GUIDELINES FOR GRADUATE STUDY IN HISTORY

AY 2024-2025

WILLIAM P. CLEMENTS DEPARTMENT OF HISTORY
DEDMAN COLLEGE
SOUTHERN METHODIST UNIVERSITY

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HISTORY DEPARTMENT AND UNIVERSITY CONTACTS

History Department Chair: Melissa Barden Dowling (mdowling@smu.edu)

Director of Graduate Studies (DGS): Crista DeLuzio (cdeluzio@smu.edu)

MASTER'S DEGREE REQUIREMENTS

The Master's degree requires 30 credit hours and is offered on two tracks – U.S. history or Global history. Students on both tracks must take 24 hours of coursework as stipulated below. For the remaining 6 credit hours, students on both tracks choose between the Thesis Option and the Non-Thesis Option, as described below.

Coursework (24 credits)

Required Courses for the U.S. and Global Tracks (6 credits)

- HIST 6300: Historiography (3 credits)
- HIST 6315: Global and Comparative History OR another departmental graduate course focused on global/comparative themes and methods (3 credits)

Courses for U.S. Track (18 credits)

- Students take six courses at the 6000 level, which are focused primarily on themes and topics in U.S. history.
- With approval of the student's primary faculty advisor and the Director of Graduate Studies, up to two of these courses may be taken in other departments or schools.
- One of these six courses must be focused on global/comparative themes and methods.
- No more than two of these six courses can be focused on global/comparative themes and methods.

Courses for Global Track (18 credits)

- Students take six courses at the 6000 level, which are focused on various time periods and areas of the world (Classical history, Medieval history, early modern and modern Europe, Russia, the Middle East, the Islamic world, the Atlantic world, sub-Saharan Africa, Latin America, East Asia, and South Asia, as well as the United States).
- With approval of the student's primary faculty advisor and the Director of Graduate Studies, up to two of these six courses may be taken in other departments or schools.
- One of these six courses must be focused on U.S. history.
- No more than two of these six courses can be focused on U.S. history.

researching and writing the thesis, and/or any long-term plans for further research, revisions, and publication. Committee members then question the student about evidence, findings, methodology, arguments, historical interventions, etc. A unanimous positive vote of the committee is necessary for the student to pass the defense.

Some funding for Master's thesis research may be available from the Moody School of Graduate and Advanced Studies, the Graduate Student Assembly (GSA), and the History Department. To offset departmental funding, students are expected to apply for other sources of support. See the section on Funding Opportunities for more information.

Non-Thesis Option

In lieu of writing a thesis, students must do the following: take two additional graduate courses during the spring semester of the second year; write two research papers in any two graduate courses taken during their tenure as an M.A. student; and take a 90-minute capstone oral exam covering three historical fields at the end of the spring semester of the second year.

The oral exam committee consists of three members: the student's primary faculty advisor (who serves as chair) and two other tenured/tenure-track members of the department. A student who would like a professor who is not a tenured/tenure-track faculty member in the History Department to serve on the oral exam committee should consult with the Director of Graduate Studies, who will bring the student's request before the Graduate Committee. Membership of the oral exam committee should be established by **November 1st** of the second year. Students compile the reading lists for examination with each committee member and submit the approved lists to the Graduate Coordinator by **December 1st**. Each list should contain 40 entries (primarily books).

Lists should include readings students have completed during their coursework (readings listed on course syllabi as well as those used in writing historiographical and research papers). Students are invited to upload their lists to the Oral Exam Repository (located in Box) and are encouraged to consult other students' lists when compiling their own. During the spring semester of the second year, students may meet with individual committee members to prepare for the exam.

