The Department of History of The University of Memphis welcomes your interest in our graduate program. We have much to offer the graduate student in history. Ours is a quality program with high educational standards, yet one with much personal attention and respect for individuality.

This guide details the requirements and procedures that became effective with the Fall 2013 semester. If you began before Fall 2013, you are entitled to follow the requirements in force at that time. Consult with the Graduate Coordinator if you want to follow the new requirements instead.
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ADMISSION

In making our decisions on admission we consider multiple factors, including transcripts and GPA, the nature of your coursework, recommendations, your writing sample and statement, your Graduate Record Examination scores (particularly the GRE Verbal and Analytical Writing sections), and the compatibility of our program and faculty with your interests. We base admission decisions upon an evaluation of all the information we have about applicants. Thus, you are not guaranteed admission if you meet all the quantitative requirements below, and in some cases we may decide to admit someone who does not meet all the quantitative requirements based upon your credentials as a whole.

You must apply for admission to the Graduate School, not directly to the Department of History, although as noted below, you must also send some materials directly to the Department of History. The Graduate School will forward your application to the department for consideration. You can find applications and procedures for the Graduate School at [http://www.memphis.edu/gradschool/applicant.php](http://www.memphis.edu/gradschool/applicant.php).

What is said in this manual about applying and application fees may change, so you should check the Graduate School webpage for current regulations and complete university requirements. As of now, all applications for admission from U.S. applicants must be accompanied by a $35.00 non-refundable application fee, unless previously paid; for foreign students the fee is $60.00.

Foreign students should read the section of this guide entitled Special Procedures for Admission of Foreign Students.

The Department of History has application deadlines that are earlier than those of the Graduate School. Our Graduate Admissions Committee evaluates all applicants for a given semester at the same time. The deadline to submit all required application materials is January 15 for summer or fall semester Ph.D. admission; April 15 for summer or fall M.A. admission; and September 15 for spring semester admission for both M.A. and Ph.D. admission.

If you wish to apply for an assistantship along with your application for admission to a graduate program in History, it requires a separate application (see application for an assistantship), due by January 15 for both M.A. and Ph.D. applicants. The two applications require some of the same materials, but you need send each item only once. Assistantships are described fully in [http://www.memphis.edu/history/pdfs/financial_aid_graduates.pdf](http://www.memphis.edu/history/pdfs/financial_aid_graduates.pdf).

APPLICATION TO THE GRADUATE PROGRAMS

You should send or have sent all transcripts, test scores, and fees directly to Graduate Admissions, The University of Memphis, 200 Wilder Tower, Memphis, TN 38152, not to the Department of History.

You should send any other supporting materials, such as letters of recommendation, writing samples, or personal statements, directly to the Department of History. We prefer that all materials sent to the Department of History, whether for admission or for an assistantship, be in electronic form (docx, doc, rtf, or pdf). Letters of recommendation are acceptable in electronic form only if they come directly from the professor, either signed and on department letterhead,
or from the professor’s college e-mail account. Please send these materials to our graduate secretary, Karen Jackett, at mkmiller@memphis.edu. You should send paper documents to her at 219 Mitchell Hall, Memphis, TN 38152-3450.

All credentials become the property of the university, which will not forward or return them. We will maintain your credentials that you send to the department in an active file for at least one year.

Items 1, 2, and 4 below must be sent directly to Graduate Admissions, The University of Memphis, 200 Wilder Tower, Memphis, TN 38152. All college or university transcripts must come directly from the institutions and the GRE scores directly from the testing services.

1. A completed application form with a **non-refundable** $35.00 application fee [$60.00 for international students]. Since this may change, you should check with the Graduate School before applying.

2. Official transcripts from all the graduate and undergraduate institutions you have attended. It is not necessary to send transcripts from The University of Memphis, since these are already on file with the university.

3. M.A. applicants must present a minimum of 18 semester hours in undergraduate history with a minimum grade point average of 3.0 (on a 4-point scale) in all undergraduate history courses. In special cases the Admissions Committee may make an exception, particularly in a case where a student with fewer than 18 credits in history courses has other non-history courses sufficiently similar in content or methodology to history courses, or when exemplary grades in the last undergraduate years follow poor earlier performance. While we primarily look at grades in history courses, we also consider grades in other humanities courses and overall GPA.

Ph.D. applicants must present a minimum of 24 graduate hours in history with at least a 3.25 GPA (on a 4.0 scale) from an accredited institution. An M.A. in history is strongly recommended. We will also consider applicants who have an M.A. in a field other than history that is similar in content or methodology to history.

4. M.A. candidates may submit either Graduate Record Examination (GRE) Verbal and Analytical Writing sections or Miller Analogies Test (MAT) scores. We urge M.A. candidates to take the GRE, especially if they wish to work toward the Ph.D. degree. We do not accept scores on MAT examinations taken in less than two-month intervals.

Ph.D. candidates must submit GRE Verbal and Analytical Writing sections.

You may contact the Testing Center, 112 John W. Brister Building, 901.678.2428, to obtain a registration packet for the GRE. To take the GRE on campus by computer, call the E.T.S. Computer-based Testing Center, 901.678.1457. The GRE is administered by the Educational Testing Service; the Institution Code for The University of Memphis is 1459. See http://www.memphis.edu/gradcatalog/admission_reg/misc.php for more information. Test scores older than five years are not acceptable to the Graduate School, although we may be able to request a waiver of this time limit if you request it and we judge that it is unnecessary for you to retake the examination.

You should send items 5, 6, and 7 below to the Department of History, preferably by e-mail attachment in docx, doc, rtf, or pdf format to our graduate secretary, Karen Jackett, at mkmiller@memphis.edu. You should send paper documents to her at 219 Mitchell Hall,
Memphis, TN 38152-3450. For the “Statement of Purpose” and the writing sample, please write your name and e-mail address at the top of the first page. This is the only way we will be able to get in touch with you if we want to follow up on any aspect of your application.

5. Letters of recommendation evaluating your academic abilities and accomplishments (two if you are an M.A. candidate, three if you are a Ph.D. candidate). You are free to send additional recommendations if you wish, but we are primarily interested in recommendations from former or current professors, especially of upper-level history courses or graduate-level history courses you have taken, who can address your potential to succeed in a graduate program of history. Letters of recommendation are acceptable in electronic form only if they are confidential, so they are acceptable only if they come directly from the professor, either signed and on department letterhead or from the professor’s college e-mail account.

6. A “Statement of Purpose” (at least 500 words for Ph.D. applicants, 750-1000 words for M.A. applicants).

If you are an M.A. applicant you should discuss reasons for wanting to be in the history M.A. program, your major field(s) of interest (chosen from the list in the next paragraph), and anything else you can tell us about your interests in history.

Fields are: United States before 1877, United States after 1877, African American History, Egyptology (if you include this field, make it clear whether you want to apply for the concentration in Egyptology or simply are interested in it), Ancient World, Medieval Europe, Renaissance Europe, Early Modern Europe, Modern Europe, Latin America, Africa, China, Japan, South Asia, Russia, the Near East, Women and Gender, and Global History. In addition, tell us if you are particularly interested in any of the following: intellectual history, cultural history, social history, theory of history, political history, economic history, history of science, military history.

Note: We do not have official M.A. fields (except for Egyptology), so if you are not an Egyptology student you will not choose an official field of study once you are in the program, nor will you have to take a particular number of credits in your major fields of interest. We ask you to write about your interests only to be able to evaluate your application better. If you do want to apply for the Egyptology concentration, please make this clear, since such applications are considered separately by the Egyptology professors.

If you are a Ph.D. applicant, you should state your educational goals, anticipated fields of study, and general research interests. In this statement, we expect you to demonstrate familiarity with the Department of History’s program and faculty and to discuss explicitly how particular faculty might be helpful to you academically and especially the faculty member or members who would likely be the best choice as your primary advisor.

7. A writing sample such as a paper from a course that demonstrates your ability to write and think about history. Ph.D. applicants should ideally send an M.A. thesis, or if this is not available, a major seminar paper. If your M.A. is in a field other than history, you may send us a paper or thesis in that field.

Note that when the Graduate School tells you that your application is complete, it is referring only to the materials that they require you to send to it, not what the department requires in addition. Three weeks after all the material has been sent to the department, whether for the
application or the assistantship, please e-mail our Graduate Secretary, Karen Jackett, to confirm that we have gotten everything.

It often takes a frustrating amount of time for test scores, transcripts, and letters of recommendation to arrive, so arrange for them early.

If you apply too late for admission for a given semester or do not yet meet all the requirements, you can still register for a time as a non-degree student. Up to twelve credits of this work may later be counted toward a graduate degree upon admission to a degree program. All that is required is completing a short application to the Graduate School and showing proof of having earned a baccalaureate degree. At the end of the first semester of course work, you may be required to furnish an official transcript showing your degree from an accredited college or university. Before registering for a second semester, you may also be required to sign a release agreeing that additional course work [above 12 credits] will not apply to degree programs. Non-degree students must maintain a 3.00 GPA in graduate courses in order to re-enroll and are not eligible for graduate assistantships or (usually) for financial aid. There may be some restriction on the courses you can take, and matriculated students will have preference in enrolling in crowded classes.

If you are admitted, but do not register for the term for which you are admitted, or fail to register for every fall and spring term, the Graduate School will require you to fill out a short online readmissions application before beginning or resuming your study. Get the form at https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon.

APPLICATION FOR AN ASSISTANTSHIP

Assistantships are described fully in http://www.memphis.edu/history/pdfs/financial_aid_graduates.pdf.

To apply for an assistantship for the following academic year, send your application (http://www.memphis.edu/history/pdfs/assistap.pdf) to the Department of History by January 15, using the same guidelines as for the admissions application above. Send unofficial transcripts and test scores to the department only if they have not arrived at the Graduate School. You may use the letters of recommendation for admission for the assistantship as well, although you may wish to send additional letters addressing your suitability for an assistantship. We normally make decisions about graduate assistantships for the following academic year by April 1.

M.A. students are eligible to apply only for grading assistantships. Normally, Ph.D. students apply for a teaching assistantship.

SPECIAL PROCEDURES FOR ADMISSION OF FOREIGN STUDENTS

For complete and up-to-date information on university requirements for foreign students, see http://www.memphis.edu/gradcatalog/admission_reg/international.php.

