

# Department of History

## University of California, Berkeley

### Graduate Program Guide

#### 2024-2025



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# The University of California, Berkeley

## Department of History

### The University of California Statement of Non-Discrimination

<https://ophd.berkeley.edu/policies-and-procedures/students - openberkeley-collapsible-container-0-target>

The University of California, in accordance with applicable Federal and State Law, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment.

### The University of California, Berkeley - Principles of Community

<https://diversity.berkeley.edu/principles-community>

These principles of community for the University of California, Berkeley, are rooted in our mission of teaching, research and public service. They reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.
- We recognize the intrinsic relationship between diversity and excellence in all our endeavors.
- We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated.
- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.
- We respect the differences as well as the commonalities that bring us together and call for civility and respect in our personal interactions.
- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.
- We embrace open and equitable access to opportunities for learning and development as our obligation and goal.

## The University of California, Berkeley - Campus Code of Student Conduct

<https://conduct.berkeley.edu/code-of-conduct/>

The University of California, Berkeley is a community of scholars committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, including established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a scholarly environment.

## The Berkeley Honor Code

<https://teaching.berkeley.edu/berkeley-honor-code>

“As a member of the UC Berkeley Community, I act with Honesty, Integrity, and Respect for Others.”

## The Department of History - Graduate Academic Handbook

- The information in this guide is subject to modification; students will be notified via email upon any significant changes throughout the year.
- A new version is released each year and the website is updated accordingly.
- This guide compliments the [Graduate Division's Guide to Policy](#). Students should familiarize themselves with both of these critical resources.
- Being informed of University or Department policies is the responsibility of each student and failure to be aware of a policy/policies does not constitute an exception.

## The Department of History

<https://history.berkeley.edu/>

The Berkeley History Department represents a rich spectrum of research interests, collaborations, and approaches spanning sixteen established fields of history: Africa, Ancient Greece and Rome, Byzantium, Early Modern Europe, East Asia: China, East Asia: Japan, Global, Jewish, Late Modern Europe, Latin America, Medieval Europe, Middle East, North America, Science, South Asia, and Southeast Asia. The Department is composed of approximately 50 full-time ladder faculty members, a number of distinguished emeriti and visiting professors and lecturers, approximately 115 graduate students, and 12 support staff. The depth and breadth of our program and the strengths of our faculty members, students, and other professionals provide a stimulating and congenial setting for graduate training.

### History Department Statement of Shared Values

<https://history.berkeley.edu/about/history-code-conduct-and-statement-shared-values>

- Berkeley seeks to provide and sustain an environment conducive to sharing, extending, and critically examining knowledge and values and to furthering the search for wisdom. In the History department, we strive to improve our collective and diverse understanding of the past through a complex process of critical dialogue—with each other, with the wider public, and with the historical record. In doing so, we explore former lives and diverse worlds in search of answers to the most compelling questions of our own time and place.
- These answers do not come easily. Just as our historical subjects often disagree with one another about fundamentals, so too do historians disagree, at times vehemently, about how to understand the past. These disagreements enrich our discipline and are the source of its liveliness and its scholarly improvement. Professional historians recognize that the contest over interpretation can deepen and enrich historical understanding by generating new questions, new arguments, new lines of investigation, and new observations.
- These commitments to dialogue and engagement underpin the most important shared values that define the professional conduct of historians. Key among these is respect. We celebrate above all an intellectual community governed by courtesy, constructive criticism, and reasoned discourse—the continuous colloquy among historians holding diverse points of view who learn from each other as they pursue topics of mutual interest. Only such a community—balancing fair and honest criticism with absolute respect for those expressing different ideas—makes possible the fruitful exchange of views, opinions, and knowledge.
- No less essential to the practice and ethos of our professional community are diversity and inclusivity. Multiple, conflicting perspectives are among the truths of history. To understand them and to ensure the integrity of our scholarship, our historical practice must be pursued from many points of view. Indeed, the vitality of our profession depends on its willingness to admit new, previously undervalued or overlooked, voices into its collective conversation. Diverse perspectives must be welcomed into a common discourse, and accorded fair hearing in the forum of historical learning. At its limit, the study of history often can demand engagement with views and values that at best conflict with, and at worst are repugnant to our common sensibilities. Conversations around these are among the most challenging to navigate and demand that we hew most closely to these values of respect,

diversity, and inclusion. In short, a robust and inclusive pluralism—of methods, religious and political views, sexual orientations, racial and gender identities, and socioeconomic status, among others—is a cornerstone of our collective scholarly practice and crucial to the success of our collective mission.

- These three values are intertwined, not only in our common intellectual endeavors but also in all the work that we perform together. Although of necessity we labor, as students, staff, and faculty, under very different and often unequal circumstances, we nonetheless hold that a shared culture of respect, diversity, and inclusion are essential to our flourishing as both a workplace and a community of learning.

### History Department Code of Conduct

The code of conduct describes how these shared values can and should organize the various activities of our collective professional life. It lays out a set of expectations that we believe, if met, will create a rich, diverse, and vigorous community of learning. [Additional resources about remedies, reporting, and further important reading can be found here.](#)

#### A. Advising and Supervision

- The advisor-advisee relationship is both rewarding and challenging. On the one hand, it creates an intellectual, professional, and personal dialogue that can last a lifetime; on the other, it necessarily unfolds in a context of hierarchy and asymmetry that can, if ignored or abused, have serious negative impacts on both parties. For the relationship to flourish, it needs to be closely coordinated with the values we hold essential in our community. To that end, both advisors and advisees must be treated with respect and professionalism in their advising relationships. Lines of communication between advisor and advisee should be kept open. Advisors should be fair and objective, responsive and prompt in giving feedback. Advisees should receive equal treatment and mentorship, and see affirmative leadership by example in navigating professional lives and concerns. Both advisors and advisees share the responsibility of addressing problems that arise when we fall short of these shared values. At the same time, these relationships can be complex; in cases of confusion or conflict, the department is committed to assisting in resolution. Departmental leaders such as the Chair, Head Graduate Advisor, Graduate Student Affairs Officer (GSAO), and Director of Student Services can all provide guidance and resources to both faculty and students in case it is needed.
- Serving as a GSI is part of the professional development of graduate students, as well as an opportunity for our undergraduates to receive excellent instruction and guidance in their own study. The collaborative Faculty-GSI relationship should be governed by the same standards of professional conduct, respect, and inclusivity stipulated in the previous paragraph.

#### B. Classrooms

- In order to transform the classroom into a space for both generating and imparting historical knowledge, we must make a habit of communicating and modeling respect. Whether in the role of faculty member, GSI, or student, let us express our ideas and opinions in ways that are professional and respectful. If and when we disagree, let it be with a careful eye toward presenting criticisms in a constructive manner aimed at creating productive discussion.

- In a small classroom setting, the responsibility for maintaining an inclusive environment where every member of our community feels invited to contribute lies with each of us. Every member of the class should be provided with an equal opportunity to speak without interruption. Each of us possesses a different approach to professional interactions, and we should be alert to signs that others would like to contribute. In terms of physical space, respect should be shown for personal boundaries.
- Each of us should pledge our commitment to a diversity of perspectives and ideas. Rather than clinging to our assumptions and guarding our long-cherished beliefs, let us challenge ourselves to consider controversial topics from multiple points of view. This commitment to intellectual diversity should similarly be applied to the ways in which we interact with others in attendance. Do not assume that the perspectives and lived experiences of anyone can be understood solely based on race, gender, religion, age, sexual orientation, or ability. Remember, too, that personal experiences affect the way people respond to and make sense of historical material. Engage in meaningful conversation and listen carefully to what others have to say.
- Finally, when individual members of our department encounter challenges or barriers, we must work collectively to address them. In cases where these standards of respect, diversity, and inclusion fail, it is the shared responsibility of all to confront the issue directly and work toward a solution. If words or actions are deemed hurtful or disrespectful, our first response should be to start a dialogue within the classroom. In any setting where people with different values, beliefs, and lived experiences engage in critical debate, there is a potential for misunderstanding. Many of these misunderstandings can be resolved, however, by extending the benefit of the doubt to others, maintaining an open mind to diverse viewpoints, and empathizing with expressed concerns. Should this attempt at resolving disputes in the classroom fail, there are resources available to our students and faculty to seek departmental support.

### C. Shared Spaces

- The department's expectation of a culture characterized by respect, diversity, and inclusivity extends also to the shared spaces used by History graduate students. These spaces are important for graduate student learning and community, and their use is a privilege of all graduate students in the department. As these spaces comprise a shared work environment, all members of the department are expected to use them in a professional manner; please adhere to posted expectations regarding cleanliness and noise, and be mindful of whether conversations could have an adverse impact on those who might hear them. An inclusive and respectful manner will help to ensure that all feel welcome to work and interact in these areas.
- Graduate student physical spaces include, but are not limited to, the Graduate Lounge, the Library, GSI Offices, the grad zoom room, and the Computer Lab. Access to and participation in activities in these spaces is monitored administratively by the Director of Student Services with assistance from the Grad Spaces Coordinator, a position held by a graduate student. Graduate students are required annually to agree, sign, and return a graduate spaces policy agreement. Questions about the policy and its implementation should be directed to the Director of Student Services or the Grad Spaces Coordinator.

- Graduate student digital spaces include, but are not limited to, the student emails lists [history-gradforum@lists.berkeley.edu](mailto:history-gradforum@lists.berkeley.edu), [history-gradtalk@lists.berkeley.edu](mailto:history-gradtalk@lists.berkeley.edu), and [history-gradstudentparents@lists.berkeley.edu](mailto:history-gradstudentparents@lists.berkeley.edu). Access to and participation in activities in these spaces is monitored administratively by the student services team with assistance from the Faculty Equity Advisor and Head Graduate Advisor. Graduate students are required annually to agree, sign, and return a graduate spaces policy agreement. Questions about the policy and its implementation should be directed to the Director of Student Services.

#### D. Workshops, Colloquia, Conferences

- When you are attending an academic event on or off campus, remember that as a speaker or attendee you are a representative of this department and university. You are expected to conduct yourself with professionalism and to treat your colleagues with consideration and courtesy. Pose your questions in polite and respectful ways, even if you are expressing disagreement or disbelief. While this is a skill that requires practice and will be honed over time, it is one that we value as a community and as part of your professional development.
- Such events can be occasions to renew old acquaintances and may be accompanied by events that feel more social than professional. Boundaries between professional and social contexts often blur in these circumstances, but we should conduct our interactions in the most professional manner possible by treating other attendees first and foremost as our respected colleagues.

#### E. Social Events and Social Media

- We are an inclusive and respectful community, both on and off campus, whenever members of our community interact even for non-academic purposes. This means that social gatherings off campus that include members of our community are expected to be characterized by inclusion, respect, and professional behavior toward all individuals.
- Many members of our community will choose to use social media. Should you do so in any way that identifies your role in the University of California, Berkeley and in the Department of History, your posts and comments are expected to reflect these commitments to respect, diversity, and inclusion. Keep in mind the following:
  - Think before you post. There is no such thing as privacy in social media. Posts made on social media are indexed by search engines; can be replicated widely and quickly; can be taken out of context; and will remain in the public domain for an indeterminate length of time. Posts made even on what may be personal pages could follow you professionally for years to come. Remember, too, that your posts may affect others; the harm caused by thoughtless and unkind remarks can be long-lasting and difficult to repair. If your posts have the potential to affect others in any way, you should secure the prior permission of those who will be affected as a matter of course out of respect for your friends, colleagues, and interlocutors.
  - Use good judgment. Be respectful of others and their opinions. Do not post personal information about or images of another person without their explicit consent.
  - Respect confidentiality. Be careful not to reveal confidential or proprietary information about Berkeley students, employees, or alumni. Adhere to all applicable University, federal and NCAA privacy and confidentiality policies. All employees of UC

Berkeley, including graduate students, are subject to [FERPA](#), [HIPAA](#), and other laws mandating the non-disclosure of personal information.

- o Be mindful of the fact that social media platforms are built to connect people. This means that they almost necessarily blur boundaries between personal and professional lives. Special challenges can arise when, for example, professors, GSIs, and/or students share social media connections. Department members should think carefully about how best to maintain the integrity of the student-teacher relationship in these contexts.

Even when we follow these guidelines, others may not. The result is that some members of our community may experience harassment and threats, and may be the targets of abusive, intolerant, and disrespectful language. The department will support to the best of its ability any of its members who are targeted in this way.

### History Department and Campus Resources

The Code is meant to deepen and specify the standards to which we think the History department should aspire. That said, implementation, enforcement, complaint, and redress are crucial issues. Policies and responsibilities for these are distributed in complex ways, however, with a number of them outside of the department. The following annotated list of resources is offered in hopes of charting this complex terrain so that problems, if and when they arise, can be addressed as swiftly and effectively as possible.

#### Department Resources

Any or all of the below are resources available to the wider departmental community to discuss incidents, raise concerns, and seek advice about general and specific issues related to climate.

- Graduate Student Affairs Officer: Julie Aranda ([history-gradadvisor@berkeley.edu](mailto:history-gradadvisor@berkeley.edu))
- Director of Student Services: Ricky Vides ([history-ssc@berkeley.edu](mailto:history-ssc@berkeley.edu))
- Head Graduate Advisor: TBD
- Department Chair: Cathryn Carson ([clcarson@berkeley.edu](mailto:clcarson@berkeley.edu))
- For ANONYMOUS reporting to the department, please see the Feedback Form [here](#).

#### Campus Resources - Confidential

- Graduate Student Assembly Ombudperson: <https://sa.berkeley.edu/ombuds>
- PATH to Care Center: <https://care.berkeley.edu/>
  - Confidential support for victims and survivors of sexual harassment, sexual violence, sexual assault, dating and intimate partner violence, stalking, and sexual exploitation.
- University Health Services (UHS) - Social Services: <https://uhs.berkeley.edu/socialservices>

#### Campus Resources - Non-Confidential

- All faculty and staff not mentioned in Confidential Resources are considered to be Mandated Reporters, and therefore required to report any concerns brought to their attention.

- Division of Equity and Inclusion: <https://diversity.berkeley.edu>
- Office for Prevention of Harassment and Discrimination: <https://ophd.berkeley.edu>
  - Campus office for investigating allegations of discrimination and harassment on the basis of categories including race, color, national origin, gender, age, sexual orientation/identity, including allegations of sexual harassment and sexual violence.

## History Department Administrative Details and Resources

### Communication

- In order to maintain the highest level of security in electronic communication, the department will only send email to your official @berkeley.edu address. It is your responsibility to check your email on a consistent basis and respond in a timely fashion. Failure to install a forwarding program is not an excuse for the consequences of missed communication from the department.

The department manages several student email lists, some of which are mandatory and some opt-in:

### Mandatory Lists

- [history-gradstudents@lists.berkeley.edu](mailto:history-gradstudents@lists.berkeley.edu): This is an administrative list used to forward official departmental communication to all graduate students in the community. All graduate students must be on this list. Examples of posts on this list include University and departmental reminders, opportunities for funding, grant information, and facility updates.

### Optional Lists

The following policies apply to all optional lists:

- Optional lists are an open form of communication between graduate students within the department. These lists are monitored, but not moderated. Posts made to these lists must not deviate from each list's purpose.
- When communicating within these lists, students are expected to adhere to the [University's Principles of Community](#), the [Code of Student Conduct](#), the [Berkeley Honor Code](#), and the [History Department's Statement of Shared Values and Code of Conduct](#).
- Students must agree to and sign the Graduate Spaces Agreement in order to be added to one or all of these lists. This agreement will be circulated at the beginning of each Fall semester.
- Students may choose to add or remove themselves from these lists at any time.
- Any student found to be violating the purpose of one or more of these lists will be notified and may have their posting privileges removed.

### [history-gradforum@lists.berkeley.edu](mailto:history-gradforum@lists.berkeley.edu):

- The purpose of this list is for history graduate students to share information. Examples of posts on this list would include looking to sublet an apartment, wanting to get a group together for an activity, sharing a call for papers, or posting about an event that may be



interesting to others. If you wish to discuss at length the information shared in this forum, please forward it to history-gradtalk and begin discussion there.

