

Department of History
Graduate Student Handbook

2018-19

University of Oregon
Eugene, Oregon

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Overview

Welcome to the UO History Department. This handbook provides detailed information regarding the history graduate program requirements, GEs (Graduate Employees), funding opportunities, deadlines, and other useful information. We encourage you to become familiar with the contents of this handbook, which will answer many of the questions you may have about the process of graduate study. If you have additional questions or problems, do not hesitate to contact the Director of Graduate Studies or the Graduate Coordinator. We're here to help you.

1. Departmental Information

DEPARTMENT LOCATION. The department's main office is located in 275 McKenzie Hall.

DEPARTMENT OFFICE HOURS. The department office is open from 8:00 a.m. until 12:00 p.m. and from 1:00 p.m. to 5:00 p.m., Monday through Friday.

DEPARTMENT STAFF:

Lauren Pinchin, Department Manager	phone 346-4806
Nick Mahlum, Academic and Travel Coordinator	phone 346-5901
Lauren Hedge, Accounting and Communications Coord.	phone 346-5902

DEPARTMENT WEBSITE. The department website (containing faculty and staff contact information, course listings, and other useful information) is at:
<http://history.uoregon.edu/>

EMAIL ACCOUNTS. All email accounts are obtained through the Computing Center, located in the south lobby, near Chiles Hall. To get an account you must be registered for classes. Stop by the Computing Center or phone them at 346-4412. The web site is:
<http://cc.uoregon.edu/>

INTERNATIONAL STUDENTS. International Students should check with the Office of International Affairs to ensure compliance with visa and registration requirements.

KEYS. Graduate students are issued keys to their offices and the mail room. Lauren Hedge will complete a key card and place it in your orientation packet. You must take the key card to the Key Office, located in the Erb Memorial Union. There is a \$10 deposit for the key, refundable when it is returned to the Key Office.

LIBRARIES. The University of Oregon library system includes several different libraries, including separate Law, Science, and Art/Architecture libraries. The place for history graduate students to begin is with **Knight Library**, which contains general book and periodical collections, maps, microforms, government documents, a Media Services

center, and the UO Special Collections & University Archives. If Knight Library and the other campus libraries don't have the book you need, you may order it on-line through Summit (a regional consortium of libraries) or through Interlibrary Loan. The on-line catalog also offers databases for on-line access to journal articles and to the *Chicago Manual of Style* and the *Oxford English Dictionary*, among other reference tools. Knight Library offers regular tours, computer instruction sessions, and courses for credit. The library website is:

<http://libweb.uoregon.edu/>

LTD BUS. Ride the bus for FREE with your UO ID card! The EmX, the rapid transit system for the Eugene/Springfield area, stops right outside McKenzie Hall, at Dads' Gate Station. Bus lines connect neighborhoods to the main station downtown, where you can catch the EMX. Some bus lines drop you off right at the front door of campus on Kincaid Street. For schedules, see <https://www.ltd.org/>

MAIL BOXES. Each graduate student will be assigned a mail box. Each fall term the mail boxes are reassigned. Graduate students receive important information in their mail boxes and via email, so it is important to check each of these regularly.

MAIL SERVICES:

- a) Campus Mail. Pickup and delivery is twice a day (morning and afternoon), Monday through Friday.
- b) Shuttle Mail. Shuttle mail is available between the UO, Oregon State University, Portland State University, and Salem (government) offices. The envelope needs a complete address, including zip code, and it must be marked SHUTTLE. Put the mail in the outgoing campus mail basket located in the mail room.
- c) US Mail. US mail is delivered and picked up once a day. There is a US mail box right in front of McKenzie Hall, as well.
- d) Mail Delivery. All mail will be put in your mail box.
- e) Department US Mail Address: Our address is Department of History, 1288 University of Oregon, Eugene, OR 97403-1288. Our street address is 1101 Kincaid St.

OFFICE EQUIPMENT:

- a) Copy Machine. The main office has a copy machine. These copies are to be used for copying research materials or GE class materials so long as the projects are not abnormally large. Large copy jobs are sent to the Campus Copy Shop to be charged to the department. (See Nick Mahlum for details.)

- b) Computer/Printer. PC computers, a Mac, and a printer are available for your use in the graduate lounge. You can access these computers with your UO username and password.
- c) Fax Machine. The department fax machine is available for university business only. The department fax number is 541-346-4895. Fax service for personal use (both sending and receiving) is available at the University of Oregon Bookstore and the EMU Ticket Office (sending only). (Note: In lieu of a fax, you can scan a document on the copy machine and then email it as an attachment.)

OFFICES. Each graduate student has an office in McKenzie Hall, many of which are shared. Offices may be reassigned at the beginning of each year. There is also a designated area in the History Department offices for private conversations with students about sensitive issues, should the need arise. (See Nick Mahlum for details.)

PARKING PERMITS.

a) Vehicle Registration. Parking rules and regulations can be found at <https://parking.uoregon.edu>. Applications for parking permits must be submitted to the Department of Parking and Transportation (DPPT). Fill out a student permit application (<https://parking.uoregon.edu/content/student-permits>) before visiting the office to save time. (If you are the instructor of record, you are eligible for a faculty/staff permit.) Parking at the UO is limited. All vehicles using the UO parking lots must purchase a parking permit. A limited number of metered parking spaces are also available; refer to the parking atlas at https://map.uoregon.edu/?cl=parking_color.

b) Bicycles. The University of Oregon is partnered with Project529 for bicycle registration. The mobile-based bicycle registration system is fast, easy, and free, and can assist in recovering a stolen bicycle. Registration is required for all bicycles parked on the University of Oregon campus. Register your bike with the UO Department of Parking and Transportation (DPPT) (<https://parking.uoregon.edu/content/bike-registration>). Bike registration cards and decals can be picked up at the DPPT and at the Outdoor Program Bicycle Barn. Bike and park near the front door of any building for FREE. You may rent a bike locker or space in a bike cage.

Contact the UO Bike Program to rent a bike for the term or day or to learn how to fix your own bike. You can also rent a bike through the bicycle-sharing program sponsored by Peace Health. See <https://www.peacehealthrides.com/> for details.

PHONES. The University of Oregon uses an audix system for voice mail. GEs do not have phones in their offices, but phones are available for use in 275 McKenzie Hall. Campus calls require only a 5-digit number beginning with 6. For local off-campus calls dial 9 + the 7-digit number. International calls for university business require an authorization code. These are issued to faculty and staff through the Telecom Office. Personal long distance calls can be made by dialing 9 + 0 + 10-digit number, waiting for a second dial tone, and dialing with your own calling card number.

2. History Departmental Requirements and Policies

All graduate students in the University of Oregon History Department are expected to satisfy two overlapping sets of requirements, one set by the UO Graduate School and one set by the department. Most of the Graduate School policies are incorporated into this section, for ease of use. Important information on the following topics may be found in Section 3: Graduate School Requirements and Policies:

- Changing Degree Programs (including moving from MA to PhD)
- Dissertation Committee composition and qualifications
- Leaves of absence and returns (reinstatement)
- Petitioning for a waiver of Graduate School academic policies
- Research Policies (compliance and ethics policies)
- Special Programs
- Transfer Credit

More on Graduate School requirements can be found on the Graduate School website at: <http://gradschool.uoregon.edu/policies-procedures>. Policies on the Graduate School website supersede any policies stated in this handbook, so it is advisable to stay up to date on any changes announced on that website.

It must be emphasized that some regulations, if violated, carry strict penalties. Graduate students are responsible for knowing and understanding the requirements of both the graduate school and the history department.

HISTORY GRADUATE PROGRAM ADMINISTRATION. Requirements for M.A. and Ph.D. degrees in History are set by the Department of History faculty and overseen by:

- The Director of Graduate Studies.
- The Graduate Committee, which is chaired by the Director of Graduate Studies and consists of three additional history faculty members. Committee members serve one-year terms; they are appointed by the History Department Head.
- The Graduate Coordinator.

HISTORY GRADUATE ADMISSIONS is overseen by the Graduate Committee. The department admits students in three classifications: BA-PhD, MA, and PhD. Most students holding only a BA are admitted into the MA program. Only a very limited number of students are admitted into the BA-PhD track. Students who have successfully completed our MA program (or are on-track to do so) are welcome to apply to the PhD program, with no additional fee.

FACULTY ADVISORS. Upon entering the graduate program, each student will be assigned a provisional advisor. By the end of the second quarter a faculty member in the student's major field should be selected as a permanent advisor, in consultation with that faculty member. This may or may not be the same as the provisional advisor. Any changes must be reported by the student to the Graduate Coordinator. Students should make a point of meeting with their faculty advisors at least once per term to keep them apprised of their progress.

General Requirements

CONTINUOUS ENROLLMENT. Unless On-leave or In-Absentia status has been approved, graduate students enrolled in an advanced degree or graduate certificate program are required to be continuously enrolled, excluding summer session, until all requirements have been completed.

To remain in compliance with the Continuous Enrollment Policy, graduate students must be registered for a minimum of 3 graduate credits each term. This includes students who are only taking comprehensive examinations or final examinations, or presenting terminal projects. Also, students who are not in residence while writing a thesis, two-paper project, or dissertation, but are using faculty assistance, university services, or facilities such as sending chapters to an adviser by mail or email for criticism, must register for a minimum of 3 graduate credits per term. Registration may be for Thesis, Dissertation, or Research credits.

A graduate student who fails to maintain continuous enrollment or obtain on-leave status is required to file a Permission to Re-Register form and Petition for Reinstatement (use the General Petition form). For more information, see “Leaves of Absence and Returns” under Section 3: Graduate School Policies.

LANGUAGE REQUIREMENT. MA and PhD students must meet the minimum standard in at least one foreign language. Your advisor must approve the choice of language. MA students whose theses or research papers require work in foreign language sources are strongly urged to complete this requirement by the end of the first year of study. PhD students must pass the language requirement before advancing to candidacy, unless a temporary waiver is approved by the Director of Graduate Studies in consultation with the student’s advisor. PhD students who passed a language exam for their MA at another institution need not repeat the language exam, upon presentation and acceptance of evidence.

Advisors may set higher standards and/or include additional languages in which students must demonstrate competence. These standards and languages should be established at the time a faculty member accepts a graduate student, and it should be written on the Plan of Study form submitted by the student at the end of the first quarter in the program (see Plan of Study, below). If a student changes advisors, the new advisor may require additional languages and will note the requirement on the Plan of Study.

The History Department offers its graduate students individualized foreign language exams, which require the student to translate a passage from a historical text in her or his field of study or approved language. The exam is timed (90 minutes), and one foreign-language dictionary is allowed. The examination will be offered **once** each quarter (except summer quarter, when it is not offered), normally during the fourth or fifth week of the

term. Language exam sign-up and test dates are announced by the Graduate Coordinator by the third or fourth week of the quarter. Students are notified of the results in writing generally within one week after the exam has been taken.

Students whose native language is not English may use their native language to fulfill a language requirement, with the approval of their advisor. In order to meet Graduate School requirements it is necessary for the student to complete a Language Requirements: Native Language Other than English form, signed by the advisor. The form is available on the History Department website at:

<http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/langreq.pdf>

PROGRESS REVIEW. With the assistance of the Graduate Coordinator, the Director of Graduate Studies reviews each student's progress once per year and provides written Progress Reports to students and their advisors. The reports are designed to help keep the students on-track and inform the advisor of any potential problems. (See Academic Disqualification Procedure, below.)

Each continuing student should prepare a written report for his or her advisor at the end of each summer to apprise the advisor of progress in researching and writing the thesis, two paper option, or dissertation, as applicable. This report will help the student assess his or her own progress and assist with the advisor's progress report.

APPLICATION FOR A DEGREE. The application for a degree must be filed online in GradWeb: <https://gradweb.uoregon.edu>

The application must be filed no later than the **2nd week** of classes of the term the degree is to be awarded. All grade changes, removal of incompletes, and transfer work necessary to complete degree requirements must be filed with the Graduate School the **term prior to the term of graduation**. Corrections to an academic record can be made **only during the thirty days** following the granting of a degree. The deadline for degree completion is available on the Graduate School website at: <http://gradschool.uoregon.edu/deadlines>

WAIVERS OF DEPARTMENT REQUIREMENTS. Students must petition to waive any department requirements, in consultation with the advisor. After discussing the proposed waiver with the faculty advisor, the student will need to put the waiver request in writing to the Director of Graduate Studies. The director may either rule on the waiver or forward it to the Graduate Committee for a decision. The student will be notified of the decision in writing.