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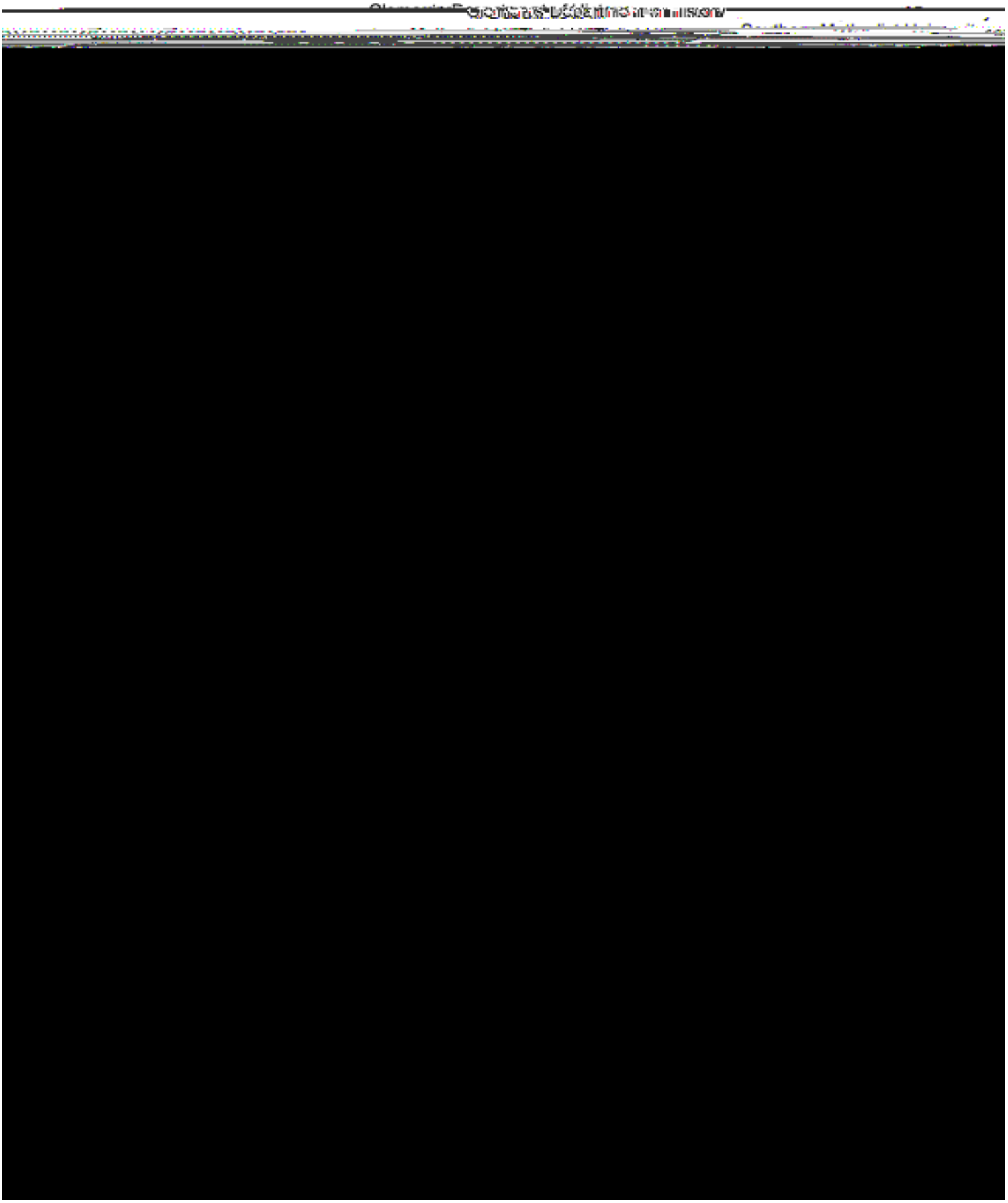

