

# Handbook for Graduate Students in History

## 2025-26

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## Purpose and Organization of the Handbook

This handbook serves as a guide to the policies, procedures, requirements, and expectations of students within the program. Students should take the time to read this handbook in its entirety as they begin their graduate school career and keep it as a reference for the future. Students should feel free to contact the Department's Graduate Program Coordinator, Adam Donaldson, and/or the Director of Graduate Studies, Professor Kevin Gosner, should they have any question that is not adequately addressed in the handbook.

As a graduate student at the University of Arizona, you are subject to all the policies and procedures of the [Graduate College](#), the [Department of History](#), and campus-wide offices such as the [Registrar](#), [Bursar](#), and [Financial Aid](#). Although we are unable to list all university policies in this handbook, they can be found on their relevant websites. It is important to be familiar with the University's policies, therefore please check before you do anything unusual (e.g., adding/dropping classes late in the semester). We do our best to keep this handbook up to date with University of Arizona policies. However, if anything in this handbook appears to conflict with a UA campus-level policy, please ask for clarification.

The Handbook is organized as follows. The first section provides information, policies, and requirements relevant for all History graduate students, regardless of degree program. The second section provides information, policies, and requirements relevant to specific degree programs—Accelerated Master's Program, M.A. in History, and Ph.D. in History. The third section provides information on financial aid and other opportunities. The appendices offer graduate programs timetables, general links to useful resources, and the list of Department Graduate Faculty with their fields of expertise.

## SECTION I

### General Information, Policies, Requirements

The [Department of History](#) offers programs leading to the Master of Arts and Doctor of Philosophy degrees with a concentration in history. To complete these advanced degrees, students must satisfy the requirements of the Graduate College as outlined by [Graduate Student Academic Services](#) (GSAS) policies, university policies as outlined in the [General Catalog](#), and the requirements of the Department of History, as described in this handbook. M.A. and Ph.D. students should be familiar with all sets of requirements.

#### **Planning Your Graduate Program**

##### ***First steps***

Review this handbook and your specific degree requirements (Section II).

Consult the Director of Graduate Studies.

Select and enroll in first semester courses with the assistance of Adam Donaldson, Program Coordinator.

##### ***Next steps***

Consult potential committee members, the professors in whose fields you will want to concentrate and who will supervise your work.

Select a faculty advisor from the Department's Graduate Faculty in the first year.

Define your major field in consultation with your faculty advisor, graduate committee, and the Director of Graduate Studies.

As members of the scholarly profession whose purpose is to contribute to the advancement of knowledge and as experts qualified to teach at the graduate level, university professors engage in research and writing in their chosen field. Before choosing your fields of concentration and your major professor advisor, you should familiarize yourself with the work of the various faculty and their specialties. The Department website includes information on faculty research interests, along with their phone and office numbers, and email addresses. You may want to talk with faculty about their research and read their published works as well as enroll in their courses.

Professional responsibilities limit the numbers of graduate courses university professors are able to offer, so occasionally they are not available to teach a particular course when you may want to take it. We work ahead to ensure a balanced program. You should keep in contact with the Director of Graduate Studies and with individual professors to find out when faculty may be going on leave and what courses are planned for future semesters. You should also let us know what courses you would like to see offered. Ideally, we work on a three-year course rotation schedule. The UA course catalog and schedule of classes are available via [UAccess](#). Each semester we also distribute, via the grad listserv, a list of graduate courses—those offered by the Department and those available across campus—of relevance to current History graduate students. Before you register for courses, you should discuss your interests with the Director of Graduate Studies/your faculty advisor.

#### ***Graduate College Requirements***

In addition to the requirements that the department sets for our graduate programs, UA graduate students must meet the requirements of the Graduate College. See

<https://grad.arizona.edu/degree-services/degree-requirements>

### ***GradPath***

You will see frequent references to GradPath—this is the electronic form, audit, and approval process for your official forms that are required to be submitted through the Graduate College. These forms include the responsible conduct of research statement, the graduate plan of study, graduate committee, and so forth. You access GradPath through UAccess, Student Center. <https://uaccess.arizona.edu/> For more information, see <https://grad.arizona.edu/degree-services/gradpath>

### ***Plan of Study***

A student's Plan of Study is the complete set of courses and research units that are taken to satisfy degree requirements. Every student will have a different Plan of Study.

In conjunction with your faculty advisor, you are responsible for developing and submitting (through GradPath) a Plan of Study, no later than the second semester. It includes courses to be transferred, courses taken at the UA, and courses to be taken to fulfill program requirements.

The approvals in Grad Path of the Plan of Study by the student's faculty advisor, the Director of Graduate Studies, and the UA Graduate College are the official acknowledgements that the Plan of Study submitted by the student is properly constructed to satisfy degree requirements.

All transfer units from another university must first be approved by the Graduate College as being suitable for consideration as transfer units at UA. You add possible transfer units in your Grad Path for the Graduate College initial review. Final review and approval of the transfer units is part of the Qualifying Review (QR) with the student's faculty advisor and committee. Student should provide the QR committee with related course syllabi for transfer units consideration. Approved transfer units are then added to the Plan of Study, when it is submitted.

### **General History Graduate Degree Requirements & Policies**

While specific degree requirements are included in Section II of this Handbook, there are some policies and requirements that are relevant to all our History graduate degree programs.

