This handbook is not a statement of official policy of the University of Texas at Arlington or of the University of Texas System, and it is superseded in all matters the Rules and Regulations of the Board of Regents of The University of Texas System, the Handbook of Operating Procedures of the University of Texas at Arlington, and the University of Texas at Arlington Catalog.
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Established in 1998, our unique PhD Program in History specializes in the interactions of people and regions across the Atlantic from the fifteenth century to the present. Unlike other doctoral programs that are typically defined by geographical, political, and thematic boundaries, ours explores interactions and cross-cultural developments among the inhabitants of Europe, Africa, and the Americas during the last six centuries. Students who earn a PhD in History are trained in a wide range of transnational, global, and cross-cultural approaches to historical phenomena.

The Department of History’s faculty specialize in a diverse number of transnational and transatlantic subjects, including colonialism, slavery, migration, historical geography, and the history of cartography. A similarly wide variety of transatlantic topics are dealt with in the dissertations of the History program’s alumni and current PhD students.
Information for New PhD Students

Student ID Card

All new UTA students will be issued a Mav Express ID card. These cards include a student’s ten-digit UTA ID number, and can be used to access the following:

- UTA Libraries
- Maverick Activities Center entry
- Campus Recreation equipment checkout
- Health Services
- Counseling and Career Development
- Student Employment
- Business Computer Labs
- Campus Elections
- Maverick Discount Program

Mav Express also manages thousands of door access control locations throughout the UTA campuses. These electronic access control readers allow cardholders to enter facilities using their Mav Express card as they would otherwise use a key. Access to parking facilities, residence halls, and many academic facilities are granted automatically based on departmental request through a designated authority. Cards must be obtained in person at the Mav Express office.

Net ID

Each admitted student is also issued a unique username to access computer resources at the university. The NetID is permanent and will not change. Before a student can use any network resources, he/she must activate the NetID and establish his/her own password. If the student has not received a temporary password through the Admissions Office, he or she may contact the OIT Help Desk at 817-272-2208.

MavMail

All students are given a UTA student email account. Student must activate their account. All official university correspondence is sent exclusively to students’ university email accounts.

Students with graduate teaching fellowships (such as DDAs) automatically also receive a UTA employee email account (_____@uta.edu rather than _____@mavs.uta.edu). It is important that you check both email accounts on a regular basis. All communication with the students in the courses for which you are a graduate assistant should go through your _____@uta.edu email address.
**Parking**

Parking permits are required for on-campus parking, even if a student parks on campus only in the evening. Permits may be purchased online through [Parking and Transportation Services](#). The online [Campus Map](#) can be used to find campus parking lots.

**Tuition and Other Payments**

The University does not mail billing statements. It is the student’s responsibility to view his/her account online in [MyMav](#) and make payments accordingly.
Program Requirements

**Required Courses**

Students accepted into the PhD program are required to complete 48 credit hours of coursework, in addition to at least 9 credit hours of dissertation writing.

**List of Required Courses**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 5339</td>
<td>HISTORICAL THEORY AND METHODOLOGY</td>
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</tr>
<tr>
<td>HIST 5340</td>
<td>ISSUES AND INTERPRETATIONS IN U.S. HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 5341</td>
<td>APPROACHES TO WORLD HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 5347</td>
<td>INTRODUCTION TO TEACHING COLLEGE HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 5349</td>
<td>INTRODUCTION TO TRANSATLANTIC HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 5350</td>
<td>HISTORY OF CARTOGRAPHY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 5360</td>
<td>READING COLLOQUIUM IN EARLY TRANSATLANTIC HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 5361</td>
<td>READING COLLOQUIUM IN LATE TRANSATLANTIC HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 6360</td>
<td>RESEARCH SEMINAR IN EARLY TRANSATLANTIC HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 6361</td>
<td>RESEARCH SEMINAR IN LATE TRANSATLANTIC HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 53__</td>
<td>ELECTIVE READING COLLOQUIUM</td>
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<td>HIST 63__</td>
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<td>ELECTIVE RESEARCH SEMINAR</td>
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**Total:** 48

During the first (and, if necessary, second) year, full-time students typically take the following courses:

- **HIST 5339:** HISTORICAL THEORY AND METHODOLOGY
- **HIST 5340:** ISSUES AND INTERPRETATIONS IN U.S. HISTORY
- **HIST 5341:** APPROACHES TO WORLD HISTORY
- **HIST 5349:** INTRODUCTION TO TRANSATLANTIC HISTORY
- Two additional colloquia (5000-level reading courses)
During their second and third years, students typically take:

- **HIST 5347: INTRODUCTION TO TEACHING COLLEGE HISTORY**
- **HIST 5350: HISTORY OF CARTOGRAPHY**
- Four additional colloquia
- Four seminars (6000-level research courses)
  - At least two of the six colloquia and at least two of the four seminars must be in transatlantic history (**HIST 5360, HIST 5361, HIST 6360**, and/or **HIST 6361**). At least one of the transatlantic colloquia must be labelled “early” and another “late.”