Grade Policies

GRADES. Graduate students (both at the MA and Doctoral level) must maintain at least a **3.0 grade point average (GPA)** in graduate courses taken in the degree program. Generally speaking, grades of C+ or lower are signals of unsatisfactory progress at the graduate level. Grades of D+ or lower are not accepted for graduate credit but are

computed in the GPA. Similarly, the grade of N (no pass) is not accepted for graduate credit. **A grade of pass (P) must be equal to or better than a B-**.

A GPA below 3.00 at any time during a graduate student's studies or the accumulation of more than 5 credits of N or F grades—regardless of the GPA—is considered unsatisfactory. The Dean of the Graduate School, after consultation with the student's home department, may drop the student from the Graduate School, thus terminating the student's degree program.

INCOMPLETES. Graduate School policy requires that graduate students must convert a graduate course grade of Incomplete ("I") into a passing grade within one calendar year of the term the course was taken. (NOTE: An incomplete should be converted to a passing grade by the beginning of the following term to comply with the minimum credit hours for holding a GE position, with the exception of incompletes assigned for Hist 503, 601, 603, or 609.)

After one year, the student must petition the Graduate School for the removal of an incomplete. See

https://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/petitionIncompleteGS650_Redacted.pdf

To be eligible for Graduate School approval on a Petition to Remove an Incomplete, all of the following criteria must be met:

- (1) The "I" must be no more than seven (7) years old.
- (2) The student must have the approval of the instructor to complete the outstanding course requirements.
- (3) Because the removal of an incomplete requires faculty time and university resources, the student must be enrolled for at least three (3) graduate credits within one calendar year prior to or including the term in which the incomplete is removed. The student may enroll in a new course and work on removal of the incomplete. If the student does not choose to enroll in a new course, then the student will not be permitted to remove the incomplete. The student may also enroll again in the course which was not completed. This means, however, that the original registration will permanently show as incomplete.
- (4) The student must not have completed a terminal advanced degree since the term of enrollment in the course. Incompletes that remain on the academic record after a degree has been awarded may not be removed. All coursework documented on the transcript at the time of the awarding of a degree stands as a permanent record, and it is not permissible to revise that record.

An incomplete, "I," assigned to Thesis (503), Research (601), Dissertation (603), or Terminal Project (609) does not require a petition. Thesis and Dissertation credits are automatically converted upon awarding of the degree when the thesis or dissertation is completed and approved by the Graduate School. Research and Terminal Project credits

are converted after the instructor submits a Supplementary Grade Report to the Office of the Registrar.

Note: This policy applies to the level of the course, not to the level of the student. A graduate student in an undergraduate level course will follow policies in effect for undergraduate students.

ACADEMIC DISQUALIFICATION PROCEDURE. Every graduate student is expected to make satisfactory progress toward the degree. Unsatisfactory progress (or failure to make satisfactory progress) is usually signaled by warning signs that include the accumulation of an excessive number of W's or I's, more than one grade of C+ or lower, failure to keep in contact with a faculty advisor or register for classes, negative evaluations of a student's classroom performance submitted by history department faculty, and/or failure to complete degree requirements in a timely fashion.

If the student's performance is judged "unsatisfactory," the student will receive a written report to that effect from the Director of Graduate Studies. The student must then meet with his or her faculty advisor within two weeks of the date of this report to produce a written plan for immediate improvement. This plan must include specific deadlines, must be signed by both the student and the advisor, and shall be placed in the student's academic file. If an MA student's progress is judged "unsatisfactory" for two quarters in a row, the Director of Graduate Studies may recommend to the Department Head that the student be disqualified from the history graduate program. If a PhD student's progress is judged "unsatisfactory" for two years in a row, the Director of Graduate Studies may recommend to the Department Head that the student be disqualified from the history graduate program. Recommendations for disqualification will be based on academic performance; in making such recommendations, the Director of Graduate Studies will take into account special hardships, such as extended illness, as necessary. Recommendations for disqualification will be made in writing, with copies sent to the student, the student's faculty advisor, and the Department Head.

Students who wish to appeal a recommendation for disqualification will have three weeks from the date of receipt of the disqualification recommendation to submit relevant materials to the History Department Advisory Committee. After consulting with the student, the faculty advisor, and the Director of Graduate Studies, the Advisory Committee will consider the appeal and make a recommendation to the Department Head. The Department Head will either affirm or overturn the recommendation. The Head's action will be reported in writing to the student, the student's faculty advisor, the Advisory Committee, and the Dean of the Graduate School.

History Master's Program

CREDIT REQUIREMENTS. The Graduate School requires a minimum of 45 graduate credit hours. At least 30 graduate credit hours must be taken in History, and 24 of the 30 hours must be graded. Graduate credit hours are those at the 500- or 600-level.

Additional credit requirements include:

1. at least 3 credit hours each quarter (except summer quarter), including the quarter when the thesis/paper defense is held,
2. at least 30 graduate credit hours (24 or them graded) taken **in residence** over at least two quarters,
3. a minimum of 9 credits at the 600-level, taken in residence,
4. at least 9 thesis hours (P/N) for the thesis option, and
5. a maximum of 15 graduate credits accepted in transfer credits.

Courses taken to acquire language skills may be taken at the undergraduate level but do not count as graduate credit hours. However, those language courses may count toward the minimum 9 hours of credit required for full-time enrollment in residence in a given term.

REQUIRED COURSES. During the first year, the MA student must take:

- A three-course sequence:
 - HIST 612, Historical Methods, taken in fall term (5 credits, graded)
 - HIST 615, Professional Development (1 credit, P/NP), taken in winter term, often in conjunction with Field Readings (see below)
 - HIST 616, History Conference (1 credit, P/NP), taken in spring term
- Field readings (1 course). The field readings requirement, ideally to be completed within the first two quarters of the first year, may be fulfilled in one of three ways:
 - HIST 611 Field Readings, with advisor
 - An appropriate 500-level course with advisor
 - HIST 608 Colloquium, if in field and equivalent to Field Readings
- Research Seminar (HIST 607 or 507)

MA students must also take:

- A second research or writing seminar (HIST 607 or 507)
- 2 colloquia (readings courses) (HIST 608 or HIST 508)
- Language exam.

Additionally, MA students pursuing the thesis option must take 9 hours of thesis credit (HIST 503) and should expect to spend the summer of their first year engaged in research for the MA thesis.

FIELD REQUIREMENT. Students must declare a major focus of study, in consultation with their advisor(s). The focus of study can be defined in numerous ways, such as an area of the world (e.g. Japan), an area and temporal period (e.g. Colonial Mexico), or historical theme (e.g. environmental).

PLAN OF STUDY REQUIREMENT. By the end of their first quarter, MA students must file a Plan of Study, signed by their advisor, in which they must state their major focus of study, list all anticipated coursework, and specify their language requirement(s). This Plan of Study may be modified later by written agreement of both the student and the advisor. The Plan of Study will be reviewed and approved by the Director of Graduate Studies and placed in the student's academic file. The Plan of Study form is available on the History Department website at:

<http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/ma1.pdf>

WRITING REQUIREMENTS. There are two options for satisfying the major writing requirement for the M.A., chosen in consultation with the faculty advisor.

Option 1: Thesis Option

The student completes a Master's thesis in his or her major field of study and passes an oral defense of the thesis before a committee of three faculty members. A thesis is a substantial paper, usually five chapters long plus a formal bibliography, presenting independent research that makes an original contribution to the current body of knowledge in a historical field. The chair of this committee shall be the faculty advisor; of the other two members, at least one must be a member of the Department of History. Members of the committee are chosen in consultation between the advisor and the student. Students must register for at least 9 credit hours of HIST 503, Thesis. **Students must be enrolled for a minimum of 3 credits of 503 Thesis in the term of completion.** Only students pursuing the thesis option may register for 503 Thesis credits. Copies of the thesis (and thesis abstract) must be in the hands of the thesis committee at least **two weeks** (10 business days) before the oral defense and must meet Graduate School requirements (see below).

When the date and time of the oral defense has been determined, the student needs to notify the Graduate Coordinator so the information can be made public. He or she also needs to reserve a room for the defense through the Graduate Coordinator. Deadlines for the defense of the thesis in each term are established by the Graduate School.

After the oral defense, the chair of the committee shall write a memorandum to the Director of Graduate Studies stating that the student has successfully defended the thesis.

Before beginning the thesis, the student should complete the following procedures.

1. Review the Checklist for Writers of Master's Thesis at:
<http://gradschool.uoregon.edu/policies-procedures/masters/thesis-terminal-project>
2. Review the Required Clearance for Master's Thesis Project at:
<http://gradschool.uoregon.edu/policies-procedures/masters/research-clearance-form>

3. Obtain a current copy of the *University of Oregon Style and Policy Manual for Theses and Dissertations* at: <http://gradschool.uoregon.edu/thesis-dissertation/>.

Only theses meeting the standards of style and form discussed in this manual are accepted. Please see the Guidelines for Manuscript Review of Theses and Dissertations <http://gradschool.uoregon.edu/thesis-dissertation/expectations-problems>.

Before completing the thesis, the student should:

- Prepare an abstract, which is a required page of the final pdf copy.
- Contact the thesis editor, who will review the document for adherence to the Guidelines for Manuscript Review of Theses and Dissertations. Contact the thesis editor at: <http://gradschool.uoregon.edu/thesis-dissertation/editor-info>

Once the thesis is completed, the student must:

- Obtain an original signature of the adviser on the Thesis/Dissertation Submission Form.
- Follow instructions for online submission of the thesis to the Graduate School. See: [Instructions for Uploading Theses and Dissertations \(ETD\)](#) After it has been submitted to the Graduate School, the editor will review the thesis for acceptable format. A list of required format corrections will be sent to the student. The student must submit the corrected pages one week after receipt of the list: Only requested pages will be accepted. The degree cannot be awarded until the thesis corrections have been approved.

Option 2: Research Papers

The student completes two substantial research papers and passes an oral defense of these papers before a committee of three faculty members. The chair of this committee shall be the faculty advisor; of the other two members at least one must be a member of the Department of History. Members of the committee are chosen in consultation between the advisor and the student. For the purposes of this option, a research paper is defined as a paper of 25 pages or more, based on primary-source research. These papers may be written in a graduate seminar or written specifically for this purpose while enrolled in HIST 601, Research, with the faculty advisor.

► **Important:** When students are doing research papers in lieu of a thesis, they should sign up for HIST 601, Research, not HIST 503, Thesis. **The History Department does not require a minimum number of HIST 601 credit hours.** If the student signs up for HIST 503 and later decides to do research papers instead, she or he must petition the Registrar's Office to have the earned HIST 503 credits applied as HIST 601 credits. The Registrar's Office has petition forms, which require a brief explanation by the student, as well as the signature of the advisor and a departmental stamp. To accompany the petition

to the Registrar's Office, the student's advisor will need to submit a statement on departmental letterhead supporting the change. The Graduate Coordinator should be copied on correspondence regarding the change of credit and will document the student's file as the process develops.

When the date and time of the oral defense has been determined the student needs to notify the Graduate Coordinator so the information can be made public.

Students who are completing two research papers must hold their final oral defense by the eighth week of the term in which they intend to graduate. After the oral defense, the chair of the committee shall write a memorandum to the Director of Graduate Studies stating that the student has successfully defended the two research papers.

No more than two weeks following the defense, final copies of both research papers must be turned in to the History Department Graduate Coordinator. No copies should be turned in to the Graduate School.

STATEMENT OF COMPLETION. The Graduate Coordinator and the Director of Graduate Studies will review the student's academic file to determine if the student is eligible to graduate. If there are any discrepancies, the Director of Graduate Studies will contact the student to discuss them. If all department requirements have been met, a Statement of Completion form will be sent to the Graduate School. After the oral defense is approved by the advisor, the Graduate Coordinator will download the form from GradWeb, obtain departmental signatures, and submit the form electronically to GradWeb.

