

INDIANA UNIVERSITY

DEPARTMENT OF HISTORY

ACADEMIC
POLICY

&

PROCEDURES

Matriculating Students:

Tasks to accomplish upon admission

- _____ 1. Be sure your final transcripts showing your previous degrees (BA / MA) have been submitted to the Graduate Secretary.**

- _____ 2. When registering for classes, take a moment to check and update your address information with the Registrar through the OneStart/Registration system.**

- _____ 3. If you are entering the PhD program and have an MA from another institution, make an appointment during your first semester to meet with the Director of Graduate Studies to discuss if any of your Master's coursework will transfer to IU.**

- _____ 4. Be sure your email address is added to the HGSA email list. This is how important announcements of funding and job opportunities are shared with our students.**

REVIEW SESSIONS

3RD SEMESTER REVIEW (M.A. DEGREE AWARDED)

MA Field Review: All candidates must undergo a review during their third semester, when the work for the M.A. degree is normally completed. The review may be postponed only by the Director of Graduate Studies, in consultation with faculty members in the student's field. The Graduate Secretary will schedule the review in consultation with the student and the field. Students majoring in U.S. history are not reviewed by the entire field. Instead, each U.S. history student must form her or his own Advising Committee, which will conduct the field review (for details, see Appendix C). The review consists of a conference at which the student and field committee members discuss the student's performance and future plans. The review has two purposes. The first is to confirm the awarding of the M.A. The second, more crucial, function of the review is to determine whether or not a student wishing to continue his or her studies is to be accepted into the Ph.D. program. Students will present at least two papers (one from a seminar) to the field committee. The committee reads these papers, looks at the overall record, meets with student for any necessary clarifications, and sends its recommendation and the supporting materials to the Graduate Affairs Committee. This committee determines whether the student should be invited to enter the Ph.D. program.

To Do List

- _____ 1. At the beginning of your third semester, meet with Graduate Secretary to check transcripts and academic progress to be sure all course and language requirements have been met.
- _____ 2. Complete Language requirements and have verification memo sent to History Grad Secretary.
- _____ 3. Discuss with Advisor which two papers will be presented for the Review. Be sure at least one paper is from a History Dept. Seminar course.
- _____ 4. Consult with Advisor about which faculty members will participate on the Review Committee.
- _____ 5. Communicate with Review Committee to establish a date and two hour time allotment for the Review.
- _____ 6. Inform Graduate Secretary of the date and time so that she can reserve the room and prepare forms.
- _____ 7. Be sure each member of the Review Committee has a paper copy of the two papers being used at least a week before the review.
- _____ 8. Complete the Review.
- _____ 9. Once you have met all course/language requirements and pass the Review, go to the Graduate School office (Kirkwood Hall 111) and complete the application form for the Masters Degree. (This form is also available from the Graduate Secretary.) The Graduate School will then submit a form to the History Department for confirmation of Master's requirements.
- _____ 10. The Department will request from the College Dean, a change of your academic plan from MA student to PhD level.

PH.D - 1 YEAR REVIEW

PhD Field Review. Graduate students who enter with an M.A. from another institution will be reviewed a year after beginning graduate work at IU. The student will at the end of her/his first year at IU present two papers, one from a seminar, and at least one of them written at IU, to the field committee or advisory committee. The field or advisory committee will review the student's papers and overall record, meet with the student to clarify any necessary issues and recommend to the Graduate Affairs Committee (GAC) whether the student should be invited to continue in the Ph.D. program. (The department anticipates that the answer will be "yes" in almost all cases.) The Graduate Affairs Committee makes the ultimate decision.

To Do List

- _____ 1. During your second semester of the PhD program, discuss with Advisor which two papers will be presented for the Review
- _____ 2. Consult with Advisor about which faculty members will participate on the Review Committee.
- _____ 3. Communicate with Review Committee to establish a date and two hour time allotment for the Review.
- _____ 4. Inform Graduate Secretary of the date and time so that she can reserve the room and prepare forms.
- _____ 5. Be sure each member of the Review Committee has a paper copy of the two papers being used at least a week before the review.
- _____ 6. Complete the Review.



