

GRADUATE POLICY HANDBOOK

DEPARTMENT OF HISTORY

For general policy pertaining to graduate education at SLU, please consult the Graduate Education Catalog at <http://www.slu.edu/graduate-education/graduate-education-catalog>.

Policy specific to the College of Arts and Sciences (CAS) and the Department of History will be outlined in this handbook.

CONTACTS

College of Arts and Sciences:

Cathy Zimmer
Business Manager
Verhaegen 320
314-977-2468
zimmercm@slu.edu

Dr. April Trees
Associate Dean for Graduate Affairs
Verhaegen 220
314-977-2973
april.trees@slu.edu

Department of History:

Thomas Finan, Ph.D.
Chair
Adorjan 137
Thomas.finan@slu.edu

Nathaniel Millett, Ph.D.
Director of Graduate Studies
Adorjan Hall
Nathaniel.millett@slu.edu

REQUIREMENTS FOR THE MASTER'S DEGREE

1. PREREQUISITES

Applicants must have an undergraduate degree in history or the equivalent. An applicant who majored in a field other than history may be admitted with the requirement that certain history prerequisites be taken before pursuing the degree coursework.

2. FIELDS

Fields of study include Late Antiquity and Byzantium, Medieval Europe, Early Modern Europe, Modern Europe, United States, and World History. Only one field is required for the M.A. degree. Students may informally construct a secondary or minor field in consultation with their advisor if they so desire.

3. TRACKS

The M.A. program has two tracks, a combined M.A./Ph.D. track and a terminal M.A. track. Requirements vary slightly for students in each track, and these distinctions are noted in the relevant sections below.

4. FACULTY ADVISOR

Students must choose an advisor from among the History graduate faculty in their primary field by the beginning of the second semester in the program and submit the appropriate form signed by the advisor and the student to the Director of Graduate Studies. The faculty advisor will help the student in selecting courses and preparing for exams. Each semester the student should meet with that advisor, and then contact the graduate director to complete the registration process.

5. COURSE REQUIREMENTS

The M.A. requires the completion of thirty hours of coursework (students on the M.A./Ph.D. track need only twenty-seven hours). Required courses include HIST 5000 (Theory and Practice of History: An Introduction) and a minimum of twelve hours in the primary field, which must include a "Studies" course (HIST 5200/ 5300/ 5400/ 5500/ 5600/ 5700) and at least one seminar (HIST 6800/ 6810/ 6820/ 6830/ 6840) in that field. Six hours of thesis research may replace six hours of coursework; students must either write a thesis or write two expanded seminar papers which amount to the same length as a thesis (no fewer than 25,000 words, excluding front matter, bibliography, and any appendices).

The department has a checklist available for students so that they can keep track of their courses and other requirements. Required courses must be taken at Saint Louis University; transfer courses cannot be substituted.

Up to six hours of coursework may be taken in fields outside History.

At least 24 hours of coursework must be taken at Saint Louis University. A maximum of six hours may be taken through the inter-university exchange program with other local universities (such as Washington University and the University of Missouri-St. Louis). (To take courses through inter-university exchange, contact the graduate director.)

No more than six hours of coursework may be transferred from other programs. (To transfer credits, the student should contact the graduate director to complete the proper paperwork. This cannot be done until the student has completed at least nine hours of coursework at Saint Louis University.)

Students may take a maximum of six hours in independent study courses with individual faculty, such as Research Topics (HIST 5970) and Graduate Reading Course (HIST 5980).

6. LANGUAGE REQUIREMENT

Competency in one foreign language is required. The language requirement must be satisfied by the beginning of the second year of coursework. Under unusual circumstances, the Director of Graduate Studies may extend the deadline in individual cases. The language requirement must be satisfied before proceeding to the M.A. exams.

7. M.A. EXAMINATION/THESIS

At the completion of coursework, non-research M.A. students must pass a two-hour written examination and a one-hour oral examination on their primary field. The written examination will consist of a choice of essay questions. In these examinations the student must demonstrate a proficiency in the selected historical field, as well as a firm grasp of its secondary literature and historiography. Students should consult all members of their committee, who may provide additional reading in line with the interests of the particular student. Students should familiarize themselves with these readings in preparation for the examinations.

For research M.A. students, a thesis (HIST 5990, which counts for six hours of coursework, three hours each semester) will replace the M.A. written exam. The one-hour oral exam will be a defense of the thesis.

In both cases, the oral examination board will be composed of three faculty members, chosen in consultation with the student's advisor. No more than one member of this examination board may be a person from outside the university. At least two affirmative votes are necessary to pass the examinations.

Students should consult the graduate director as they prepare for the examinations to insure that they file the proper paperwork with the Office of Graduate Education and meet all deadlines.