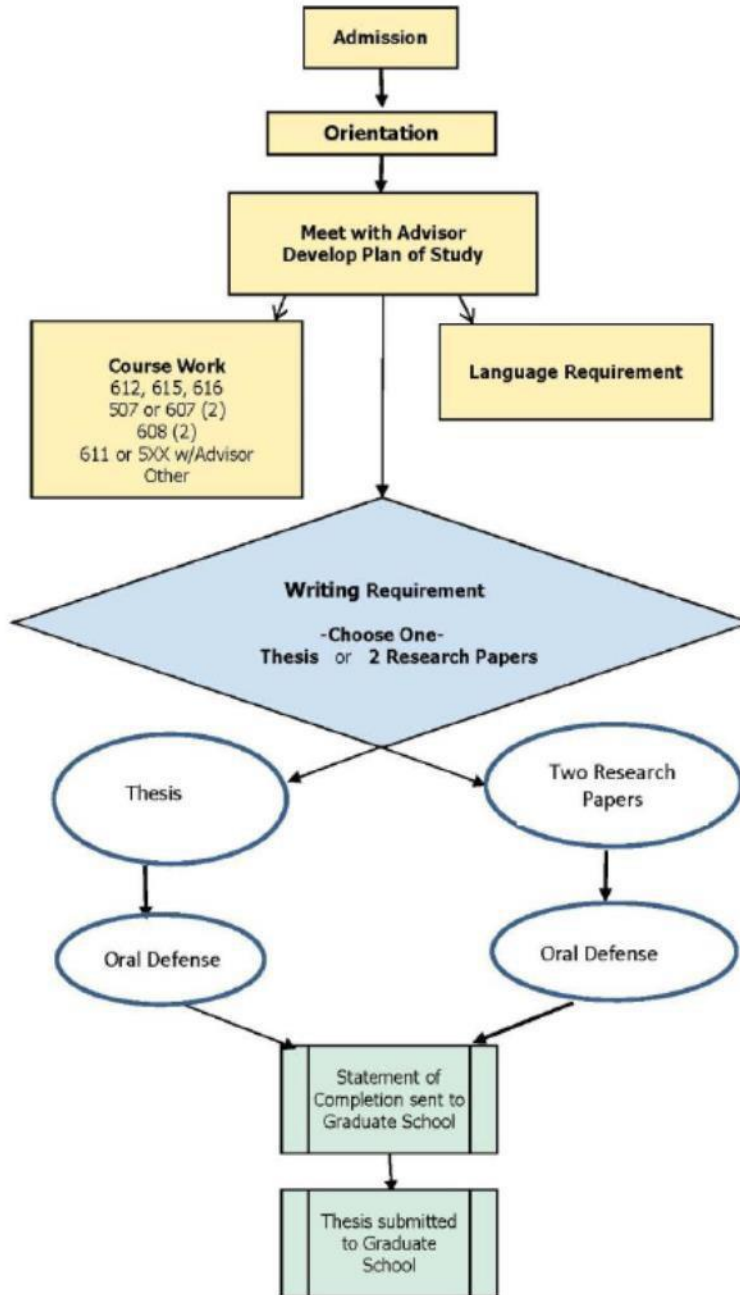
If the student is writing a thesis, the Statement of Completion form indicates that fact. Upon approval of the thesis by the Graduate School, the Graduate School will approve the Statement of Completion and contact the Registrar. The Registrar later awards the degree after the term is over and at the same time changes any HIST 503, Thesis, credit hours from Incomplete to Pass.

If the student is completing a degree with two research papers, the Statement of Completion will read "cleared for degree by History Department pending passing research papers oral defense." The Graduate Coordinator will notify the Graduate School in writing when the oral defense has been approved by the student's committee.

TIME LIMIT TO DEGREE. The Graduate School requires MA students to complete all degree requirements for the master's degree within seven years, including transferred credits, MA language requirement, thesis, and all examinations.

M.A. Degree Flowchart

(since Fall 2008)



History Doctoral Program

DOCTORAL TRACKS. The History Department admits two categories of doctoral students. Most have already earned an MA. They are expected to complete all department and university requirements specified for doctoral students. However, PhD students who completed their MA at the University of Oregon within the last five years need not repeat the HIST 612-615-616 sequence, nor HIST 611, HIST 507/607, and HIST 608.

A smaller number are admitted with only a bachelor's degree and pursue a PhD on the BA-PhD track. They complete MA requirements during their first two years of study and then immediately begin their doctoral studies. BA-PhD students may begin work on their doctoral requirements (such as their minor field) while still working on their MA if they choose to do so, pending approval from their advisor. Nonetheless, they are still expected to complete the two research papers or master's thesis in the first two years.

Since these BA-PhD students are required to take the History 612-615-616 sequence as part of their MA requirements, they are exempted from those courses when they move on to their doctoral requirements, as well as HIST 611, HIST 507/607, and HIST 608, except to the extent that they may wish to take additional research seminars or reading colloquia to prepare for their comprehensive exams or research and write their dissertations.

CREDIT REQUIREMENTS. Instead of a minimum total number of credit hours, the Graduate School enforces several enrollment requirements:

1. continuous enrollment with at least 3 credits per quarter until all program requirements are completed (except leaves of absence formally approved by the Department and Graduate School),
2. three years of accredited full-time graduate work (9 credit hours per quarter for a total of 81 credit hours) beyond the baccalaureate degree,
3. at least three consecutive quarters of full-time study in residence (with at least 9 graduate credit hours per quarter), normally in the first year of the program,
4. a minimum of 18 dissertation credit hours (HIST 603), and
5. at least 3 dissertation credit hours (HIST 603) in the two quarters immediately before and during the dissertation defense and graduation.

Note that PhD students who have advanced to candidacy and do not have a GE position (which provides a tuition waiver) are required to register for only 3 dissertation credit hours per term to be considered a full-time student and eligible for financial aid.

REQUIRED COURSES. During the first year, PhD graduate students will normally take the three-course sequence:

- HIST 612, Historical Methods, taken in fall term (5 credits, graded)
- HIST 615, Professional Development (1 credit, P/NP), taken in the winter term, usually in conjunction with Field Readings (see below)
- HIST 616, History Conference (1 credit, P/NP), taken in spring term
- Field readings (1 course). The field readings requirement, ideally to be completed within the first two quarters of the first year, may be fulfilled in one of three ways:

- HIST 611 Field Readings, with advisor
- An appropriate 500-level course with advisor
- HIST 608 Colloquium, if in field and equivalent to Field Readings

In addition, PhD students must take:

- One research seminar (HIST 607 or 507)
- Two reading colloquia (HIST 608 or 508)
- One additional history course at the 500- or 600-level
- Two courses in a minor field (see below)
- Two courses outside the student's primary geographic area. Courses that are framed globally, with most readings focused on areas outside the student's primary area of study, may count for that requirement with permission from the Director of Graduate Studies. These courses may be taken in other departments than History but must be historical in content, taken in consultation with the advisor and the Director of Graduate Studies.

Some courses may be double-counted to meet two or more course requirements.

Exceptions: Doctoral students who have earned their MA in history at the University of Oregon within the last five years or are on the BA-PhD track need not repeat the HIST 612, 615, and 616 sequence; they will have also already met the HIST 607/507, 608, and 611 requirements, as well as their minimum language requirement. Research and writing seminars and reading colloquia, nonetheless, may be useful for preparing for comprehensive exams and for keeping on track in researching and writing the dissertation.

Under special circumstances, doctoral students who earned their MA degrees elsewhere may be exempted from one or more of the required courses in the 612-615-616 sequence, if they completed graduate classes that the Graduate Committee determines to be substantially equivalent to those courses. Students who believe they meet the criteria for exemption should consult their advisor and then contact the Director of Graduate Studies, bringing in a syllabus from the equivalent courses they have completed.

FIELD REQUIREMENTS. PhD students must declare:

- A major research field: a specific, narrowly-defined field (typically the area of one's dissertation, as conventionally understood),
- A major teaching field: a general, more broadly-defined field that encompasses the research field but is more extensive (typically a teaching field as conventionally understood in the profession), and
- A minor thematic, methodological, or comparative field (typically the theme, method, or comparison to be advanced in the dissertation). The minor field may be from a department outside the History Department (see below).

For example, a student writing on artisans in modern France might take a major research field in modern France, a major teaching field in Modern Europe, and a minor thematic field in labor history. A student writing on gender in early modern China might undertake a major research field in early modern China, a teaching field in East Asia, and a minor

comparative field in Japan (or perhaps a thematic field in gender history). Or a student writing on the history of the Lakotas may declare a major research field in Native America, a major teaching field in United States history, and a methodological field in anthropology (or perhaps a comparative field in South African settler colonialism). The possibilities are myriad but should be devised in consultation with the student's advisor.

MINOR FIELD REQUIREMENT. Students satisfy the minor field requirement by completing two courses at the 500- or 600-level that are in a thematic or methodological field or in a comparative field that is geographically and/or temporally distinct from the major field. Courses taught in departments other than History may count toward the minor field with the approval of the advisor and the Director of Graduate Studies. Questions in the minor field are part of the Comprehensive Exam.

PLAN OF STUDY REQUIREMENT. By the end of their first quarter, students are required to file a Plan of Study, signed by the advisor, in which they must state their major and minor fields, list all anticipated coursework, and specify their language requirement(s). This Plan of Study may be modified later by written agreement of both student and advisor. The Plan of Study (and any subsequent modifications) will be reviewed and approved by the Director of Graduate Studies and then filed in the student's academic file. The Plan of Study form is available on the History Department GradWeb at: <http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/phd.pdf>

ORAL COMPREHENSIVE EXAMINATION. Students demonstrate their mastery of their major, minor, and teaching fields in an oral examination conducted by a faculty committee. Students may, but are not required, to register for HIST 618 to prepare for their comprehensive examinations with the appropriate faculty. The committee consists of three faculty members appropriate to the student's major, minor, and teaching fields; it is chaired by the faculty advisor and constituted by the student in consultation with the advisor. This committee need not be identical to the student's dissertation committee, and the person overseeing the minor field may be from another department or program. Students should schedule these examinations in consultation with advisors, committee members, and the History office. Students normally have two opportunities to pass the oral exam. After the exam, the advisor will write a memo to the Director of Graduate Studies stating whether or not the student passed the exam.

ADVANCING TO CANDIDACY. Upon passing the Oral Comprehensive Examination and completing the foreign language requirement and the minor field coursework, a doctoral student advances to candidacy. It is expected that students will advance to candidacy by the end of their second year in the PhD program. Within two weeks of passing the oral examination (or as soon as all requirements for candidacy are complete) the Graduate Coordinator, in conjunction with the student, will submit an on-line request for advancement through GradWeb to the Dean of the Graduate School recommending advancement to candidacy. GradWeb is available at: <http://gradweb.uoregon.edu/>

DISSERTATION COMMITTEE. Following advancement to candidacy, the candidate's department proposes the membership of the dissertation committee to the Dean of the Graduate School, who appoints the committee after approving it. The committee should be

proposed to the dean at least one (1) month after the comprehensive exams and in no case later than six (6) months before the date of the oral defense.

The dissertation committee should include three (3) regular instructional faculty members (assistant professor or higher) from the department and one (1) regular instructional faculty member (assistant professor or higher) from outside the department to represent the Graduate School. **For information on the composition and qualifications of the dissertation committee, consult “Doctoral Committees and Dissertations” under Section 3, Graduate School Policies.**

In the event that someone who is not a UO faculty member is approved to serve on a History dissertation committee, that person will serve as a fifth member and will not replace any of the other four members.

After securing approval of the committee’s composition from the student’s advisor and the Director of Graduate Studies, the student will inform the Graduate Coordinator in writing by completing the Nomination of Dissertation Committee Membership form available at: <http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/discom.pdf>

The committee may also be amended, by petition.

The Graduate Coordinator will submit the Dissertation Committee request online to the Graduate School for approval. Once the committee is approved, an email is sent to the Graduate Coordinator, who will forward it on to the various committee members and the student.

