
REGULATIONS AND PROCEDURES FOR THE GRADUATE PROGRAM

DEPARTMENT OF HISTORY

A New Graduate Program for a New Century

January 2015



TABLE OF CONTENTS

1. ABOUT THE HANDBOOK.....	2
2. ABOUT THE GRADUATE PROGRAM.....	3
3. DEPARTMENTAL ADMINISTRATION.....	4
4. ADMISSION AND FINANCIAL AID.....	7
5. SERVICE.....	10
6. SUPPLEMENTARY FUNDING & AWARDS.....	12
7. ADVISORS AND MENTORING.....	16
8. FIELDS OF STUDY.....	18
9. REQUIRED COURSES.....	21
10. DEGREE REQUIREMENTS.....	24
11. LANGUAGE REQUIREMENT.....	26
12. SATISFACTORY PROGRESS.....	27
13. EXEMPTION FROM REQUIREMENTS.....	29
14. CHARTING YOUR PROGRESS.....	30
15. TEACHING.....	33
16. THE MASTER’S THESIS.....	35
17. THE DISSERTATION PROSPECTUS.....	36
18. THE GRADUATE PORTFOLIO.....	37
19. THE DISSERTATION.....	40
20. TERMINATION POLICY.....	41
21. UNIVERSITY-WIDE POLICIES.....	42

1. ABOUT THE HANDBOOK

This guide provides graduate students and faculty with the formal structures, standards, rules, and expectations of the Graduate Program in History at Tulane University.

Students who have been admitted to the Graduate Program subsequent to the publication date of this handbook are subject to its rules and requirements.

Read the entirety of this handbook carefully and return to it frequently. It will help you plan ahead and serve as a guide to best practices. The heart of the handbook, from Section 12 (*Satisfactory Progress*) to Section 19 (*The Dissertation*) is organized to follow the general path that students take through the program.

Knowing the expectations and requirements for the Graduate Program is a student's responsibility. If you have questions or concerns, be sure to discuss them with your advisor and the Director of Graduate Studies.

2. ABOUT THE GRADUATE PROGRAM

The Department of History offers graduate study across a range of geographic and thematic strengths. The doctoral program provides a unique combination of individual attention, broad faculty specialization, and outstanding library and archival collections. The faculty have broad teaching and research interests, with particularly strong major fields in: U.S. history; Latin American history; Europe from the Renaissance to the present; and ancient and medieval Europe. In addition, minor fields are offered in a variety of geographic, transnational, and thematic areas.

Admission is highly selective. Ideal applicants will demonstrate superior writing and analytical abilities, have earned an undergraduate GPA of 3.5 or above, and score on the relevant GRE tests at the 85th percentile or above. The program is both small enough to ensure plenty of faculty-student engagement and large enough to allow students to pursue research within broad chronological, geographic, and thematic fields. We encourage students to develop the widest possible range of methodological skills in dealing with historical sources. Students receive significant financial support and gain experience in research and teaching. The program prepares students for scholarly careers and graduates have obtained tenure-track positions and subsequently earned tenure at a variety of universities.

3. DEPARTMENTAL ADMINISTRATION

Departmental administration is handled by the Chair, the Director of Undergraduate Studies, the Director of Graduate Studies, and other departmental committees prescribed by the Departmental By-Laws.

The Director of Graduate Studies and the Graduate Studies Committee manages the routine administration of the graduate program, exemption from requirements, problem solving, and grievances.

Each graduate student is assigned an advisor who will assist in devising the most appropriate course of study, and supervise the thesis and dissertation research.

Director of Graduate Studies

The Graduate Program is supervised by the Director of Graduate Studies (DGS), who:

- Serves as Chair of the Graduate Studies Committee.
- Represents and executes the will of the Graduate Studies Committee
- Is responsible for the day-to-day operations of graduate education, except as such operations require consultation with the Graduate Studies Committee.
- Serves as liaison to the office of Graduate Programs.
- Reports regularly on the activities of the Graduate Studies Committee and the graduate program.
- Regularly convenes and presides over meetings of the Graduate Studies Committee.
- Leads the Committee in administering the graduate program and the functions assigned to the Committee.
- Executes policies set by the Committee, and reports to the Committee on the operation of the graduate program.
- Serves as liaison to the Director of Graduate Programs of the School of Liberal Arts.
- Appoints foreign language examiners and supervises the administration of foreign language exams.
- Advises and confers with graduate students, keeps them informed of program requirements, and supervises graduate advising.

- Organizes workshops for graduate students on teaching, the job search, and other topics of general interest.
- Supervises graduate record keeping by Department Executive Secretary.
- Reports to the Department on all matters pertaining to the graduate program.

Graduate Studies Committee

The Graduate Studies Committee assists and advises the DGS. This committee consists of the DGS who serves as the Committee's Chair, three faculty members appointed by the Department to serve staggered terms of three years and one graduate student, elected annually by the graduate students. Such student shall be a full member of the Committee in all matters of general policy, but shall be excluded from discussions and decisions regarding admissions, financial matters, grievances, and the academic progress of individual students. The term of office begins July 1. The committee membership can be found on the departmental website.

The Graduate Studies Committee:

- Administers all matters pertaining to graduate students and the graduate program.
- Admits new graduate students with advice of faculty and graduate fields.
- Annually allocates fellowship and assistantship financial awards for continuing students.
- Annually solicits requests from faculty for graduate assistants (TAs and/or RAs).
- Assigns, offers basic preparation to, and evaluates graduate assistants.
- Provides orientation for incoming graduate students.
- Administers research and travel funds for graduate students.
- Serves as graduate grievance committee.
- Annually evaluates all continuing graduate students.
- Revises and maintains the Graduate Handbook.
- Recommends to the Department changes in graduate curriculum and programs.

The History Graduate Student Association

All enrolled history graduate students are members of the History Graduate Student Association. The members of the HGSA assist in orientation of new students, enhance

the social and intellectual life of the Department, and serve as student advocates to the Department. The HGSA helps the Department develop and maintain a professional academic culture by addressing issues of common concern, including: the nature and the structure of the graduate program; the hiring of new faculty; graduate teaching; and the professional development of graduate students as teachers, researchers, and responsible members of the academic community. The HGSA elects a slate of officers and a representative to the Graduate Studies Committee, as well as organizing a Graduate Student Colloquium, and other social and intellectual events.

Mail

Each student in residence will be assigned a mailbox, located in the main office, which should be checked regularly. Students who will be away from campus should arrange to have their mail forwarded or collected. The Department will not forward mail automatically. Students who will be away from campus should leave contact address with the departmental assistant. Administrative notices are placed on the bulletin boards in the general office and the departmental lounge, as are listings of grants, fellowships, jobs, notification of conferences and calls for papers. This board should be checked regularly.

Email

All notices from the Dean's Office, School of Liberal Arts, are sent to your Tulane email address. Students are responsible for checking this email address regularly or ensuring that their Tulane email account is set to forward email to another account.

Listserv

Every graduate student in the program is added to the graduate listserv account (cliograds-l@listserv.tulane.edu). Official notifications, announcements, deadlines, and the like, are sent to students through this listserv. Please be sure to add the listserv email address to your address book to ensure that you receive all messages.

Web Site

For more information on the Department, programs, requirements, faculty, courses, forms, deadlines, news, and resources (including this Handbook), please visit the departmental web site at <http://history.tulane.edu>.

