

NORTHEASTERN UNIVERSITY
College of Social Sciences and Humanities
Department of History

REGULATIONS
GOVERNING GRADUATE STUDY IN HISTORY

Applicable to Students Matriculating in September 2018

The Department of History offers three graduate degrees: the PhD with a focus on world history and two options for the degree of Master of Arts in History, an MA degree with a concentration in Public History and an MA degree in World History. Regulations applying to all Master's candidates begin on page 5. Specific requirements for the Master's program in History begin on page 7 and for the Master's program with a concentration in Public History on page 8. Regulations governing the PhD program begin on page 11.

**REGULATIONS APPLICABLE TO ALL CANDIDATES FOR GRADUATE
DEGREES IN HISTORY**

Course Requirements

HIST 5101 Theory and Methodology I (4 credits) **All Students**
HIST 5102 Theory and Methodology II (4 credits) **All World History MA and PhD Students. (Public History Students Exempt)**
HIST 7370 Texts, Maps and Networks: Intro to Digital Humanities (4 credits)
(Required for Ph. D & Public History MA Students)

These courses must be taken in the first year of graduate study by Ph.D. students and M.A. students. These courses can only be waived by the coordinator of the graduate program or the department chair. A minimum grade of B is required. A student may not register for a research seminar until they have successfully completed HIST 5101 (or the course is waived). It may not be fulfilled by transfer credit or by taking a course outside the history graduate program at Northeastern University. Credit for another graduate-level methodology course may be used as elective credit.

Both PhD and MA students with a concentration in World History are required to take the full methodology sequence (Methods I in fall, Methods II in spring). MA students with a concentration in Public History will take a separate Public History Methods course during their first semester, as well as Methods I. PhD and MA students concentrating in World History may take the Public History Methods course if they wish. Likewise, MA students in Public History may take Methodologies II to fulfill other requirements.

Academic Performance

Should the GPA drop below 3.000, the student will be placed on academic probation and will be allowed one more semester to bring his/her GPA to the 3.000 level. If the student is not able to bring his/her GPA to the 3.000 level by the end of the following semester, the student may be asked to leave the program. Students will not be allowed to repeat required courses if they fail to earn a B or better.

Funding in the Ph.D. program will further be contingent upon successful completion of the yearly review, based on a report by the student's advisor, with attention to a) success in setting up a doctoral committee; b) passing the departmental language examination in the language of their field; c) successful performance of TA duties; d) successful completion of courses in the tiered system (i.e. the required course sequence above); e) successful completion, where appropriate, of other required activities, including construction of the comprehensive examination list and the dissertation proposal, and scheduling of comprehensive examinations; f) a GPA in graduate coursework in the department of at least 3.0.

Reports on graduate student progress will be generated as follows:

- A TA review will be completed by the presiding instructor in each semester in which a student is a TA. The form will go into the student's permanent record.
- A "calendar year" report will be due each year on January 15. One report will come from the student, one from the student's advisor.

Incompletes

Granting "incomplete" or "in progress" grades and the timetable for completion of a course are at the discretion of the individual faculty member teaching the course. University regulations require that courses be completed within one year of the submission of the grade of I or IP. **The only exception is where the IP grade is used to denote ongoing work on a thesis, Public History Project, or Dissertation.** Notwithstanding such agreements, a pattern of failure to complete work in a timely manner may be grounds for placing a student on academic probation.

Foreign Language Requirement

Candidates for the PhD degree in history must demonstrate a reading knowledge of at least one foreign language. To account for the variation in language needs among fields, each doctoral student's committee sets the language requirements and certifies the student's competence.

Candidates for the MA degree in World History must demonstrate reading competence in one foreign language. No language exam is required for Public History students.

Normally, students are expected to demonstrate competence in a modern language appropriate to the student's course of study. The language must be related to the student's area of interest and be a useful tool for historical research. Proficiency in reading a foreign language will be demonstrated by passing a written examination requiring an English translation of passages in the foreign language. The written examination will consist of selections from primary sources or secondary works in history. Students may use dictionaries when taking the language exam. All students are required to take the language exam by the end of their first semester of study. Doctoral students must demonstrate foreign language competence before taking the Qualifying Exam.