DISSERTATION PROSPECTUS. A doctoral student must prepare and submit a dissertation prospectus to his or her dissertation committee. Ideally, the prospectus should be approved (or returned for revisions) by the committee by the end of the term following the student’s completion of comprehensive exams. (Thus, a student finishing comps in the spring would have until the end of the next fall term.)

The dissertation prospects should be prepared in consultation with the advisor and should contain at least the following sections. Suggested length is 10-15 pages.

1. Statement of the topic and tentative argument of the dissertation
2. Explanation of the historical significance of the topic and how the dissertation will advance the field
3. Discussion of the current status of the topic in the secondary literature
4. Discussion of the sources and methods to be employed (with an annotated bibliography of primary sources that have been identified so far)
5. Tentative chapter outline of the dissertation
6. Tentative timetable for completion of the dissertation

The prospectus should be discussed at a meeting between the candidate and his or her committee members. Committee members should have the prospectus at least one week in advance of the meeting. If one member of the committee cannot attend, his or her signature indicating approval can be added separately, but in any case there should be at

least three committee members present at the prospectus discussion. It is permissible for a member of the committee to participate in the prospectus defense via teleconferencing.

Prior to the meeting, the Graduate Coordinator will give a copy of the Report of Dissertation Prospectus Meeting form to the chair of the committee. If the members of the committee agree that the prospectus is an intellectually sound and realistic plan for the dissertation, they should sign the form indicating approval. The committee chair will then give the signed form to the Graduate Coordinator. If the committee feels the prospectus needs revision, it should offer constructive suggestions and reconvene within one quarter of the first meeting to discuss a revised version. The Report of Dissertation Prospectus form is available at:

<http://history.uoregon.edu/wp-content/uploads/sites/8/2014/04/spectusrpt.pdf>

The dissertation prospectus, signed by the committee members, should be submitted to the Director of Graduate Studies and placed in the student's file.

The Director of Graduate Studies (in consultation with the Graduate Committee, if necessary) and the advisor must approve any delays in the deadlines stated above.

DISSERTATION DEFENSE. The Ph.D. dissertation must make an original scholarly contribution to the field, and it must be accepted by the dissertation committee following a formal, public defense on campus. The student must provide a copy of the final manuscript to the dissertation committee **at least three weeks (15 business days) before the formal defense.** Doctoral candidates must register for a minimum of 18 credit hours of HIST 603, Dissertation, *after* Advancing to Candidacy. The student also must register for a minimum of 3 credit hours in the quarter immediately prior to the defense and in the quarter in which the defense takes place.

To apply to defend your dissertation, you will need to do the following:

1. Submit electronically in GradWeb an Application for Advanced Degree, available at: <http://gradschool.uoregon.edu/policies-procedures/doctoral/defense>
2. Complete the online process for obtaining Confirmation of Agreement to Attend an Oral Defense at: <http://gradweb.uoregon.edu/>

By entering the Oral Defense module you are indicating your readiness to schedule an oral defense. You should, at this point, have obtained provisional agreement from your doctoral committee members that they will be available on the specified day and time you wish to hold your defense. Please be sure to allow yourself enough time for the online process of obtaining email confirmations from the faculty so that you can meet the deadline to inform the Graduate School three week prior to the defense date.

If one of the core members is unable to attend, you will have the option to choose a *Waiver of Attendance* as a part of the online process. Only one **core member** may waive attendance at the defense, never the chair nor the outside representative. The faculty member waiving attendance must agree to read the dissertation prior to the defense and submit any questions directly to the chair of your committee. There is a final letter which you must prepare for the faculty who waives attendance. For

details see:

<http://gradschool.uoregon.edu/policies-procedures/doctoral/waiver-of-attendance>

3. After you receive the email that advises you that all faculty have confirmed their attendance, contact the Graduate Coordinator to obtain the Application for Final Oral Defense for Doctoral Degree. This form requires the signature of the Department Head.

No less than three weeks before the date of the final oral defense, submit the following two items to the Graduate School, assembled as a package:

- An Application for Final Oral Defense for Doctoral Degree, signed by the head of the department.
 - Four copies of your final signed abstract on cotton bond paper, properly formatted. Please refer to the *Graduate School Style and Policy Manual for Theses and Dissertations* for a template of the abstract.
4. You must be registered for the minimum of three (3) hours of HIST 603, Dissertation during the term prior to and the term of your oral defense and graduation. You are required to graduate during the term of your defense.

Graduate Students are expected to meet the published deadlines for completion of a degree. See: Schedule of Deadlines for Completion of Degree Requirements at:

<https://gradschool.uoregon.edu/node/263>

If you choose to hold your oral defense after the established term deadline, but prior to the beginning of the subsequent term, you will be considered an applicant for graduation for the next term. Registration requirements for the final term will vary depending on when you are able to submit your final dissertation to the Graduate School. See <http://gradschool.uoregon.edu/final-term-registration> for details.

The time and place of the defense must be publicly announced. The dissertation committee must be present at the defense, although if a member of the committee is from another university, that person may participate via teleconference. The chair of the committee must certify in writing to the Graduate School within two weeks following the defense that the defense was held as scheduled.

DISSERTATION SUBMISSION. Within two weeks following the defense of the dissertation but before the dissertation is submitted in duplicate to the Graduate School, each member of the dissertation committee must confirm in writing either approval or disapproval of the final version. Approval requires a unanimous vote. In the event of a split vote, the Dean of the Graduate School determines the review procedure after consultation with the student, the department chair (or the school dean), and the committee.

Following final approval of the dissertation, two copies must be submitted to the Graduate School. Committee members should sign approval of the dissertation only if they have seen and approved what is substantially a final draft and if they are willing to delegate the overseeing of remaining minor revisions to the chair. If this is not the case, they should

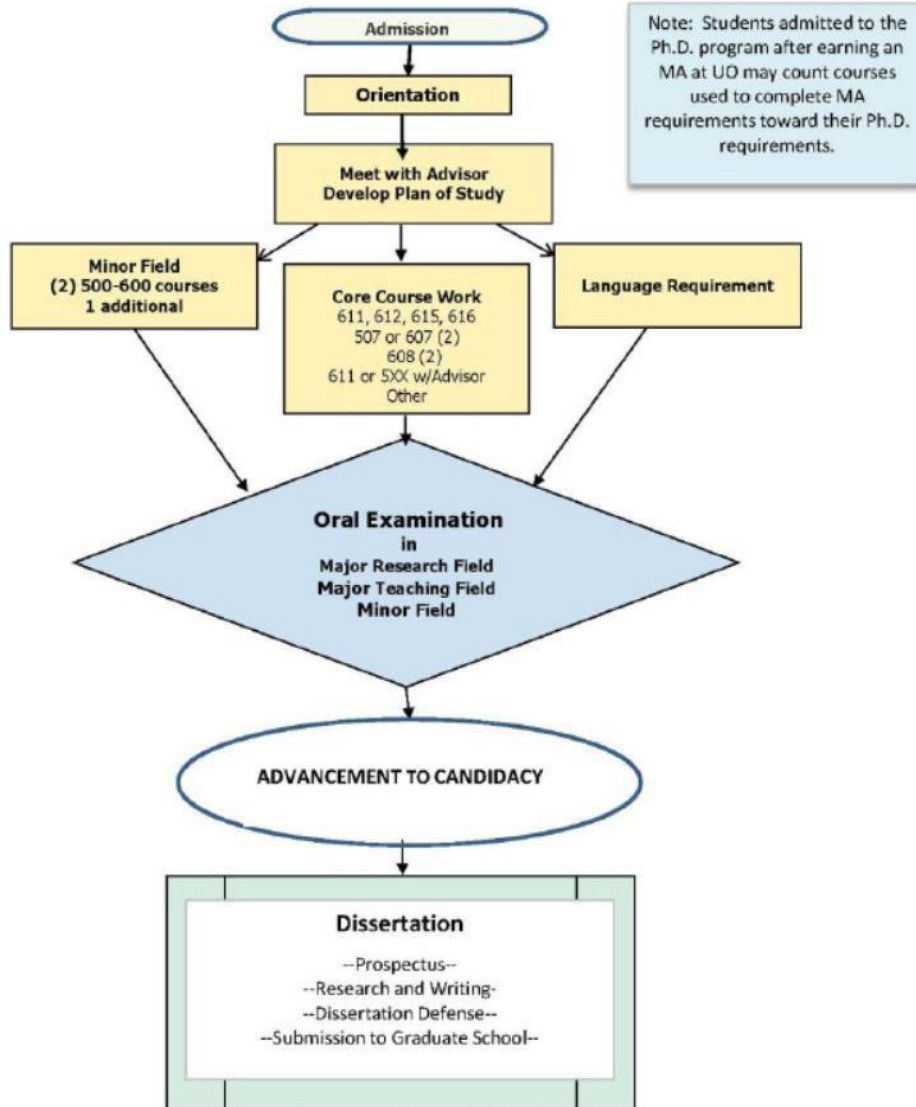
not sign the final oral form. If no signed approval form is received by the Graduate School within two weeks following the scheduled oral examination, another oral examination must be scheduled for defense of the dissertation. The dissertation must be in compliance with the *University of Oregon Thesis and Dissertation Style and Policy Manual*. See: <https://gradschool.uoregon.edu/policies-procedures/doctoral/dissertation>. The style manual contains samples of the abstract and a template for the title page, along with additional information on requirements of style, form, required weight of bond paper, duplication processes, and instruction for submitting it into their electronic software.

TIME LIMIT. Doctoral students (including those on the BA-PhD track) must complete all work for the PhD degree within seven years, including transferred credits, the required year of residency spent on the Eugene campus, coursework, the language requirement, the prospectus requirement, the dissertation, and all examinations. If a student is granted On-Leave/In Absentia status by the Graduate School, that does not extend the seven-year completion deadline. Generally, in the student's sixth year of study a letter is sent to the student reminding him/her that the seven-year time limit is approaching. Students needing a one-year extension must file a petition with the Graduate School after securing department approval. A petition for an extension of this period can be considered only if the student has already advanced to candidacy and has an approved dissertation proposal by the end of the seventh year, and the petition should include a Plan of Completion. The petition is available at:

<https://gradschool.uoregon.edu/sites/gradschool11.uoregon.edu/files/Petition%20Extension%20of%20Seven%20Year%20Deadline.pdf>

Ph.D. Degree Flowchart

(since Fall 2008)



3. Graduate School Requirements and Policies

GRADUATE SCHOOL LOCATION. The Graduate School is located in 170 Susan Campbell Hall. The office hours are 8:00-12:00 and 1:00-5:00 Monday through Friday. The phone number is (541) 346-5129. The Graduate School web site is <http://gradschool.uoregon.edu>.

PETITIONING FOR A WAIVER OF GRADUATE SCHOOL ACADEMIC POLICIES.

Graduate students may file a petition requesting a waiver of an academic policy or requirement. The student should use the [general petition form](#) found in the Graduate School website. (This form can be found by typing “petition” into the Graduate School’s search engine.) On the petition the student must state the exception being requested and a detailed explanation for why the student is seeking the exception. The petition must also have supporting statements from the student's adviser and head of department.

Once the petition has been reviewed by the student's academic department, the petition is then submitted to the Graduate School for review. The Graduate School reviews the exception being requested within the context of the educational purpose the regulation in question was developed to serve. Petitions are seldom granted if the only reason given is to save the student from inconvenience or expense.

Changing Degree Programs

CHANGING DEGREE PROGRAMS (OR MOVING FROM MA TO PHD). The Permission to Re-Register form is used to update the student's graduate classification and major if there has been a change. The form is available on the Graduate School website, at http://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/permission-to-re-reg_Redacted-2.pdf.

Who needs to petition?

- **Graduate students who are returning to a new graduate degree program after receiving a UO Masters or Doctoral degree.** In this case the university considers the student to be a returning graduate student. The Permission to Re-Register form acts as the graduate application for notification of acceptance into the new program. The student must comply with departmental application deadlines and requirements.
- **Graduate students who have been approved to pursue concurrent Master's or concurrent Master's/Doctoral programs.** The Permission to Re-Register form must be filed for the next term after receiving the first degree. This is to update the major and to permit continued enrollment.
- **Doctoral students who earn a Master's degree as part of their Doctoral program.** Students pursuing a doctoral degree who choose to earn a master's degree along the way must file the Permission to Re-Register form for the next term to continue in good standing in the doctoral program. This informs the Graduate School that the master's degree should not be considered as the terminal degree.