The department will administer the M.A. examinations once each semester, on the Friday before Thanksgiving during the fall semester and on the third Friday in April during the spring

semester. Oral examinations will be individually scheduled shortly thereafter. At the end of the oral exam or thesis defense, after the student has left the room, committee members should fill out and seal their ballots before any discussion of the student's performance takes place.

The student will be responsible for seeing that the thesis or extended seminar papers are distributed to the examination committee one month prior to the examination.

A student who wishes to write a thesis should consult with his or her advisor prior to the end of the first year of coursework. The student should prepare a brief prospectus and have it approved by the examination committee. The prospectus should include a preliminary bibliography containing relevant secondary sources and should identify the primary sources the thesis will address. As a rule of thumb, a thesis should be a minimum of 25,000 words, excluding front matter, bibliography, and any appendices. Once the student's examination committee has approved, the prospectus should be forwarded to the graduate committee for its approval.

Theses should follow the style dictated by "Policies and Procedures for Thesis, Project, and Dissertation Formatting" (available from the Office of Graduate Education) and Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.

8. CONTINUING TO Ph.D.

An M.A. student may switch from the terminal M.A. to the M.A./Ph.D. track. At the end of the student's third semester, the student must obtain a petition to continue to the Ph.D. from the Office of Graduate Education. It will then be forwarded to the department's graduate committee for evaluation. Each semester, faculty complete evaluation forms for students in their classes. The graduate committee considers these evaluations in determining whether to allow a student to continue in the program.

REQUIREMENTS FOR THE M.A./Ph.D. TRACK

1. PREREQUISITES

Applicants must have completed an undergraduate degree in history or a closely related field. If a student's degree is in a field other than history, the graduate committee may require that additional courses be taken as a prerequisite for pursuing the M.A./Ph.D.

2. FIELDS

M.A./Ph.D. students must choose both a primary and a secondary field.

The primary field must be one of the following: Medieval Europe, Early Modern Europe, or United States.

The secondary field may be any of the above, as well as Late Antiquity and Byzantium, Modern Europe, World History, or a constructed field tailored to an individual student's course of study. Constructed fields will normally encompass different chronological timeframes or geographical areas from the primary field. The department's graduate committee must approve any constructed field. To obtain this approval, the student must present a formal proposal that includes appropriate courses, a reading list, and letters from faculty members (either inside or outside the department) qualified to serve on an examination board for the constructed field. The student's advisor must also submit a letter of support. Students should declare their secondary field—including securing approval for any constructed field—no later than the beginning of their second year in the program.

3. FACULTY ADVISORS

Students must choose an advisor from among History graduate faculty with mentor status in their primary field by the beginning of the second semester in the program and submit the appropriate form signed by the student and the advisor to the Director of Graduate Studies. Students should consult that advisor regularly to establish a long-range plan of study, to prepare for candidacy exams, and to determine an appropriate secondary field. When the secondary field is chosen, the student should select a secondary field advisor to consult in pursuing that field.

4. COURSE REQUIREMENTS

Thirty-six hours of coursework are required. (In some circumstances, a student in consultation with his or her advisor may choose to take additional coursework or other preparation.) Students entering the program with an M.A. from another university are required to undertake 27 hours of coursework (a reduction of nine hours). A minimum of twelve hours must be taken in the primary field and six in the secondary field. These hours should include HIST 5000 (Theory and Practice of History: An Introduction), as well as a "Studies" course (HIST 5200/ 5300/ 5400/ 5500/ 5600/ 5700) and at least one seminar (HIST 6800/ 6810/ 6820/ 6830/ 6840) in both the

primary and secondary fields. Students should not undertake a seminar in their first term of study. All required courses must be taken at Saint Louis University; transfer credits may not be substituted. (The department has a checklist available for students so that they can keep track of their courses and other degree requirements.)

No more than six hours of coursework in fields outside of history may be taken.

At least 24 hours of coursework must be taken at Saint Louis University. A maximum of six hours may be taken through the inter-university exchange program with other local universities (such as Washington University or the University of Missouri-St. Louis). (See the graduate director for information on the inter-university exchange.)

No more than six hours of coursework may be transferred from other programs to fulfill the Ph.D. requirements. (To transfer credits, the student should contact the graduate director to complete the necessary paperwork for the Office of Graduate Education. No coursework can be transferred before the student has successfully completed at least nine hours at Saint Louis University.)

Students may take independent study courses with individual faculty—Research Topics (HIST 5970/ 6970) or Graduate Reading Course (HIST 5980/ 6980)—but no more than two of these courses may be taken as part of the degree requirements.