#### ***Historiography***

All students take History 695K during their first year in the program. This Department historiography course is mandatory for all incoming students. The 3 credits received from taking 695K count towards the overall credit requirements of the degree program. If the student has previously taken a graduate-level historiography course in another program, the credits for that course may be transferred into their current Plan of Study, but the student will still be required to complete HIST 695k.

#### ***Second Languages***

A reading knowledge of one second language is required of all M.A. and Ph.D. candidates (including AMP students). For Ph.D. candidates in particular fields of study, proficiency in additional languages may be required in consultation with graduate committees in the major fields and the Director of Graduate Studies. Proficiency in at least one second language will be determined by the members of each student's graduate committee, no later than the beginning of the second semester in residency. Graduate level coursework in second languages may be permitted to contribute towards degree

requirements in both the M.A. and Ph.D. programs, including the Accelerated Master's Program (AMP), in consultation with the major faculty advisor and Director of Graduate Studies.

### ***Annual Progress Report***

An Annual Progress Report must be submitted every year in January for Graduate Committee review. The Annual Progress Report form, including the Annual Financial Aid Award Application, will be distributed through the graduate listserv.

### ***Time to Degree Completion***

Per Graduate College rules, Ph.D. students are allowed 5 years after passing the comprehensive exams to complete their degree without re-taking the comprehensive exam. M.A. students whose coursework is over 6 years old may need to take additional coursework, or petition for older coursework to count towards their degree. In all these cases, students must petition for an extension of time to degree.

### ***History Graduate Student Representation and Spaces***

The Department includes a graduate student as a member of Department meetings, and of search, awards, lecture series, and public history collaborative committees.

### ***History Graduate Association***

The History Graduate Association (HGA), organized in 1974, elects the representative who attends and votes, except on personnel issues, in the Department meetings, and elects an HGA representative to the campus-wide Graduate Student Council. In general, the HGA seeks to facilitate professional and social communication among faculty members and graduate students in the Department and serves as a link between the Department and all graduate students. It also helps fund graduate student travel and research, provides a mentorship program for all incoming students, and helps organize graduate social life. Meetings are usually held once a month.

### ***Phi Alpha Theta***

Phi Alpha Theta is the national honor society for graduate and undergraduate history students. It publishes a journal for student articles and reviews and holds annual national meetings in which graduate students may present scholarly papers. Locally, the undergraduate History Club and the HGA support the University of Arizona's Phi Alpha Theta chapter (Zeta-Omega) which sponsors social programs for history students. It also sponsors programs of historical interest and promotes student participation in the annual regional meeting and prize competition.

### ***Graduate Spaces***

Shared History Department graduate spaces—library, lounge, desks—are located in the Chávez Building, in the 420S pod (418, 422, 424, 430, 434, 436, 438). Small lockers, coffee makers, water, refrigerator, computer printer, and supplies are also available in that location.

Individual mailboxes and the Department Ricoh printer/scanner are located in 417 Chávez. Jackie French, Administrative Associate, manages the keys for the building, graduate spaces, and main office.

Communal department spaces include reservable meeting rooms—402, 406a, 406, 431—as well as the main office and kitchen—415.

Rooms and spaces are also available at the UA Main Library. For more information go to

<https://lib.arizona.edu/study/spaces>

### **Grievance Policies & Procedures**

The Graduate College provides information about types of grievances, identifies responsible parties, and provides the appropriate contact information to address issues. Types of grievances include violations of academic policies; inappropriate behavior of another person such as a student, faculty, or staff; research ethics; among others. Please visit these links for details: <https://grad.arizona.edu/policies/academic-policies/grievance-policy> and <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>

Other useful resources are: [The Ombuds Committee](#); [Office of Institutional Equity](#); [The Student Code of Conduct](#).

**SECTION II**  
**Specific Program Information, Policies, Requirements**  
**AMP, M.A., and Ph.D. Degrees**

**ACCELERATED MASTER'S PROGRAM IN HISTORY**

The Accelerated Master's program (AMP) in History is designed for high-achieving undergraduate history majors and enables them to obtain their B.A. and M.A. degrees in History within five years. This program is intended both for students interested in enhancing their qualifications for careers in politics, business, public policy, teaching, museum studies, and public history, as well as for students interested in admission to other graduate programs (such as J.D. programs at law schools, and M.A. or Ph.D. programs in Education, History, Political Science, Public Policy, Foreign Policy).

Eligible applicants should have completed History 301 and at least two years of one second language by the end of their junior year. They should complete History 498, ideally by spring semester of junior year, or plan to do so in fall semester of senior year.

The application is due during the Spring Semester prior to the final two semesters of undergraduate coursework, for commencement of the program in the following Fall Semester. The application includes all college transcripts, three letters of recommendation (at least two from UA Faculty), and a personal essay. GRE scores are NOT required. Currently, AMP in History is open only to University of Arizona undergraduate history majors. For more information, please contact the Director of Graduate Studies and your Undergraduate Advisor.

AMP students begin graduate courses during their senior undergraduate year and complete their remaining graduate courses in the next year, during which they are enrolled as a M.A. graduate student.