(All 5000 and 6000 level History courses, except for 5339, 5340, 5341, 5347, 5349, and 5350, may be repeated for credit when the subject or instructor changes.)

In their sixth semester, students commonly enroll in **HIST 6690: DIRECTED STUDIES FOR PHD STUDENTS** to prepare for the Comprehensive Exam.

**Recommended Course of Study for Full-Time Students**

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
<th>Hours</th>
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<tr>
<td>One colloquium</td>
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<th>Hours</th>
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<tbody>
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<td>HIST 5350</td>
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<tr>
<td>One colloquium</td>
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<td>3</td>
<td>One colloquium</td>
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</tr>
<tr>
<td>One seminar</td>
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<td>One seminar</td>
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<td>9</td>
<td><strong>Total:</strong></td>
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<table>
<thead>
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<th>Second Semester</th>
<th>Hours</th>
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<td>3</td>
<td>One seminar</td>
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<tr>
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<td>HIST 6690</td>
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<tr>
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<td>Fourth Year</td>
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<td>------------</td>
<td>------------</td>
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</tr>
<tr>
<td></td>
<td>First Semester</td>
<td>Hours</td>
<td>Second Semester</td>
<td>Hours</td>
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<tr>
<td></td>
<td>Comprehensive Exam</td>
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<td>HIST 6699</td>
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<td>Dissertation Prospectus is due</td>
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<td></td>
<td>HIST 6990</td>
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<td><strong>Total:</strong></td>
<td></td>
<td><strong>9</strong></td>
<td></td>
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</table>

|                  | Fifth Year                   |            |            |            |            |
|                  | First Semester               |            | Second Semester |            |            |
|                  | HIST 6699                    | 6          | HIST 6699  |            | 6          |
| **Total:**       |                              | **6**      |            |            | **6**      |

|                  | Sixth Year                   |            |            |            |            |
|                  | First Semester               |            | Second Semester |            |            |
|                  | HIST 6699                    | 6          | HIST 7399  |            | 3          |
| **Total:**       |                              | **6**      |            |            | **3**      |

**Total: 90**

**Independent Studies**

Subject to approval by the PhD Advisor, students may study topics not offered by the department by arranging with a professor to organize such a course as an individual or group Independent Study under the course number **HIST 6391: INDEPENDENT STUDY**. Appropriate Independent Studies may be counted as required courses.

**Language Requirement**

If the student has not already fulfilled the foreign language requirement before entering the PhD program, he/she is expected to use the first three years in the program to satisfy the foreign language requirement. The student is expected to choose a language that will be required to work on the PhD topic of his/her choice. Each student is expected to have a solid reading knowledge in at least one language (modern languages of the European, African, and American peoples other than English). The language proficiency can be demonstrated in three different ways:

1. If the student has not already taken four semesters (from an accredited university) in a single foreign language with at least a B average before being admitted to the MA/PhD program (within 10 years prior to admission), the student needs to complete four semesters in one foreign language with at least a grade of B prior to taking the Comprehensive Exam.
2. Demonstrating proficiency in a foreign language by taking the CLEP test and scoring 71-80 in German, 68-80 in French, or 67-80 in Spanish.
3. Taking the Reading Comprehension Exercise by an appropriate faculty member in which the student during one semester must read one monograph (about 200-300 pages) in a language other than English and submit a five-to-seven-page summary in English, which must include up to three pages of direct translation.

The language requirement must be satisfied before the student can take the Comprehensive Exam. At the dissertation stage, the candidate’s doctoral committee may require that the student demonstrates competency in a second foreign language in the same fashion as the first foreign language if that second language is judged essential for the student’s dissertation research.

**Diagnostic Evaluation**

At the end of the first academic year or after the student has completed the first 18 hours of coursework, each student will have to pass a diagnostic evaluation. History faculty with whom the student has worked will be asked to submit a written evaluation of the student’s potential to continue in the program, using a form developed by the Graduate Advisor. The Graduate Studies Committee will review these evaluations and give each student one of four results:

1. Approval to continue in the doctoral program
2. Approval to continue with specified remedial work
3. Failure, but with permission for assessment through a second diagnostic evaluation after no more than one year
4. Failure and referral of the student to the MA program, in which the student will be allowed to work towards a terminal MA degree.

**Comprehensive Exams**

After completing their first 18 hours of coursework, if the student qualifies to continue in the program, he/she should, after consultation with the PhD Advisor, begin forming a five-member Comprehensive Exam Committee. The Comprehensive Examination is meant to test the student’s knowledge in three broad areas of study and to determine whether the student is prepared to conduct original research and/or teach in those areas.