5. LANGUAGE REQUIREMENT

For U.S. history students, competency in one foreign language is required. For Medieval and Early Modern European history students, two languages are required, one of which must be Latin. It is understood that, in all fields of study, advisors can require additional languages if they are pertinent to the student's research agenda.

At least one of the language requirements must be satisfied by the beginning of the second year of coursework. (Under unusual circumstances, the Director of Graduate Studies may extend this deadline in individual cases.) All language requirements must be satisfied before the student can proceed to the candidacy exams.

6. EVALUATION

The performance of students and their potential for completing the program will be rigorously evaluated every term. At the end of the first term of the second year of study, the Chair of the History Department, the Director of Graduate Studies, the graduate committee, and the mentors of students will meet to discuss the students' progress and whether they should continue in good standing, continue on a probationary basis, or be terminated from the program. The final decision will be made by the graduate committee on the basis of their coursework, evaluations, and a report from their mentor. If it is decided that it would not be in the student's best interests to continue to a Ph.D., then they will switch to the terminal M.A. If it is decided that the student should continue to the Ph.D., then they must petition the Office of Graduate Education to do so.

7. EXAMINATIONS

After the successful completion of coursework, students will be awarded the M.A. before proceeding to the Ph.D.

Upon completion of course requirements, and not later than October 15 of their third year, students must take two four-hour examinations, one each in the primary and secondary fields, and a two-hour oral examination. The doctoral comprehensive written examination consists of six essay questions, three of which must be answered. The examination is formatted so that the student will answer at least one question from every examiner. It is the responsibility of the student's primary field advisor to collect questions and construct the exam in the primary field. Likewise, the secondary field advisor should construct the exam for the secondary field.

The examination board will be composed of five members, selected in consultation with the primary and secondary advisors. Only one member of the board may be from outside the university.

In preparing for the exams, students should refer to the departmental reading lists in their chosen fields, in consultation with all the members of their examination board, who will provide the students with necessary readings and advice. The chair of the committee must submit the "Doctoral Oral Defense Form," which includes the date, location, and time of the oral exam, to the doctoral candidacy advisor at least three weeks prior to the date of the scheduled oral exam.

The intent of the exams is for the student to demonstrate a broad knowledge of the field. For example, a student emphasizing twentieth-century U.S. history should also demonstrate strong knowledge of the eighteenth and nineteenth centuries as well.

Based on the student's performance on the written examinations, the five-member board will judge either that the examinations must be retaken or that the student should proceed to the oral examination. In the event that a student fails his or her written exams, the chair of the committee in consultation with the other members of the committee will determine when he or she may retake the exam and whether it will be necessary to retake one or both parts of the exam. Apart from exceptional cases, the written exams may be repeated only once. Students who must retake exams are expected to complete them before February 1 of the following year.

The primary field advisor should communicate the decision of the committee in writing to the Director of Graduate Studies, who is responsible for ensuring that the college issues the ballot for the oral examination. Ideally, the oral examination should be scheduled no later than a week to ten days following the written exams. The doctoral comprehensive oral examination must be two hours long, and each examiner shall have an equal length of time in which to ask questions of the candidate. At the end of the oral exam, after the student has left the room, committee members will discuss the student's performance on the oral exam and then vote. At least four affirmative votes are necessary for the student to pass. After filling out the form recording the result of the oral exam (pass, no pass, pass with distinction), the chair will immediately inform the student of the result.

In the event of a failure of the oral examination, the oral exam may be repeated once at the discretion of the Associate Dean. Ordinarily, the second attempt should not be scheduled within the same academic semester as the first, though it should be completed before February 1 of the following semester. An outside committee member (a SLU faculty member from another department) will be present at the second exam. Should the outcome of the second examination be unsatisfactory, a third exam will rarely be approved.

Doctoral Candidacy status will be given to the student after passing the comprehensive oral exam.

8. PROFESSIONALIZATION

As well as undertaking their examinations, students in their third year will write a dissertation prospectus and participate in two courses (HIST 6900 and 6901), one in each semester, designed to help them transition into the dissertation phase of the program. Students will focus on completing their prospectus and grant and article writing. These two courses will be worth six hours, but students must also register for twelve hours of dissertation research (HIST 6990) as soon as they have passed their exams.

Students must complete both courses before proceeding to further dissertation research. As well as completing the prospectus, students, working alongside the grants officer, must apply for outside grants for their research and should ideally submit an article for publication and present a conference paper during their third year.

9. DISSERTATION PROSPECTUS

Following the completion of coursework, and after passing the doctoral examinations, the final requirement for the degree is to research, write, and defend a dissertation. (The History department does not permit the substitution of three published research articles as an option to replace the dissertation.)

