

Graduate Program Guide

Department of History
Texas Christian University

Effective Fall 2026

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Getting Started

WHO'S INVOLVED

Dean of Graduate Studies, TCU: An associate provost who oversees the graduate program for the entire university. Their office disburses financial aid to the departments.

Associate Dean for Graduate Studies, AddRan College: A member of the AddRan faculty who oversees the graduate program for AddRan College of Liberal Arts and Social Sciences. Signs off on financial aid and paperwork for course exceptions, graduation applications, et cetera.

Director of Graduate Studies, Department of History: A member of the Department of History faculty who coordinates admissions, financial aid, and assistantships.

Graduate Committee, Department of History: A committee composed of Department of History faculty members who make decisions regarding policies, admissions, financial aid, and disbursement of travel funds.

Advisor: A member of the history faculty who serves as the student's key mentor and guide.

Thesis Committee (MA only): At least three faculty members, one of whom is ordinarily the student's advisor, who guide and evaluate a student's master's thesis.

Major Field Examiners (PhD only): Two faculty members affiliated with the major field, ordinarily from the Department of History, who guide the construction of the student's examination list and prepare and evaluate the Qualifying Examination. The student's advisor must be one of the Major Field Examiners.

Minor Field Examiner (PhD only): One faculty member affiliated with the minor field, ordinarily from the Department of History, who supervises the development of the student's examination list and prepares and evaluates the Qualifying Examination.

Dissertation Committee (PhD only): At least four faculty members who guide and evaluate a student's dissertation. At least three committee members must be TCU faculty, ordinarily from the Department of History. The student's advisor will direct the committee.

DEGREES OFFERED

The Department of History at Texas Christian University offers a terminal Master of Arts degree in History and a Doctorate of Philosophy in History.

The MA Program

While most history graduate students at TCU seek the PhD degree, the Master's degree may be of benefit for some students. TCU does not provide funding for Master's students.

REQUIREMENTS

The MA degree requires a total of 30 hours of graduate credit, which may be earned in one of two ways:

Research Track

A total of 24 hours of coursework in the Department of History, of which 3 hours will be earned in HIST 50963, Historiography and Bibliography, and at least 3 hours will be earned in an 80000-level research seminar in the first year. An additional 6 hours of credit will be earned in the second year towards completion of a Master's thesis (HIST 70980 and 70990). The final requirement is an oral defense of the thesis before the Thesis Committee.

Professional Track

A total of 30 hours of graduate coursework, of which 24 hours must be earned in the Department of History. Three of those hours will be earned in HIST 50963, Historiography and Bibliography, and at least 6 hours will be earned in 80000-level research seminars, one of which must be taken in the first year. The final requirement is an oral defense of two article-length research papers before the student's advisor and one other supervising faculty member.

A Master's student may not take more than 33 hours of coursework unless that student has been accepted to the PhD program in history at TCU or has written permission from the graduate committee.

RESIDENCY

Master's students must complete at least one year of full-time study in residence, which is defined as a course load of 9 graduate hours per semester during a regular fall-spring semester sequence.

THE MA THESIS

The purpose of a master's thesis is to demonstrate competence in research and writing from primary sources and is suitable for students wishing to pursue further graduate study. The typical thesis in the Department of History is around eighty pages plus bibliography.

The student should select a thesis subject and an Advisor to supervise their thesis no later than beginning of their second semester in the program. The student will report the thesis topic and the three faculty members serving on their Thesis Committee to the Director of Graduate Studies.

Each Thesis Committee member will determine procedure, such as whether they wish to receive the student's work one chapter at a time or as a complete draft. The final requirement for the thesis option is an oral defense, conducted by the student's Thesis Committee. This defense tests the student's ability to explain the contents and conclusions of the thesis. Only under exceptional circumstances will the defense be scheduled during the summer, and then only if all members of the thesis committee can be present.

Students pursuing the research track must register for 3 hours of HIST 70980 followed by 3 hours HIST 70990. If the thesis is not completed and defended in the semester in which the student is registered for 3 hours of HIST 70990, the student must register for at least one credit hour of thesis (HIST 70990) in the semester in which they defend the thesis. The dean's office posts the deadlines for filing each semester. The student has the responsibility for meeting thesis defense deadlines issued each semester by AddRan College.

MA TO PHD OPPORTUNITY

Students admitted as MA students who wish to apply for the PhD program may do so at any time. Students who are accepted into the PhD program will be reclassified as PhD students with the incoming cohort the following Fall, at which time they may be eligible for departmental funding. All graduate credit hours earned at TCU in the Department of History will count toward the PhD requirements.

TIMING

In the semester in which the student is scheduled to complete all requirements for the MA degree, the student must file an "Intent to Graduate" form with the AddRan Dean's office. The MA degree must be completed within five years from initial matriculation.

