Master’s Degree Requirements

1) Admissions requirements
There is no admission to the MA program directly. History PhD students may earn the MA en route to the PhD. Note that a student who already has an MA degree in History will not be able to obtain a second Master’s degree in History from UC Davis.

a) Prerequisites: Not applicable.

b) Deficiencies: Not applicable.

2) M.A., Plan I (Thesis)

Plan I. This plan requires a minimum of 45 units of graduate courses (the 200 series only), of which at least 16 units must be graduate work in the major field. In addition, a thesis or research project in lieu of thesis is required. The research thesis/project serves as the capstone requirement.

3) Course Requirements – Core and Electives (45 units)

a) Core Courses (17 units)
   
   HIS 204 Historiography 4 units
   HIS 203A Research Seminar 4 units
   HIS 203B Research Seminar 4 units
   HIS 203C Research Seminar 4 units
   HIS 389 Seminar for TAs 1 unit

b) Elective Courses (28 units)
   
   HIS 201 A-N, P-Q, S-T, W, X. Sources and General Literature of History 4 units
   HIS 202 A-I Major Issues in Historical Interpretation 4 units
   HIS 221 Medieval History 4 units
   HIS 245 Modern European History 4 units
   HIS 261 Latin American History 4 units
   HIS 271A-B United States History 4 units
   HIS 291A-B Chinese History 4 units
   HIS 291C Methods and Issues in Chinese History 4 units

c) English Language Requirement
Students who have not obtained an undergraduate or graduate degree at an approved English-medium institution, or who have not demonstrated strong English language proficiency through the TOEFL or IELTS exam are required to take appropriate English language courses, as described in Graduate Student Course Requirements – English as Second Language (GC-2018-
Courses taken in satisfaction of this requirement do not count towards the 45 units required for graduation.

**d) Summary:**
17 units of core coursework, 16 units of elective coursework from the major field of study, 8 units of coursework from a secondary field of study, and 4 units of coursework from a field of study differing from the first and second fields of study. Full-time students must enroll in 12 units of coursework per quarter including research, academic, or seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and perhaps seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 combined of undergraduate and graduate level courses per quarter.

**4) Special requirements:** Not applicable.

**5) Committees**

a) **Thesis or Research Project Committee:**
   This committee should be comprised of the major professor, the HIS 203 instructor of record, and the faculty member who moderates the session in which the student presents at the HIS 203 Conference at the end of the sixth quarter of enrollment.

6) **Advising Structure and Mentoring:**
The **HIS 203 Instructor of Record** is the faculty member who supervises the student’s thesis; this person serves as the Chair of the Thesis Committee. The **Major Professor** is the faculty member who supervises the student’s research and provides input on the courses the student should take. The **Graduate Adviser**, who is appointed by the Dean of Graduate Studies, is any member of the Graduate Program Committee, which sets policy for graduate admissions and education within the department. The **Graduate Program Staff** assists students with identifying committee members, providing information on academic resources, program policies and procedures, and general university policies. The **Mentoring Guidelines** can be found on the web at [http://history.ucdavis.edu/images/documents-and-images/MentoringGuidelines.pdf](http://history.ucdavis.edu/images/documents-and-images/MentoringGuidelines.pdf)

7) **Advancement to Candidacy:**
Every student who wishes to obtain the Master’s degree and has not received an MA degree in History from another institution must file an official application for Candidacy for the degree of Master of Arts and pay the Candidacy Fee after completing one-half of their course requirements and at least one quarter before completing all degree requirements; this is typically the seventh quarter of enrollment. The Candidacy for the Degree of Master form can be found online at [https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs313-masters-candidacy-plan.pdf](https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs313-masters-candidacy-plan.pdf). A completed form includes a list of the courses the student will take to complete degree requirements. If changes must be made to the student’s course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to the Office of Graduate Studies. Students must have their Graduate Adviser and Committee Chair sign the candidacy form before it can be submitted to the Office of Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to: the appropriate Graduate Program
Coordinator and the student; the Thesis Committee Chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a student is not eligible for advancement, the program and the student will be told the reasons for the application’s deferral. Some reasons for deferring an application include: grade point average below 3.0; outstanding “I” grades in required courses, or insufficient units.