Students who do not pass the examination must take the exam in each subsequent semester (except the summer) until they pass it. Failure to pass the foreign language requirement will result in the delay and eventually the denial of the degree. For PhD students, failure to pass the foreign language requirement by the time they take the Qualifying Exam (no later than the 5th semester in the program) may result in the withdrawal of funding.

Students whose native language is not English and is the language needed for their research will be presumed fluent in their native language and will be exempted from the above requirement by written approval of the Graduate Program Director or the chair (assuming said students demonstrate proficiency in English).

Credit for Courses Taken Outside the History Department

With the prior approval of the Graduate Program Director, a maximum of four semester hours of credit may be elected from graduate courses in other departments of the University. In exceptional circumstances, with the approval of the Graduate Committee or (in the case of Doctoral study) the Dissertation Committee, the maximum may be waived (note that courses taken outside the university will appear as transfer credits only on the student's transcript; neither the course name nor grade will appear). No transfer credits will be placed on the student's record at the time of admission. At least 12 semester hours of credits must be completed at Northeastern University with a minimum GPA of B (3.000) before requesting such credit. After these conditions have been met, a written petition for transfer credit should be submitted to the Coordinator Graduate Programs in History. It should include a course syllabus and an official transcript signifying the grade received and the number of semester hours of transfer credit applied for. The Coordinator will grant such requests unless there is reason to believe that the quality of the course is below Northeastern standards. No course from outside Northeastern in which the student received less than a B or its equivalent may be transferred. Grades obtained at other graduate programs cannot be used to achieve the minimum B (3.000) average required for the degree.

Transfer credit for courses can be counted toward the degree only if taken no earlier than seven years prior to the petition to transfer the credits. Other timing regulations, described in the Graduate School General Regulations also apply.

Transfer credits that have been granted may be withdrawn if a student's GPA of courses taken at Northeastern falls below a B average.

Directed Study

Directed studies or assigned reading courses will be normally approved only for work related to and leading toward the completion of a thesis and/or dissertation and in the case of doctoral students, preparation in major and minor fields for qualifying examinations. All directed studies must be approved by the Director of Graduate Programs in History. Once such approval is obtained, the student must register for the appropriate directed study course in order to obtain credit for it.

OTHER INFORMATION PERTAINING TO GRADUATE WORK AT NORTHEASTERN

Representation on the Graduate Committee

Each fall graduate students elect two representatives, one from the Master's and one from the Ph.D. programs, who serve as non-voting members of the Graduate Committee. These students report key issues back to their colleagues and share the concerns of their colleagues with the Graduate Committee regarding any aspects of the graduate program.

Phi Alpha Theta

Phi Alpha Theta is an international history honor society with chapters across the country. Both undergraduate and graduate students are eligible for election to Phi Alpha Theta. To be considered for election, a graduate student must have completed **five** courses in history, must have a GPA of no less than 3.5, and must have no incomplete grades on his or her record.

REGULATIONS APPLICABLE TO ALL CANDIDATES IN THE MASTER OF ARTS PROGRAMS

To qualify for the degree of Master of Arts in History (either in the MA with concentration in Public History or the World History MA) students must complete **32** semester hours of course work. Such work may include a Master's thesis or Public History project. Should a student opt to do a Co-op, that student must complete **34** semester hours. Full time students should notify the Graduate Program Director if they elect to undertake such study by the end of the first semester of study.

MA Thesis

Any student planning to do a Master's thesis must first propose a reader and indicate to the Coordinator of Graduate Studies in History how the thesis fits into the student's overall plan for attaining the Master's degree. If the prospective first reader agrees, the student submits a thesis proposal (5-10 typed pages, including a literature review and preliminary bibliography) to the first reader for approval. The first reader then submits the proposal with a written statement to the Graduate Committee noting his/her approval. The proposal is normally approved by the Graduate Committee in the semester before the student begins work on the thesis. Upon approval of the thesis proposal, the student and the first reader together choose an appropriate second reader.