See Appendix A, Model Timeline for Master of Arts

The PhD Program

REQUIREMENTS

The requirements for the PhD include:

- 45 hours of coursework, not including credit hours for dissertation research and writing, of which:
 - at least 6 hours must be in 80000-level research seminars;
 - at least 6 hours must be in readings seminars in the major field;
 - a total of 3 hours must be in HIST 50693, Historiography and Bibliography;
 - a total of 3 hours must be in HIST 80083, History as a Profession;

*See the following section, **Taking Classes**, for more information on courses.*

In addition to these course requirements, a student must:

- Demonstrate reading knowledge of one foreign language or proficiency in one equivalent tool skill, in consultation with their advisor;
- Successfully complete the qualifying examination;
- Successfully defend the dissertation prospectus;
- Successfully defend the dissertation.

TRANSFER OF CREDIT

Students who enter the PhD program with an MA from another institution may petition the Graduate Committee for transfer of up to 18 hours of coursework credit from their MA transcript. Written request for transfer credit, with appropriate transcripts, should be made at the time of application for admission. Such credit must be applicable to the student's program as determined by his/her adviser; carry at least a "B" grade (3.0 on a 4.0 scale); and be residence credit, not extension or correspondence.

See Appendix B, Model Timeline for PhD Students without MA, and Appendix C, Model Timeline for PhD Students with MA

RESIDENCY

Doctoral students must complete at least one year of full-time study in residence, which is defined as a course load of 9 graduate hours per semester during a regular fall-spring semester sequence. All students receiving a stipend must be in residence. Full-time students receiving full financial aid (tuition waiver and stipend) may hold outside employment only with the written consent of AddRan's Associate Dean for Graduate Studies.

LANGUAGE OR TOOL SKILL COMPETENCY

In consultation with their Advisor, students will either demonstrate reading knowledge of one foreign language or proficiency in one equivalent tool skill. The student must fulfill the language or tool skill requirement before scheduling the qualifying examination. As the language or tool skill requirement is frequently time-consuming, initial steps toward meeting it should be taken in the first days of doctoral study.

All students whose major field is Latin American history and students whose research will require knowledge of a foreign language must pass an examination in the requisite language. Language exams will be administered by the department at the beginning of each semester. Ordinarily, exams will require students to accurately translate several pages of text. Exams administered by the department must be graded by two faculty members with appropriate language skills. A student may use a dictionary in exams administered by the department.

Students whose research does not require a foreign language may complete a tool skill, such as GIS or Digital, Oral, or Public History. Ordinarily, students will demonstrate proficiency by completing a graduate level course in the subject. Students who have taken such courses at other institutions may petition the graduate committee for a waiver.

ADVISOR

Each PhD student must decide on an area of specialization by the end of their second semester in the program. After deciding on an area of study, the student should secure an agreement with a professor in that field to serve as their Advisor. The Advisor then becomes the guide for choosing courses and, eventually, overseeing their progression to candidacy and selecting faculty for their dissertation committee. Students must inform the Director of Graduate Studies when selecting or changing their Advisor.

Many considerations should guide a student's decision regarding an Advisor or dissertation topic. Some of these considerations relate to each student's reasons for attending graduate school—interests and passions. Other considerations should include the resources available to the TCU history graduate program, including library holdings and interests of the faculty members as revealed through their academic training, publications, and research. No professor is obligated to undertake the direction of a student.

FIELDS OF STUDY

Major Fields

The graduate program of the Department of History at TCU offers as major fields of study for PhD students:

- Latin American history to 1821
- Latin American history since 1821

- US History to 1877
- US History since 1877

Minor Fields

Each PhD student must have two minor fields. A student may add a third minor field, if desired.

For each PhD student, the other chronological half of her/his major field of study is automatically the first minor field. For example, a student whose major field is Latin America to 1821 automatically has Latin America since 1821 as her/his first minor field, and vice versa.

A student's second minor field must draw from the faculty's research strengths and offer coverage outside of the major field's geographical region of specialization. Examples of potential second minor fields include:

- Global History
- War and Society
- Atlantic World
- Combined Latin American (for students majoring in U.S. history)
- European History
- Women's and Gender History
- Indigenous History
- Race and Ethnicity
- Labor and Working-Class History

A student may petition the Graduate Committee to minor in a field not specified in this list. To petition for a minor field, the student must:

- Secure permission from a faculty member willing to examine the field;
- Prepare a one-page, double-spaced statement about why they wish to add the field;
- Prepare an examination list of at least 50 items (books and articles), in consultation with the examining faculty member;
- Secure the approval of their Advisor;
- Submit these materials to the Director of Graduate Studies for approval by the Graduate Committee.

While there is no required number of courses for the minor fields, the student is expected to have a balanced curriculum and the ability to demonstrate competence in each field in their qualifying examination.

QUALIFYING EXAMINATION

A qualifying examination is required of all PhD students after completion of coursework and before officially advancing to candidacy for the doctorate. The qualifying examination is comprised of written examinations for one major and at least two minor fields, followed by an

oral examination of all fields. Successful completion of the qualifying examination demonstrates a student's competency in major and minor fields and indicates their readiness to enter candidacy for the doctorate.

Students who entered the program under the portfolio system are permitted to defend a portfolio or pass a qualifying examination, but PhD students admitted for the Fall 2026 semester and later will be required to pass a qualifying examination.