The university enrolls non-immigrant alien students on the “F-1” student visa. For more information on admission of international students, please contact the Graduate School Student
Services Office, 215 Administration Building, 901.678.4370. Keeping up with current procedures is even more important now that the U.S. government has complicated its regulations for obtaining a visa and made the process much more lengthy.

Students whose highest degree is from a foreign institution must arrange for a professional evaluation of their credentials. The university will accept evaluations done by any credentialing agency listed on the National Association of Credential Evaluation Services' website (http://www.naces.org/), but requires the course-by-course report. For information on the equivalency of degrees, see http://www.memphis.edu/gradschool/intldegrees.php. All applicants whose native language is not English must supply results of the Test of English as a Foreign Language (TOEFL) or its equivalent. You can get information about TOEFL at http://www.toefl.org/ or by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08541, U.S.A. All test scores must be sent directly from the testing agency to The University of Memphis, institutional code 1459. Scores must be less than two years old. The Graduate School requires a minimum score of 550 on the paper or 210 on the computer test. Those applying for an assistantship should also take the TSE (Test of Spoken English), which you can take at the same time as the TOEFL.

FORMS AND APPLICATIONS

From start to finish of your graduate program in History, you will need to file many forms and applications. This guide will call attention to them at the appropriate points and tell you when you need a particular form, where you can get it, with whom you file it, and the deadline for filing it. You can find links to the forms necessary for each degree under the timetable for the M.A. program and the timetable for the Ph.D. program. Most of the forms or applications you will need are online. You can find a comprehensive listing of them at http://www.memphis.edu/history/forms.htm#grad. The Graduate School lists all of its online forms at http://www.memphis.edu/gradschool/forms.php. The Office of the Registrar lists all of its online forms at http://www.memphis.edu/registrar/forms.htm. (Most of the Registrar’s forms are for such incidental matters as changing the record of your permanent address or requesting permission to audit a course.) Although you may never need them, you can find listing of forms generated by various other offices in the right-side navigation menu of http://www.memphis.edu/history/forms.htm.

ADVISING

The Graduate Coordinator advises students admitted into the history graduate program when they first enroll. Although as an M.A. student you may eventually choose a thesis advisor or as a Ph.D. student you will eventually choose an advisory committee and major advisor and use them or other faculty members for academic guidance, you should still direct all technical questions about department and university requirements and policies to the Graduate Coordinator. For routine matters, such as forms, applications, deadlines, etc. you should get in touch with the Graduate Secretary, Karen Jckett, 901.678.1366, mkmiller@memphis.edu.
As soon as possible, M.A. students should get the M.A. planning form, http://www.memphis.edu/history/docs/maplan.doc, and Ph.D. students should get the Ph.D. planning form, http://www.memphis.edu/history/docs/phdplan.doc, and use them in the advising process.

Ph.D. students must choose an Advisory Committee during the first semester, or at latest the second semester. See Ph.D. program committees for details about the composition of this committee. You and your major professor should arrange for the committee to meet shortly after it is formed to assist you in finalizing your fields of study, determining the choice of courses, evaluating the suitability of credits you propose for transfer from other institutions (usually from your previous M.A. work) and judging the applicability of your earlier coursework to your Ph.D. fields. The committee must issue all its decisions in writing, giving copies to you and to the Graduate Coordinator. Use the Ph.D. planning form for this purpose, which you can get at http://www.memphis.edu/history/docs/phdplan.doc. You should begin to use this form right away to keep track of your progress. It is especially important that your committee fill in the box on the second page of the planning form labeled “Please write all Advising Committee recommendations and requirements in this space.” It should itemize all that you must do to advance to the comprehensive exams. Without this form, properly filled out, the Graduate Coordinator will not clear you for registration for your second year.

At the end of your first and second year in the Ph.D. program (your committee may adjust this if you are part-time), your Advisory Committee will provide you with a written evaluation of your performance to date. This will state whether you are doing well, doing acceptably well, but with improvement needed, or not doing well and raising the question of whether you should continue in the program. In the last two cases the committee will provide an explanation, and you should meet with each of the members individually to discuss your options.

We urge you to consult your faculty advisors, if any, before enrolling for each semester. In any case, you must have each member of your Advisory or Dissertation committee sign the appropriate registration approval form (Advisory Committee approval form for early Ph.D. students), or Dissertation Committee approval form for ABD students) and then meet with the Graduate Coordinator at least once a year for advising. The form does not substitute for the annual advising meeting: both are necessary for clearance. All early Ph.D. students must also bring an up-to-date planning form to the advising meeting. It is department policy that the Graduate Coordinator never clear a student for registration without this form or e-mail authorization from faculty who are not available in person.

The responsibility for meeting all degree requirements rests, however, with you.

All registration is now done on the Web through the myMemphis portal. For instruction on how to register, see http://www.memphis.edu/registrar/student/selfserv/quick.htm. This is actually a very easy process. Go to my.memphis.edu, sign in, go to the “Student” tab, scroll down and look for “Add/Drop Classes.” As long as you’re cleared, you should be able to add classes there.

Before you register for the first time, and at least once a year afterwards, you will need to obtain advising clearance from the Graduate Coordinator in order to register. The annual advising meeting is necessary for getting this clearance. Do not ask anyone else to clear you; only the Graduate Coordinator can do this.

This manual contains a timetable for the M.A. program and a timetable for the Ph.D. program. You should consult them often to see if you need to submit a form or take some other action at
the current stage of your progress. They also contain links to all forms that are necessary to complete your degree. Please note that especially in the term in which you intend to graduate, deadlines for forms and exams are earlier in the semester than you might think. Again, it is your responsibility to make sure you meet all requirements. The Graduate School enforces its deadlines strictly, so it will be impossible to graduate on schedule if you miss a deadline.

NATURE OF THE COURSE OFFERINGS

Students in the M.A. program may enroll for credit in all courses on the 6000 and 7000 level. Students in the Ph.D. program may enroll for credit in all courses on the 6000 and 8000 level (if a course has only a 7000 component, you may take it at that level). You can find details on the content of each graduate course for the semester in the departmental minicatalog for graduate students. [http://www.memphis.edu/history/docs/mcg.doc](http://www.memphis.edu/history/docs/mcg.doc).

Courses on the 6000 level are open to both graduate students and upperclass undergraduate students. These courses usually center around lectures and discussions and survey an entire period, enabling students to get a background in fields they have not previously studied. In addition to the lecture materials, readings, and examinations required of the undergraduates, graduate students are expected to do a significant amount of additional work. By close consultation with your professor about the precise nature of this additional assignment, you may be able to do work in accord with your interests and needs. If you have taken a course at the 4000 level (undergraduate), or its equivalent, you cannot take it again at the 6000 level. Only six credits of 6000-level coursework may count toward the M.A., and only those six credits of 6000-level coursework from your M.A. and six more from Ph.D. work may toward the Ph.D. degree.

7000 and 8000-level courses are the same in content, meeting times, and usually similar in requirements, although more is expected of Ph.D. students; they differ in the fact that M.A. students register at the 7000 level and Ph.D. students at the 8000 level. If you have taken any of the courses described in the graduate catalog at the 7000 level, as a Ph.D. candidate you may not take them again at the 8000 level, unless their content has completely changed; see [graduate course descriptions](http://www.memphis.edu/history/docs/mcg.doc).

Courses on the 7000 and 8000 level are open only to graduate students and are usually limited to a class size of 15 or fewer. Those 7000- and 8000-level courses designated “Studies in...,” “Thematic Studies in...,” “Topics in History,” or “Research Seminar” typically differ from term to term, and if this is the case you can retake them as often as you like. With a few exceptions (History 7070/8070, 7090/8090, and courses that don’t count toward the degree) these courses are designed primarily to survey the important secondary works on a period, a part of a period, or a theme and to familiarize students with leading scholarly interpretations. The emphasis is on extensive reading, rather than on a major writing project on some narrow topic. Class discussions of common readings, written critiques, and student presentations, rather than the lecture, are the basic format of these courses.

Research Seminars, all designated History 7070 or 8070, in contrast, emphasize research using primary materials in announced topics and on preparation of a scholarly paper. There should be few common readings not directly geared to the paper. Every Research Seminar will be different, so you may always retake them.
Courses with historiography in their names are designed to give broad coverage of the important scholarship in an entire field. All M.A. students must take at least one of these, in a field of their choice. Ph.D. students must take at least one of these, in their major field and you are encouraged to take more than one historiography course, since they are designed to give broad coverage of the important scholarship in an entire field, and your field advisors may require you to do so. Most years we intend to offer historiography courses in all of the fields in which we specialize: U.S. history before 1877, U.S. history after 1877, African American history, modern European history, and Egyptian history. Historiography courses in other fields may be available occasionally.

History 7012/8012 is a directed readings course taken individually with a professor. By advance consultation with and approval by a professor, students can arrange for directed readings in a field of interest not offered as a regular class, fill in gaps in knowledge in preparation for the comprehensive examination, or investigate possibilities for a dissertation topic. Taking this course requires the express agreement of the professor who will direct it; no one has the right to a directed readings course. You must file a directed readings registration form (http://www.memphis.edu/history/pdfs/directed_readings_form.pdf) with the department office prior to enrolling. M.A. candidates may normally enroll for no more than 3 hours of directed readings, but we may give permission to take 3 more, for a total of 6 hours, upon petition to the Graduate Coordinator. Ph.D. candidates normally may enroll for no more than 6 hours of directed readings, but we may give permission to take 6 more, for a total of 12 hours, upon petition to the Graduate Coordinator. In these cases you must (1) supply the Coordinator with a description of both the previous readings course and the one under consideration (including a list of books read) and (2) state the reasons why a second readings course is necessary. (As an exception, M.A. students in ancient history may, without such a petition, take three additional hours of Directed Readings with the consent of one of the faculty members in the ancient history field.) It is our policy not to approve readings courses if you are able to attend a class that covers the same or similar general topics.

History 7070/8070 is a research seminar. The emphasis is on research using primary materials in announced topics and in the preparation of a scholarly paper. All M.A. students must take at least one 7070 seminar. (In order to take History 7070 you must already have taken an historiography course, although not necessarily in the same field as the Research Seminar.) All Ph.D. students must take at least two 8070 seminars, including 7070 classes taken at the M.A. level. An M.A. thesis satisfies the requirements for one of these.

