth and sixth semesters, while doctoral candidates are preparing for their qualifying oral exam, they are also working on writing their dissertation prospectus. Students will likely submit one or more drafts of the prospectus to their dissertation advisor/director and make revisions as needed. The prospectus should be 15-20 pages long (double spaced), including notes and bibliography. Appendices, illustrations, etc. are additional. It should describe the topic of the dissertation, define the historical problem to be investigated, articulate the research questions to be explored, review the historical evidence to be examined, and make a case for the significance of the research.

The bibliography should include the primary and secondary sources the student plans to analyze in order to answer the research questions posed in the prospectus.

Students are invited to upload their prospectus to the Prospectus Repository (located in Box) and are encouraged to consult other students' prospectuses when writing their own.

After completing the qualifying oral examination in the spring of the third year, students work with the Graduate Coordinator to set a date for the prospectus presentation, which takes place in late March or early April and is attended by faculty and graduate students. **No later than one week** prior to the presentation, the student submits the prospectus to the Graduate Coordinator for circulation among the faculty and graduate students. Presentations should be 15-20 minutes long, with an additional 10 minutes for Q and A. The use of visual aids is encouraged, but not required.

Dissertation

The student's main business during the second half of the program is researching and writing the dissertation. Students are encouraged to start considering possible dissertation topics early on in their graduate studies and to undertake preliminary research during their first two summers in the program. Dissertation advisors/directors offer guidance on topics and sources (see the section on Advising on page 20 for information about selecting a dissertation advisor/director). Doctoral candidates usually present the dissertation prospectus in April of the third year (see the section on the Dissertation Prospectus on page 15 for more details).

Before renewal of funding for the fifth year, students must demonstrate that they are making substantial progress with researching and writing the dissertation (see the section on Assessment of Academic Performance on page 21 for more information about funding renewal). Students must also demonstrate they are making substantial progress with researching and writing the dissertation in order to be nominated by the Graduate Committee for a Moody Dissertation Fellowship, which provides funding for students to complete their dissertation (see the section on Funding Opportunities on page 45).

The Dissertation Committee

Composition of the Dissertation Committee

The dissertation committee consists of the student's dissertation advisor/director (who serves as chair), at least two other full-time members of the History Department, and at least one external reviewer, who is either an SMU faculty member from outside the department or a scholar not associated with the university.

- **External reviewers**

External reviewers not associated with SMU must hold a Ph.D. or other doctorate in History or a related field and should be teaching at the college level and doing research in that field. If the proposed external reviewer does not meet these criteria, the student and their dissertation advisor/director should discuss this with the Director of Graduate Studies before contacting the potential external reviewer.

- **Co-advisors/co-directors**

Students may opt for two History Department faculty members to serve as co-advisors/co-directors for the dissertation. In that case, the committee also includes at least one additional departmental member and at least one external member.

Forming and Working with the Dissertation Committee

Students work with their advisor/director (or co-directors) to select the other departmental faculty committee members. Generally, the departmental faculty members should be secured no later than six months before the student aims to defend the dissertation.

In some cases, the advisor/director will reach out to possible faculty to invite them to serve as committee members. In other cases, the advisor/director may encourage the student to invite faculty to serve. The advisor/director provides guidance about when to involve the departmental faculty members in reviewing the dissertation (the advisor/director, student, and reviewers may opt for committee members to review initial drafts of chapters, chapters that have been revised based on feedback from the advisor/director, multiple drafts at once, etc.). The departmental faculty members may offer input on this process as well.

The advisor/director works with the student to identify, contact, and (if necessary) secure approval for external reviewers for the dissertation. External reviewers not associated with SMU must be approved to serve on the student's committee by the Department Chair and the Dean of the Moody School of Graduate and Advanced Studies. To secure approval, the dissertation advisor/director submits to the Chair and the Dean the proposed scholar's CV, as well as any additional information relevant to the scholar's qualifications to evaluate the student's work. The external reviewer should be secured **no later than three months before** the student plans to defend the dissertation. External reviewers should be consulted about when they expect to receive the dissertation. In general, students should aim to send the dissertation to the external reviewer **no later than six weeks prior to** the defense.

The Dissertation

Dissertations should be 200-250 double-spaced pages, including notes and bibliography (appendices, illustrations, etc. are additional). Before preparing the final version of the dissertation, students should consult the Moody School of Graduate and Advanced Studies about degree deadlines and rules on formatting and production.

<https://www.smu.edu/Moody/Current-Students/Graduation/GraduationTimeline>

The Dissertation Defense

At the start of the semester in which the student plans to graduate, the student works with the Graduate Coordinator to schedule the dissertation defense. Upon completion of the dissertation, a two-hour formal defense in the form of an oral examination is conducted before the dissertation committee. At the student's request, the Director of Graduate Studies will issue an invitation to outside guests to attend the defense. At the start of the defense, the student delivers an opening statement that summarizes the dissertation's research topic and questions, methodology, main arguments, and original contributions to the historical literature. The student may also explain the origins of the project, any challenges encountered while researching and writing the dissertation, and/or any long-term plans for further research, revisions, and publication.

Committee members then question the student about evidence, findings, methodology, arguments, historical interventions, etc. and make recommendations for revisions, some of which may need to be completed before the dissertation can receive final approval. If the committee decides that revisions are required before the dissertation can be approved, the dissertation committee decides whether the revised dissertation must be reviewed again by the entire committee or only by the director. The committee also determines the timeline for revisions and final approval.