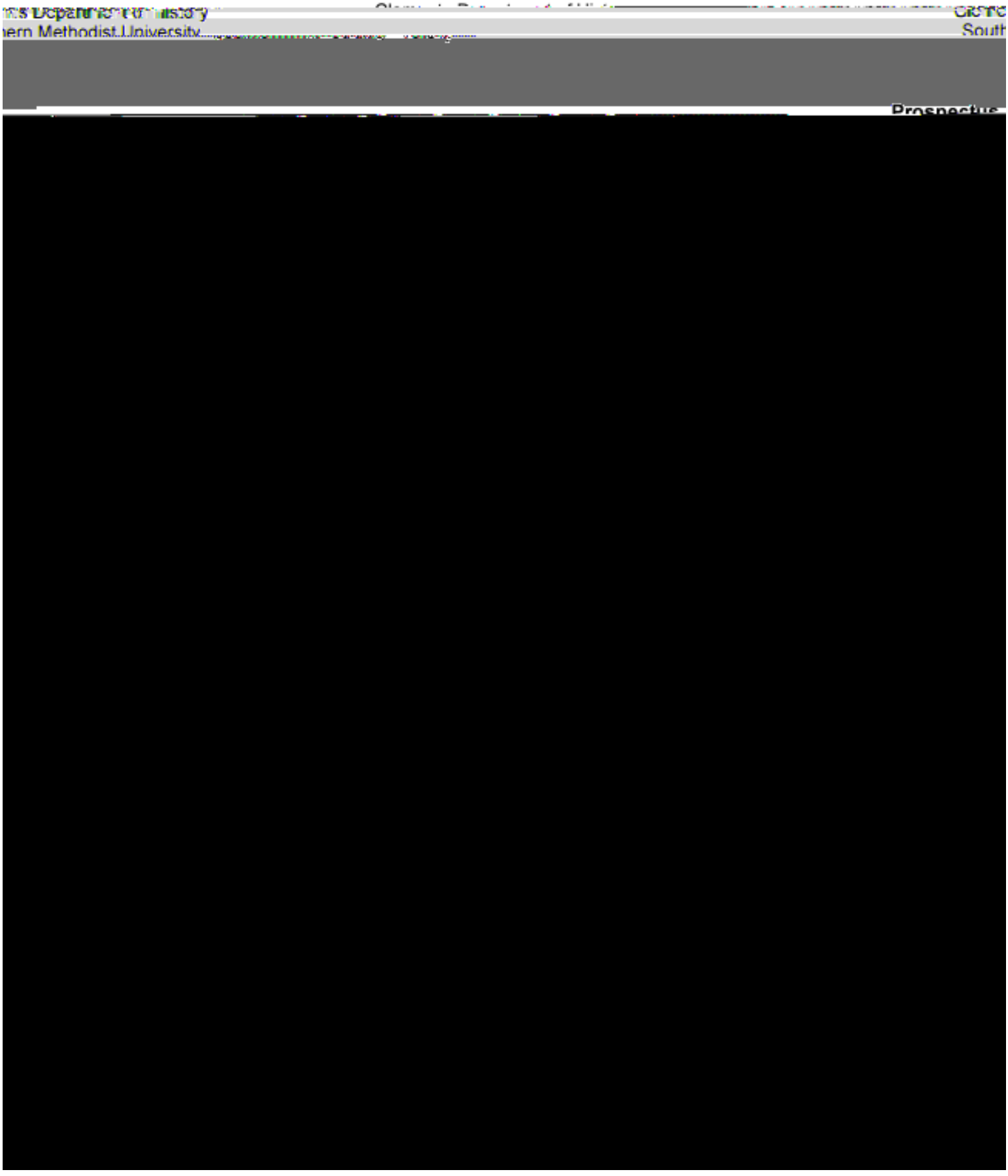

SPRING SEMESTER

- 9 hours of classes

Thesis Option:

- Consult with primary faculty advisor/ thesis advisor about potential thesis topics
- Preparation of applications for funding for summer travel and research

January

- Incomplete grades due 30 days after last day of fall final exams
- Classes begin

February

- Classes

March

- Classes
- By March 31, submit CV to Graduate Coordinator for annual review

April

- Classes
- Attend doctoral prospectus presentations
- Advising and registration for fall semester

May

- Course examinations and/or papers due
- Attend end-of-year graduate reception
- Attend graduation (optional)

SUMMER BREAK

Non-Thesis Option:

- Incomplete grades due 30 days after last day of spring final exams
- Possible summer employment

Thesis Option:

- Incomplete grades due 30 days after last day of spring final exams
- Researching and writing prospectus (due by Sept 30)
- Possible summer employment

Second Year

FALL SEMESTER

- 6 hours of classes
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School to discuss career planning

Non-Thesis Option:

- Determine oral exam fields and establish oral exam committee by Nov 1
- Oral exam reading lists due by Dec 1

Thesis Option:

- Preparation of applications for funding for travel and research
- Prospectus due by September 30
- Researching and writing thesis
- Consult with thesis advisor about forming thesis committee.

August

- Attend new student orientation lunch (required)
- Classes begin

September

- Classes

Thesis Option:

- Prospectus due by Sept 30

October

- Classes

November

- Advising and registration for Spring semester

Non-Thesis Option:

- Oral exam committee established by Nov 1

PH.D. DEGREE REQUIREMENTS

The doctoral degree requires 48 credit hours. Students complete 45 credit hours of coursework as stipulated below plus a 3-credit-hour dissertation course (HIST 8398).

Fellowships

The department awards fellowships to most students accepted into the doctoral program. Funding is provided for five years for students whose work remains excellent (see the criteria for funding renewal in the Assessment of Academic Performance section). Fellowships for the 2024-25 academic year include tuition, fees, student health insurance, and a departmental stipend of $23,000.

During semesters in which they receive tuition and stipend payments, doctoral students are expected to pursue their studies full-time, although they may accept employment as needed without departmental approval. Individuals must check whether Dedman College or the University has any restrictions on any particular job.

Students receiving fellowships from the Moody School of Graduate and Advanced Studies are expected to abide by the stipulations of those fellowships regarding external employment established by the Moody School.