Note: Review of the Permission to Re-Register form may result in a change of residency status. More information is available from the residency officer in the Office of Admissions.

Doctoral Committees

Chair(s). The chair(s) of a committee must be able and willing to assume principal responsibility for advising the student. The chair(s) should have adequate time available for this work and should expect to be accessible to the student. In addition, the following requirements apply:

- She or he must be a member of the Graduate Faculty with authorization to chair.
- In the case of a member of the Graduate Faculty with a primary appointment in a department other than the student's degree-granting department, the department must have granted authorization for that faculty member to serve as a dissertation chair (or co-chair) in the student's degree-granting department.
- If co-chairs are appointed, both co-chairs share the responsibility for the student's progress.

Advisor(s). In those departments in which dissertation committees have both a chair and an advisor (or co-advisors), the same requirements apply to the advisors as for chairs (see above).

Core Members. At least one core member must be a member of the Graduate Faculty from the student's degree-granting department. The remaining member may be:

- From the Graduate Faculty in the student's degree-granting department
- From the Graduate Faculty in another UO department
- A faculty member from another college or university (see "Procedure for Appointment of Committee Members who are not on the UO Graduate Faculty")
- A qualified practicing professional or community member with demonstrated expertise related to the dissertation topic (see "Procedure for Appointment of Committee Members who are not on the UO Graduate Faculty")

Institutional Representative. The Institutional Representative serves in the role of impartial, "outside" committee member who ensures that all rules and standard practices governing committee procedures are followed. The Institutional Representative typically also offers substantive expertise related to the dissertation, although that is not required. The Institutional Representative must meet the following requirements:

- Must be a tenure-related member of the Graduate Faculty.
- Must be from a University of Oregon department other than the student's degree-granting department.

Note: For interdisciplinary degree programs (e.g., Comparative Literature and Environmental Sciences, Studies, and Policy), see “Interdisciplinary Degree Programs” below.

Additional Core Members (optional). Additional members may be appointed to the dissertation committee, at the discretion of the student’s degree-granting department. An additional member may be:

- A member of the Graduate Faculty from the student’s degree-granting department
- A member of the Graduate Faculty from another UO department
- A Non-Tenure-Track Faculty member who is not a member of the Graduate Faculty (Graduate School approval required—see below)
- A faculty member from another college or university (Graduate School approval required—see below)
- A qualified practicing professional or community member with demonstrated expertise related to the dissertation topic (Graduate School approval required—see below).

CRITERIA FOR DOCTORAL COMMITTEE MEMBERS. All members of the dissertation committee must be members of the Graduate Faculty. All tenured or tenure-track faculty members in academic departments are automatically appointed to the Graduate Faculty.

Committee Chairs:

- Tenured or tenure-track faculty members in departments that award doctoral degrees are automatically authorized to chair.
- A member of the Graduate Faculty from a department that does not award doctoral degrees must be nominated for authorization to chair by the department that wishes to appoint him or her as a chair or co-chair. Once a faculty member is nominated by a given department, the faculty member remains authorized to chair in that department indefinitely, or until the department asks to change his/her status. Use the [Dissertation Committee Service Nomination Form](#) for this nomination. (To find this form on the Graduate School website, type “nomination form” into its search engine.)
- Non-tenure track faculty members are not eligible to chair doctoral committees.

Non-Tenure-Track Faculty Criteria for Appointment to the Graduate Faculty:

Research-active non-tenure-track faculty members (NTTFs) may be approved as members of the Graduate Faculty for a five-year term, if they are nominated and approved by a graduate degree-granting academic department, the Dean of the school or college overseeing that department, and the Graduate School (see “Procedure for Appointment of NTTF to the Graduate Faculty below). At a minimum, the faculty member must hold a Ph.D., an equivalent doctoral degree, or the terminal graduate degree in his/her field (e.g., MFA, M.Arch., MBA, JD, MD).

Procedure for Appointment of NTTF to the Graduate Faculty:

The nomination of eligible Non-Tenure Track Faculty (NTTF) to become members of the graduate faculty (on a five-year cycle) begins in the degree-granting department. An

eligible NTTF submits a letter of interest and a current curriculum vita to the head of the department in which he or she wishes to serve.

- The Department Head, in consultation with the tenure-related faculty in the degree-granting department, shall determine if the NTTF fits the criteria listed above for NTTF appointment to the Graduate Faculty. The Department Head and tenure-related faculty also determine at that time if the candidate complies with any internal department procedures developed for this kind of nomination. If the department approves this nomination, the [Dissertation Committee Service Nomination Form](#), and any required attachments are forwarded to the Dean of the relevant School or College.
- Upon approval by the Dean of the relevant School or College, the nomination form and any required attachments are forwarded to the Graduate School for final approval.
- Appointments of NTTF to the Graduate Faculty will be granted on a five-year cycle. Every five years, to maintain Graduate Faculty Status, the degree-granting department must review Graduate Faculty status for the NTTF according to the criteria listed in the section on “Non-Tenure-Track Faculty Criteria for Appointment to the Graduate Faculty” and any existing internal departmental criteria. If approved for renewal by the faculty of the degree-granting department, the Department Head will fill out a “Renewal of Appointment to Graduate Faculty form” to the Graduate School.

Faculty Who Leave the University:

Faculty members who leave the University may continue to serve as the chair, co-chair, advisor, or member of a dissertation committee for one year beyond their departure at the discretion of the department and without Graduate School exception, for students for whom they were chair or member before leaving the UO. Service beyond one year must be approved by both the degree-granting department and the Graduate School. To request service beyond one year after leaving the UO, the Department should submit a memo (by campus mail, by email to gradsch@uoregon.edu, or by fax to 6-2804) to the Graduate School from the Department Head confirming the value of this service to both the student and the degree program.

Retired Faculty:

Members of the Graduate Faculty who retire may continue to serve as chair, co-chair, advisor, or member of a dissertation committee for one year beyond their retirement for students for whom they were chair or member before retirement at the discretion of the department and without Graduate School exception. Additional years will be granted, with Graduate School exception, on a yearly basis depending on the current research and/or teaching activities within the discipline or department. To request service beyond one year after retirement, the Department should submit the [Dissertation Committee Service Nomination Form](#) along with a memo from the Department Head confirming the value of this service to both the student and the degree program.

Faculty on the Tenure Reduction Program (TRP) can continue to serve on dissertation committees without approval of the Graduate School as long as the degree-granting department approves this service.

Graduate School approval is required for retired faculty to begin chairing or serving on committees after they have retired. Departments are asked submit the [Dissertation Committee Service Nomination Form](#) along with a memo from the Department Head confirming the value of this service to both the student and the degree program.

Qualified Practicing Professionals and Community Members:

Under certain circumstances it may serve doctoral students to have non-UO Professionals/Experts (who are not current faculty members of another college or university) serve on their dissertation committees. Generally the non-UO professional or expert will meet the following criteria:

- Must hold a Ph.D., an equivalent doctoral degree, or the terminal graduate degree in his/her field (e.g., MFA, M.Arch., MBA, JD, MD)
- If the non-UO professional or expert does not hold a terminal graduate degree, the department must present a compelling argument about how the substantive knowledge related to the student's research is uniquely valuable for the student's education.
- The department must be able to certify that there is no conflict of interest that could interfere with the fair judgment of the student's scholarly work.
- Approval of this service must be made separately for each doctoral committee.

The process for appointment of non-UO professionals or experts to a student's dissertation committee is described below:

Procedure for Appointment of Committee Members non-UO professionals/experts

- The Department Head, in consultation with the tenure-related faculty in a graduate-degree granting department, shall determine if the individual's scholarly record and/or expertise qualifies him/her to serve on a dissertation committee. If the department approves this nomination (based on procedures determined by the department), the [Dissertation Committee Service Nomination Form](#) and any required attachments are forwarded to the dean of the relevant School or College.
- Upon approval by the dean of the relevant School or College, the nomination form and any required attachments are forwarded to the Graduate School for final approval.
- Approval of appointments of non-UO professionals or experts as committee members will generally be only for specific committees.

INTERDISCIPLINARY DEGREE PROGRAMS. This policy recognizes that in some doctoral programs, many or all of the faculty have primary appointments in departments other than the degree-granting department and, as such, it can be difficult to ascertain whether a given faculty member is considered inside or outside the student's home department or program. For these programs, the following requirements

apply:

- Chair: Must be a member of the Graduate Faculty with authorization to chair and approved as such by the governing body of the interdisciplinary degree-granting program.
- Core Members: Must be members of the Graduate Faculty and approved for membership on doctoral committees as defined by the program's guidelines.
- Institutional representative: Must be a member of the Graduate Faculty and approved for service as an institutional representative by the degree-granting program as defined by the program's guidelines.

Leaves of Absence and Returns

ON-LEAVE AND IN ABSENTIA STATUS

Master's. Master's students are permitted to take up to three academic terms of approved *On-Leave* status during the course of study for the degree. During terms of *On-leave*, master's students do not register and are not allowed to make use of university services or faculty or staff time. Graduate students must register and pay fees if they will be using university facilities or faculty or staff services during any term.

To ensure a place upon return, graduate students interrupting a study program for one or more terms, excluding summer session, must submit a *Request for On-leave Status/In Absentia Status* form to the Graduate School by the last registration day in the term for which leave is being requested. Only graduate students considered to be in good standing are eligible. Departmental approval is required before the Graduate School can review the request for leave. On-leave status is granted for a specified time period which may not exceed three academic terms, excluding summer session. If you are going abroad for at least one term for language study or research and expect to have minimal contact with your advisor or UO libraries, you should speak with your advisor about applying for On Leave/In-Absentia status.

Master's students who have been approved by their department to pursue the master's degree on a summer-only basis must submit an online petition for Approval of On-leave/In Absentia Status form for each academic year between summer sessions. These summer students must complete all degree requirements within the seven-year time limit.

***On-leave/In Absentia* status does not extend the student's seven year completion deadline.**

The On-Leave Request Form for Master's Students is available at <http://gradweb.uoregon.edu>, under "Petitions."
<https://gradweb.uoregon.edu/main/petitions/student/onleave.html>

After the student enters information and saves it online, the form is electronically transferred to the Graduate Coordinator, who prints it and obtains signatures of approval

from the Advisor, the Department Chair, and the Director of the Graduate Program. The Graduate Coordinator enters the departmentally approved petition in the online GradWeb system and sends the signed form to the Graduate School for review and approval.

Doctoral. Doctoral students who have not yet advanced to candidacy are eligible for up to three terms of *On-Leave* status prior to advancement to candidacy. Doctoral students apply for *On-Leave* status through GradWeb petitions, as described below.

Once advanced to candidacy, doctoral students are eligible for up to three terms of *In Absentia* status during the dissertation process.

During terms of approved *On-leave* and *In Absentia* status, graduate students do not register and are not allowed to make use of university services or faculty or staff time. Graduate students must register and pay fees if they will be using university facilities or faculty or staff services during any term. If you are going abroad for at least one term for language study or research and expect to have minimal contact with your advisor or UO libraries, you should speak with your advisor about applying for On Leave/*In Absentia* status.

To ensure a place upon return, doctoral students interrupting their study program for one or more terms, excluding summer session, must submit a Request for On-leave Status/*In Absentia* Status form to the Graduate School by the last registration day in the term for which leave is being requested. Good academic standing is required. Departmental approval is required before the Graduate School review of the request. *On-leave/*In Absentia** status is granted for a specified time period, which may not exceed three academic terms, excluding summer session.

***On-leave/*In Absentia** status does not extend the student's seven year completion deadline.**

The Request for On-leave Status/*In Absentia* Status form is available within the GradWeb online program at <http://gradweb.uoregon.edu>, under "Petitions." After the student enters information and saves it online, the form is electronically transferred to the Graduate Coordinator, who prints it and obtains signatures of approval from the Advisor, the Department Chair, and the Director of the Graduate Program. The Graduate Coordinator enters the departmentally approved petition in the online GradWeb system and sends the signed form to the Graduate School for review and approval.