Student must begin preparing for the Comprehensive Exam once they have completed all or most of the 48 hours of coursework and satisfied the language requirement, although they may begin reading for their fields earlier if they wish. It is strongly recommended that students wait until they have completed all 48 hours of coursework before they take the Exam. To prepare for the Comprehensive Examination, students may enroll in Directed Study courses *(HIST 6190: DIRECTED STUDIES FOR PhD STUDENTS, HIST 6390: DIRECTED STUDIES FOR PhD)*
STUDENTS, HIST 6690: DIRECTED STUDIES FOR PhD STUDENTS, or HIST 6990: DIRECTED STUDIES FOR PhD STUDENTS).

Forming the Comprehensive Exam Committee

The student must first find a graduate faculty member whose research closely relates to the student’s anticipated dissertation topic to agree to chair the committee. The chair will then assist the student in assembling the rest of the committee. Three of the committee members, including the chair, will each oversee one examination field; the other two members will be examination readers. All five members of the committee will read and assess the comprehensive examination and participate in the student’s oral defense. The student should invite committee members based upon faculty members’ expertise, interests, and scholarship. At least four of the five committee members must be from UTA’s History Department. One member can be from outside the department or the university. The PhD advisor reserves the right to attend the oral portion of the Comprehensive Exam.

At least one of the three examination fields must be on a broad aspect of transatlantic history. The Department recommends that at least one of the three exams focus on a teaching field, perhaps defined in traditional regional or national terms, and that the third exam be defined in terms of a transnational historical theme or topic, like “History of Cartography,” “Labor and Citizenship,” “Gender and Power,” etc. When formulating examination fields, students should consider what topics will best prepare them to write their dissertations and to meet their professional goals.

Comprehensive Exam Reading Lists and Formats

The student and each of the three exam field supervisors will decide upon a book list of approximately 30-40 books, and choose whether the exam for that field will be a timed essay or a take-home essay. (Students may choose to do some of their exams as timed essays, and others as take-home essays.)

Taking the Comprehensive Exams

After the student has the approval of the PhD Advisor, he/she may arrange the date of the exam in consultation with all five committee members. The student, with the aid of the committee chair, is responsible for finding a day on which the entire committee is available for the oral portion of the exam, and then reserving a room (typically UH 355) for this purpose with the History Department’s Support Specialist. The student will then also schedule their three written exams, the last of which must take place no later than one week prior to the oral exam. No more than one business day may separate the completion of one exam and the beginning of the next. The History Department’s Support Specialist will contact the three field examiners to collect their reading lists and essay questions.
Timed essay exams must be taken on campus. Students will be examined over one area each day, and have seven hours to write, from 9:00 a.m. to 4:00 p.m. Beginning with the first morning, the student should report to the Support Specialist in the History Department office, who will issue the student the relevant question(s) for that day’s examination. Students will use a personal computer provided by the department to take their examination. They may not use texts or notes during the exam unless expressly permitted by that field’s examiner. Chairs should ensure that time-limits for individual parts of the examination are observed. At the end of each exam day, the student will save the exam on a department-supplied USB drive and return the drive and computer to the Support Specialist.

Take-home essay exams will begin when a student is given the essay question by the field examiner. The student will hand in an essay responding to the question (~15-20 pages) no earlier than 12 hours and no more than 72 hours later, as agreed upon with the field examiner. The student may consult notes and readings during the writing process.

The department’s Support Specialist will email each field’s reading list, exam question, and completed written exam to the entire comps committee. After the written exams are completed and the committee has read all three parts, students will take the oral exam (within one week of completion of the third written exam). Students must take both the written and oral exams or they will automatically fail the comprehensive exam. After the oral exam is over, the committee members will discuss the exam as a whole (written and oral). Then the committee will decide on one of the four options listed below:

1. Passed, approval and recommendation to begin dissertation research under the supervision of the committee chair.
2. Passed, approval to remain in the program upon meeting certain specified additional requirements.
3. Failed, with permission to retake the examination after a certain period as specified by the examining committee.
4. Failed: Recommendation not to continue in the program.

Students in the BA-PhD track will be awarded an MA degree after sitting for their comprehensive examination.

Prospectus and Dissertation

After the successful completion of the Comprehensive Examination, the student has attained ABD status (“All But Dissertation”), and will begin dissertation work.
Forming the Dissertation Committee

The ABD student’s first task is to form a dissertation committee. The dissertation committee must include at least three members of the UT Arlington History Department’s Graduate Faculty (typically all will be former members of the student’s Comprehensive Examination committee), including one who agrees to be the primary supervisor of the dissertation. The student together with his/her primary supervisor may, if deemed necessary, invite additional graduate faculty members or outside readers to become members of the dissertation committee. (Committee members who do not belong to UTA’s graduate faculty must by nominated using the Nomination for External Committee Member form and approved by the Office of Graduate Studies.) Students should work closely with the chair of their committee while researching and writing their dissertation.