**Accelerated M.A. Plan**

**Year One:**

- Meet with Director of Graduate Studies each semester
- Complete 12 units (4 courses) at the 500-level during your undergraduate program.
- Complete the Second Language requirement
- Select your faculty advisor
- Identify your major field

**Year Two:**

- Submit Plan of Study
- Complete 18 units (6 courses)
  - History 695K
  - two 696-level History seminar courses
  - three other History courses (one of which must be at the 600-level)
- Pass M.A. Final Exam in final semester



## **M.A. DEGREE IN HISTORY**

Be sure to review the Graduate College requirements for M.A. degrees:

<https://grad.arizona.edu/degree-services/degree-requirements/masters-degrees>

Candidates for the M.A. degree in History complete 30 units of graduate coursework, with a concentration in one major field. At least four courses (12 units) need to be at the 600-level. In fields where 695 or 696 courses are not regularly or sufficiently available, students may substitute HIST 699 Independent Study courses in consultation with their faculty advisor and/or the Director of Graduate Studies. The average grade for your graduate degree must be 3.0 or higher on a 4.0 scale. Candidates may elect to write a Master's thesis or two research seminar papers. As noted above in general history graduate degree requirements, M.A. students take History 695k in their first semester, complete the second language requirement, and submit an annual progress report.

All M.A. students must consult with the Director of Graduate Studies concerning their program each semester of the first year of study and at least once each year thereafter. By the second semester of graduate work, each student will have selected a Faculty Advisor from the departmental faculty in their major field, in consultation with the DGS and the professor. Each M.A. student will also assemble an M.A. committee consisting of the Faculty Advisor plus two other faculty members. At least one of the latter must be a member of the History Department.

With the advice and guidance of your Faculty Advisor and committee, you are responsible for identifying your major field and developing a Master's Plan of Study to be submitted to the Graduate College for approval. Up to 6 units may be transferred from another graduate program. These courses must be approved by the major faculty advisor and the DGS, during your first year in the program, and be included on your Plan of Study. With the approval of your Faculty Advisor and the DGS, you may also take relevant courses in another department and/or complete an internship.

### **Master's Thesis**

If you choose to write a Master's thesis, your Faculty Advisor, when satisfied that you have the requisite background and competence, will approve the thesis project and direct it through the stages of preparation. We recommend that you write at least a portion of the thesis in the Department seminar (History 696b) which is offered every spring semester. When you complete the thesis, its acceptability will be examined by your M.A. Committee as part of your Final Examination.

### **Final Examination**

The Final Examination for the M.A. degree will be either an oral or written exam, at the discretion of the student's committee. The M.A. examination will be administered by your M.A. committee. The M.A. committee should consist of your Faculty Advisor and two other faculty members, at least one of whom must be in your major field. It is best if you have taken courses from all committee members. Topics for the M.A. exam and fundamental bibliography drawn primarily from your coursework will be assembled by the student and his/her committee. Oral examinations must be at least one hour in length and will not exceed three hours.

### **Advancement to Ph.D. Program**

If you want to be considered for advancement to the Ph.D. program, you must apply by the regular History Graduate Program admissions deadline through the Graduate College online application system,

GradApp. You should request letters of support from your advisor and committee members. In addition, be sure to indicate your interest in your Annual Progress Report.

### **M.A. Degree Requirements**

Reading knowledge of second language

Four courses (12 units) at 600-level

Seminar Option:       18 units in major field (includes 695k)  
                                    complete two (2) seminar papers w/HIST 696 courses  
                                    12 units of electives

**OR** Thesis Option:     12 units in major field (includes 695k)  
                                    12 units of electives  
                                    6 units of HIST 910 research units (w/thesis)

Final Examination/Thesis Defense

## **Ph.D. DEGREE IN HISTORY**

Be sure to review the Graduate College requirements for Ph.D. degrees:

<https://grad.arizona.edu/degree-services/degree-requirements/doctor-philosophy>

The Doctorate of Philosophy is a research degree. Preparation for the Dissertation requires a maximum of independence and a minimum of course work in residence beyond the M.A. degree. Doctoral students in history must demonstrate scholarly ability, competence in research, and effective use of the English language.

The Ph.D. degree in History requires the equivalent of at least six semesters of full-time graduate study beyond the B.A. As noted above in general history graduate degree requirements, Ph.D. students take History 695k in their first semester (unless completed as a M.A. student in our program), complete the second language/s requirement, and submit an annual progress report.

Thirty-six units of graduate coursework must be in your major field. You must complete 9 to 12 units of graduate coursework in the minor field (as recommended by your Faculty Advisor and DGS): nine units if all are 600-level, twelve if not, depending on the field. At least half of the units in your major and minor fields must be in regularly graded (A, B, C, D, E) courses. During the terms in which you are doing coursework, you will be expected to take at least one 695 or 696 course each semester.

Six units of research credits (Two 696 seminars or an M.A. thesis) must be completed before you complete all your graduate coursework (M.A. and Ph.D), preferably in your major field. Only in unusual circumstances may this requirement be waived by the DGS and the Department Head.

You may transfer up to 12 units taken at the U of A as a non-degree seeking student. You may transfer up to 30 units of relevant graduate courses taken at the M.A. level. Decisions about which specific courses will be transferred are made during your Qualifying Review, and there are conditions on the courses, as specified by the Graduate College. You will then list those courses on your Ph.D. Plan of Study (as noted above), compiled in conjunction with your committee.