PH.D. QUALIFYING EXAMS

Advisory Committee: At least six months prior to the qualifying exam a student should form an Advisory Committee whose purpose is to help her or him prepare for qualifying examinations in both the major and minor fields and to administer the qualifying examination. An advisory committee has five members: two for the major, two for the inside minor, and one for the outside minor. Before registering for the qualifying examination, a student must have a "Nomination of Advisory Committee" form signed by the members, approved by the Director of Graduate Studies, and approved by the Graduate Division of the College of Arts and Sciences. This form can be obtained from the Graduate Secretary.

Thematic Minor: Students may substitute a thematic field with the approval of the advisory committee and the Director of Graduate Studies, for the inside minor field. The thematic field cannot duplicate other fields, and it must involve substantial work outside the major. A thematic subcommittee must be formed (see Graduate School Bulletin). The chair and one other member of the thematic subcommittee constitute the two members of the inside minor on the Advisory Committee.

Qualifying Examinations: Assessment of a student's learning takes place in a set of examinations at the end of formal course work and before full-fledged work on the dissertation begins. The examination consists of an oral examination in the major field and inside minor fields and defense of the dissertation prospectus. The outside minor field has the option of participating in the exam or waiving their right to examine. Students will take their Ph.D. examinations no later than the sixth semester of graduate work (four semester after entering IU for those who have entered with an M.A. from another institution). Special exceptions can be made for individuals needing to study uncommon languages and students with special family circumstances. However, the student must submit a written request to the Director of Graduate Studies, and the request must be supported by the student's advisor.

To be admitted to the qualifying examination, the candidate must give notice of intent to the Director of Graduate Studies by registering with the Graduate Secretary 30 days before the Qualifying Examination date. To take the exam, a candidate must also complete all graduate courses and other Ph.D. requirements, including the outside minor, by the end of the term during which she or he plans to take the examination. _491- _492 language courses do not count toward the fulfillment of the graduate credit hour requirement. It is a rule of the Graduate School that graduate courses taken more than seven years prior to the qualifying examination must be revalidated by special examination or other means (see Graduate School Bulletin). Each part of the qualifying examination is evaluated by the examining committee, and marks of distinction, high pass, pass, or failure are assigned. Satisfactory performance on the examination entitles the student to proceed to the prospectus defense. If a student fails the examination, he or she must retake it. Two failures normally result in termination of the student's graduate work. In such cases, the Director of Graduate Studies, in consultation with the advisory committee, may allow a third (and last) attempt if a careful review of the student's academic record justifies it.

The oral examination covers material in both the major and minor fields. (1) For the major field the examination focuses on a concentration area within the field selected by the student from a list suggested by the faculty field committee and approved by the student's advisory committee and the Director of Graduate Studies. (See Appendix B for a list of concentration areas.) (2) For the inside minor field the oral examination covers a substantial portion of the chosen minor, selected from the list of "focal areas" listed in Appendix B. Although the examination may focus on one section of the minor field, the student should plan a course of study for the minor field that embraces the entire field of study as a firm foundation for his or her career. Normally there will be two faculty members examining the student in the major field, and two in the minor field. The examination in the outside minor field will follow the procedures of the department or program involved. Specific field guidelines for the qualifying exam can be obtained from the graduate secretary.

Academic Policy & Procedures

To Do List**1 year before Exams:**

- _____ 1. At the beginning of your last year of Ph.D course work, meet with the Graduate Secretary to check transcripts and academic progress to be sure all course and language requirements are being met.
- _____ 2. Request information from Graduate Secretary concerning your major and minor field's exam requirements.
- _____ 3. Discuss with Advisor an approximate time plan for taking exams and defending the proposal.
- _____ 4. Discuss with Advisor to determine what faculty will participate on the Qualifying Exam Committees based on the exam guidelines for each field.