[history-gradtalk@lists.berkeley.edu](mailto:history-gradtalk@lists.berkeley.edu):

- o The purpose of this list is for history graduate students to engage in dialog about topics of shared interest, current events, campus life, or similar.

[history-gradstudentparents@lists.berkeley.edu](mailto:history-gradstudentparents@lists.berkeley.edu):

- o The purpose of this list is for graduate student parents to connect with each other to discuss topics of shared interest that pertain to parents.

#### History Library, Computer Lab, Grad Zoom Room, and Graduate Lounge

- Currently the History Department allocates a portion of the department space for History Graduate Student use; these spaces include the History Library (2337 Dwinelle), Computer Lab (2405 Dwinelle), the grad zoom room (2407 Dwinelle) and Graduate Lounge (2408 Dwinelle). The primary use of these spaces is for graduate student support and access is considered to be a privilege on a campus where space is at such a premium. In the Library, students will be assigned a shelf on which to store their books and a locker is available in the Lounge in which to securely store any personal and/or FERPA-protected items. The Lounge also contains a refrigerator and microwave for use by graduate students.
- Graduate Student Spaces are available to History graduate students who have signed the space agreement from 7:30 am to 10:00 pm during the fall and spring semesters. During University curtailment and Summer Sessions, the Library, Lab, and Lounge are closed and students should plan for the lack of access accordingly.
- In order to be granted access to these spaces, all students must complete a yearly space agreement with the Graduate Student Affairs Officer. All spaces are routinely monitored by the Department to ensure appropriate use of the facilities. Use of the space without completing the agreement and misuse of/inappropriate activity in the space as outlined in the agreement are considered a violation of the Honor Code and may result in removal of privileges to said spaces and/or reporting to the Center for Student Conduct.

#### Academic Student Employee Offices (GSI and Reader)

- GSI's will be assigned shared offices to hold their office hours. Office assignments and keys will be available from the front office no sooner than the start of the academic semester. Keys MUST be returned at the end of the semester; fees will be charged for any rekeying or replacement of lost keys.
- Readers are not assigned to offices and are expected to make arrangements with the course instructor for use of their office should they need to hold any office hours.

#### Copy Codes

- To support research, teaching, and education, students are issued a copy code at the start of each academic year. This is for personal academic use of the department copiers and printers, it is not to be used for any Academic Student Employee (GSI/Reader) needs.
- A separate code will be issued to students working as a GSI or Reader so that they can complete the administrative responsibilities of their appointment.

## Key Faculty and Staff

### Department Chair

Professor Cathryn Carson  
clcarson@berkeley.edu  
3303 Dwinelle Hall

### Vice Chair for Graduate Affairs/Head Graduate Advisor

*In the History Department, the Vice Chair for Graduate Affairs/Head Graduate Advisor uses both titles. This guide refers to this position as the Head Graduate Advisor.*

The Vice Chair for Graduate Affairs (VCGA)/Head Graduate Advisor (HGA) chairs the Graduate Affairs Committee (GAC) and is the Department's officially designated faculty liaison for the graduate program. In this capacity, the HGA signs all correspondence sent by the Department to the Graduate Division, including everything from routine petitions (such as the Advancement to Doctoral Candidacy forms) to special requests for exceptions to policy.

### Head Graduate Advisors and Vice Chairs for Graduate Student Affairs:

#### Fall 2024

Professor Stefan-Ludwig Hoffman  
slhoffmann@berkeley.edu  
3215 Dwinelle Hall

#### Spring 2025

Professor Emily Mackil  
emackil@berkeley.edu  
2312 Dwinelle Hall

### Vice Chair for Graduate Policy and Process:

Professor David Henkin  
marhevka@berkeley.edu  
2226 Dwinelle Hall

### Faculty Equity Advisor

The Faculty Equity Advisor is approved by the Vice Chancellor of Equity and Inclusion. Among their functions, they consult with the DGS and the other Graduate Advisors in the program to ensure that diversity is considered in the recruitment and selection of graduate students and that equity is observed in the department's work to retain them and employ them as Graduate Student Instructors (GSI) and Readers.

### Faculty Equity Advisor:

Professor Sandra Eder  
s.eder@berkeley.edu  
2213 Dwinelle Hall

#### Gender Equity and Climate Advisors

The Gender Equity and Climate Advisors were created to help ensure that the department fosters a climate of respect for all students and faculty. This means working to ensure that current attitudes, behaviors, and standards concerning the access for, inclusion of, and respect for individual and group needs, abilities, and potential are in alignment with Berkeley's Principles of Community, the Student and Faculty Codes of Conduct, and the departmental Code of Conduct. Their role is to help devise and implement solutions not necessarily involving formal investigations and to serve as points to campus resources for conflict resolution and emotional and mental health. Among other things, they can help to address problems related to curriculum bias, classroom interactions, advisor-advisee relationships, the mentoring of minorities, women, and LGBTIQQ students, and the needs of birth mothers.

Gender Equity and Climate Advisor:

Professor Hannah Zeavin  
hzeavin@berkeley.edu  
2310 Dwinelle Hall

#### Advisor for Graduate Student Instructor (GSI) Affairs

The Advisor for GSI Affairs functions as a liaison among the Graduate Division, department faculty, and Academic Student Employees (ASE); provides information concerning policies relating to GSIs to faculty and GSIs in the program; and raises issues on their behalf with the administration.

Professor Carla Hesse  
chesse@berkeley.edu  
3306 Dwinelle Hall

#### Career Development and Diversity Officer

The Career Development and Diversity Officer is responsible for the development and delivery of programming designed to help prepare students for careers within and beyond the academy. This officer works closely with the Career Development and Diversity Coordinator and the AHA Career Development Fellow and chairs the Career Development Task Force.

Professor Trevor Jackson  
trevor.jackson@berkeley.edu  
2216 Dwinelle Hall

### Graduate Advisors Committee (GAC)

The Head Graduate Advisor chairs the Graduate Advisors Committee (GAC), which is appointed yearly by the Department Chair to administer the graduate program.

## Key Graduate Staff and Administration

### Graduate Students Affairs Officer (GSAO)

The GSAO is responsible for the day-to-day administration of the graduate program and is the primary point of contact for students.

Julie Aranda

3310 Dwinelle Hall

history-gradadvisor@berkeley.edu

### Admissions, Equity and Career Advisor

This Advisor is responsible for managing the Department's admissions and recruitment process as well as assisting with developing the Department's program relating to advancing the careers of students within and beyond the academy.

Kirsten Keihl

3312 Dwinelle Hall

histadm@berkeley.edu

### Director of Student Services

The Director of Student Services supervises the student services team (Graduate Student Affairs Officer, the Admissions, Equity and Career Advisor, the Undergraduate Major Advisor, and the Curriculum Planner) as well as the Graduate Student Spaces Coordinator. Working alongside the Vice Chair of Curriculum, the Director of Student Services directs the planning of the undergraduate and graduate curricula.

Ricky Vides

3313 Dwinelle Hall

history-ssc@berkeley.edu

### Librarian for History, History of Science & Technology, and Interdisciplinary Studies

Jennifer Dorner

212 Doe Library

dorner@berkeley.edu

## Faculty by Field

### Africa

<a href="#">Bruce S. Hall</a>	3218 Dwinelle	bruce.hall@berkeley.edu
<a href="#">Tabitha Kanogo</a>	3220 Dwinelle	kanogo@berkeley.edu

### Ancient Greece & Rome

<a href="#">Susanna Elm</a>	2310 Dwinelle	elm@berkeley.edu
<a href="#">Emily Mackil</a>	2312 Dwinelle	emackil@berkeley.edu
<a href="#">Carlos F. Noreña</a>	2222 Dwinelle	norena@berkeley.edu

### Byzantine

<a href="#">Diliana Angelova</a>	2309 Dwinelle	angelova@berkeley.edu
<a href="#">Maria Mavroudi</a>	2223 Dwinelle	mavroudi@berkeley.edu

### Early Modern Europe

<a href="#">Thomas James Dandeleit</a>	2317 Dwinelle	tdandeleit@berkeley.edu
<a href="#">Carla Hesse</a>	3306 Dwinelle	chesse@berkeley.edu
<a href="#">Trevor Jackson</a>	2216 Dwinelle	trevor.jackson@berkeley.edu
<a href="#">Ethan H. Shagan</a>	3210 Dwinelle	shagan@berkeley.edu
<a href="#">Jonathan Sheehan</a>	3222 Dwinelle	sheehan@berkeley.edu

### East Asia

<a href="#">Andrew Barshay</a>	2216 Dwinelle	abars@berkeley.edu
<a href="#">Puck Engman</a>	3214 Dwinelle	puck.engman@berkeley.edu
<a href="#">Nicolas Tackett</a>	2212 Dwinelle	tackett@berkeley.edu
<a href="#">Stacey Van Vleet</a>	3211 Dwinelle	vanvleet@berkeley.edu
<a href="#">Wen-hsin Yeh</a>	3120 Dwinelle	sha@berkeley.edu

### Jewish

<a href="#">John M. Efron</a>	2217 Dwinelle	efron@berkeley.edu
<a href="#">Ethan Katz</a>	2227 Dwinelle	ebkatz@berkeley.edu

### Environmental

<a href="#">Matthew Shutzer</a>	3118 Dwinelle	mshutzer@berkeley.edu
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### Late Modern Europe

<a href="#">John Connelly</a>	2218 Dwinelle	jfconnel@berkeley.edu
<a href="#">Dzovinar Derderian</a>	2326 Dwinelle	derderian@berkeley.edu
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<a href="#">James Vernon</a>	2214 Dwinelle	jvernon@berkeley.edu
Latin America and the Caribbean		
<a href="#">Rebecca Herman</a>	2307 Dwinelle	rebeccaherman@berkeley.edu
<a href="#">Elena A. Schneider</a>	2210 Dwinelle	eschneider@berkeley.edu
Medieval		
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Middle East		
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Science		
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<a href="#">Janaki Bakhle</a>	3209 Dwinelle	jbakhle@berkeley.edu
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<a href="#">Matthew Shutzer</a>	3118 Dwinelle	mshutzer@berkeley.edu
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<a href="#">Brian DeLay</a>	3219 Dwinelle	delay@berkeley.edu
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<a href="#">David Henkin</a>	2226 Dwinelle	marhevka@berkeley.edu
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<a href="#">Waldo E. Martin</a>	2308 Dwinelle	wmartin@berkeley.edu
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<a href="#">Dylan C. Penningroth</a>	3118 Dwinelle	dcap@berkeley.edu

<a href="#">Bernadette Pérez</a>	2220 Dwinelle	<a href="mailto:bjperez@berkeley.edu">bjperez@berkeley.edu</a>
<a href="#">Caitlin C. Rosenthal</a>	2225 Dwinelle	<a href="mailto:crosenthal@berkeley.edu">crosenthal@berkeley.edu</a>
<a href="#">Daniel Sargent</a>	2215 Dwinelle	<a href="mailto:daniel.sargent@berkeley.edu">daniel.sargent@berkeley.edu</a>
<a href="#">Ronit Y. Stahl</a>	2211 Dwinelle	<a href="mailto:rystahl@berkeley.edu">rystahl@berkeley.edu</a>
<a href="#">Hannah Zeavin</a>	2310 Dwinelle	<a href="mailto:hzeavin@berkeley.edu">hzeavin@berkeley.edu</a>

## Staff

Julie Aranda, Graduate Student Affairs Officer

[history-gradadvisor@berkeley.edu](mailto:history-gradadvisor@berkeley.edu)

3310 Dwinelle Hall

Marianne Bartholomew-Couts, Director of Administration

[history-manager@berkeley.edu](mailto:history-manager@berkeley.edu)

3311 Dwinelle Hall

Jackie Blandón, Administration and Communications Coordinator

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Cassandra Castillo, Undergraduate Major Advisor

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David Harris, Course Scheduling Coordinator

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Kirsten Keihl, Admissions, Equity and Career Advisor

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Sang Oum, Financial Analyst

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Ricky Vides, Director of Student Services

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3313 Dwinelle Hall

Gabrielle Nichols, Events Manager

[history-events@berkeley.edu](mailto:history-events@berkeley.edu)

3224 Dwinelle Hall

## Registration

### Normative Time

All students should familiarize themselves with the Graduate Division's policies concerning Normative Time to Advancement, Normative Time in Candidacy, and modifications related to each:

<https://grad.berkeley.edu/policy#f29-normative-time-and-calculation-of-normative-time-in-candidacy>

<https://grad.berkeley.edu/policy#f2-doctoral-degrees-policies-prior-to-advancement-to-candidacy>

Within the History Department, there are fields that require six years of normative time and those that require seven years of normative time:

#### Six-Year Fields

- Early Modern Europe
- Global
- Late Modern Europe
- Latin America
- North America
- Science
- Southeast Asia

Students spend three years in coursework and completing language requirements, one year engaged in dissertation research, and two years writing their dissertations.

#### Seven-Year Fields

- Africa
- Ancient Greece and Rome
- Byzantine
- East Asia: China
- East Asia: Japan
- Jewish



- Medieval
- Middle East
- South Asia

Students spend four years in coursework and completing language requirements, one year engaged in dissertation research, and two years writing their dissertations.

## Enrollment

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d1-registration>

Students should familiarize themselves with the Graduate Division's Guide to Graduate Policy for more information on Enrollment policies and instructions.

## How Students Enroll

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d12-how-students-register>

## Cancellation of Registration

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d17-cancellation-of-registration>

## Withdrawal

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d18-withdrawal>

## Medical Withdrawal

<https://uhs.berkeley.edu/counseling/social-services/academic-adjustments-and-medical-withdrawals>

[https://uhs.berkeley.edu/sites/default/files/med\\_wd\\_info\\_sheet\\_2024.pdf](https://uhs.berkeley.edu/sites/default/files/med_wd_info_sheet_2024.pdf)

- Any student considering a medical withdrawal request should reach out to the Graduate Student Affairs Officer as well as the UHS Social Services office:
  - 2222 Bancroft Way #2280 (2nd floor), Berkeley, CA 94720
  - Phone: (510) 642-6074

## Voluntary Termination of Ph.D. Studies and Requesting the M.A. Degree

- Should a student voluntarily decide to terminate their Ph.D. program, they must do so in writing and may petition to the Head Graduate Advisor to request the M.A. degree, if eligible.
- Candidates eligible for the M.A. degree must meet the following criteria:
  - The M.A. degree would not be considered a [Duplication of Graduate Degrees](#).
  - Completion of twelve units in the first field (three courses of four units each): two graduate seminars in any combination of 275s and 280s, and one 285.
  - Completion of twelve units in any combination of 275, 280, 285 in History graduate courses.
  - Completion of one Foreign Language requirement of your specific field.
  - Successful completion of the Third Semester Review and Exam.

- o A GPA of 3.5 or higher in all history graduate coursework.
- o All coursework that satisfies degree requirements must have been completed at UC Berkeley.
- o The student satisfies all Graduate Division policies related to Master's Degrees: <https://grad.berkeley.edu/policy#f1-masters-degrees>

## Special Enrollment Requests

### *Independent Study – History 299*

Students wishing to take a faculty-led directed reading course can enroll in HISTORY 299 with approval of the History faculty member leading the Directed Reading.

- Students should e-mail the faculty member to inquire as to their ability and interest to take on an Independent Study for the semester.
- Once a topic and suggested course objective(s) has/have been developed and approved by the faculty, it should be routed to the Graduate Student Affairs Officer via [the General History Petition](#) in order to coordinate the enrollment.
- Faculty should e-mail the Graduate Student Affairs Officer to either approve or deny the request.
- Students cannot enroll directly in HISTORY 299.

### *Filler Units – History 601*

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/-e14-600-level-courses>

This is a Special Enrollment Request administered at the Department Level HISTORY 601: Individual Study for Master's Students.

- Individual study courses give students credit for preparing for the Third Semester Exam and language exams (601) and must be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- To request filler units, students must submit a request to the Head Graduate Advisor via [the General History Petition](#) prior to the start of the semester in which the student intends to enroll in filler units.