The Dissertation Prospectus

By the end of the first semester after completing the Comprehensive Examination, the student should submit a dissertation prospectus (proposal) to his/her committee and the PhD Advisor, who will assure that it fulfills the expectations of a doctoral project in transatlantic history. The prospectus, typically 10-15 pages in length, includes the following information:

1. **Statement of Problem, Research Question, or Thesis:** Specify the problem, claim, topic or texts to be investigated, and the main research questions that will be answered.
2. **Review of Relevant Scholarship:** Briefly summarize what has already been written about the problem, question, claim, topic, or texts to be investigated. If the problem has been previously investigated, specify what is distinctive about the proposed study.
3. **Significance of the Research:** Indicate why the research should be considered important or worthwhile, even by those outside of the particular field of history it covers. Specify how it will contribute to knowledge.
4. **Methodology:** Indicate the manner in which the problem, question, claim, topic, or texts to be investigated will be researched, and show why this is an appropriate methodology.
5. **Tentative Organization:** In a brief outline, including possible chapter titles, indicate what each chapter will cover.
6. **Tentative Timeline for Completion:** Include a brief list of anticipated dates of completion for research trips, chapter drafts, the completed dissertation, and the dissertation defense.
7. **Preliminary Bibliography:** Provide a preliminary bibliography listing primary documents to be used and secondary scholarship that is relevant to your proposed topic.

The prospectus must include a History PhD Dissertation Prospectus Cover Sheet, available from the PhD Advisor. All members of the dissertation committee and the PhD Advisor must sign before the dissertation project is approved. Once the approved prospectus has been submitted to the PhD Advisor, students are expected to present on their project and work-in-progress at a History Department brownbag, to be scheduled in coordination with the PhD Advisor.
Researching and Writing the Dissertation

The dissertation is the culmination of the student’s graduate education. It must be a book-length, significant, original contribution to the literature in the field of transatlantic history, and demonstrate mastery of the relevant scholarship, substantial and original primary source research, and well-reasoned analysis and arguments.

The dissertation must be formatted according to university guidelines. These guidelines, as well as a template into which students can type or paste text, is available on the UTA Libraries website.

During the dissertation phase of the program (including writing the prospectus), students enroll in HIST 6399: DISSERTATION, HIST 6699: DISSERTATION or HIST 6999: DISSERTATION. (Full-time students with fellowships enroll in HIST 6699.) In exceptional cases, with prior approval form the PhD Advisor, HIST 6190: DIRECTED STUDIES FOR PhD STUDENTS may be taken by students following their Comprehensive Exams for a maximum of four semesters, if their dissertation chair concludes that in a given semester they are not engaged full-time in work on their dissertation. In the final semester of dissertation work, students may enroll in HIST 7399: DOCTORAL DEGREE COMPLETION (this course may only be taken once and cannot be repeated).

The dissertation supervisor should meet with the student regularly during each semester to review the student’s progress and plans. Supervisors are expected to convene meetings between the student and the entire dissertation committee at least once a year.

The Dissertation Defense

Once the student, the chair of the committee, and the primary readers agree that the dissertation is ready to be defended, the student must schedule the dissertation defense with the Department of History’s Support Specialist. The student should furnish each committee member with a copy of the dissertation, including notes and bibliography, at least three weeks prior to the defense date. The oral defense of the dissertation generally lasts 1-2 hours. Questioning of the candidate will be supervised by the chair of the student’s dissertation committee. The chair is also responsible for filling out the Dissertation Defense Report and submitting it to the PhD Advisor. All members of the student’s committee must be present at the defense, either in person or via live remote technology such as Skype.

All dissertation oral examinations are public and open to all members (faculty, students, and invited guests) of the University community. However, it is up to students’ discretion whether they wish to invite guests, advertise the event, and/or schedule the defense in a larger classroom.

After the defense, committee members may request that the dissertation be further revised and may withhold final approval of the dissertation until revisions have been made. Once the
dissertation has been approved by the committee, the student must submit the final manuscript through UTA’s Thesis & Dissertation Submission System. Semester deadlines for holding the dissertation defense and submitting the final dissertation are published by the Office of Records and Registration and the UTA Libraries.

**Graduation**

Students planning to graduate must complete all program requirements and apply to do so by the deadline posted by the Office of Records and Registration. Instructions for applying for graduation may be found on the ORR website.

**Time Limit**

All requirements for the doctoral degree must be completed **within four years** after the student unconditionally passes the comprehensive exam. If the student requires more time to finish the doctoral dissertation, he/she may have to file for an extension with the Office of Graduate Studies.

**Changes to the Graduate Catalog**

Each graduate student must complete degree requirements in accordance with the university catalog in effect at the time the student entered the graduate program in which the degree will be awarded or, at the student’s option, the catalog of any subsequent year in which the student was in residence.

Please note that changes in University regulations and policies become effective for all enrolled students in the year for which the catalog is in effect, regardless of the year of initial enrollment. Thus, students may choose to satisfy degree requirements specified in an earlier catalog, but all must observe University regulations and follow graduation procedures prescribed in the catalog in effect in the intended semester of graduation.
Graduate Certificates

PhD students have the option of earning Graduate Certificates in the following areas: Archival Administration, Public History, and Women’s and Gender Studies. Each of these programs includes additional requirements, described below.