6 months before Exams:

- _____ 5. Complete "Appointment of Advisory Committee" form (Available from Graduate Secretary) at least six months prior to exam.
- _____ 6. Continue course work and study for exams.
- _____ 7. Communicate with Exam Committee continuously to be sure you are prepared for exam..

Semester of Exams:

- _____ 8. Register with Graduate Secretary to take exams.
- _____ 9. Inform Graduate Secretary of the date and time so that they can reserve the room and prepare forms.
- _____ 10. Be sure each member of the Exam Committee has a copy of any required papers or syllabi at least two weeks before the exam.
- _____ 11. Show up and take the Exam. The exam will be recorded on cassette tape. These tapes are intended to be used for clarification purposes if needed.
- _____ 12. Plan to present your dissertation proposal within six months of the exam. Refer to you major fields Dissertation Proposal guidelines for preparation.
- _____ 13. The dissertation proposal is considered part of the exam and the exam committee is to govern this process.
- _____ 14. Because the proposal defense is an open forum it should be held during the spring or fall semesters (not during the summer).

After passing Exams:

- _____ 15. Once you have passed the exam and proposal defense you are considered ABD.
- _____ 16. Discuss with the Graduate Secretary to be sure the History Dept. has received verification of all requirements for Nomination to Candidacy.
- _____ 17. After passing exams and becoming ABD, you must be continuously registered every spring and fall semester until you submit the completed dissertation and other required materials to the Graduate School.
- _____ 18. At ABD status, once you have completed 90 graduate credit hours (courses & H899 hours, however some language courses may not count) you are eligible to register for G901 credit hours. (Authorization must be obtained from Graduate Secretary each semester and you are limited to a total of 6 semesters of G901. Once you have used all of your G901 eligibility you must then enroll for 1 credit hour of H899 each fall/spring term.)

NOMINATION TO CANDIDACY

- _____ 1. Complete Oral Exam & Proposal Defense.
- _____ 2. Complete Language requirements and have verification memo sent to History Grad Secretary.
- _____ 3. Complete Outside Minor requirements and have memo of verification sent to History Grad Secretary.
- _____ 4. The Graduate Secretary will complete the Nomination to Candidacy form and submit it to the Graduate School.


NOMINATION OF RESEARCH COMMITTEE

- _____ 1. Research committees must be formed and approved by the Graduate School at least six months before the defense of the dissertation.
- _____ 2. A minimum of four members are required for the research committee. (See the University Graduate School Academic Bulletin for guidelines on participants of the committee.)
- _____ 3. The form for creating the research committee is available from the Graduate Secretary.
- _____ 4. A 1-2 page dissertation proposal is required with submission of the Nomination of Research Committee form.
- _____ 5. BE SURE TO SEEK APPROVAL FOR USE OF HUMAN SUBJECTS WHEN APPLICABLE TO YOUR RESEARCH. (*See information provided in this booklet.*)

PH.D. DEEFENSE

- _____ 1. Arrange an available date and two-hour time period for the defense with all members of the Research Committee.
- _____ 2. Inform the Graduate Secretary of the date & time so that they can reserve a room for your defense and prepare any needed forms for the department.
- _____ 3. The announcement of the defense must be turned in to the Graduate School at least thirty days prior to the date scheduled for defense of the dissertation. The candidate must submit an electronic copy of a one-page announcement of the final examination/dissertation defense to the Graduate Secretary who will then forward it to the Graduate School. (Be sure to submit this to the Grad Secretary 1-2 weeks prior to the 30 day time limit.)
- _____ 4. Once the dissertation is complete, the student should submit an unbound copy to each member of the research committee at least 30 days before the defense date.
- _____ 5. All members of the committee should read the dissertation before attending the defense.
- _____ 6. After the committee members have read the dissertation, there should be direct communication (either in writing or orally) between the research committee chairperson and the other committee members about its readiness for defense. (This works best if committee members have been reading the dissertation well before the defense is planned.)
- _____ 7. Hold the defense.
- _____ 8. During the oral exam defense have your committee sign your Acceptance page and your Abstract. (You should plan to bring these forms with you to the defense.)

