

The History Graduate Program: A Brief Guide

Below you will find a number of resources for graduate students in our department. Ultimately, it is the student's responsibility to be familiar with the various requirements and deadlines listed below. Faculty should be aware of them as well, however, and pay particular attention to the calendar of reminders. Mentors should take the lead in planning to meet with her/his advisee periodically throughout the semester.

Some General Resources

The American Historical Association has a number of helpful guides for graduate students and their advisors. Among them are:

[Graduate School from Start to Finish](#)

[AHA Guidelines for Dissertation Process](#)

[Resources for Graduate Students](#)

Questions about...	Talk to...
Graduate Program Requirements Funding/Residency Issues/ TA assignments/Other Issues Related to the Program	Graduate Coordinator or Graduate Studies Dir.
Enrollment Issues/Course Schedule	Graduate or Undergraduate Coordinator

Concerned about a student (graduate or undergraduate)? Contact the Dean of Students Office at 919-966-4042.

Would you like to speak anonymously to someone outside the department about an issue that is troubling you? Contact the [Ombuds office](#).

Milestones and Requirements

All graduate students and their advisors should be familiar with the requirements worksheets, which should help guide your students as they progress toward the PhD. Following each major milestone (defending the MA thesis; going ABD; defending the dissertation) you should hand in a completed worksheet to the Graduate Coordinator. The worksheets can be found [here](#) and on the [Graduate Student Intranet](#).

It is also important to consult the [History Department Graduate Student Handbook](#) for details about individual milestones and requirements.

University-wide policies regarding the graduate program at UNC can be found in the [UNC Graduate Handbook](#).

What about the paperwork?

For each milestone in a graduate student's career, there is a form on the [Graduate Intranet](#). These forms must be completed by the student **THREE WEEKS** before the event. Before he or she submits the form, the student must contact the Graduate Coordinator to schedule a room for an MA or PhD defense.

Reminder: To graduate with an MA or PhD each student must complete the examination/meeting forms listed below and, when appropriate, apply to receive their degree through Connect Carolina.

1. Application for MA Oral Examination (MA Defense)
2. Comprehensive Exam Form (Comprehensive exams should be completed before the Dissertation Prospectus Defense.)
3. Dissertation Prospectus Defense Form
Students must submit CVs of all non-UNC committee members to Graduate Coordinator
4. Interim Meeting of Dissertation Committee Form
(INFORMAL – Not a Defense. The meeting may be waived with consent of student/advisor/DGS, but the committee should still confirm to the advisor by email that progress toward degree has been satisfactory.)
5. Dissertation Defense Form
Advisor and Student must also confirm that all degree requirements are met and submit the PCDR (Program Certification of Degree Requirements) form to the Director of Graduate Studies. The PCDR will be attached to the defense paperwork.

Well in advance of your MA and dissertation prospectus defenses

In addition to preparing the above paperwork, be sure to do the following:

Along with your advisor, consider who will be on your committee. Your MA committee must consist of three faculty members, one of whom may be outside the department. Your PhD committee must consist of at least five faculty members, two of whom may be outside the department.

Speak with each of your prospective committee members. Ask if she/he would like to become a member, and ask how she/he would like to be involved in your research project.

At least three months before the defense, contact your committee to establish a time and date for your meeting. Once that is determined, speak with the Graduate Coordinator to reserve a room for the defense. You should do the same, of course, in advance of your dissertation defense.

Well in advance of your comprehensive exams

At least six months before your exam, meet with your advisor about who might examine you in each of your required fields. Then contact each of those examiners, asking if she/he would be willing to participate.

Meet with each of your examiners to draw up a list of books and articles for which you will be responsible. It is recommended that you provide your examiner with a list of possible readings in advance of this first meeting. You should also tell your examiner what she/he will expect of you during this written exam. (Details about requirements related to the comprehensive exams can be found in the Graduate Student Handbook.)

Funding

Within the History Department

History Department Funding for post-MA students

[Summer Internship Awards](#)

History Department Funding for ABD students, both of which can be found on the graduate student intranet (accessible [here](#)) under “forms”.