Graduate students are advised that employment usually slows progress towards the degree.

Language Examination

All students in the Ph.D. program must present evidence of reading proficiency in a language other than English. Language proficiency is tested by a two-hour written examination that takes place early in the fall and spring semesters. Under the general supervision of the Director of Graduate Studies, appropriate departmental faculty or outside readers set and grade the exam. Students are asked to translate a passage into clear and grammatical English. The passage is usually selected from a historical book, journal, or document printed in the language in which the student chooses to be examined. The translation will be judged to be of passing quality if it shows that the candidate can extract information and arguments from such a piece of writing accurately enough to use it as a source in his/her own historical research and writing. Students are permitted to use a translation dictionary during the exam.

Students needing assistance with language preparation should consult with the Director of Graduate Studies **as early as possible** following their matriculation into the graduate program. The History Department may be able to provide some financial assistance for such students to audit an SMU language course (or to cover the cost of a tutor, up to the cost of auditing a class).

Students may take the language exam up to three times. Those who fail the third time put their

Dissertation

In the 6th semester of graduate study, students are registered for HIST 6398: Dissertation, Ph.D. Candidates. Students receive a grade of “Incomplete” for this course at the end of the 6th semester. The incomplete is changed to a letter grade by the student’s advisor after the student successfully defends the dissertation.

The student’s main business during the second half of the program is researching and writing the dissertation. Students are encouraged to start considering possible dissertation topics early on in their graduate studies and to undertake preliminary research during their first two summers in the program. Dissertation advisors/directors offer guidance on topics and sources (see the section on Advising on for information about selecting a dissertation advisor/director). Doctoral candidates usually present the dissertation prospectus in **April** of the third year (see the section on the Dissertation Prospectus for more details).

Before renewal of funding for the fifth year, students must demonstrate that they are making substantial progress with researching and writing the dissertation (see the section on Assessment of Academic Performance for more information about funding renewal). Students must also demonstrate that they are making substantial progress with researching and writing the dissertation in order to be nominated by the G (i)6 (n)1ing t5(nf)2 er (r)17 (at)2cs0 (r)m7h51h (n)1r 1aP (c)4 h yeara er (r)n12 (hat)114
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The Dissertation Defense

At the start of the semester in which the student plans to graduate, the student works with the Graduate Coordinator to schedule the dissertation defense. Upon completion of the dissertation, a two-hour formal defense in the form of an oral examination is conducted before the dissertation committee.. At the start of the defense, the student delivers an opening statement that summarizes the dissertation's research topic and questions, methodology, main arguments, and original contributions to the historical literature. The student may also explain the origins of the project, any challenges encountered while researching and writing the dissertation, and/or any long-term plans for further research, revisions, and publication.

Committee members then question the student about evidence, findings, methodology, arguments, historical interventions, etc. and make recommendations for revisions, some of which may need to be completed before the dissertation can receive final approval. If the committee decides that revisions are required before the dissertation can be approved, the dissertation committee decides whether the revised dissertation must be reviewed again by the entire committee or only by the director. The committee also determines the timeline for revisions and final approval.

Public defenses are optional. At the student's request, the Graduate Coordinator will issue an invitation to outside guests to attend the defense. Outside guests are observers; they are not invited to participate in the defense. Outside guests will be asked to leave the room along with the candidate during the committee's deliberations.

Graduation

For deadlines and steps to file for graduation see the Graduate Deadlines and Checklist. These deadlines are established by the Moody School of Graduate and Advanced Studies and are not flexible. It is the student's responsibility to review this checklist and meet all deadlines.

Ph.D. students must have all requirements completed before participating in commencement. August graduates either participate in December commencement or return for the following May commencement.