History 7991/8991, Independent Readings, is an individualized readings course for students preparing for comprehensive examinations. It does not count toward the degree, and normally only assistants take it, but you may take it at any stage of your program. You need to fill out a form to register for this course. Get it at http://www.memphis.edu/history/pdfs/independent_readings_form.pdf

History 7020/8070 (Seminar for Teaching Assistants), History 7021/8021 (Colloquium for Graduate Assistants), and History 7022/8022 (Teaching Skills for Graduate Assistants) are courses that address the responsibilities, activities, and concerns of graduate assistants; they do not count toward the degree.

History 7996 is the course number assigned for the 9 hours of M.A. thesis credit. You may take as many credits of this as you want, but only nine count toward the degree. You need to get the approval of a thesis advisor and fill out a form to register for this course. Get it at
Once you register for thesis credit you must take at least one credit every fall and spring semester until graduation.

History 8990, Reading for and Writing Comprehensives, is a course designed for you to take at the end of your coursework for the Ph.D. to allow you to undertake intensive individual study for the comprehensive exam and/or write the exam. This course will not count if you take it earlier. You must take three credits of it in each field and may take up to six credits in the major field, in each of which you will be expected to make progress toward the exam. The timetable for completing the exam is determined by the professors in consultation with you, and need not be before the end of this course. So long as you are making progress toward the exam you should always receive a S grade, not an IP. You need to fill out a form to register for this class. Get it at [http://www.memphis.edu/history/pdfs/reading_for_comps_form.pdf](http://www.memphis.edu/history/pdfs/reading_for_comps_form.pdf). History 8991, Independent Readings, is an individualized readings course for students preparing for comprehensive examinations. Credit is not applicable to the degree. Normally only assistants take this, but you can take it at any stage of your program. You need to fill out a form to register for this class. Get it at [http://www.memphis.edu/history/pdfs/independent_readings_form.pdf](http://www.memphis.edu/history/pdfs/independent_readings_form.pdf).

History 8020 (Seminar for Teaching Assistants), History 8021 (Colloquium for Graduate Assistants), and History 8022 (Teaching Skills for Graduate Assistants) are courses that address the responsibilities, activities, and concerns of graduate assistants; they do not count toward the degree.

History 9000 is the course number assigned for dissertation credit. You may take as many credits of this as you like, but only 12 will count toward the degree. You need to fill out a form to register for this class. Get it at [http://www.memphis.edu/history/pdfs/dissertation_form.pdf](http://www.memphis.edu/history/pdfs/dissertation_form.pdf).

**GRADES IN GRADUATE HISTORY COURSES**

The University of Memphis uses a four-point grading system. For most substantial courses students receive one of the following grades: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, or F. Grades used to postpone or suspend course completion include I (incomplete), IP (In Progress) and W (withdrawn). For thesis and dissertation credits, Directed Readings, and courses that do not count toward the degree, such as Independent Readings and Colloquium for Graduate Assistants, students may potentially receive an S (satisfactory), U (unsatisfactory), or IP (in progress), but not an I. All other courses receive a letter grade or an I for incomplete. However, an S or U is virtually always given for courses that do not count toward the degree, since it is not intended for the student to register for it again. IP is the normal grade for thesis or dissertation before the semester of completion. After the student defends the thesis or dissertation successfully and receives an S for the final semester, the university automatically changes all thesis or dissertation grades of IP to S. The points awarded for each credit of a plus/minus grade are: A+=4.00, A=4.00, A-=3.84, B+=3.33, B=3.00, B-=2.67, C+=2.33, C= 2.00, C-=1.67, D+=1.33, D=1.00, F=0.00. No more than 7 hours of C work (C, C+, or C-) and no hours of D or F work will count toward degree requirements, but all C’s, D’s and F’s will be calculated in the total grade point average.

You must complete work on any incomplete (I) grade within 90 days from the end of the term in which it was received (see university calendars) or the I will automatically become an F, regardless of whether or not you are enrolled. The instructor may grant extensions of 45 days if
sufficient extenuating circumstances exist. If not removed before the end of the 45-day extension, the I grade will automatically become an F. It is very difficult to get a grade changed after it is entered, so be sure to meet the deadline or get an extension approved.

You should be aware that if the instructor gives you an IP in a Directed Readings course or a course that does not count toward the degree, you must register (and pay) for the same number of credits in the same course for the next semester. After all work is completed, you will receive credit for the first course only. If you get an IP for thesis or dissertation credit (the normal grade until your final semester), you only have to sign up for one credit or more for each successive semester, and after you defend your thesis or dissertation you will receive credit for all the thesis credits you took, up to the required nine or all the dissertation credits you took, up to the required twelve. You do not have to register for thesis or dissertation credit, or for another course in which you got an IP, in the summer.

Graduate students must maintain a cumulative 3.00 (B) average. The Graduate School places any graduate student whose cumulative GPA drops below 3.00 on probation. Two consecutive semesters on probation will result in suspension, unless the department recommends otherwise and only if the Dean of the Graduate School accepts our recommendation.

The department will dismiss any student who makes a grade of B- or lower in six credits or more, except under unusual circumstances. Grades lower than B- will not count toward the degree.

Grades for graduate work have a different meaning than those for other degrees. This department, in accord with most other programs, has adopted the following definition of the grades for all history graduate students:

**A+:** Work that approaches the quality of professional scholarship.

**A:** Outstanding, excellent work: demonstrates the potential for professional quality work.

**A-:** Very good work. High quality performance, but falls short of excellence.

**B+:** Good work. Solid effort, shows potential for higher achievement.

**B:** Needs improvement: Reflects serious effort, but raises doubts about the potential for achieving professional quality, so students should consult with professors about how to improve their work; this is especially important if you are an M.A. student and would like to enter a Ph.D. program.

**B-:** Marginal. A few positive qualities, but plagued by serious problems that must be immediately addressed.

**C+ and below:** unacceptable; does not count toward the degree.

This grading scale means that if you are interested in pursuing a Ph.D. after you complete your M.A. or are already a Ph.D. candidate, you should not be receiving grades lower than B+ on a regular basis and should have mostly A’s. If you are not doing this, it means that your professors believe that you lack the potential to produce professional quality work or are not putting forward the necessary effort. If you are an M.A. candidate considering going on to the Ph.D. program, you should read the section about the Ph.D. Comprehensive Examinations and take steps in each of your M.A. classes to produce the document that we ask all Ph.D. students to prepare in preparation for the exam.
The Graduate School will certify students when they meet all requirements, including the removal of all I and IP grades. Students who have an I or IP in the semester in which they expect to graduate will not be able to graduate until the next term.

**TIME LIMITATION**

If you are an M.A. candidate, you must complete all the requirements for the degree within a six-year period beginning at the end of the calendar year in which you first enroll. If you are a Ph.D. candidate, you must complete all the requirements for the degree within a ten-year period beginning at the end of the calendar year in which you first enroll, and you must complete the degree within twelve years from the entry date. Other than credits transferred from your M.A. program, no credits that you earned more than twelve calendar years prior to the year of your graduation can count for the degree. There are no exceptions to this policy. Grades earned in courses older than twelve years will appear on your transcript but will not be included in your GPA. The twelve-year time limitation does not apply to course work from your master’s degree.

You may, however, be able to “validate” some old courses as described in the Graduate Catalog, [http://www.memphis.edu/gradcatalog/acad_reg/validation.php](http://www.memphis.edu/gradcatalog/acad_reg/validation.php). Such validation, which generally involves additional readings, and must include a written exam, is limited to 1/3 of the total credits required for the degree and is limited to courses with a fixed content. In particular, you cannot validate directed readings, research seminars, or thesis credit.

**THE M.A. PROGRAM**

The Master of Arts program of study in history is a flexible one which prepares students for a variety of careers. Students who regard the M.A. as a terminal degree usually elect to fulfill its requirements by 33 hours of course enrollment without writing a thesis. Most of these students go on to teaching positions on the secondary and community college levels; a lesser number enter government service; and some secure specialized positions in business, industry, and journalism.

Those students who want to teach on the university level or have a career in historical research and writing should look upon the M.A. program as preparation for a Ph.D. program. We therefore urge them to write a master’s thesis.

**M.A. REQUIREMENTS AND RESTRICTIONS**

We offer both a regular M.A. and an [online M.A.](http://www.memphis.edu/gradcatalog/acad_reg/validation.php). Regular M.A. students may take some online courses; online M.A. students must take all of their courses online. In general, degree requirements are the same for both on-campus students and those specifically admitted to the online program. As an online student you will be able to get a M.A. degree in about the same time as if you were on campus in most cases, but you will have much less choice in your courses, since we offer far fewer online courses than classroom ones.
There are a few exceptions. If you are an online student, taking no courses in the classroom:

- You may take as many as 9 credits of 6000-level courses (which are graduate components of undergraduate courses) instead of 6.
- Normally writing a thesis is not possible for online M.A. students, although occasionally it can be arranged if you have sufficient access to necessary materials (including an interlibrary loan program where you live) and you can convince a professor that it is a practical and desirable option.
- The comprehensive examination at the end of the program may be written instead of oral.

1. A total of 33 credits, which will include nine credits of thesis hours if you write a thesis.

2. No more than 6 credits of 6000-level courses. Those in the Ancient Egypt concentration may take more than 6 hours with the permission of the Egyptology faculty.

3. One historiography course, in any field. You may take more historiography courses, in other fields, if you like; in fact, we highly recommend it. You should take a historiography course as soon as possible, and you cannot take a 7070 seminar until you do.

4. One History 7070 seminar. You may take more if you wish. You must take a historiography class before taking History 7070, although it need not be in the same field as the 7070 class.

5. The following courses do not count toward the degree: History 7020 (Seminar for Teaching Assistants), History 7021 (Colloquium for Graduate Assistants), History 7022 (Teaching Skills for Graduate Assistants), History 7991 (Independent Readings).

6. You may take no more than 24 hours in United States History, European History, or any one broad field of history, such as Asian History. This means that you must take three courses in other fields. Unless you specialize in Ancient Egypt, there is no requirement that you take a minimum number of courses in any one field.