Students must select a dissertation committee of three members, including the mentor, and submit a dissertation prospectus to the department and to the college by the end of the third year. The prospectus should discuss the topic and its historical importance, should identify the relevant archival and primary sources, and should include a historiographical essay examining the relevant literature.

Normally the dissertation board will be composed of the mentor and two readers. A student may choose to have a historian from another institution serve as a dissertation reader, either in a formal capacity as a member of the committee or in an informal capacity. The Associate Dean for Graduate Studies must approve the members of the committee. The department will pay an honorarium to all external readers. No more than one person from outside the university may serve on the dissertation board unless it is expanded to four or five members.

10. DISSERTATION RESEARCH

As a rule of thumb, a doctoral thesis should be a minimum of 75,000 words in length, excluding front matter, footnotes, appendices, and bibliography.

Students should anticipate completing the degree requirements, including the dissertation, within eight (or seven, if coming in with an M.A.) years of admission to the program. During the research phase, students must register for twelve hours of dissertation research (HIST 6990) before the completion of the dissertation. After the twelve-hour requirement has been satisfied, students should register for the course for zero hours every semester (excluding summers) until they complete their dissertation. Students may begin registering for HIST 6990 in the same semester that they register for HIST 6950 (Special Study for Examinations).

During the course of dissertation research, the student should be in regular contact with his or her mentor, at least once a semester, to ensure that satisfactory progress is being made toward completing the degree.

If the student's dissertation is not completed within eight (or seven, if coming in with an M.A.) years from the time he or she began coursework, the student must apply to the college for an annual extension. This requires a signed form of support from the mentor, a letter of explanation from the student, and registration for one additional hour of dissertation research. At most two extensions are permitted.

If a student's dissertation is not completed within five calendar years after the completion of his or her preliminary exams, apart from exceptional cases, the student will be required to retake the written examination in his or her first field of study to demonstrate currency in the field in order to remain active in the graduate program. If the student should fail the written exam, he or she may retake the exam after at least sixty days have elapsed. If the student should fail to pass the second written exam, he or she may retake the exam a third time only under exceptional circumstances, and only after another sixty days have elapsed. Failure to pass the exam will result in termination from the program.

Dissertations should follow the style dictated by the publication "Policies and Procedures for Thesis, Project, and Dissertation Formatting" (available from the Office of Graduate Education) and Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.

11. ORAL DEFENSE OF DISSERTATION

The final requirement for the Ph.D. degree is the public oral defense of the dissertation. It is the responsibility of the candidate's mentor to determine that the dissertation is in its final draft and that the other two members of the committee agree that it is acceptable for defense.

Preparing for Dissertation Oral Defense and Format Review:

- 1) Once the dissertation is completed, the dissertation committee will read and assess it and schedule its public defense. The student must submit the final draft of the dissertation to each member of the committee at least four weeks before the scheduled date for the oral defense. When the candidate, the dissertation chair, and the readers agree that the dissertation is in its

final form and ready to be defended, the doctoral candidate must prepare the dissertation according to the most recent Formatting Guide (found on the Office of Graduate Education's website, under the link "Current Students") and Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Use the checklist found on the last three pages of the Guide as a final review.

2) The Ph.D. degree candidate is then required to defend the dissertation in a public forum. The date, time, and location of the presentation are determined by the candidate's dissertation committee, after which the candidate must submit the "Notification of Readiness for the Public Oral Defense" form, signed by the dissertation chair, to the Doctoral Candidacy Advisor at least three weeks in advance of the oral defense date.

3) There will be a separate vote on the written dissertation after each committee member approves the manuscript. This vote on the written dissertation can be after the oral defense.

4) Following the oral defense, and after the written dissertation has been approved, the student must make an appointment with the Doctoral Candidacy Advisor for a format review. Once any additional corrections are made, the student must convert the document to a PDF file before submitting it electronically to ProQuest for digital archiving and publication of the abstract via Digital Abstracts International. This must be done before the degree can be conferred.

History Department Protocol for the Oral Defense of the Dissertation:

Dissertation defenses will take place during term-time unless there are exceptional circumstances.

1) The defense of the dissertation will not exceed two hours in length.
2) The defense will begin with the introduction of the candidate by his or her mentor.
3) Presentation of the dissertation: The candidate will give a presentation of approximately thirty minutes and will be prepared to answer questions following the presentation. The candidate may use audio-visual materials or other appropriate materials in the presentation of the research project. In the presentation the candidate should discuss the dissertation's major conclusions, methodology, and primary sources employed. The candidate should emphasize the contribution that the dissertation makes to knowledge in the field, especially its relationship to important current interpretations. The candidate should also anticipate possible critiques of his or her research. Following the formal presentation, the candidate's dissertation committee will have the first opportunity to ask questions, after which the candidate will be expected to recognize individuals from the audience seeking to ask questions. However, the mentor as the chairperson of the defense is in control and has the authority to regulate questioning and discussion at all times.