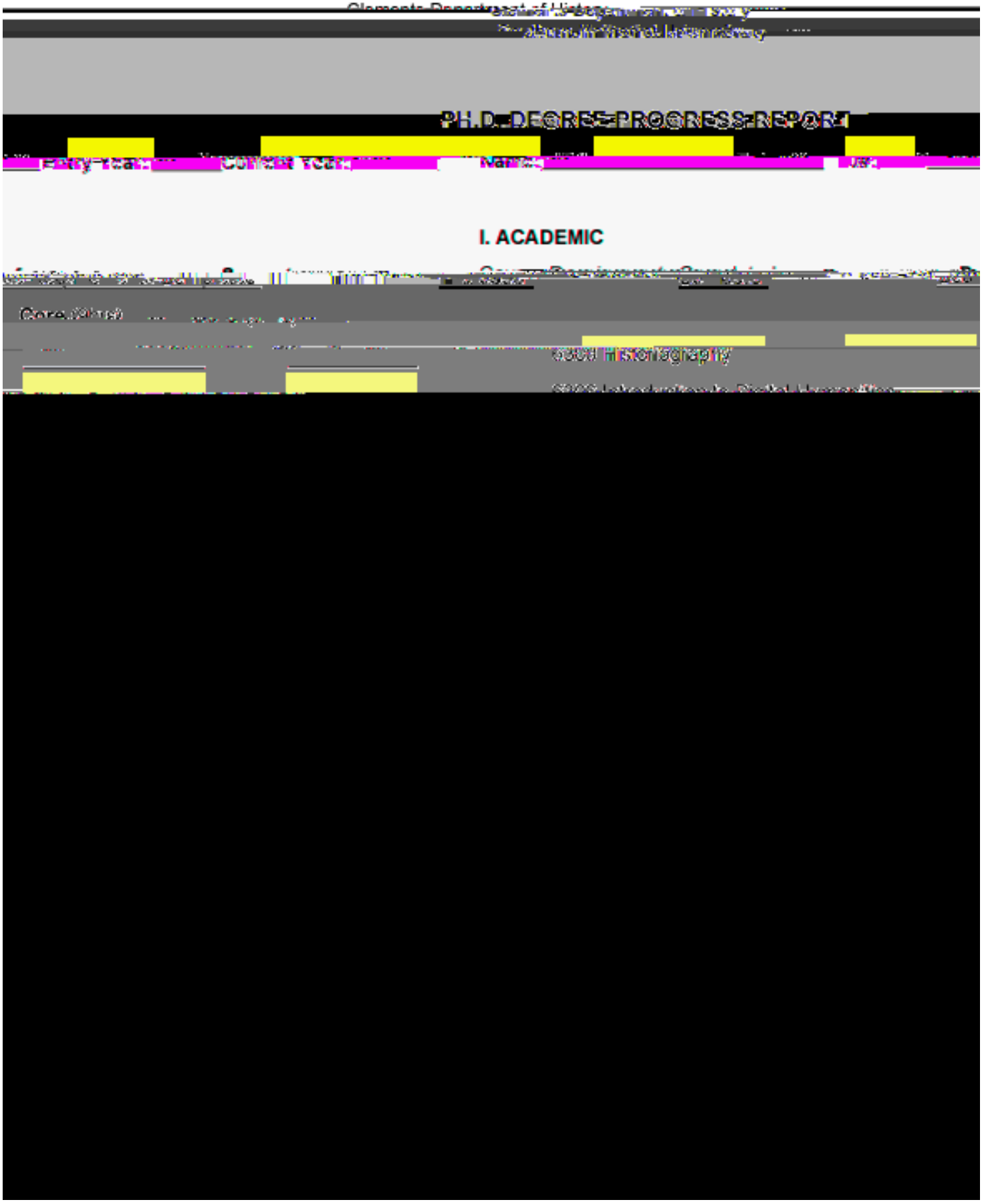
If/when the student has met the requirements stipulated in the remediation plan, the Director of Graduate Studies will provide the student with a letter indicating that the student has returned to good standing in the program. If the student fails to resolve the outstanding issues in the remediation period, these consequences may follow: loss of funding and/or suspension or dismissal from the program.

Please see the SMU Graduate Catalog for information about academic progress, probation, suspension, and dismissal that apply to all graduate students, as well as for information about the Moody School termination appeal process.

Funding Renewal

Students are expected to meet the following criteria for funding renewal:

- To receive funding for the second year, students must have no outstanding incompletes and attain a cumulative GPA of 3.5 or above at the end of the first year of coursework.
- To receive funding for the third year, students must have no outstanding incompletes, attain a cumulative GPA of 3.5 or above at the end of the second year of coursework, and submit their qualifying oral examination lists by June 30.
- To receive funding for the fourth year, students must have no outstanding incompletes; attain a cumulative GPA of 3.5 or above at the end of the fifth semester of coursework; pass the language exam; pass the qualifying oral examination; and present the prospectus.
- To receive funding for the fifth year, students must demonstrate that they are making substantial progress with researching and writing the dissertation. Dissertation directors/advisors may require students to create a dissertation calendar and/or submit a detailed progress report, which will be assessed at the Annual Review meeting of the faculty.
- Students in need of funding for the sixth year should work with the director of Graduate Fellowships and Awards beginning early in the fifth year to apply for external fellowships. Students may also be nominated by the Graduate Committee to apply for the Moody Dissertation Fellowship and/or the Dean’s Disserted Td [(d A)2 (w)2.6 (ar)-5torselw0.5 edthe


PH.D. DEGREE PROGRESS REPORT
I. ACADEMIC

Clements Department of History

Specialization: Describe S

Examination (language) (date) Language

RCH II. RESEA

Papers Research

or... Paper title... Course number. Professo

1.