### *Qualifying Examination Enrollment – History 299*

- As students are required to have completed all degree requirements the semester prior to their Qualifying Examination, they should plan to enroll in 4 QE units with the Head Graduate Advisor (HGA) and 8 602 filler units in the semester they plan to take their Qualifying Examination. Any adjustments should be communicated to the Graduate Student Affairs Officer prior to the start of the semester.
- The passing status of the History HGA 299 course in that semester will be at the discretion of the HGA and based upon the results of the examination only. The Prospectus and Advancement to Candidacy are separate and should NOT be taken into consideration when being evaluated for this enrollment.

Suggested grading: 299 units taken for the purpose of the QE should be graded as S/U.

### *In Absentia – Graduate Division*

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d13-registration-fees>

- *In-Absentia* status is reserved for the formal research year within the History PhD program (year four for those in 6 year fields, and year five for those in 7 year fields). Up to two semesters of in absentia will be granted for this purpose. Additional semesters (more than 2) of *In-Absentia* will require a petition. Please contact your GSAO if you have questions.
- Students must register for twelve units of History 296 each semester of *In-Absentia* registration.

### *Filing Fee – Graduate Division*

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d2-filing-fee>

### Re-enrollment

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d19-readmission-and-re-enrollment>

#### Re-enrollment within five years of withdrawal

- Re-enrollment is only available during Fall and Spring semesters; Summer Session is not an eligible period for this option.
- Students who wish to register in a subsequent semester must submit an application to the Department GSAO for review by the Head Graduate Advisor.
- The re-enrollment application must contain:
  - a letter from the applicant explaining the request for readmission and how they have maintained their education and knowledge in the field.
  - a letter of support from the student's intended or primary advisor.
  - a timeline for degree completion including any outstanding milestones and their dissertation committee composition.

#### Re-enrollment after five years or more

- Individuals who have not registered for more than five years must submit all the documentation required from applicants for initial admission to the program. These re-enrollment candidates should apply during the regular Fall admissions cycle and must complete an [online application for admission](#). Typically, only students with a completed dissertation and the support of their primary advisor will be considered for re-enrollment at this stage.

## Academic Progress

### Grading Options

All coursework towards the Ph.D. degree must be taken for a letter grade. When courses do not offer the letter grade option, students can request the grading option of Satisfactory /Unsatisfactory (S/U). No more than one-third of a student's total units may be graded S/U. Please see the Graduate Division policy on Grades for more information on GPAs, S/U Grades, In Progress Grades, Incomplete Grades, Repetition of Courses, Credit by Examination, and Changes in Grading Option: <https://grad.berkeley.edu/policy/#e13-grades>

## Program Review of Student Progress

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e16-program-review-of-student-progress>

The student services team conducts annual check-ins with all students to review their Academic Progress Report (APR) and conducts an audit of each student's academic progress, grades, and completion of degree milestones at the end of each fall and spring semester.

## Academic Standing

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e15-academic-standing>

Graduate students are identified as being in good academic standing, on probation, or subject to dismissal. Refer to the section of this guide titled *Sufficient Academic Progress* for criteria that causes students to fall out of good academic standing.

## Academic Probation

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e17-academic-probation>

All graduate students are subject to History Department policies as well as to Graduate Division policies. Both policies should be reviewed carefully. Note that in some cases Graduate Division policies may differ from those of the History Department. Find Graduate Division policies related to academic probation and academic progress at <https://grad.berkeley.edu/policy#e17-academic-probation>.

History graduate students are expected to remain in good academic standing throughout the duration of their time in the program. The History Department will complete a review of each student's standing at the end of each Fall and Spring semester. **Students who are not making *Sufficient Academic Progress* according to the section of this guide on *Sufficient Academic Progress* will receive a letter of warning for pre-probation status.**

## Departmental Letter of Warning, Pre-probation Status

A letter of warning is intended to serve as a precursor to possible further action. Students will receive a letter of warning before being recommended to [academic probation](#) with the Graduate Division. Both the student and their advisor will receive a copy of the letter of warning. The Graduate Division Degrees Office will also be notified. The contributing factors to the lack of

progress will be identified and recommendations for improvement will be provided. Students will have one semester or summer term to resolve any issues or further actions may be taken. The Department will review the student's record at the end of the semester or term identified in the letter. **If the student is unable to resolve all issues within the warning semester or summer term, the department may recommend that the student be placed on [academic probation](#) with the Graduate Division.**

If a student has received a letter of warning, they may still receive University funding, department fellowship funding, and hold ASE positions. It is the responsibility of the student to satisfy the conditions to resolve the issues identified in the letter of warning.

### Academic Probation Status

When on [academic probation](#) with the Graduate Division, students are eligible to register and enroll in classes, but are unable to receive University funding and are ineligible to hold ASE positions. This means that they are also ineligible for tuition and fee remission derived from an ASE appointment and will be responsible for those costs. Students are still eligible to receive departmental fellowship funding, though the History Department will not provide supplemental fellowship funds to cover what the student would have received via ASE salary, University funding or other funding. Departmental minimum funding guarantees apply only to students in good academic standing and/or students who are making satisfactory progress toward degree completion. Students placed on formal academic probation should make arrangements to cover their own expenses, possibly to include applying for student loans, as they are unable to earn ASE salary or receive University fellowship funds and/or tuition remission benefits that would have otherwise supported them.

If the student's academic deficiencies as determined by the program and the Graduate Division are not corrected after a reasonable, established period of probation, the student is subject to further action, including dismissal, by the Dean of the Graduate Division.

## Termination of the Degree of Study

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e18-dismissal>

### Appeals Process – at the History Department Level

- The purpose of this procedure is to afford graduate students in the History Department an opportunity to resolve complaints about dismissal from graduate standing, placement of probationary status, denial of re-enrollment, and other administrative or academic decisions that terminate or otherwise impede progress toward academic degree goals.
- The scope of this procedure is limited to the matters listed in the Graduate Division Policy concerning Dismissal, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of

a student's performance, or decanal evaluation of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

- Before the student may appeal any decision of the Department to the Graduate Division, students seeking unit-level resolution are strongly encouraged to seek the advice of the Ombuds for Students and should consult with the Assistant Dean for Degrees.

#### A. Informal Resolution Procedures

- A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Advisor to discuss the complaint and explore possible avenues of resolution. If informal resolution is pursued, it must be initiated, and should be completed, within 30 days of the incident.
- At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

#### B. Formal Resolution Procedures

- A written complaint must be submitted within 30 calendar days from the time at which the student knew or could reasonably be expected to have known of the action being appealed. The correspondence must include information regarding the action in question and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:
  - Procedural error or violation of official policy by academic or administrative personnel;
  - Judgments improperly based upon non-academic criteria, including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability;
  - Specific mitigating circumstances beyond the student's control not properly considered in a decision affecting the student's academic progress.
- Upon receipt of a written complaint, the Department Chair will appoint a faculty committee who will investigate the complaint.
- The department will complete its investigation and notify the student of the outcome of the complaint within 60 days of the date it was received.
- All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.
- The faculty committee appointed will notify the student in writing of the outcome of the complaint.

### Appeals Process – at the Graduate Division Level

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e19-graduate-student-appeal-procedure>

### Complaints Involving Discrimination

- If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department will consult appropriate campus compliance officers prior to commencing informal or formal resolution.

- The names, phone numbers, and campus addresses of these individuals may be obtained from the Office of the Dean of Graduate Division (510-642-5472) or the Academic Compliance Office at (510) 642-2795.

### Other Complaint Procedures

- Graduate students may contact the [office of the Ombudsman for Students](#), the Title IX Compliance Officer, or the 504/ADA Compliance Office for assistance with complaint resolution.
- There are other complaint resolution procedures listed in the [Graduate Appeals Procedure](#) for use regarding complaints that do not fall under this procedure.

## Funding

### Funding Overview

History Department leadership has committed to fund all graduate students at a minimum of \$40,000 per year beginning with the academic year 2024-2025. Over the course of six years, this support will be provided through a combination of departmental financial support, external awards, and/or Academic Student Employment (ASE) salary. Three of the six years will include ASE appointments for two semesters each year. While the sources of financial support may change from year to year, the total that students receive will not be less than \$40,000 per year for six years as long as they follow the standard plan according to normative time for their degree and meet the terms and conditions of the funding. This applies to students in both 6 and 7 year fields.

Students may receive additional financial support from external sources. Any full student financial support award from any outside agency that provides the same or higher level of support for the same period of time as this package will replace this offer in part or in whole. *Students receiving financial aid from a non-UC Berkeley source must accept that award and forward a copy of their award letter to the department promptly.* We will issue such students a revised Funding Details Letter that includes an update to their package with their non-UC Berkeley funding included.

Graduate students are also supported by tuition and fee coverage during their six guaranteed years of funding. The link below provides information on graduate tuition, fees and living expenses so that students can better understand the total amount of financial support that is offered by the department.

[Tuition and Fee Schedule](#)

### Academic Student Employment

History graduate students are offered positions as Graduate Student Instructors (GSIs) and Readers (graders) for undergraduate courses in the History Department as a part of their overall funding package. This applies in years 2, 3, and 5 in a six-year program and years 2, 3, and 4, in a seven-year

program. Students may decline any type of financial support they have been offered, but the department is not obligated to provide alternative funding.

### Program Plan and Structure

Students are required to follow the below program structure according to their field unless an appropriate petition has been approved. This structure is also outlined in the admissions offer letter.

#### Six-Year Fields

Year	Fall	Spring
1	Coursework only	Coursework only
2	GSI + Coursework Third Semester Exam/Review	GSI + Coursework
3	GSI + Coursework	Reader + Exam Prep Qualifying Exam
4	Research Year	Research Year
5	GSI/Reader*	GSI/Reader*
6	Doctoral Completion Fellowship	Doctoral Completion Fellowship

#### Seven-Year Fields

Year	Fall	Spring
1	Coursework only	Coursework only
2	GSI + Coursework Third Semester Exam/Review	GSI + Coursework
3	GSI/Reader* + Coursework	GSI/Reader* + Coursework
4	GSI + Coursework	Reader + Exam Prep Qualifying Exam
5	Research Year	Research Year
6	ASE and/or self funded	ASE and/or self funded
7	Doctoral Completion Fellowship	Doctoral Completion Fellowship



\*Students are required to work as a GSI for at least one semester during this year.

### Altering Program Structure

- Please note that any delineation from this structure requires a successful [Petition to Alter Program Structure and Funding Exception](#) and prior approval from the student's graduate advisor. Approval is not guaranteed.
- This petition serves to request additional funding and/or program changes that may alter the program structure or timeline. Any request to alter program structure or timeline requires 4 months advance notice prior to the semester for which it pertains.
- Please note that the review committee strongly considers the timing of the request. Therefore students should submit a request as soon as they are aware that they will pursue a modification, funding request, or are in an extenuating circumstance. The committee will answer the request within an 8-10 day period, and may request additional information and documentation. In consideration of the request, a student's primary and secondary advisors may be contacted.
- Please provide a no longer than 1-page, double-spaced petition. The petition should include all relevant information, documentation, and a timeline relevant for the request.
- Any student who makes an exceptional request to alter program structure forfeits the typical department funding or salary offered in that semester. Students may decline any type of financial support they have been offered, but the department is not obligated to provide alternative funding.
- Any student approved to replace semesters of ASE appointments with another activity will be turning down the University's funding offer and is therefore responsible for fully funding their own tuition, fees and living expenses during that time.

### Funding Eligibility

- Departmental fellowship funding, University fellowship funding, and minimum funding guarantees are contingent on students maintaining good academic standing and making satisfactory progress toward degree completion, as determined by the History Department leadership in consultation with the student's faculty advisor. Please see the section of this guide on Sufficient Academic Progress for a list of terms that would cause a student to fall outside of good academic standing.
- Students are required to meet the terms and conditions of their funding, as outlined in their admissions offer letter and in this guide.
- Students are eligible to receive the Research Year Grant for a maximum of two semesters during their research year.
- Departmentally guaranteed support years cannot be deferred or otherwise rearranged without prior approval through petition.
- The Department's fellowship package is funded in large part by endowments. These funds are used, inter alia, to cover stipends, tuition and fees, NRST, and even occasionally wages. As part of the effort to keep donors informed as to how their money is being utilized, the

Department, the Development Office, and/or the Graduate Division may contact students identifying the specific fund(s) from which their award was made and asking them for information regarding their academic progress. As a recipient of these funds, all students are required to comply with any reasonable requests from campus offices in order to maintain strong ties with donors.

## CalCentral Account

<https://sis.berkeley.edu/calcentral/calcentral-students>

- All students should check their finances regularly and report any problems to either CalCentral (non-departmental expenses), or to the GSAO (tuition, fees, and stipend), immediately. Due to some system irregularities there may be expenses that appear or disappear without warning. Any issues not addressed within a timely fashion will be the student's individual responsibility.
- For those students within guaranteed funding years, tuition, fees, and stipends should be disbursed by the first day of classes. Following the disbursement of those funds, any additional expenses that appear on the CalCentral account are the responsibility of the student.
- Students should monitor their CalCentral account regularly for any holds or tasks that may appear. Acknowledgement and agreement to Financial Aid Terms and Conditions is required in order for the University to disperse any funds. Any payments delayed by failure to accept the terms will result in late fees that will be the responsibility of the student.
- If tuition, fees, or department financial aid do not disburse correctly, the student must contact the GSAO no later than the end of week 5. Following that week, any adjustments will require a petition to the Graduate Division and will be the student's responsibility to initiate any petitions and make any payments until the issue is rectified.

## Funding Transaction Types

### Department Financial Support

<https://studentbilling.berkeley.edu/payments-and-refunds/refunds>

- Department Financial Support (DFS) are funds issued to students with no employment requirements. DFS should be issued no later than the first day of classes.
- Students must have set up an EFT agreement with the University to receive these funds electronically. If no agreement is in place, the funds will be mailed to the student's permanent address and risks delays and being lost in the mail. We strongly recommend that all students set up [Direct Deposit](#) as soon as possible.

### GSI and Reader Salary

- Students holding an Academic Student Employee (ASE) appointment as a Graduate Student Instructor (GSI) will be issued five paychecks each semester.

- Fall payroll will be issued on or about September 1, October 1, November 1, December 1, and January 1.
- Spring payroll will be issued on or about February 1, March 1, April 1, May 1, June 1.
- Readers are paid bi-weekly.
- Please consult your ASE Agreement or the [Berkeley People and Culture website](#) for specific pay rates. Students must be enrolled and have completed their on-boarding paperwork with Campus Shared Services in order for these funds to be disbursed.
- Students must have set up an EFT agreement with the University to receive these funds electronically. If no agreement is in place, the funds will be mailed to their permanent address and risks delays and being lost in the mail. This agreement is in addition to any EFT paperwork used for a student's CalCentral account funding.

### Fee Remission

- During the semesters in which a student serves as a Graduate Student Instructor (GSI) or Reader at 25% time or greater, tuition and fees are covered through tuition remission.

### Financial Assistance Policies

<https://grad.berkeley.edu/policy/financial-assistance-policy/#g-financial-assistance>

- All University funding is restricted to students who are making Sufficient Academic Progress. Any student on academic probation will not be eligible for continued support.
- Students who find that they require additional financial support may consider taking out a student loan. Find information and apply for aid at FAFSA.gov.
- When possible, the GSAO or career development team forwards information regarding opportunities and deadlines to help keep students informed and on track. However, the number of these opportunities (some of them hard to find) is extensive, so that it is not possible to appraise all students of all of them at all times. Please be aware of this and know that your initiative may well be rewarded! Students are encouraged to seek advice from their faculty advisor(s) and from more advanced peers about the best opportunities in their fields.

### Research Year Grant

The Research Year Grant is a specific funding benefit for History graduate students dedicated to the graduate student's need for conducting archival work outside of the San Francisco Bay Area. Students are eligible for this resource either in year 4 or year 5, depending on their field. Students must meet all eligibility requirements in order to be considered for the Grant.