4. ADMISSION AND FINANCIAL AID

Admissions

Each year the Department of History admits a small but highly selective class of doctoral candidates, with the goal of providing them a challenging, collegial, highly structured, and intensive learning experience.

Ph.D. Program | Most candidates are admitted into the Ph.D. program, with the M.A. degree earned in the course of study, if necessary. Prospective students apply online and must submit GRE scores, transcripts, three letters of recommendation, TOEFL scores for non-native English speakers, and a writing sample. Application deadline: January 10. No admissions for Spring semester.

M.A. Program (Terminal) | We accept very few students for this program because the University offers neither tuition waiver nor stipend for the terminal M.A. Only students who are prepared to pay their own tuition should apply. This is a terminal degree and provides no automatic admission to the Ph.D. program. Prospective students apply online and must submit GRE scores, transcripts, three letters of recommendation, TOEFL scores for non-native English speakers, and a writing sample. Application deadline: January 10. No admissions for Spring semester.

M.A. Program (Accelerated 4+1) | We offer a unique on-year M.A. program for recent B.A./B.S. graduates of Tulane University. Students who qualify (see the History website at bit.ly/qWf3Mq) may apply during their final undergraduate year, or within two years following graduation. Tulane University offers reduced tuition for this program, but no financial aid is available and only students who are prepared to pay their own tuition should apply. This is a terminal degree and provides no automatic admission to the Ph.D. program. Prospective students apply online and must submit two letters of recommendation and their Tulane transcript. Application deadline: April 1 for priority evaluation, rolling thereafter. No admissions for Spring semester.

M.A. Program (Tulane Employee) | Tulane University employees who have earned a bachelor's degree may enroll in graduate level history classes using their tuition waivers. Students who qualify (see the policy document on the History website at bit.ly/XKDgm1) may petition to the Graduate Studies Committee for admission to the terminal M.A. program after successful completing of three graduate-level History courses at Tulane. This is a terminal degree and provides no automatic admission to the Ph.D. program. Interested employees should contact the Director of Graduate Studies as soon as possible. Application deadline: rolling.

Internal Transfer Students

Transfer into another department at Tulane is not automatic. Individual students must apply to the department concerned. Students who wish to transfer into the History Graduate Program from another department at Tulane, or who wish to change their first field sub-discipline, require the approval of the Graduate Studies Committee and the appropriate subdiscipline, and must also find a member of the history faculty willing to act as the dissertation director before they can do so.

Interdisciplinary Degree

Proposals for interdisciplinary degrees must be approved by the Graduate Studies Committee of the School of Liberal Arts. Normally the student will be expected to complete ten courses in history. These can include courses with a historical component taken in other departments.

Financial Aid

All Ph.D. students accepted in the program are funded either partially or fully through a university stipend or outside funding sources. This aid is provided for five years of study *provided the student maintains satisfactory progress in his/her studies and works at an acceptable level* (see Section 12, *Satisfactory Progress*).

Students receive tuition waivers for coursework and stipends in the form of fellowships and teaching assistantships. The stipend is paid on a bi-weekly basis over a twelve-month period.

Students receiving financial aid from the School of Liberal Arts Graduate Program – fellowships and teaching assistantships, not loans – are expected to be full-time students or registered for HIST 9990 “Dissertation Research,” and in residence during the academic year, unless carrying out research elsewhere. In all cases, students who will not be in residence must inform the Director of Graduate Studies. Any student who wishes to accept paid employment or who wishes to be exempt from the residency requirement must seek prior approval from the Director of Graduate Studies. Failure to do so could put the continuation of your stipend at risk.

Students are also required to attend lectures, colloquia, and other events sponsored by the Department of History as a part of their professional training.

❖ Tuition Waivers

Tuition waivers permit students to take coursework at no cost. The waiver covers both regular semester and summer courses. To qualify for the waiver, students must be full-time enrolled or registered for HIST 9990 (“Dissertation Research”).

❖ Fellowships

To allow students to fully immerse themselves in their course of study during their first year as well as to provide support for research travel and dissertation writing, students in the Ph.D. program are provided with a service-free fellowship for five semesters of their five years of funding. Students are strongly encouraged to apply for yearlong external funding (includes competitive programs administered by the University or the School of Liberal Arts) to support both dissertation research and write-up. Students who receive such support will have their fellowship “banked,” allowing them to extend the life of the fellowship one year for each year of external funding.

❖ Taxes

Although the entire fellowship stipend is taxable, only the service (TAship) portion (currently \$4,000) will be taxed by Tulane. You will be responsible for filing the entire stipend at the end of the year. (See IRS.gov.) The taxable portion is paid for service as a graduate assistant, research assistant, or grader in the Department of History.

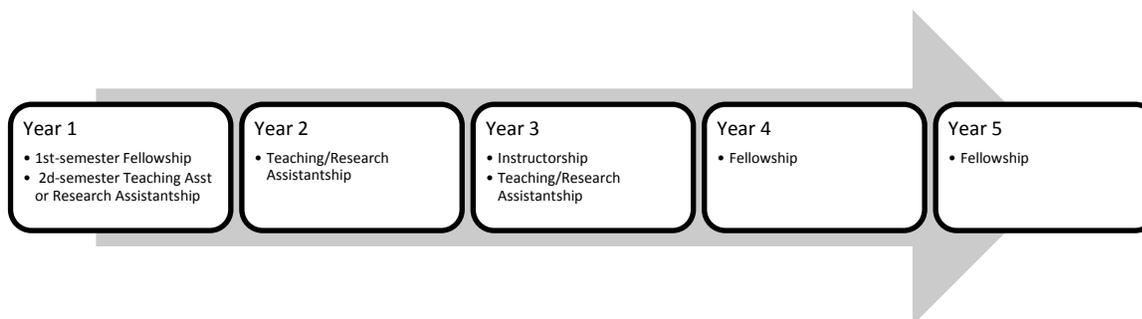
Continuation of Financial Aid

Graduate stipends are merit based and each student’s performance is evaluated annually. Continuation of student aid is contingent on completion of an annual Graduate Progress Report. This is available online in the “Forms” area of the “Graduate Study” section of the Department of History website. The Graduate Progress Report form must be completed by March 1 of each year.

5. SERVICE

Most students receive their fellowships from the School of Liberal Arts and these fellowships come with service responsibilities to the Department of History. Service eligibility runs from the second semester of the first year to the end of the third year, allowing students to fully immerse themselves in their studies during the first semester while reserving support for research and/or writing during the fourth and fifth years.

Service typically follows this pattern:



Teaching and Research Assistantships

Graduate students will perform a variety of teaching duties between the first and third years, first as Teaching Assistants (TAs) and then as Instructors. For more information, see Section 15, *Teaching*.

❖ Service in Year 2

During their second year in the program, students will be assigned as TAs and, based on needs determined by the Department, as Project or Research Assistants.

All students will serve as a TA in the Fall and/or Spring semesters of Year 2. Students will perform a maximum of ten hours of service per week.

❖ Service in Year 3

During their third year in the program, students will assume responsibility for their own courses as instructors during one semester, typically teaching an introductory survey. The other semester will entail service as a TA or RA as determined by the Department. In the event that a course offered by a graduate student is cancelled due to under-enrollment the student will be reassigned to service.