2.

SPRING SEMESTER

- 9 hours of classes
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody

SECOND YEAR

FALL SEMESTER

- 9 hours of classes, including a research seminar if possible
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships
- Preparation of applications for internal and external conference and research travel funding
- Begin working on forming qualifying oral examination committee

August

- Attend new student orientation lunch (required)
- Classes begin

September

- Attend Cohort Information Session (required)
- Classes

October

- Classes

November

- Meet with Director of Graduate Studies for advising and registration for spring semester
- Classes

December

- Course examinations and/or papers due

SEMESTER BREAK

- Continue working on forming qualifying oral examination committee
- Compile qualifying oral examination field lists (**due by June 30**)

SPRING SEMESTER

- 9 hours of classes, including research seminar if possible
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships
- Preparation of applications for internal and external conference and research travel funding
- Continue working on forming qualifying oral examination committee
- Compile qualifying oral examination field lists (**due by June 30**).

January

- Incomplete grades due 30 days after last day of spring final exams
- Continue working on forming qualifying oral exam committee and compiling qualifying oral exam field lists (**due by June 30**)
- Classes

February

- Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (**due by June 30**)
- Classes

March

- Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (**due by June 30**)
- By March 31, submit CV to Graduate Coordinator for Annual Review
- Classes

April

SUMMER BREAK

- Incomplete grades due 30 days after last day of spring final exams
- Qualifying oral examination committee in place and field lists submitted to Graduate Coordinator by **June 30**.
- Reading for qualifying oral examination and research for dissertation prospectus
- Possible summer employment.

THIRD YEAR

FALL SEMESTER

- 9 hours of classes
- Preparing for qualifying oral examination
- Researching and writing dissertation prospectus
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships
- Preparation of applications for internal and external conference and research travel funding

August

- Attend new student orientation lunch (required)
- Meet with qualifying oral examiners to discuss schedule for qualifying oral examination preparation
- Classes begin

September

- Attend Cohort Information Session (required)
- Meet with qualifying oral examiners to prepare for qualifying oral examination
- Classes

October

- Meet with qualifying oral examiners to prepare for qualifying oral examination
- Classes

November

- Meet with qualifying oral examiners to prepare for qualifying oral examination
- Work with Graduate Coordinator to schedule qualifying oral examination and prospectus presentation
- Classes

December

- Meet with qualifying oral examiners to prepare for qualifying oral examination
- With assistance from the Graduate Coordinator, register for Hist 8049 (Graduate Full-Time Status) and Hist 8398 (Dissertation) for spring semester
- Course examinations and/or papers due

SEMSTER BREAK

- Preparing for qualifying oral examination and researching/writing prospectus.

SPRING SEMESTER

- Qualifying oral examination; doctoral candidacy achieved
- Some students are eligible to receive a Master's degree after passing the qualifying oral examination. (Students wishing to receive an M.A. from SMU must not have previously earned an M.A. in History from another institution, as SMU generally does not confer equivalent degrees.) For deadlines and steps to file for graduation see Graduation Deadlines and Checklist. These deadlines are established by the Moody School of Graduate and Advanced Studies and are not flexible. It is the student's responsibility to review this checklist and meet all deadlines.
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning.
- Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships.
- Preparation of applications for internal and external conference and research travel funding

January

- Incomplete grades due 30 days after last day of fall final exams
- Preparing for qualifying oral examination and researching/writing prospectus
- Apply for graduation (M.A. degree)

February

- Preparing for qualifying oral examination and researching/writing prospectus

March

- Writing dissertation prospectus
- Submit prospectus to Graduate Coordinator **no later than one week** prior to prospectus presentation
- By March 31, submit CV to Graduate Coordinator for annual review

April

- Presentation of dissertation prospectus
- Attend prospectus presentations (required)
- Researching and writing dissertation

May

- With assistance of Graduate Coordinator register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for fall semester
- Attend end-of-year graduate reception
- Participate in/attend graduation (optional)

SUMMER BREAK

- Researching and writing dissertation
- Possible summer employment

FOURTH YEAR

FALL SEMESTER

- Researching and writing dissertation
  - Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning
  - Consult with dissertation director/advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships
  - Preparation of applications for internal and external conference and research travel funding
  - Possibly fulfilling teaching preparation requirement

August

- Attend new student orientation lunch (required)
- Researching and writing dissertation.