### Eligibility

- Students who wish to remain eligible for the departmental Research Year Grant must apply for a minimum of 3 external research year grants that include funding for tuition and fees and/or qualify for [Tuition Support for External Fellowships \(TSEF\) as described in the Guide to Graduate Policy](#). Deadlines are usually in the fall prior to the research year and students are encouraged to begin the process early in their career.
- Students are eligible to receive the Research Year Grant for a maximum of two semesters during their research year. Students are no longer eligible for Research Year Grant funding

after the first two semesters have been completed even if no department funds were accepted.

- The recipient must have made a concerted effort to secure external funding. Applicants must submit copies of said applications and should also be prepared to submit copies of award and/or rejection letters before History Department Research Year Grant funds will be disbursed to them.
- The recipient must be making Sufficient Academic Progress by advancing to Doctoral Candidacy on time according to their field.
- Other than those students who do not qualify for *In-Absentia* tuition, recipients are not permitted to retain any additional employment while receiving the Research Year Grant.
- If the student applies for the three required external grants yet is unsuccessful in funding themselves at the department guaranteed minimum level, the department will provide contingency funding in the form of the Research Year Grant in order to ensure that the student is funded at the minimum guaranteed level, including coverage for in-absentia tuition and fees. In some cases, this may mean that the student is funded partially by department funds and partially by external funds.

#### *Application Process*

- The application for the Research Year Grant will be circulated in the fall and spring semesters.
- Unless otherwise informed, students are required to submit a Special Enrollment Petition for *In-Absentia*, as they will be outside of the Bay Area conducting research for the two semesters.
- Students who are not outside of the Bay Area are not eligible for *In-Absentia* enrollment during their research year and must obtain a readership of at least 25% FTE that provides the benefit of fee remission. Though the Department makes every effort to place students in departmental readerships, students should apply broadly across campus. GSI appointments are not appropriate during the research year and will not be allowed by the Department.
- For reasons of both student academic progress and departmental financial and curricular planning, recipients may not defer their Research Year Grant opportunity, nor split the grant across two academic years without an approved [petition to alter program structure](#).
- Students considering advancing to doctoral candidacy earlier than the prescribed time for their field and who intend to engage in dissertation research earlier than their planned Research Year should submit a [petition to alter program structure](#) in the spring semester of the academic year prior to the year in which the research will be conducted. Such students should consult with the GSAO prior to completing their application.

#### *Awarding*

- The History Department Research Year Grant includes a stipend (up to the amount of the current fellowship package) plus *In-Absentia* fees.
- Recipients of an outside grant over \$20,000 must also request Tuition Support for External Fellowships (TSEF) through the Graduate Division if the award does not include support for all tuition and fees. Please work with the GSAO who will submit this request on your behalf.

## Research Year Additional Limited Funding Policy

Students should plan to fund their Research Year entirely through external grants: tuition, fees, and living expenses (at the department's minimum funding level) should be self-funded during that year. As an added benefit, those who are awarded fellowships that provide full tuition and fee coverage are eligible to retain a portion of their award amount above the department-guaranteed minimum.

Tuition and Fees (T&F) are earmarked funds during the research/travel year. Health insurance is included in the fee calculation. In the academic year 2024/25, the cost of T&F for graduate students on in-absentia status is \$4,271 per semester. Students may earn T&F coverage through various fellowships and grants. Students who are awarded a fellowship and/or grant that fully covers T&F for their entire research year are eligible to retain a portion of their fellowship awards. Eligible students will receive a rebate equal to their external stipend amount that is up to - but not over - 25% of the current department-guaranteed minimum funding level. For example, in AY 24-25 the rebate limit is \$10,000 for the entire research year.

Students may also qualify to retain additional limited funding if their fellowship does not cover T&F but qualifies for Tuition Support for External Fellowships (TSEF) from the Graduate Division. The Graduate Division typically provides TSEF support for single grant awards over \$20,000 and also for recipients of certain campus-wide external fellowships; please see <https://grad.berkeley.edu/policy#g17-tuition-support-for-external-fellowships> for additional terms that are updated each year.

### Additional Eligibility Requirements

- Have applied for at least three external fellowships
- Be in good academic standing
- Be in semester 1 or 2 of the Research Year

Students who have applied for the required number of external fellowships but do not acquire T&F coverage will be funded at the department minimum level and any external awards received will be applied towards that minimum. The department will also cover the cost of the student's tuition and fees at the in-absentia rate.

Students who fund their own T&F and are awarded external fellowships of 25% or more *over* the department guaranteed minimum are not eligible for the rebate, but will retain all funds earned.

See below for examples of how this benefit can be applied in AY 24-25.

### Examples

#### Example 1:

	Stipend Award	Tuition + Fees Award

<b>Fellowship Application 1</b>	\$15,000	\$9,000
<b>Fellowship Application 2</b>	unsuccessful	unsuccessful
<b>Fellowship Application 3</b>	unsuccessful	unsuccessful
<b>Fellowship Total</b>	\$15,000	\$9,000
<b>Total Student Retains</b>	\$10,000	\$0 (\$8,524 applied to cover T&F)
<b>Total Contributed by Department</b>	\$35,000	–
<b>Student’s Total Stipend</b>	<b>\$50,000</b>	–

**Result:** The additional funding award limit is 25% of the \$40,000 department minimum, or \$10,000. Because the student has fully covered their T&F through external grants, they earn \$10,000 of the \$15,000 award. The student’s total funding package is now \$50,000.

**Example 2:**

	<b>Stipend Award</b>	<b>Tuition + Fees Award</b>
<b>Fellowship Application 1</b>	\$25,000	Covered by TSEF
<b>Fellowship Application 2</b>	\$5,000	\$0
<b>Fellowship Application 3</b>	unsuccessful	unsuccessful
<b>Fellowship Total</b>	\$30,000	Covered by TSEF
<b>Total Student Retains</b>	\$10,000	\$0
<b>Total Contributed by Department</b>	\$20,000	–
<b>Student’s Total Stipend</b>	<b>\$50,000</b>	–

**Result:** T&F at the in-absentia rate are covered by TSEF through the \$25,000 external award. The additional funding award limit is 25% of the \$40,000 department minimum, or \$10,000. Because the student has fully covered their T&F through TSEF, they earn \$10,000 of the \$30,000 combined award total. The student’s total funding package is now \$50,000.

**Example 3:**

	<b>Stipend Award</b>	<b>Tuition + Fees Award</b>
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<b>Fellowship Application 1</b>	\$5,000	\$0
<b>Fellowship Application 2</b>	unsuccessful	unsuccessful
<b>Fellowship Application 3</b>	unsuccessful	unsuccessful
<b>Fellowship Total</b>	\$5,000	\$0
<b>Total Student Retains</b>	\$0	\$0
<b>Total Contributed by Department</b>	\$35,000	\$8,542
<b>Student's Total Stipend</b>	<b>\$40,000</b>	–

**Result:** The student has not acquired T&F coverage, and therefore is not eligible for any additional funding award. The \$5,000 fellowship will be applied towards the \$40,000 department minimum. The department contributes contingency funding in the amount of \$35,000 in order to ensure that the student meets the minimum funding guarantee. The department also covers the cost of the student's T&F if they are in-absentia.

### Foreign Language Grant

International students who are ineligible for Foreign Language and Area Studies Fellowships (FLAS) and who require language training that UC Berkeley cannot provide may be eligible for up to \$5,000 for the purpose of language training. Initial consideration requires all of the above mentioned criteria to be met. Those interested in being considered should reach out to the GSAO.

### Doctoral Completion Fellowship (DCF)

<https://grad.berkeley.edu/policy/degrees-policy/#f31-doctoral-completion-fellowship-dcf>

The Doctoral Completion Fellowship (DCF) is a unique benefit for history doctoral students that provides an incentive for students to complete their degree within a reasonable amount of time. Students who successfully apply for and are approved for the DCF are awarded a fellowship for up to two semesters plus tuition and fee remission in order to focus on finishing the degree. This funding, combined with department funding, ensures that the student meets the minimum guaranteed funding level. Students should familiarize themselves with the Graduate Division's policies related to eligibility for the DCF: <https://grad.berkeley.edu/policy#f31-doctoral-completion-fellowship-dcf>

### Application Process

- Students who meet the eligibility requirements and who are interested in activating one or both semesters of their available Doctoral Completion Fellowship should complete [the DCF](#)

[application form provided on the graduate fellowships website](#) before the first day of instruction of the semester in which they wish to receive DCF funding, at minimum.

- After completing the activation form, students must send the form to the Graduate Student Affairs Officer to indicate their intentions for the coming semesters. This information is necessary in order to confirm that the necessary department funding fellowships are included in a student's financial plan so that the department may submit the form on their behalf.

#### Awarding

- The fellowship pays in-state tuition and a stipend for two semesters. Funding is traditionally disbursed no later than the first day of classes.
- Recipients of the DCF are limited to working, on average, no more than 25% time across the two semesters of DCF funding (e.g., 50% during one of the two semesters or 25% during both). No other positions or appointments may be held.

#### Extramural Fellowships, Awards, and Grants

<https://grad.berkeley.edu/news/headlines/guide-to-fellowships-grants/>

<https://grad.berkeley.edu/financial/fellowships/>

Continuing students are encouraged to apply for other forms of University-administered support (such as Foreign Language and Area Studies (FLAS) fellowships or Organized Research Unit (ORU) grants) as well as to external funding sources outside the University.

Please see the Research Year Grant section above for more information on how external grants contribute to a student's overall funding package during the research year.

#### Required Verification of Degree Progress/Awarding

If an extramural fellowship requires departmental or University verification and/or signature, students should follow the steps appropriate to their specific situation.

- For applications requiring the signature of the departmental budget officer, contact the History Department Manager and provide documentation of the award as well as a summary describing the award and how it is to be managed. Due to University policies there may be Fellowships that cannot be administered at the Department level.
- For applications requiring Department Chair or Head Graduate Advisor verification, inform the Graduate Student Affairs Officer as to what exactly the application is requesting. On applications confirming the student's enrollment and Sufficient Academic Progress (ACLS/Mellon Fellowship), students should list the current Head Graduate Advisor as the contact and the email address [history-gradadvisor@berkeley.edu](mailto:history-gradadvisor@berkeley.edu).
- Students applying to post-doctoral fellowships will inevitably be asked to obtain a letter confirming their expected filing date for the PhD. First, students should ask the chair of their dissertation committee to contact the Graduate Student Affairs Officer to confirm sufficient progress toward completion of the degree. A letter will be produced on the student's behalf



by the Head Graduate Advisor confirming progress and expected completion as stated by the primary advisor.

#### Tuition Support for External Fellowships (TSEF)

<https://grad.berkeley.edu/policy/#g17-tuition-support-for-external-fellowships>

- Many external fellowships provide only partial tuition/fee coverage or no funding for tuition at all. For some of these fellowships, the Graduate Division assists departments by providing fee support centrally. Please see <https://grad.berkeley.edu/wp-content/uploads/2023-24-Tuition-Support-for-External-Fellows-hips.pdf> for a list of fellowships that automatically apply as well as criteria for other fellowships that may apply.
- Requests for TSEF coverage will be submitted on the students' behalf by the GSAO. Please make sure that you provide documentation including award letters, etc. for all awards received to the GSAO so that we can determine your eligibility.

#### Financial Aid

- Students who elect to take out University loans are required to report to the Financial Aid Office all wages and stipends received, which may affect their eligibility loan amount.
- Information concerning financial aid programs can be obtained online at either [financialaid.berkeley.edu](http://financialaid.berkeley.edu) or [grad.berkeley.edu/financial/aid](http://grad.berkeley.edu/financial/aid).
- Graduate students may apply for University grants-in-aid, educational fee grants, National Direct Student Loans, work-study, and other aid programs. Applications are available on CalCentral. Applicants must report any sources of income not already reported on the FAFSA; failure to report income in a timely manner may result in an unexpected reduction in the financial aid offer.

#### Taxes on Financial Assistance

<https://grad.berkeley.edu/policy/financial-assistance-policy/#g12-taxes-on-financial-assistance>

- Students may make inquiries with a tax professional and/or the ASUC Student Legal Clinic for further guidance: <http://www.asucslcberkeley.org/>

#### Academic Fees

<https://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule>

#### Fee Schedule

<https://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule>

- The Registrar's Office maintains the annual fee schedule that all matriculated students are subject to.
- The tuition, fees, and charges posted are estimates based on current approved amounts.

- Tuition, fees, and charges are subject to change by the Regents of the University of California and could be affected by State funding reductions. Accordingly, final approved levels (and thus a student's final balance due) may differ from the amounts shown.

## Cost of Attendance

<https://financialaid.berkeley.edu/cost-attendance>

- Your budget is the estimated average and reasonable cost of completing an academic year at UC Berkeley. Your budget serves as the foundation for determining your financial need as well as the amount of qualified aid, including grants and scholarships, that can be offered to you.
- While the Department makes every effort possible to meet the growing costs of residing in the Bay Area, it cannot always meet the financial demands of every student.

## Residency Requirement

### Obtaining and Maintaining Residency

Office of the Registrar

120 Sproul Hall

[orres@berkeley.edu](mailto:orres@berkeley.edu)

[registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes](http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes)

<http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/in-state-tuition-graduate-students>

### Establishing California Residency for Tuition Purposes

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d14-establishing-california-residency-for-tuition-purposes>

#### US Citizens and Permanent Residents

- All US citizen and permanent resident students admitted to the Department of History must attain California residency status by the end of the first year of studies.
- Out-of-state students should review the requirements on the Registrar's page for Establishing California Residency for Tuition Purposes and start the residency process immediately upon their arrival in California.
- At the start of Spring semester of the student's first year, students will find the required procedures on their individual CalCentral accounts under the "Tasks" section.
- Successfully reclassifying will waive a student from being assessed Non-Resident Supplemental Tuition (NRST).
- The department will fund NRST for all nonresident US citizens or permanent residents during their first year only.
- Out-of-state students who do not reclassify to California residency or withdrawn students who do not maintain California residency are responsible for paying NRST.

- First year students traveling outside of California during their initial summer for academic purposes should obtain a letter from the GSAO to submit to the Residency Office which justifies their absence from the state.
- All questions regarding the residency process should be directed to the Office of the Registrar and it is recommended that all communication be done in writing over email.

### International Students

<https://grad.berkeley.edu/policy/degrees-policy/#f36-reduction-in-nonresident-tuition>

- International students are ineligible for reclassification to California residency status for tuition purposes.
- The student will be assessed Non-Residential Supplemental Tuition (NRST) every semester until they advance to doctoral candidacy, and the Department will fund the NRST for the three/four years prior to the international student's advancement to candidacy.
- After advancement to doctoral candidacy, international students are eligible for a 100% reduction in Non-Residential Supplemental Tuition for three consecutive years. This cannot be extended.
- International students who do not file their dissertation within that three-year period will again be assessed Non-Residential Supplemental Tuition and, as they will be outside the fellowship package by that point, will be responsible for covering the charge out of pocket.

### Academic Student Employees (ASE)

<https://grad.berkeley.edu/policy/appointments-policy/>

The Graduate Division's Appointments Office monitors and ensures compliance with campus and system-wide policies and procedures for all graduate students who hold academic or staff titles. The policies that govern graduate students as employees include those established by the Graduate Council of the Academic Senate, the Graduate Division, the Academic Personnel Office, and the Office of the President.

#### Overview

History graduate students are offered Academic Student Employee (ASE) assignments as a part of their overall funding package in all years except their first year, their research year, and their DCF year. Three of the six years of guaranteed funding will include ASE appointments for two semesters each year. The department is not obligated to provide alternative funding for students who do not comply with employment [eligibility requirements](#), and these students should seek alternative funding to possibly include outside grants and/or student loans. Students should refer to their funding offer letter for specific details and carefully review the important appointment eligibility terms on the Graduate Division site: <https://grad.berkeley.edu/financial/appointments/handbook/#eligibility>

## ASE Salary Rates

<https://hr.berkeley.edu/labor/contracts/BX/current-rates>

- The most current salary rates can be found on the Berkeley People and Culture webpage: [Current Rates \(BX\)](#).
- All History ASE appointments over 25% are eligible for Full [Fee Remission](#). This will be identified in the ASE agreement in the Compensation Section. Full Fee Remission includes California Resident Tuition, Student Service Fees, Health Insurance Fees, and unremitted fees.
- Students beyond the NRST Waiver period are charged Non-Residential Supplemental Tuition and should be aware that this benefit of tuition remission does NOT cover those fees.