Examiners

The major field will comprise two examiners who will determine the examination questions either together or separately for examinees. Each minor field will have one examiner. Ordinarily, an examiner is the professor of record for only one field (major or minor), but there will be occasions when an examiner covers two fields, reducing the examination committee to the minimum of three persons. All examiners will convene to assess the oral examination.

Process

Prerequisite: The language or tool skill requirement must be completed before taking the qualifying examinations.

Written examinations will be given in one major and no less than two minor fields. A combined oral examination of no more than two hours will take place in front of all field examiners two weeks after the final written examination.

The major field will be examined based on a reading list of approximately 100 items (books and articles). This list will be constituted through consultation between the student and the two examiners in the field.

Each minor field will be examined based on a reading list of approximately 50 items (books and articles). This list will be constituted through consultation between the student and the minor field examiner.

Timeline

Students, in consultation with their advisor, should define their major and minor fields by the end of their first year of coursework.

After completion of coursework, those who entered the program without an MA will ordinarily take their qualifying examination in the spring semester of their third year. Those who entered the program with an MA degree from another institution will ordinarily take their qualifying examination in the spring semester of their second year.

Written examinations will ordinarily be given over a two-week period, beginning in either week 8 or 9 of the semester, depending on the scheduling of Fall Break and Spring Break. Ordinarily, students will complete the major field written examination in the first week and the minor field

written examinations in the following week. The oral examination must be completed by the close of week 12 of the semester.

Students will receive the written examination for the major field at 8 am on Monday in the first week of the examination period. The major field written examination will be due by 5 pm on Friday of the first examination week.

Students will receive the written examinations for the minor fields at 8 am on Monday in the second week of the examination period. The minor field written examinations will be due by 5 pm on Friday of the second examination week. In the case of a third minor field, the third written examination will be administered at 8 am on Monday of the following week and will be due by 5 pm on Tuesday of that week.

Written examinations will be administered as take-home exams. The major field written examination will comprise around 10,000 words in total. Each of the minor field written examinations will comprise around 4,000 words. Students may not submit work that is not their own, including either plagiarized material or material generated through the use of artificial intelligence.

See Appendix E, Model Timeline for Qualifying Examinations, and Appendix F, Best Practices for Qualifying Examination Procedures

Assessment

Examiners will assess the student's major and minor field written examinations within one week of their completion. In cases of disagreement among examiners, the entire committee of examiners will meet to determine the student's progress toward the oral examination.

Students who pass all written examinations must complete their oral examination within one week of the examiners' decision, and no later than the close of week 12 of the semester.

In the case of successful written and oral examinations, the committee of examiners will submit the PhD Qualifying Examination Form to the Associate Dean for Graduate Studies, and the student may continue to the prospectus phase of the process to doctoral candidacy.

In the case of a failure of one or more written or oral examinations, the examiner committee will submit the PhD Qualifying Examination Form along with a one-page written report to the Director of Graduate Studies. Students who fail one or more of their written or oral examinations will have one chance to retake the failed examination(s) in the following semester. No oral examination may be scheduled before a student has passed all written examinations.

A second failure of either the written or oral examination(s) will result in dismissal from the PhD program. After failing a written or oral examination for a second time, a student may appeal the outcome of the qualifying examination to the Graduate Committee. The appeal process will be completed by the end of the semester in which the student fails the examination(s).

DISSERTATION PROSPECTUS

Ideally, each student will identify a dissertation topic as early as possible, no later than the fourth semester of PhD coursework. The dissertation will demonstrate the ability to do original research in primary sources and should make a significant intervention in the field. The prospectus should be approximately 5,000 words, plus bibliography, and demonstrate:

- Familiarity with the broad historiographies surrounding the dissertation topic across all relevant chronological, geographic, and thematic sub-fields;
- Significance of the proposed topic;
- Feasibility of the proposed topic;
- A bibliography and discussion of proposed primary sources for research;
- A bibliography of proposed secondary sources for context and historiography.

Timeline

The dissertation prospectus should be submitted to the dissertation committee soon after completion of the qualifying examination, and no later than week 14 of the semester in which they pass their qualifying examination. A one-hour meeting with the committee of examiners will be held by the end of the semester in which the student submits the dissertation prospectus, at which meeting the student will present and defend the prospectus. Following a successful defense, the committee of examiners will complete the Advancement to Candidacy Form and submit it to the Associate Dean of Graduate Studies.

THE DISSERTATION

The dissertation should provide conclusive evidence that the student has become a professional scholar in the discipline of history. No aspect of the student's program holds greater significance than completion of a thoroughly researched and well-written dissertation.

A quality dissertation will be centered on primary source research and will respond to a substantive question within the student's field. It will make an original argument that contributes to the historical literature and will comprise no less than 250 pages, excluding bibliography, appendices, illustrations, and other end matter.

Dissertations will follow the Chicago Manual of Style as well as the form specified in the AddRan College "Manual for the Preparation of Theses and Dissertation," available from the Director of Graduate Studies or online at the History Department website.

The Committee

At least four faculty members who have agreed to serve will guide and evaluate a student's dissertation. At least three committee members must be TCU faculty, ordinarily from the Department of History. The student's advisor will direct the committee.