### **Ph.D. Fields of Study**

Major and Minor fields shall be determined in consultation with faculty advisors, graduate committees, and the Director of Graduate Studies. Students may also choose a minor in another department as proposed and approved by your Faculty Advisor and the DGS.

### **Qualifying Review**

Select an ad hoc Advisory Committee at the end of the first semester of residency for the purpose of conducting a Ph.D. Qualifying Review. This committee will consist of your Major Faculty Advisor plus at least two other faculty members, one from your major field and one from your minor field. (You may convene a full committee of five, if possible, three from the major field and two from the minor field.) This review, which normally will last one hour or less, is intended to assist you in planning your course of study, including language preparation and a tentative timetable for scheduling your comprehensive examinations.

After the qualifying review has been completed in the first semester, in subsequent academic years doctoral students **MUST** meet with their graduate committee before the end of that year's Fall semester.

### **Doctoral Comprehensive Committee and Exam**

Each student must select a Ph.D. exam committee of at least five faculty members, chaired normally by a senior professor. Well-constructed committees offer strong academic direction and stability. Apart from the Faculty Advisor, two members must represent your major field and two your minor field. You must form this Committee by the end of your third semester. You need to file the *Comprehensive Exam Committee Appointment* form through GradPath.

The Doctoral Comprehensive Exam shall consist of an oral exam in the major and minor fields and a written portfolio; the parameters of both shall be determined in consultation with the student's committee. By Graduate College rule, the Oral Comprehensive Examination should last for at least an hour but no more than 3 hours.

The **Written Portfolio** will include:

- a 1500-word essay that concisely defines the major and minor fields of study; reflects on the intellectual questions and topics that particularly engage the candidate; and a working abstract of the prospective dissertation, including a research plan.
- A research paper. (such as 696 seminar paper)
- A historiographical essay. (may be drawn from coursework)
- One other example of advanced disciplinary work demonstrating the candidate's professional work as an historian, such as, but not limited to: syllabus for undergraduate course in history, digital project, historical game, external grant application, transcription/translation of archival texts, published op-ed on a historical topic.

### **The Oral Comprehensive Exam**

The comprehensive examination tests a student's readiness to teach and to undertake dissertation research. Drawing on your graduate coursework and written portfolio, you will be required to demonstrate empirical knowledge of your major and minor fields, familiarity with significant trends in historiography, and the capacity to participate in the intellectual debates regarding interpretation and analysis that are central to your areas of interest.

### **Dissertation Committee and Prospectus**

After completion of your Comprehensive Exam, you will be officially advanced to candidacy. Your next steps are to constitute a dissertation committee composed of your Major Faculty Advisor and two other faculty members and file a *Doctoral Dissertation Committee Appointment* form with the Graduate College via GradPath. Non-UA faculty or UA faculty who have been retired for more than one year, may be added, as Special Members, to the required three UA faculty members. To do so, please send your request along with the Special Member's CV to the DGS who will complete and submit the form to the Graduate College for pre-approval. If appropriate, you may select someone who did not participate on the examining committee. Arrangements between students and their thesis or dissertation advisors are strictly voluntary. In no case will a faculty member be assigned to work with a student; faculty members may, at any time, accept students with whom they wish to work. The student must decide upon a research topic acceptable to the faculty.

Within six months of the oral comprehensive examination, and no later, you must submit a written prospectus of your dissertation and meet formally with your committee to have the prospectus of your dissertation approved. Once approved, you need to file a copy of the prospectus with the Department. Approval of a dissertation prospectus is often required by University units and other agencies that fund doctoral research. The nature and scope of the prospectus will be worked out in consultation with your committee. Candidates must be able to develop a topic and proposal of sufficient academic merit to

satisfy their committee. Generally, the prospectus is no longer than 15 pages and provides a working title, an introduction to the topic, and a research plan, including the identification of archives, libraries, and collections in which you hope to work. Some faculty may require a tentative chapter outline and/or a literature review.

Doctoral candidates will present their dissertation prospectus in a History Department roundtable workshop the semester after completing the Comprehensive Exam.

### **Final Examination for the Doctorate**

The final examination for the doctorate is primarily an oral defense of the dissertation, though additional questions related to your course of study may be asked. The committee is composed of a minimum of three University of Arizona faculty members. According to the rules of the Graduate College, the examination is open to the public for the first hour, and the time and place for the examination are announced on the University master calendar. The final examination will begin with a public lecture by the candidate, followed by the defense of the dissertation, which is closed. While there is no minimum time required for the final examination, it may not last longer than three hours.

All dissertation committee members are expected to attend the defense. Attendance may be via conference call or ZOOM. If a committee has only three members, all must approve the dissertation; on committees with four or five members, a dissertation can pass with one dissenting vote. You should furnish all committee members with regular progress reports and interim draft chapters while researching and writing the dissertation, furnish the final draft well before the defense, and communicate with all committee members beforehand to be sure the dissertation is ready to defend.

Timing of the dissertation defense: Student and committee must keep in mind the Graduate College deadlines for defense and for filing. Students are strongly discouraged from scheduling defenses in the summer. If some extraordinary event requires that the defense be scheduled during the summer, the student must submit a written request to their Committee Chair and the DGS no later than the first week in May of the year for which the request is made. This request must then receive the approval of the entire Ph.D. Committee, the Head of the Department, and the DGS. Send the final pre-defense draft of dissertation to committee no later than six weeks before the anticipated date of the defense; students should be aware that further revisions may be required by the committee after the defense. The Graduate College policy allows up to a year for such revisions before filing of the final approved manuscript of the dissertation. The Graduate College has formal guidelines for the electronic submission of your dissertation, available on the Graduate College website.