## Academic Student Employee Appointments

The funding offer letter that was accepted upon admission includes details on how each student's departmental financial support offer is based upon a combination of Department Fellowships, Academic Appointments, University Fellowships, and outside grants. The information below applies to the semesters that students will be working in an ASE appointment.

## Graduate Student Instructor Appointment (GSI)

<https://grad.berkeley.edu/financial/appointments/handbook/>

- GSI appointments in the History Department normally consist of teaching two discussion sections of the same undergraduate lecture course and are thus considered 50% time.
- History R1B (a Reading & Composition course), History 101A/B and 102 (thesis seminar), and History 103 (pro-seminar) are exceptions; students will teach one section which is nonetheless considered a 50% time appointment.
- GSIs in History Department lecture courses may have up to twenty-five students in each section.
- Please see <https://grad.berkeley.edu/financial/appointments/handbook/#stepdescriptions> for GSI restrictions, policy, and salary information and <https://grad.berkeley.edu/financial/academic-employment/fee-remissions/> for more information on fee remission.
- Please see <https://grad.berkeley.edu/financial/appointments/handbook/> for additional information on excessive labor protocol.
- Please see <https://grad.berkeley.edu/financial/appointments/handbook/#payrolltime> for additional information on effort reporting.

## Exceeding Assigned Percent Time/Hours as a GSI

- As soon as you perceive that you may exceed the daily, weekly or semester maximum number of hours in your appointment, it is your responsibility to communicate this fact to your faculty supervisor prior to exceeding the workload maximum. If you resolve the workload issue informally, you are encouraged to send an email to the faculty supervisor with the agreed-upon resolution. At no time should you work beyond eight hours in a day, or forty hours in a week.

## Reader Appointment

- Undergraduate History courses are eligible for a Reader when enrollment justifies.
- Readers grade examinations and papers; they also attend all lectures and hold office hours to discuss students' work.
- An appointment to read for thirty-five students is considered 25% time and includes full fee remission.
- Readers should be aware that they may be asked to read for up to sixty-five students (38.2% appointment).
- Please see <https://grad.berkeley.edu/financial/appointments/handbook/#rtappointments> for Reader restrictions, policy and salary information.

## Graduate Student Researcher (GSR) or Research Assistantships (RA)

- Graduate Student Research Assistants conduct research under the direction of a faculty member. GSR appointments do NOT qualify under departmental funding obligations.
- GSR appointments are decided upon by individual faculty who must have a research grant to fund student support.
- Interested students should contact the faculty member(s) with whom they wish to work to ascertain if positions are available.
- Graduate Division policy requires all GSRs to be registered students. Appointments of at least 25% time for a full semester or more during the academic year are eligible for [fee remission](#), though students should be aware that most GSRships/RAships in the History Department are less than 25%.
- GSR appointments are also often available in the summer and can be up to 100% time, though summer appointments do not provide fee remission.

## Applying for an ASE Appointment in the History Department

- Apply in Spring to be considered for appointments the following Summer and Fall.
- All students must complete the application in order to be considered for an ASE appointment in any semester that they need to work as an ASE (this applies to **all** students - those History Ph.D. students within guaranteed funding years, those History Ph.D. students beyond guaranteed funding years, or any graduate student from outside the History Department).
- **Although every effort is made to appoint students to courses within their first, second, or third fields of studies, unfortunately varying undergraduate curricular needs do not allow us to guarantee such assignments.**
- **Students may be reassigned to a new assignment due to unforeseen circumstances such as unexpected enrollment numbers, course cancellations, or if the student's services are needed in another course.**
- **Students should not reach out to individual history faculty members in an attempt to coordinate an assignment behind the scenes; any such requests will not be considered.**
- Students applying to other departments should be aware that deadlines to apply and minimum undergraduate enrollment to qualify a Reader for fee remission varies across campus.

## Applying to Teach an R1B, History 103 Course, or a Head GSI Appointment

- Advanced graduate students are eligible to apply for teaching R1B or History 103 courses or to work as Head GSI for a course.
- Priority for these positions will be given to students in year 5 of their 6-year program and students in years 4 and 6 of their 7-year program when teaching positions are available and when there is a curricular need. Priority will also be given to students who have not had the opportunity to hold one of these types of teaching positions before.
- Students may submit a preference for a teaching topic, but preference is not guaranteed.
- Applications will be available each Spring for the following year.

## Guidelines for Making ASE Appointments

- The Assignments Group consists of the Faculty Advisor for GSI Affairs, the Graduate Student Affairs Officer, and the Director of Student Services.
- **While every attempt is made to assign students to their areas of interest and specialization, curricular needs of the department dictate where opportunities are created.**
- Any schedule conflicts MUST be brought to the Assignments Group's attention before accepting any ASE appointment.
- Order of Assignments:
  1. History students currently under department obligation for funding
  2. History students beyond obligation or in a Gap Funding Year
  3. General graduate student population
- All students must be within active Candidacy and making Sufficient Academic Progress, meeting the [Appointment Eligibility](#) requirements as described in the Graduate Division Handbook and the History Department policies as described in this guide. Students that are no longer in Candidacy and do not meet the eligibility requirements are not eligible for an assignment and therefore do not qualify for the fee remission associated with an ASE appointment.
- Finally, when making appointments there are a number of factors taken into consideration including, but not limited to: area of interest, past course evaluations, academic obligations (i.e. Qualifying Examinations), and availability.

## Changes to an ASE Appointment

- While every effort is made to prevent changes to an ASE appointment, an ASE may be reassigned to another course if:
  - A course is canceled,
  - Enrollment does not justify the number of ASEs assigned to the course, or
  - If the student's services are needed in another course.

## UCPath and Onboarding

- UC Path SHARE will contact appointed students regarding payroll paperwork; please pay close attention to their communications and deadlines to ensure smooth processing and to minimize the possibility of payment delays.
- Students with a break in their employment service are required to complete rehire paperwork.

- Failure to onboard will result in a delay in both payroll and any fee remission associated with the ASE appointment.

### Review of Teaching Evaluations

The student services team will complete a review of all graduate student teaching evaluations at the end of each semester. Intervention may be necessary in cases where reviews fall below the department average or in the case of comments of concern.

### ASE Appointments Outside of History

- Students who are beyond their obligated funding years and are interested in an assignment outside of the History Department should consult the [Expected Academic Student Employee - Job Opportunity](#) page for links to Department Contacts.
- Students early in their career must consult with both their faculty advisor and the GSAO prior to accepting or applying for assignments outside of the department.
- Students who accept an appointment outside of the department must confirm that it is offered at a minimum of 25% FTE and includes fee remission.

### ASE Eligibility for Childcare Expenses

- ASEs may be eligible for reimbursements for certain childcare expenses. Details can be found on the [Childcare Reimbursement Program \(BX\)](#) webpage.
- Please bring all completed forms to the Graduate Student Affairs Officer prior to the start of the semester.

### University Policy Regarding Volunteers

Students may not hold any graduate student academic title as volunteers. Academic appointees must be appropriately compensated through the Berkeley payroll system for their time and effort.

### Fee Remissions

<https://grad.berkeley.edu/financial/appointments/handbook/#feeoverview>  
<https://grad.berkeley.edu/policy/appointments-policy/#h15-fee-remissions>

Fee remission is a benefit of eligible employment for graduate student academic appointments (GSI, GSR, AI-GS, Reader or Tutor) who are working at minimum 25% FTE. Please see <https://grad.berkeley.edu/financial/appointments/handbook/#feeoverview> for eligibility criteria and remission types. In obligated years when students are not required to work in ASE positions, tuition and fees will be covered by the History Department, the Graduate Division, or through external grants.

### Academics

## Field Structure

The overarching aim of a field composition is two-fold. It is to allow students to gain in-depth knowledge of their primary field and also to give students exposure to and hence achieve familiarity with a broad expanse of historical knowledge and historical methodologies in areas that are not their primary field. Both aims are intended to help students formulate a dissertation topic and also to help them prepare a wide-ranging teaching portfolio.

### First Field

- A student's first or primary field must be selected from the departmental list of fields. These include both regional/temporal fields and thematic fields.
  - Regional/temporal first fields: Africa, Ancient Greece and Rome, Byzantium, Early Modern Europe, East Asia: China, East Asia: Japan, Late Modern Europe, Latin America, Medieval Europe, Middle East, North America, South Asia, and Southeast Asia.
  - Thematic first fields: Global, Jewish, Science.
- At the qualifying examinations, two members of the faculty will examine students in their first field.

### Second Field

- The second field is meant to offer an opportunity for depth.
- The second field is also selected from the department list of fields and must be different from the first.
- Students are not expected to cover the entire field. Rather, they may select a narrower time period or region (for example, if a student selects Latin America they could focus on 20th century United States; or if they select History of Science they could focus on the Roman Republic).
- At the qualifying examinations, one member of the faculty will examine students in their second field.

### Third Field

- The third field is intended to ensure breadth.
- Students with regional/temporal first and second fields should choose a thematic field. Here "thematic" is not limited to the department's designated fields. Themes a student might wish to explore here could, for example, be legal history, environmental history, economic history, or urban history.
- Students with thematic first and second fields (Global, Jewish, Science), should choose a third field that is regional/temporal, though they are not limited to the department's designated fields. For example, if a student's first field is Science and second field is Jewish, then they could choose 18th century Atlantic history as their third field.
- Students with a mix of regional/temporal and thematic fields may design their third field to fit either description.
- Students select a thematically-defined field that builds connections across space and across two of four historical epochs (ancient, medieval, early modern, and modern).
- Exception: Students who have two or more core areas of research interest can select these as their second and third fields, as long as they reflect sufficient geographical/temporal breadth.



For example, a student in Science who expects to do research in both the U.S. and the Middle East can choose these as their second and third fields, but a student in Science who expects to work in modern Germany and modern France will need to go outside Europe for their third field.

- At the qualifying examinations, one member of the faculty will examine students in their third field.

#### Fourth/Outside Field

- The fourth/outside field must be in a discipline other than History.
- Students are expected to familiarize themselves with the scholarship and methodologies of that discipline and attain detailed knowledge of at least one of its specialized areas.
- Students must take at least one graduate level course for a letter grade in that department (with a four- or three-unit value).
- One faculty member from the outside field will examine you in the doctoral oral qualifying examination.
- This faculty member is formally designated as the Academic Senate Representative of the examination committee.

#### Approval of Fields

Students must have their fields of study approved by the Head Graduate Advisor no later than the end of the second year of studies. All students should aim to declare sooner than this, ideally shortly after the third semester examination.

#### Switching Fields

- Given the flexibility of the field structure, students considering a change of first field are encouraged to speak with the Head Graduate Advisor and the Graduate Student Affairs Officer to see how your interests can best be accommodated.
- On the rare occasions that students cannot adjust their existing field structure, they may petition to switch their first field.
- In order to petition to switch first fields, students must submit an internal admission application (including a statement of purpose and two letters of recommendation and support from History faculty in the new intended field) by 1 December of their third semester for review by the Graduate Advisors Committee.
- Students will normally be held to the normative time in their field of entrance and will normally be tested in the field of entrance during their third semester examination.

## Sufficient Academic Progress

### Overview

All graduate students are expected to be making *Sufficient Academic Progress* during their time at UC Berkeley. In the History Department, a student is not considered to be making *Sufficient Academic Progress* if one or more of the following is true:

- a) The student has received one or more incomplete grades in History graduate courses (this includes courses in any subject that have been approved to count toward history degree requirements) and has not resolved them within one semester (or summer term if the incomplete was received in the Spring semester). Note that students with more than two incomplete grades in any subject will be recommended to be placed on academic probation, are ineligible to hold ASE appointments, and are unable to advance to candidacy or earn a degree, according to Graduate Division rules. Students with one or more incomplete grade(s) in History graduate courses (this includes courses in any subject that have been approved to count toward history degree requirements) are unable to apply for the Qualifying Exam.
- b) The student earns one or more grades lower than an “B-” or “S” in graduate History coursework. Students must receive a grade of at least an B- in required coursework in order to be eligible for the Third Semester Review and Examination. Eligibility for the Third Semester Review and Examination precedes eligibility to take the Qualifying Exam.
- c) The student has a cumulative GPA that falls below 3.5 in graduate History coursework.
- d) The student does not pass their Third Semester Review and Examination or is otherwise unable, unwilling, or unprepared to take their Third Semester Review and Examination on schedule (see Funding > Program Plan and Structure in this guide) or fails to attend required preparation meetings and/or maintain timely and regular communication with their committee. Note that failure to pass the Third Semester Review and Examination may result in immediate dismissal from the program if the committee does not recommend a second attempt.
- e) The student receives unsatisfactory reviews on their seminar dossier, determined by their faculty advisor or instructor.
- f) The student does not pass their Qualifying Exam or is otherwise unable, unwilling, or unprepared to take their Qualifying Exam on schedule (see Funding > Program Plan and Structure in this guide) or fails to attend required preparation meetings and/or maintain timely and regular communication with their committee. Note that failure to pass the Qualifying Exam may result in immediate dismissal from the program if the committee does not recommend a second attempt. Eligibility to take the Qualifying Exam includes the completion of all language requirements of the primary field on schedule, the formation of an appropriate Qualifying Exam committee, and completion of all coursework for a letter or S grade (no incomplete grades).
- g) The student fails to secure a regular faculty member who agrees to supervise the student’s research and to serve as chair of the dissertation committee.

- h) An acceptable thesis or dissertation prospectus has not been submitted before advancement to candidacy, as determined by the Qualifying Exam chair.
- i) The student fails to complete and submit an annual Doctoral Candidacy Review (DCR) once advanced to candidacy.
- j) The student does not complete a dissertation within the period of Normative Time in Candidacy without an approved [petition to alter program structure](#).
- k) The student is determined by their advisor and the graduate office to be making unsatisfactory progress toward degree completion in another consequential manner.

**Students who are not making *Sufficient Academic Progress* will receive a letter of warning and further action may be taken according to the section of this guide on Academic Probation.**

### Degree Progress Reviews

As students progress through the program, their performance is continuously evaluated through course evaluations, course grades, milestone completions (Third Semester Review and Examination, Qualifying Exam, Language Exams, Advancement to Candidacy) and the Doctoral Candidacy Review process.

### Coursework Phase

During the first year of studies, students will be evaluated on a semesterly basis by the Head Graduate Advisor. During the remaining coursework years, students are evaluated yearly by the Graduate Affairs Committee. All evaluations consist of a holistic review considering faculty evaluations, grades, success of milestone completions, and overall success in the program. In addition to a departmental review, students in the coursework phase will also be evaluated by the Graduate Division to confirm that they are meeting the minimum requirements necessary to remain a graduate student.

### Research and Dissertation Phase – Doctoral Candidacy Review (DCR)

<https://grad.berkeley.edu/doctoral/doctoral-advancing-to-candidacy/doctoral-candidacy-review/>

## Degree Requirements

The Doctoral degree is composed of three separate but related academic pursuits. All requirements must be met within Candidacy for a student to earn the Ph.D. degree.

- Coursework – All required coursework must be successfully completed here at UC Berkeley.
- Students who wish to use outside coursework in fulfillment of degree requirements must submit a [general history petition](#).
- Degree Milestones – Successful completion of Third Semester Exam, Specific Field Language Requirements, Qualifying Examination, and Approval of Prospectus
- Research and Submission of Dissertation

## General History Petition Form

<https://history.berkeley.edu/graduate/current-students/forms>

Any requests for exceptions to program requirements must be submitted via a General History Petition Form. The form should clearly explain the request and how it will support your academic mission while staying within the framework of your degree requirements. This form must be submitted to the Head Graduate Advisor for review and must also contain the signatures of the pertinent instructors and/or primary advisor, prior to review by the Head Graduate Advisor and if needed, Graduate Division.