Preparation for Teaching

Learning to be an effective instructor is a vital part of the Ph.D. program. All students are required to fulfill a teaching preparation requirement, which can be met through one of the two options described below. Both options provide students with the opportunity to cultivate a range of pedagogical skills and to receive feedback and mentoring regarding their development as a teacher.

Students fulfill this requirement during the fourth or fifth year of graduate study. Teaching assignments are coordinated by the Director of Graduate Studies. Students engaged in teaching preparation should register for HIST 7000. Students receiving fellowship funding from the History Department will receive \$3000 in compensation. Students receiving certain fellowships from the Moody School of Graduate and Advanced Studies will not receive additional compensation from the department (or the Moody School) for their teaching preparation requirement. Rather, the teaching compensation is included in their original fellowship amount and counts as taxable income.

Option 1: Teaching Practicum

Students team-teach an undergraduate survey course (commonly in U.S. History) with a faculty member in the department. Such classes will generally consist of 40-60 students. Student responsibilities may include planning the course content and materials, giving multiple lectures, leading one or two discussion sections per week, and collaborating in the preparation and grading of assignments and exams. Conversations about teaching and the particular course take place among the faculty member and the graduate student instructor(s) throughout the semester.

Option 2: Teaching Preparation TAs

Students serve as a TA for one of the department's large (100-120 students) undergraduate lecture courses. Student responsibilities include leading two discussion sections per week and grading student work. Students should also be invited to give one lecture. The professor of the course, another member of the History faculty, and/or a faculty or staff member affiliated with the Center for Teaching Excellence will visit each TA's discussion section twice over the course of the semester to observe and provide feedback about the TA's teaching. Conversations about teaching and the particular course take place among the professor of the course and the TAs throughout the semester.

Students who have fulfilled the teaching preparation requirement may serve as a TA during a subsequent semester. In this case, lecturing and outside observation of the TA's discussion sections will not be required. Students receiving fellowship funding from the History Department will receive \$3000 in compensation. Students receiving fellowships from the Moody School of Graduate and Advanced Studies should abide by the stipulations of their fellowship regarding external employment.

After fulfilling the teaching preparation requirement, students may teach a course on their own at SMU, a community college, or another institution of higher education. Students are welcome to consult with the Director of Graduate Studies if they would like assistance with pursuing independent teaching opportunities.

Advising

Primary Faculty Advisor: Qualifying Oral Examination and Dissertation

By no later than the end of the first academic year, students should select their primary faculty advisor, who is responsible for chairing the student's qualifying oral examination committee, directing the dissertation, and chairing the dissertation defense committee. Students are welcome to consult with the Director of Graduate Studies about selecting an advisor. Students should reach out to the prospective faculty member directly to confirm whether he/she is willing to serve as the student's advisor. Once confirmed, the student should let the Graduate Coordinator know about the selection.

If graduate students have problems with their advisor or wish to change advisors, they should first seek to resolve the matter with that person directly. If that is not possible for any reason, they should consult the Director of Graduate Studies. If that does not settle the matter, they should consult the Department Chair.

Curricular Advising and Registration

In November and April of each year, students in their first and second years meet with the Director of Graduate Studies to select their courses for the following semester. The Director of Graduate Studies will record the course selections in the comments section of each student's Box file. Students are encouraged to review their course selections with their primary faculty advisor. If the faculty advisor has any questions or concerns about the selections, the student should let the Director of Graduate Studies know. Shortly after students meet with the Director of Graduate Studies, students will receive an email from the Graduate Coordinator letting them know the steps to take in order to register for classes. Students should complete the registration process by no later than the end of December/end of May.

Students in the third year and beyond will receive an email from the Graduate Coordinator explaining what course(s) they need to register for. In most cases, students who will be entering into the second semester of the third-year register for HIST 8398 -- Dissertation, which carries 3 credit hours. Students in the fourth and fifth years register for HIST 8049 – Graduate Full-Time Status. Students in the sixth year should consult with the Graduate Coordinator about registration. Students planning on fulfilling their Teaching Preparation Requirement register for Hist 7000.

Assessment of Academic Performance

Each student's academic performance is assessed one or more times per year, depending on the student's stage in the program.

Semiannual Review of Grades

In mid-January and mid-May, the Director of Graduate Studies reviews the grades of all students who were enrolled in classes during the previous semester and discusses any concerns with the student's primary faculty advisor, the Graduate Committee, and/or relevant course instructors. If the student has not met the minimum cumulative GPA of 3.5 required by the department and/or has received one or more incompletes that remain unresolved 30 days after the end of the previous semester, the student may be placed on academic probation. The Director of Graduate Studies, the student's primary faculty advisor, and the Graduate Committee will prepare a remediation plan for implementation in the following semester.

Annual Review

In April, all students undergo a full review of their performance in coursework, qualifying oral examination preparation and performance, research, and professionalism, which is conducted by the Director of Graduate Studies, the student's primary faculty advisor, the Graduate Committee, and other departmental faculty members involved in graduate training. By March 31, students submit a curriculum vitae to the Graduate Coordinator, highlighting their accomplishments over the previous year. Each student's Annual Review Form is updated by the Director of Graduate Studies and the Graduate Coordinator and the student's performance is discussed in a faculty meeting. Students whose performance is deemed to be inadequate may be put on academic probation and/or may face a loss of funding. A copy of the Annual Review Form with any commentary, remediation plan, or timeline is signed by the Director of Graduate Studies and the student through Box@SMU.