4) The dissertation committee will meet immediately following the defense to discuss it and vote. A majority positive evaluation by the committee is required for final approval of the dissertation. The result of the committee's vote will then be submitted to the Doctoral Candidacy Advisor.

GRADUATE COURSES

1. HIST 5000, Theory and Practice of History: An Introduction

This course examines some of the most influential theories of today's intellectual marketplace that affect the study of history. From historical materialism, through structuralism, semiotics, post-structuralism, post-modernism, and critical theory, to gender and narrative history, the course will discuss their intellectual essence as well as their usefulness in terms of the insights they offer to historians. This course is required of all students and may be taken only once.

2. STUDIES COURSES

HIST 5100, Studies in Ancient History
HIST 5200, Studies in Late Antiquity and Byzantium
HIST 5300, Studies in Medieval History
HIST 5400, Studies in Early Modern History
HIST 5500, Studies in Modern European History
HIST 5600, Studies in American History
HIST 5700, Studies in World History

These are readings courses that are intended to present a broad historiographical survey of main issues in the particular area of history. These courses are required for both the primary and the secondary field. Students may take each studies course a total of two times during their course of studies in the graduate program, provided that the courses are offered by different professors. (This means that a student pursuing both the M.A. and the Ph.D. at Saint Louis University may take the course only twice, not twice for each degree.) Under exceptional circumstances, a student pursuing both degrees here may petition the graduate director for permission to take the course a third time.

3. ADVANCED STUDIES COURSES*

HIST 5110, Advanced Studies in Ancient History
HIST 5210, Advanced Studies in Late Antiquity and Byzantium
HIST 5310, Advanced Studies in Medieval History
HIST 5410, Advanced Studies in Early Modern History
HIST 5510, Advanced Studies in Modern European History
HIST 5610, Advanced Studies in American History
HIST 5710, Advanced Studies in World History

These are more specialized readings courses that survey pertinent secondary literature. The topics change from semester to semester. They are not intended as a broad historiographical survey as are the "Studies" courses; rather, they focus on a more detailed examination of a particular field or topic in history. Students may take these courses more than once.

4. PERSPECTIVES COURSES

HIST 5150, Perspectives in Ancient History
HIST 5250, Perspectives in Late Antiquity and Byzantium
HIST 5350, Perspectives in Medieval History
HIST 5450, Perspectives in Early Modern History
HIST 5550, Perspectives in Modern European History
HIST 5650, Perspectives in American History

These course numbers may be utilized to take an undergraduate course for graduate credit. (This does not include undergraduate seminars; no graduate students will be allowed to take undergraduate seminars.) A contract form available in the department office must be filled out and signed by both the student and the faculty member teaching the course. Generally, the contract must include additional meetings beyond the scheduled lectures, additional readings, and/or a research project.

5. SEMINARS*

HIST 6800, Seminar in Ancient History
HIST 6800, Seminar in Late Antiquity and Byzantium
HIST 6810, Seminar in Medieval History
HIST 6820, Seminar in Early Modern History
HIST 6830, Seminar in Modern European History
HIST 6840, Seminar in American History

These are research courses. Students must complete a major paper based on original research and present and defend that paper before the class. The topics of the particular seminars change depending upon the interests of the instructor. Therefore, students may take these courses more than once. At least one research seminar is required in both the primary and the secondary field.

6. HIST 5900, History Teaching Practicum

This is a course intended to guide and mentor teaching assistants and other graduate students who will be teaching courses. It is offered every fall semester and is required for all teaching assistants. It should be taken only once. With permission, other graduate students may take the course.

7. HIST 6900 and 6901, Professional Writing for Historians I and II

These courses assist students in making the critical transition from coursework to dissertation research and professional writing. This two-semester course provides hands-on mentoring and a collaborative classroom environment so that, by the end of the academic year, students ideally will have completed an accepted dissertation prospectus, submitted a competitive application for an external grant, and submitted an article to a respected academic journal for publication.

8. INDEPENDENT COURSES

HIST 5970, Research Topics (for M.A. students)

HIST 6970, Research Topics (for Ph.D. students)

Students undertake an individual research project under the guidance of a faculty member. A contract form describing the project, signed by both the student and the faculty member, is required.

HIST 5980, Graduate Reading Course (for M.A. students)

HIST 6980, Graduate Reading Course (for Ph.D. students)

Students undertake an individualized reading course under the guidance of a particular faculty member. As with the “Research Topics,” a contract form with a reading list attached is required.