7. No grade of C+ or lower may count toward the required number of credits.

8. You may take six hours in fields outside history, with the approval of the Graduate Coordinator. Courses with a historical relevance are normally acceptable, such as most graduate courses in Art History, Philosophy, or Literature. But methods and techniques courses are usually not acceptable. Under special circumstances, students may petition for up to an additional 6 hours, although this would only be if such extra hours were judged to be important to the student’s thesis or other academic needs. If outside courses are at the 6000-level, they count toward the limit in item 2 above.

9. You are restricted to one History 7012 Directed Readings course. If there is a good reason, you may petition to take one more. For any Directed Readings class you will need to fill out and have the professor sign a form. See nature of the course offerings for the procedure, and for a qualification of this rule for Egyptology students.

10. In the last term of courses (or later, if you do not make the deadline for that semester), you must take an oral comprehensive examination, which covers all your coursework. It is given by a committee of at least three professors chosen by you and your advisor. In most cases one committee member should be outside the field of most of your courses. See M.A. comprehensive examination for details. If you would like to continue in the Ph.D. program, you must submit an application for it. If you want to continue immediately, you will normally have to file this
application before your comprehensive exam to meet the September 15 or January 15 application deadline, but we will not make a decision until after your comprehensive exam and the recommendation of your comprehensives committee supporting your continuance. By September 15 or January 15 you should submit your Statement of Purpose, writing sample, and recommendations to the department and the Change of Status form, available at http://www.memphis.edu/gradschool/applications/statusapp2.php, to the Graduate School.

11. If you write a thesis, you must defend it before a departmental committee chaired by the faculty member who directed it. Usually, though not always, the thesis defense and the comprehensive examination are conducted by the same committee and at the same time.

12. You must complete all the requirements for the degree within a six-year period beginning at the end of the calendar year in which you first enroll. There are no exceptions to this policy. You may, however, be able to “validate” some old courses; see the graduate catalog for the procedure.

13. You may transfer a maximum of 12 semester hours of credit from another college or university, provided these credits are no more than 6 years old when you receive the M.A. degree. We will not accept the transfer of credit for grades less than B. In addition to formal university acceptance of the courses, for which you must file the appropriate form (http://www.memphis.edu/gradschool/pdfs/masters_transfer_credit.pdf) with the Graduate School, the Graduate Coordinator must accept the courses in order for them to count toward the degree.

Concentration in Ancient Egyptian History:
(Note: “Concentration” refers to a specific program in this area. It does not imply that this is our only area of specialization.) Please note that if you wish to enter the M.A. program in Ancient Egyptian history, you must have the explicit approval of the Egyptology faculty. At present this consists of Dr. Peter Brand, pbrand@memphis.edu, and Dr. Suzanne Onstine, sonstine@memphis.edu. If you are interested in the Egyptology concentration, you should write to Dr. Onstine, explaining your interest and background in Egyptology and related areas, such as other ancient history, ancient Near Eastern cultures, classics, archaeology, anthropology, or Middle East studies. See http://cassian.memphis.edu/history/egyptology/ for more information on the Egyptology program.

Although the department evaluates most applications twice a year, as mentioned above, the Egyptology faculty considers all current applicants as a group only once, after January 15. Admission for fall is the norm, since the beginning-level language classes are year-long and cannot be started in spring. If you have taken at least one year of Middle Egyptian at the time of application, or there are extenuating circumstances, we may consider spring admission.

M.A. THESIS
If you decide to write a thesis, we encourage you to pick your topic early (at least one year before you hope to graduate) in consultation with a department member holding at least Associate Graduate Faculty status who agrees to direct the thesis as your thesis advisor. A thesis is always based upon primary research and normally is 16,000-25,000 words long. Based upon typical double-spaced pages in 12-point text of about 300 words each this comes to 55-83 pages.

After the advisor approves your thesis topic and you determine who will be on your thesis committee, you must register the thesis with the Graduate School. There is a form for this

In consultation with your thesis advisor, choose the Thesis Committee. Usually, a Thesis Committee will consist of the director and two readers, whom you may consult during the various phases of preliminary reading, research, and writing. All prospective members must agree to serve and sign a form obtainable from http://www.memphis.edu/gradschool/pdfs/committee_form.pdf. See M.A. program committees for details about the composition of the committee, which may also serve as the committee for the comprehensive examination.

When you complete your thesis, you will have to defend it, usually in conjunction with your comprehensive examination, but you and your thesis director may, for some reason, decide to have the two examinations separately. You must report the results of the thesis defense to the Graduate School, with copies to the Department of History and the Graduate Coordinator. You can get the form at http://www.memphis.edu/gradschool/form/defense.php.

In preparing the thesis you should follow the format recommended by the most recent edition of Kate L. Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations (Chicago: University of Chicago Press). The Chicago Manual of Style is also acceptable. It is a good idea to discuss matters of format with the expert on this at the Graduate School; at the current time and for many years this has been Michelle Stout, mstout@memphis.edu. She will also be the one to scrutinize your final manuscript and judge that it does or does not meet the requirements, and she is the one to whom you should submit your dissertation after making any revisions that your committee has required.

After your committee accepts your thesis and you have made all the revisions it requires, you must present your thesis to the Graduate School for approval of the final copy. You must submit your thesis to the Graduate School electronically. Make sure you are following the most recent guidelines and meet the deadline. All submissions must include an unnumbered abstract of not more than 350 words.

For the current thesis preparation guide and policies on submission to the Graduate School, see http://www.memphis.edu/gradschool/tdinfo_electronic.php.

Go to https://umwa.memphis.edu/etd/index.php to see how the electronic system is set up to display and search for submitted theses and dissertations.

M.A. COMPREHENSIVE EXAMINATION

All M.A. candidates must take an oral comprehensive examination, which normally lasts 1-2 hours, and may include questions about anything that they covered in their course work. The scope of the examination includes both knowledge of particular courses and the capacity for larger historical synthesis. Ordinarily the examination takes place in the last few weeks of the student’s final semester in the program, but never before the semester in which the student’s course work and/or thesis are being completed.

In consultation with the Graduate Coordinator, and other faculty advisors, you must decide on an examining committee and get each prospective member to agree to serve on it no later than the beginning of the semester in which you intend to graduate. See M.A. program committees for
details about the composition of the committee, which may have the same membership as the Thesis Committee.

When asking faculty to serve on your examining committee, you must provide them with a complete list of courses taken and for each course a list of books read, and papers written for it. Although this list is limited to books, you are expected to be familiar with the major scholarship studied in each course, both in books and articles. You should then discuss the exam with each examiner and develop a list of questions for which you should specifically prepare. Although the examiners will begin with some of these questions, they will also ask follow-up questions and may ask about other topics that you have studied in your classes. You will be expected to demonstrate not merely factual knowledge but an understanding and an ability to think about the historiography of each field and the major questions animating it.

The committee may judge the student to:

- pass with distinction with a recommendation for Ph.D. work
- pass
- fail.

Since the official form lists only “pass” and “fail” as options, you should remind the committee ahead of time of the option to “pass with distinction” and ask that they note in handwriting on the exam form that you passed with distinction if they support your continuance. A unanimous vote is required to pass or pass with distinction.

In the event of failure, the committee will adopt one of the following:

- Permit the student to take a written or oral examination within the same semester (if the student satisfactorily completes this option, the original failure will not be recorded on the permanent record; if not, the student will be able to take the exam again the following semester)
- Permit the student to take a written or oral examination the following semester.

Any student who fails to complete the second examination satisfactorily will be dropped from the department’s graduate program.

Results of the comprehensive examination must be reported to the Graduate School, with copies to the Department of History and the Graduate Coordinator. You can get this form at http://www.memphis.edu/gradschool/form/comps2.php.

M.A. TIMETABLE

You will find the specific dates for various deadlines in the student calendars provided by the Registrar’s Office. By far the most important calendar is the one for graduation deadlines provided by the Graduate School. Consult these calendars frequently, especially at the beginning of each semester, to make sure that you keep up with deadlines. Failure to meet deadlines will delay your graduation.

1. Apply for admission and/or assistantship:

Apply for admission, and, if you are interested, for a graduate assistantship. See application procedures and application for an assistantship for details and deadlines. Get the admissions

2. Be advised and get registration clearance:

Once the Graduate School informs you of your admission, contact the Graduate Coordinator for an advising appointment. You will not be able to register until you have been advised. Make sure that the Coordinator has your e-mail address, and let the Coordinator know whenever this changes. All our communications are by e-mail, and failure to keep your address up to date may mean that you miss crucial messages, which could affect your status.

Begin the M.A. planning form, obtainable from the Graduate Coordinator, or at http://www.memphis.edu/docs/history/maplan.doc.

After advising, the Graduate Coordinator will clear you to register. Register at the assigned time using the myMemphis Web-based registration system. See http://my.memphis.edu/.

Thereafter, meet with the Graduate Coordinator at least once a year for advising and clearance. When going for advising, take an up-to-date copy of the planning form. This meeting is necessary for registration clearance.

3. Transfer credits from another school if necessary:

If you want to use any credits from another school, and the Graduate Coordinator approves this, file the Evaluation of Transfer Credit (Masters) form, http://www.memphis.edu/gradschool/pdfs/masters_transfer_credit.pdf with the Graduate School.


If you are writing a thesis, you should choose a thesis advisor/committee chair and a committee of at least three professors as soon possible, but no later than a full year before you expect to graduate. Fill out a committee form, available at http://www.memphis.edu/gradschool/pdfs/committee_form.pdf, obtain all committee signatures, and submit it to the office and Graduate Coordinator. The office will pass it on to the Graduate School, which must receive it by 45 days from the beginning of the semester of graduation.

Register the thesis topic with the Graduate School. You can find the form at http://www.memphis.edu/gradschool/form/tdproposal.php. For the proper format and style of the thesis, see http://www.memphis.edu/gradschool/tdinfo.php. Also, obtain a checklist of requirements from the Graduate School office or from their Web page at http://www.memphis.edu/gradschool/pdfs/non-apa_checklist.pdf. See M.A. thesis for the proper format for the thesis and instructions for its submission.