Voluntary Service

Students who are not required to provide service to the Department (e.g., Board of Regents fellows) may volunteer for service as a TA. To do so, s/he must petition the Graduate Studies Committee, at least a semester in advance of the service. Once registration has begun for such a course, the student agrees to complete the service.

6. SUPPLEMENTARY FUNDING & AWARDS

Awards

The Department of History offers two main awards each academic year:

- The *Peter T. Cominos Memorial Award* is given annually by the Department of History for the best graduate paper of publishable quality. The paper will be selected by a three-person committee consisting representatives from three different geographic subfields. The paper should demonstrate the highest professional standards of research, writing and analysis. Students interested in submitting a paper for the Award should provide four printed copies of the work to the Director of Graduate Studies. **Due date: February 1.** Entries are limited to work produced in the previous calendar year. The award is announced at the end of the academic year.
- The *William R. Hogan Fellowship Award* is awarded annually by the Department of History to a graduate teaching instructor in the Department of History who has demonstrated particular excellence in teaching in the previous calendar year. The Graduate Studies Committee of the Department selects the candidate based upon mandatory student evaluations and written faculty evaluations. The award is announced at the end of the academic year.

Financial Support for Study, Research, Travel

❖ Government Loans

Inquiries about and applications for the following loans should be made through the financial aid office. Students may have to register for classes or thesis or dissertation research over the summer to be eligible for loans. Students should also be aware that the type of stipend they receive (either fellowship or TAsip) could affect the amount they can borrow.

Qualified students who are U.S. citizens or permanent residents and are enrolled at least half-time can obtain financial assistance through:

- The Perkins Loan Program. This loan may be used as a supplement to, or in lieu of, other forms of aid for students with demonstrated financial need.
- The federal Stafford loans available through the student's hometown lender. Students must demonstrate need for the loan.

- The federally sponsored Supplemental Loan for Students.
- Various non-need loans and short-term loans for financial emergencies available through the Alternative Loan Program.

❖ **Dissertation Research Fellowships**

These are university fellowships open to several departments to assist with dissertation research and writing:

- Paul and Elizabeth Selley Dissertation Year Fellowship for students of outstanding quality working in European History, Political Science and Anthropology, usually two a year. Candidates must be formally admitted to candidacy. The deadline is around March 31 each year.
- Occasionally the School of Liberal Arts Graduate Program offers fellowships such as grants for summer research (see below).

❖ **External Dissertation Grants**

These include among others:

- Fulbright-Hays Doctoral Dissertation Grant (US citizens only)
- IIE Fulbright Program for U.S. Students (US citizens only)
- CLIR Mellon Fellowships for Dissertation Research in Original Sources
- Mellon/ ACLS Dissertation Completion Fellowships
- SSRC International Dissertation Research Fellowship
- AAUW Dissertation Fellowships (women only)
- Ford Foundation Dissertation Fellowship (U.S. citizens only; underrepresented groups)

More information (including descriptions, due dates, restrictions) on external funding opportunities for preliminary research, dissertation research, and dissertation write-up, can be found through the freely available UCLA Graduate & Postdoctoral Extramural Support (GRAPES) Database (<http://www.gdnet.ucla.edu/grpinst.htm>). Students can also consult the *Guide to Grants, Fellowships and Prizes of Historians* available on the American Historical Association website (<http://www.historians.org/>).

❖ Summer Research Grants

These are available from:

- Graduate Student Summer Merit Fellowship Awards, administered by the School of Liberal Arts. The SLA Dean's Office will provide awards up to \$5000 to support summer activities for graduate students beyond their second year, to assist in the completion of their degrees. Students may use funds for expenses or equipment; travel to support data collection, analysis, performances, and presentation of results at professional conferences; and writing and completing the dissertation. Further information is available at <http://tulane.edu/liberal-arts/graduate-student-summer-merit-fellowship-awards.cfm>.
- Summer Field Research Program, administered by the Stone Center of Latin American Studies. These grants are available for graduate students engaged in the study of Latin America or the Caribbean. They are meant for pre-dissertation field research outside of the United States and generally cover airfare and a small cost of living allowance. Brief proposals are due in the Spring, around March 1. Further information is available from the CLAS and at <http://stonecenter.tulane.edu/pages/detail/132/Academic-Year-and-Summer-Funding>.

❖ Travel Money for Research or Conferences

Travel Support is available from two funds:

- The Office of the Provost has a travel fund and will contribute towards the cost of presenting a paper at a conference. This money is given out on a first come, first served basis and the fund is normally depleted by February of each academic year. Students should apply early. For more information visit <http://tulane.edu/provost/grad-travel.cfm>.
- Graduate Student Travel Grants (supported by the Lurcy Fund, Department of History) support travel for conference presentations and for research (including some research supplies). The grants generally range from \$250 to \$750. Funding is provided in two cycles. The Fall deadline is Oct. 1; the Spring deadline is Mar. 1. Priority for summer research funds is given to students in the second year and beyond. Students may not have any outstanding I/F grades at the time they use summer awards. Applications are made online at bit.ly/YM7B0E.

- Tulane GSSA Travel Awards are available to all Tulane graduate students. This funding is distributed on a first-come, first-serve basis. For more information, visit <http://www.tulane.edu/~gssa/travelApplyReimburse.htm>.

7. ADVISORS AND MENTORING

The relationship between graduate students and their advisors is central to the graduate experience. Every student admitted into the program is assigned an advisor based on the students' areas of interest when they apply to the program. The Department encourages applicants to communicate with potential advisors about such issues as their intellectual interests, their course work and language requirements, their style in advising, and expectations regarding dissertation topics.

Your advisor is your departmental mentor. You should contact your advisor during the semester before you begin the program to discuss your course load in your first semester and schedule a meeting with your advisor the week before classes begin in your first semester. Throughout your graduate career, you should consult your advisor whenever you need advice. Students are assigned to advisors according to their stated research interests on the application form. As your studies proceed, your interests may change and you may wish to change advisors. If this happens, discuss the matter with your current advisor, find a new advisor who is willing to be your director, and notify the Director of Graduate Study that you have changed advisors.

Faculty members are under no obligation to accept a particular graduate student. A student who wants to choose a different major advisor should be sure that the faculty member is willing to assume that role before changing the relationship with the original advisor.

Grievances in the first instance should be brought to the attention of your advisor. You can also discuss the problem with the Chair and the Director of Graduate Study. If you wish to pursue the matter further, a formal complaint can be sent to the Graduate Studies Committee. After all departmental avenues have been exhausted; any student who is still not satisfied can contact the School of Liberal Arts Graduate Program. The University has established procedures for the handling of grade grievances and other complaints. These procedures can be found on the website of the SLA Graduate Programs under "Forms" and "Resources."

Responsibilities of Primary Graduate Advisors

The relationship between students and advisors is unique, and how that relationship functions will vary, but a few general responsibilities are clear.

Graduate advisors should regularly communicate with their students about such matters as courses, research, and written work, and about the broad range of issues relating to the course of study and broader professional development. Those issues would be likely to include such matters as course selection; preliminary examination

fields; issues relating to teaching; other faculty members with whom the student should work; grant opportunities and proposal writing; potential dissertation topics and the shaping of a dissertation prospectus; and job market strategies. If both advisor and student are in residence, such meetings should occur regularly and at least twice a semester. When faculty members or ABD students are not in residence, primary advisors and students should communicate regularly via email or by other means. The obligations of a primary graduate advisor continue during sabbaticals or other leaves.