### **Ph.D. Degree Requirements**

- 695k Historiography in the first year
- 6 semesters of full-time study beyond B.A.
- 36 units of course work in major field (includes 695k and M.A. coursework)
- 18 units (minimum) of dissertation
- 9-12+ units of course work in minor field (may include M.A. coursework)
  
- One 695 or 696 course each semester

Two 696 seminars or qualifying M.A. thesis (6 units)

Qualifying Review and Plan of Study

Written Portfolio and Oral Comprehension examination

Reading knowledge of second languages (as required by field)

Dissertation Prospectus Approval and Presentation

Final Examination and Dissertation Defense (by end of last semester in the program)

Complete and approved Dissertation

### **SECTION III: Financial Aid and Other Opportunities**

#### **HISTORY DEPARTMENT AWARDS**

We offer most students in our Ph.D. Graduate Program up to eight (8) semesters of funding; such funding is contingent upon annual University/ College/ Departmental budgets.

Annual renewals or new applications for Department Financial Aid in the form of GAT awards, tuition scholarships, and needs-based fellowships are due February 1. The form is included in the Annual Progress Report available from the Graduate Program Coordinator and is circulated as an attachment to the listserv announcement. In support of your annual renewal or new application, you should request one recommendation from your Major Faculty Advisor and one from your teaching supervisor.

#### **Graduate Assistantship in Teaching (GAT)**

The principal financial assistance offered by the Department of History is in the form of a Graduate Assistant/Associate in Teaching (GAT). M.A. students are funded at the Assistant level; doctoral students with an M.A. are funded at the Associate level. The Head of the History Department awards GATs to full-time students (minimum of 6 graduate credit hours per semester) on the recommendation of the Faculty Graduate Committee, with preference given to students who have the M.A. The number of GATs varies according to the funding we receive.

Annual renewals require that you maintain a high level of performance in your teaching and in your courses (minimum 3.0 grade point average) and fulfill the other requirements for satisfactory progress in your program of study. For example, grades of Incomplete in your coursework will count against you in your application for renewal. GATs receive a stipend, a waiver of tuition fees, and student health insurance.

If you are employed by another University department, please inform the DGS and the Graduate Program Coordinator of this employment. Concurrent employment as a GAT in another department affects the payroll process. Informing the Business Manager of this additional employment in advance of hire will help coordinate the preparation of your hiring documents and will assure appropriate payment.

#### ***GAT Mandatory Online Training and Duties***

Graduate Student Teaching Assistants/Associates (TAs) must complete several online training modules before they are eligible for employment: For more information about these mandatory training modules: <https://grad.arizona.edu/funding/ga/mandatory-online-training> In addition, each August the History Department provides a **mandatory** one-day workshop for all GATs in History.

GAT appointments are half-time, which is calculated at 20 hours per week, or quarter-time, which is calculated at 10 hours per week over the course of the semester. You will be expected to meet with the professor in charge of the course to which you are assigned to discuss course procedures and establish a work contract. If you have any questions about your rights and responsibilities and those of the students, you should discuss these with the professor in charge. If you still have questions, see the DGS.

In compliance with University policy, all teaching personnel are evaluated by their students using the Teacher/Course Evaluation form. Graduate College policy also requires supervising faculty to complete a GAT Evaluation form for each GAT.

### **Criteria for GAT Awards**

The Graduate College maintains specific criteria for GATs, which are specified on the Notice of Appointment, the official employment contract. The Department Graduate Committee evaluates applicants for graduate funding on the basis of overall achievement in three categories:

- Quality of academic performance, as indicated by recommendations from the Major Faculty Advisor and other faculty, student performance evaluations from 600-level classes in history, and overall GPA.
- Teaching capabilities, as indicated by letters of recommendation from faculty or past employers, evaluations by faculty whom the applicant assisted and student evaluations.
- Progress toward timely completion of degree requirements, as indicated by recommendations from the Major Faculty Advisor and/or other committee members.

### **Summer Session Employment**

Summer Session employment opportunities are available to ABD candidates for full online course responsibility. Application for Summer GAT positions is competitive. Criteria for selection are similar to the academic year GAT selection criteria. Announcements for Summer Session applications are circulated via the graduate student listserv. Summer instructors are then chosen by a committee. Summer GATs have full course responsibility including development of the course syllabus, class instruction, and grade assignment.

### **Department Research Fellowships**

The Department of History awards a number of internal fellowships to qualified students, meant to help support costs of research projects, such as travel to archives or purchase of copies of specialized material. Typically, these are awarded to students working on M.A. theses or doctoral dissertations. The amounts of the awards vary from year to year. The application requires a project description and a budget; detailed information about the application process is circulated on the graduate student listserv. Applications are due in the Spring semester. The current fellowships include:

- **The Richard Cosgrove Research Scholarship** awarded to graduate students for research.
- **Sybil Ellingwood Pierce Fellowship** for doctoral candidates in the history of the Southwest.
- **William H. Hesketh Fellowship**. The recipient must have passed comprehensive exams and use the money to support research or deliver a paper at a conference.
- **The Elizabeth Lantin Ramenofsky Graduate Fellowship in Southwest History**
- **The John P. Rockfellow Scholarship** for an outstanding doctoral candidate in history with preference for candidates in Western US. History.
- **The Edwin S. Turville Fellowship**. The recipient must be a doctoral candidate in history, who will use the funds to support completion of the dissertation.