After you register for thesis credit for the first time, the Graduate School requires you to register for at least one thesis credit every fall and spring semester afterwards until you graduate. Have your thesis director sign the thesis enrollment form, http://www.memphis.edu/history/pdfs/thesis_form.pdf, and take it to Karen Jackett in the departmental office, who will enter a permit.

5. Complete all required coursework (see M.A. program requirements and restrictions).

6. Choose the Comprehensives Committee and take Comprehensive Exam and Thesis Defense (see M.A. comprehensive exam):
Whether you are writing a thesis or not, choose a Comprehensives Committee of three faculty members, the chair of which must hold at least Associate Graduate Faculty status, no later than the beginning of the semester in which you intend to graduate. Not all committee members should be from a large area of history, like U.S. history. Provide each member with a complete list of courses taken and for each course a list of books read, and papers written for it.

If you are writing a thesis, your Comprehensives Committee will probably be the same as your Thesis Committee.

During the latter part of the last semester, schedule the comprehensive oral examination and/or thesis defense with committee members and the department office. Comprehensive examinations and thesis defenses must be held by the designated Graduate School deadline for the semester. Report the result to the Department of History and the Graduate Coordinator using the form http://www.memphis.edu/gradschool/form/comps2.php. If you defended a thesis, you also need to submit a defense form, http://www.memphis.edu/gradschool/form/defense.php.

7. If you want to continue in the Ph.D. program, submit documentation to the department and a change of program form to the Graduate School by the normal application deadlines, September 15 or January 15. At the examination/defense ask your Comprehensives Committee and/or your Thesis Committee to recommend on the examination/defense form(s) that you be allowed to continue.

8. Graduate:

For the forms that the Graduate School requires for graduation, deadlines, and detailed instructions, see http://www.memphis.edu/gradschool/graduation.php. Very early in the semester of graduation (be sure to check the deadline) you must do two things: 1. file the “Master's Degree Candidacy Form,” http://www.memphis.edu/gradschool/form/mdc.php (You only have to submit this once, even if you don't graduate in the semester that you first submit it). List only courses that are eligible to count toward the degree), and 2. “Apply to Graduate” from your MyMemphis portal (https://my.memphis.edu/cp/home/displaylogin.

You must bring the Candidacy form to the Graduate Coordinator for approval before submitting it.

You must submit your thesis to the Graduate School electronically. Make sure you are following the most recent guidelines and meet the deadline. For the current thesis preparation guide and policies on submission to the Graduate School, see http://www.memphis.edu/gradschool/tdinfo_electronic.php.

THE PH.D. PROGRAM

The Ph.D. is the highest degree granted by the university; it is conferred only on those candidates whose work evidences general proficiency and the ability to perform independent historical research. The degree is never conferred merely for the accumulation of credits.

The Ph.D. program is designed to provide broad knowledge in two fields of history, more intensive preparation in a major field, and also the competence in original historical research and writing that will prepare you for teaching and research in higher education or for a career in government, business, library service, and other research-related fields. But be warned: you will
need to put in at least four academic years of study and research beyond the M.A. degree, and almost always more, to complete the program.

PH.D. FIELDS OF STUDY

In consultation with your major professor/advisor and Advisory Committee, you will choose three fields of study, designating one of them as your major or dissertation field.

We offer dissertation fields in United States before 1877, United States after 1877, African American History, Ancient World (Ancient Egyptian History only), Global History, Women and Gender History, and Modern Europe, with minor fields in (in addition to the above) Medieval-Renaissance Europe, Early Modern Europe, Latin America, Africa, China and Japan, Russia, and the Near East.

If you wish to work in a field other than our normal dissertation fields, it is generally preferable to apply to a university that specializes in it. However, it is sometimes possible to do it here if a potential faculty dissertation advisor agrees to direct you. This will usually require obtaining a second major field examiner outside of the department or university. Please note that examiners outside the university must apply for and receive Adjunct Graduate Faculty status. You and your advisor must also petition the Graduate Studies Committee in order to get approval for a non-standard dissertation field. In your petition, you should make clear how you intend to compensate for the lack of departmental faculty in your field.

Although we require sixty total credits before you can complete the Comprehensive Examination, including any transfer credits, we no longer require a specific number of credits in each field, leaving this determination up to your Advisory Committee. However, a good rule of thumb is: eighteen credits in the major (dissertation) field, and twelve credits in each of the two minor fields. These numbers include any credits transferred from a M.A. or other graduate program. In addition (although part of the 60 credits required), and not subject to the committee’s discretion, near or after completion of the required coursework in each field, you must take three credits of Reading for and Writing Comprehensives (History 8990) in each field, and may take up to six credits in the major field, in each of which you will be expected to make progress toward the examination.

At least one of your fields must have its primary focus on a geographical region different from that of the major field. With this restriction, you may petition the Graduate Studies Committee for a field or fields not listed in the official list if the prospective field advisor agrees and your Advisory Committee approves. Additionally, if your major field embraces separate regions or is conventionally divided into separate fields (such as Ancient or Medieval/Renaissance), it may be subdivided into two (and only two) separate fields. With the approval of your Advisory Committee and the Graduate Studies Committee, you may take one field in another department or devise an interdisciplinary field, including courses from at least two departments. In rare instances, if you can demonstrate a compelling reason, the Graduate Studies Committee may waive the geographical requirement.
PH.D. REQUIREMENTS AND RESTRICTIONS

1. A minimum of 60 credits of coursework beyond the bachelor's degree, excluding dissertation credit.

2. 12 hours of History 9000 (Doctoral Dissertation). Added to the minimum of 60 credits of coursework, this will give a minimum of 72 graduate credits overall.

3. The final 30 hours of the 72 hours must be taken at The University of Memphis.

4. At most 6 credits of M.A. courses and 6 credits of Ph.D. courses at the 6000-level (none of which may be in the major field) unless the Advisory Committee approves. In special cases, the Advisory Committee may allow up to 15 credits at the 6000-level. Those in the Ancient Egypt concentration may take more than 6 hours with the permission of the Egyptology faculty.

5. A historiography course in the major field. We recommend historiography courses in the other fields, and your field advisors may require it. If your major field is one without a formal historiography class, you must arrange with your major advisor to do it as a Directed Readings, within the format of a Studies class, or independently.

6. As part of the 60 hours, at least six hours in Research Seminars (History 8070 or the equivalent); however, if you have completed a Master's thesis in history you may count it as one of these seminars. You can also count any 7070 classes you took.

7. As part of the 60 hours, History 8011 (Philosophy and Theory of History) or its equivalent. We also recommend but no longer require History 8100 (Global Historiography).

8. As part of the 60 hours, 3 credits in History 8990 (Reading for and Writing Comprehensives) in each of the fields, with the option for 3 additional credits of History 8990 in the major field.

9. No more than 6 credits of History 8012 (Directed Readings), although you may petition the Graduate Coordinator for up to an additional 6 credits. For any Directed Readings class you will need to fill out and have the professor sign a form. See nature of the course offerings for the procedure.

10. No grade of C+ or lower may count toward the required number of credits.

11. The following courses do not count toward the 60 credits: History 8020 (Seminar for Teaching Assistants), History 8021 (Colloquium for Graduate Assistants), History 8022 (Teaching Skills for Graduate Assistants), History 8991 (Independent Readings), and History 9000 (Doctoral Dissertation).

12. The 60 credits is a minimum; it is up to the Advisory Committee to determine if you are fully prepared in each field, and in some cases it may require that you take additional course work.

13. Review of the student's progress by the Advisory Committee at the end of the first and second year, or the equivalent for part-time students. The committee will normally meet without the student and will always provide written feedback to the student. This will be detailed if the finding is that the student's performance is satisfactory but needs improvement or is unsatisfactory. In either of these cases the student should immediately consult with each committee member to develop a plan for improvement. Although this review is primarily designed to give guidance to the student, a committee's finding that the student's work is not satisfactory will be considered a potential cause for dismissal.
14. The university requires that the student commit to full-time study (9 credits) for a minimum of two successive semesters at some point during the degree program. This can include a summer semester, but graduate history courses are limited at that time. If this is a problem for you, be sure to discuss options with the Graduate Coordinator, since there is usually a solution. In particular, note that four Reading for and Writing Comprehensives courses (the maximum allowed) plus two more courses, taken over two consecutive semesters will fulfill the requirement.

15. A language exam in at least one foreign language (see foreign language requirement) for all those with a non-US major field. For those with a U.S. major field (U.S. before 1877, U.S. after 1877, or African American History) it is up to the Advisory Committee to decide whether you need to pass a language exam.

16. A written and oral comprehensive examination (see Ph.D. comprehensive examinations).


Concentration in Ancient Egyptian History: (Note: “Concentration” refers to a specific program in this area. It does not imply that this is our only area of specialization.) Please note that if you wish to enter the Ph.D. program in Ancient Egyptian history, you must have the explicit approval of the Egyptology faculty. At present this consists of Dr. Peter Brand, pbrand@memphis.edu, and Dr. Suzanne Onstine, sonstine@memphis.edu. All those interested in the Egyptology concentration should write to Dr Onstine, explaining your interest and background in Egyptology and related areas, such as other ancient history, ancient Near Eastern cultures, classics, archaeology, anthropology, or Middle East studies. See http://cassian.memphis.edu/history/egyptology/ for more information on the Egyptology program.

Although the department evaluates most applications twice a year, as mentioned above, the Egyptology faculty considers all current applicants as a group after January 15. Although we may accept applications after that, your best chance of admission is to apply before January 15 for the next school year. Most students begin in the Fall, but we will sometimes consider applications for Spring if you have a strong record and sufficient background.

If you choose this concentration you must take at least 12 hours of courses in the dissertation field of Ancient History that focus specifically on ancient Egyptian history. You are also expected to deepen your proficiency in Middle Egyptian, which you should have studied already before entering the Ph.D. program. Further, you must demonstrate reading knowledge of French and German before you will be allowed to take research seminars in Ancient Egypt or write your dissertation.