The student is encouraged to seek the advice of and provide outlines and/or drafts for readers during the course of research and writing. **The Graduate Office publishes *A Guide to the Preparation and Submission of Theses and Dissertations*, which contains requirements for the M.A. thesis. The thesis *must* be prepared in accordance with this *Guide* or it *will not be accepted* by the Graduate Office as complete.** Notwithstanding any statements to the contrary in the thesis guide, graduate theses will only be accepted for final approval by the History Department during the Fall and Spring Semesters of any academic year. **Theses completed during the summer term will await final approval during the following Fall Semester. This means that if a student submits a thesis as their last semester activity after the College spring semester deadline or during the summer term, they will not graduate until the following January. The Department will provide a letter certifying completion of the requirements. If an MA student intends to graduate in January, s/he must register**

for Master's Thesis Continuation (HIST 7996) during the summer semester. Otherwise, students should not register during that semester.

Oral Presentation of Thesis or Project

Occasionally an opportunity may be provided for a graduate student to give an oral presentation to the department based on findings from a Master's Thesis or Public History project. Arrangements for such a presentation should be made through the Director of Graduate Studies in History and should be announced to the Department before the presentation is to take place.

Full-Time Status and Master's Continuation

All full-time students are required to take a full load of courses in every semester in which they are enrolled in the master's programs in order to remain in good standing. A full load for regular full-time graduate students including recipients of Graduate Student Scholarships (tuition waivers) and Stipended Graduate Assistantships (teaching assistantships) is eight semester hours. **THIS IS ESPECIALLY IMPORTANT FOR INTERNATIONAL STUDENTS. RECIPIENTS OF STIPENDED GRADUATE ASSISTANTSHIPS MAY TAKE AS MANY AS THREE GRADUATE COURSES EACH SEMESTER AND RECEIVE FULL TUITION REMISSION. CONSULT WITH THE GRADUATE PROGRAM DIRECTOR ABOUT THIS OPTION. INTERNATIONAL STUDENTS' FAILURE TO MAINTAIN FULL TIME STATUS MAY HAVE SERIOUS CONSEQUENCES FOR THEIR ABILITY TO REMAIN IN THE COUNTRY AND COMPLETE THEIR DEGREE.** In any semester (except for a summer term when a student takes no courses) in which a full time student takes fewer than the minimum number of credits described above, in order to retain full time status for financial aid and other purposes a student is required to register for Master's Continuation (HIST 7996) in addition to or instead of courses. Master's Continuation carries no credit but is recorded on the student's transcript with the appropriate grade (S or U). For each semester in which the student registers for Master's Continuation, the student pays a fee set by the University. Students registered for a thesis, dissertation, or Public History Project are assumed to be making satisfactory progress, whether or not additional credits are being taken, though registration for 'Continuation' may be required to maintain full time status.

Special Student Status and Regular Degree Status

Students may be admitted to the program as Special Students either to take individual courses on a non-degree basis or because their applications are deficient or incomplete. Students who are admitted to the Master's program as special students must attain a grade of B or higher in Theory and Methodology I (HIST 5101) and in whatever other courses are agreed to as part of their Special Student admission. If they wish to become degree

eligible, they then petition to change to regular status. This must be done when students have reached the twelve credit limit for Special Students. As part of that petition, students must specifically request that any courses taken as a special student be credited toward the degree. Students may also be admitted as 'Conditional' or as 'Provisional' students. Graduate Office Regulations define the conditions for such admission. Students participating in the Public History or Non-Profits Management Certificate programs administered through the College of Professional Studies may also apply for admission to the Master's Program by completing the regular admissions process. Once admitted they may petition to have the courses completed in the Certificate Program[s] count for graduate elective credit. If the petition is approved, credit in the equivalent graduate courses will be applied to the student's transcript. The tuition differential between the Continuing Education Units and History graduate credit will be charged to the student for these credits.

OPTION I: MASTER'S DEGREE WITH A CONCENTRATION IN PUBLIC HISTORY

The Public History option requires successful completion of **32** semester hours of academic work. In addition to the requirements and regulations applicable to all graduate students and to all candidates for the degree of Master of Arts in History, the following requirements apply:

Issues and Problems in Public History (HIST 5237)

All Public History students are required to take HIST 5237 (4 credits) in the Fall semester of the first year.