### **OTHER UNIVERSITY OF ARIZONA AWARDS**

Additional funding for graduate student needs, research, travel to conference awards are available from other University of Arizona sources.

- SBSRI offers pre-doctoral and dissertation research grants. Applications are considered in both fall and spring rounds. Details can be found at the SBSRI website: <http://sbsri.sbs.arizona.edu>.
- Graduate and Professional Student Council offers a series of grants, with several rounds each year. See <https://gpsc.arizona.edu/grantsawards>.



- The Center for Latin American Studies administers the Tinker Foundation Field Research Grant program for summer fieldwork in Spanish/Portuguese speaking Latin American or Caribbean countries. Applications are due March 16, 2026. See <http://las.arizona.edu/tinker>.
- Department of Education FLAS Fellowships have been available under Title VI for certain less studied languages; the future of these funds is currently uncertain.

#### **OFFICE OF STUDENT FINANCIAL AID** (Administration Bldg. #203)

More information about the University's financial aid can be found at <http://financialaid.arizona.edu>. Students interested in any financial program administered by the Office of Student Financial Aid must complete a FAFSA (Student Assistance-Financial Evaluation) application. A small fee is charged for a complete needs analysis. Within six weeks of submitting a completed FAFSA application, students are notified of the financial need for which they qualify.

- **College Work Study** (Available only to U.S. citizens and permanent residents)
- **Part-time campus jobs** (15-20 hours per week) are available for graduate students with financial need. Wages are commensurate with job skill requirements. Whenever possible, students are assigned jobs related to their educational goals. Check [Handshake](#) to search for available positions.

#### **GRADUATE COLLEGE** (Administration Bldg., #322)

The Graduate College's funding page can be found here: <https://grad.arizona.edu/new-and-current-students>

#### **Child Care Subsidies and Family Friendly Information**

The Graduate College is dedicated to promoting and strengthening family relationships. Many resources have been designed to help graduate students balance and manage family, work, and school. Please refer to the following pages at [grad.arizona.edu](http://grad.arizona.edu):

- [Graduate Assistant/Associate Parental Leave](#)
- [Temporary Alternative Duty Assignments \(TADA\) for Teaching Assistants/Associates](#)
- [Extension of Time to Degree Policy](#)
- [Life & Work Connections](#) - Child and Elder Care Resources

#### **Graduate Access Fellowships** (<http://grad.arizona.edu/gaf>)

These fellowships are restricted to incoming domestic graduate students who have shown academic achievement despite facing challenging social, economic, or educational obstacles.

#### **Thesis & Dissertation Tuition Scholarships** (also known as 900-Level Graduate Waiver)

The Graduate College makes available scholarships, when funds are available, that waive out-of-state tuition for non-resident graduate students who are enrolled for six units or less of 900-level courses (research, thesis, and dissertation units). The Department submits the applications for these scholarships. Students must submit an email request each semester to the Graduate Program Coordinator for a 900-Level Waiver. Students may receive up to four such scholarships (2 years) during their graduate program.

#### **Additional Graduate College Fellowships and Awards**

(See the Graduate College website for additional information and deadlines.)

- Marshall Foundation Dissertation Fellowship
- Harvill Graduate Fellowship

- Peter E. Likins Graduate Fellowship Award
- Peace Corps Coverdell Fellowship Program
- Dr. Maria Teresa Velez Diversity Leadership Scholarship
- The Russell J. and Dorothy S. Bilinski Fellowships

#### **EXTERNAL AWARDS**

Graduate students are strongly encouraged to apply for fellowship support from programs, foundations, and institutions outside the University of Arizona as well. We offer regular workshops and support to develop your grant-writing expertise. Further information, as well as assistance with the search process, is available through the Social and Behavioral Sciences Research Institute (SBSRI), 1<sup>st</sup> floor, Douglass Building.

## APPENDIX A: Graduate Program Timetables

Keeping to a required timetable is necessary in order to demonstrate that you are making acceptable progress toward your degree. For more information on Graduate College policies and procedures, see the Graduate College website for a copy of "Steps to Your Degree," available for both master's and doctoral candidates. You must monitor your own progress and initiate the proper forms on GradPath, but do not hesitate to consult with the DGS and members of your committee at any time. The Graduate Committee, in consultation with the DGS and your committee, will review your work each year and identify any problems. As a last resort, if they consider your work unsatisfactory, they may recommend to the Department that you be dropped from the program. Remember, you always have the right to appeal decisions by petitioning the Department.

**For the M.A. degree:** Most students complete the M.A. in two years. The Graduate College requires that all work must be completed within a six-year period.

