

HISTORY DEPARTMENT QUALIFYING EXAMINATION INFORMATION AND CHECKLIST

The qualifying exams comprise a set of written exams covering the student's chosen three fields of study and an oral exam. To be eligible to take the exams, you must have the following:

- 1.) Successfully completed 72 units of coursework;
- 2.) Passed the two language requirements (or one language requirement and one acceptable research tool);
- 3.) Completed two substantive research papers based on primary sources, which come out of CGU research seminars, graduate reading courses, or tutorials. The papers must have received a grade of B+ or higher.

Students should be present at the Arts and Humanities Department no later than 8:45 a.m. on each day scheduled for the written exams.

- Students may bring the following items:
 - 1.) Scratch Paper
 - 2.) Pens and Pencils
 - 3.) Drinks and Snacks

- Students are NOT allowed (unless given written permission from the professor giving the exam):
 - 1.) Notes
 - 2.) Book Lists
 - 3.) Notebooks
 - 4.) Bibliographies
 - 5.) Computer disks or software

- Arts and Humanities will provide:
 - 1.) Computers
 - 2.) Clocks
 - 3.) Dictionary, if necessary

DEPARTMENT OF HISTORY PLAN FOR QUALIFYING EXMINATIONS

Student Name: _____

Student ID: _____

To be eligible to take the exams, you must have successfully completed 72 units of course work, passed the two language requirements (or one language requirement and one acceptable research tool), and completed two substantive research papers based on primary sources, which come out of CGU research seminars, graduate reading courses, or tutorials. The papers must have received a grade of B+ or higher. Please inform me if you plan to take your exams.

Please provide the following information:

Chair of Exam Committee: _____

Major Exam 1: (4 Hours) _____

Topic: _____

Date: _____

Faculty Name: _____

Address: _____

Phone: _____

Fax: _____

Email Address: _____

Minor Exam 1: (3 Hours) _____

Topic: _____

Date: _____

Faculty Name: _____

Address: _____

Phone: _____

Fax: _____

Email Address: _____

Minor Exam 2: (3 Hours) _____

Topic: _____

Date: _____

Faculty Name: _____

Address: _____

Phone: _____

Fax: _____

Email Address: _____

Oral Defense date and time: _____ Location: _____

Have all faculty agreed to attend the oral? _____

Thank you. If you have any questions or concerns, please contact Michele Emmert at (909) 607-3335 or via email at michele.emmert@cgu.edu.

**Return this form to Arts and Humanities
121 E. Tenth Street
Claremont, CA 91711
(909) 607-3335**