Responsibilities of Other Faculty

All departmental faculty, and especially those who teach in the graduate program, can be seen as mentors. Graduate students should work with other faculty members to gain exposure to various scholarly methodologies and perspectives. Graduate faculty, especially those who serve on graduate committees or supervise teaching assistants, have responsibilities similar to those of the primary advisor to evaluate students and guide their progress. Faculty members who supervise TAs should help students hone their teaching abilities, discuss teaching strategies and set grading guidelines, and allow TAs the opportunity to develop their classroom abilities. Faculty members who direct fields for students should provide clear direction about the contents of the students' portfolios and assist students as they prepare materials for the field. Faculty members on dissertation committees should provide timely feedback on necessary revisions with an eye toward preparing the dissertation for publication.

Responsibilities of Graduate Students

Graduate students bear primary responsibility for their own education and for their development as scholars and teachers. They must be aware of the program's requirements and deadlines. Students should open channels of communication, identify key issues and questions, and take advice with an open mind. Students must keep their advisors informed of their progress and notify them of any problems immediately. Advisors cannot carry out their responsibilities if they are uninformed. If students have questions about their responsibilities toward their advisors, they should clarify those issues with the DGS.

Please note: Although your advisor, other members of the faculty, the Director of Graduate Study and the Director of Graduate Programs of the School of Liberal Arts will advise you, it is ultimately the student's responsibility to ensure that the degree requirements are met. Please read this brochure and the graduate programs catalog carefully, and keep them for future reference. The requirements specified here supersede any different departmental requirements listed elsewhere.

8. FIELDS OF STUDY

Students should organize their coursework into major and minor fields as befits both their degree program and their professional needs. Design of fields, including committee membership must be done in close consultation with the dissertation advisor and committee members.

Students in both the Ph.D. degree program and the regular M.A. degree program will generally divide their coursework between one major and one or two minor fields. Major fields committee membership consists of three individuals; minor fields consist of two individuals. Students in the Accelerated M.A. degree program will have *only one major field and no minor fields*; the major field consists of two individuals. For fuller detail on the construction of fields in each program, consult Section 10, *Degree Requirements*.

For both Ph.D. and regular M.A. students, HIST 7003 (Historiography & Methods I) must be taken as part of the major field and counts as one of the courses in the field. Similarly, a section of HIST 7005 (Historiography & Methods II) must be taken *for each* minor field and counts as one of the courses in each field.

Note: Individual graduate courses are rotated. Students should thus make sure they take a course they need when it is offered.

Major Field

Upon application to the program, students should formally declare a major field of study. Students' major fields prepare them broadly for teaching and research. The Department offers major fields in the following geographical areas:

- United States
- Modern Europe
- Medieval Europe
- Latin America/Caribbean
- Atlantic World
- Ancient World

The course requirement for the major field is a minimum of six courses. Students may choose a second major field of study instead of the minor field described below.

Minor Field

Students should declare a minor field no later than the beginning of the second year of study. A minor field usually consists of at least 4 courses, although students can elect to pursue an additional minor field of at least two courses.

The purpose of the minor field is to broaden the students teaching and research expertise beyond the geographical and temporal boundaries of the major field. Some students will select their minor field from the list of major fields, or a subset of those fields. While we do not offer major fields in Africa, Asia, or Middle Eastern history, students may choose minor fields in those areas. Other students may choose a transnational or comparative field, or a thematic field, a trans-temporal field, or a discipline outside history. The Department encourages the selection of transnational or thematic minor fields.

Some possible examples of minor fields are listed below, but this does not encompass the complete range of fields students could create. Students, with the endorsement of their advisor, may define an alternative field.

❖ **Geographical Fields (examples)**

- 20th-Century U.S.
- Africa
- Antebellum U.S.
- Asia
- Britain
- Colonial Latin America
- Early America
- Middle East
- Modern Latin America
- Southern U.S.

❖ **Transnational Fields (examples)**

- Africa and the African Diaspora
- Colonial Americas
- Early Modern Atlantic World
- Global
- Islamic World
- Mediterranean World

❖ **Thematic Fields (examples)**

- Colonialism
- Empire
- Gender and Sexuality
- Law and Society
- Material Culture
- Nationalism
- Performance and Representation
- Race, Ethnicity and Identity
- Religion and Spirituality

Field Descriptions

For both the major field and minor field(s), the student is responsible for developing a short document (500 words each) that defines the field and explains how each committee member contributes to it, both intellectually and in terms of coursework and documentary evidence in the Portfolio.

For HIST 7003 (see Section 9, *Required Courses*), this document should initially be developed in consultation with the dissertation advisor. As the major field committee takes shape, the student should revise the description as necessary. Each revision of this document must be provided to the entire committee to ensure that the committee has a shared agreement on the nature of the field and their contribution to it.

For HIST 7005 (see Section 9, *Required Courses*), this document should be developed with all minor field committee members and must be shared with them *prior to the start of HIST 7005*. The document is likely to evolve over time and must be provided to the committee each time it is revised.

A final version of both the major and minor field description(s) must be included in the Portfolio.

9. REQUIRED COURSES

Required Courses by Program Type

As a means to guide students through the development of their graduate portfolio and provide a solid foundation for structuring their coursework and academic preparation, the Department has developed a series of required courses, which are described below. Which courses you are required to take depend on the degree program you are pursuing.

	Normal Schedule	4+1 non- thesis	4+1 thesis	M.A. non- thesis	M.A. thesis	Ph.D.
HIST 7001: Seminar in Historical Practice	Fall Year 1	<input checked="" type="checkbox"/>				
HIST 7003: Historiography and Methodology I	Summer Year 1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HIST 7006: Intermediate Historical Writing	Summer Year 1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HIST 7005: Historiography and Methodology II	Summer Year 2				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HIST 7007: Advanced Historical Writing	Summer Year 2					<input checked="" type="checkbox"/>
HIST 7008: Professional Development & Documentation	Fall Year 3					<input checked="" type="checkbox"/>

Course Descriptions

HIST 7001: *Seminar in Historical Practice*

Taught in the Fall semester in Year 1, this course is required for all incoming graduate students and provides a foundation in historical practice through a focus on historiography, sources, and methods.

HIST 7003: *Historiography and Methodology I*

This course is designed to be an independent study with your primary advisory and is taken in the summer of Year 1. In consultation with your advisor, you will develop a reading list and write a historiography essay on some aspect of your major field. The course is carried out through a combination of personal meetings and email correspondence. This historiography essay (generally 25-30 pages) will normally form part of your portfolio. HIST 7003 counts as one of the six courses required for your

major field. A one-page description of the major field must be provided to each major field committee member (see “Field Descriptions” under Section 8, *Fields of Study*).

HIST 7005: *Historiography and Methodology II*

This course is designed to be an independent study with one or more members of your minor field and is taken in the summer of Year 2. In consultation with one or more of your minor field committee members, you will develop a reading list and write a historiography essay on some aspect of your minor field. The course is carried out through a combination of personal meetings and email correspondence. This historiography essay (generally 25-30 pages) will normally form part of your portfolio. HIST 7005 counts as one of the courses required for your minor field(s). A one-page description of each minor field must be provided to each field committee member *prior to the start of HIST 7005* (see “Field Descriptions” under Section 8, *Fields of Study*).