Incomplete Grades

If extenuating circumstances prevent a student from completing coursework by the end of the semester, the student should discuss the matter with the course instructor and request to be granted an incomplete (incomplete grades will not be given automatically by instructors if work is not turned in on time). The instructor may lower the grade for a particular assignment and/or the final course grade due to the extension of time for completing the work. The work necessary to remove the incomplete should reach the instructor **no later than 30 days** after the last final exam date in any semester.

Academic Probation

Students who do not remain in good standing in the program may be put on academic probation. Criteria for being placed on probation include (but are not limited to): failure to resolve a grade of incomplete within 30 days after the last day of semester final exams; failure to maintain the minimum cumulative GPA of 3.5 required by the department; failure to meet the deadline for turning in qualifying oral examination lists; failure to pass the language exam; failure to pass the qualifying oral examination; failure to meet the deadline for completing the prospectus; failure to make adequate progress with researching and writing the dissertation; and/or commission of a breach of academic ethics.

The Director of Graduate Studies, the student's primary faculty advisor, the Graduate Committee, and other faculty involved in the student's training collectively determine if a student who has not met one or more of the requirements for the program or has committed a breach of academic ethics should be placed on probation. This same group of faculty works together to prepare a remediation plan for the student.

The Director of Graduate Studies will provide the student with a letter that explains the reasons why the student is being placed on probation and outlines the plan and timeline for remediation. The Director of Graduate Studies will review the contents of the letter with the student in person. Being placed on probation does not automatically result in the immediate termination of the student's funding. The fact that the student has been placed on probation is not recorded on the student's official transcript.

If/when the student has met the requirements stipulated in the letter for being removed from probation, the Director of Graduate Studies will provide the student with a letter indicating that the student has returned to good standing in the program.

If the student fails to resolve the outstanding issues in the probationary period, these consequences may follow: loss of funding and/or dismissal from the program.

A student may appeal their dismissal, suspension, etc. to the department chair. If the department chair does not approve the appeal, then the student may appeal to the dean of their school or college. If the dean does not approve the appeal, the student may appeal to the provost. In that case, the provost will usually delegate review of the appeal to the dean of the Moody School of Graduate and Advanced Studies. The decision issued by the provost is final.

Funding Renewal

Students are expected to meet the following criteria for funding renewal:

- To receive funding for the second year, students must have no outstanding incompletes and attain a cumulative GPA of 3.5 or above at the end of the first year of coursework.
- To receive funding for the third year, students must have no outstanding incompletes, attain a cumulative GPA of 3.5 or above at the end of the second year of coursework, and submit their qualifying oral examination lists by **June 30**.
- To receive funding for the fourth year, students must have no outstanding incompletes; attain a cumulative GPA of 3.5 or above at the end of the fifth semester of coursework; pass the language exam; pass the qualifying oral examination; and present the prospectus.
- To receive funding for the fifth year, students must demonstrate that they are making substantial progress with researching and writing the dissertation. Dissertation directors/advisors may require students to create a dissertation calendar and/or submit a detailed progress report, which will be assessed at the Annual Review meeting of the faculty.
- Students in need of funding for the sixth year should work with the director of Graduate Fellowships and Awards beginning early in the fifth year to apply for external fellowships. Students may also be nominated by the Graduate Committee to apply for the Moody Dissertation Fellowship and/or the Dean's Dissertation Fellowship, which are awarded from the Moody School of Graduate and Advanced Studies in the spring.

Fellowships

The department awards fellowships to most students accepted into the doctoral program. Funding is provided for five years for those whose work remains excellent (see the criteria for funding renewal in the Assessment of Academic Performance section of the Guidelines on page 21). Fellowships for the 2023-24 academic year include tuition, fees, student health insurance, and a departmental stipend of \$20,000-\$23,000 (individual fellowship amounts depend on availability of supplemental funding from the Moody School of Graduate and Advanced Studies).

During semesters in which they receive tuition and stipend payments, doctoral students are expected to pursue their studies full-time, although they may accept employment as needed without departmental approval. (Occasionally, positions as graders and teaching assistants are available). Individuals must check whether Dedman College or the University has any restrictions on any particular job.

Students receiving fellowships from the Moody School of Graduate and Advanced Studies are expected to abide by the stipulations of those fellowships regarding external employment established by the Moody School.

Graduate students are advised that employment usually slows progress towards the degree.

PH.D. ANNUAL REVIEW FORM

Name _____ ID# _____ Entry Year _____ Current _____

I. Academic

<u>Course Requirements Completed</u>	<u>Professor</u>	<u>Semester</u>
Core (9 hrs.)		
6300 <u>Historiography</u>	_____	_____
6306 <u>Introduction to Digital Humanities</u>	_____	_____
6395 <u>Academic Profession</u>	_____	_____
American History (12 hrs., 4 colloquia; 1 other 6000-course may substitute)		
6301 <u>Early America</u>	_____	_____
6302 <u>America, 1812-1877</u>	_____	_____
6303 <u>America, 1877-1932</u>	_____	_____
6304 <u>Modern America, 1929-Pres.</u>	_____	_____
63 _____	_____	_____
Global & Comparative History (12 hrs.; one other 6000-course may substitute for 6315)		
6315 <u>Global/Comparative History</u>	_____	_____
63 _____	_____	_____
63 _____	_____	_____
63 _____	_____	_____
Specialization--Global or American Theme (12 hrs.; borderlands, political history, gender, capitalism, or another coherent field)		
63 _____	_____	_____
63 _____	_____	_____
63 _____	_____	_____
63 _____	_____	_____