Note: Equivalent coursework completed at other institutions of recognized standing may be transferred to a certificate program after evaluation and approval by the program head. Transferred courses do not appear on the UT Arlington Official Transcript and grades earned in transferred courses are not included in calculating a student’s UT Arlington graduate grade-point average. The number of transfer units is limited to 50% of the total units required for the certificate, except in certificate programs that exceed 15 units, in which case 12 of those units must be taken in residence. Transfer credit may be accepted only for organized courses in which the student received a letter grade of B or higher and an official transcript showing the course(s) and grade(s) is required.

Archival Administration Certificate Requirements

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<tr>
<th>Course</th>
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<tr>
<td>HIST 5343</td>
<td>PRINCIPLES OF ARCHIVES AND MUSEUMS II</td>
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<td>HIST 5644</td>
<td>ARCHIVAL/PUBLIC HISTORY INTERNSHIP</td>
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Public History Certificate Requirements

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<td>TOPICS IN PUBLIC HISTORY</td>
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<td>HIST 5644</td>
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Women’s and Gender Studies Certificate Requirements

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<tr>
<td>ENGL 5360/6360</td>
<td>TOPICS IN FEMINIST THEORY</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCW 6310</td>
<td>SEMINAR IN GENDER ISSUES</td>
<td>3</td>
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In addition, the student must complete 12 hours of coursework designated by the Women’s & Gender Studies Program as having a central focus on women, gender, sexuality. Courses may be counted twice, for both the student’s primary graduate degree and her/his Graduate Certificate.
in Women’s & Gender Studies. For more information see the Graduate Certificate in Women’s and Gender Studies webpage.
Additional Responsibilities and Expectations

Upon enrollment in the doctoral program students enter the professional academic community. Students are expected to participate in organizations, conferences, and activities that contribute to this academic culture.

**Departmental Presentations and Events**

The Department of History occasionally hosts research presentations by its faculty and graduate students (including PhD prospectus presentations), as well as outside speakers. These are typically scheduled on Wednesdays at noon. All PhD students are expected to attend these presentations, if possible. They are further encouraged to attend presentations and events organized by centers affiliated with the department and college (the Center for Southwestern Studies, Center of Mexican American Studies, Center for African American Studies, etc.).

Each semester, the PhD Advisor and MA Advisor will organize a series of Professional Development Workshops for History graduate students. These workshops are designed to supplement coursework by helping to develop the professional skills required of historians both within the academy and outside of it. Many workshops will repeat every year or two; PhD students are expected to attend a workshop on each topic (for example, grant writing) at least once during their time in the program.

In addition, all PhD students receiving graduate assistantships are required to assist with the department’s annual Walter Prescott Webb Lecture Series, the annual Transatlantic History Student Organization Conference, as well as with the annual National History Day event hosted by the department.

**The Transatlantic History Student Organization**

All students in the History PhD Program are eligible for membership in the Transatlantic History Student Organization (THSO). Responsibilities of THSO membership include:

- Attending THSO meetings whenever possible
- Assisting with the production of the THSO’s peer-reviewed journal *Traversea: The Journal of Transatlantic History*.

**Organizational Memberships and Conferences**

PhD students should take an active role in the profession outside of UTA. They are encouraged to attend meetings of the Dallas Area Society of Historians (DASH), and join the American Historical Association (AHA). Students should consider joining additional historical associations in their particular fields of specialization, and are strongly encouraged to present their research at appropriate conferences as they progress through the PhD program.
Online Engagement

All PhD students should subscribe to the relevant online networks coordinated through H-Net: Humanities and Social Sciences Online. These topical networks (e.g. H-Atlantic, H-Migration, H-Caribbean) are centers for scholarly discussions, as well as major resources for finding information on conferences, publication opportunities, and the job market.

Students are also encouraged to develop a professional online presence through platforms such as A Domain of One’s Own, academia.edu, etc.
Graduate Assistantships

History PhD students with either Enhanced Graduate Teaching Assistantships (EGTAs) or Dean’s Doctoral Awards (DDAs) are employed half-time as graduate assistants during the regular school year (fall and spring semesters). They are expected to work an average of approximately 20 hours a week.

Graduate assistants (GAs) are required to be enrolled full-time and maintain a 3.0 cumulative grade point average. Graduate assistants’ responsibilities and assignments are under the direction of the Chair of the History Department. For additional information see the Graduate Teaching Assistant Handbook.

International Graduate Students

Before being appointed to an assistantship at UT Arlington, a student whose native language is not English must demonstrate acceptable skill with spoken English. An applicant who is a non-native speaker of English must submit a TOEFL iBT score of at least 23, or a score of at least 7 on the Speaking section of the IELTS, or take and pass the UTA Developmental English course to meet this requirement. Only official scores provided directly to UT Arlington by ETS or IELTS are acceptable. The English proficiency requirement will be waived for non-native speakers of English who possess a bachelor’s degree from an accredited U.S. institution.