The Graduate Committee must approve the composition of the student's dissertation committee.

Completion and Defense

Each student must complete a six-hour block of HIST 90980. After completing that block, each student will register for one hour of HIST 90990 each semester until graduation. A student **MUST** register for one hour of HIST 90990 in the semester the degree is to be awarded. The student has the responsibility for meeting dissertation deadlines issued each semester by AddRan College.

Each committee member will, in consultation with the director, determine procedure, such as receiving the student's work a chapter at a time or as a complete draft.

The student will submit the completed dissertation to the dissertation committee by the date stipulated on the AddRan academic calendar. Within the month following receipt of the dissertation, the student's advisor will consult with all committee members to confirm the date of the defense. The defense may not take place later than the date listed in the Special Deadlines for Graduate Students

The AddRan Dean's office must approve the committee copy of the dissertation at least two days before the oral defense. The student has the responsibility to ensure that the dissertation meets all the requirements of the History Department and the AddRan College of Liberal Arts.

The student's dissertation committee administers the defense of the dissertation, which is open to the TCU community. Only under exceptional circumstances will the defense be scheduled during the summer, and then only if all members of the dissertation committee agree and can be present.

At the defense, the committee will assess the quality of the dissertation. A unanimous vote by the committee members is required to approve the dissertation.

Graduation

The student must complete the dissertation within six years of admission to candidacy.

Students planning to finish a dissertation and complete their doctoral program must file an "Intent to Graduate" form with the AddRan Dean's office in accordance with the deadlines.

Once the committee has approved the dissertation, and the student has submitted the approved dissertation to the Dean's office and met all other university requirements, the student has completed all the requirements for the PhD.

LEAVING THE PROGRAM

Students who fail their qualifying examination after two attempts or students who wish to leave the PhD program may receive a terminal MA degree if the following requirements are met:

- The student has completed 30 hours of coursework, six hours of which are in research seminars;

- The student successfully defends two article-length research papers before a committee of their advisor and one other professor.

Students who satisfy these requirements and wish to receive their MA must submit an “Intent to Graduate” form with the AddRan Dean’s office for the appropriate semester.

Taking Classes

REGISTRATION

Before registering for classes, each new graduate student must consult with the Director of Graduate Studies. This can be done during the summer or upon arrival on campus for the fall semester. Returning graduate students should consult with their advisor well in advance of the beginning of each semester.

COURSEWORK

The seminars in the TCU Department of History are classified as either readings or research seminars. Other courses include Historiography and Bibliography (HIST 50963), History as a Profession (HIST80083), and Supervised Readings in History.

Students may take courses from other departments at TCU, but these must be approved as electives by the Director of Graduate Studies.

Readings Seminars

Readings seminars include a mix of monographs and articles. Courses will strive to balance engagement with the most recent scholarship in the field with mastery of classic or landmark works in the literature. In any case, the focus is on critical thinking and analysis, historiographical breadth, and mastery of the major issues in a given field or topic.

At the conclusion of a readings seminar, the student will:

- be able to articulate the major historiographical trends in a given field or topic;
- be able to read a research monograph and write a critical book review;
- be able to read several research monographs or collections, put them into conversation with one another, and identify major trends and divergences among the authors' arguments.

Research Seminars

Research seminars focus on independent work by each student. The faculty member leading the seminar may have preparatory readings and other assignments on the topic at the beginning of the semester, but the focus is on researching primary documents, synthesizing and contextualizing them with secondary sources, and writing an article-length paper.

At the conclusion of a research seminar, the student will:

- be able to locate appropriate primary sources, both digital and hard copy, read and understand subject guides and finding aids, and communicate with archivists;

- be able to use appropriately a variety of types of primary sources (and/or sources from several different archives/origins) and to interpret a number of individual sources in order to draw larger conclusions;
- be able to combine several evidentiary conclusions into a larger argument;
- be able to write a journal-length article using primary sources that proves a sophisticated historical argument;
- be a proficient user of the humanities conventions of the Chicago Manual of Style;
- be able to create and manage an extensive bibliography.

Historiography and Bibliography (HIST 50963)

At the conclusion of HIST 50963, the student will demonstrate familiarity with the major theoretical approaches to studying history (historiography), the major historians of the past, changes in the interpretation and philosophies of history, and the major bibliographic sources used in the writing of history.

History as a Profession (HIST 80083)

At the conclusion of HIST 80083, the student will demonstrate familiarity with:

- how to construct a curriculum vita;
- professional organizations, including conferences, conference papers, journals, and book reviews;
- how to publish an article;
- how to construct an undergraduate course;
- classroom teaching;
- grantsmanship;
- the basic functioning of an academic department;
- the job market and its complexities.

AUDITS

An official audit of a course, in which the student attends class and has it noted on her/his transcript, carries tuition expense. A student may, with instructor permission, “sit in” without fee, gaining knowledge but not an entry on the transcript. Any audit, whether official or “sitting in,” must be cleared with the professor well in advance of the beginning of the semester.

