

**History Cooperative Ph.D. Program:**  
**Memorandum of Understanding (MOU) between SIUC and SIUE**

To expand the educational opportunities of students enrolled in the Southern Illinois University (SIU) System by making available the widest possible variety of graduate curricular offerings while minimizing institutional costs, the Graduate School at SIU Carbondale (SIUC), working with the College of Agricultural, Life and Physical Sciences, College of Liberal Arts, College of Engineering, and Computing Technology and Mathematics, and other academic units, and the Graduate School at SIU Edwardsville (SIUE), working with the College of Arts & Sciences and other SIUE academic units, agree on the participation of SIUE students in the SIUC doctoral program in History. The graduate faculty of the History Department at SIUE and History Program at SIUC agree on the following terms and conditions.

This document, as well as the description and requirements of the Ph.D. program in History, as listed in the SIUC Graduate Catalog, constitute the basis for doctoral degree students at SIUE in the doctoral program in History at SIUC.

1. The graduate faculty of the History programs at SIUE and SIUC agree to cooperate in providing students the opportunity to pursue a Ph.D. in History.
2. **Admission:** The requirements for admission to the Ph.D. program in History are listed on the SIUC History program website (<https://cola.siu.edu/history/graduate/admissions/index.php>); the SIUE cooperative Ph.D. program website (<https://www.siu.edu/academics/graduate/degrees-and-programs/historical-studies-phd/admission-requirements.shtml>); and in the SIUC graduate catalog.

The Graduate Program Director of the History Department at SIUE and the Graduate Program Coordinator of the History Program at SIUC will coordinate the Cooperative (Co-op) Ph.D. Program in History. The Graduate Program Committee in History at SIUE will review all applications to the History co-op Ph.D. program. If the decision is to admit, the application will be forwarded to the Graduate Program Coordinator in History at SIUC, and the Graduate Admissions Committee in History at SIUC will review the application. Applications will then be reviewed, and a final decision to admit or decline will be administered by the SIUC History Graduate Admissions Committee, and the SIUC Graduate School in the same manner as other students. In keeping with common practice in the SIUC History Ph.D. program, SIUC and SIUE faculty advisors will be identified at the time of admission.

3. **Graduate Faculty Status:** SIUE faculty members in the History Department, whether tenured or tenure-track, who are interested in participating in the History co-op Ph.D. program must have graduate faculty status at SIUC. Those interested in chairing candidacy or dissertation committees must have direct dissertation status as well. Participating SIUE faculty will be granted regular graduate faculty status at SIUC by submitting required documentation to the SIUE Graduate School, which will review and send to the SIUC History Graduate Coordinator, who will provide a recommendation to

the SIUC Graduate School for review. An SIUE faculty requesting direct dissertation status must be a tenured Associate Professor or Professor and be approved by the SIUC Graduate School. Tenure-track Assistant Professors may also request direct dissertation status, consistent with approved criteria in the SIUC History Program.

To obtain SIUC library privileges, SIUE faculty participating in the co-op program can obtain adjunct faculty status or obtain 0% visiting faculty status at their SIUE rank at SIUC with no pay. SIUE faculty desiring SIUC library privileges will provide their CVs to the SIUE Co-op Program Director, who will send them to the SIUC PhD Program Director to process.

4. **Tuition and Fees:** The Southern Illinois University Board of Trustee's policy regarding tuition and fees of cooperative graduate programs is incorporated herein and made part of the Memorandum. This policy is as follows: cooperative Ph.D. students can register for classes on either campus. They will pay tuition and fees to the campus at which they registered for the class. Thus, in a single semester, students may be registered on both campuses and be paying some tuition and fees on each campus. The exception is if the students are only taking classes at SIUE, in which case they will be registered for one credit of HIST 601 with no charge at SIUC, and if only taking classes at SIUC, they will be registered in UNIV 500 for no charge at SIUE. If the student has a graduate assistantship or fellowship, the tuition waiver shall apply at both campuses.
5. **Residency:** SIUE is designated as an approved residence center by the SIUC Graduate School, making courses at SIUE applicable towards SIUC residency requirements for graduation.
6. **Coursework:** The minimum course requirements in the History Ph.D. program are listed in the SIUC Graduate Catalog and on the SIUC History Ph.D. program website: (<https://cola.siu.edu/history/graduate/phd-program/>).

The Ph.D. program requires a minimum of 24 credit hours of coursework. The courses and credit hours necessary for a doctoral student to prepare for preliminary examinations will be determined by the student's advisory committee.

Of the 24 credit hours, at least 8 credit hours must be taken in History at SIUC. Students will complete a core requirement of 3–4 credit hours in Historiography and Methodology and 3–4 credit hours in Historical Research at either SIUE or SIUC. Students will complete an additional 16–18 credit hours of elective coursework to provide substantial depth in areas of research and breadth in examination fields. Of the elective requirements, students must take at least four 500-level seminars or colloquia. At least 6 credit hours must be taken in fields outside European and United States history. No more than 14 credit hours total may be taken as independent study, tutorial, or directed readings courses.

Ph.D. students must complete 2 research tools—one must be a foreign language, in which the student must demonstrate research proficiency. There are four options for the completion of the research tool:

1. Four semesters of previous study of a foreign language as an undergraduate with B average or better;
2. 1 or more semesters of an intermediate language class (200 level or higher or Foreign Language 488) taken during the MA with a grade of B or better;
3. Passage of a translation test administered by the Foreign Language program; or
4. Students may take two theory or methods courses in another discipline at the 400/500 level and receive a B or better. Students who choose this option must petition the Graduate Program Coordinator-at SIUC in writing for approval of their chosen coursework, explaining how the coursework enriches the student's research agenda.

The research tools requirement must be completed within one semester of passing preliminary exams, and prior to presenting the dissertation prospectus and advancement to candidacy.