REINSTATEMENT BY GRADUATE COLLEGE. The Permission to Re-Register form is used to readmit or reinstate a student's graduate status. It is also used to update the student's graduate classification and major if there has been a change. The form is available on the Graduate School website at: http://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/permission-to-re-reg_Redacted-2.pdf.

Who needs to petition for reinstatement?

- **Graduate students who are returning to the same degree program after breaking continuous enrollment.** A graduate student who fails to maintain continuous enrollment or obtain on-leave status is required to file a Permission to Re-Register form and a Petition to the Graduate School through GradWeb to petition for reinstatement. See the Continuous Enrollment Policy for reinstatement petition policy at: <https://gradschool.uoregon.edu/policies-procedures/enrollment-residency>
- **Graduate students who are moving to a different degree program (changing majors) after one or more terms off.** A letter from the student declaring his or her intent to drop the previous major and enroll in the new major should be submitted to the Graduate School with the Permission to Re-Register form. A copy of student's acceptance letter from the new department may also be required.

The petition is reviewed by the student's major department and the Graduate School. This procedure is equivalent to a new admission, and the petitioner may be required to meet departmental admission policies and degree completion requirements that are in effect on the date of re-enrollment. When re-registration is approved, a master's candidate must register for 3 credits for each term he or she has missed. If the accumulated credits total more than 16, the student may be required to enroll in more than one term of increased registration. Doctoral candidates must register for a new year of residency, which consists of three consecutive terms of at least 9 graduate credits in each term. They must also retake the comprehensive examinations if completed prior to leaving the program.

Note: Review of the Permission to Re-Register form may result in a change of residency. More information is available from the residency officer in the Office of Admissions.

Research Policies

RESEARCH ETHICS. All students have a responsibility to conduct and report the results of their research in an open and ethical manner. A thesis or dissertation represents the culmination of years of academic preparation and uniquely expresses a student's training, skills, and ideas. A thesis or dissertation therefore deserves the student's greatest effort and, as with all scholarly work, demands compliance with the highest ethical standards. Ethical misconduct in research is any "fabrication, falsification, or plagiarism in proposing, conducting, or reporting research or other scholarly activities." Fabricating research findings refers to making up fictional results, while falsifying research results refers to altering, misrepresenting, or selectively reporting findings. Each of these acts violates the integrity of the research process and constitutes a serious breach of accepted ethical standards.

Ethical research practice therefore requires that students at all stages of the research process conduct their research in an open and honest manner and make every effort to ensure the accuracy of their findings.

Plagiarism is a form of ethical misconduct in research and consists of the intentional or unintentional use of the words, ideas, or diagrams without appropriately acknowledging the sources of these materials. Thus, any use of the words, phrases, ideas, or work of others in any form without acknowledging the original sources constitutes plagiarism and is subject to serious penalty. Students should be aware as well that the ordering of ideas in a discussion, the content of a literature review, and the listing of references at the end of a discussion may reflect the thinking of others. Such contributions must be acknowledged.

Students at the University of Oregon are expected to maintain the highest ethical standards in proposing, conducting, and reporting their research in the thesis or dissertation.

RESEARCH COMPLIANCE POLICY. All graduate students doing a thesis, project, or dissertation must follow Graduate School policy. If human or animal subjects are used for data, approval must be obtained before data collection begins. Note that although these rules for oral history are currently under review by the federal government, they remain in effect. Approval by the Institutional Review Board (IRB) has been streamlined but should be initiated well before you plan to undertake any interviews. Consult the Director of Graduate Studies for advice. Research compliance instructions are available on the Graduate School website at: <https://gradschool.uoregon.edu/policies-procedures/research>

Exemption from full IRB review nonetheless requires ethical conduct of oral history. For information regarding Principles and Best Practices for Oral History, promulgated by the Oral History Association, see <http://www.oralhistory.org/about/principles-and-practices/>.

Special Programs

JOINT-CAMPUS PROGRAM. Graduate students at the university may, with advisor and departmental approval, take graduate courses at Oregon State University and Portland State University. A student registers for these courses with the University of Oregon registrar, who records each grade on the academic record under Joint-Campus Course (JC 610). The student must be a matriculated UO graduate student in an advanced degree program and registered for UO courses the same term the JC 610 course is taken. A maximum of 15 credits may be applied toward a graduate degree program. Joint campus course work counts toward the 24 graded credits required for the master's degree. Forms are available in the Office of the Registrar.

Transfer Credit

Master's students may request to transfer **a maximum of 15 graduate credits** into their master's degree program. The following conditions must be met:

- The grades earned must be A+, A, A-, B+, B, or P;

- The courses must be relevant to the degree program as a whole;
- The student's home department and the Graduate School must approve the transfer.
- A [Request for Transfer of Graduate Credit](#) form must be submitted no later than the end of the term prior to completion of the degree.

Transfer credit from the University of Oregon. A maximum of 15 graduate credits earned at the University of Oregon while classified as a post-baccalaureate graduate student, CEP, Summer Session, Pre-Master, or Post-Master may be considered for transfer, subject to school or department endorsement and the Graduate School approval. This falls within the overall 15 credit maximum transfer. Transfer credit from the University of Oregon will be counted toward the requirement of 24 credits in UO graded graduate courses. **The student must submit a Request for Transfer of Graduate Credit form to the Graduate School no later than the end of the term prior to the completion of the degree.**

Transfer credit from another institution. Graduate credit earned while a student was enrolled in another accredited graduate school may be counted toward the master's degree, provided the courses meet the above described conditions and were not used to satisfy the requirements for an awarded degree. This falls within the overall 15 credit maximum transfer. Transfer credit from another institution CANNOT be counted toward the requirement of 24 credits in UO graded graduate courses, nor can these credits be used in calculating the cumulative grade point average. **The student must submit a Request for Transfer of Graduate Credit form to the Graduate School no later than the end of the term prior to the completion of the degree.**

Transfer of reserved graduate credit. Undergraduates who completed graduate level courses under the Reservation of Graduate Credit petition process and who reserved the courses by choosing *Option 2* on the petition form, may apply up to 12 credits toward the master's degree. This is within the overall 15-credit maximum transfer. These course credits will be counted toward the requirement of 24 credits in UO graded graduate courses. **The student must submit a Request for Transfer of Graduate Credit petition form to the Graduate School within two terms of acceptance to the master's degree program and within two years of earning the bachelor's degree.**

Distance education. Credit earned in distance education study is considered transfer credit. No more than 15 graduate credits may be applied to a student's degree program without prior written approval of the Dean of the Graduate School. A policy statement on distance education and graduate degrees is available in the Graduate School.

4. Graduate Employee Awards

AWARD. Graduate Employee awards, or GEs (formerly called GTFs), are the primary manner in which the History Department funds its graduate students. They are awarded on the basis of academic merit to both MA and PhD students. Selection is highly competitive. It is the goal of the History Department to fund all graduate students, budget permitting, with priority given to PhD students. Each GE receives a full tuition waiver and a yearly stipend. The exact stipend amount varies according to the level the student has reached in the program and is determined by negotiation between the University administration and the Graduate Teaching Fellows Federation (GTFF). Typically, GEs must teach discussion sections and/or grade courses as a condition of the award.

ELIGIBILITY. All History graduate students are eligible to apply for a GE award. Generally, the awards are given at the time of admission. MA students may be eligible for as many as two years (6 quarters) of funding. PhD students who enter with an MA degree may be eligible for as many as four years (12 quarters) of funding. Students admitted to the BA-PhD track may be eligible for as many as five years (15 quarters) of funding. For all GEs, funding beyond the first year is contingent on good GE evaluations and progress toward the degree.

If a student goes on leave or accepts a GE position in another program during her or his GE eligibility, the remaining quarters of eligibility will still be available when the student returns. GEs returning from leave or positions in other programs do not need to re-apply for a GE position in history.

UNFUNDED STUDENTS. Sometimes students will be admitted to the program without History GE funding. Unfunded students are encouraged to apply for a GE during the academic year for the following academic year. The application should include an updated statement of purpose describing academic interests and goals, one letter of recommendation from a faculty member with whom the student has worked at the University of Oregon, a recent writing sample, and a GE application form. Students who apply for funding during an academic year because a department need has arisen are awarded funding for one term at a time. They are encouraged, however, to apply for full academic year funding the next year.

GES IN OTHER PROGRAMS AND DEPARTMENTS. Students whom the History Department is unable to fund or who seek to extend their funding beyond the standard award are strongly encouraged to apply for GEs in other programs and departments. In recent years, history students have held GE positions in Ethnic Studies, Women and Gender Studies, and Religious Studies, as well as other programs. A list of available possibilities is provided on the graduate school's web page at: <http://gradschool.uoregon.edu/gtf-openings>. Such positions come up throughout the year, and deadlines and requirements vary from program to program. **It is important for those who receive GE appointments in other programs to inform the Director of Graduate Studies and the Graduate Coordinator as soon as possible so that the**

department can offer funding to another student in the program or hire someone from outside.

GE EVALUATIONS. GEs are evaluated both by the students in the class and (separately) by the instructor.

Student Evaluations. In cases where the GE leads a discussion section, students are requested to complete an on-line evaluation with standardized questions. In addition, students are encouraged to complete a written, qualitative evaluation as well. A summary of the evaluations is provided to the GE via Duckweb.

GE Performance Evaluation. Faculty who are supervising GEs are encouraged, though not required, to comment on the teaching assistant's strengths, weaknesses, and reliability. The instructor will sign the evaluation and give it to the Graduate Coordinator, who will share it with the GE and place it in his or her academic file. The GE may request an appointment with the faculty member providing the evaluation to discuss it.

ASSIGNMENTS. Technically, all GE teaching and grading assignments are made by the Department Head in consultation with the Director of Graduate Studies. In practice, however, the department encourages input from the GEs through the History Guild.

GE assignment recommendations shall be made on the basis of the following factors:

- Specific departmental needs, as determined by the Head, the Associate Department Head, and the Director of Graduate Studies.
- Faculty requests for specific GEs in the courses that they are teaching in a given term.
- GE requests for specific assignments.
- Faculty and GE requests NOT to work with a specific person.
- Field of historical study, with an attempt to match a given GE's field with the field of the course to which he or she is assigned.
- History of each GE's past assignments, with an attempt to balance grading and discussion-section assignments over the course of a given GE's graduate career at UO.

After the Associate Department Head has determined departmental staffing needs (including GE needs) for any given term, she or he will submit that information to the co-presidents of the History Guild (referred to hereafter as "the committee"), along with any faculty requests. The committee will then send out an e-mail to all of the GEs (including new GEs starting in the next school year) asking for each person's top three choices for his or her own assignment and for a list of that person's past assignments. After allowing at least one week for replies, the committee will compile this information and make recommendations for GE assignments, taking into account all of the factors outlined above, which will then be submitted to the Director of Graduate Studies for approval.

The Director of Graduate Studies and the Associate Department Head will make final decisions regarding assignments and will communicate their decisions to the committee. The committee will coordinate with the Graduate Coordinator in sending a final e-mail to

all GEs and faculty to inform them of the assignments. Invariably, unanticipated developments will occur, necessitating changes at the last minute; the Director of Graduate Studies is responsible for making those changes.

CONTRACT. The History Department will send a GE contract to each student to sign and return. The contract states the salary amount, the teaching assignment, benefits, Graduate Teaching Fellows Federation representation, etc.

Once the contract is signed the GE is expected to be on campus the first day of the contract. In the event that the GE cannot arrive on that day, he or she needs to contact the Graduate Coordinator.

The contract has been developed by the UO attorneys and may not be modified. Contracts are signed on an annual basis. This means that a student receiving a contract for 2018-2019 may expect to receive a contract for 2019-2020, provided certain conditions are met: (1) that the student has continuing eligibility; (2) that the student is making satisfactory degree progress; and (3) that the student's evaluations are satisfactory. The Director of Graduate Students will review all three conditions and, if necessary, call a meeting with the student to discuss any problems.

TERMINATION OF CONTRACT. Should the GE decide to terminate the contract, he or she needs to write a memo to the Director of Graduate Studies and give it to the Graduate Coordinator. If the GE does not formally terminate the contract, the History Department may not reallocate the GE slot to another student.