NONRESIDENT COURSES

Occasionally a student at TCU may wish to take a graduate course at another institution. The History Graduate Committee must approve such a course in advance of enrollment and will normally do so only if the student has already spent one year as a full-time student in residence in the History Department. The student is responsible for ensuring that the credit is transferred to TCU.

Continuing Graduate Students

FACULTY EVALUATION

At the end of every year, all graduate students will be formally evaluated by the graduate committee and the advisor. If, in the opinion of the graduate committee, a PhD student has not met the standards of the department, the student will not be eligible for funding in the following year.

FINANCIAL AID

Each January, a continuing PhD student will submit a progress report and express their desire for consideration for financial aid for the following year. Continuation must NOT be taken for granted. The primary criteria for continuing financial aid are the student's academic performance and work as a graduate or teaching assistant.

A continuing PhD student who has not received a stipend may reapply the following year.

ACADEMIC CONSIDERATIONS

Any student who receives a grade of C in two courses, or the equivalent thereof, will be dismissed from the program entirely.

Any courses receiving grades of Incomplete (thesis and dissertation excepted) must be completed no later than 60 days from the start of the next "long" (fall/spring) semester.

Incompletes have a detrimental effect on the student's application for aid and continuation in the graduate program.

Professionalism

SERVICE

Because service is an integral part of academic life, historians at TCU expect each student to participate in the overall life of the department. Students may be involved in a variety of ways:

- attend departmental events such as Brown Bag workshops; Phi Alpha Theta (the history honor society) events; the LCpl. Benjamin Schmidt Symposium on War, Conflict, and Society; thesis and dissertation defenses; faculty job talks and meetings; and other guest speakers and workshops sponsored by the department and college
- participate in the recruitment of new graduate students
- serve on committees as deemed appropriate by the department, college, and university.

CONFERENCES AND SCHOLARSHIP

Each student is expected to identify and join relevant professional organizations, which usually have substantial reductions in membership dues for students. Each student is encouraged to present papers at relevant conferences and to publish the findings of his/her research in relevant journals.

GRANT-SEEKING

Because grant funding is an integral part of academic life, the department expects each student to learn to be an active grant seeker.

The department has an internal source of funding through the Boller-Worcester Travel Grants, funded by the generosity of the late TCU professors emeriti Paul Boller and Donald Worcester. The director of graduate studies issues the call for funding once each semester.

Boller-Worcester funds may be used for conference travel or for dissertation research.

Students should also identify and apply for the applicable external travel grants, research prizes, and fellowships appropriate to their areas of research. Many archives offer grants to travel to their collections. Professional associations also may offer competitive grants to help students attend their conferences.

TEACHING

Graduate students in the Department of History teach only after they have reached PhD candidacy. At that point, they may enroll in HIST 80090, Supervised College Teaching, and receive the oversight of a designated professor for instructional assistance. With permission from the department, advanced PhD candidates may also teach as graduate instructors.

Appendix A

MODEL TIMELINE FOR TERMINAL MA DEGREE

Professional Track

Year 1	Fall	Spring
	HIST 50963 Historiography and Bibliography (required) 6 hours of readings 9 hours total	3 hours of research (required) 6 hours of readings 18 hours total
Year 2	Fall	Spring
	3 hours of research (required) 6 hours of readings 27 hours total	3 hours of readings or research <i>Oral defense of two article-length research papers</i> 30 hours total <i>MA Degree Awarded</i>

Research Track

Year 1	Fall	Spring
	HIST 50963 Historiography and Bibliography (required) 6 hours of readings 9 hours total	3 hours of research (required) 6 hours of readings 18 hours total
Year 2	Fall	Spring
	6 hours of readings HIST 70980: Thesis 27 hours total	HIST 70990: Thesis <i>Oral defense of thesis</i> 30 hours total <i>MA Degree Awarded</i>

Appendix B

MODEL TIMELINE FOR PHD STUDENTS WITHOUT MA

Year 1	Fall	Spring
	HIST 50963 Historiography and Bibliography (required) 6 hours of readings <div style="text-align: right;">9 hours total</div>	3 hours of research (required) 6 hours of readings <div style="text-align: right;">18 hours total</div>
Year 2	Fall	Spring
	3 hours of research (required) 6 hours of readings <div style="text-align: right;">27 hours total</div>	3 hours of research 6 hours of readings <div style="text-align: right;">36 hours total</div>
Year 3	Fall	Spring
	HIST 80083 History as a Profession (required) 6 hours of readings seminars <div style="text-align: right;">45 hours total</div>	Major field exam Minor field exams Dissertation prospectus defense <i>PhD coursework requirements met</i>
Year 4	Fall	Spring
	HIST 90980: Dissertation (6 hours)	HIST 90990: Dissertation (6 hours)
Year 5	Fall	Spring
	HIST 90990: Dissertation (1 hour) HIST 80090: Supervised Teaching	HIST 90990: Dissertation (1 hour) HIST 80090: Supervised Teaching <i>Dissertation Defense PhD Awarded</i>

