



## How to become ABD in Ten Easy Steps

Note: This list (and the accompanying flow chart) are meant to be read in conjunction with the Graduate Handbook. Note further, that some rules may evolve over time so it is always wise to check for changes.

### 1. Get Good Advice

- a. Consult with your advisor.
- b. Read the latest Handbook (on line).
- c. Consult with the Graduate Coordinator.

### 2. Fill Out and Submit Your Plans of Study

- a. The initial form is due in September of your first year.
- b. New forms are due each January.

### 3. Take All Required Courses (i.e. Write the Plan, Live the Plan)

### 4. Arrange Your Supervisory Committee

- a. You are supposed to get your Supervisory Committee named, and the forms filled out, by the end of your first year. You certainly should do so by the end of your second year.
- b. The Supervisory Committee should include five members: the advisor; one external member (in a UF department outside of history); the minor field advisor; 2 other members.
- c. Sometimes there are slipups between the submission of forms and the entry of committees into the computer. So get your advisor to check GIMS.

### 5. Qualifying Examinations: Set up the Written Exam Schedule

- a. The Qualifying Examination should be completed before the end of the 6<sup>th</sup> semester.
- b. All Qualifying Examinations have 2 written components: (i) The Major Field Examination; (ii) The Minor Field Examination.
- c. Note: *EUH students prepare two fields within the Major Field and two outside the Major Field. All have written examinations.*
- d. The written components must be taken within one of 3 two-week windows established by the DGS (in October, February, April).
- e. It is up to the student to arrange the times and dates of all examinations, in consultation with the Supervisory Committee and Yolanda Scott in the Graduate Office. This should be done well in advance.
- f. All questions for the written examinations must be submitted to the DGS at least two weeks before the scheduled exam date.
- g. The format of the written examinations is determined by the Supervisory Committee, and approved by the DGS. The Minor Field advisor takes the lead in framing that examination.
- h. NB: As of the Fall of 2007, AMH students will no longer be allowed to submit their Dissertation Prospectus as their Major Field written examination.

### 6. Qualifying Exams: Take Your Written Examinations

- a. The written examinations are administered by the Graduate Office.
- b. You do not have to submit a Dissertation Prospectus when you take your written examinations, but you must submit a dissertation title.
- c. In order to continue on to the oral examination, the student must receive a grade of "Pass" or "Pass with Distinction" from the Supervisory Committee. The committee must be unanimous that the exam is passing; a majority must agree to grant distinction.
- d. If the committee (or part of the committee) finds portions of the written examination are unsatisfactory, they may give a grade of "Conditional." Students receiving a "Conditional" pass must retake the examination during the next scheduled examination period.
- e. A "fail" on the first written examination or a failure to get a "pass" on the reexamination terminates the student's career in the doctoral program.

## **7. Qualifying Exams: Arrange and Take Your Oral Examination**

- a. In the oral examination the committee may ask questions following up on the two written examinations. It is also an opportunity for the External member to ask questions on the outside field.
- b. The oral examination must be scheduled within three months after the written examination.
- c. Once again, you should schedule the room, date, and time, with Yolanda. Keep in mind that many faculty members are on multiple committees.
- d. In scheduling the date for your oral you should give ample time between the written exam and the oral exam, so that your committee has time to grade the written portion and submit a report to the Graduate Coordinator. You must meet with the Graduate Coordinator to receive this report before you can take your oral examination.
- e. All committee members should be present during the oral examinations, so plan accordingly. See the Graduate Office for exceptions to this rule.
- f. The Defense of the Dissertation Prospectus can be woven into the Oral Examination.

## **8. Dissertation Prospectus Defense**

- a. The Dissertation Prospectus should be defended within four months of the written portion of the Qualifying examinations. (Unless it was woven into the Quals.)
- b. Like the oral examination following the Quals, the Dissertation Prospectus defense should be scheduled through Yolanda Scott. All members of the Supervisory Committee should be present.
- c. The department has no explicit guidelines concerning the content of the Dissertation Prospectus. The common practice is that the Prospectus includes: (i) a survey of the historiographic literature; (ii) a discussion of a particular problem/question; (iii) a research plan; (iv) a bibliography of both secondary sources and primary materials. Students should consult with their advisors and committees about specific expectations. It would be wise to circulate drafts well in advance of the defense.

## **9. Complete All Other Assignments**

- a. All required coursework must be completed before being admitted to candidacy.
- b. EUH students must pass their required language exams before being admitted to candidacy.

## **10. Apply for Candidacy**

- a. Once the Qualifying Examinations (written and oral) have been passed and the Dissertation Prospectus has been successfully defended, the student may apply to the graduate school to be admitted to candidacy.
- b. The Graduate Office will handle that upon hearing confirmation from the Supervisory Committee that all hurdles have been passed.