Research Seminar

Students must successfully complete one Research Seminar, HIST 7301 and above (4 credits) and must earn a grade of at least B. The Seminar requirement may not be fulfilled by courses or seminars taken outside the history graduate program at Northeastern University.

Texts, Maps and Networks: Intro to Digital History (HIST 7370)

All Public History students are required to take HIST 7370 (4 credits). Since the course is only offered in the Fall it must be taken the first semester of the first year.

Public History Electives

Students are required to take two Public History courses (HIST 5238 through HIST 5248, 8 credits). With permission of the Director of Public History, Directed Studies (HIST 8416 through HIST 8428) may be substituted for one of these courses.

General Electives

One history elective (4 credits) is required. This may be a course, seminar, directed study or a Master's Project.

HIST 8410 Required Fieldwork in Public History (4 credits)

Master's students in the Public History concentration are required to complete one fieldwork totaling at least 300 hours over the semester. This can be accomplished in multiple fieldwork placements.

It is the responsibility of the student to notify the Public History Director well in advance of the semester when he/she desires to do a fieldwork so that proper preparations can be made.

The History Department takes no position concerning whether fieldwork is paid or done on a volunteer basis--either is acceptable. Successful completion of fieldwork requires:

1. A letter from the employing agency stating the nature of the tasks to be performed by the student.
2. A written report prepared by the student at the completion of the fieldwork. This report contains a description of the tasks performed, sample materials of work completed (if applicable), and the student's evaluation of the experience.
3. A letter from a supervising agency employee (normally the fieldwork's supervisor) verifying that the student has completed the fieldwork and indicating the quality of the work.

Public History Project

Students choosing the option of completing the 4 credit Master's Project in Public History (HIST 8674) to fulfill the comprehensive requirements for the Master's Degree usually build their projects from their fieldwork experiences. All such projects must include the following components:

1. A brief narrative description of the project, its form, its components, its modes of operation and presentation, and its subject matter. This document is presented to the Department Public History Director who acts as the candidate's first reader. The second reader normally is the fieldwork supervisor at the participating institution.
2. A research design prepared for submission to the Graduate Committee. This describes the project, the research methods to be employed in its preparation and an estimate of resources to be used. The design is submitted to the Graduate Committee for approval no later than the semester before the project is officially expected to begin.
3. A research paper, exhibit, or other product in which the student participated, forming the content base for the fieldwork project. If this product or the student's contribution to it is proprietary or restricted by the agency for which it was done, the student provides as complete a description as possible, accompanied by certifications of restrictions.
4. A report that analyzes and evaluates the methodologies used in preparation of the project. This report should include the student's analysis of the organization involved in the fieldwork experience, how the management aided or hindered the completion of the project, the appropriateness (to the prospective audience[s] or purpose[s]) of the product itself and the presentation of the media, and the project's ultimate successes and shortcomings.
5. The finished project, which may be in a single medium or combination of media including video recordings, slides, printed matter, video discs, computer software, photographs, etc. The finished project should include examples of all related materials developed for the project, such as pamphlets, brochures, or advertising material. (The same guidelines concerning restricted or proprietary materials apply as in number 1 above.)

Students receive four semester hours of credit for a completed Public History Project. With the approval of the Graduate Committee, students may take an additional course instead of the four-credit Public History Project course.

Total Requirements

In addition to the required Theory and Methodology I (4 credits), the required Problems and Issues in Public History (4 credits), the required Digital Humanities (4 credits) and a required Research Seminar (4 credits), two Public History graduate electives (8 credits), a 4 credit fieldwork (HIST 8410), and one History elective (4 credits) are required of all students. If a student elects to complete a Public History Project (4 credits) it replaces the general elective course in History. Students completing this concentration will, in addition to the Master's degree, receive a certificate recognizing their specialized achievement in the field of Public History. Students opting for the Co-op program are required to take a two credit course for a total of 34 credits.