8) Comprehensive Examination and/or Thesis Requirements:

a) Thesis Requirements (Plan I)

Thesis Committee Meetings: Students will attend a weekly research seminar course (HIS 203A) in the Fall Quarter of their second year (fourth quarter of enrollment) supervised by a faculty member assigned by the Department Chair. This faculty member who serves as the instructor of record for HIS 203A, 203B, and 203C will also serve as the chair of the Thesis Committee. During the fifth and sixth quarters of enrollment, students will periodically meet with the HIS 203 faculty member to ensure the project is developing. Over the course of the second year, students will also meet with the major professor (selected during the first year) to discuss the research project and any changes in the research objective. In the sixth quarter, a faculty member will be assigned by the 203 adviser to serve as the third reader for the thesis/research project. This faculty member will also moderate the session in which the student presents their research to the department.

Research Project/Thesis: Under the supervision of the 203 faculty advisor and major professor, the student should prepare a 40-50 page essay that may become one chapter of their dissertation or serve as the basis for the prospectus to be defended in the Qualifying Examination. At the conclusion of the sixth quarter, students will give an oral presentation of their research to the department in a conference type setting (“HIS 203 conference”). A grade of at least a B+ must be earned in each of the HIS 203 courses (203A, 203B, and 203C) for the MA degree to be awarded.

The research project/thesis should be submitted to the thesis committee at least one month prior to the HIS 203 conference date. All committee members must approve the thesis and sign the title page before the thesis is submitted to Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions, the program may recommend to the Dean of Graduate Studies that the student be disqualified from the program.

The research project/thesis must be filed in a quarter in which the student is register or on filing fee. Instructions on preparation of the thesis and a schedule of dates for filing the thesis in final form are available from the Office of Graduate Studies. A student must have a GPA of 3.0 for the MA degree to be award.

9) Normative Time to Degree

The Normative Time to Advancement to Candidacy is by the fourth quarter of enrollment. The Normative Time in Candidacy is two quarters or by the end of the sixth quarter of enrollment.
10) Typical Timeline and Sequence of Events

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<td>200 Level Course (Major)</td>
<td>200 Level Course (Third Field)</td>
<td>Course 299D</td>
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11) Sources of Funding: Not applicable. Terminal MA degree not offered.

12) PELP, In Absentia and Filing Fee status:
Information about PELP (Planned Educational Leave), In absentia (reduced fees when researching out of state), and Filing Fee Status can be found in the Graduate Student Guide (http://www.gradstudies.ucdavis.edu/publications/)

Ph.D. DEGREE REQUIREMENTS

1) Admissions Requirements:
Consideration for program admission requires a bachelor’s degree, three letters of recommendation, official transcripts, GRE scores, TOEFL or IELTS score, writing sample and Office of Graduate Studies online application with fee by the stated admission deadline. A minimum GPA of 3.0 is required. Admissions decisions are made on a case-by-case basis. Meeting some or all of these criteria does not guarantee admission, but merely eligibility. The decision to recommend admission to the Dean of Graduate Studies will be made by the Graduate Program Committee on the basis of available space and the competitiveness of applicants compared to the eligible pool.

a) Prerequisites: There are no specific prerequisites
b) Deficiencies: Not applicable.

2) Dissertation Plan
Plan B. Specifies a three member (minimum) dissertation committee, an optional final oral examination (made on an individual student basis by the dissertation committee), and an optional exit seminar, which we do not require.

C. Phil. – The Candidate in Philosophy Degree
The program will not offer a C.Phil Degree.
3) Course Requirements – Core and Electives (45 units)

a) Core Courses (17 units)

HIS 204 Historiography 4 units
HIS 203A Research Seminar 4 units
HIS 203B Research Seminar 4 units
HIS 203C Research Seminar 4 units
HIS 389 Seminar for TA Training 1 unit

b) Elective Courses (28 units)

Letter Graded Courses

HIS 201 A-N, P-Q, S-T, W, X. Sources and General Literature of History 4 units
HIS 202 A-I Major Issues in Historical Interpretation 4 units
HIS 221 Medieval History 4 units
HIS 245 Modern European History 4 units
HIS 261 Latin American History 4 units
HIS 271A-B United States History 4 units
HIS 291A-B Chinese History 4 units
HIS 291C Methods and Issues in Chinese History 4 units