Describe specialization:

Language Examination _____(language) _____(date)

II. Research

Research Papers (Course Number, Paper Title)

1) _____

2) _____

Qualifying Examination

_____ (date) _____ (chair)

Field 1/Faculty:
Field 2/Faculty:
Field 3/Faculty:
Field 4/Faculty:

Prospectus _____ (date) _____ (title)

8398 Dissertation (3 hrs.) _____ (title)

Defense _____ (date)

III. Professionalization

Teaching Preparation (7000/7101)

_____ (course, supervisor, term)

Professional Accomplishments (publications, presentations, grants, employment, and activities—see attached CV)

Professional Development

Absent

Beginning

Developing

Accomplished

Exemplary

(see attached comments, remediation timeline, and other documentation)

Director of Graduate Studies

Student

PH.D. CALENDARS

FIRST YEAR

FALL SEMESTER

- 9 hours of classes;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships.
- Preparation of applications for internal and external conference and research travel funding;
- Select primary faculty advisor (by end of first year). Inform Graduate Coordinator of selection.

August

- Participate in Moody School of Graduate and Advanced Studies orientation for incoming graduate students;
- Participate in ISSS orientation for incoming international graduate students (if applicable);
- Participate in individual and group orientation sessions with the Director of Graduate Studies;
- Attend departmental new student orientation lunch;
- Schedule language exam;
- Classes begin.

September

- Classes;
- Language exam.

October

- Classes.

November

- Meet with Director of Graduate Studies for advising and registration for spring semester.

December

- Course examinations and/or papers due.

SEMESTER BREAK

- Planning for qualifying oral examination and dissertation.

SPRING SEMESTER

- 9 hours of classes;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships.
- Preparation of applications for internal and external conference and research travel funding;
- Select primary faculty advisor (by end of first year). Inform Graduate Coordinator of selection.

January

- Incomplete grades due 30 days after last day of fall final exams;
- Classes begin.

February

- Classes.

March

- By March 31, submit CV to Graduate Coordinator for Annual Review;
- Classes.

April

- Meet with Director of Graduate Studies for advising and registration for fall semester;
- Attend prospectus presentations (required);
- Classes.

May

- Course examinations and/or papers due;
- Attend end-of-year graduate reception;
- Attend graduation ceremony (optional).

SUMMER BREAK

- Incomplete grades due 30 days after last day of spring final exams;
- Reading for qualifying oral examination and preliminary research for dissertation;
- Possible summer employment.

SECOND YEAR

FALL SEMESTER

- 9 hours of classes, including a research seminar if possible;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships;
- Preparation of applications for internal and external conference and research travel funding;
- Begin working on forming qualifying oral examination committee.

August

- Attend new student orientation lunch (required);
- Classes begin.

September

- Attend Cohort Information Session (required);
- Classes.

October

- Classes.

November

- Meet with Director of Graduate Studies for advising and registration for spring semester;
- Classes.

December

- Course examinations and/or papers due.

SEMESTER BREAK

- Continue working on forming qualifying oral examination committee;
- Compile qualifying oral examination field lists (**due by June 30**).

SPRING SEMESTER

- 9 hours of classes, including research seminar if possible;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships;
- Preparation of applications for internal and external conference and research travel funding;
- Continue working on forming qualifying oral examination committee;
- Compile qualifying oral examination field lists (**due by June 30**).

January

- Incomplete grades due 30 days after last day of spring final exams;
- Continue working on forming qualifying oral exam committee and compiling qualifying oral exam field lists (**due by June 30**).
- Classes.

February

- Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (**due by June 30**).
- Classes.

March

- Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (**due by June 30**);
- By March 31, submit CV to Graduate Coordinator for Annual Review;
- Classes.

April

- Meet with Director of Graduate Studies for advising and registration for fall semester;
- Attend prospectus presentations (required);
- Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (**due by June 30**);
- Classes.

May

- Course examinations and/or papers due;
- Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (**due by June 30**);
- Attend end-of-year graduate reception;
- Attend graduation ceremony (optional).

SUMMER BREAK

- Incomplete grades due 30 days after last day of spring final exams;
- Qualifying oral examination committee in place and field lists submitted to Graduate Coordinator by **June 30**;
- Reading for qualifying oral examination and research for dissertation prospectus;
- Possible summer employment.

THIRD YEAR

FALL SEMESTER

- 9 hours of classes;
- Preparing for qualifying oral examination;
- Researching and writing dissertation prospectus;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships;
- Preparation of applications for internal and external conference and research travel funding.

August

- Attend new student orientation lunch (required);
- Meet with qualifying oral examiners to discuss schedule for qualifying oral examination preparation;
- Classes begin.

September

- Attend Cohort Information Session (required);
- Meet with qualifying oral examiners to prepare for qualifying oral examination;
- Classes.

October

- Meet with qualifying oral examiners to prepare for qualifying oral examination;
- Classes.

November

- Meet with qualifying oral examiners to prepare for qualifying oral examination;
- Work with Graduate Coordinator to schedule qualifying oral examination and prospectus presentation;
- Classes.

December

- Meet with qualifying oral examiners to prepare for qualifying oral examination;
- With assistance from the Graduate Coordinator, register for Hist 8049 (Graduate Full-Time Status) and Hist 8398 (Dissertation) for spring semester;
- Course examinations and/or papers due.

SEMSTER BREAK

- Preparing for qualifying oral examination and researching/writing prospectus.

