

DEPT. OF HISTORY PRELIMINARY EXAMINATION SCHEDULE INSTRUCTIONS

1. On Page One of the schedule, please label the appropriate fields #1, #2, #3, and #4, as follows:
 - #1 Meets the pre-1815 requirement. A substantial part of the exam should cover the pre-1815 time period (pre-1798 for European fields)
 - #2 This field covers the geographical breadth requirement. At least half the exam will cover a geographical area other than that of the major field (or of the geographical field if the major field is thematic/comparative). This requirement is waived for those in Medieval History.
 - #3 This field is a comparative/thematic field. All thematic fields must be comparative.
 - #4. This field is geographical/chronological.
2. In the case of a constructed field or a field outside the department, the description of the parameters of the field that was submitted with the Ph.D. Program Plan should be appended to this form, along with a relevant bibliography.
3. The STUDENT should neatly print the NAME of each examiner and give CONTACT information, including department, e-mail, and institution. The examiners should initial the form to indicate their willingness to serve on the committee. If they are not available to initial, an e-mail or letter indicating their agreement to serve should be attached.
4. As noted in the document "Prelim Exam Preparation Guidelines for Examiners and Examinees," the meeting at which the examiner initials this form should be the occasion for a discussion of WHEN the exam will be administered and WHETHER the examiner will be at UIUC at that time. If the examiner is NOT going to be in residence in Urbana-Champaign at the time of the exam, s/he should indicate this and make arrangements for how to communicate with the student and with the other examiner about the reading list and the composition of the exam. This meeting should also involve discussions of subsequent meetings regarding the construction of the reading list and the discussion of the students' readings with the examiner--at least three such meetings are expected.
5. As of fall 2007, Prelims will be in a take-home format, which is outlined in the documents "PRELIMS DEMYSTIFIED" and "Prelim Exam Preparation Guidelines." The exam is open book, open note, but you must secure a technologically reliable computer and a workspace suitable to prolonged writing. If you do not have access to such a technology or space at home, the department will help you locate them. However you must indicate your need NOW; arrangements need to be made at least a month before the exam, preferably sooner.
6. Before submitting this form, students should make a COPY of all three pages AND the instructions to keep with their prelim exam records. The form contains important information regarding the rules and restrictions involved in changing the prelim schedule after the approval of this form. Also please keep the final sheet: "INSTRUCTIONS FOR PRELIM DAY" so you will be prepared for the process of TAKING your scheduled exams.

Preliminary Exam Schedule
FILL OUT FIRST THREE PAGES AND COPY THEM FOR YOUR RECORDS
KEEP PAGE FOUR FOR YOUR RECORDS

Page One

Student Name _____ UIN _____ Date _____

Major Advisor(s) _____

Major Field _____

Examiner 1 _____ Initial _____

Contact Info: Dept: _____ e-mail: _____

Examiner 2 _____ Initial _____

Contact Info: Dept: _____ e-mail: _____

EXAM PERIOD TO BE TAKEN (month/year) _____ Pass _____ Fail _____

Minor Field 1 _____

Examiner 1 _____ Initial _____

Contact Info: Dept: _____ e-mail: _____

Examiner 2 _____ Initial _____

Contact Info: Dept: _____ e-mail: _____

EXAM PERIOD TO BE TAKEN (month/year) _____ Pass _____ Fail _____

Minor Field 2 _____

Examiner 1 _____ Initial _____

Contact Info: Dept: _____ e-mail: _____

Examiner 2 _____ Initial _____

Contact Info: Dept: _____ e-mail: _____

EXAM PERIOD TO BE TAKEN (month/year) _____ Pass _____ Fail _____

Preliminary Exam Schedule
Page Two

Please list courses taken and underway (include semester) to fulfill course requirements for each field:

Major Field

Course 1:
Course 2:
Course 3:
Course 4:

Minor field 1:

Course 1:
Course 2:

Minor field 2

Course 1:
Course 2:

No exams may be taken for which course work is not completed by the end of the preceding semester (NO I GRADES).