OPTION II: MASTER'S PROGRAM IN WORLD HISTORY

This option requires successful completion of **32** semester hours of academic work. In addition to the requirements and regulations applicable to all graduate students and to all candidates for the degree of Master of Arts in History, described above, the following requirements apply:

Research Seminar

Students must successfully complete at least one Research Seminar and earn a grade of at least B. If the student receives a grade below a B the Research Seminar may not be repeated and will be asked to leave the program. A Research Seminar is a seminar at the HIST 7301 level and above that requires a major research paper of approximately 10,000 words. This requirement may not be fulfilled by courses or seminars taken outside the History Department graduate program at Northeastern University.

Electives

The Department expects students to pay particular attention to the global focus of the program by taking courses with a global emphasis, writing a master's thesis in a global context, and/or taking a seminar with such a focus. After discussions with a faculty adviser, other options may be available.

Total Degree Requirements

Students who do not write a Thesis must take five electives (20 credits) in addition to Theory and Methodology I and II (4 credits each) and a research seminar (4 credits). Digital In special cases Directed Studies may be substituted for elective courses.

Students who write a Master's Thesis are required to take two or three electives (8 or 12 credits) and Master's Thesis (4 or 8 credits) in addition to the required Theory and

Methodology I (4 credits) Theory and Methodology II (4 credits) and research seminar (4 credits). In special cases, Directed Studies may be substituted for elective courses.

DOCTORAL STUDY IN HISTORY

Applicable to Students Matriculating in September 2018.

I. GENERAL INFORMATION

A. For students entering with a Bachelor's Degree: total PhD academic credit: 45 credits:

1. The total graduate course work for the Ph.D. includes the following:
 - a. HIST 5101 Theory and Methodology I (4 credits) and HIST 5102 Theory and Methodology II (Theory and Methodology in World History) (4 credits) and HIST 7370 Digital Humanities (4 credits).
 - b. Substantive courses (32 credits). The purpose of these substantive courses is preparation in three major fields, one of which must be World History. As part of the completion of these course requirements, students must take one Research Seminar in World History and two additional Research Seminars in one or more other field(s). Research Seminars are courses HIST 7301-7702; they require a substantial research paper of 10,000 - 12,000 words. Students must earn a grade of B or higher in each seminar.
 - c. Supervised teaching: HIST 8409 Practicum in Teaching (1 credit).

The Practicum requires that a doctoral student construct a course syllabus, perform a practice lecture and discussion, and discuss issues of pedagogy under the supervision of a faculty member in order to gain experience useful for building their own courses.
 - d. Students who wish to receive a master's degree as part of their study may do so by petition. However, in accordance with University Graduate Regulations, obtaining a master's degree requires that students complete two additional four semester hour courses to complete their doctoral degree requirements.
 - e. Total Ph.D. academic credits: 45 credits

Master's Degree: Students entering the Ph.D. program with a BA degree may earn an M.A. degree during the course of their Doctoral studies, upon

completion of 33 semester hours of credit and submission of a satisfactory research seminar paper of between 10,000 and 12,000 words.

B. Students entering with a Master's degree must earn at least 37 credits of work at Northeastern University

1. Course Requirements ¹

a. HIST 5101 Theory and Methodology I (4 credits) and HIST 5102 Theory and Methodology II (Theory and Methodology in World History) (4 credits) and HIST 7370 Digital Humanities (4 credits).

b. Substantive courses: one Research Seminar in world history and two additional Research Seminars in one or more other fields (12 credits). One research seminar can be the prospectus course.²

c. Supervised teaching: HIST 8409 Practicum in Teaching (1 credit). The Practicum requires that a doctoral student work closely with a professor as a Teaching Assistant, constructing a course syllabus, lecturing and conducting discussions, and grading, in order to gain experience useful for building their own courses. Students write up their experience of the Practicum, discussing what they learned as well as challenges to teaching.

C. **HIST 9990 Doctoral Dissertation (0 credits)** is taken for two consecutive semesters once the candidate has successfully completed the Ph.D. qualifying examination (see below).

II. REGULATIONS FOR ALL DOCTORAL STUDENTS

¹Students who have completed master's level course work that duplicates these requirements may petition the Graduate Committee for exemptions.