PH.D. TRANSFER OF CREDITS

With the approval of your Advisory Committee, you can count up to 33 hours of course work with grades of B or higher from your master’s degree toward the 60 required credits. This 33 credit maximum applies whether you took the courses at The University of Memphis or elsewhere. The Advisory Committee will assess the suitability of previously earned credits for the proposed degree in its first formal meeting; the Graduate Coordinator will approve these recommendations after confirming that the credits meet departmental requirements. After your Advisory Committee has approved previously earned credits, fill out the Transfer Credit
In addition, credits earned beyond the M.A. degree, whether from another institution or The University of Memphis, can count toward the Ph.D. so long as your Advisory Committee agrees and so long as you also meet the requirement that you take the final 30 credits at The University of Memphis. These credits, however, fall under the time limit for courses and are not protected as are courses used for the M.A.

**PH.D. FOREIGN LANGUAGE REQUIREMENT**

If your dissertation is in a non-U.S. field, you must demonstrate a reading proficiency in at least one non-English language as directly related to your dissertation field as possible, as determined by the dissertation director. You must demonstrate this proficiency by reading and translating a selection from a historical work or source assigned by the examiner. This requirement is a minimum for all Ph.D. candidates in non-US fields; you must pass an examination in all languages, however many, that your Advisory Committee considers necessary for expertise in your primary area(s) of research. The language requirement, if any, for students in U.S. history is determined by your Advisory Committee, which can waive the requirement completely. Be sure to have your committee enter their decision to waive this examination on your Ph.D. planning form when you meet with them during your first year in the program. You must pass all required language examinations before taking the comprehensive examination.

The Department of Foreign Languages (DFL) will administer Ph.D. language examinations in all languages in which it has a specialist. DFL agrees to the following as its standard procedure, although it is willing to make special accommodations (such as a suggestion for a text or different requirements for the examination) as determined by a student’s committee: “The exam will assess the reading skill of the candidate and will be geared at the 2202 level. Also, every effort will be made to select a passage to be translated relating to the candidate’s field of interest. Each exam will last from one hour to an hour-and-a-half and will be based on translating a passage ranging from one to one-and-a-half pages. Moreover, candidates may use dictionaries to assist them.” “Dictionaries” refers to books whose purpose is to translate words between two or more languages; you are not allowed to use grammar books, verb books, etc. in the examination.

To arrange for the examination, you should contact the appropriate professor in DFL, who will also be able to advise you on texts to study and how to prepare for the examination. At present, you should contact one of the following:

- [Ivan Ortega-Santos](https://umdrive.memphis.edu/rtgsntos/examen_de_espanol.htm), Spanish. See [https://umdrive.memphis.edu/rtgsntos/examen_de_espanol.htm](https://umdrive.memphis.edu/rtgsntos/examen_de_espanol.htm) for more information
- [Robert Fagley](https://umdrive.memphis.edu/rtgsntos/examen_de_espanol.htm), French
- [Heike Polster](https://umdrive.memphis.edu/rtgsntos/examen_de_espanol.htm), German
- [Cosetta Gaudenzi](https://umdrive.memphis.edu/rtgsntos/examen_de_espanol.htm), Italian
- [Tommasso Gazzarri](https://umdrive.memphis.edu/rtgsntos/examen_de_espanol.htm), Latin

These contacts may change. If you cannot reach the proper person, or you wish to take an examination for a language not listed, contact the DFL main office. Most language professors will arrange to give an acceptable exam at the conclusion of an intermediate-level language course. But this is not necessarily the normal examination for such classes, so you must speak to
them ahead of time to see if it is possible to arrange. It is not currently the policy of the
department to accept a passing grade in such a course in lieu of the examination, but if you have
had many courses in a language or can otherwise demonstrate proficiency far beyond the
intermediate level, talk to the Graduate Coordinator to see if you can be exempted from the
examination.

It is your responsibility to arrange for a language proficiency examination before taking the
comprehensive examination.

**PH.D. COMPREHENSIVE EXAMINATION**

No sooner than the last semester of coursework, and after satisfying the language requirement,
you must take a comprehensive examination over all fields. For full-time students, the
expectation is that you will take the comprehensives before the beginning of your seventh
semester, but in any case within six months of finishing the required coursework.

The comprehensive examination consists of a series of essays that you will write over a whole
semester, or longer at the discretion of your committee or if you are part-time, and an oral
examination.

The Comprehensive Committee, which you and your advisor pick and which the Graduate
Coordinator must approve, administers the examination. In most, but not all cases, the
Comprehensives Committee is identical to the Advisory Committee. See Ph.D. program
committees for the composition of the committee.

Since the examination is designed to test your knowledge of each field, it will not be confined to
material covered in classes and the books and articles you read in them. We expect you to
demonstrate an intellectual command of the subject matter, historiography, current scholarly
controversies, bibliography, and whatever else is expected in each field.

The faculty decided to prepare in each Ph.D. field a basic list books or the equivalent to be read
by all students with either major and minor fields in their area. Some fields have not yet
submitted their lists. We will post these as soon as possible. You can find the lists at
http://www.memphis.edu/history/gradguide/phd_comps_reading_lists.htm.

The timetable for completing the exam is determined by the professors in consultation
with you, and need not be before the end of the Reading for and Writing Comprehensives
classes. So long as you are making progress on the examinations you should always receive a S
grade, not an IP. You must complete the examinations in the course of not more than two
semesters.

Following submission of the written portion of the comprehensives, you must schedule a meeting
with all members of the Comprehensive Committee for the oral examination. Those not in
Memphis may participate by audio or video conference. In the course of this examination,
members will discuss the written comprehensives with the student, ask for clarifications and
elaborations, make suggestions and corrections, and ask further questions concerning the fields.

After the oral examination, the committee will either unanimously pass you, pass you with
distinction, or require you to retake one or more written parts. At this stage, you will pass the
comprehensive examination only if the committee unanimously concurs. Note that even if some
committee members feel that you performed adequately in their fields, you do not formally pass their parts and fail others; you can only pass or fail the examination as a whole.

A rewrite of an examination will necessarily involve a major reconceptualization and revision of your essay, and may not be resubmitted sooner than the semester following the first attempt. After you have rewritten all required parts, the committee may choose to hold another oral examination, or it may decide simply to vote on whether to pass you or not. In either case at least three of the four committee members must approve in order for you to pass at this stage. Note that this is not the same as saying that you may fail one part of the written examinations and still pass the comprehensive examination, since faculty will normally be unwilling to pass someone who is judged to be unsatisfactory in any area. If there are more than four members of the committee, as sometimes happens, there can still be at most only one dissenting vote for you to pass.

Upon successful completion of the comprehensive examination, submit the comprehensive examination form, http://www.memphis.edu/gradschool/form/comps2.php, to the Graduate Coordinator and the departmental office, which will then send the form on to the Graduate School, thereby notifying it formally of your “late doctoral” status.

It should go without saying that plagiarism is unacceptable and will result in dismissal from the program. We will submit all essays to TurnItIn.com.

There is a document giving advice about preparing for the comprehensive examinations and giving more detail about the procedures.

**READING LISTS FOR PH.D. COMPREHENSIVE EXAMINATION FIELDS**

As noted in the section on the comprehensive examination for the Ph.D. above, some fields have not yet submitted their lists. We will post these as soon as possible. Some other fields intend to post longer lists as a supplement to their basic lists, and we will also post these as soon as possible.

All of the lists are in Microsoft Word format.

- African American
- Early Modern Europe
- Global
- Medieval/Renaissance
- Modern Europe
- Modern Middle East
- US since 1877

**PH.D. DISSERTATION**

To complete the requirements for the Ph.D., you must write a dissertation based on a substantial amount of original research and submitted in acceptable form. The dissertation must represent a significant scholarly effort and make an original contribution to the scholarship of your field.

You will determine the dissertation topic in consultation with a Full Graduate Faculty member in the dissertation field who agrees to direct the research. The director and you will then choose a
Dissertation Committee to be chaired by the director. The Graduate Coordinator must approve the committee. See dissertation committee for details on the composition of the committee.

After choosing the committee, fill out a committee form: http://www.memphis.edu/gradschool/pdfs/committee_form.pdf. Submit it to the office and Graduate Coordinator.

Within one semester after passing the comprehensive examination you must present a prospectus of the proposed dissertation in a colloquy attended by the Dissertation Committee. You should develop your prospectus in close consultation with your dissertation advisor, and before you present you need to get the approval of your Dissertation Committee. Your chair should then e-mail the Graduate Coordinator with permission for you to present.

The presentation is not intended as an examination, but rather as an informal forum in which you can discuss ideas and receive suggestions and criticisms. Note that you may present your prospectus at any time after the comprehensive exam, even immediately afterward if you are ready to do so. The department schedules one or more sessions for this every semester, depending on need.

There is a separate document giving full information and advice about the prospectus.

After the committee approves your prospectus, you must register the dissertation with the Graduate School. You can find the form at http://www.memphis.edu/gradschool/form/tdproposal.php, under the title “Thesis/Dissertation Proposal Defense.”

You must complete your dissertation and all other requirements within 12 years from the end of the calendar year in which you began the Ph.D. program. (This limitation does not apply to coursework from your master’s degree.) After beginning to take dissertation credit, you must register for at least one credit of History 9000 (Dissertation Research), each fall and spring semester until you graduate. However, at the end, no matter how many you have taken, only twelve will count towards the degree.

All members of the Dissertation Committee should make themselves available to help you throughout the dissertation process, especially to give advice and read and critique chapters as they are written. Obviously, some members whose work is not directly related to yours may not choose to read early drafts unless they agree and you want them to.

You must submit a complete rough draft of your dissertation to your entire committee one month before the end of the semester preceding that in which you plan to graduate and arrange to meet formally with the entire committee before the end of the earlier semester to discuss your draft. Within a week after that meeting the committee will provide you, in writing, a clear statement of what revisions in general would be necessary to turn it into an acceptable dissertation. This will give you adequate time in most cases to incorporate the suggestions before the deadline for the defense in the next semester. You should also meet separately with each committee member for further advice.

After incorporating committee members’ suggested revisions and completing the final draft, you must pass an oral examination/dissertation defense dealing primarily with the dissertation and its relation to your major field. Your Dissertation Committee conducts the defense, and all members must attend. Committee members who cannot be in Memphis for the defense may participate through a telephone or computer audio connection. Department faculty and graduate students are
invited to the defense, so the candidate should send information on time and place to the Graduate Coordinator at least one week in advance.