Outstanding I Grades YES _____ NO _____ If YES please list _____

Languages passed:

Language 1 _____ Date _____ How passed/ _____

Language 2 _____ Date _____ How passed/ _____

IMPORTANT NOTES REGARDING RESCHEDULING EXAMS:

CHANGES TO THE ENTIRE PRELIM EXAM SCHEDULE WILL ONLY BE ACCEPTED UP TO THREE WEEKS PRIOR TO THE FIRST EXAM THE STUDENT PLANS TO TAKE, AND REQUIRE DGS APPROVAL.

ONCE A STUDENT HAS BEGUN TO TAKE HIS/HER PRELIMS, CHANGES FOR THE REMAINING PRELIMS ARE GRANTED ONLY WITH WRITTEN APPROVAL OF THE DGS.

**Preliminary Exam Schedule
Page Three**

HONOR CODE AGREEMENT: NO EXAM MAY BE TAKEN WITHOUT STUDENT SIGNING THE HONOR CODE STATEMENT BELOW:

In composing written preliminary examinations for the Department of History, I agree to abide by University regulations concerning academic integrity, particularly with regard to the use of pre-written material in this exam. I understand that I may not insert prewritten blocks of text into the exam. I have clarified any uncertainties about this honor code statement with the DGS.

SIGNATURE _____ DATE _____

Plans and requests for space/technology to take exam: check appropriate choice

_____ I plan to take the exam at home or other personal space with my own computer.

_____ I cannot take the exam at home and request assistance in locating an alternate venue but can bring my own laptop.

_____ I request the department to help me find a venue and computer technology to take the exam.

EXAM SCHEDULE APPROVALS:

MAJOR ADVISOR _____ DATE: _____

AFTER OBTAINING ADVISOR'S APPROVAL, SUBMIT ALL COMPLETED PAGES OF THIS FORM TO THE GRADUATE SECRETARY (NOT DGS) IN 309 GREGORY HALL

DGS _____ DATE: _____

INSTRUCTIONS FOR PRELIM DAY

Page Four

1. PRIOR to your scheduled exam, you must arrange personal or on-campus space. We will make suggestions as to on-campus facilities for those who do not have home access to a computer or suitable work space. We will also strive to provide back-up spaces in the department when possible, but we need to know at least a month in advance, preferably earlier, whether you need such accommodations. Students should make every effort to ensure that the technology and conditions of the planned exam space are dependable on the exam day (barring unforeseeable events like mass power outages). If a catastrophic technological breakdown occurs during the exam, the student should notify the department as soon as possible, and try to retrieve the portion of the exam completed. If the DGS determines that this was a legitimate technological breakdown, an alternate time for the exam, with new questions, will be arranged, in the current exam cycle if possible or the next exam cycle if necessary.

2. ON the exam day, you must pick up a hard copy of the exam at the beginning of the exam period, 8:00 AM. IN ADDITION to the 7-hour writing period there will be a half-hour built in at both the beginning and the end of the exam-period for travel. Exam period is 8:00 a.m. - 4:00 p.m. = 8 hours total for the exam.

3. You must e-mail the finished exam as a Microsoft Word attachment to the Graduate Secretary by 4:00 PM--and wait for a confirmation of receipt. You should also print out a hard copy, which you should keep for your records and have ready to deliver to the History Department if necessary. If there is any trouble transmitting the completed exam you will have an additional half-hour to deliver a hard copy of the exam (due by 4:30 PM). Any exam not received by 4:30 pm will be considered a fail.

4. All students must sign the following honor statement, found on page three of the Prelim Scheduling Form:

“In composing written preliminary examinations for the Department of History, I agree to abide by University regulations concerning academic integrity, particularly with regard to the use of pre-written material in this exam. I understand that I may not insert prewritten blocks of text into the exam. I have clarified any uncertainties about this honor code statement with the DGS.”