SPRING SEMESTER

- Qualifying oral examination; doctoral candidacy achieved;
- Some students are eligible to receive a Master's degree after passing the qualifying oral examination. (Students wishing to receive an M.A. from SMU must not have previously earned an M.A. in History from another institution, as SMU generally does not confer equivalent degrees.) For deadlines and steps to file for graduation see [Graduation Deadlines and Checklist](#). These deadlines are established by the Moody School of Graduate and Advanced Studies and are not flexible. It is the student's responsibility to review this checklist and meet all deadlines.
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships;
- Preparation of applications for internal and external conference and research travel funding.

January

- Incomplete grades due 30 days after last day of fall final exams;
- Preparing for qualifying oral examination and researching/writing prospectus;
- Apply for graduation (M.A. degree).

February

- Preparing for qualifying oral examination and researching/writing prospectus.

March

- Writing dissertation prospectus;
- Submit prospectus to Graduate Coordinator **no later than one week** prior to prospectus presentation;
- By March 31, submit CV to Graduate Coordinator for annual review.

April

- Presentation of dissertation prospectus;
- Attend prospectus presentations (required);
- By **April 30**, inform Graduate Coordinator if participating in departmental graduation ceremony and complete graduation questionnaire;
- Researching and writing dissertation.

May

- With assistance of Graduate Coordinator register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for fall semester;
- Attend end-of-year graduate reception;
- Participate in/attend graduation (optional).

SUMMER BREAK

- Researching and writing dissertation;
- Possible summer employment.

FOURTH YEAR

FALL SEMESTER

- Researching and writing dissertation;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with dissertation director/advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships;
- Preparation of applications for internal and external conference and research travel funding;
- Possibly fulfilling teaching preparation requirement.

August

- Attend new student orientation lunch (required);
- Researching and writing dissertation.

September

- Attend Cohort Information Session (required);
- Researching and writing dissertation;
- Work with dissertation director/advisor to create dissertation completion calendar (recommended).

October

- Researching and writing dissertation.

November

- Researching and writing dissertation;
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for spring semester.

December

- With assistance of Graduate Coordinator register for HIST 8049 (Graduate Full-Time Status) and possibly for teacher preparation for fall semester of fourth year;
- Researching and writing dissertation.

SEMESTER BREAK

- Researching and writing dissertation.

SPRING SEMESTER

- Researching and writing dissertation;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning;
- Consult with dissertation director and Director of Graduate Fellowships and Awards in the Moody School about applying for external grants and fellowships;
- Preparation of applications for internal and external conference and research travel funding;
- Possibly fulfilling teaching preparation requirement.

January

- Researching and writing dissertation.

February

- Researching and writing dissertation.

March

- Researching and writing dissertation;
- By March 31, submit CV to Graduate Coordinator for annual review;
- By March 31, meet with advisor to discuss progress on dissertation. Provide advisor with written progress report (recommended).

April

- Researching and writing dissertation;
- Attend prospectus presentations (required).

May

- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for fall semester;
- Attend end-of-year graduate reception;
- Attend graduation ceremony (optional).

SUMMER BREAK

- Researching and writing dissertation;
- Possible summer employment.

Fifth Year
(with plan to graduate in May)

FALL SEMESTER

- Researching and writing dissertation;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities;
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities;
- Preparation of applications for internal and external conference and research travel funding;
- Possibly fulfilling teaching preparation requirement;
- Begin job search.

August

- Attend new student orientation lunch (required);
- Researching and writing dissertation.

September

- Attend Cohort Information Session (required);
- Researching and writing dissertation;
- Work with dissertation advisor/director to update dissertation completion calendar (recommended).

October

- Work with dissertation advisor/director to select departmental faculty dissertation committee members (no later than six months prior to defense);
- Researching and writing dissertation.

November

- Researching and writing dissertation;
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for spring semester.

December

- Researching and writing dissertation.

SEMESTER BREAK

- Researching and writing dissertation.

SPRING SEMESTER

- For deadlines and steps to file for graduation see [Graduation Deadlines and Checklist](#). These deadlines are established by the Moody School of Graduate and Advanced Studies and are not flexible. It is the student's responsibility to review this checklist and meet all deadlines;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities;
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities;
- Preparation of applications for internal and external conference and research travel funding;
- Possibly fulfilling teaching preparation requirement;
- Continue job search.

January

- Work with dissertation advisor/director to secure outside reviewer for dissertation committee (no later than three months prior to defense);
- [Apply for graduation](#) (students will receive an email from Kerri Bennett, Assistant Director for the Moody School of Graduate and Advanced Studies to begin the application process);
- Work with Graduate Coordinator to schedule dissertation defense;
- Revising dissertation.

February

- Revising dissertation.

March

- Optional dissertation check by Kerri Bennett, Assistant Director for the Moody School of Graduate and Advanced Studies (see [Graduation Deadlines and Checklist](#) Step 2 for specific date);
- Once the dissertation committee is finalized, submit member names to the Moody School of Graduate and Advanced Studies (required). See [Graduation Deadlines and Checklist](#) Step 3 for specific date;
- Once the dissertation defense is scheduled, submit the Dissertation Defense Scheduler form to the Moody School of Graduate and Advanced Studies (this must be done at least fourteen days prior to the defense). See [Graduation Deadlines and Checklist](#) Step 4 for details.

April

- Submit dissertation for first mandatory format check. [See Graduation Deadlines and Checklist](#) Step 5 for specific date;
- After making required formatting corrections to your dissertation, submit dissertation for final format check by the Moody School of Graduate and Advanced Studies. See [Graduation Deadlines and Checklist](#) Step 6 for specific date;
- Dissertation defense;
- Attend prospectus presentations (required);
- By **April 30**, inform Graduate Coordinator if participating in departmental graduation ceremony and complete graduation questionnaire.