Graduate Teaching Assistants

Students assigned as Graduate Teaching Assistants (GTAs) must meet with the instructors to whom they have been assigned no later than the first day of classes to discuss the plans for the course and their obligations and responsibilities. Faculty and GTAs will meet regularly throughout the term. GTAs are responsible for classroom management, grading assignments, and other tasks as determined by the course instructor. It is imperative that all GTAs meet their grading deadlines. All GTAs will be evaluated by their course instructors at the end of each semester.

GTAs must attend all lectures and class sessions of the course to which they are assigned. They must contact the course instructor and make any necessary arrangements if they will miss a class. They must also hold at least 3 hours of office hours per week, including required office hours held in the department’s Tutoring Center.

Resources for first-time teaching assistants can be found here.
Non-Teaching Assignments

On occasion, at the discretion of the Chair of the History Department, PhD students with assistantships may be assigned to non-teaching roles, with responsibilities determined by the Chair.

Stand-Alone Teaching

PhD students who have successfully passed their Comprehensive Exams may be assigned to teach their own stand-alone course (typically HIST 1301, HIST 1302, HIST 2301, or HIST 2302) rather than to serve as GTAs. Assignment of stand-alone courses each semester is at the discretion of the Chair of the History Department.
Funding and Tuition

For Graduate Assistants

Tuition Waivers

Students who receive Enhanced Graduate Teaching Assistantships (EGTAs) may only apply their tuition waivers to courses offered by the History Department. Students with Dean’s Doctoral Awards (DDAs) may apply their tuition waivers to courses offered by any department. In neither case, however, can students apply their tuition waivers to summer courses.

Graduate Assistant Stipends

The stipends for students receiving graduate teaching assistantships (EGTAs or DDAs) are disbursed over the course of the regular school year (the fall and spring semesters). Stipends are not disbursed over the summer, so students with assistantships must budget accordingly. In addition, in the fall semester the first stipend disbursement typically does not occur until after the first full month of the semester.

Outside and Summer Employment

The purpose of graduate teaching assistantships is to enable students to devote themselves full-time to the pursuit of a doctoral degree. Therefore, students with GTAs are strongly discouraged from holding outside employment during the tenure of this assistantship (i.e. during the fall and spring semesters). In some circumstances, however, additional employment may be justified.

Students who are U.S. citizens wishing to hold additional on or off-campus positions during the regular academic year must obtain the approval of the Graduate Advisor and Department Chair. Approval will be given only if the additional work will not impact the student’s academic progress negatively or exceed employment limits allowed by law. During the summer, students who are U.S. citizens are free to seek employment on or off of campus without restrictions.

International students may only work on campus 20 hours per week during the fall and spring semesters unless authorized for additional employment through Curricular Practical Training (CPT). During vacation and the summer, international students may work more than 20 hours per week on-campus without additional authorization. At any time during the year, employment with an off-campus employer must be authorized by either U.S. Citizenship and Immigration Services (UCIS) or by the International Office in the case of CPT. The Office of International Education must grant approval prior to taking on additional employment if that employment is to be authorized by CPT. International students holding a UT Arlington assistantship wishing to work off-campus in addition to the assistantship, must 1) meet and maintain the enrollment requirements for holding an assistantship; 2) meet the immigration
requirements for CPT; 3) work only part-time (20 hours or less) off-campus; and 4) be employed in off-campus work that is clearly connected to his or her assistantship. If these requirements are not met, a student will be obliged to give up either the assistantship or the off-campus employment.

**In-state and Out-of-state Tuition**

Students with GTAs automatically receive in-state tuition rates. Non-resident PhD students without GTAs may be eligible for a limited number of in-state tuition waivers awarded each year by the university.

**Financial Aid for Graduate Students**

For information on financial aid available to UTA graduate students, see the websites of the Office of Graduate Studies and the Financial Aid Office.

**Travel Funding**

Traveling for research and conferences is an essential part of becoming a professional historian. Funding for such travel is available to PhD students through the Department of History, the College of Liberal Arts (COLA), the university, and outside sources.

**The Department of History and COLA**

Each year, the Chair of the department will circulate a Request for Graduate Student Travel Funds to all PhD students. These forms are used by both the department and COLA to award a limited number of travel awards to graduate students.

As a condition of receiving a travel award, students attending a conference for the first time will be required to present a draft of their paper to the department in advance of travel. Those who have previously attended a conference will be required to reprise their performance in the form of a brownbag presentation within 4-6 weeks of their return from the funded conference. Those traveling to undertake research will be required to present a brief presentation describing their experience and discoveries to the department prior to the end of the first full semester following their return from the funded research trip. (Prospectus presentations may count as fulfilling these conditions.)