HIST 7006: *Intermediate Historical Writing*

This course is designed to be an independent study with your primary advisory and is generally taken in the summer of Year 1. Students pursuing a Ph.D. program, or the regular M.A. with thesis option, will, after completing HIST 7006 but before the end of the student’s fourth semester, defend a substantive research paper (approx. 25-30 pages) based on primary research rather than a traditional formal thesis. This can be an expanded and improved research seminar paper or, if necessary, can be the product of independent study and research. Ideally, the M.A thesis will be in the form of an article that could be submitted to a scholarly journal. Students in the Accelerated M.A. program who have elected the thesis option will take HIST 7006 in the Spring semester of their +1 year. Students who have entered the Ph.D. program with an M.A. degree are not required to write a second thesis, however, they are expected to register for HIST 7006 and produce a publishable-quality paper based on prior research carried out either at Tulane or their previous M.A. institution.

HIST 7007: *Advanced Historical Writing*

This course is designed to be an independent study with your primary advisory and is taken in the summer of Year 2. The dissertation prospectus to be submitted as part of your portfolio is to be at least twenty pages in length, excluding the title page and bibliography. The body of the prospectus should present the topic of the dissertation, situate it within relevant historiography, describe its significance and prospective contribution to the field, identify major source collections that will be used, outline a plan for research, and provide a provisional timetable for completion. The bibliography should list the primary sources that have been identified as relevant to the project and a select bibliography of secondary sources.

HIST 7008: *Professional Development & Documentation*

Taught in the Fall semester, this course is required for all Ph.D. students in their Year 3. This course serves to direct graduate students toward the successful compilation and defense of their graduate portfolio.

10. DEGREE REQUIREMENTS

Master of Arts Degree

❖ Thesis Option

To obtain an M.A. with thesis, students must:

- Complete twenty-four hours of course work at either the 6000 or 7000-level in two fields, with a minimum of twelve and a maximum of 18 hours in a major field. Students must take as part of their course work the following required courses: HIST 7001 “Seminar in Historical Practice”; HIST 7003 “Historiography and Methodology I”; HIST 7005 “Historiography and Methodology II”; and HIST 7006 “Intermediate Historical Writing” (see Section 9, *Required Courses* for more information). Courses taken outside of the Department of History require approval of your advisor.
- Demonstrate proficiency in one foreign language.
- Submit and successfully defend a thesis (usually a revised and expanded research paper produced for HIST 7006 “Intermediate Historical Writing”).

❖ Non-thesis Option

This option is regarded as a terminal degree and should not be chosen by students who plan to proceed to a Ph.D. To obtain an M.A. without a thesis, students must complete the requirements below by the end of fourth semester:

- Complete thirty hours of course work at either the 6000 or 7000-level in two or three fields, with a minimum of twelve and a maximum of 18 hours in a major field. Students must take as part of their course work the following required courses: HIST 7001 “Seminar in Historical Practice” (see Section 9, *Required Courses* for more information). Students should also take as many 7000 level courses as possible. Courses taken outside of the Department of History require approval of your advisor.
- Demonstrate proficiency in one foreign language.
- Pass a written comprehensive examination in the major field.

❖ Accelerated Master of Arts Degree

This option, also termed the “4+1”, is available only to Tulane undergraduates and will enable a student to obtain an M.A. in one year. A total of 30 credit hours are required for an M.A. Tulane history majors can count up to twelve credits of 6000 or 7000 level course work in history taken as an undergraduate towards an M.A. degree at Tulane. The remaining 18 credit hours, as well as the other requirements for an M.A. degree as set out above, should be completed as a graduate student. Students in the accelerated M.A. program normally pursue the non-thesis option. Students wishing to write a thesis must explain why, and include in their application a letter from a faculty member in history stating that he or she is willing to supervise the thesis.

Doctor of Philosophy Degree

To obtain a Ph.D. degree, students must complete a minimum of forty-eight credits of course work and other requirements as specified below:

- Obtain the M.A. degree with thesis, including required courses: HIST 7001 “Seminar in Historical Practice” in the fall semester of their first year and HIST 7003 “Historiography and Methodology I,” before the start of their second year.
- Complete at least a further twelve credits of course work, including HIST 7005 “Historiography and Methodology II,” before the start of their third year.
- Take at least three 7000-level seminars in addition to the required seminar HIST 7001 “Seminar in Historical Practice.” *Independent studies, even taken at the 7000-level do not count toward the seminar requirement.* Courses taken outside of the Department of History require approval of your advisor. The course work can be divided into two or three fields.
- Complete two required writing courses: HIST 7006 “Intermediate Historical Writing,” normally taken over the summer before the second year and HIST 7007 “Advanced Historical Writing,” normally taken in the summer before the start of the third year.
- Demonstrate proficiency in two languages (one language for students whose first field is United States or Britain from 1500).
- Provide two semesters of TA/RA service and teach for two semesters.
- Complete HIST 7008 “Professional Development and Documentation,” leading to the successful compilation and defense of the portfolio.
- Write an acceptable dissertation, and defend this in an oral examination.

11. LANGUAGE REQUIREMENT

In an academic world that is by its nature international and engaged with thematic debates, the Department of History believes that its graduate students should be able to read historical scholarship and/or analyze primary sources in languages other than English. Understanding the importance of such material, especially for the development of a defensible M.A. thesis or dissertation project, means that students should consult early and widely with their portfolio committee regarding their linguistic needs and preparation.

The language requirement is typically one foreign language for students with a first field in U.S. or British history from 1500, and at least two foreign languages for all others. The Department does not substitute sign language or computer proficiency for the language requirement. Students should begin exploring their language needs and making the necessary arrangements to pass their proficiency exams by the required deadlines.

Students in the 4+1 program have no language requirement; however, they are free to take the Departmental language proficiency exam if they wish.

Taking the Exam

When a student is prepared to take a language proficiency exam, she or he should visit the Executive Secretary, who will provide the student with the name of a Departmental examiner. Once the exam has been completed and evaluated, the examiner will notify the Executive Secretary and the Director of Graduate Studies.

Deadlines

For Ph.D. and regular M.A. students, the first foreign language should be passed before the end of the third semester of graduate work. Any other language requirements must be passed before the student defends the portfolio. It is the responsibility of the student to schedule their language exam in a timely manner.

12. SATISFACTORY PROGRESS

The quality of work requirement in the Department of History is higher than the minimum requirements of the School of Liberal Arts Graduate Program. Students are expected to obtain their degree in a timely manner and produce work of professional quality. Students who fail to make satisfactory progress shall have their financial aid withheld or withdrawn; may be refused permission to register for further course work; or may not be permitted to continue in the program. Students who have not:

- Passed a foreign language exam by the end of the third semester, where required;
- Obtained the M.A. degree by the end of the fourth semester;
- Completed the foreign language requirement, if needed, before defending their portfolio;
- Been admitted to candidacy by the end of the seventh semester;
- Obtained the Ph.D. degree by the end of the fourteenth semester;

must petition the graduate studies committee for permission to continue in the program. That petition must include a letter of support from the student's advisor, and an explanation of the failure to meet the progress requirements and a schedule to complete the remainder of the program.

Full-Time Course Load

A full course load in the graduate program is nine hours. Students teaching a course usually take no more than three credits of course work. Students who take less than the required course load (unless registered for HIST 9990 "Dissertation Research") without obtaining permission from the DGS will find their stipend withheld.