September

- Attend Cohort Information Session (required)
- Researching and writing dissertation
- Work with dissertation director/advisor to create dissertation completion calendar (recommended).

October

- Researching and writing dissertation

November

- Researching and writing dissertation
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for spring semester.

December

SPRING SEMESTER

- Researching and writing dissertation
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of

SEMESTER

r deadlines and steps to file for graduation see Graduation Deadlines and Checklist. These adlines are established by the Moody School of Graduate and Advanced Studies and are flexible. It is the student's responsibility to review this checklist and meet all deadlines.
et with Director of Graduate Career Development and Postdoc Affairs in the Moody School Graduate and Advanced Studies to discuss career planning and postdoc opportunities.
nsult with dissertation advisor/director and Director of Graduate Fellowships and Awards in Moody School of Graduate and Advanced Studies about applying for external grants and owships and to discuss postdoc opportunities.
eparation of applications for internal and external conference and research travel funding
ssibly fulfilling teaching preparation requirement
ntinue job search
nsult with Director of Graduate Studies for assistance with arranging mock interviews and ck job talks

rk with dissertation advisor/director to secure external reviewer for sertation committee (no later than three months prior to defense)
ply for graduation (students will receive an email from Kerri Bennett, Assistant Director for Moody School of Graduate and Advanced Studies to begin the application process)
rk with Graduate Coordinator to schedule process)

April

- Submit dissertation for first mandatory format check. See Graduation Deadlines and Checklist Step 5 for specific date
- After making required formatting corrections to your dissertation, submit dissertation for final format check by the Moody School of Graduate and Advanced Studies. See Graduation Deadlines and Checklist Step 6 for specific date
- Dissertation defense
- Attend prospectus presentations (required)
- If participating in end-of-year graduate reception, complete graduation questionnaire.

May

- Once all revisions have been made to the dissertation, both formatting and content, submit final copy of the dissertation to SMU Scholar. See Graduation Deadlines and Checklist Step 9 for specific date
- Complete Moody School of Graduate and Advanced Studies exit survey. See Graduation Deadlines and Checklist Step 9 for details
- Attend end-of-year graduate reception
- Attend Graduation

*This is the most rapid way to move through the program; there are other possibilities depending on various circumstances.

FIFTH YEAR
(with plan to continue to sixth year)

FALL SEMESTER

- Researching and writing dissertation
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities.
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities.
- Preparation of applications for internal and external conference and research travel funding
- Possibly fulfilling teaching preparation requirement

August

- Attend new student orientation lunch (required)
- Researching and writing dissertation

September

- Attend Cohort Information Session (required)
- Researching and writing dissertation
- Work with dissertation advisor/director to update dissertation completion calendar (recommended).

October

- Researching and writing dissertation.

November

- Researching and writing dissertation
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status) and possibly for teaching preparation for spring semester.

December

- Researching and writing dissertation

SEMESTER BREAK

- Researching and writing dissertation

SPRING SEMESTER

- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities.
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities.
- Preparation of applications for internal and external conference and research travel funding
- Students may be nominated by the department to apply for the Moody Dissertation Fellowship and/or the Dean's Dissertation Fellowship, which are awarded from the Moody School of Graduate and Advanced Studies.
- Possibly fulfilling teaching preparation requirement.

January

- Researching and writing dissertation

February

- Researching and writing dissertation

March

- Researching and writing dissertation
- By March 31, submit CV to Graduate Coordinator for annual review
- By March 31, meet with dissertation advisor/director to discuss progress on dissertation. Provide advisor with written progress report (recommended).
- Work with Director of Graduate Studies on application for Moody completion fellowships (if applicable).

April

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SIXTH (or FINAL) YEAR

FALL SEMESTER

- Researching and writing dissertation
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities.
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities.
- Preparation of applications for internal and external conference and research travel funding
- Begin job search
- Consult with Director of Graduate Studies for assistance with arranging mock interviews and mock job talks.

August

- Attend new student orientation lunch (required)
- Researching and writing dissertation

September

- Attend Cohort Information Session (required)
- Researching and writing dissertation
- Work with dissertation advisor/director to update dissertation completion calendar (recommended).

October

- Work with dissertation advisor/director to select internal reviewers for dissertation committee (no later than six months prior to defense)
- Researching and writing dissertation.