PAYROLL. If the student has not worked for the Oregon University System (OUS) previously, he or she needs to be put on payroll. The Graduate Coordinator will send the payroll forms to the student to complete. The student is responsible for submitting the forms in a timely manner.

GENERAL DUTIES AND REQUIREMENTS STATEMENT (GDRS). Along with the GTF contract, the student will receive a copy of the GDRS. The GDRS is an agreement between the History Department and the Graduate Teaching Fellows Federation (GTFF) union. Among other things, the GDRS defines the workload limits.

GRADUATE TEACHING FELLOWS FEDERATION (GTFF). GEs at the University of Oregon are represented by their graduate student union, the GTFF. For more information see the GTFF website at: <http://gtff3544.net/>

5. Additional Funding

Travel, Research, and Writing Funds

Historians rely on archival sources that are often located far from our campus. Thus it is essential that graduate students, especially doctoral students, secure research and travel funding in order to complete their research papers, theses, and dissertations.

It is never too early to begin investigating the sources of funding for research. For larger awards, such as the UO Doctoral Research Fellowships, Fulbright awards, and Social Science Research Council Grants, writing a proposal is a time-consuming process, and there is, invariably, a considerable time lag between the submission of a proposal and notification of awards. In general, students must plan ahead at least a year in advance. External fellowship and grant proposals generally have a time lag of six to nine months between the deadline for the proposal and notification of an award. So if you really need external funding, especially for international travel, you need to begin applying for funding the year before you plan to do your research. And since such awards are highly competitive, you need to develop a back-up plan, in the event that you do not win the award.

We encourage doctoral students and advisors to begin investigating funding sources as soon as the student has a firm idea of the dissertation topic. Departmental funds for doctoral research are limited and are not sufficient to cover the doctoral research expense of all our students. To make certain that their doctoral research is funded, students need to focus a good deal of their attention on searching for outside funding sources.

HISTORY DEPARTMENT TRAVEL AND RESEARCH FUNDS. The Graduate Committee has approved the following policies for allocating funds (when our budget allows).

Mini-grants. Funds in the amount of a maximum of \$300 per student are awarded on a first-come, first-served basis and will be available for the following activities, in the given order of priority:

- a) Participation in professional conferences. Normally, recipients are expected to present a paper or otherwise contribute scholarly work. Currently, we do not award funds only for attendance at conferences, due to budget constraints.
- b) Research expenses, such as travel to archives and obtaining and/or photocopying research materials.
- c) Other meritorious requests that do not fit the preceding categories. These might include, for example, professional development workshops that involve active participation.

To make a request for these funds, submit an email to the Director of Graduate Studies, explaining the activity for which you seek support, and ask your advisor to send an email endorsing the significance of your proposed activity.

Note that all expenses must comply with UO reimbursement policies. See <https://ba.uoregon.edu/content/travel>. Reimbursements can be made only after the funded activity has been completed. Original receipts (copies are not acceptable) should be submitted to Nick Mahlum, Graduate Coordinator.

To be reimbursed for attending a conference, you must register for the conference and provide copies of certain pages from the conference agenda. See the Graduate Coordinator for more details.

Students should request money well in advance of the activity. The Director of Graduate Studies will also consider requests for reimbursement of past expenses, in the event that unexpended funds remain.

History Department Summer Research Awards. The History Department awards substantial funding for the purpose of dissertation or thesis research. Awards of up to \$3,000 are made each year. Doctoral students receive priority, but Master's students may also apply. In the event that there are substantial unexpended funds, additional competitions may be opened.

Announcements for applications are made in the first weeks of spring quarter, and awards are generally announced by April 30th. PhD applicants must have advanced to candidacy and completed the prospectus requirement. To apply, students must:

1. Provide a written proposal to the Director of Graduate Studies that offers a clear narrative description of your project, not to exceed three single-spaced, typed pages (no smaller than 11-point font). The narrative should include an intellectual justification for your project, addressing the subject and significance of your research, the contribution it will make to the historiography of your field, your methods, and your work plan. This narrative should:
 - a. Describe the project and its intellectual significance, including the basic ideas, problems, or questions you are examining.
 - b. Explain how the project will complement, challenge, or expand relevant studies in your field.
 - c. Describe what work you've accomplished to date.
 - d. Provide a work plan, with information on the research you intend to accomplish, the significance of the archival collections (or interviews, etc.) to your research, and how your proposed research will advance your project.
 - e. Discuss any language skills necessary to work in the archive you're visiting and your competency in the language(s). If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.
2. Provide a budget for your proposed research, including all travel costs, lodging, per diem, photocopying, etc. Note that all expenses must comply with UO

<https://ba.uoregon.edu/content/travel>. See the Graduate Coordinator for information regarding the release of travel funds.

3. Ask your advisor to send an endorsement of your request, in the form of a recommendation letter to the Director of Graduate Studies. This letter should confirm that the proposed activity is important to the success of your research.

CENTER FOR ASIAN AND PACIFIC STUDIES (CAPS) provides two awards for students studying Asia:

CAPS Small Professional Grants for Graduate Students. CAPS provides awards of up to \$500 to support professional activities, including conference presentations, research travel, and expenses related to publication in professional journals. You must first seek funds from the History Department.

Information: <https://caps.uoregon.edu/2010/11/03/caps-small-professional-grants-for-graduate-students/>

Deadline: November 2018 (for winter and spring projects); April 2019 (for summer and fall projects)

Foreign Language and Area Studies (FLAS) Fellowships. The Center for Asian and Pacific Studies administers a fellowship program for language studies in Chinese, Japanese, and Korean languages and either area or international studies. Awards are made in the amount of \$15,000 plus tuition and fees for the academic year and \$2,500 plus up to \$5,000 in tuition and mandatory fees for summer studies. Preference is given to students at the intermediate or advanced levels of language training in at least one of the target languages.

Information: <http://caps.uoregon.edu/flas/>

Deadline: TBA, in February 2019

CENTER FOR ENVIRONMENTAL FUTURES (CEF) provides dissertation fellowships to those in the environmental humanities and allied fields, including environmental history. These fellowships offer one academic year of funding to complete the writing of the dissertation, including a stipend equivalent to GE III funding, a tuition waiver, and student health care benefits. For up-to-date information, see <https://blogs.uoregon.edu/uocef/>

Deadline: TBA, spring term

CENTER FOR LATINO/A AND LATIN AMERICAN STUDIES (CLLA) provides funding for those studying Latinx and Latin American Studies. For up-to-date information, see <https://cllas.uoregon.edu/grant-opportunities/grant-opportunities-for-20132014/>

CLLAS Graduate Student Summer Research Grants. The Center for Latino/a and Latin American Studies (CLLAS) offers summer research support of up to \$1,000 to graduate students whose work is interdisciplinary and in the area of Latino/a and Latin American Studies, particularly work that has the potential to put Latino/a and Latin American Studies in conversation.

Deadline: TBA, usually February or early March.

Tinker Field Research Grants. Awards of up to \$4,000 are available for Master's students and Doctoral students who have not yet defended their dissertation prospectus to conduct field research in Spanish- and Portuguese-speaking countries.

Deadline: TBA, usually in February or early March.

THE CENTER FOR THE STUDY OF WOMEN IN SOCIETY (CSWS) provides support for dissertation projects that focus on women and gender. Its awards can be located at: and include the following. <http://csws.uoregon.edu/funding/>

Graduate Student Travel Grant. Mini-grants of up to \$300 support travel expenses associated with research and/or creative work on topics related to gender, feminist theory, or any aspect of women's experiences.

Deadline: late November 2018.

Graduate Student Research Support Grant. An award of \$3,000 supports scholarly and/or creative work from a range of disciplines on a variety of topics regarding gender, feminist theory, or any aspect of women's experiences.

Deadline: late January 2019.

Jane Grant Research Fellowship. An award of \$12,000 supports dissertation research on topics related to gender, feminist theory, or any aspect of women's experiences. Applicants must have advanced to candidacy. This award is for the academic year following the application deadline date.

Deadline: late January 2019.

COLLEGE OF ARTS AND SCIENCES (CAS) SCHOLARSHIPS AND FELLOWSHIPS.

The College of Arts and Sciences offers a number of scholarships to meritorious graduate students in amounts ranging from \$1,000 to \$5,000. For information, see:

<https://cas.uoregon.edu/cas-scholarships/>

GRADUATE SCHOOL FELLOWSHIPS, TRAVEL AND RESEARCH FUNDS. The Graduate School offers several sources for dissertation funding and information on external funding opportunities. For the most up-to-date information, see:

UO Fellowships:

<https://gradschool.uoregon.edu/fellowships>

External Awards: <https://gradschool.uoregon.edu/external-fellowships>

Graduate Funding Resources: <https://gradschool.uoregon.edu/funding-awards>

Some of the awards of particular interest to history students include:

Special "Opps" Travel and Research Award. The Graduate School provides up to \$500 for domestic travel and \$1,000 for international travel to take advantage of special

opportunities to advance or present their research. This is for opportunities that are out of the ordinary, beyond a standard professional conference presentation.

Information: <https://gradschool.uoregon.edu/special-opps-award>

Deadline: Wednesday of week 8 of each term

Gary E. Smith Summer Grant. The Graduate School provides awards of up to \$3,000 to outstanding master's or doctoral students pursuing academic, professional development, or training enrichment opportunities during the summer. The awarded activity should provide unique academic opportunities not normally available as part of the student's degree program. All students must be registered as full time students at the time of application and be returning as full time students in the Fall Quarter.

Information: <https://gradschool.uoregon.edu/smith-summer-award>

Deadline: February 2019.

Southeast Asian Studies Award. The Graduate School awards \$2,500 to encourage graduate research about Southeast Asia. Awards may be requested for educational expenses, including tuition supplements, travel, equipment purchase, books and supplies, and other educational needs.

Information: <https://gradschool.uoregon.edu/seas-award>

Deadline: February 2019.

University of Oregon Doctoral Research Fellowships. The Graduate School provides several dissertation fellowships to outstanding doctoral candidates. To be eligible, applicants must have advanced to candidacy. The History Department may nominate up to two students for this award. It provides a stipend that is equivalent to a GE III position, plus tuition waiver and student health care benefits. Those not selected are automatically considered for an Eric Englund Fellowship.

Information: <https://gradschool.uoregon.edu/node/2334#overlay-context=node/2334>

Deadline: February 2019

SYLFF Fellowship: Funded by the Nippon Foundation of Tokyo, Sasakawa Young Leaders Fellowship Fund (Sylff), Graduate Fellowships for International Research are awarded to nurture leaders who will transcend geopolitical, religious, ethnic, and cultural boundaries in the world community for the peace and well-being of humankind. Fellowship stipends are awarded for one year of full-time graduate work involving research and scholarly endeavors in programs and projects with an international dimension. Both doctoral and master's students may qualify. Only one nomination may be made by each department or graduate program.

Information: <https://gradschool.uoregon.edu/SYLFF>

Deadline: April 2019

Julie and Rocky Dixon Award. This award is for students who intend to pursue an innovative career outside the academy. It provides a \$14,000 award, with an appointment as a research GTF (graduate research fellow) by the academic department at .40 FTE (GTF tuition waiver, fee subsidy, and health insurance premium support for fall, winter, and spring terms to support that appointment). The \$14,000 may, in full or in part, be used

toward specific activities tied to the innovative career development experience or may be put, in full or in part, used toward GTF salary. The department (or research center/institute or school/college) is expected to obtain and provide funding to ensure that the total salary is equal to what that student would receive at the GTF level III, as the award recipient *will have been advanced to candidacy by the time the award period commences*.

Information: <https://gradschool.uoregon.edu/dixon-innovation-award>

Deadline: April 2019

OREGON HUMANITIES CENTER FELLOWSHIPS (OHC). History graduate students have been highly successful in winning awards from OHC, which offers considerable support. For up-to-date information, see <http://ohc.uoregon.edu/graduatefellowships.html>.