<b>First &amp; second semester</b>	Meet with DGS
<b>First semester</b>	<ul style="list-style-type: none"><li>• File <i>Responsible Conduct of Research Statement</i> through Gradpath; File, if relevant, <i>Transfer Credit</i> form through GradPath</li><li>• Take Historiography (HIST 695k)</li></ul>
<b>Second Semester of first year</b>	File <i>Master's Plan of Study</i> with Graduate College through GradPath (requires electronic approvals from Graduate Program Coordinator, Faculty Advisor, DGS); determine second language
<b>First Year</b>	<ul style="list-style-type: none"><li>• Select major field advisor</li><li>• Select M.A. committee (major advisor, 2 additional faculty)</li><li>• File <i>Master's Committee Appointment</i> form with Graduate College through GradPath</li></ul>
<b>Yearly</b>	<ul style="list-style-type: none"><li>• Consult with Major Faculty Advisor and submit <i>Annual Progress Report Form</i></li><li>• Meet with DGS</li></ul>
<b>Prior to Thesis Defense/M.A. Examination</b>	Complete second language requirement
<b>After Thesis Defense/M.A. Examination</b>	<ul style="list-style-type: none"><li>• File <i>Master's Completion of Degree</i> form with Grad College and M.A. Performance Evaluation for Dept.</li><li>• May apply through GradApp with Dept. for Advancement to Ph.D. program</li></ul>
<b><u>At all times</u></b>	Remember to consult with the DGS and Faculty Advisor.

**For the Ph.D. Degree:** The Graduate College requires that the dissertation and all the degree requirements be completed within **five years** from the date of the comprehensive examination.

<b>Each semester-first year</b>	Meet with DGS
<b>First semester</b>	<ul style="list-style-type: none"> <li>• File <i>Responsible Conduct of Research Statement</i> and, if relevant, <i>Transfer Credit</i> form through GradPath</li> <li>• Take Historiography (HIST 695k)</li> <li>• Ph.D. Qualifying Review with Committee to plan course of study to prepare for exams and Dissertation; File report with Dept.</li> </ul>
<b>Second semester of first year</b>	<ul style="list-style-type: none"> <li>• File Plan of Study through GradPath (requires electronic approvals from Graduate Program Coordinator, Major Faculty Advisor, and DGS); determine second language/s</li> </ul>
<b>First Year</b>	<ul style="list-style-type: none"> <li>• Select major field faculty advisor</li> <li>• Select advisory committee (Major field= major advisor + 2 additional faculty/ Minor field= 2 additional faculty)</li> </ul>
<b>Yearly</b>	<ul style="list-style-type: none"> <li>• Consult Major Faculty Advisor to fill out <i>Annual Progress Report</i> form</li> <li>• Meet with DGS</li> </ul>
<b>Third semester</b>	Select examination committee (major advisor, 2 additional from major field, 2 from minor field); File <i>Comprehensive Exam Committee Appointment</i> form through Gradpath
<b>Before comprehensive exam</b>	Complete second language/s requirement
<b>Final semester of courses</b>	Complete Written Portfolio
<b>No later than 2 weeks before oral exam</b>	File <i>Announcement of Doctoral Comprehensive Exam</i> through GradPath
<b>Within 3 months from written portfolio</b>	Take Oral Comprehensive Exam; Check Gradpath to verify that <i>Results of Comprehensive Exam</i> form is completed
<b>Within 6 months of Oral examination</b>	Hold Prospectus Review; File Dissertation Prospectus with Dept. Present Prospectus to Department.
<b>No later than 6 months before defense</b>	File <i>Doctoral Dissertation Committee Appointment</i> form through GradPath
<b>No later than 6 weeks before defense</b>	Give final copy of dissertation to Committee members
<b>Not later than 3 weeks before dissertation defense</b>	File <i>Announcement of Final Oral Defense</i> form through GradPath
<b>Check Grad College Website for deadlines</b>	Final Oral Defense of Dissertation; Check Gradpath to verify that <i>Results of Final Oral Defense</i> form is completed; Submit final copy of Dissertation within one year of defense.

## APPENDIX B: Summary of Important links

- The Department of History: <https://history.arizona.edu/>
- Graduate College (from here students may access Graduate College policies, contacts, information about resources, deadlines, and other useful information): <http://grad.arizona.edu/>
- The Graduate Center: <https://gradcenter.arizona.edu/>
- Counseling and Psych Services: <https://caps.arizona.edu/>
- International Student Services: <https://international.arizona.edu/iss>
- Disability Resource Center: <https://drc.arizona.edu/>
- Campus Community Connections: <https://ccc.arizona.edu/>
- ASUA Programs & Services: <https://asuatoday.arizona.edu/>
  - Campus Pantry: <https://campuspantry.arizona.edu/>
  - Basic Needs Coalition: <https://basicneeds.arizona.edu/>
- Graduate and Professional Students Council: <https://gpsc.arizona.edu/>
- General Catalog <http://catalog.arizona.edu/>
- Academic Integrity: <http://deanofstudents.arizona.edu/codeofacademicintegrity>
- Responsible Conduct of Research: <http://www.orcr.arizona.edu/>
- Social & Behavioral Sciences Research Institute: <https://sbsri.sbs.arizona.edu/>

## APPENDIX C: Department Faculty and Staff

### OUR DEPARTMENT

The Department of History at The University of Arizona has a strong research and teaching faculty. Twenty-five ranked faculty members teach and mentor about 40 graduate students, of whom 15-20 are enrolled in courses in a given semester. Faculty specialties include many fields of Asia, Latin America, Early and Modern Europe, Middle East, and United States. We also offer topical fields, such as in Environmental, Comparative/World History, and Comparative Women. The department is affiliated with several campus research centers and studies programs such as: Latin America Studies, Mexican American Studies, Middle East & North African Studies, American Indian Studies, Gender & Women's Studies, and the Group for Early Modern Studies.