The committee must agree unanimously for you to pass. Bring to the examination the form (http://www.memphis.edu/gradschool/form/defense.php) for the committee to sign, as well as three copies of the signature page of the dissertation, on the correct paper and in the correct format (Note: you should bring a black pen for signatures, since the Graduate School prefers black. You will only need one, but it is a good idea to have some spares.). After the defense, make copies of the defense form for the history office and the Graduate Coordinator, and give the original to the Graduate School. Do not fill in the results section of the form until after the exam, since there are several choices.

Assuming you pass, there are three possibilities: pass with no revision, pass with minor revisions, and pass with major revisions. Even if you hold the defense on the last possible day before the deadline, you will still have a week or so to make corrections before you need to submit the absolutely final manuscript to the Graduate School. But if you pass with major revisions, you will not be likely to have time to graduate in the same term unless you hold the defense very early.

For the proper format and style of the dissertation, see http://www.memphis.edu/gradschool/tdinfo.php. Also, obtain a checklist of requirements from the Graduate School office or from their Web page at http://www.memphis.edu/gradschool/tdinfo.php. Also, A Manual for Writers of Research Papers, Theses, and Dissertations (Chicago: University of Chicago Press). The Chicago Manual of Style is also acceptable.

It is a good idea to discuss matters of format with the expert on this at the Graduate School; at the current time and for many years this has been Michelle Stout, mstout@memphis.edu. She will also be the one to scrutinize your final manuscript and judge that it does or does not meet the requirements, and she is the one to whom you should submit your dissertation after making any revisions that your committee has required.

After the completion of any required revisions, your must present your dissertation to your Dissertation Committee and the Dean of the Graduate School for approval of the final copy. You must submit your dissertation to the Graduate School electronically. Make sure you are following the most recent guidelines and meet the deadline. All submissions must include an unnumbered abstract of not more than 350 words.

For the current dissertation preparation guide and policies on submission to the Graduate School, see http://www.memphis.edu/gradschool/tdinfo_electronic.php.

Go to https://itweb2.memphis.edu/etd/index.php to see how the electronic system is set up to display and search for submitted theses and dissertations.

**PH.D. TIMETABLE**

You can find the specific dates for various deadlines in the student calendars provided by the Registrar’s Office. By far the most important calendar is the one for graduation deadlines.
provided by the Graduate School. *Consult these calendars frequently, especially at the beginning of each semester, to make sure that you keep up with deadlines. Failure to meet deadlines will delay your graduation.*

1. Apply for admission and/or assistantship:

Apply for admission, and, if you are interested, for a graduate assistantship. See application procedures and application for an assistantship for details and deadlines. Get the admissions application at [https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon](https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon) and the assistantship application at [http://www.memphis.edu/history/pdfs/assistap.pdf](http://www.memphis.edu/history/pdfs/assistap.pdf).

2. Be advised and get registration clearance:

Once the Graduate School informs you of your admission into the Ph.D. program, contact the Graduate Coordinator for an advising appointment. Begin the Ph.D. planning form, available at [http://www.memphis.edu/history/docs/phdplan.doc](http://www.memphis.edu/history/docs/phdplan.doc). Take an up-to-date version of this form to your advising meeting with the Graduate Coordinator and your later meetings with your Advisory Committee and when asking committee members to sign the advising form.

Make sure that the Coordinator has your e-mail address, and let the Coordinator know whenever this changes. All our communications are by e-mail, and failure to keep your address up to date may mean that you miss crucial messages, which could affect your status. After advising, the Coordinator will clear you to register. Do not ask anyone else to clear you; only the Graduate Coordinator can do this. Register at the assigned time using the myMemphis Web-based registration system. See [http://www.memphis.edu/registrar/student/selfserv/quick.htm](http://www.memphis.edu/registrar/student/selfserv/quick.htm).

Thereafter, meet with the Graduate Coordinator at least once a year for advising and clearance. When going for advising, take an updated planning form ([http://www.memphis.edu/history/docs/phdplan.doc](http://www.memphis.edu/history/docs/phdplan.doc)) and an advising form signed by the members of your Advisory Committee ([for early Ph.D. students](http://www.memphis.edu/history/docs/phdplan.doc)) or Dissertation Committee ([for ABD students](http://www.memphis.edu/history/docs/phdplan.doc)).

3. In consultation with the Graduate Coordinator and a prospective major advisor, select your dissertation field and two minor fields and discuss who should be on your Advisory Committee. Talk to each of these professors and ask them to be on the committee.

During your first, or at the latest the second, semester, meet with this Advisory Committee. Submit a copy of the planning form, with your committee’s recommendations and requirements, to the Graduate Coordinator. Make sure that your committee fills in the section on the second page provided for them to itemize all that they require for you to advance to comprehensives, including any foreign language requirement or waiver. Keep this form up to date and discuss proposed changes with your Advisory Committee. After approval of changes, submit a revised planning form to the Graduate Coordinator.

At the end of your first and second year consider the written evaluation of your Advisory Committee concerning your performance. Unless they say that you are doing well and mention no problems, meet with each of the members individually to discuss your options.

4. Transfer credits from another school if necessary:

If you want to use any credits from another school (see [Ph.D. transfers of credit](http://www.memphis.edu/history/docs/phdplan.doc)) and your Advisory Committee and the Graduate Coordinator approve this, fill out the Transfer Credit
Evaluation (For Doctoral Degree Programs Only) form at
http://www.memphis.edu/gradschool/pdfs/doctoral_transfer_credit.pdf.

5. Complete all course requirements (see **Ph.D. requirements and restrictions**). From the
beginning you will need consciously to prepare for the comprehensive exam (see **Ph.D.
comprehensive examinations**).

6. Take the language examination(s), if required (see **Ph.D. foreign language requirement**). You
must pass all required language exams before completing the comprehensive exam.

7. Prepare for and take the Comprehensive Exam (see **Ph.D. comprehensive examinations**).
Assemble your **Comprehensive Examination Committee**. Fill out a committee form, available at
http://www.memphis.edu/gradschool/pdfs/committee_form.pdf, obtain all committee signatures,
and submit it to the history office and Graduate Coordinator. The Graduate School does not
need this form at this point. Write the written comprehensive essays in all fields, including two papers
or one longer one in the major field, and the oral exam that follows. Submit the Comprehensive
and Graduate Coordinator.

8. Present your dissertation prospectus and write your dissertation (see **Ph.D. dissertation**).
Select your dissertation topic. Choose the **Dissertation Committee**; those not at The University of
Memphis must apply for Adjunct Graduate Faculty status; get the form for this at
http://www.memphis.edu/gradschool/graduate_faculty/gradfac.php. Fill out a committee form,
available at http://www.memphis.edu/gradschool/pdfs/committee_form.pdf, obtain all committee
signatures, and submit it to the office and Graduate Coordinator. The office will pass it on to the
Graduate School.

Prepare your **dissertation prospectus**. Get your committee’s permission to present it, have your
chair e-mail the Graduate Coordinator to this effect, e-mail the Graduate Coordinator to schedule
your presentation on one of the days set aside for this, send the Graduate Coordinator a copy of
the prospectus and an invitation to the department to attend your presentation, and present it in a
public colloquy. With the approval of the Dissertation Committee, submit the form
http://www.memphis.edu/gradschool/form/tdproposal.php to the Graduate School, history office,
and Graduate Coordinator.

Write your dissertation in consultation with your advisor and, if it would be helpful, with your
other committee members. For the proper format of the dissertation, see **Ph.D. dissertation**.

Maintain your active status and continuous enrollment by registering for at least one (1) hour of
dissertation credit per semester, **not** including summer school. Have your dissertation director
sign the dissertation enrollment form,
http://www.memphis.edu/history/pdfs/dissertation_form.pdf, and take it to Karen Jackett in the
departmental office, who will enter a permit. You will not need any form for clearance for the
semester following the passing of the comprehensive exam or the term following the prospectus
defense. In those cases, simply ask the Graduate Coordinator for clearance and Karen Jackett to
enter the permit for dissertation hours.

You may not take dissertation credits until you have passed the comprehensives and submitted
the form to the Graduate School. You may, however, take dissertation credits before you have
presented your prospectus.
9. One month before the end of the semester before the one in which you intend to graduate, give each member of your Dissertation Committee a complete rough draft of your dissertation and meet with the committee before the end of the earlier semester to discuss what revisions are necessary to produce an acceptable dissertation.

10. Defend your dissertation and graduate:

For the forms that the Graduate School requires for graduation, deadlines, and detailed instructions, see [http://www.memphis.edu/gradschool/graduation.php](http://www.memphis.edu/gradschool/graduation.php).

Very early in the semester of graduation (be sure to check the deadline) you must do two things:

- File the “Application for Admission to Doctoral Degree Candidacy” form, [http://www.memphis.edu/gradschool/form/ddc.php](http://www.memphis.edu/gradschool/form/ddc.php) (You have to submit this only once, even if you don't graduate in the semester that you first submit it). List only courses that are eligible to count toward the degree
- “Apply to Graduate” from the MyMemphis portal, [https://my.memphis.edu/](https://my.memphis.edu/)

You must bring the Candidacy form to the Graduate Coordinator for approval before submitting it.

Before you defend your dissertation, get a dissertation defense scheduling form from [http://www.memphis.edu/gradschool/form/defense.php](http://www.memphis.edu/gradschool/form/defense.php) and schedule the defense with the committee members. Be sure to schedule it before the Graduate School deadline for the semester. At least a week before the defense notify the Graduate Coordinator of the time, place, and dissertation title. In addition to the defense form, take a black pen and three copies of the signature page of the dissertation, on the correct paper and in the correct format, to the defense for your committee to sign. You will only need one, but it is a good idea to have some spares.

Submit a paper copy of the final draft to the Graduate School, including the signature page, for approval by the dean.

After both your committee and the Graduate School have approved the dissertation, submit the electronic version of your dissertation by the deadline, along with an abstract of not more than 350 words. See [http://www.memphis.edu/gradschool/tdinfo_electronic.php](http://www.memphis.edu/gradschool/tdinfo_electronic.php) for all matters relating to submission and format.

### GRADUATE COMMITTEES

The form to use for all committee appointments is the one the Graduate School calls the “Thesis/Dissertation Faculty Committee” form, available at [http://www.memphis.edu/gradschool/pdfs/committee_form.pdf](http://www.memphis.edu/gradschool/pdfs/committee_form.pdf).