Non-Letter Graded Courses

HIS 298 Group Study 1-12 units
HIS 299 Research 1-12 units
HIS 299D Individual Study 1-12 units

c) English Language Requirement

Students who have not obtained an undergraduate or graduate degree at an approved English-medium institution, or who have not demonstrated strong English language proficiency through the TOEFL or IELTS exam are required to take appropriate English language courses, as described in Graduate Student Course Requirements – English as Second Language (GC-2018-02). Courses taken in satisfaction of this requirement do not count towards the 45 units required for graduation.

d) Summary:

17 units of core coursework, 16 units of elective coursework from the major field of study, 8 units of coursework from a secondary field of study, and 4 units of coursework from a field of study differing from the first and second fields of study and can be from an external department. Full-time students must enroll in 12 units of coursework per quarter including research, academic, or seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and perhaps seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 combined of undergraduate and graduate level courses per quarter. If a student enters with an MA degree, need only complete three graded reading seminars in their major field rather than four.
4) Special Requirements:

a) Foreign Language Examination or Alternative Research Skill
Prior to advancement to candidacy, students should successfully pass at least one foreign language examination (additional exams may be required depending on the field of study), prepare a course syllabus for their secondary area of interest, a justification essay explaining the course syllabus, and a dissertation prospectus.

The foreign language examination consists of a two-hour, handwritten examination, in which students must translate and paraphrase a scholarly article with the use of a print dictionary.

By petition to the Graduate Program Committee, students may request certification in an alternative, theoretical research skill as substitute for ONE foreign language. Examples include: anthropology, economic theory, critical literary theory, psychology, demography, statistics, and political theory. Such petitions are approved in only special and persuasive cases and typically require taking two letter-graded courses in the field (With a minimum grade of B+) and writing a substantial research paper that applies the alternative research skill to historical research and interpretation. The graduate major professor should evaluate the paper and certify its quality to the Graduate Program Committee.

b) Minor Field Certification
A minor will be certified by a faculty advisor in that field upon the completion of two graded reading seminars (either 201 or 202) and the submission (and acceptance) of a detailed syllabus for a one-quarter (or one-semester) course in that field. That syllabus must be supported by a historiographical and analytical essay justifying the choices of readings and of interpretation embedded in the syllabus. The support essay should be 15-20 pages long. The syllabus and supporting essay must satisfy the student’s minor field advisor for certification. Each minor field advisor will set the quality standards for the syllabus and support essay.

5) Committees

a) Admissions Committee:
Once the completed application, all supporting materials, and the application fee have been received, the application will be submitted to the graduate program faculty. Each application will be reviewed by at least two graduate program faculty reviewers. After review, graduate program faculty submit recommendations for admissions to the Graduate Program Committee. The Graduate Program Committee consists of six graduate program faculty (one from each geographical region and the chair). Based on a review of the entire application by the graduate program faculty members, a recommendation is made to accept or decline an applicant’s request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admission decisions will be sent by Graduate Studies. Applications are accepted through January 5 of the previous year for the next Fall entering class.

b) Course Guidance or Advising Committee: N/A
Students develop a study plan with their major professor. A study plan should be set in place by the end of Spring Quarter of the student’s first year and is reviewed with the student’s first progress report.
c) **Preliminary Examination Committee:**
The student in consultation with his/her major professor selects three faculty members to serve on his/her preliminary examination committee. These committee members should cover the entire chronological range expected by the major field. The student’s major professor should not chair this committee.

d) **Qualifying Examination Committee:**
The student in consultation with his/her major professor nominates four faculty to serve on the Examination Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The major professor does not serve as Chair of the Committee. The QE committee conducts the exam and submits the results to the Office of Graduate Studies. At least three of the members of the qualifying examination committee should also plan to serve on the dissertation reading committee.