Note that no more than two of these independent courses may be taken to fulfill course requirements.

9. THESIS AND DISSERTATION RESEARCH

HIST 5990, Thesis Research

HIST 6990, Dissertation Research

These courses are required while pursuing research for a thesis or dissertation. M.A. students should sign up for six hours; Ph.D. students, twelve hours. Students can register for no more than six hours of HIST 6990 in any given semester. Registration for HIST 6990 can begin in the same semester that the student registers for HIST 6950, Special Study for Examinations.

10. OTHER COURSES

HIST 5930, Special Topics in History

HIST 6930, Special Topics in History

These are experimental courses. They may be taught only twice before needing formal approval in the curriculum.

HIST 5950, Special Study for Examinations (for M.A. students)

HIST 6950, Special Study for Examinations (for Ph.D. students)

These are zero-hour courses for students not taking any other courses, but studying for exams. Students may register for these courses only twice, although the Associate Dean for Graduate Education under extraordinary circumstances may permit a third registration.

HIST 5CR, Master’s Degree Study (for M.A. students)

HIST 6CR, Doctoral Degree Study (for Ph.D. students)

The Office of Graduate Education requires that, once a student enters a program, he or she must be continuously enrolled. This is a zero-hour course for students who for one reason or another decide not to sign up for any coursework in a given semester. A student may register for this number only twice in his or her program. (This requirement does not include summer school.)

*Whenever possible, the Advanced Studies courses and seminars will be scheduled sequentially over two semesters. An Advanced Studies course on a specific topic will be followed the subsequent semester by a seminar on the same topic. Thus a student may use the Advanced Studies course to do background work on a research project for the seminar.

LANGUAGE REQUIREMENTS

The language requirement can be fulfilled in two ways. First, an individual faculty member may administer a translation exam, in which an article or document will be selected, and the student will be allowed approximately two hours with a dictionary to render a reasonable translation of the material. If this option is chosen, at least two members of the department must read the translation and approve it.

Second, the Department of Languages, Literatures, and Cultures regularly offers courses geared toward developing a reading knowledge of foreign languages. At the end of each course, students are given material to translate. When successfully completed, the instructor formally certifies to the department that the student has developed a reading knowledge of the language. These courses do not count toward degree requirements.

If a student fails to pass the in-house language exam two times, he or she must pass the graduate reading course offered by the Department of Languages, Literatures, and Cultures in order to fulfill the language requirement.

If a student in the Ph.D. program passed a language exam for the M.A., that language will be accepted after proper certification is provided (e.g. a letter from the student's former institution or evidence of the language on the student's transcript).

GRADING AND STUDENT EVALUATION

1. LETTER GRADES

- A (4.0) high intellectual achievement
- A- (3.7)
- B+ (3.5) above average
- B (3.0) clearly acceptable performance
- B- (2.7) acceptable, but somewhat below average
- C+ (2.3)
- C (2.0) minimum passing grade; achievement of questionable acceptability
- C- (1.7)
- D (1.0)
- F (0) failure

2. SATISFACTORY (S)/UNSATISFACTORY (U)/ In Progress (IP)

These grades are for HIST 5990/6990 (Thesis and Dissertation Research), HIST 5950/6950 (Special Study for Examinations), and HIST 5CR/6CR.

3. INCOMPLETES

An “I” grade may be given if a student does not complete the required work by the end of the semester. The incomplete must be cleared up within twelve months; otherwise, it turns into an “F.” Students must submit the appropriate form explaining the incomplete to the Associate Dean of Graduate Education.

Teaching and research assistants may not carry more than one incomplete on their records if they wish to have their assistantships renewed.

4. UNSATISFACTORY ACADEMIC PROGRESS

In the event that a student does not progress satisfactorily through the program, the department chair, the Director of Graduate Studies, and the graduate studies committee, along with the student’s mentor, will work to help the student make the necessary adjustments to become successful. If the student still fails in due course to meet academic standards after these measures, the committee reserves the right, in consultation with the chair of the department, to recommend to the Associate Dean for Graduate Education termination of the student from the program.

5. CODE OF CONDUCT VIOLATIONS

Graduate students in the Department of History are expected to maintain high standards of professionalism and integrity. Any speech or action that violates the university’s code of

conduct is unacceptable and will not be tolerated. In such an event, the department, represented by the chair and the Director of Graduate Studies, in consultation with the graduate studies committee, will cooperate with appropriate university authorities to remedy the situation. The Dean of Arts and Sciences possesses the right to remove a student from the program for violating the proper standards of conduct.