### Coursework

Students are encouraged to review the Field Structure section of this handbook to gain a full and comprehensive understanding of the coursework required for meeting the degree requirements. As policy changes from year to year, any questions should be directed to the Head Graduate Advisor and the Graduate Student Affairs Officer.

#### First Field (16 units)

- Two History graduate seminars in any combination of 275 and/or 280 level
- Two History graduate research courses at the 285 level
  - In the event that a student cannot secure a 285 in their first field, they must obtain a field advisor's approval with email confirmation and then submit a [general history petition](#) to allow a 299 to count as a 285.

#### First Field Specific Requirements

- Ancient Greece and Rome, and Byzantium, may petition to have History 281 (paleography and other auxiliary sciences) accepted as equivalent to a research seminar (285), only when History 281 is taught by Professor Mavroudi.
- East Asia: China must additionally take either a survey seminar (275) or reading seminar (280) in Japanese history.
- East Asia: Japan must additionally take either a survey seminar (275) or reading seminar (280) in Chinese history.
- Science must additionally take Historical Colloquium (290), a one-unit course graded S/U, in each semester of their first two years.

#### Second and Third Fields (8 units)

- History courses outside the first field (one course of four units each for the second and the third field): two seminars in any combination of 275s, 280s, and 285s.
  - In the event that a student cannot secure a 285 in their second or third field, they must obtain a field advisor's approval with email confirmation and then submit a [general history petition](#) to allow a 299 to count as a 285.

#### Outside Field (3 or 4 units)

- One graduate level course, taken for a letter grade, in a department other than History.

### History 283: Historical Method and Theory (4 units)

- The nature of this course changes each semester depending on the expertise and interests of the instructor. Students are required to take this course in their first semester.

### History 375: Teaching History at the University (4 units)

- A pedagogy course is required of all first-time Graduate Student Instructors (GSIs) prior to or concurrently with their first semester of teaching. Students are strongly encouraged to take History 375, but may take another department's 375 with prior approval of the Director of Graduate Studies. Starting this academic year, History 375 will be offered only in the spring semester.

## Third Semester Review and Examination

### Purpose

All students must successfully pass the Third Semester Review and Examination, which tests a student's general command of the history and scholarship of their First Field.

### Procedure

- The Third-Semester Review and Examination (RE) will be held prior to the start of instruction in the fourth semester as (i) a review and discussion of a dossier of materials submitted by the student and (ii) an oral examination on the student's First Field. It will be conducted by a committee of two faculty members in the student's First Field, one of whom should be the student's primary advisor, together with a representative of the Graduate Affairs Committee (GAC), who will chair the RE and serve as a neutral referee of the proceedings.
- The Third Semester Review is an opportunity to evaluate the student's progress to date, and the exam is a component of that evaluation.
- For the main, review portion of the RE, the examiners will consider and discuss a dossier of materials consisting of the following documents:
  - Two papers written in graduate seminars in History at UC Berkeley, one of which will ideally be a 285 paper or, in its absence, another substantial paper.
  - Course evaluations from all graduate seminars taken in the History department.
  - A narrative statement composed by the student, discussing (i) their academic trajectory to date (mainly coursework); (ii) their plans for the future, including identification and definition of Second, Third, and Outside Fields; (iii) plans for satisfaction of any additional requirements, including foreign language requirements; and (iv) a brief reflection on the student's progress in the program thus far. There is no expectation that students will have a firm plan for the dissertation at this stage. The narrative statement should be a maximum of 750 words.
- For the shorter exam portion of the RE, students will be tested for their command of the

main problems and topics in their First Field. Expectations for the exam portion of the meeting, including specific readings, should be determined by the two examiners, in consultation with the student, and finalized no later than October 1 of the student's second year. Each faculty member in the student's First Field will ask questions for 20-25 minutes each.

- The RE committee will then determine, by vote, the result of the review and exam. This result will be communicated to the student immediately and then written up by the meeting chair (the representative of the GAC) as a short report sent to the student, the student's primary advisor, and the Graduate Advisor (GSAO) for inclusion in the student's file.

## Outcomes

The three possible outcomes for the RE are as follows:

- Pass, with permission to continue in the PhD program as a student in good standing.
- Failure, with the opportunity to undergo a second RE at the end of the fourth semester. A second failure will result in dismissal from the program, either with no degree awarded, or with a terminal Master's degree upon completion of a capstone project to the satisfaction of the RE committee.
- Failure, resulting in immediate dismissal from the PhD program.

## Foreign Language Requirement

<https://grad.berkeley.edu/policy/degrees-policy/#f24-foreign-language-requirement>

- Doctoral students must satisfy foreign language(s) requirement(s) based upon their first field of study. The requirement must be satisfied the semester before students intend to take their Qualifying Examination.
- Language(s) of archival research may be held to a higher standard than other language(s) required to meet the degree requirement. Primary advisors may require additional training in a language.
- The Graduate Division will accept any natural language with a system of writing if the department certifies that the language has scholarly value in the field and the language is integral to the training of a particular student or group of students in the field.
- Neither computer languages nor statistics are acceptable for use in satisfying foreign language requirements.
- Continued failure to successfully complete a language requirement may be identified as failure to maintain Sufficient Academic Progress and will be considered during the next Degree Progress Review.

## Field Specific Foreign Language Requirements

## Africa

- An African language related to the student's research, selected in consultation with the faculty in the Africa field. An examination in the language must be passed.
- French, fulfilled through one of the standard options

## Ancient Greece and Rome

- Latin. Students must pass an advanced examination, administered by the faculty in the field. A reading list in preparation for the examination can be adjusted to the needs of individual candidates, who should consult with the faculty to draw up such a list. The examination is three hours in length and use of a dictionary is not permitted.
- Ancient Greek. Students must pass an advanced examination, administered by the faculty in the field. A reading list in preparation for the examination can be adjusted to the needs of individual candidates, who should consult with the faculty to draw up such a list. The examination is three hours in length and use of a dictionary is not permitted.
- German, fulfilled through one of the standard options
- French, fulfilled through one of the standard options

## Byzantium

- Medieval Greek. Students must pass an advanced examination, administered by the faculty in the field. Students must complete a reading list in medieval Greek historical sources. The examination is three hours in length and use of a dictionary is permitted.
- Latin. Students must pass an advanced examination, administered by the faculty in the field. Students must complete a reading list in Latin historical sources. The examination is three hours in length and use of a dictionary is permitted.
- German. Students must pass a two-hour translation examination, administered by the faculty in the field. The examination is one or two passages (for a total of approximately 400 words) from a modern scholarly work on Byzantium, without the aid of a dictionary.
- French or Italian. Students must pass a two-hour translation examination, administered by the faculty in the field. The examination is one or two passages (for a total of approximately 400 words) from a modern scholarly work on Byzantium, without the aid of a dictionary.
- Note: by special arrangement and with the written approval of the faculty in the field, students may substitute German, French, or Italian with Russian or Arabic. By special arrangement and with the written approval of the faculty in the field, students may meet the modern language requirements under provisions 3, 4, or 6 of the standard options.

- Early Modern Europe
- French, fulfilled through one of the standard options
  - German, fulfilled through one of the standard options
  - Note: by special arrangement and with the written approval of the faculty in the field, students may substitute a second appropriate modern European language for either French or German.
- East Asia: China
- Classical Chinese – Must be met by enrollment in History 280G and earning a grade of B or higher.
  - Modern Chinese – Fulfilled through one of the standard options.
  - Modern scholarly Japanese – Fulfilled by one of the following options:
    - Successful completion of Japanese 100B (grade of B or higher).
    - Placing out of Japanese 100B by means of the EALC Japanese placement exam. This occurs prior to the start of the semester and must be arranged by the student through the Department East Asian Languages and Cultures.
    - Successful completion of Japanese 10B with a grade of B or higher, in addition to successful completion of Japanese 100S (grade of B or higher).
    - Successful completion of 10B (grade of B or higher), (or placing out of 10B by means of the EALC Japanese placement exam) PLUS successful completion of an additional one-semester seminar or directed reading (approved by the student's advisor) that involves substantial readings in Modern Japanese.
    - Under exceptional circumstances and with the approval of the student's advisor, Japanese may be replaced with three years of training in another Asian language.
  - A European language (French, German, or Russian) – Fulfilled through one of the standard options.
- East Asia: Japan
- Modern Japanese, fulfilled through one of the standard options (excepting option 3)
  - Classical Japanese, fulfilled through one of the standard options (excepting option 3). Classical Japanese is only required for students conducting research in pre-modern sources; students should consult with faculty in the field to determine if the requirement applies.
  - A European language (or other language to be determined in consultation with faculty in the field), fulfilled through one of the standard options
- Global
- Two foreign languages, fulfilled through one of the standard options. The selection of languages will be subject to the approval of faculty in the field and the Head Graduate Advisor, who will determine the exact languages in relation to the student's research topic.
- Jewish
- A Jewish language. Students must pass a translation examination.



- At least one more foreign language relevant to the student's area of specialization. Language(s) will be determined in consultation with faculty in the field. Students must pass a translation examination.
- Late Modern Europe
- French, fulfilled through one of the standard options
  - German, fulfilled through one of the standard options
  - Note: by special arrangement and with the written approval of the faculty in the field, students may substitute a second appropriate modern European language for either French or German.
- Latin America and the Caribbean
- Spanish, fulfilled through one of the standard options
  - Portuguese, fulfilled through one of the standard options
- Medieval Europe
- Latin. Students who do not have advanced knowledge of Latin must take one upper-division (100-level) or graduate (200-level) course in Latin, in their first year. Students whose Latin is insufficient to begin an upper-division or graduate course should study independently or take courses in elementary and intermediate Latin to qualify for the advanced course.
  - Two other foreign languages, one of which is usually German, both can be fulfilled through one of the standard options
- Middle East
- Arabic, Hebrew, Ottoman or Modern Turkish, or Persian, fulfilled through provision 1 of the standard options. Language to be selected in consultation with faculty in the field.
  - A European language, fulfilled through provision 1 of the standard options
- North America
- One foreign language, fulfilled through one of the standard options
- Science
- French, fulfilled through one of the standard options
  - German, fulfilled through one of the standard options
- South Asia
- A South Asian language, fulfilled through one of the standard options
  - A European language (Dutch, French, German, Portuguese, or Russian), fulfilled through one of the standard options. Language to be selected in consultation with faculty in the field.

- Southeast Asia
- A Southeast Asian vernacular language, fulfilled by passing a two-hour translation examination to be overseen by the faculty in the field by administered by language instructions in the Department of South and Southeast Asian Studies
  - A European language, fulfilled through one of the standard options

## Methods for Completing the Foreign Language Requirement

Standard options for fulfilling language requirements:

### Passage of the Department's Foreign Language Examination

- Students must submit the registration form, to be provided by the GSAO, in order to register for the exam.
- This examination will be administered by a faculty committee (coordinated by the GAC) and is offered once each semester (typically in November and April).
- In general, students will be required to translate two 200-word passages into English; the time allowed is two hours (unless otherwise noted in a field guide). Variations of this format will be accepted if the committee of language examiners approves them.
- Only standard printed dictionaries are allowed, unless otherwise approved by the HGA in advance.
- Students are responsible for bringing their own dictionaries, if allowed by field.
- The Foreign Language Translation Exam will be scheduled once in Fall and once in Spring.
- If students have a scheduling conflict with a section they are instructing, or course they might be taking, they must bring this to the GSAO's attention so alternative options can be reviewed.

### Completion of a Graduate History Course

- Enrollment in a History graduate course (History 280, 285, or 299) requiring active engagement in research requiring knowledge of the pertinent language(s). [General History Petition required](#).
- Students wishing to use this option must complete the Language Certification Form, obtain the signature of the Head Graduate Advisor and the instructor of the course (to ensure that the student makes substantial use of the language(s) in the course), and file the form with the GSAO.
- At the end of the course, the instructor must certify the student's competence to conduct research in the language(s) using the language certification form. This certification is wholly independent of the grade in the course. If necessary, the instructor may administer a language examination to the student.

### Completion of the Intermediate Level of College-level Language Coursework

- Intermediate level is equivalent to the fourth semester and requires a final grade of at least a B. [General History Petition required](#).
- All other language courses leading up to the second semester of the intermediate level can be taken on a S/U or P/NP basis. The second semester of an intermediate level sequence must be taken for a letter grade.

- Students wishing to have foreign language coursework completed at another institution counted towards the foreign language requirement at Berkeley should consult with the faculty in their field and the GSAO before submitting a petition to the Department.
- The Department in turn must submit a formal request to the Assistant Dean of the Graduate Division for review and final approval.
- Students must have completed any foreign language sequence within four years of admission to Berkeley.

#### Completion of an Upper Division Course in a Language Department at Berkeley on Culture and Literature

- Coursework must be associated with the language petitioning, with at least a B grade.
- [General History Petition required](#).
- The work in the course must be primarily in the foreign language, not in English.
- Students choosing this option should confer with their advisor or the faculty in their field.

#### Completion of an Advanced Course at Berkeley in Historical Literature in the Foreign Language

- Coursework must be associated with the language petitioning, with at least a B grade.
- [General History Petition required](#).
- The department teaching the course will establish the preliminary requirements and determine whether one or two semesters are needed. The course must include a graded final examination in translation. Students choosing this option should confer with their advisor and the relevant language department.

#### Native Language Ability

- [General History Petition](#) and [Graduate Division Petition](#) required.
- Native speakers of a language other than English do not automatically fulfill the requirement; the native language must be appropriate to advanced research in that particular discipline, as shown by important journals and research that has been conducted in that language.
- Students must show evidence of native ability in the language through secondary school or university transcripts. Students must submit a letter to the GSAO explaining the relevance of the language to their research. In turn, the department must submit a memo to the Graduate Division specifying the language and certifying native ability as well as explaining the language's relevance to the student's research.

### Doctoral Degrees with a Designated Emphasis

<https://grad.berkeley.edu/policy/degrees-policy/#f21-doctoral-degrees-with-a-designated-emphasis>

### Qualifying Examination

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

The Qualifying Examination (QE) is administered by the Graduate Division on behalf of the Graduate Council. Committee membership and the conduct of the examination are accordingly subject to the Graduate Division's review and approval. See

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination> for more information on the exam.

- Students are required to identify faculty to serve on their Qualifying Examination Committee by the end of the fall semester preceding the spring that they will take their QE. This will allow the student and faculty member to begin a professional relationship in which the faculty member can assist in tailoring the studies and research for the individual student and their interests.
- Students must submit a final reading list for each examiner to the Graduate Student Affairs Officer no later than two weeks prior to the Qualifying Examination.

### Eligibility to Take the Qualifying Examination

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

To be eligible to take the exam, a student must meet all the requirements listed on the Guide to Graduate Policy as well as the following History Department Requirements:

- have no graduate history courses graded Incomplete;
- have completed all foreign language requirement(s) required by your First Field; and
- have submitted final reading lists to the Graduate Student Affairs Officer no later than two weeks prior to the Qualifying Examination.

### Requirements and Application Procedure for the Qualifying Examination

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

- Students must submit the paper application no later than the semester prior to when they intend to take their Qualifying Examination. Applications are required to be submitted in the fall of year three for those in six year fields and in the fall of year four for those in seven year fields. Failure to schedule the exam on time may result in recommendation for academic probation.
- Students are required to take the QE on schedule according to their field: by the end of the spring of the third year for six year fields and by the end of the spring of the fourth year for seven year fields. Delays may result in recommendation for academic probation.
- In order to be properly prepared to take the Qualifying Examination, students are encouraged to meet with the GSAO each semester to evaluate their completion of degree requirements. All coursework and language requirements must be completed the semester prior to when the student intends to take their Qualifying Examination.
- The application will require students to indicate the four fields in which they intend to be tested on during the examination. These fields must align with the Department of History's Field structure as described in this handbook. In addition to the four fields, the student will need to indicate the faculty that will constitute the committee for the specific fields to be examined.

