GRADUATE ADVISING FOLDER
For History Department doctoral requirements, go to
http://www.usc.edu/schools/college/history/programs/graduate/requirements.html

Student’s name (last name first):

Year of entry:

Major field of study:

Assigned counselor (for the first year of study):

First-year program
Courses taken in fall semester
1. History 500 (required of all students) Grade:
2. Grade:
3. Grade:

Advising session: At least once each semester before passing to candidacy, students are
required to obtain the approval of their counselors (or, beginning in their second year, their
major professors) for their course plans during the following semester, and their longer-
term plans for completing all other requirements for passing to candidacy.

Courses planned for spring semester:
1.
2.
3.

Signature of counselor: _________________________ Date: ____________________

Courses taken in spring semester:
1. Grade:
2. Grade:
3. Grade:

Advising session at end of spring semester.
Courses planned for fall semester:
1.
2.

Student’s plans for completing language requirements (what languages, when, how?):
1.
2.

Student’s plans for taking two 600-level research seminars:
1.
2.

Signature of counselor: _________________________ Date: ____________________
Second-year program

At the beginning of the second year, students should select their 5-member Guidance Committee to guide them through their qualifying exams. The chair of that committee is the major professor, who in most cases will become the dissertation adviser. At least two members of the Guidance Committee must be from within the History Dept., and at least one from outside. Once the Guidance Committee has been selected, and all members have agreed to serve, an “Appointment of Committee” form must be filed with the Graduate School at least TWO SEMESTERS BEFORE a student can take the qualifying exams.

Once the Guidance Committee has been filed, the student’s major professor will replace the GSC “counselor” as the student’s program adviser.

Guidance Committee Members
1. Chair/ major professor:
2.
3.
4.
5. (outside member:)

“Appointment of Committee” form filed on ________________ (date).

Also at the beginning of the second year, students must declare both their minor field of study and their area of specialization. Please remember that either the minor field, or the area of specialization, must be outside the major field of study, or transnational (including thematic clusters), or outside the discipline of history.

Minor field and adviser (please remember that the purpose of the minor field is to broaden the student’s teaching and research expertise beyond the geotemporal boundaries of the major field):

Area of specialization and adviser (please remember that the purpose of the area of specialization is to deepen the student’s scholarly training in a chosen area):

Signature of major professor: ______________________ Date: __________

Courses taken in fall semester
1. Grade:
2. Grade:
(3. Grade:)

Advising session at end of fall semester
Courses planned for spring semester:
1.
2.
(3.)
Approximate date when student plans to take qualifying exams: ___________________________

Signature of major professor: __________________________ Date: ____________

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Courses taken in spring semester:
1. Grade: 
2. Grade: 
(3. Grade:)

Advising session at end of spring semester:

Courses planned for fall semester:
1. 
2. 

Signature of major professor: __________________________ Date: ____________

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Third-year program:
The major professor should record here the student’s plans for completing any remaining requirements before he or she may take the qualifying exam.

NOTE: Be sure that any transfer credits have accepted by your adviser and entered on-line in SIS.

NOTE: All students must complete 24 units of full-time coursework prior to passing to quals.

NOTE: Students must complete a total of 60 units (minimum) to complete the PhD.

Signature of major professor: __________________________ Date: ____________
Checklist of requirements for passing to candidacy:

__ First language requirement passed in _______________(language) on __________(date).
__ Second language requirement (or, for some US history students, quantitative methods) passed
   in ____________________ (language) on _________________ (date).
__ History 500
__ Major field courses (minimum of four):
1. 600-level research seminar in History Department
2. [For students in US history, three of the major-field courses
   must be 566, 567 (currently 575) and 568 (currently 585).
4. Students in Modern Europe must take 514 and 515.]
__ Minor field courses (minimum of two):
1.
2.
__ Area of specialization courses (minimum of three):
1. 
2. 
3. 
__ One course must be a second 600-level research seminars in the History Department.

[Handwritten] “Request to Take the PhD Qualifying Exam” form filed on ________________
(must be at least 30 days before a student takes the qualifying exams).

__ Qualifying examinations passed on _________________.
Signature of major professor:________________________ Date:________________

[Handwritten] “Results of Qualifying Exam” form filed on _________________. (date).

__ After passing the qualifying exams, students should select a 3-member Dissertation
   Committee (at least two members of which are from within the History Dept.):
1. Chair and dissertation adviser:
2. 
3. 

[Handwritten] “Appointment of Committee” form filed on _________________. (date).

__ Dissertation-prospectus defense passed (no later than six months after the qualifying
   exams) on _________________. (date).
Signature of dissertation adviser:________________________ Date:________________

[Handwritten] “Verification of Completion of the Requirements for the Master’s Degree” form
filed on _________________. (date) [this is OPTIONAL].