**Office of Graduate Studies**

PhD students may also apply for travel funding from the Office of Graduate Studies.
External Sources

Many archives and conferences offer travel funds for graduate students, and PhD students should check for the availability of these as they plan their trips.
Enrollment and Academic Progress

Full-Time and Part-Time Enrollment

Full-time PhD students, including those holding a graduate teaching assistantship (an EGTA or DDA), must be enrolled for nine credit hours each long semester (fall and spring) prior to passing their Comprehensive Exams. After successfully completing their Comprehensive Exams, full-time students must be enrolled for a minimum of six credit hours per semester. Part-time students are required to take at least six hours each semester. The exception to these minimum requirements is enrollment in the three-credit course HIST 7399: Dissertation Completion, which may only be taken once.

All students must be enrolled in their graduate program in any term in which they are completing graduate degree requirements, including conducting research or defending a dissertation. Enrollment in courses outside the major and minor fields will not satisfy enrollment requirements. Enrolled students who do not complete all requirements by the beginning of the next long semester must enroll to complete remaining degree requirements.

Enrolling in and Dropping Classes

Each semester, graduate students must meet with the PhD Advisor before they can be cleared to register for courses using MyMav. They must also complete UT Arlington’s Student Responsibility Statement in MyMav before enrolling for each semester.

Students must drop courses prior to the first class day for a given term to avoid financial responsibility. To drop a course, PhD students must be cleared to do so by the PhD Advisor. A student’s registration is not automatically cancelled for non-attendance. Students should either pay tuition and fees in full by the designated deadline or take the appropriate steps to withdraw.

DS-PRO

Each year, all PhD students must complete the prescribed DS-PRO progress assessment. DS-PRO is completed online in multiple stages by doctoral students and their primary faculty advisor. Students who have not yet selected a committee chair will work with the PhD Advisor. It is the student’s responsibility to maintain close contact with the advisor to ensure that the DS-PRO requirement has been completed. Students who do not complete DS-PRO will be ineligible to register, and GTAs who do not complete DS-PRO may lose their assistantships.

Credit Toward Degree

Only courses completed with a grade of A, B, C, or P can satisfy graduate degree or certificate requirements. However, courses in which grades of D or F are earned will affect a student’s
grade-point average. A student must have a B (3.0) grade-point average in courses included in their degree plan and a B (3.0) average in all work undertaken as a graduate student to have credits applied toward a graduate degree or certificate.

Credit for Repeated Courses

A student may repeat a course only if that course is specifically designated in this catalog as one that can be repeated for credit. A student who fails to receive credit (earns a grade of D or F) may repeat the course in order to obtain credit, in which case the grades for both attempts will count in computing the student’s overall grade-point average. No student will be allowed to repeat a course in order to change a passing grade of C or higher.

Incompletes

A graduate student unable to complete all assigned work in a class in the term in which it was taken may, at the discretion of the instructor, receive a grade of I (Incomplete). Students wishing to take an Incomplete must obtain the instructor’s permission and must subsequently meet the instructor’s requirements for course completion. The grade of Incomplete will remain until the instructor submits a grade change form.

PhD students with an I grade must complete the necessary coursework to have that grade changed before they may schedule their Comprehensive Exam.

Transfer Credits and Requirement Waivers

No course that has been applied to any degree, at any graduate or undergraduate institution, may be applied to any other degree, either directly or by substitution except in approved dual degree or approved fast track programs. However, graduate-level coursework completed in the student’s major area of doctoral study at institutions of recognized standing (including UTA’s MA program in History) may serve to establish the student’s competency in equivalent PhD courses. Competency demonstrated by successful completion of equivalent courses may provide a basis for waiving some History PhD course requirements and the credit hours associated with those courses.

Waivers must be recommended by the PhD Advisor and current supervising professor, and their recommendation must be approved by Department of History’s Graduate Studies Executive Committee. Only courses in which the student has earned a B (3.0) or better (or a P if the UTA course is also graded P/F) will be considered for purposes of a waiver. In no case will final semester dissertation course requirements be waived. An approved list of waived courses must be sent to the Office of Admissions, Records, and Registration to be posted to the student’s university record.
Good Academic Standing

Graduate students are considered to be in good academic standing and making satisfactory progress in a degree or certificate program if they 1) meet all admission conditions within the time required; 2) have a B (3.0) or better grade point average on all coursework undertaken while enrolled as a graduate student at UT Arlington; and 3) have a B (3.0) or better grade point average in courses needed to satisfy degree requirements by the end of the semester in which they intend to graduate. Students should understand and follow those requirements because failure to meet them may lead to loss of assistantships and/or dismissal. Students must be in good academic standing by the end of their final semester in order to receive an advanced degree or certificate from UT Arlington.

Academic Probation

A graduate student whose cumulative grade point average falls below a 3.00 in all graduate courses, be they graduate or undergraduate level taken while enrolled as a UT Arlington graduate student, will be placed on academic probation. The student must attain a cumulative grade point average of at least 3.00 in the next semester he or she is enrolled or be subject to dismissal. If a student is on academic probation and earns only grades that do not provide graduate credit, he or she will be dismissed.