- The application will be reviewed by the Head Graduate Advisor before you are then instructed to complete the official Qualifying Exam application eForm. The eForm is categorized as a higher degree committee eForm, and can be found in Cal Central. The Graduate Division will need to review and approve the eForm prior to the student being able to take the exam.
- The Qualifying Examination cannot proceed without the final approval of the Graduate Division. Any examination held before the approval will not be accepted, and the committee will need to wait for approval before re-administering the examination.

### Qualifying Examination Committee

<https://grad.berkeley.edu/policy#f47-configuration-requirements-for-higher-degree-committees>

It is the collective responsibility of the Qualifying Examination Committee to ensure that the student's mastery of the subject matter is broad and comprehensive.

- The History Department Qualifying Examination Committee typically consists of 5 faculty members from UC Berkeley:
  - First field – two faculty members from the History Department
  - Second field – one faculty member from the History Department
  - Third field – one faculty member from the History Department
  - Outside field – one faculty member from the University of California, Berkeley, to serve as the Academic Senate Representative (ASR). This member must be a member of the UC Berkeley Academic Senate; no exceptions will be considered.
- The Qualifying Examination Chair must be from the History Department, and the Chair of the Qualifying Examination cannot serve as the Dissertation Chair.
- The exam must be held with the entire committee present (in person or remote) for the length of the exam. If any committee member cannot attend, the exam must be rescheduled or the committee reconstituted. The Graduate Division can expedite reconstitution of committees under these circumstances.

### Reconstitution of Committee Membership

<https://grad.berkeley.edu/policy#f47-configuration-requirements-for-higher-degree-committees>

### Exceptions to Policies on Committee Membership

<https://grad.berkeley.edu/policy/degrees-policy/-f49-exceptions-to-policies-on-committee-membership>

In very rare circumstances, it may be possible to diverge from the traditional Qualifying Examination Committee as described above. In addition to the exception policies noted in the Guide to Graduate Policy, the following History Department requirements apply:

- In any situation that does not meet the standard Committee composition as described, the student must submit a [General History Petition](#) indicating their request and the rationale as to why a non-UC Berkeley Faculty member should participate on their Qualifying Examination.

- The student must discuss any request with the Head Graduate Advisor and Graduate Student Affairs Officer at least one year in advance of the proposed Qualifying Exam.
- If approved, the student must provide the non-UC Berkeley Faculty member's CV to the Graduate Student Affairs Officer one semester prior to the Qualifying Exam. The student must also include the non-UC Berkeley Faculty member's CV in the online application for the Qualifying Examination.

### Scheduling the Examination

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

- Students are encouraged to take the Qualifying Examination as soon as they are prepared; however, barring unique circumstances, the exam must occur by the end of the spring semester of the third year for students in 6 year fields and by the end of the spring semester of the fourth year for students in 7 year fields. More information on scheduling the exam is found in the Guide to Graduate Policy:

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

### Period of Eligibility to Take the Qualifying Examination

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

### Conducting a Qualifying Examination

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

#### Examination

- The examination is scheduled for a total of three hours. During that time, students will be questioned for 20 minutes by each examiner of the committee based upon the reading list prepared in consultation with said examiner.
- After the examination has occurred, the student will be excused from the room so that faculty may deliberate and vote on the quality of the examination.
- Once a decision has been made, the student will return and be informed of the exam result. The committee will provide verbal feedback at that time, and the Chair of the examination will submit a written Departmental Report on the Qualifying Examination to be included in the student's file.
- All students are encouraged to make an appointment with the Graduate Student Affairs Officer following the exam to review the Departmental Report on the Qualifying Examination.
- Following a successful exam, the student and members of the proposed Dissertation Committee will spend the last 20 minutes of the three hours reviewing the prospectus draft. Students are encouraged to incorporate faculty recommendations prior to submission of a final prospectus and application for the Advancement to Candidacy for a Doctoral Degree.

#### Voting Procedures

- The committee's final decision should reflect the student's performance on the exam. A vote to pass the student is only warranted if his or her academic performance was satisfactory and for no other reason.

- It is not appropriate to add conditions to the examination verdict related to the dissertation topic, how the research should be conducted, who should chair the Dissertation Committee, or how the student will be supported during the research phase.
- All members of the Qualifying Examination Committee must be present to vote on the exam, and each member is expected to vote either “pass,” “fail,” or “partial fail” on the student’s performance during the entire examination. Committees should make every attempt to reach a unanimous decision.

### Qualifying Examination Results

<https://grad.berkeley.edu/policy#f27-qualifying-examination-results>

In addition to the policies listed in the Guide to Graduate Policy, the following History Department policies apply:

- If allowed a retake, any student who has partially failed an examination must be orally examined on all portions failed in the first Qualifying Examination before the full committee.

### Prospectus Draft Review

- The final portion of the Qualifying Exam will be used to present a draft of the student’s prospectus to the Dissertation Committee members present. Therefore, it is required that students provide a draft of their prospectus to their intended dissertation committee a week prior to the Qualifying Exam.

## Research Prospectus

The dissertation prospectus should describe the issue or problem the dissertation will address and will include a discussion of relevant historiography, a description of the sources and methods to be used, and a plan of action for researching.

- Students should discuss the precise content and organization of the prospectus with their intended dissertation chair.
- The prospectus is intended to focus the thinking of the student and the committee. It will be subject to modification as research and writing proceed. If the necessary materials cannot be consulted without travel, the prospectus should say so, so that students and their committees can consider how the materials can best be obtained and whether a contingent research problem is desirable.
- The prospectus itself should be brief (typically eight to ten pages) and normally includes the following:
  - a statement of the problem or topic to be investigated and the questions to be asked concerning it;
  - a discussion about how the dissertation is related to existing historical literature and how it will add to current knowledge; and
  - an indication of the sources to be used and where they can be found.

- The chair and other members of the dissertation committee will evaluate the prospectus. An approved prospectus is necessary before a student will be considered for advancement for doctoral candidacy.
- A copy of the approved prospectus must be submitted to the GSAO for inclusion in the student's file.
- Students who are not able to provide an approved prospectus by the time required in order to advance to candidacy will be issued a warning letter for pre-academic probation status for failure to maintain Sufficient Academic Progress as described in this document.
- The final portion of the Qualifying Exam will be used to present a draft of the student's prospectus to the Dissertation Committee members present. Therefore, it is required that students provide a draft of their prospectus to their intended dissertation committee a week prior to the Qualifying Exam.

## Advancement to Candidacy

<https://grad.berkeley.edu/policy/degrees-policy/#f28-advancement-to-candidacy-for-a-doctoral-degree>

Once students advance to candidacy, they come under the jurisdiction of the Graduate Council, rather than that of the individual Departments, Schools, or Graduate Groups, and are governed by a variety of policies intended to ensure their completion of the doctoral degree. The Graduate Council states that "the department must monitor the progress of students, but the completion of the dissertation is the responsibility of the student working with the dissertation committee, which is appointed on behalf of the Administrative Committee of the Graduate Council".

## Requirements

<https://grad.berkeley.edu/policy#f28-advancement-to-candidacy-for-a-doctoral-degree>

In addition to the policies outlined in the Guide to Graduate Policy, the following History Department requirements apply:

- have successfully completed all required coursework
- have submitted an approved Research Prospectus

Failure to meet all the requirements in the Graduate Policy as well as those listed above may result in academic probation or further action may be taken for failure to maintain Sufficient Academic Progress as described in this document.

## Application Procedure for the Advancement to Candidacy

<https://grad.berkeley.edu/policy#f28-advancement-to-candidacy-for-a-doctoral-degree>

- In order to be properly prepared to advance to candidacy, students must meet with the GSAO following the successful completion of their Qualifying Examination.
- Candidacy is valid for a three-year period. After that time, Departments may request the Termination of Candidacy.



## Sufficient Academic Progress During Candidacy

<https://grad.berkeley.edu/policy/#f35-annual-review-of-doctoral-candidates>

- During the time in Candidacy it is critical that you remain in contact with your Primary Advisor.
- Students must complete the annual Doctoral Candidacy Review (DCR) in which they summarize the past year of their progress as well as plans for the coming year.
- Failure to submit the DCR may result in a student being identified as not making Sufficient Academic Progress, as well as jeopardizing the ability to receive University funding and/or ASE appointments.

## Termination of Candidacy

<https://grad.berkeley.edu/policy/#f37-lapsing-reinstatement-and-termination-of-candidacy>

## Lapsing of Candidacy

<https://grad.berkeley.edu/policy/degrees-policy/#f37-lapsing-reinstatement-and-termination-of-candidacy>

- Candidacy for the doctorate is of limited duration, typically three years. When students are advanced to candidacy, the Graduate Division informs them of the number of semesters that they are eligible to be candidates, based on their First Field Normative Time to Degree.

## Reinstatement of Lapsed Candidacy

<https://grad.berkeley.edu/policy/degrees-policy/#f37-lapsing-reinstatement-and-termination-of-candidacy>

- Lapsed students who have submitted a full draft of their dissertation to their committee are eligible for the consideration of reinstatement of their doctoral candidacy.
- All previously completed program requirements (such as coursework, language(s), and the qualifying examination) will be assessed for their continued validity. This is normally verified by evidence of the student remaining current in their field of study during their absence from the University; in all cases, a readmission application will be required.
- Reinstated students must register and file their dissertation during the semester of reinstatement.

## Extension of Candidacy

<https://grad.berkeley.edu/policy/degrees-policy/#f37-lapsing-reinstatement-and-termination-of-candidacy>

## Dissertation

### Planning for the Dissertation

<https://grad.berkeley.edu/policy/degrees-policy/#f38-planning-for-the-dissertation>

<https://grad.berkeley.edu/policy/degrees-policy/#f32-dissertation-plans-a-and-b>

- Students have three years following their advancement to doctoral candidacy to research, write, and file their dissertation.

- The History Department follows Dissertation Plan B. Please see <https://grad.berkeley.edu/policy#f48-role-of-committee-members> for more information on committee composition and the role of committee members.

### Dissertation Committee

<https://grad.berkeley.edu/policy#f39-faculty-and-student-interaction-during-the-dissertation-process>

<https://grad.berkeley.edu/policy#f47-configuration-requirements-for-higher-degree-committees>

### Exceptions to Policies on Committee Membership

<https://grad.berkeley.edu/policy/degrees-policy/#f49-exceptions-to-policies-on-committee-membership>

Any perceived changes to the standard Committee Membership as described above should be discussed with the Head Graduate Advisor and Graduate Student Affairs Officer prior to the advancement to Candidacy, and one year in advance of the Dissertation submission.

### Reconstitution of Committee Membership

- While not common, there are occasions in which a dissertation committee would be changed. This is permissible and students can discuss the best process for doing so with the Head Graduate Advisor or Graduate Student Affairs Officer.
- If a committee must be changed, the Request for Change in Higher Degree Committee petition should be submitted to the Graduate Division as soon as possible.
- This is done via CalCentral in the Higher Degree Committee section.
- The Head Graduate Advisor will consult with all parties involved concerning the change before approving the petition and submitting it to the Graduate Division. A committee member who disagrees with being removed from the committee cannot block this action if it is approved by the Head Graduate Advisor.

### Writing the Dissertation

<https://grad.berkeley.edu/policy#f39-faculty-and-student-interaction-during-the-dissertation-process>

### Chapter-plus Colloquia

Students sometimes discover that their project and their thinking on the historical issues at the heart of it are not the same after returning from research. These students should talk to their advisor(s) about holding a “chapter-plus colloquium”: an opportunity to present and discuss a first draft chapter plus a revised outline of the dissertation. Students usually invite their committees and select fellow students to attend. Materials are circulated in advance and the colloquium is devoted to discussion of the chapter, the revised outline, and possible strategies for moving forward.

### Dissertation Writing Group

Students should form and/or participate in dissertation writing groups when they return from their research year. New groups are strongly encouraged to invite faculty to participate as well as graduate student peers.

## Submitting Sections of the Dissertation for Faculty Review

<https://grad.berkeley.edu/policy/#f39-faculty-and-student-interaction-during-the-dissertation-process>

## Dissertation Submission

<https://grad.berkeley.edu/academic-progress/dissertation/>

### Responsibility of Faculty Signing Dissertations

- The faculty member should not approve the final signature eForm until he/she/they is convinced that the student's work has been completed to the faculty member's satisfaction.
- Disagreements among committee members should be resolved following the policies defined below for disagreements regarding theses and dissertations.

### Preparing the Dissertation

<https://grad.berkeley.edu/academic-progress/dissertation/#formatting-your-manuscript>

- All dissertations are submitted digitally, which enables dissertations to be freely available via the Library's website as soon as is feasible.
- Students may request a longer withholding period on their dissertation release form.
- Requests for an embargo will be reviewed by the Dean of the Graduate Division.
- Students are strongly advised to discuss with their chair(s) the value of withholding access for five years to protect their research, particularly in archival sources, until it can be published in monograph form.

### Filing the Dissertation

<https://grad.berkeley.edu/academic-progress/dissertation/#eligibility>

- Students must file their dissertation on or before the last day of the semester to receive the degree in that term. Please reference the academic calendar for exact dates.
- Students must be in candidacy to be eligible to file their dissertations.
- Students must also be registered or on approved filing fee status to be eligible to file their dissertations.
- Students registered for the spring but who miss the spring filing deadline can file in the summer without incurring additional fees, unless they were previously on filing fee status, in which case they must register for one graduate-level Summer Sessions unit.
- Prior to filing, International students must consult with a Berkeley International Office (BIO) advisor regarding visa and registration requirements.
- Summer filing is available to any student who registers for one graduate-level Summer Sessions unit. Non-resident supplemental tuition (NRST) is not assessed during summer.

## Dissertation Policies Affecting Doctoral Students

<https://grad.berkeley.edu/policy/degrees-policy/#f4-policies-affecting-both-masters-and-doctoral-students>

### Certification of Completion

<https://grad.berkeley.edu/academic-progress/dissertation/#diploma-transcript-and-certificate-of-completion>

- A Certificate of Completion is an official document issued by the Graduate Division which provides evidence to a third party that the student has met all degree requirements, including the dissertation. It is useful for jobs, post-docs, work visas, etc., which require proof of a degree.
- The certificate of completion is generated automatically and sent to the student via email immediately upon completion of the electronic filing steps and all requirements have been met on the student's Academic Progress Report (APR).

### Copyright

<https://grad.berkeley.edu/academic-progress/dissertation/#copyright-amp-your-dissertation>

- The University does not provide a copyright service. Students may copyright their work independently through the US Copyright Office.
- Dissertation students may elect to pay ProQuest Dissertations Publishing service to copyright their manuscripts (see Instructions for Preparing and Filing Your Thesis or Dissertation).

### Degree Award Dates

- Degrees are awarded three times each year, at the end of the fall semester in December, at the end of the spring semester in May, and at the end of Summer Session in August.
- While students may file their dissertation any time during the Fall or Spring semesters or the Summer Session, the degree award date remains the same.

### Withholding a Dissertation or Thesis

<https://grad.berkeley.edu/academic-progress/dissertation/#publishing-your-dissertation-embargoes>

## Optional Master's Degree

<https://grad.berkeley.edu/policy#f15-advancement-to-candidacy-for-a-masters-degree>

- History follows [the MA degree plan II](#).
- The Department does not admit students for terminal Master's degrees.
- However, doctoral students in the Department of History may opt to pursue a Master of Arts degree en route to the doctoral degree. Students who do not have a master's degree in History or an equivalent discipline are eligible to receive a master's en route to the PhD by completing the requirements outlined below.
  - All coursework for the master's degree must be taken at Berkeley and for a letter grade (except History 290, available only on a S/U basis). Coursework and foreign language requirements used to fulfill the Department's master's requirements can also be used to fulfill the Department's PhD requirements.
  - Students must maintain a minimum overall 3.0 GPA and a minimum 3.5 GPA in History graduate coursework. (Note: receiving a course grade lower than an A- in a History graduate seminar signifies an insufficient grasp of the subject matter; students are advised to consult with the course instructor and their intended

advisors.)