Appendix C

MODEL TIMELINE FOR PHD STUDENTS WITH MA

Year 1	Fall	Spring
	<i>Transfer of up to 18 credits of coursework from the MA</i> HIST 50963 Historiography and Bibliography (required) 3 hours of research (required) 3 hours of readings 27 hours in total	3 hours of research (required) 6 hours of readings 36 hours total
Year 2	Fall	Spring
	HIST 80083 History as a Profession (required) 6 hours of research or readings seminars 45 hours total	Major field exam Minor field exams Dissertation prospectus defense 54 hours total <i>PhD coursework requirements met</i>
Year 3	Fall	Spring
	HIST 90990: Dissertation (6 hours)	HIST 90990: Dissertation (1 hour)
Year 4	Fall	Spring
	HIST 90990: Dissertation (1 hour) HIST 80090: Supervised Teaching	HIST 90980: Dissertation (1 hour) HIST 80090: Supervised Teaching Dissertation Defense <i>PhD Awarded</i>
Optional Year 5	Fall	Spring
	HIST 90990: Dissertation (1 hour)	HIST 90990: Dissertation (1 hour) Dissertation Defense <i>PhD Awarded</i>

Appendix D

SAMPLE TIMELINE FOR QUALIFYING EXAMINATION AND PROSPECTUS DEFENSE

	Fall Semester		Spring Semester
Weeks 1–7	Exam prep	Weeks 1–7	Exam prep
Week 8	Fall Break Thurs–Sun	Week 8	Major field written examination (Mon-Fri)
Week 9	Major field written examination (Mon-Fri)	Week 9	Minor field written examinations (Mon-Fri)
Week 10	Minor field written examinations (Mon-Fri)	Spring Break	
Week 11	Examiners meet to assess written exams	Week 10	Examiners meet to assess written exams
Week 12	Oral Examinations	Week 11	Oral Examinations
Week 13		Week 12	
Week 14	Dissertation prospectus due	Week 13	Dissertation prospectus due
Thanksgiving		Week 14	
Week 15		Week 15	Dissertation prospectus meeting w/committee of examiners
Week 16 (Exams)	Dissertation prospectus meeting w/committee of examiners	Week 16 (Exams)	

Appendix E

QUALIFYING EXAMINATION PROCEDURES

Recognizing the misgivings that arise from the potential misuse of artificial intelligence (AI) during the written portion of the qualifying examinations, the Graduate Committee establishes the following procedures with the intention of standardizing the test-taking process and, in the event of suspected AI use, provide legally admissible evidence.

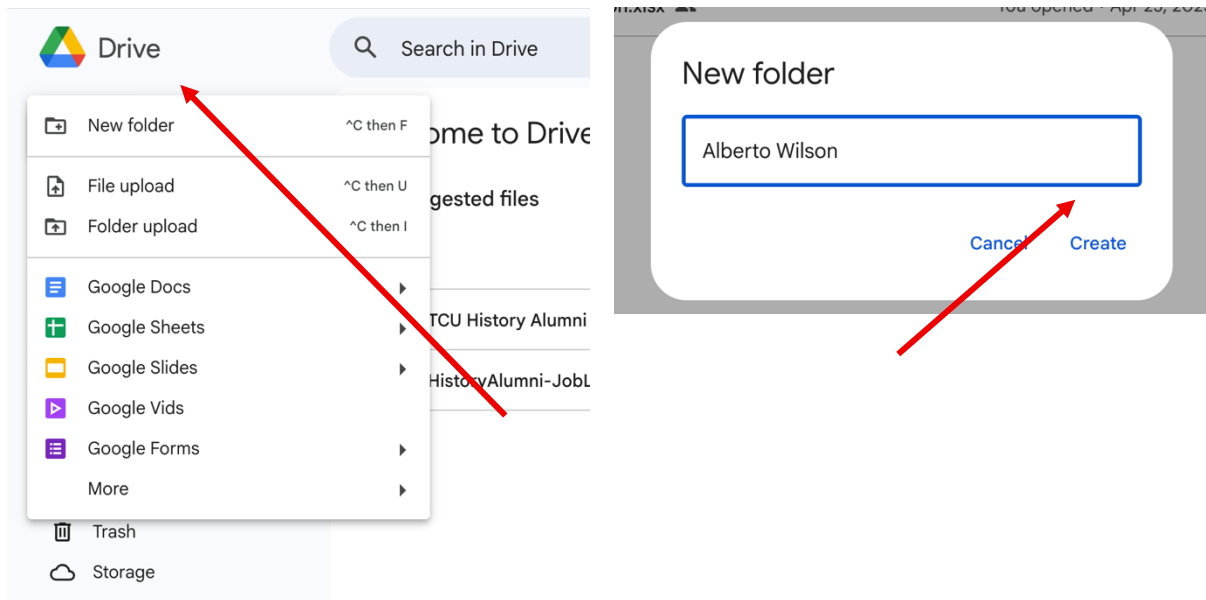
Step 1: Accessing the Department's Gmail Account and Drive

The Department of History has a Gmail account, and the written portions of the Qualifying Exam will be taken in Google Docs.