Auditing Courses

Students may, with the permission of an instructor and the support of their dissertation director, audit courses at the university. However, students can only audit courses if they are already registered for a full-time course load of 9 hours.

Continuous Registration

Students must remain in continuous registration throughout their graduate career. This requires either registration in at least 9 hours (generally three courses) per semester or registration for HIST 9990 ("Dissertation Research"). Students generally start registering

for HIST 9990 in their third year when they register 9 or fewer hours of coursework. While students remain under fellowship, their tuition waiver will cover the cost of HIST 9990. After this, students will have to cover the cost of continuous registration out of pocket (currently \$300 per semester) and will have to submit their payment and Continuous Registration form directly to the Office of Graduate Programs in the School of Liberal Arts (see <http://tulane.edu/liberal-arts/forms-for-graduate-students.cfm>).

Failure to remain in continuous registration can lead to termination from the graduate program. (See Section 20, *Termination Policy*.) The Office of Graduate Programs of the School of Liberal Arts reserves the right not to re-admit graduate students who have failed to maintain continuous registration.

Students may not register for more than 10 semesters of HIST 9990 without applying for an exemption from this limit from the Graduate Studies Committee. The student's dissertation director must also support all such applications.

Grades

The minimum GPA required to continue in the program in history is 3.5. Students who receive any grade lower than a "B", who fail to achieve the minimum GPA, or who do not clear an incomplete in the semester immediately following the semester in which the incomplete was earned will be placed on academic probation for one semester. If the student fails to demonstrate satisfactory improvement, he or she will not be permitted to continue in the program.

Incompletes

Students must remove incomplete grades from their record as soon as possible. Students who have an "I" or an "F" still on their record by the start of the fall semester each year, and who fail to demonstrate good cause, will have their stipend withheld until these grades are removed.

Admission to the Ph.D. Program

Even though students select before admission whether they wish to seek an M.A. or a Ph.D. in history, admission to the Ph.D. program is not automatic once the requirements for the M.A. have been completed. The Department will evaluate a student's work at the completion of the M.A. degree, or before, and reserves the right to recommend that students not advance to the Ph.D. program.

13. EXEMPTION FROM REQUIREMENTS

Occasionally individual students can be exempted from particular requirements. If a student wishes to have a requirement waived, he or she should first discuss the matter with his or her dissertation director. If the director approves, then the student must petition the graduate studies committee. The petition should state which requirement the student would like waived and explain why, supplying supporting documentation when appropriate. A letter of support from the student's dissertation director must accompany the petition. The Graduate Studies Committee will then adjudicate the matter.

14. CHARTING YOUR PROGRESS

The Graduate School requires forty-eight credits of study for each student. Students will receive three credits per course and three credits each for each of the required courses – HIST 7001, 7003, 7005, 7006, 7007 and 7008 (for more details see Section 9, *Required Courses*).

Requirement Deadlines

Student progress through the doctoral program may vary, particularly for fields that require extensive language preparation, however, some requirements have fixed deadlines.

	Requirement	Deadline
Year 1	Determine M.A. thesis committee, if needed	By end of Spring (2nd semester)
Year 2	Pass first language proficiency exam	By end of Fall (3rd semester)
	Defend the M.A. thesis, if needed	By end of Spring (4th semester)
Year 3	Pass second language proficiency exam, if needed	By end of Spring (6th semester)
Year 4	Defend portfolio and dissertation prospectus	By end of Fall (7th semester)
	Submit prospectus for admission to candidacy	By end of Fall (7th semester)
...		
Year 7	Defend the dissertation	By end of Summer (14th semester)

Students who have not obtained any of these milestones by the appropriate deadline must petition the graduate studies committee for permission to continue in the program. (See Section 20, *Termination Policy*.)

Expected Progress through the Doctoral Program

The chart, below, presents normal progress through the degree, but it is understood that variation can occur dependent, particularly related to necessary academic preparation.

Students who enter with a M.A. degree may establish an accelerated path toward the portfolio defense through transfer of credits; *however, all of the required courses must be completed* (see Section 9, *Required Courses*).

Students should discuss their program and any divergences from expected progress with their advisor, committee members, and the DGS.

	Fall Semester	Spring Semester	Summer	Hours
Year 1	3 graduate courses (9 hours) including HIST 7001, Seminar in Historical Practice	3 graduate courses (9 hours) Pass first language proficiency exam TAship, RAship, PAship	HIST 7003, Major Field Historiography (3 hours) HIST 7006, M.A. thesis (3 hours)	24
Year 2	3 graduate courses (9 hours) TAship, RAship, or PAship Defend M.A. thesis	3 graduate courses (9 hours) TAship, RAship, or PAship Pass second language proficiency exam (if needed)	HIST 7005, Minor Field Historiography (3 hours) HIST 7007, Dissertation Prospectus (3 hours)	24
Year 3	HIST 7008 (3 hours) Instructorship (introductory lecture course) or TAship, RAship, or PAship Portfolio compilation	Instructorship (introductory lecture course) or TAship, RAship, or PAship Portfolio defense and admission to candidacy	Dissertation research	3 Total: 51
Years 4+	Dissertation research and writing			
Year 7	Completion and defense of the dissertation			

Transfer of Credit

While no external coursework can substitute for required courses (see Section 9, *Required Courses*), credit can be granted for graduate coursework done at other recognized graduate institutions or in another department of Tulane. In general, a maximum of eighteen (18) hours can be applied to the Ph.D. degree and can be transferred into any field. In addition, language proficiency credit can be transferred.

Normally, transfer credits are automatically granted if the course has an acceptable grade (B or higher). However, transferred courses must have been completed no more than four years prior to the student's start in the master's program or six years prior to the student's start in the Ph.D. program.

To transfer credit, complete the "Petition for Transfer of Credit" form on the Department of History website. In consultation with your dissertation director, draw up a complete plan of your Ph.D. course work, indicating the transferred courses. Attach a transcript showing the courses you wish to transfer and give the completed petition and transcript to the Director of Graduate Studies who will forward the material to the Office of Graduate Programs in the School of Liberal Arts.

15. TEACHING

Candidates for the Ph.D. degree are required to provide service between the second semester of the first year and the end of the third year (see Section 5, *Service*, for more information). For the second year, this will consist of at least one semester as a TA. During the third year, students will teach a survey in their field in one semester and serve as a TA or RA in the other, according to needs determined by the Department.

Whether working as a TA or an Instructor, it is the student's responsibility to be familiar with relevant Tulane University policies. These are available in the "Teaching Resource Manual for Graduate Student Instructors," a document maintained by the Office of Graduate and Postdoctoral Studies (OGPS) on its "Current Graduate Students" page (<http://tulane.edu/ogps/students.cfm>).

The OGPS also sponsors a New Graduate Student Instructor Orientation (usually a few days before the fall semester begins) that all graduate student teachers are **required** to attend. Students assigned as TAs in the fall should plan to be on campus the week before classes start.

Teaching Assistantships

When students are assigned as TAs, faculty members agree to involve and mentor their teaching assistants in course instructional activities.

In addition, the TA may also be responsible for:

- Syllabus preparation
- Leading discussions/recitations or other lab sessions
- Drafting exams and other assignments
- Developing grading rubrics
- Evaluation of the TA's performance in these activities
- Grading assignments (up to a maximum of 75% of enrolled students).