### First Field Units

- Twelve units in the first field (three courses of four units each): two History graduate seminars in any combination of 275s and 280s (both seminars must be completed by the end of the first year) and one History 285 (should be completed by the end of the first year, if possible).

Note: students in East Asia: China must complete sixteen units; the additional four units must be either a History 275 or 280 in Japanese history. Students in East Asia: Japan must complete sixteen units; the additional four units must be either a History 275 or 280 in Chinese history. Students in History of Science must complete sixteen units; the additional four units are from the one unit Historical Colloquium (History 290), taken each semester of their first two years.

### Other Course Units

- Twelve units in any combination of History graduate courses. Towards this requirement, students may apply one upper division undergraduate course in History or a foreign language and one graduate course in a field other than History. Students are encouraged to look ahead to the PhD program requirements and select courses that they can apply towards that degree as well.

Note: students electing to use an upper-division History or foreign language course or non-History graduate course (which are not uniformly four units) should count their units carefully to ensure they have twelve total.

### Note Regarding Waiving Credits

- Though students may petition to waive up to two courses for the PhD, all coursework for the MA must be taken at Berkeley.

### Foreign Language

- Students must complete one foreign language from their First Field (refer to the appropriate field guide for a list of options).

### Third Semester Review and Examination

- Students must successfully pass the Third Semester Review and Examination, which tests a student's general command of the history in and scholarship of their First Field.

### Advancement to Master's Candidacy

- Students must file the Department's master's candidacy form with the GSAO after the semester in which the degree requirements have been completed.

### Master's Degree Conferral

- Degrees for students who have completed the master's requirements and filed the

candidacy form will be conferred at the end of each semester. Diplomas are mailed to the student's address on file in CalCentral approximately five months following conferral.

## Exchange Programs

If interested in any of the following exchange programs, students should make their intention known early on in their studies and discuss this with their primary advisor, the Head Graduate Advisor, and the Graduate Student Affairs Officer. This is a time intensive process and early planning is crucial.

Students interested in participating in exchange programs should note that all courses counted towards degree requirements must be completed here at UC Berkeley. Requests for outside courses to fulfill degree requirements require a [general history petition](#).

### Graduate Theological Union (GTU) Reciprocity Program

<https://www.gtu.edu/academics/uc-berkeley>

- Students registered at either UC Berkeley or GTU may take courses at the other institution, subject to appropriate academic approvals.
- Students are required to secure external fellowships to fund their tuition and fees at UC Berkeley while they are participating in the program.
- Students are required to secure external fellowships to fund their living expenses if they will be turning down an ASE employment offer or other funding at UC Berkeley in order to participate in the program. Students who alter their program structure may no longer be eligible for typical department funding.
- Students must submit a [Petition to Alter Program Structure](#) at least one semester prior to the semester that they wish to participate in any exchange program.

### Ivy Plus Exchange Scholar Program

[https://gradschool.princeton.edu/sites/gradschool/files/508JM\\_IvyPlusExchangeScholarsProgramApplication.pdf](https://gradschool.princeton.edu/sites/gradschool/files/508JM_IvyPlusExchangeScholarsProgramApplication.pdf)  
[degrees@berkeley.edu](mailto:degrees@berkeley.edu)

- This program permits doctoral students from Berkeley, Brown, the University of Chicago, Columbia, Cornell, Dartmouth, Harvard, MIT, the University of Pennsylvania, Princeton, Stanford, and Yale to study at one of the other participating universities.
- The Exchange Scholar Program is designed to enable doctoral students with superior academic records to study at one of the participating institutions to take advantage of educational opportunities that are not available at Berkeley. Students are normally eligible to become an exchange scholar only after having completed one year in their current Berkeley graduate degree program.
- Students may take courses or conduct research with particular faculty at the host institution for no more than one year while remaining registered at Berkeley.
- Students are required to secure external fellowships to fund their tuition and fees at UC Berkeley while they are participating in the exchange.

- Students are required to secure external fellowships to fund their living expenses if they will be turning down an ASE employment offer or other funding at UC Berkeley in order to participate in the program. Students who alter their program structure may no longer be eligible for typical department funding.
- Students must submit a [Petition to Alter Program Structure](#) at least one semester prior to the semester that they wish to participate in any exchange program.

### Local Institutions (Cross-registration Programs)

With the approval of the Graduate Division and the programs involved, students may attend any of the campuses of the California State University or the Community Colleges systems, as well as Dominican, Holy Names, Mills, and St. Mary's Colleges, and John F. Kennedy University. Students may enroll for only one course per semester, and they must register and pay applicable fees at Berkeley.

### Stanford-University of California, Berkeley, Exchange Program

<https://grad.berkeley.edu/policy#d3-exchange-programs>

- Students may participate in this program if they want to take courses that are not offered at Berkeley.
- Their participation must be approved by the History Department, UC Graduate Division, and the host department at Stanford University.
- Students must be enrolled in at least one History course at Berkeley and students are not allowed to participate in the Stanford program until they have completed one year of graduate study at Berkeley.
- Participants register and pay the applicable tuition and fees at Berkeley and are exempt from tuition and fees at Stanford.
- Students are required to secure external fellowships to fund their living expenses, tuition and fees if they will be turning down an ASE employment offer or other funding at UC Berkeley in order to participate in the program. Students who alter their program structure may no longer be eligible for typical department funding.
- Students must submit a [Petition to Alter Program Structure](#) at least one semester prior to the semester that they wish to participate in the program.

### Study Abroad

<https://grad.berkeley.edu/policy#d3-exchange-programs>

- Graduate students may be granted permission to study abroad.
- To be eligible, they must have completed at least one year in residence at Berkeley before departing for study abroad, and they must demonstrate appropriate language proficiency when required.
- Students are required to secure external fellowships to fund their tuition and fees at UC Berkeley while participating in the program.
- Students are required to secure external fellowships to fund their living expenses if they will be turning down an ASE employment offer or other funding at UC Berkeley in order to

participate in the program. Students who alter their program structure may no longer be eligible for typical department funding.

- Students must submit a [Petition to Alter Program Structure](#) at least one semester prior to the semester that they wish to participate in the program.

## UC Intercampus Exchange

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d3-exchange-programs>

[https://grad.berkeley.edu/wp-content/uploads/intercampus\\_exchange.pdf](https://grad.berkeley.edu/wp-content/uploads/intercampus_exchange.pdf)

- This program allows students to study at any of the other UC campuses.
- To apply, download and submit the [application form](#) to the Graduate Student Affairs Officer to be reviewed by the Head Graduate Advisor.
- Students are required to secure external fellowships to fund their tuition and fees at UC Berkeley while participating in the program.
- Students are required to secure external fellowships to fund their living expenses if they will be turning down an ASE employment offer or other funding at UC Berkeley in order to participate in the program. Students who alter their program structure may no longer be eligible for typical department funding.
- Students must submit a [Petition to Alter Program Structure](#) at least one semester prior to the semester that they wish to participate in the program.

## Professional Development

### Campus Conference Travel Grant Opportunities

#### Graduate Division for Conference Travel Grants

<https://grad.berkeley.edu/resource/conference-travel-grants/>

- Ph.D. students may apply for a [Conference Travel Grant](#) to attend professional conferences or to participate in professional development activities.

#### Graduate Assembly Travel Award

<https://grad.berkeley.edu/resource/graduate-assembly-travel-award/>

- The Graduate Assembly recognizes that a graduate student's education requires presenting at conferences and/or seminars, some of which take place in locations outside the Bay Area. Since these conference locations are out of the area, some departments may not provide full financial assistance. As a result, the GA implemented the Travel Award to assist with travel expenses associated with presenting at conferences.

#### Student Opportunity Funds

<https://callink.berkeley.edu/organization/sof>



SOF provides funds to registered student organizations for co-curricular events and activities & to individual students for educational focused experiences like conferences and professional meetings.

## Career Development

History graduate students are invited to a series of career development events in the fall and spring semesters. Workshops offered by history faculty and career center staff typically include topics like writing cover letters, grant proposals, teaching statements, crafting your CV, networking, interviewing skills, navigating the program, and exploring various careers beyond the academy. For more information and a schedule of events, please see the [events calendar](#) on the Professional Development bCourses site.

### [Professional Development bCourses Site](#)

All current history students have been added as members. Visit to find information on:

- Career development resources
- Example grant applications
- List of job search sites
- List of Internships
- List of postdoctoral fellowships
- Tips for building skills
- Networking tips
- Alumni connections
- Information on upcoming events
- Recordings of past workshops
- Department Letterhead
- Past jobs reports
- Much more!

## Alumni Network

### [Berkeley Alumni on LinkedIn](#)

[Berkeley Career Network](#) - sign up to connect with alumni in any field.

### [List of past graduates in non-academic roles](#)

[History Alumni Connections in Non-Academic Roles](#) - recent grads who are willing to chat about their careers.

### AHA Career Development and Diversity

[www.historians.org/wherehistorianswork](http://www.historians.org/wherehistorianswork)

The Department is excited to be a recipient of the AHA's Career Diversity Implementation Grant. Students are strongly encouraged to consider their professional development (for potential careers both within and outside the academy) at every stage in the program. Most students will find their

faculty advisors, together with the Career Development Officer, are their best resource and are encouraged to open a dialogue about the multiple career paths available to them as future Berkeley PhDs as early as possible in their graduate careers. Historically, our graduate program has always prepared students for a wide range of career paths. The American Historical Association (AHA) has provided the fullest publicly-available data we have on the many uses and careers made possible by a History PhD.

#### Beyond Academia

[www.beyondacademia.org](http://www.beyondacademia.org)

Beyond Academia is a student-initiated, student-run professional development program dedicated to educating students about their myriad career opportunities outside of academia. Earlier iterations focused primarily on STEM PhDs but they are actively expanding their resources for humanities and social science PhDs. For more information or to sign up for their mailing list, please see [beyondacademia.org](http://beyondacademia.org). The main conference is typically held in March each year with additional workshops offered throughout the academic year.

#### Career Center

[www.career.berkeley.edu/Phds/Phds](http://www.career.berkeley.edu/Phds/Phds)

The Berkeley Career Center has two advisors dedicated full-time to assisting graduate students in finding careers within and beyond the academy. Students have access to assessments, one-on-one career counseling, resume books, and more. The Career Center also offers numerous workshops (topics include CVs, job talks, and negotiating contracts). For more information, please visit their website.

#### Certificate in Teaching and Learning in Higher Education

<https://gsi.berkeley.edu/programs-services/certificate-program/>

- As the academic job market has become increasingly competitive, it has become more important than ever to present evidence of excellence in teaching, even for faculty appointments at research-intensive universities. Some 70 PhD-granting institutions nationwide now offer certificate programs in teaching and learning to provide this evidence for their graduate students' dossiers.
- While there is great variation in the requirements of these programs, they share the goal of providing an overall structure within which to help graduate students develop their classroom skills, prepare for the teaching they will do as future faculty, and professionally document their activities as post-secondary instructors.
- The GSI Teaching and Resource Center offers a Certificate in Teaching and Learning in Higher Education. Students particularly interested in teaching-intensive careers following graduation and students who wish to further hone their teaching skills are especially encouraged to participate.

#### Chronicle of Higher Education

<https://www.chronicle.com/>

- Berkeley maintains a campus-wide subscription to the Chronicle of Higher Education (CHE), which frequently covers topics of interest to PhDs on the job market (the academic and alternative academic markets in particular).
- Students located off-campus can access CHE through a proxy server.
- The Chronicle's Vitae project has several regular advice columns (including the popular The Professor Is In) which may also be of interest; more information here: [chroniclevitae.com/news](http://chroniclevitae.com/news) (access not restricted to campus IP addresses).
- Vitae also maintains a job board, found here: <https://jobs.chronicle.com/>.

#### D-Lab

D-Lab, Berkeley's Social Sciences Data Laboratory, was formed in part to help social scientists (including humanists in nearby fields) collect, process, and analyze all kinds of data. The lab hosts a variety of data resources, offers numerous workshops and trainings, and provides space and other support to several working groups. It defines its methodological scope very broadly (including qualitative data, historical data, and cartographic data) and is one of the pillars of the Digital Humanities community at Berkeley. For more information, please see [dlab.berkeley.edu](http://dlab.berkeley.edu).

#### Graduate Division workshops

The GSI Teaching and Resource Center and the Graduate Diversity Program (both units within Graduate Division) offer professionalization classes, workshops, and individual support and History students are encouraged to participate and network with colleagues from across campus. For more information, please see [gsi.berkeley.edu/programs-services/workshops-seminars-institutes/gspdp](http://gsi.berkeley.edu/programs-services/workshops-seminars-institutes/gspdp), [gsi.berkeley.edu/faculty-departments/pedagogy-course-support/pedagogy-syllabus-design](http://gsi.berkeley.edu/faculty-departments/pedagogy-course-support/pedagogy-syllabus-design), [gsi.berkeley.edu/programs-services/workshops-seminars-institutes/workshops](http://gsi.berkeley.edu/programs-services/workshops-seminars-institutes/workshops), and [diversity.berkeley.edu/graduate/events-announcements](http://diversity.berkeley.edu/graduate/events-announcements).

#### HNet

Humanities and Social Sciences Online, nicknamed HNet, maintains an immensely popular job board (along with many listservs). The job board can be found here: [h-net.org/jobs/job\\_browse.php](http://h-net.org/jobs/job_browse.php).

#### Tang Center

The Berkeley Career Counseling Library is part of the Tang Center (University Health Services). In addition to the plethora of career-related books, the Library also provides students with access to assessments (including Myers-Briggs and Strong). For more information, please see [uhs.berkeley.edu/students/careerlibrary](http://uhs.berkeley.edu/students/careerlibrary). Counseling and Psychological Services also has specific career counseling staff (though all counselors are equipped to help students work through the bigger-picture questions and concerns they may have as they face important career and life decisions). For more information on counseling services, please see [uhs.berkeley.edu/counseling](http://uhs.berkeley.edu/counseling).

#### UC Berkeley Lectureships

Students are encouraged to submit their applications to the departmental lecturer pool. For more information, please contact the Director of Student Services. Students should also investigate lecturer opportunities with other campus departments.

## Versatile PhD

Versatile PhD ([versatilephd.com](http://versatilephd.com)) is an online community dedicated to alternative academic and non-academic careers. Berkeley has a subscription (managed by VPSA) to the site which enables students to access premium resources.

## VPSA and HSSA workshops

The Visiting Postdoc and Scholar Association (VPSA) and the Humanities and Social Sciences Association (HSSA) both offer panels, seminars, and workshops. The HSSA also hosts a regular writing group and offers opportunities for students to present their work. For more information, please see [vspa.berkeley.edu](http://vspa.berkeley.edu) and [hssa.berkeley.edu](http://hssa.berkeley.edu). (Note: despite its name, the VPSA workshops are almost always open to current graduate students as well; event announcements will specify intended audiences.)

## Student Parent Policies

<https://grad.berkeley.edu/policy/degrees-policy/#f6-student-parent-policies>

As many as one in ten of Berkeley's graduate students is a parent of a young child or children. Recognizing the special challenges involved in balancing advanced degree programs and family responsibilities, the University is committed to supporting policies, programs, and services to help graduate student parents meet their family care obligations while they pursue their academic goals.

[Graduate Division - Support for Student Parents](#)  
[Student Parent Center](#)

## Campus and Departmental Resources

### Student Parent Grant

<https://financialaid.berkeley.edu/parent-grant>

The Graduate Division offers various forms of aid to student parents (available above and beyond the departmental package). One of the most vital forms is the Student Parent Grant.

### Family Housing

<https://grad.berkeley.edu/financial/families>

The University also offers subsidized family housing and day care (including emergency day care). The site also includes other relevant information, such as childbirth accommodation funding, parental leave policies, and guides to local resources.

### Department Listserv

In addition, the department has a group mailing list for parents to connect with each other ([history-gradstudentparents@lists.berkeley.edu](mailto:history-gradstudentparents@lists.berkeley.edu)). Please see the section of this guide on History Department Administrative Details and Resources for instructions on how to join this list.