About to go ABD – Mowry and Clein Dissertation Grant Application

In ABD stage - Travel Grant Application:

Beyond the History Department

There is no better source than the “**List of Grants for PhD Students in History**”, put together by our former GHS co-President, Erika Huckestein. The “List” can be found on the Graduate Student Intranet (accessible [here](#)) under “Resources”

Graduate School funding for summer research, semester-long research, the Richard Bland internship program, and dissertation write-up grants. Student can also apply for grants for [conference travel](#) and funding to cover [unusual and unexpected financial difficulties](#).

Calendar of Important Dates for Mentors and Others

August

- Meet with your advisor(s) for progress updates and establish regular meeting times for the semester.
- If you are working as a TA or grader, meet with the faculty member teaching the course before classes begin
- Incoming PhD Welcome Reception, typically held just before classes begin
- If appropriate, submit your [application for residency](#).

September

- Deadline for MA/PhD students to apply for December Graduation in Connecticut

October

- If you are a TA, request that the faculty member teaching your course observe at least one discussion section early in the semester and provide feedback.

Mid-October/Early November:

- Submit TA/Grader Requests for next Spring. The request form is available on the intranet

November

- December Graduates (receiving MA or PhD) must submit Thesis/Dissertation. PhD students must also complete the Exit Survey. A link to the Exit Survey and instructions will be sent to the student after they have submitted the electronic version of their dissertation to the Graduate School

December

- Remind your advisor(s) that final Grades for HIST 899 Graduate Independent Study, HIST 993 Master's Research and Thesis, and HIST 994 Doctoral Research and Dissertation **must be posted in the first week of final exams**. A student receiving an MA or PhD will not be cleared for Graduation unless all grades from the current term, and from ALL PREVIOUS TERMS, have been entered as permanent grades (H/P/L). The presence of missing and/ or temporary grades on a student's transcript, and/ or missing graduation paperwork will prevent a graduation applicant from being approved for graduation by The Graduate School.
- Submit evaluation statements for your seminars and about your teaching experience for past term (Fall)
- Informal meeting(s) with committee members for students who went ABD 18 months previous.

January

- Meet with your advisor(s) for progress updates and establish regular meeting times for the semester.
- If you are working as a TA or grader, meet with the faculty member teaching the course before classes begin
- If appropriate, submit your [application for residency](#).

February

- Deadline for MA/PhD students to apply for Spring Graduation in Connect Carolina
- If you are a TA, request that the faculty member teaching your course observe at least one discussion section early in the semester and provide feedback..

Mid-March:

- Prospective Weekend and Prospective Graduate Student Reception

April

- Remind your advisor(s) that final Grades for HIST 899 Graduate Independent Study, HIST 993 Master's Research and Thesis, and HIST 994 Doctoral Research and Dissertation **must be posted in the first week of final exams**. A student receiving an MA or PhD will not be cleared for Graduation unless all grades from the current term, and from ALL PREVIOUS TERMS, have been entered as permanent grades (H/P/L). The presence of missing and/ or temporary grades on a student's transcript, and/ or missing graduation paperwork will prevent a graduation applicant from being approved for graduation by The Graduate School.
- May Graduates (receiving MA or PhD) must submit Thesis/Dissertation. PhD students must also complete the Exit Survey. A link to the Exit Survey and instructions will be sent to the student after they have submitted the electronic version of their dissertation to the Graduate School
- If you are going ABD, apply for the Mowry and Clein Dissertation Grant (Due end of April)
- Submit TA/Grader Requests for next Fall
- Submit evaluation statements for your seminars and about your teaching experience for past term (Spring)
- Meet with your advisor(s) to evaluate student work and discuss future plans for thesis/dissertation

May

- Doctoral Hooding Ceremony and Department Graduation Ceremony
<http://gradschool.unc.edu/events/hooding/>

June/July

- Deadline for MA/PhD students to apply for Summer Graduation in Connect Carolina

- Graduating Students (receiving MA or PhD) must submit Thesis/Dissertation if they are graduating during one of the summer terms.