e) **Dissertation Reading Committee:**
The dissertation committee is a three-member committee identified by the student in consultation with the Major Professor. The majority of the committee should be from the department. The composition of the dissertation committee is entered on the Advancement to Candidacy Form and submitted to Graduate Studies for formal appointment in accordance with Graduate Council policy. The role of the Dissertation Committee is to advise the doctoral student on the research topics and methods, and then to review the final completed dissertation for acceptance. The Committee Chairperson (usually the major professor) should determine the desires of the individual members regarding assistance with the research and dissertation review at the time the dissertation committee is constituted. Students are expected to meet with the Chair of their dissertation committee regularly. Dissertation Committee members are expected to read and comment on a dissertation within four weeks from its submission. This time limit policy does not apply to summer periods for faculty holding nine-month appointments. The student and faculty will coordinate a timeline for the student to present the thesis to the dissertation committee. This timeline must allow all dissertation committee members enough time to fulfill their responsibilities within the four-week deadline.

6) **Advising Structure and Mentoring:**
The **Major Professor** is the faculty member who supervises the student’s research and dissertation. This faculty member also serves as the Chair of the Dissertation Committee. Major Professors are also responsible for signing yearly progress reports. The **Graduate Adviser**, who is appointed by the Dean of Graduate Studies, is any member of the Graduate Program Committee, which sets policy for graduate admissions and education within the department. The **Graduate Program Staff** assists students with identifying committee members, providing information on academic resources, program policies and procedures, and general university policies. The **Mentoring Guidelines** can be found on the web at [http://history.ucdavis.edu/images/documents-and-images/MentoringGuidelines.pdf](http://history.ucdavis.edu/images/documents-and-images/MentoringGuidelines.pdf)

7) **Advancement to Candidacy**
Before advancing to candidacy for a doctoral degree, students must have satisfied all requirements set by the graduate program (including successfully passing the preliminary examination, the foreign language exam, and the minor certification), must have maintained a minimum of 3.0 GPA in all coursework undertaken (except those courses graded S or U), and
must have passed a Qualifying Examination before a committee appointed to administer that examination. To maintain satisfactory progress in the program, students should advance by the end of the 9th quarter (third year). Students who do not advance by the end of the 9th year are marked as marginal and an academic plan is set in place to return the student to satisfactory academic standing. When the student is ready to advance to candidacy, the student must file the appropriate paperwork with the Office of Graduate Studies and pay the Candidacy Fee in order to be officially promoted to Ph.D. Candidacy.

8) Preliminary Examination, Qualifying Examination and Dissertation requirements:

a) Preliminary Examination
This preliminary examination is a four-hour written exam followed by a one-hour oral examination, involving three examiners, all from the major field. Each examiner should provide at least two questions to the Graduate Coordinator at least 24 hours prior to the start of the exam, and the student will have the option to answer one question from each examiner for a total of three written questions. Students are able to type the responses to their questions. With the consent of the chair of the preliminary committee, a student may have one unmarked copy of their reading lists during the written and/or oral portions of the exam. No other items are permitted to be used during the exam. The oral examination should follow within a week of the written examination and after the examiners have had sufficient time to assess the written answers. Examiners should thoroughly question the student on both questions provided on the exam, not just the question the student provided a written answer for.

Students should complete this examination by the end of January of their third year after the student has satisfactorily completed all coursework, and successfully completed the foreign language requirement and minor certification.

Prior to the exam, students would be well advised to take their graded reading seminars from the faculty members who will serve on this committee. Students should also consult the members of this committee as early as possible for advice in preparing the reading lists in their fields.

b) Qualifying Exam

1. General Information
All students will complete all course requirements before taking their Qualifying Examination. Passing this exam makes the student eligible for advancement to candidacy. The qualifying exam should be taken by the ninth quarter and no later than the end of the twelfth quarter after admission to the PhD program.

The primary purpose of the Qualifying Examination (QE) is to validate that the student is academically qualified to conceptualize a research topic, undertake scholarly research and successfully produce the dissertation required for the doctoral degree. The QE must evaluate the student’s command of the field, ensuring that the student has both breadth and depth of knowledge, and must not focus solely on the proposed dissertation research. In addition, the QE provides an opportunity for the committee to provide important guidance to the student regarding his or her chosen research topic.
2. Written Portion of the Exam – Dissertation Prospectus
The written portion of the exam consists of a research proposal called the Dissertation Prospectus. The Prospectus should be provided to all members of the qualifying examination committee at least 10 days before the oral portion of the exam. The Prospectus is an independently prepared proposal of 15-20 pages describing the student’s dissertation-specific research aims, sources, and approach.