November

- Researching and writing dissertation
- With assistance of Graduate Coordinator, register for HIST 8049 (Graduate Full-Time Status).

December

- Researching and writing dissertation

SEMESTER BREAK

- Researching and writing dissertation

SPRING SEMESTER

- For deadlines and steps to file for graduation see Graduation Deadlines and Checklist. These deadlines are established by the Moody School of Graduate and Advanced Studies and are not flexible. It is the student's responsibility to review this checklist and meet all deadlines.
- Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities.
- Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities.
- Preparation of applications for internal and external conference and research travel funding
- Continue job search
- Consult with Director of Graduate Studies for assistance with arranging mock interviews and mock job talks.

January

- Work with dissertation advisor/director to secure external reviewer for dissertation committee (no later than three months prior to defense)
- Apply for graduation (students will receive an email from Kerri Bennett, Assistant Director for the Moody School of Graduate and Advanced Studies to begin the application process)
- Work with Graduate Coordinator to schedule dissertation defense
- Revising dissertation

February

- Revising dissertation

March

- Optional dissertation check by Kerri Bennett, Assistant Director for the Moody School of Graduate and Advanced Studies (see Graduation Deadlines and Checklist Step 2 for specific date)
- Once the dissertation committee is finalized, submit member names to the Moody School of Graduate and Advanced Studies (required). See Graduation Deadlines and Checklist Step 3 for specific date
- Once the dissertation defense is scheduled, submit the Dissertation Defense Scheduler form to the Moody School of Graduate and Advanced Studies (this must be done at least fourteen days prior to the defense). See Graduation Deadlines and Checklist Step 4 for details.

April

- Submit dissertation for first mandatory format check. See Graduation Deadlines and Checklist Step 5 for specific date.
- After making required formatting corrections to your dissertation, submit dissertation for final format check by the Moody School of Graduate and Advanced Studies. See Graduation Deadlines and Checklist Step 6 for specific date.
- Dissertation defense

- Attend prospectus presentations (required)
- If participating in end-of-year graduate reception, complete graduation questionnaire.

May

- Once all revisions have been made to the dissertation, both formatting and content, submit final copy of the dissertation to SMU Scholar. See Graduation Deadlines and Checklist Step 9 for specific date.
- Complete Moody School of Graduate and Advanced Studies exit survey. See Graduation Deadlines and Checklist Step 9 for details.
- Attend end-of-year graduate reception
- Attend Graduation

- Travel expenses will be reimbursed **after the travel is completed**. Funding cannot be provided in advance. Students should submit **itemized receipts** to the graduate Coordinator **within a month** of return from travel.

- Students must also complete SMU's Student Certification for Business-Related Travel form, which can be obtained from the Graduate Coordinator. This form should be submitted to the Graduate Coordinator along with the Clements Department of History Conference and Research Travel Application form.

2) History Department – Incidental Expenses

- The History Department provides some funding for incidental expenses related to dissertation and master's thesis research. To apply, students should fill out the Graduate Student Request for Incidental Expenses form. The form should be submitted to the Graduate Coordinator for approval. Expenses will be reimbursed **after purchases are made**. Funding cannot be provided in advance. Students should submit **itemized receipts** to the Graduate Coordinator **within a month of purchase**.

3) Moody School of Graduate and Advanced Studies – Travel Grants

• The maximum amount of a grant is $750.

• Travel grants cannot be awarded retroactively; proposals must be submitted before travel.

• Only one grant per student per academic year is awarded or funded. Please prioritize your proposals accordingly.

• This grant will only fund conference travel to present an accepted paper, poster, creative project or performance (applications without documentation of acceptance are ineligible for this grant). The paper, poster, creative project, or performance must formally recognize SMU as the venue at which the wor0n0 (e v( )20 (T)(o)1aTc -06 33.9 (.)]TJ 0 Tc 0 Tw 32.4 0 Td ( )Tj EM

4) Moody School of Graduate and Advanced Studies – Other Grants and Post-Admission

Students entering the doctoral program with a Master's degree in hand may formally petition the Graduate Committee to have the MA thesis serve as a substitute for one research paper. Such students should fill out a **Research Paper Requirement form** and return it to the Graduate Coordinator, **as early as possible** in their graduate career.

Graduate Writing Center

Students who would like additional assistance with developing their writing skills should contact the Graduate Writing Center.

PROFESSIONALIZATION

Letters of Recommendation

Requests to faculty for letters of recommendation for fellowships, jobs, etc. should be made **at least four weeks**

UNIVERSITY POLICIES AND STUDENT SUPPORT SERVICES

Disability Accommodations