Every time you change your committee, you must fill this out, get all committee signatures, and submit it to the office and Graduate Coordinator. The office will pass it on to the Graduate School when this is necessary.
GRADUATE STUDIES COMMITTEE

The primary role and function of the Graduate Studies Committee is to oversee the curriculum and policies of the department’s graduate program. As such, it sets policies and procedures as described in the “Guide for Graduate Students” and functions as a curriculum committee for graduate courses and requirements. On matters of change to the program or its policies the Graduate Studies Committee makes recommendations to the department as a whole. In cases of appeal it advises the department chair.

If you want to petition for an exception to the rules or policies, or for a non-standard Ph.D. field or an extra Directed Readings class, or the like, you should submit a written explanation of your request to the Graduate Coordinator, who will take it to the committee for a decision. Whenever it is appropriate (which is most of the time) you should ask a faculty member supporting your request either to sign your statement with you or direct a separate statement to the Graduate Coordinator. None of these petitions are pro forma, so you should always include a complete explanation and justification for your request.

The Graduate Studies Committee approves the membership of all thesis and dissertation committees and sends its recommendation to the department chair, the College Director of Graduate Studies, and the Dean of the Graduate School, who must also approve (although this is usually pro forma).

The Graduate Studies Committee does not perform the tasks of Comprehensives, Thesis, Advisory, or Dissertation committees, which you should consult first about academic matters. However, you should direct questions regarding department or university policy or requirements for the degree to the Graduate Coordinator.

M.A. PROGRAM COMMITTEES

The Graduate Coordinator advises all master’s students when they first enroll and continues to advise all students on matters of department and university policy and requirements, such as course requirements, acceptance of transfer credit, preparing the application for admission to master’s candidacy, and selecting the members of the Comprehensive Examination Committee.

All M.A. students must form a Comprehensive Examination Committee by the beginning of their last semester, and those who decide to write a thesis must form a Thesis Committee. Usually, but not necessarily, these committees are the same. Although you do not need to form the committees until late in the program, if you write a thesis you must choose a Thesis Advisor (who will chair the Thesis Committee) much earlier, usually at least a year before graduation. The Thesis Advisor will work with you closely on your thesis and help you choose your Comprehensive Examination Committee.

These committees normally consist of three faculty members, although your advisors may recommend up to five, depending on how varied your course work has been. Although the Graduate Coordinator may grant an occasional exception, not all committee members should be from the same concentration (U.S., European, etc.).

The chair of a M.A. Comprehensive Committee and the director of the Thesis Committee must be a member of the graduate faculty of the Department of History with at least Associate
Graduate Faculty status. Members may be from another department or another institution. The committee should normally consist of tenured and tenure-track faculty. Other instructors at The University of Memphis, untenured or non-tenure track instructors from other institutions, and unaffiliated scholars, with appropriate graduate faculty status may serve, but only with the approval of the committee chair and by a formal petition to the Graduate Studies Committee providing a full explanation of the reasons for the request. Outside members must hold University of Memphis Adjunct Graduate Faculty status, which is available to them by filling out a short form (http://www.memphis.edu/gradschool/graduate_faculty/gradfac.php) and sending it, together with a current Curriculum vitae, to the Graduate Coordinator, who will seek the approval of the Graduate School.

The Comprehensive Examination Committee administers the oral comprehensive examination and, for thesis students, the Thesis Committee reads the thesis and conducts the thesis defense, usually in conjunction with the comprehensive examination.

PH.D. PROGRAM COMMITTEES

Advisory Committee
The Graduate Coordinator advises all students admitted into the history graduate program when they first enroll. During the first semester, or at latest the second semester, you must choose an Advisory Committee composed of a major professor with Full Graduate Faculty status representing the proposed major field and at least two other Graduate Faculty members representing the proposed minor fields. If at all possible the committee should have as a fourth member a second professor representing the major field. Any member of this committee who is not University of Memphis faculty must apply for Graduate Faculty status (the form is available at http://www.memphis.edu/gradschool/graduate_faculty/gradfac.php).

You and your major professor should arrange for the committee to meet shortly after it is formed to assist you in finalizing your fields of study, determining the choice of courses, evaluating the suitability of credits proposed for transfer from other institutions (usually from previous M.A. work) and judging the applicability of earlier coursework to the Ph.D. fields of study. The committee must issue all its decisions in writing, giving copies to you and the Graduate Coordinator. Use the Ph.D. planning form for this purpose, which you can get at http://www.memphis.edu/history/docs/phdplan.doc. You should get this form as soon as possible and start keeping track of your progress and plans right away. It is especially important that your committee fill in the box on the second page of the planning form labeled “Please write all Advising Committee recommendations and requirements in this space.” It should itemize all that you must do to advance to the comprehensive examinations.

The Advisory Committee will continue to advise you about academic matters until you form the Comprehensives Examination Committee, which will normally happen shortly after the Advisory Committee has itemized what you have to do to reach the examinations stage.

Comprehensive Examination Committee
This committee succeeds and usually has the same membership as the Advisory Committee. You will consult and work closely with its individual members about what you need to do to prepare for the comprehensive examination. You should think of all you do in the program in terms of
this examination, and begin intensive direct preparation for it as soon as possible (see Ph.D. comprehensive examinations for detailed information).

The Comprehensive Examination Committee has four faculty members: the major professor and another member from the dissertation field and one representative from each of the two minor fields. In the case of a special field that spans two or more traditional fields, or for other reasons approved by the committee, it is possible to have more than one professor representing that field on the committee, but the length of the exam that you write for that field does not change. Any member of this committee who is not University of Memphis faculty must apply for graduate faculty status (the form is available at http://www.memphis.edu/gradschool/graduate_faculty/gradfac.php).

Dissertation Committee

You should form the Dissertation Committee immediately after you pass the comprehensive examination. Its first duty will be to help you refine or choose your dissertation topic, then to help you plan and write your dissertation prospectus. When you present this in a public forum within a semester of passing the examination, it may suggest revisions, and then will formally approve it. Afterwards, it continues to advise you on the writing of the dissertation, and, eventually, conducts the dissertation defense. Normally, all members of the committee are available to help you throughout the dissertation process, especially to give advice and read and critique chapters as they are written. In all cases, you must provide all committee members with a draft of the dissertation far enough in advance of the defense to enable them to make recommendations for further research or substantial revisions.

Your major professor chairs the Dissertation Committee and assists you in the choice of other committee members. There must be at least four members of a Dissertation Committee and the membership may be different from that of the Comprehensive Examination Committee. All Dissertation Committee members must be Graduate Faculty, and the major professor/chair and at least two other members must hold Full Graduate Faculty status. It is now possible for a University of Memphis faculty member to share the direction of a dissertation with someone outside the university, who serves as an “Adjunct Research Co-Mentor.” University of Memphis faculty in a post-retirement program retain their graduate faculty status and can continue to serve as committee chair. After full retirement they must apply for adjunct graduate faculty status, and so cannot chair, except as an Adjunct Research Co-Mentor, but it is possible to apply for an exception when graduation is near or under special circumstances.

Generally the committee consists of faculty members whose expertise is related to the subject matter of the dissertation, although it sometimes helps to include at least one person from outside the area. It is also often beneficial to have a member from outside the department, or even outside the university. Any member from outside the university must apply for Adjunct Graduate Faculty status, but this is a simple matter of filling out a short form to show that the person has a Ph.D. and a record of accomplishment in the field (the form is available at http://www.memphis.edu/gradschool/graduate_faculty/gradfac.php) and attaching a Curriculum vitae. If the Graduate Coordinator judges such members to meet the additional qualifications for Full Graduate Faculty, they may be counted toward the number of three members with Full Graduate Faculty status required.
APPEALS
You have the right to appeal pass/fail decisions made by your supervisory committees about the comprehensives or the thesis or dissertation. You should address these appeals to the department chair. The Graduate Studies Committee does not accept such appeals directly and considers only those cases the department chair refers to it. You have the right to appeal final departmental decisions to the Graduate Dean. (See the graduate catalog for information regarding appeals to the Graduate School.)

FINANCIAL AID
The Department of History has three types of financial aid: graduate assistantships, graduate fellowships, and various prizes and awards. See financial aid for graduate students for full information about them.

The university and the Graduate School also give a number of awards to graduate students. See http://www.memphis.edu/gradschool/ga_awards_fellowships/gainfo.php for a description of these. You can apply for some of them yourself; others need a nomination from a faculty member.

USEFUL LINKS FOR GRADUATE STUDENTS
- The current version of this guide may always be found at http://www.memphis.edu/history/pdfs/guide_for_history_graduate_students.pdf
- The University of Memphis: http://www.memphis.edu/
- The Department of History: http://www.memphis.edu/history/
- Department of History graduate program in Egyptology: http://cassian.memphis.edu/history/egyptology/
- The Graduate School: http://www.memphis.edu/gradschool/
- The Graduate catalog: http://www.memphis.edu/gradcatalog/
- Online forms of the Graduate School: http://www.memphis.edu/gradschool/forms.php
- Academic forms and applications for History students: http://www.memphis.edu/history/forms.htm#grad
- M.A. planning form: http://www.memphis.edu/history/docs/maplan.doc
- Ph.D. planning form: http://www.memphis.edu/history/docs/phdplan.doc
- Advisory Committee approval form for registration (early Ph.D. students): http://www.memphis.edu/history/docs/phdreg.doc
- Dissertation Committee approval form for registration (ABD students): http://www.memphis.edu/history/docs/abdreg.doc
- Student academic calendars: http://www.memphis.edu/Registrar/calendars/semester.htm
- Graduation deadlines for graduate students: http://www.memphis.edu/gradschool/graduation.php
- Student Self Service (myMemphis portal): [http://my.memphis.edu/](http://my.memphis.edu/)
- Registration Center: [http://www.memphis.edu/registrar/student/selfserv/quick.htm](http://www.memphis.edu/registrar/student/selfserv/quick.htm)
- Current graduate History courses offered, with full descriptions (“mini-catalog”): [http://www.memphis.edu/history/docs/mcg.doc](http://www.memphis.edu/history/docs/mcg.doc)
- University Libraries: [http://www.memphis.edu/libraries/](http://www.memphis.edu/libraries/)