May

- Once all revisions have been made to the dissertation, both formatting and content, submit final copy of the dissertation to SMU Scholar. See [Graduation Deadlines and Checklist](#) Step 9 for specific date;
- Complete Moody School of Graduate and Advanced Studies exit survey. See [Graduation Deadlines and Checklist](#) Step 9 for details;
- Attend end-of-year graduate reception;
- Attend Graduation.

*This is the most rapid way to move through the program; there are other possibilities depending on various circumstances.

Fifth Year
(with plan to continue to sixth year)

FALL SEMESTER

- Researching and writing dissertation;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities;
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities;
- Preparation of applications for internal and external conference and research travel funding;
- Possibly fulfilling teaching preparation requirement.

August

- Attend new student orientation lunch (required);
- Researching and writing dissertation.

September

- Attend Cohort Information Session (required);
- Researching and writing dissertation;
- Work with dissertation advisor/director to update dissertation completion calendar (recommended).

October

- Researching and writing dissertation.

November

- Researching and writing dissertation;
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for spring semester.

December

- Researching and writing dissertation.

SEMESTER BREAK

- Researching and writing dissertation.

SPRING SEMESTER

- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities;
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities;
- Preparation of applications for internal and external conference and research travel funding;
- Students may be nominated by the department to apply for the Moody Dissertation Fellowship and/or the Dean's Dissertation Fellowship, which are awarded from the Moody School of Graduate and Advanced Studies;
- Possibly fulfilling teaching preparation requirement.

January

- Researching and writing dissertation.

February

- Researching and writing dissertation.

March

- Researching and writing dissertation;
- By March 31, submit CV to Graduate Coordinator for annual review;
- By March 31, meet with dissertation advisor/director to discuss progress on dissertation. Provide advisor with written progress report (recommended).

April

- Researching and writing dissertation;
- Attend prospectus presentations (required);
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status) for the fall semester.

May

- Attend end-of-year graduate reception;
- Attend graduation ceremony (optional).

SUMMER BREAK

- Researching and writing dissertation;
- Possible summer employment.

Sixth (or Final) Year

FALL SEMESTER

- Researching and writing dissertation;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities.
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities;
- Preparation of applications for internal and external conference and research travel funding;
- Begin job search.

August

- Attend new student orientation lunch (required);
- Researching and writing dissertation.

September

- Attend Cohort Information Session (required);
- Researching and writing dissertation;
- Work with dissertation advisor/director to update dissertation completion calendar (recommended).

October

- Work with dissertation advisor/director to select departmental faculty dissertation committee members (no later than six months prior to defense);
- Researching and writing dissertation.

November

- Researching and writing dissertation;
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status).

December

- Researching and writing dissertation.

SEMESTER BREAK

- Researching and writing dissertation.

SPRING SEMESTER

- For deadlines and steps to file for graduation see [Graduation Deadlines and Checklist](#). These deadlines are established by the Moody School of Graduate and Advanced Studies and are not flexible. It is the student's responsibility to review this checklist and meet all deadlines;
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities;
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities;
- Preparation of applications for internal and external conference and research travel funding;
- Continue job search.

January

- Work with dissertation advisor/director to secure outside reviewer for dissertation committee (no later than three months prior to defense);
- [Apply for graduation](#) (students will receive an email from Kerri Bennett, Assistant Director for the Moody School of Graduate and Advanced Studies to begin the application process);
- Work with Graduate Coordinator to schedule dissertation defense;
- Revising dissertation.

February

- Revising dissertation.

March

- Optional dissertation check by Kerri Bennett, Assistant Director for the Moody School of Graduate and Advanced Studies (see [Graduation Deadlines and Checklist](#) Step 2 for specific date);
- Once the dissertation committee is finalized, submit member names to the Moody School of Graduate and Advanced Studies (required). See [Graduation Deadlines and Checklist](#) Step 3 for specific date;
- Once the dissertation defense is scheduled, submit the Dissertation Defense Scheduler form to the Moody School of Graduate and Advanced Studies (this must be done at least fourteen days prior to the defense). See [Graduation Deadlines and Checklist](#) Step 4 for details.

April

- Submit dissertation for first mandatory format check. See [Graduation Deadlines and Checklist](#) Step 5 for specific date;
- After making required formatting corrections to your dissertation, submit dissertation for final format check by the Moody School of Graduate and Advanced Studies. See [Graduation Deadlines and Checklist](#) Step 6 for specific date;
- Dissertation defense;
- Attend prospectus presentations (required);
- By **April 30**, inform Graduate Coordinator if participating in departmental graduation ceremony and complete graduation questionnaire.

May

- Once all revisions have been made to the dissertation, both formatting and content, submit final copy of the dissertation to SMU Scholar. See Graduation Deadlines and Checklist Step 9 for specific date;
- Complete Moody School of Graduate and Advanced Studies exit survey. See Graduation Deadlines and Checklist Step 9 for details;
- Attend end-of-year graduate reception;
- Attend Graduation.

FUNDING OPPORTUNITIES (MA AND PHD)

External Funding

SMU's Office of Graduate Fellowships and Awards provides assistance to graduate students with applying for national and international fellowships and awards. Each fall, the Director of Graduate Fellowships and Awards is invited to give a presentation to History graduate students on the services provided by the Graduate Fellowships office. In addition to attending this gathering, students are highly encouraged to make an individual advising appointment with the director during their first year of graduate study and to remain in contact with the Office of Graduate Fellowships and Awards throughout the course of their graduate career.