### OUR FACULTY AND THEIR RESEARCH AREAS

**Bauschatz, John.** Associate Professor. Ph.D., 2005, Duke University. Ancient world, Greece, Rome, Social.  
**Berry, Michelle.** Assistant Professor. Ph.D., 2007, University of Arizona. U.S.: Environmental, Labor, Cultural.  
**Cheves, Belle.** Assistant Professor. Ph.D., 2023, Harvard University. Middle East: Persian and Iranian History.  
**Cushman, Gregory.** Associate Professor. Ph.D., 2003, University of Texas, Austin. Latin America: Environmental, Science, Technology, Pacific World.  
**Crane, Susan.** Professor. Ph.D., 1992, University of Chicago. Modern Europe: Germany, Cultural and Intellectual.  
**Eaton, Richard.** Professor. Ph.D., 1972, University of Wisconsin. Middle East: South Asia, World History.  
**Futrell, Alison.** Professor. Ph.D., 1991, University of California, Berkeley. Early Europe: Ancient Rome, Politics, Gender, Material Culture, Spectacle, Rome in Popular Culture.  
**Gibbs, David.** Professor. Ph.D., 1989, Massachusetts Institute of Technology. U.S.: International Relations, Political History.  
**Gilbert, Matthew Sakiestewa.** Professor. Ph.D., 2006, University of California, Riverside. U.S.: West, American Indian Studies, Education, Sport.  
**Gosner, Kevin.** Associate Professor. Ph.D., 1984, University of Pennsylvania. Latin America: Colonial Mexico, Ethnohistory, Early Modern World History.  
**Hemphill, Katie.** Associate Professor. Ph.D., 2014, Johns Hopkins University. U.S.: 19c, South, Gender, Sexuality, Urban.  
**Kashanipour, Ryan.** Assistant Professor. Ph.D., 2011, University of Arizona. Latin America: Mexico, History of Medicine, Ethnohistory.  
**Lanza, Fabio.** Associate Professor. Ph.D., 2004, Columbia University. Modern China: Intellectual and Cultural, Urban History, Everyday Life, Political Activism, Global Sixties.  
**Lawrance, Benjamin.** Professor. Ph.D., 2003, Stanford University. Africa, Slavery, Global Studies.

**Lotz-Heumann, Ute.** Professor. Ph.D., 1999, Humboldt University-Berlin. Early Europe: Late Medieval and Reformation, Irish, British, German History.  
**Milliman, Paul.** Professor. Ph.D., 2007, Cornell University. Early Europe: Medieval and Early Modern, Cultural, Intellectual.  
**Morrissey, Katherine.** Professor, Head. Ph.D., 1990, Yale University. U.S.: West, Environmental, Cultural.  
**Parra, Carlos.** Assistant Professor. Ph.D., 2021, University of Southern California. U.S.: West/Borderlands, Mexican American, Media, Popular Culture.  
**Pérez, Erika.** Associate Professor. Ph.D., 2010, University of California, Los Angeles. U.S.: West/Spanish Borderlands, Gender, Women's History, Early California.  
**Pieper Mooney, Jadwiga.** Professor. Ph.D., 2000, Rutgers University. Latin America: Chile, Gender, Human Rights.  
**Pietz, David.** Professor. Ph.D., 1998, Washington University. China: Environmental, Global Studies.  
**Plummer, Marjorie E.** Professor. Ph.D., 1996, University of Virginia. Early Modern Europe: Renaissance and Reformation, Social History; Medieval Europe.  
**Senseney, John.** Associate Professor. Ph.D., University of California. Greece, Rome, Art History.  
**Stephoe, Tyina.** Associate Professor. Ph.D., 2008, University of Wisconsin, Madison. U.S.: 20c, Race, Gender, Culture, South, West, African American.  
**Vetter, Jeremy.** Associate Professor. Ph.D., 2005, University of Pennsylvania. U.S.: Science, Technology, Environmental, West, Capitalism, Food & Agriculture.

### SELECTED AFFILIATED FACULTY

**Brescia, Michael.** Ph.D., 2000, University of Arizona. Latin America: Mexico, Comparative North America.  
**Dotson, Jerome.** Ph.D., 2014, University of Wisconsin-Madison. U.S.: South, Race, Foodways.  
**Park, Sandra.** Ph.D., 2022, University of Chicago. East Asian Studies: Modern Korea, U.S. Empire, Cold War.  
**Schlachet, Joshua.** Ph.D., 2011, Columbia University. East Asian Studies: Japan, Cultural, Food.

### STAFF

**Boykin, Paloma.** Undergraduate Academic Advisor.  
**Donaldson, Adam.** Ph.D., 2013, University of Arizona. Graduate Coordinator.  
**French, Jacqueline.** Administrative Associate.  
**Garcia, Anna Marie.** Business Coordinator.  
**Sanchez-Borchardt, Fernanda.** Business Manager, Sr.

## **Graduate Program Personnel**

We will be glad to provide additional information at your request. Please contact the Director of Graduate Studies for academic advising and policy information, the Graduate Program Coordinator for procedural information, the Business Manager, Sr. for financial matters, and the Department Head for department matters.

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