Graduate Instructorships

Students will coordinate closely with their dissertation director to discuss their independent teaching and to prepare for their classroom experience. Since course offerings must be submitted to the Registrar's Office and coordinated with the Department of History's Scheduling Committee six to twelve months in advance, students should be thinking about their teaching early.

Students have sole responsibility for the course they teach: devising a syllabus, setting the workload, grading and so forth. In designing your courses, take into consideration both the requirements of the OGPS's "Teaching Resource Manual" and the Department of History's "Guide for Graduate TAs and Instructors" (available on the Department's website at <http://history.tulane.edu/web/default.asp?id=GraduateResources>).

Please note: Only graduate students who have completed the requirements for the M.A. degree will be allowed to teach.

Teaching Portfolio

Students must submit teaching materials as part of their portfolio (see Section 18, *The Graduate Portfolio*) including a syllabus for each course and a rationale for the course content and reading requirements, sample examinations and graded papers, teaching philosophy and so on. Plan ahead to keep copies of documents or other materials that you will want to include in your Portfolio.

16. THE MASTER'S THESIS

Students in the doctoral program who have not completed the requirements for the M.A. by their fourth semester of graduate work will be placed on probation and will not be allowed to teach.

Students pursuing a Ph.D. program, or the M.A. with thesis option, will, after completing HIST 7006 "Intermediate Historical Writing," submit a substantive research paper based on primary research, rather than a traditional formal thesis. This can be an expanded and improved research seminar paper or it can be the product of independent study and research. The advisor will approve the submission and assist the student with any necessary revisions. Ideally, the M.A thesis will be in the form of an article that could be submitted to a scholarly journal.

The Thesis Committee

The thesis will be evaluated by a committee of three members, one of whom should be outside the student's main area of geographical concentration. The student should select the thesis committee in consultation with the thesis director and confer with all committee members to establish expectations and deadlines.

The Thesis Defense

The thesis should be completed well in advance of the anticipated defense date, and no later than one month before the deadline for submission to the Dean's office. This will allow the thesis committee to suggest revisions prior to the defense, although a student may have further revisions to make prior to final submission of the thesis.

Submission of the Master's Thesis

The final product should conform to the requirements of the Office of Graduate Programs of the School of Liberal Arts as laid out in the "Guidelines for Preparing Theses and Dissertations" (<http://tulane.edu/liberal-arts/upload/Guidelines-Diss-Thesis.pdf>). The Office of Graduate Programs will not accept theses that do not comply with its technical regulations. For further information on deadlines, and thesis submission, visit <http://tulane.edu/liberal-arts/graduation-deadlines.cfm>.

17. THE DISSERTATION PROSPECTUS

The Ph.D. prospectus required by the Department of History is more substantial than that required by the Office of Graduate Programs of the School of Liberal Arts. Students, after completing, HIST 7007 “Advanced Historical Writing” should submit to the Department of History as part of the portfolio, a dissertation prospectus that is at least twenty pages in length, excluding the title page and bibliography.

The title page should list the title of the proposed dissertation and the names of student, the Department, and the dissertation committee. Normally, a student’s dissertation committee would be drawn from members of the portfolio committee.

The body of the prospectus should present the topic of the dissertation, situate it within relevant historiography, describe its significance and prospective contribution to the field, identify major source collections that will be used, outline a plan for research, and provide a provisional timetable for completion. The prospectus should make it clear how the sources being used will permit an answer to the central questions posed by the dissertation.

The bibliography should list the primary sources that have been identified as relevant to the project and a select bibliography of secondary sources. Footnotes or parenthetical citations should be used to link the development of the dissertation’s argument and its placement within the literature to your selection of secondary sources.

Some Considerations

Your dissertation prospectus must be understood and passed by your entire portfolio committee. Thus, your writing must tread a fine line between knowledgeable expertise and comprehensibility to a wider scholarly audience. As your committee reads the prospectus, it will be considering most fundamentally:

- Is this project important and interesting? Will it make a significant contribution?
- Is this project feasible? Can it be done given the student’s sources, skills, and time frame?

18. THE GRADUATE PORTFOLIO

Students must compile a satisfactory portfolio and defend it in an oral examination. Students will demonstrate their mastery of their fields, their teaching preparedness, and their preparation to undertake independent dissertation research by submitting a portfolio of work representing their progress through the graduate program. The portfolio, modeled directly on the tenure dossier, is intended to demonstrate the student's knowledge of historical methods and historiography, their ability to conduct research in primary sources and to write essays of publishable quality, and their teaching ability.

Students will begin assembling their portfolios during their first year in the program. Most of the portfolio's contents will have been produced during the student's first two years in the program. The second semester of the third year will be largely devoted to the dissertation prospectus, and to writing any field essays that committee members may require.

The portfolio should be prepared in consultation with the dissertation director. Normally, students will defend the portfolio by the end of the third year and no later than the beginning of the fall semester of the fourth year.

What Does the Portfolio Demonstrate?

- Thorough knowledge of two or three fields of specialization
- Teaching
- Proposed dissertation research

Portfolio Contents

- Portfolio memo/statement of intellectual agenda
- Major field description
- Minor field description(s)
- Transcript
- C.V.
- M.A. thesis
- A minimum of six papers of which at least two should be research papers and at least two should be historiographical papers

- At least four book reviews of 500-700 words each
- One conference paper proposal and conference paper
- One grant proposal
- Dissertation prospectus (20 pages excluding bibliography)
- Teaching materials (at least two syllabi, sample examinations and handouts or printed versions of PowerPoint presentations, samples of graded papers or examinations, course evaluations – if available), and one observation report from a faculty member who attended a classroom lecture

Along with the required materials, students may include exceptional work of any sort that demonstrates the student's professional skills.

The Portfolio Committee

A student's portfolio committee is generally composed of five faculty members, three in the candidate's first field and two in the second. When the committee consists of only four, no more than one person may serve in both the major and minor fields.

The student and dissertation director should consult about the composition of the committee. The student will then meet with the individual faculty to ask if they are willing to serve on the committee. Students and committee members should discuss the required content of each field section of the portfolio when the faculty member agrees to join the student's committee, and they should meet to discuss the student's progress as they move through the program. Committee members may choose to require students to answer the kinds of broad questions normally asked in the previous preliminary examination format. Committee members can also require students to revise any materials in the portfolio during this time.

The Portfolio Defense

The portfolio defense consists of an evaluation of the written portfolio by the student's portfolio committee and an oral defense that usually occurs four weeks after the written portfolio is initially submitted.

With significant lead-time, the student will consult with the portfolio committee to decide a provisional date for the oral defense. Faculty members can be away and so this may take some planning. Once the dates have been decided upon, the student should send written confirmation to the each member of the committee and the Executive Secretary.

The entire portfolio should be made available online and in a hardcopy to be placed in the main office of the Department of History at least four weeks prior to the defense. Committee members will have two weeks to evaluate those sections of the portfolio that are within their field purview. At this time, each member will inform the dissertation director if the student may proceed to the oral defense. The committee members may also at this point provide comments for revisions to the prospectus. The student will have one week to make revisions and resubmit the prospect to their committee for a final review prior to the oral defense.

The student's entire committee will participate in the oral defense of the portfolio. The committee may question the student on any aspect of the submitted materials, but a substantial part of the discussion should focus on the dissertation prospectus. At the close of the defense, the committee members will determine whether the student has demonstrated competence in each area. Students may pass, or receive a partial pass if the committee considers that the student has not demonstrated proficiency in all areas.