6. ACADEMIC STANDING/PROBATION

According to Office of Graduate Education policy, if a student's grade point average falls below 3.0, that student is on probation and will be dropped from the program unless a GPA of 3.0 is achieved within nine credit hours or two successive terms, whichever is sooner.

The expectation of both the Office of Graduate Education and the Department of History is that Ph.D. students perform at least at the B+ level.

7. DEPARTMENTAL POLICY ON CONTINUATION IN THE PROGRAM

In order to maintain good standing in the History graduate program, students must make satisfactory progress toward their degree and maintain a grade point average of 3.0 or better. Any student whose grade point average falls below 3.0 for two successive semesters and/or receives more than one grade below a B will be automatically terminated from the program. A student dismissed for these reasons has the right to appeal to the department's graduate committee for reinstatement.

8. FACULTY COURSE EVALUATIONS

In addition to formal grades, faculty members teaching graduate courses fill out forms each semester assessing the performance of each student in graduate classes. The assessments are considered along with the grades in determining whether M.A. students will be allowed to pursue Ph.D. work and whether Ph.D. students will be retained in the program.

To keep each student abreast of his or her progress, the Director of Graduate Studies will send copies of these assessment forms to each advisor. At least once a year, early in the spring semester, every advisor will meet with each of his or her advisees who are at the coursework stage to discuss the student's progress. At that meeting, the advisor will present the student with a brief written evaluation of his or her progress, noting strengths as well as areas of needed improvement, based on the course assessments. A copy of the evaluation the student receives will be submitted for inclusion in the student's file.

9. PROCEDURE FOR ACADEMIC APPEALS

If a graduate student wishes to appeal any academic decision in the College of Arts and Sciences (CAS), that appeal should first be made to the faculty member involved and, if necessary thereafter, to the department chair (or program director if the program has no chair). The initial appeal must be made within 30 days after the academic decision was communicated or made available to the student. If the appeal is carried forward to the department chair or program

director, this must be done within 30 days of the faculty member's decision. The department chair or program director reviews the materials and either supports the instructor's recommendation or determines an appropriate outcome.

Should the student wish to continue the appeal process, the next step involves the Board of Graduate Education (BGE) of the College of Arts and Sciences. An appeal to the BGE must be made in writing and submitted to the Associate Dean for Graduate Education within 30 days of the decision by the department chair or program director. The Associate Dean will notify all parties involved of the appeal and will provide both parties an opportunity to submit any supporting documentation they believe the BGE should review. Written submissions will be limited to ten pages, with appendices if necessary, from each side in the dispute.

The appeal may be heard as an agenda item at one of the regularly scheduled BGE meetings, or a special meeting may be called. A quorum of the BGE, excluding *ex officio* members, must be in attendance. When the BGE sits as an appeals board, a graduate student selected by the Graduate Student Association will be appointed to the board as a voting member. This student must be a graduate student in CAS but not from any departments involved in the appeal. Since this is an internal and not a legal procedure, students involved in the appeal process may be accompanied by someone who is not acting as an attorney or representing the student in his or her capacity as an attorney. If a member of the BGE is a member of the department or program involved in the appeal, that BGE member will abstain from active participation in the appeals process. The Associate Dean for Graduate Education shall be present throughout the entire process, but shall not be allowed to propose or second any motion, or to cast a vote on any motion related to the appeal.

The BGE will hear the case presented by the student and others supporting the student's appeal and will also hear the presentations of the other parties involved. Then the BGE will conduct a discussion. If the BGE finds that insufficient information has been presented, it may request a period of no longer than 30 days to obtain the information, meet again, and reach a decision. The BGE will consider the merits of the student's appeal and the adequacy of procedures followed in the department. The BGE may support the decision being appealed, overturn it, or change the penalty imposed. The Associate Dean will inform the student in writing of the BGE's decision.

Should the student wish to appeal the decision beyond CAS, a written appeal may be submitted to the Associate Vice President (AVP) for Graduate Education. This must occur within 30 days of the decision by the BGE. The AVP will review the documents as submitted to the BGE and may request additional information to determine whether or not the process as outlined in this section was appropriately followed. The AVP cannot overturn a decision but can remand the decision back to CAS for further investigation if the process was not followed.

ASSISTANTSHIPS AND OTHER FUNDING OPPORTUNITIES

1. POLICY ON TEACHING AND RESEARCH ASSISTANTSHIPS

Normally, the maximum number of years that a graduate student may hold an assistantship is two while pursuing a master's degree and five in a doctoral program. In the case of a student pursuing the master's and doctoral degrees in the same primary field, eligibility for funding is also normally limited to five years. A third year of funding for the M.A. (thesis option only) or a sixth year for the Ph.D. is possible, provided funding through the department in question is available and the following criteria are met: 1) the student has advanced to M.A. or Ph.D. candidacy, with an approved thesis or dissertation prospectus, and 2) the student's advisor, the graduate program director and the chair of the department have all recommended the third or sixth year. The appeal should be made during the spring semester of the second year of funding for the M.A. or the fifth year for the Ph.D. to the Associate Dean for Graduate Education.