<https://www.smu.edu/Moody/Current-Students/external-fellowships>

Internal Funding

Opportunities for post-admission fellowship funding are provided by the Moody School of Graduate and Advanced Studies. Opportunities for funding for conference and research travel and other expenses are provided by the Moody School of Graduate and Advanced Studies, the Graduate Student Assembly (GSA), the Clements Center for Southwest Studies, and the History Department.

To offset departmental funding for conference and research travel, students are expected to apply for other sources of support. When applying for funding from the Moody School of Graduate and Advanced Studies, the GSA, and the Clements Center, please contact the appropriate office for possible revisions to the information provided below.

1) History Department – Conference and Research Travel

- To apply for funds for conference and research travel, students must complete the Clements Department of History Conference and Research Travel Application Form.
- Applications for support for conference and research travel must be submitted to the Graduate Coordinator **at least three weeks** before departure and approved by the Director of Graduate Studies and Department Chair **before travel begins**. Funding for travel cannot be awarded retroactively.
- Travel expenses will be reimbursed **after the travel is completed**. Funding cannot be provided in advance. To ensure reimbursement, **itemized** receipts for travel completed before the end of the fiscal year (May 31) must be submitted to the Graduate Coordinator before the **June 2** deadline.

2) History Department – Incidental Expenses

The History Department also provides funding for incidental expenses related to dissertation and master's thesis research. To apply, students should fill out the Graduate Student Request for Incidental Expenses form.

3) Moody School of Graduate and Advanced Studies – Travel Grants

- The maximum amount of a grant is \$750.
- Travel grants cannot be awarded retroactively; proposals must be submitted before travel.
- Only one grant per student per academic year is awarded or funded. Please prioritize your proposals accordingly.
- Requests with matching funds from other sources have a higher priority.
- This grant will only fund conference travel to present an accepted paper, poster, creative project or performance (applications without documentation of acceptance are ineligible for this grant). The paper, poster, creative project, or performance must formally recognize SMU as the venue at which the work was produced.
- Applications are accepted year-round, and must be submitted at least 10 business days prior to travel (or 10 business days prior to virtual event).
- The proposals should be sponsored by the department chair and the graduate advisor. Department chair and graduate advisor are requested not to sponsor students who could be supported from other sources such as sponsored research grants and contracts.
- Before applying for this grant, notify your department administrator. The department will give you instructions regarding any pre-travel requirements. Procedures vary by school. If you are receiving funding from your department, they may use different procedures for reimbursement than the Moody School of Graduate and Advanced Studies. Please be sure you know your department's requirements before your departure.

<https://www.smu.edu/Moody/Funding/Student-Development-Grant>

4) Moody School of Graduate and Advanced Studies – Other Grants and Post-Admission Fellowships

Along with Travel Grants, the Moody School offers various kinds of grants and fellowships beyond those provided at the time of admission (i.e., Provost's Summer Research Grants, Dissertation Fellowships, etc.) In some cases, students apply directly for these awards. In other cases, students must be nominated by the department. The Director of Graduate Studies will keep students apprised of such opportunities as they are announced and will provide assistance with the application/nomination process as needed.

5) Graduate Student Assembly

Category I (\$1,200 limit per academic year): Thesis and Dissertation-Related Expenditures

- Conference expenses at which a paper or poster is presented
- Travel for research
- Other thesis/dissertation-related work (buying or collecting data)

Category II (\$450 limit per academic year): Conferences Not Covered in Category I

- i.e., attending a conference but not presenting

Category III (\$150 limit per academic year): Photocopying

Category IV (\$300 limit per academic year): Fee for One Year Membership in Professional Organization(s) or Journal(s)

- Organizations or journals must be directly related to student's field of study

Category V (\$100 limit per meeting, \$200 limit per academic year): Miscellaneous Awards

<https://www.smu.edu/graduate/Funding/GSA>

6) Clements Center for Southwest Studies

The William P. Clements Center for Southwest Studies offers a small number of travel grants to support research on the American Southwest and the borderlands by SMU graduate students needing to visit sites beyond the campus of SMU. Preference will be given to students who have passed their qualifying oral examination and are working on the dissertation (but who have not exhausted their five-year enrollment at SMU). The Center will **reimburse** expenses for travel, research materials, and research-related activities, up to \$500 per week.

There are three named grants available:

The Clements Center Research Grant: This grant is awarded to students to conduct research for their dissertation on any aspect of Texas, the U.S.-Mexico Borderlands, and the American Southwest.

The Joseph H. Staley Research Grant: Named in memory of Joe Staley, a longtime member of the Clements Center executive board and its former chair. This grant is awarded to students to conduct research for their dissertation on any aspect of Texas, the U.S.-Mexico Borderlands, and the American Southwest.

The Steve Denson Research Grant: Named in honor of Steve Denson, long time SMU board member of the Clements Center as well as a professor in SMU's Cox School of Business and an enrolled Chickasaw. This grant supports dissertation research on any aspect of Native American and Indigenous history.