Gmail Account: tcuhistory@gmail.com; Password: XXX

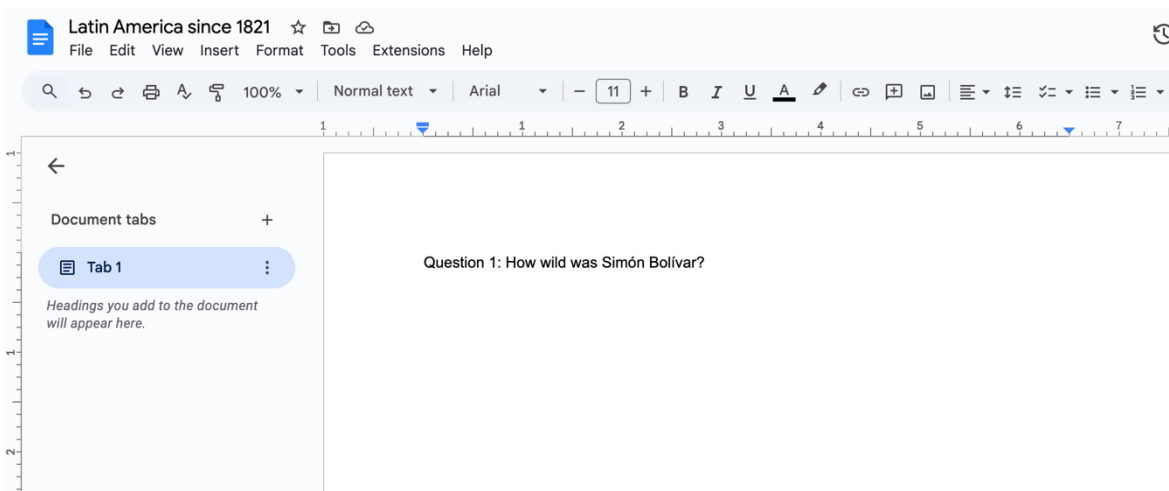
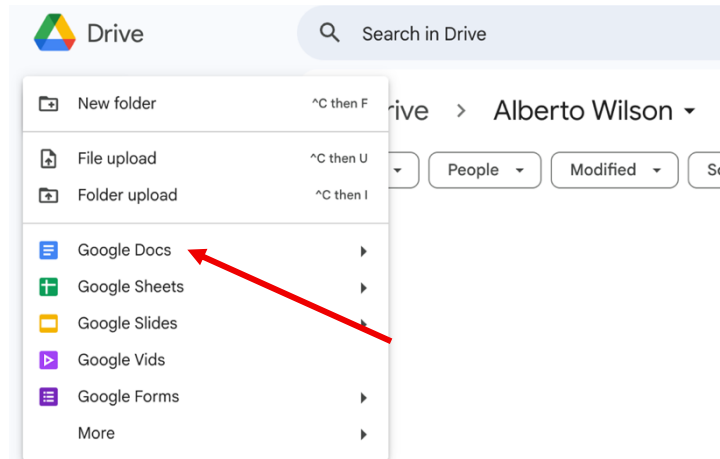
Step 2: Creating Student Folders

Prior to the start of the examination period during the Fall and Spring semesters, the Director of Graduate Studies (DGS) will create a folder for each student eligible to pass into Ph.D. candidacy.



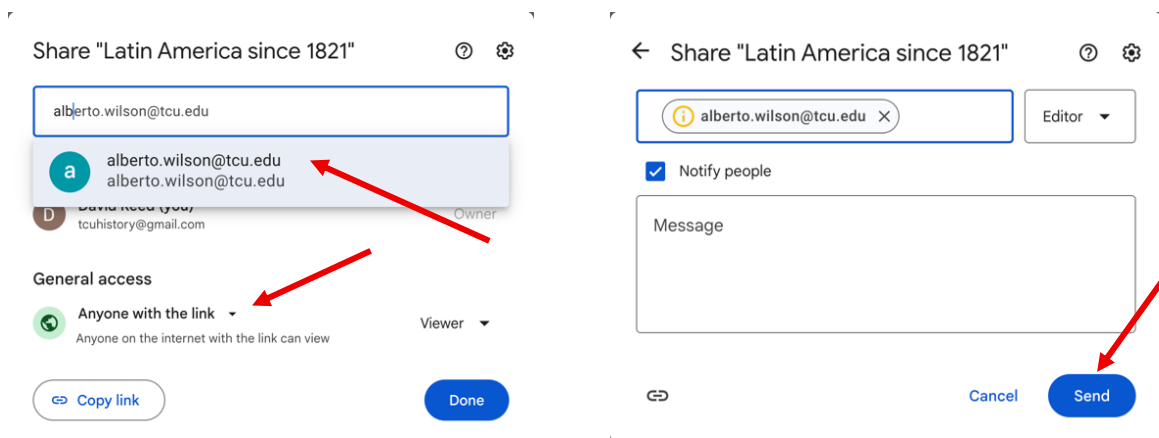
Step 3: Populating Google Doc with Major and Minor Fields Examination Questions

In accord with the Graduate Guide, the DGS will on the correct morning of the start of each portion of the written examination create a Google Doc with the name of the major or minor field and with the questions that have been provided by the field examiners prior to the start of the Examination Period. The DGS will appropriately title the document according to the field and **type the questions into the document**. Changes will automatically be saved.