DEGREE COMPLETION

- _____ 1. Complete the Dissertation Agreement form and Survey of Earned Doctorates (either download and print [<http://www.indiana.edu/~grdschl/thesisGuide.php>], or pick these forms up from the University Graduate School, Kirkwood Hall 111)
 - _____ 2. Submit the dissertation, signed/unsigned required pages, microfilm and copyright forms, and exit survey to the Grad School
 - _____ 3. Submit a bound paper copy of the dissertation to the History Department.
 - _____ 4. Participate in the Commencement Ceremony if you so choose.
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Protection of Human Subjects – Bloomington

[HTTP://RESEARCH.IU.EDU/RSCHCOMP/HMPG.HTML](http://RESEARCH.IU.EDU/RSCHCOMP/HMPG.HTML)

Pursuant to federal law and University policy, all research involving human subjects, conducted by IUB investigators, must be reviewed and approved by an IU IRB. In most cases this will be the Bloomington Human Subjects Committee (HSC). (see [Location of Review](#) for details) These policies and procedures are designed to provide an efficient avenue for the processing of applications. The smooth flow of applications is the only way to ensure that each research protocol is provided the level of review it deserves. Cooperation by faculty, students and staff with the Committee is essential if we are to comply with federal and University regulations. The Committee recognizes that the federal regulations and our interpretations of the regulations can be daunting to an investigator on first encounter. The Committee will provide whatever assistance it can to investigators or departments to explain our procedures and to secure compliance with a minimum of delay or disruption of research.

The Committee's office is located at the Carmichael Center L03, 530 E. Kirkwood Ave., Bloomington, IN 47408, 812/855-3067, iub_hsc@indiana.edu. Office hours are 8-12 and 1-5, M-F.

What research needs approval?

(Frequently Asked Questions - <http://research.iu.edu/rschcomp/faq.html>)

1. If I am just talking with people about....I'm not doing anything to them--there are no experiments, no clinical trials, do I need human subjects approval?

Yes (and we are not kidding). Federal regulations define human subjects research broadly to cover interactions as well as interventions with human subjects for research purposes. So . . . surveys, interviews, questionnaires and oral history interviews, etc. are all covered by the federal regulations. And, yes, you need prior committee approval. Most of this type of research, however, qualifies as "EXEMPT."

2. If my research qualifies as "exempt" under the federal regulations, must I submit an application for approval?

Yes. The term "exempt" in terms of the review process really means "exempt from full committee review." It is the policy of Indiana University to review all research in order to ensure that the research is, in fact, exempt. The application for exempt research is less extensive, and under most, but not all, circumstances, written, signed informed consent is not required. We do, as a general matter, require investigators give to their subjects a written statement containing information about the study and their part in it.

3. If I am using data compiled by other third parties, e.g. governmental agency or another researcher, do I need approval?

Yes. Use of existing data is exempt research but still requires prior approval. Even if you have worked with the original investigator in obtaining the data, your independent use of the data requires approval. This issue comes up often with Ph.D. dissertation research. All Ph.D. candidates must get their own human subjects approval for their research even if it involves working with data collected by a collaborator with his or her own human subjects approval.

9. What else do I need to submit with my application?

Any test instruments, questionnaires, recruitment flyers, newspaper ads, e-mail ads, phone solicitations, or other communications with the subjects. For individual or group interviews, we must have a list of the types of questions you will ask. We understand that you may not in every instance be able to anticipate the direction that some interviews will take. For our purposes, however, we need to know the range of questions and general areas to be explored.

If you are uncertain as to whether your research requires approval from the Human Subjects Committee, please check with the HSC office.

YOU DO NOT WANT TO FINISH YOUR DISSERTATION ONLY TO FIND OUT IT CAN NOT BE ACCEPTED BY THE GRADUATE SCHOOL BECAUSE THIS APPROVAL WAS NOT RECEIVED.