<https://www.smu.edu/Dedman/Research/Institutes-and-Centers/SWCenter/Grants/SMUGraduateGrants>

Emergency Funding

The SMU Student Emergency Fund may be available to currently enrolled undergraduate and graduate students who experience unexpected or unforeseen circumstances that lead to financial hardship. Students should make every effort to exhaust all other available resources prior to applying for the fund. If funds are granted, they do not need to be repaid.

https://www.smu.edu/-/media/Site/StudentAffairs/DoS/StudentSupport/CCC/SMU_SEF_Info.pdf?la=en

WRITING REQUIREMENTS AND GUIDELINES (MA and PHD)

Coursework

All courses taken by graduate students (including independent studies) include a substantial writing component.

The Graduate Committee recommends the following writing requirements for graduate courses (these limits refer to final copies, not earlier drafts):

- Colloquia or Readings Seminars – a total of 20-25 double-spaced pages, including notes and bibliography; appendices, illustrations, etc. are additional. These courses often require a mix of writing assignments, including book reviews and historiographical essays.
- Research Seminars – 30-35 double-spaced pages, including notes and bibliography; appendices, illustrations, etc. are additional. Usually, a single long paper is required.

Note: Instructors may reduce the amount of writing required of doctoral students in the semester immediately before their qualifying oral examination (i.e., in the fifth semester). It is the student's responsibility to remind professors of this provision at the beginning of the semester.

Other Written Work

- MA Thesis Prospectus – 10 double-spaced pages, including notes and bibliography; appendices, illustrations, etc. are additional.
- MA Thesis – 50-75 double-spaced pages, including notes and bibliography; appendices, illustrations, etc. are additional.
- Dissertation Prospectus – 15-20 double-spaced pages, including notes and bibliography; appendices, illustrations, etc. are additional.
- Dissertation – 200-250 double-spaced pages, including notes and bibliography; appendices, illustrations, etc. are additional.

Research Paper Requirement

Doctoral students are required to write two substantial research papers during their first 2 ½ years of study. Students aim to produce a significant work that is based on primary sources and is of a quality comparable to that of an article in a scholarly journal. With the exception of the four colloquia in American history, a research paper may be undertaken in any History graduate course (including independent studies). Students who would like to write a research paper in any course other than a research seminar **MUST** receive approval from the instructor **before registering** for the course.

Upon successful completion of each research paper, students should send the following information to the Graduate Coordinator, who will add it to the student's Annual Review Form: the course number and the title of the research paper.

Students entering the doctoral program with a Master's degree in hand may formally petition the Graduate Committee to have the MA thesis serve as a substitute for one research paper. Such students should inform the Director of Graduate Studies of their interest in doing so **as early as possible** in their graduate career.

Graduate Writing Center

Students who would like additional assistance with developing their writing skills should contact the Graduate Writing Center:

<https://www.smu.edu/Moody/Current-Students/Graduate-Writing-Center>

UNIVERSITY POLICIES AND STUDENT SUPPORT SERVICES

Academic Honesty

Students are expected to embrace and uphold the [SMU Honor Code](#). Violations of the Honor Code will be acted upon in accordance with the policies and procedures outlined in the [Mustang Student Handbook](#).

Mental Health Resources

Throughout the academic year, students may encounter different stressors or go through life experiences which impact their mental health and academic performance. Students who are in distress or have concerns about their mental health can schedule a same-day or next-day appointment to speak with a counselor by calling [Counseling Services](#).

Counselors are available at any time, day or night for students in crisis at this number: 214-768-2277 (then select option 2) They will be connected with a counselor immediately. Students seeking ongoing counseling should call the same number (214-768-2277, then select option 1) during normal business hours to schedule an initial appointment.

Caring Community Connections (CCC)

Caring Community Connections (CCC) is a resource for anyone in the SMU community to refer students of concern to the Office of the Dean of Students. The online referral form can be found at smu.edu/deanofstudentsccc. After a referral form is submitted, students will be contacted to discuss the concern, strategize options, and be connected to appropriate resources. Anyone who is unclear about what steps to take if they have concerns about students should contact the Office of the Dean of Students at 214-768-4564.

Title IX and Disability Accommodations

Disability Accommodations

Students who need academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call 214-768-1470 or visit smu.edu/DASS to begin the process. Once they are registered and approved, students then submit a DASS Accommodation Letter through the electronic portal, *DASS Link*, and then communicate directly with each of their instructors to make appropriate arrangements. Please note that accommodations are not retroactive, but rather require advance notice in order to implement.

Sexual Harassment

All forms of sexual harassment, including sexual assault, dating violence, domestic violence and stalking, are violations of SMU's Title IX Sexual Harassment Policy and may also violate Texas law. Students who wish to file a complaint or to receive more information about the grievance process may contact SMU's Title IX Coordinator, at accessequity@smu.edu or 214-768-3601. Please note that faculty and staff are mandatory reporters.

If students notify faculty or staff of sexual harassment, they must report it to the Title IX Coordinator. For more information about sexual harassment, including resources available to assist students, please visit smu.edu/sexualmisconduct.

Pregnant and Parenting Students

Under Title IX, students who are pregnant or parenting may request academic adjustments by contacting the Office of Student Advocacy and Support by calling 214-768-4564. Students seeking assistance must schedule an appointment with their professors as early as possible, present a letter from the Office of the Dean of Students, and make appropriate arrangements. Please note that academic adjustments are not retroactive and, when feasible, require advance notice to implement.

Campus Carry Law

In accordance with Texas Senate Bill 11, also known as the 'campus carry' law, and following consultation with entire University community, SMU chooses to remain a weapons-free campus. Specifically, SMU prohibits possession of weapons (either openly or in a concealed manner) on campus. For more information, please see: smu.edu/campuscarrylaw.