²Students may take as many as four directed studies as part of their Ph.D. program. Also, they may be required to take additional courses, if courses taken in the major fields are not judged consistent with a doctorate in world history as determined by the doctoral committee.

- A. FOREIGN LANGUAGE: The department requires that its Ph.D. candidates should have strong reading knowledge of the languages they will use in research. Each student's doctoral committee sets the relevant requirements and certifies his or her competence(s). The Department expects that doctoral students will do at least one major research project using sources in languages appropriate to the candidate's area(s) of concentration, as determined by the doctoral committee.

Each student's language requirement must be satisfied before taking the qualifying examination in the field to which the language applies.

- B. RESIDENCE: Candidates must meet the one-year residence requirement of the university.
- C. RECOMMENDATIONS OF THE DOCTORAL COMMITTEE: By the end of the third semester of study, each student will recommend to the Graduate Committee an appropriate doctoral committee, consisting of at least three persons, to oversee the student's course work, examination fields, and dissertation. Normally the Department requires that at least two members of the dissertation committee be drawn from faculty of the Department of History at Northeastern University. The student may recommend to the Graduate Committee one committee member from outside of the Department of History, but as with committee members from within the Department, the outside member must possess methodological or substantive expertise relevant to the student's dissertation work. The chair of the doctoral committee must be the student's dissertation director and must be a member of the Department. Of the student's three major fields of study, one must be world history. The doctoral committee is expected to supervise the student's work for the duration of the student's participation in the program and normally also acts as the examining committee for the Ph.D. qualifying examination (See E below). Any changes in membership of the doctoral committee must be approved by the History Department Graduate Committee.
- D. TEACHING PRACTICUM: The History Department expects its Ph.D. recipients to be experienced teachers, whether in the classroom or in the public sector, and requires them to gain their initial teaching experience under conditions of close mentoring.

Candidates do three types of teaching during their studies at Northeastern.

1. Holders of Teaching Assistantships (SGA) act as graders, tutors, and/or discussion section leaders in courses taught by faculty members to whom they are assigned.

2. Apprentice teachers teach under the supervision of a faculty member as part of the Teaching Practicum during their second or third year, if they enter with a BA degree, or during the first year, if they enter with a MA degree. Students will complete this requirement by enrolling in the Teaching Practicum (HIST 8409, one credit).
 3. Those who have completed their apprentice teaching and their Ph.D. qualifying exams may apply to become part-time lecturers as Senior Stipended Teaching Assistants, teaching courses in the History Department.
- E. **DISSERTATION PROPOSAL**: The student presents a written proposal to his or her doctoral committee that specifies the main research questions that the dissertation will address and includes a literature review placing the topic in the context of other work done in the field, a statement of the significance of the project, the sources or archives to be examined, the research design of the dissertation, and a tentative chapter outline. Approval of the dissertation proposal, with the advice of the Graduate Committee, should be approved no later than three months after passing the Qualifying Exam.

The chair of the student's committee will certify in writing to the Coordinator of Graduate Studies in History approval of the student's dissertation project prior to the student's qualifying exam.

- F. **Ph.D. QUALIFYING EXAM**: The comprehensive qualifying exam is an important step in the process of preparation for the Ph.D. degree. Doctoral students are expected to pass the Qualifying Exam by the end of the third year in the program.

The qualifying exam consists of one exam in each of the student's three fields, one of which must be World History. Two of the exams must be written, and one of these must be in World History. The third exam is conducted orally. Two written questions will be distributed to the student simultaneously; the student will have 72 hours to complete the written portion of the exam and is expected to write no more than 15 double-spaced pages per question. All members of the doctoral committee shall be present during the oral exam either in person or via Skype or similar video conference. Qualifying exams are administered by the student's doctoral committee. Doctoral candidates are expected to complete all qualifying exams by the end of the third year in the program. It is not expected that all three exams are to be taken in one day. (The doctoral committee may extend the deadline for a student whose program of study is unusually complex.) The Graduate Committee and the student are informed, in writing, by the chair of the student's doctoral committee when the exams are successfully completed. In cases where students fail one or more exams, they may take the exam a second time, but no sooner than ninety days after the last exam was taken. After

successful completion of all qualifying exams, the student is advanced to candidacy for the Ph.D. If the student fails the second exam continuation in the program is at the discretion of the department. The student has five years from candidacy to complete the dissertation.