OHC Dissertation Fellowships. Funded by the Oregon Humanities Center, in collaboration with the UO Graduate School, this fellowship provides a doctoral student one term free from teaching in order to allow full-time work on the dissertation. This includes a \$5,500 non-service stipend, a one-term tuition waiver, health insurance coverage for the fellowship term, and when space is available, an office at the Oregon Humanities Center during the term of the fellowship. Research projects must be humanistic, but applicants may be enrolled in any department, college, or school. The term humanities is broadly interpreted to include literature; philosophy; history; the study of languages; religion; ethics; the history, theory, and criticism of the arts; and historical or interpretive aspects of the social and natural sciences and the professions.

Deadline: early February 2019.

OHC Graduate Research Support Fellowships. The purpose of the Graduate Research Support Fellowship program is to stimulate humanities research and support graduate education by providing doctoral students with resources to assist with their doctoral research and the completion of their dissertations. These fellowships provide: up to \$1,000 in research support during the fellowship year. These funds can be used for travel to an appropriate conference, research library, or archive during the fellowship year, or they may be used to purchase materials needed for the completion of the dissertation. Additionally, they provide an invitation to all OHC Work-in-Progress talks during the year and, when space is available, the use of a Humanities Center office for one term during the fellowship year. Research projects must be humanistic, but applicants may be enrolled in any department, college, or school. The term humanities is broadly interpreted to include literature; philosophy; history; the study of languages; religion; ethics; the history, theory, and criticism of the arts; and historical or interpretive aspects of the social and natural sciences and the professions.

Deadline: early February 2019.

UNIVERSITY OF OREGON AWARDS. The University of Oregon, more broadly offers several specialized awards for graduate students, including:

Global Oregon Summer Professional Development Award. The UO provides five awards at \$2000 each to support graduate student international research (for theses, dissertation, or other appropriate projects that advance the academic and professional

goals of students). While awards are most commonly given to support thesis or dissertation research conducted outside the United States, the review committee will consider other activities that engage the graduate student in original investigation and analysis of significant international phenomena.

Information: https://gsi.uoregon.edu/go_graduate_awards

Deadline: April 2019.

Diversity Excellence Scholarship (DES). This award of a \$9,000 renewable scholarship for graduate students recognizes the academic achievement and potential of students who, through sharing their varied cultural perspectives, will enhance the education of all UO students and the excellence of the University. The University of Oregon offers these tuition-remission scholarships as part of our diversity mission. To be eligible, one must be a United States citizen or permanent resident. Applicants may be incoming or continuing students. Criteria for selections are past academic performance and participation in campus or community activities. Preference is given to students from underrepresented racial/ethnic minorities, those with financial need as defined by federal guidelines, first generation of the family to attend college, and Oregon residents. Notification of awards are mailed the week of April 15. Note: This award cannot be combined with some tuition- remission programs such as University of Oregon staff tuition rates or Graduate Teaching Fellowships.

To apply: Submit the Free Application for Federal Student Aid (FAFSA) to the federal processor (school code: 003223). You must also submit the Diversity Excellence Scholarship Application by January 15, 2019, including a letter of recommendation written by a school official, teacher, member of a community organization, or employer.

Information: https://financialaid.uoregon.edu/diversity_excellence_scholarship

Deadlines: Application January 15, 2019; FAFSA February 1, 2019.

WAYNE MORSE CENTER GRADUATE RESEARCH FELLOWSHIP. Three graduate students in the dissertation research/writing phase of their program can receive a stipend of \$3,000. The subject of the dissertation must be related to either the current Wayne Morse Center theme of inquiry or the Program for Democratic Engagement and Governance. For information, see <https://waynemorsecenter.uoregon.edu/graduate-research-fellows>.

Deadline: TBA, in January 2019.

NATIONAL FELLOWSHIPS AND AWARDS. In addition to UO funding sources, there are a wide variety of fellowship and awards available on a nationally competitive basis. The following list is not exhaustive:

- American Antiquarian Society
- American Association for University Women Fellowships
- American Philosophical Society
- American-Scandinavian Foundation Fellowships and Grants
- Carter Brown Library
- Charlotte W. Newcombe Doctoral Dissertation Fellowships
- David L. Boren Graduate Fellowships
- Dirksen Congressional Research Awards
- Ford Foundation Diversity Fellowships
- Fullbright-Hayes Doctoral Dissertation Research Abroad Fellowship

- Fulbright U.S. Student Program
- Hispanic Scholarship Fund
- Huntington Library
- Jacob J. Javits Fellowship Program
- Mellon-ACLS Dissertation Completion Grant
- National Science Foundation Graduate Research Fellowships
- Newberry Library
- Presidential libraries
- School for Advanced Research
- Smith-Richardson Foundation
- Smithsonian Institution
- Spencer Dissertation Fellowship
- U.S. Institute of Peace-Jennings Randolph Dissertation Fellowship
- Woodrow Wilson Foundation

A few of these fellowships provide funds for research, but most of them are designed to fund the final year of dissertation writing for Ph.D. students. History graduate students are strongly urged to apply for them, because in addition to providing financial support for graduate work, they are a mark of distinction that can prove very valuable in the post-graduate search for faculty positions. Applications for these grants usually require polished dissertation proposals as well as letters of recommendation; deadlines begin in mid-fall quarter. For more possibilities, consult the American Historical Association (AHA)'s *Guide to Grants, Fellowships, and Prizes of Interest to Historians*. A current copy is available in the History Department Office. Another resource is the Graduate School Funding Resource website at:

<https://gradschool.uoregon.edu/external-fellowships>

Travel to Conferences

Attending and presenting papers at professional conferences is an important part of professional development for graduate students. Conferences are good places to float “trial balloons” and get feedback from others in your field regarding your dissertation and thesis research. At the present time, we do not offer support for simply attending conferences, although we encourage you to do so. They are valuable for getting a sense of the scholarship most current in the field, meeting other graduate students, meeting faculty from other universities, and getting a sense of your field’s professional culture. For presenting conference papers, there are a couple of sources of funding. (Also, see the Travel, Research, and Writing Funds, above, some of which provide support for conference travel.)

History Department Mini-grants. Funds in the amount of a maximum of \$300 per student are awarded on a first-come, first-served basis and will be available for the following activities, in the given order of priority. More information is provided, above, under Department of History funding.

Graduate Student Travel Awards. These conference funds are available to assist University of Oregon graduate students with travel fares to major national or international

conferences so they may present papers or posters, or to serve as invited speakers. One must be a member of the Graduate Student Association to apply; membership is free. These funds are distributed directly to the student prior to conference travel in order to allow travel arrangements to be made as early and as economical as possible. A minimum of four awards given per year, one per application period.

Information: <https://blogs.uoregon.edu/graduatestudentassociation/graduate-student-travel-award/>

Deadlines: Oct. 1, Jan. 1, April 1, June 1

Graduate Teaching Awards

Leah Kirker Scholarship. The Department of History offers a cash award to an outstanding History GTF. The Graduate Committee determines the recipient of the award, based on student and faculty evaluations. The award is presented at an award event at the end of the year.

Graduate Teaching Excellence Award. The Graduate Teaching Excellence Award is jointly sponsored by the Office of Academic Affairs, the Graduate School, and the Division of Undergraduate Studies and is designed to recognize outstanding teaching performances by experienced graduate teaching fellows (GTFs) who have demonstrated a commitment to developing their instructional skills, while at the same time excelling in their academic degree program. Each department may nominate one candidate. One award of \$1,000 will be made. Awards are announced before the end of spring term.

Information: <https://gradschool.uoregon.edu/teaching-excellence-award>

Deadline: February 2019

6. HISTORY GUILD

Networks of graduate students are an important part of graduate education and the graduate history student's experience. We encourage you to form peer groups for peer support, intellectual conversations, dissertation critiques, and camaraderie.

The History Guild is the History Department's graduate student organization and plays a vital role in the graduate program. Officers of the Guild participate in the assignment of GEs to their courses each term. Moreover, the group meets regularly to get acquainted, stay informed, share resources, gain insight from seasoned veterans, and ensure that the sometimes daunting experience of graduate study is not overwhelming. Typically, Guild activities are set up on a more-or-less monthly basis. The later afternoon of the first Friday in each month serves as the normal meeting time. The Guild activities vary, but include having guest speakers, planning student sponsored social activities, making shared conference arrangements, coalescing on major issues, etc. After the meeting, many go to local pubs to socialize. Moreover, the History Guild works with the faculty's Speakers Committee to encourage graduate students to present works in progress (WIPs). The level of activities sponsored by the Guild depends on how much time students are willing to invest to fulfill a vital function of bringing history folks together. We encourage

you to get involved!

The History Guild enjoys the support of the department. When funds allow, the department offers financial support for Guild activities. The Guild hosts a graduate lounge as a meeting space, equipped with computers, a printer, seating, and appliances. Students involved in the Guild find the lounge a valuable resource for impromptu meetings.

For the 2018-19 academic year, the History Guild co-presidents are Marc Carpenter and Olivia Wing.

7. RESOURCES

Sexual Harassment

The University of Oregon and the History Department are committed to providing a comprehensive and integrated response to students who have experienced any form of sexual harassment, sexual assault, dating or domestic violence, gender-based harassment or bullying, or stalking. Our goal is to ensure that all students who report to the university are met with a caring and compassionate response, and are provided with access to all available resources necessary to continue their academic program.

If you or someone you know has experienced sexual harassment, sexual assault, dating or domestic violence, gender-based harassment or bullying, and stalking, go to <https://safe.uoregon.edu/> to see your options to report and to receive help from a variety of sources. This site includes confidential resources open to graduate students both with or without a Graduate Employee (GE) appointment.

First, we encourage you to report any sexual harassment you experience or witness to the Director of Graduate Studies (DGS). Be aware that the DGS is a “responsible employee,” who will, at a minimum, report harassment to the Title IX Coordinator. If for any reason you believe that reporting to the DGS is not in your best interest, there are other people and resources to help you. See <https://safe.uoregon.edu/>.

If you observed directly or learned of an incident of sexual harassment or gender-based harassment while in your role as a Graduate Employee (GE), you, too, are a “responsible employee,” required to report the incident. You may ask the DGS for assistance or report directly to the Title IX Coordinator.

Title IX Coordinator: Darci Heroy, 541-346-8136 or email: titleixcoordinator@uoregon.edu to report sexual harassment, sexual assault, dating or domestic violence, gender-based harassment or bullying, and stalking.

Additional resources:

UO Police (required reporter): 541-346-2919 Eugene Police (required reporter): 541-682-5111

Crisis Intervention and Sexual Violence Support Services (confidential resource): 24-hr. crisis hotline 541-346-7233; office, 541-346-8194

LGBT Education and Support Services (required reporters): 541-346-6105

Office of Student Conduct and Community Standards (required reporters): 541-346-1140
SAFE Ride: 541-346-7433

Student Survivor Legal Services (confidential resource): 541-346-8619

Sexual Assault Support Services; SASS (off-campus agency): 24-hr crisis hotline 541- 343-7277

University Health Center: 541-346-2770 (note that the health center has nurses trained in collecting forensic evidence of sexual assault and appropriate care)

Womenspace (off-campus agency): 24-hr crisis hotline 541-485-6513

Other Resources

For help dealing with disruptive or threatening students or to help students in distress, refer to: <https://counseling.uoregon.edu/>

Campus Emergency: 911

Academic Advising: 541-345-3211

Cascade Centers Comprehensive Employee Assistance program: 800-433-2320

Dean of Students: 541-346-3216

Fraternity & Sorority Hazing Hotline: 541-346-3888

International Student and Scholar Services: 541-346-3206

Lesbian, Gay, Bisexual, and Transgender Educational Support Services: 541-346-1134

Men's Center: 541-346-0743

Multicultural Academic Success: 541-346-3479

Office of Affirmative Action & Equal Opportunity: 541-346-3123

Office of Student Conduct and Community Standards: 541-346-1140

Office of Veteran's Affairs: 541-346-3119

Student Support Crisis Line: 541-346-3227

Student Support Services: 541-346-3226

Title IX Coordinator: 541-346-8136

University Counseling Center: 24-hr crisis hotline 541-346-3227

University Ombuds Office: 541-346-6400

University Teaching and Learning Center: 541-346-3226

UO Police Department: 911 for emergencies; 541-346-2919 (non-emergencies)

Veterans and Family Student Association: 541-346-4305

Women's Center: 541-346-4095