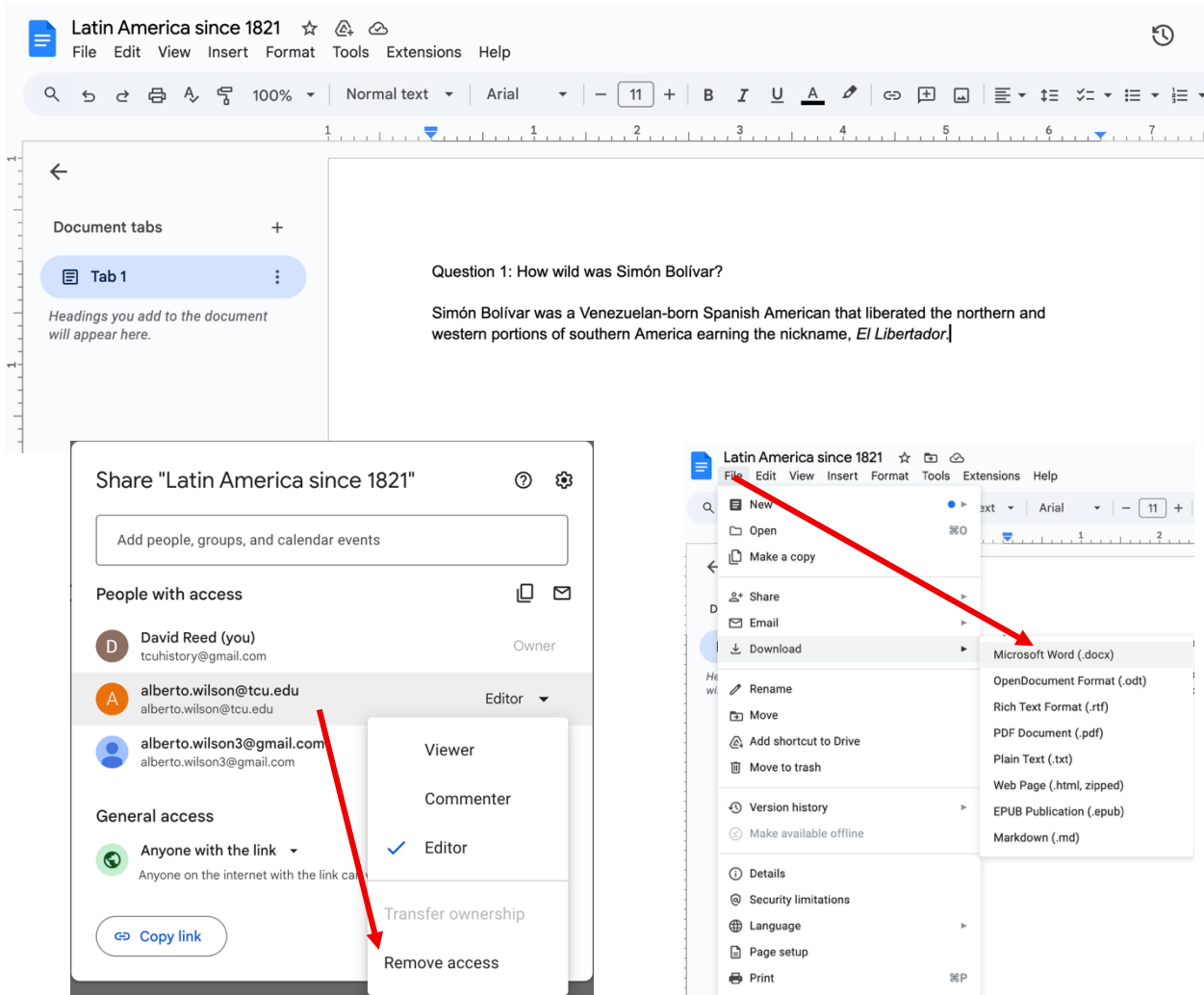
Step 4: Sharing the Google Doc with Examinees

The DGS will share the Google Doc with the appropriate examinee, using their TCU email account and selecting “Done” then “Send.” Google will notify that document is being sent to a non-Gmail account, select “Proceed Anyway.”



Step 5: Examination Completed by Examinee

Examinee will complete the entirety of the exam in the Google Doc. Once complete, the DGS will remove access to the document and share the document with the appropriate field examiners, sharing also the final version with the examinee for their files. Because the Google Doc will be edited using the examinee's Gmail account, remove access to all linked accounts.



Step 6: Assessment and Potential or Suspected use of Artificial Intelligence

The assessment of the examinee's exam will proceed in accordance with the Graduate Guide. In the event of suspected use of AI, field examiners will notify the DGS with the reasons for the suspected academic misconduct. **At that point**, the DGS will enter the Google Doc and investigate, along with the Graduate Committee, using the version history that Google Docs provides. All action thereafter will follow the Graduate Guide and be in accord with TCU's Graduate Academic Policies.