Continuous Enrollment and Leaves of Absence

Graduate students must enroll in at least one credit hour related to their degree each long semester (fall and spring) in order to remain classified as an enrolled student (the minimum enrollment for students with GTAs and international students are higher). PhD students who have not been enrolled for one or more long semesters without an approved Leave of Absence must reapply to the program.

A graduate student may apply for a Leave of Absence (LOA) in order to respond to exceptional circumstances that will prevent him or her from meeting the continuous enrollment requirement. A Leave of Absence will be granted only for good cause, such as health-related issues, major financial or employment issues, pregnancy, childbirth, child care, elder care or other significant family concerns, and other major personal circumstances that interfere with a student’s ability to undertake graduate study. Leaves are granted for up to two long semesters (spring or fall semesters). The student must have been enrolled in the previous long semester and be in Good Standing (at least 3.0 cumulative GPA) in order to utilize the Leave of Absence policy. Students returning from leave as scheduled will be automatically readmitted and will not be required to submit an application or pay any application fees. Students who do not return at the end of their approved Leave of Absence must reapply for admission by published application deadlines, pay all relevant evaluation fees, and are not assured of readmission to the University. Students may not submit another Leave of Absence request to extend the leave beyond two semesters. The student must return to continue his or her studies or reapply for
admission. During the time of the leave of absence, the student may not use university facilities or resources, receive an assistantship or fellowship, continue academic work with faculty, take a diagnostic or comprehensive examination, or defend a thesis or dissertation. Time taken on approved Leave of Absence will not count against degree completion time limits.

A student requesting leave must complete an Application for Approved Leave of Absence and obtain the approval of his or her Graduate Advisor who will forward the request to the Office of Admissions, Records and Registration (ARR) for final review and approval. Requests may be delivered to ARR before or during any semester in which the student is not registered for courses. Requests must be received by the ARR no later than Census Date in the semester in which the leave is to begin. Students who miss the deadline must withdraw from the university and apply for readmission when they wish to return to their studies. Students suspended for academic or disciplinary reasons may not apply for a Leave of Absence.

Dismissal

Students have the initial responsibility to recognize when they are having academic difficulties and are expected to initiate steps to resolve the problem. When a student is in academic difficulty, and dependent upon the severity of the problem, the student may receive an oral warning and/or written statement of the problem and required corrective actions from his or her program. Failure to take these corrective actions can result in termination from the degree program.

A student can be dismissed from a degree program not only for failure to maintain an adequate grade point average, but also for such reasons as unsatisfactory progress toward a degree as defined by the department or program, inability to pass a comprehensive examination, failure to prepare or to defend a thesis or dissertation in a satisfactory manner or complete thesis or dissertation work in an acceptable amount of time. Termination due to inadequate academic progress is a decision made by PhD Advisor and Graduate Studies Executive Committee. A student’s dissertation committee may recommend termination for failure to prepare a dissertation prospectus or final draft in a satisfactory manner or failure to complete work in an acceptable amount of time to the program’s PhD Advisor and Graduate Studies Executive Committee. Such decisions to terminate a student must be communicated to the academic dean by the Chairman of the Graduate Studies Committee with required justification. The academic dean will review the case make the final decision. The student may continue enrollment until the dean finalizes the termination decision.

Students failing to pass a comprehensive examination or dissertation defense may be terminated upon the recommendation of the examining committee. Such decisions are indicated on the Comprehensive Examination Report or Final Defense Report which are returned to the academic dean and the Office of Records and Registration. The academic dean will notify the student formally of the program’s or department’s decision.
Important UTA Contact Information

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202 University Hall
http://www.uta.edu/history/
817-272-2011

PhD Advisor
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kzimmer@uta.edu
(817) 272-2869

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kcramsey@uta.edu

Administrative Assistant
Julie Hazzard
julie.hazzard@uta.edu

Department Chair
Scott Palmer
scott.palmer@uta.edu

College of Liberal Arts
210 University Hall
http://www.uta.edu/libarts/
817-272-3291

Assistant Dean for Academic Affairs
Les Riding-In
ridingin@uta.edu

Office of Graduate Studies
348 Davis Hall
https://www.uta.edu/gradstudies/
817-272-5164

UTA Libraries
http://library.uta.edu/
817-272-3000

History Subject Librarian
Andy Herzog
Central Library 515
amherzog@uta.edu
817-272-7517

Public Services Librarian, Special Collections
Beverly Carver
Central Library 607
bcarver@uta.edu
817-272-3225

Cartographic Archivist
Ben Huseman
Central Library 609C
huseman@uta.edu
817-272-0633

Payroll
Division of Business Affairs
219 West Main Street
https://www.uta.edu/business-affairs/payroll/

Office of International Education
Swift Center, 1022 UTA Blvd
https://www.uta.edu/oie/
817-272-2355
Appendix: History PhD Course Checklist

You may print and use this form to track your progress toward completion of your PhD coursework.

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<thead>
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<th>Required Classes</th>
<th>Title/Professor</th>
<th>Semester Completed</th>
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