The qualifying exam committee will be responsible for assessing that the student’s writing proficiency is satisfactory before advancement to candidacy. Furthermore, the prospectus will provide information that may be discussed during the oral exam.

3. Oral Portion of the Exam
The oral portion of the qualifying exam will be 2 hours in length and is intended to demonstrate the student’s critical thinking ability, power of imagination and synthesis, and broad knowledge of the field of study. The student may bring a copy of the prospectus to the exam. The committee will evaluate the student’s general qualifications for a respected position as an educator or leader as well as the student’s preparation in a special area of study based upon relevant portions of the student’s previous academic record, performance on specific parts of the examination, and the student’s potential for scholarly research as indicated during the examination.

4. Outcome of the Exam
The committee will reach a decision on the student’s performance immediately after the oral exam. The committee, having reached a unanimous decision, shall inform the student of its decision to:

- “Pass” (no conditions may be appended to this decision)
- “Not Pass” (the Chair’s report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass” OR
- “Fail”

If a unanimous decision takes the form of “Not Pass” or “Fail,” the Chair of the QE committee must include in its report a specific statement, agreed by all the members of the committee, explaining its decision and must inform the student of its decision. Having received a “Not Pass” the student may attempt the QE one additional time; the QE report must list the specific conditions and timing for the second exam. After a second exam, a vote of “Not Pass” is unacceptable; only a “Pass” or “Fail” is recognized. Only one retake of the qualifying examination is allowed. Should the student receive a “Fail” on the first or second attempt at the exam, the student will be recommended for disqualification from the program to the Dean of Graduate Studies.

To address any deficiencies identified during the oral exam, additional work, as determined by the QE committee, may be required of the student to pass the QE.
c) The Dissertation

1. Exit Seminar
The dissertation follows Plan B without a required exit seminar.

2. Dissertation: General Requirements
Filing of a Ph.D. dissertation with the Office of Graduate Studies is normally the last requirement satisfied by the candidate. The deadlines for completing this requirement are listed each quarter on the Office of Graduate Studies website. A candidate must be a registered student or in Filing Fee status at the time of filing a dissertation, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The PhD. Dissertation will be prepared, submitted and filed according to regulations instituted by the Office of Graduate Studies http://gradstudies.ucdavis.edu/students/filing.html Satisfaction of this requirement must be verified by the Dissertation Committee Chair.

3. Dissertation:
The Dissertation is an extensive piece of original historical research, typically 200-300 pages in length, that frames, investigates, and analyzes a series of historical questions or problems. It must both engage with primary sources and analyze them in the context of multiple broader sub-fields of recent published historical scholarship.

9) Normative Time to Degree
The Normative Time to Advancement is by the end of the ninth quarter or by the end of the third year of enrollment in the graduate program. The Normative Time in Candidacy is three years or nine quarters.

10) Typical Time Line and Sequence of Events

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11) Sources of Funding
Generally, all students are funded through a combination of employment (teaching assistant and readership positions) and fellowships. Students who receive funding from external agencies or other university fellowships are expected to accept and expend these sources of funding before receiving any funding from the department. The combining of department aid and outside aid (including university fellowships or fellowships from other departments) is subject to the discretion of the department and the awarding agencies.

12) PELP, In Absentia and Filing Fee Status:
Information about PELP (Planned Educational Leave), In absentia (reduced fees when researching out of state), and Filing Fee Status can be found in the Graduate Student Guide (http://www.gradstudies.ucdavis.edu/publications/).

13) Leaving the Program Prior to the Completion of the PhD Requirements
Should a student leave the program prior to completing the requirements for the PhD, they may still be eligible to receive the Masters if they have fulfilled the requirements (see Master’s section). Students can use the Change of Degree Objective form available from the Registrar’s Office: http://registrar.ucdavis.edu/local_resources/forms/D065-graduate-major-degree-change.pdf