Graduate teaching assistants are assigned to large sections of the introductory courses, HIST 1110 (Origins of the Modern World to 1500) and HIST 1120 (Origins of the Modern World since 1500). They are responsible for conducting discussion classes each week and for grading papers and tests. Teaching assistants assign grades in consultation with the faculty member in charge of the course to which they are assigned. (Advanced teaching assistants may be given the opportunity to teach their own section of HIST 1110/1120.)

Graduate research assistants are assigned to individual faculty members to assist them in furthering their research. Each faculty member decides the duties of his or her research assistant. In general, research assistantships require a commitment of a maximum of twenty hours per week.

2. OTHER FUNDING OPPORTUNITIES

The department will try to help those who apply for but do not receive assistantships. This includes a limited number of tuition remission hours received from the Office of Graduate Education annually, and also the opportunity for qualified students at the dissertation stage (ABD) to teach select undergraduate courses as adjunct instructors.

There are also assistantships and fellowships available through the Office of Graduate Education. The Director of Graduate Studies will keep students informed of these opportunities.

3. DISSERTATION FELLOWSHIPS

For Ph.D. students who have advanced to candidacy, the Office of Graduate Education offers a limited number of dissertation fellowships. For information on these, see the graduate director.

4. SSM HEALTHCARE ARCHIVAL INTERNSHIP

The department has made an arrangement to provide an opportunity for a graduate student to work as a paid intern in the archives of SSM Healthcare. Ordinarily, the graduate student will be ABD.

MISCELLANEOUS INFORMATION

1. GRANTS OFFICER

This service position coordinates departmental support efforts for graduate students applying for external grants. The activities include maintaining a comprehensive list of funding sources, organizing workshops, facilitating support groups, directing a faculty grant review committee, and working with students on an individual basis.

2. GRADUATE STUDENT REPRESENTATION

There is a History Graduate Student Association, which serves as both a professional and a social organization. It encourages scholarly activity, sponsors informal social events, and represents the students' interests and concerns before the History Department and the university's Graduate Student Association.

The Graduate Student Association represents all graduate students at the university and provides some minimal funding for each department. Each year, at a departmental graduate student meeting near the beginning of the fall semester, the history graduate students elect a representative and an alternate representative to this organization. The alternate representative also serves as the graduate student representative at departmental faculty meetings.

Two graduate students from throughout the university are also elected to represent graduate student interests on the Graduate Council.

The department has an active chapter of the Phi Alpha Theta history honorary society. Graduate students are welcomed and encouraged to participate in this organization.

3. TRAVEL AND RESEARCH FUNDING

A limited amount of funding for graduate students is available through the Graduate Student Association. See the departmental GSA representative for further information.

4. BANNON U.S. GRADUATE STUDENT TRAVEL FUND

This fund is intended to provide travel support for scholarly projects undertaken by U.S. history graduate students. Funds will be disbursed throughout the year. A committee made up of the members of the graduate committee and the John Francis Bannon chair will evaluate the proposals and allot the funds. The committee will make decisions based on the scholarly merit of each request. First priority will be given to paper presentations at national and regional conferences. Second priority will go to research trips to archives and libraries. A student may request funding in successive semesters, but in the event that there are many worthy projects, preference will be given to those who have not recently received funding. To apply for travel

funds, students should submit a one-page proposal, a budget, and their advisor's letter of support to the Director of Graduate Studies at least 30 days (preferably longer) in advance of the anticipated trip.

5. CONTINUOUS ENROLLMENT REQUIREMENT

All students, both M.A. and Ph.D., must be continuously enrolled until they complete their degrees. If no courses are taken in a given semester (excluding summers), the student should sign up for HIST 5CR-90 (M.A.) or HIST 6CR-99 (Ph.D.).

6. LEAVE OF ABSENCE

Students may apply for a formal leave of absence from their program for a period of no more than one year. A student on a leave of absence does not have access to university services and will not be assessed a student activity fee.

7. STUDENTS DROPPED FROM THE PROGRAM

Any student dropped from the program for whatever reason may not register for history courses until he or she has been formally readmitted to the program.

8. DEPARTMENTAL AWARDS

Each year, the graduate committee will choose a student to receive one of the following awards:
the Thomas P. Neill Outstanding Dissertation Award
the José M. Sanchez Distinguished Teaching Award