Admission to Candidacy

Once a student has successfully defended her portfolio and all requirements for the Ph.D. degree have been completed, except the dissertation, she should apply to be admitted to candidacy. This requires submission of the dissertation prospectus along with the "Recommendation for Approval of Dissertation Prospectus" form signed by the student's three-person dissertation committee and the "Admission to Candidacy" form. Both of these forms must be signed by the Chair of the Department and submitted to the Executive Secretary, who will process them with the School of Liberal Arts.

19. THE DISSERTATION

The Ph.D. is a research degree, earned – once all other requirements are met – by the researching and writing of a dissertation. This is expected to be major work, embodying the fruits of original and significant research. The dissertation will be evaluated by a committee of at least three and defended in an oral exam. As with the M.A. thesis, the student should aim to complete the dissertation leaving sufficient time for revisions before the expected date of graduation. Students must remain in continuous registration up through the submission of the dissertation (see Section 12, *Satisfactory Progress*).

Students should remain in regular contact with their dissertation director and committee members throughout the writing process. Draft chapters should be submitted throughout this process, rather than all at once, to ensure that the dissertation director and/or committee members can properly assess the form and direction the dissertation is taking. Failure to do so may lead to lengthy delays and unnecessarily complex revisions that could be avoided by better communication.

Students should expect significant revisions to the dissertation. Many students will write several drafts prior to submitting a version for the dissertation defense.

The Dissertation Defense

Normally, a student should inform her dissertation director and committee members of the desire to defend and graduate three months in advance of an intended defense. It is the student's responsibility to be aware of graduate dates and requirements – these are available on the “Deadlines for Graduating Students” page of the School of Liberal arts at <http://tulane.edu/liberal-arts/graduate.cfm>. The completed dissertation draft should be submitted to the committee at least a month before the defense, but some committee members may need more time to review it.

Submission of the Dissertation

The dissertation should conform to the requirements of the Office of Graduate Programs of the School of Liberal Arts as laid out in the “Guidelines for Preparing Theses and Dissertations” (<http://tulane.edu/liberal-arts/upload/Guidelines-Diss-Thesis.pdf>). The Graduate Program will not accept theses that do not comply with its technical regulations. For further information on deadlines, requirements, and submission process, visit <http://tulane.edu/liberal-arts/graduation-deadlines.cfm>.

20. TERMINATION POLICY

A student's tenure in the program begins on July 1 of the year in which he or she is admitted to the Department, and each academic year ends on 30 June.

In accordance with the School of Liberal Arts tenure policy, we expect graduate students to submit their dissertations by the end of their eighth year in the program. Therefore, graduate students may not register for more than 10 semesters of dissertation research. Any student who needs to register for additional semesters, must petition the Graduate Studies Committee in writing. The petition must be supported by a letter from their dissertation advisors attesting that the student is making satisfactory progress towards the completion of the dissertation.

If no dissertation has been submitted by the end of ten semesters of dissertation research and no petition for further enrollment has been approved, the student will be terminated from the Ph.D. program.

Students who have completed the course requirements for the Ph.D., but who have not yet been admitted to candidacy (i.e., passed the portfolio defense and have obtained approval for a dissertation prospectus) may enroll for a maximum of two semesters of dissertation research prior to admission to candidacy. These two semesters of dissertation research count as part of the total of ten semesters of dissertation research registration allowed graduate students. Students who fail to be admitted to candidacy after enrollment in two semesters of dissertation research will be terminated from the Ph.D. program.

After consultation with the student's major advisor, the Department will inform students of any termination decision at least the semester before they are terminated from the program. A termination decision takes effect on December 31 for the Fall semester and June 30 for the Spring semester.

21. UNIVERSITY-WIDE POLICIES

Academic Integrity

Tulane University expects students to conduct their academic endeavors with honesty and integrity. As part of the University community, graduate students have certain responsibilities regarding work that forms the basis for the evaluation of their academic achievement. Any student behavior that has the effect of interfering with the education, pursuit of knowledge, and/or a fair evaluation of the student's performance is considered a violation of the proscribed academic conduct, as set forth in the Unified Code of Graduate Student Academic Conduct, which is available on the Policies page of the OGPS at <http://tulane.edu/ogps/policies.cfm>. The Code also outlines procedures to be followed if there is a suspected violation. Students are expected to be familiar with the Code. Principles and activities not covered by the Code may fall under the purview of university or departmental research and/or ethics committees. Questions concerning jurisdiction should be addressed to the dean of the School of Liberal Arts.

Student Record Policy

Tulane University complies with the provision of the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Read more about your rights under FERPA, which are detailed documents on the Policies page at the Student Affairs website, <http://tulane.edu/studentaffairs/conduct/rights/>.

Research Oversight

❖ Human Subjects Research

Federal law mandates that any research conducted by students (graduate or undergraduate) using human beings as subjects and intending to contribute to generalizable knowledge must be reviewed and approved by Tulane's Institutional Review Board (IRB). This includes, but is not limited to master's theses and PhD dissertations. IRB protocols should be submitted two months before starting research to ensure adequate time for review. All submissions are completed online. For details, visit <http://tulane.edu/asvpr/irb/>, the website of the Human Research Protection Office website.

❖ Intellectual Property Policy

Under the “Tulane Intellectual Property Policy and Procedures” document, all full or part-time faculty and staff, graduate students, residents, and fellows, and any other person who is aided by University facilities or staff or by funds administered through the University are required to disclose any patentable and/or copyrightable inventions to the University. As a condition of their employment or affiliation with Tulane, all such covered individuals must execute an Assignment of right, title and interest to any intellectual property to Tulane University. This policy is managed by the Office of Technology Transfer & Intellectual Property Development. More information is available at the office’s website: <http://tulane.edu/ott/>. Consult with your faculty advisor if you have questions about intellectual property issues.

Americans with Disabilities Act

It is the policy and practice of Tulane University to comply with the Americans with Disabilities Act (Pub. L. No. 101-336), Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112, § 504, as amended), and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Tulane. The Goldman Office of Disability Services (ODS) is committed to providing equal access and a friendly environment for all who study and work at Tulane. Through collaboration and exploration, modifications to the academic or work environment – accommodations – can be offered to students and employees with registered disabilities. Visit the ODS website at <http://tulane.edu/studentaffairs/disability/> for information on procedures, forms, and requirements.

Student Conduct

The university requires of all of its students behavior compatible with its high standards of scholarship and conduct. By accepting admission to Tulane University, a student accepts its regulations, including the Code of Student Conduct, and acknowledges the right of the university to take conduct action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive. The Vice President for Student Affairs is responsible for formulating appropriate procedures and, as set forth in the Code of Student Conduct, regulations concerning student behavior and for the resolution of conduct cases. The Code and other materials regarding Student Conduct are available at <http://tulane.edu/studentaffairs/conduct/code.cfm>.

Equal Opportunity, Harassment, and Anti-Discrimination

Tulane's Office of Institutional Equity (<http://tulane.edu/equity/>) is responsible for the implementation of the University's Equal Opportunity, Harassment, and Anti-Discrimination Policy and Procedure (<http://tulane.edu/equity/policies/>). All faculty, administrators, staff, students, and individuals affiliated with Tulane University by contract (including non-employees, such as vendors and independent contractors) are bound by this policy, which includes the University's statements of equal opportunity and anti-discrimination, the harassment policy, and complaint procedures.