Upon being advanced to candidacy, students must complete 24 credit hours of dissertation research. Co-op Ph.D. students will register for 12 dissertation research hours at SIUE with the dissertation advisor (HIST 699), and 12 hours at SIUC with a dissertation committee member (HIST 600). This MOU will be subject to any changes in the requirements approved for the SIUC program.

All graduate courses offered by the two Universities are to be reciprocally recognized as appropriate for application toward the doctoral degree within the requirements of the individual student's program. SIUE/SIUC Co-op PhD students as well as SIUC History PhD students may take courses on either campus. The institutions will facilitate course delivery via online distance learning or similar means to increase the number of offerings for students from both campuses and to minimize traveling for coursework.

7. **Candidacy/Qualifying Exams:** To become a Ph.D. candidate, co-op Ph.D. students will follow existing rules applied to all students in the History Ph.D. program: ([https://cola.siu.edu/history/\\_common/documents/phd-exam-procedures.pdf](https://cola.siu.edu/history/_common/documents/phd-exam-procedures.pdf)).
8. **PhD Committees:** Prior to taking exams, co-op Ph.D. students will form an exam committee. The exam committee will consist of four members, including two members from SIUE and two members from SIUC. The dissertation advisor will chair the exam committee. One committee member will serve as outside reader, ensuring both the quality of the exams and that the student is treated fairly by the exam committee. Committee members must hold Graduate Faculty status at SIUC and Graduate Faculty Status at SIUE. In consultation with the dissertation advisor and exam committee, students will take exams in three research fields. Preliminary exams will contain both a written and oral component.

Upon completion of preliminary exams, students must form a dissertation committee. Typically, the dissertation committee will be the same as the exam committee, with the addition of a fifth member. The fifth member will come from outside both History departments, and may include a faculty member from another department at SIUE or SIUC, or a specialist from another university with expertise in the research field of the candidate's dissertation. An outside scholar must be approved for temporary Graduate Faculty status at SIUC.

**Dissertation:** A dissertation must be written under the direction of a History faculty member and approved by a dissertation committee of at least five faculty members. Before being advanced to candidacy, the student must present a dissertation prospectus for approval by the dissertation committee.

Within one semester of passing their qualifying exams, candidates shall prepare a 15–20-page dissertation prospectus in which the candidate provides a narrative of the project to be undertaken, including relevant historiography, statement of project objectives, a plan of research that identifies key archives and collections relevant to the subject, and a bibliography. At least three weeks after the committee's receiving the candidate's prospectus, the candidate will defend the prospectus before the committee.

Upon successful defense of the prospectus, candidates will spend at least one year researching and typically spend at least one year writing their dissertations under the close supervision of the dissertation chair. Dissertations must be prepared in accordance with the SIUC Graduate School's "Guidelines for Dissertations, Theses and Research Papers."

Completed dissertations must be defended orally before the committee. At the defense, the committee will evaluate the candidate's dissertation based on its method, place in the relevant historiography, interpretation of evidence, conclusions, and/or other criteria relevant to the candidate's work. The committee will also assess the candidate on oral exposition, research skills, use of primary and secondary sources, style, organization, and clarity.

Upon successful completion of the dissertation and defense, the committee will recommend the candidate for the doctoral degree.

9. **Exceptions:** Request for exceptions to admission or completion requirements will be submitted in writing to the Graduate Program Coordinator in History at SIUC.
10. **Joint Outcomes:** SIUC and SIUE cooperative doctoral program participants are to create measurable joint outcomes, such as publications and proposals for external funding, and to meet through online means and/or in person on a regular basis.
11. **Assessment:** The co-op Ph.D. coordinator at SIUE will provide requisite assessment data to the SIUC Graduate Program Coordinator annually by the required deadline. The SIUC Ph.D. Graduate Program Coordinator will confirm that the SIUE assessment measures

are aligned to the program's student learning outcomes and are consistent with SIUC assessment measures. The data will be reviewed by both SIUC and SIUE faculty and through relevant campus processes. The data will be disaggregated in the SIUC assessment report.

12. **Program Review:** The co-op Ph.D. coordinator at SIUE will provide requisite program review data to the SIUC Graduate Program Coordinator by the required deadline. The data will be reviewed by both SIUE and SIUC faculty and through relevant campus processes. The data will be disaggregated in the SIUC program review report.
13. **Administrative Support:** Both Graduate Schools will provide financial and administrative support for academic and research interaction between the History faculty and students on both campuses, including annual conferences or meetings. Further, senior administrators (e.g., deans, provosts, or vice chancellors) will provide specific help and facilitation to the faculty members of the two campuses to pursue external resources (e.g., grant writing, fundraising) to sustain the growth of the co-op Ph.D. History program.
14. **Term & Termination:** This Memorandum of Understanding shall become effective August 1, 2023 and shall expire July 31, 2028 ("Term") unless earlier terminated as provided herein. Either party (SIUC or SIUE) may terminate this agreement, with or without cause, by providing written notice to the other party at least 90 days in advance of the intended termination date. No less than 180 days prior to the expiration of the Term, the History Department at SIUE and the History Program at SIUC will confer to decide whether to renew the cooperative program defined herein and the terms and conditions of that renewal. Notwithstanding the foregoing provision, any such renewal shall be effective only upon a written agreement signed by the authorized representative of SIUC and SIUE. If this agreement is terminated or not renewed, the then-enrolled co-op Ph.D. students will be allowed to complete their program subject to the rules and policies applicable to the program, including but not limited to completion within the maximum number of years allowed by the SIUC Graduate School catalog.
15. This agreement may be modified only by written agreement executed by the authored representatives of SIUE and SIUC.

**Recommended on behalf of SIUC by:**

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