For students entering in Fall 2014 and thereafter, the examination proceeds as above, with the following modifications: There will be only one written portion of the exam, administered in the student's main field. During the oral portion of the examination, the student will be examined in each of their three fields in turn. The written examination will offer an initial basis of discussion. Committee chairs may petition to allow committee members from outside the university who cannot be present to for the oral examination to administer an additional written examination. In all other cases, the entire committee shall be present for the oral portion of the examination (via Skype etc. if necessary). Additionally, there is no page limit for the written exam.

Students who entered before Fall 2014 can, and are encouraged to, opt into the new system.

- G. DISSERTATION: The dissertation in World History must present an original interpretation on a topic of historical significance based on substantial primary research in appropriate sources, skilled application of the relevant theoretical and methodological approaches, and mastery of the relevant secondary literature. Students register for PhD Dissertation (HIST 9990) for each of the first two semesters after being advanced to candidacy for the doctorate and for PhD Continuation (HIST 9996) in every semester of each academic year until they complete the dissertation, present it, and graduate. **The Graduate Office publishes annually *A Guide to the Preparation and Submission of Theses and Dissertations* that contains the requirements for preparing the PhD dissertation. The dissertation *must* be submitted in accordance with this *Guide* or it will *not be accepted* by the Graduate Office as complete.**
- H. SENIOR GRADUATE ASSISTANTSHIPS: Depending on availability, PhD candidates writing their dissertations may be offered Senior Graduate Assistantships [Senior SGAs].
- I. DEFENSE OF THE DISSERTATION: After the candidate's doctoral committee approves the dissertation, the candidate gives a public presentation on the work, followed by a discussion period open to questions from faculty members and the public. Wherever possible, all three members of the doctoral committee are present (by Skype if necessary.) An announcement of the presentation is made public at least two weeks before the presentation. At the beginning of this public event, the candidate speaks for about one-half hour. The remaining discussion includes the audience. A copy of the candidate's dissertation is available in a

public place for faculty and students to read at least one week before the defense. The defense can be scheduled only after all members of the dissertation committee have approved the dissertation.

- J. **FULL-TIME STATUS AND PhD CONTINUATION:** Full-time students are required to take a full load of courses in every semester in which they are enrolled in the doctoral program in order to remain in good standing. A full load for regular full-time students and for recipients of Graduate Student Scholarships (tuition waivers) is eight semester hours; for Stipended Graduate Assistants (SGA) eight semester hours, although graduate students are encouraged to take a third course each semester. The federal minimum for full-time status for eligibility for financial aid is eight semester hours. In any semester (except for a summer term in which a student takes no courses) in which a full-time student is taking fewer than the minimum number of credits described above, a student is required to register for Doctoral Continuation (HIST 9996) in order to retain full-time status for financial aid and other purposes. Continuation carries no credit; it is recorded on the student's transcript with the appropriate grade of (S or U). For each semester in which the student registers for Doctoral Dissertation Continuation, the student pays a fee set by the university.

III. REGULATIONS APPLICABLE TO STUDENTS IN THE PlusOne Program

University-wide PlusOne degree requirements:

Students in the Plus One Program must complete the requirements for both the Bachelor's and Master's portions of the degrees. Once admitted to the program students may begin taking graduate courses, usually in the junior/senior years of their bachelor's program. Graduate courses may be taken to satisfy advanced undergraduate degree requirements. A maximum of 16 undergraduate semester hours of credit may be satisfied by taking graduate courses. Course credits satisfied through course credit sharing may occur at the undergraduate level only. Plus One students must complete a total of 32 graduate credits

Students will be considered undergraduates during the first four years and will be considered to be graduate students for the remaining (fifth) year of the program.

History Program Course Requirements

Plus One students are required to complete 4 graduate level courses (16 semester hours of credit) as undergraduate juniors and seniors, one of which must be **HIST 5101 Theory and Methodology I** (offered only in the fall semester of each year). Students take an additional 4 graduate (16 semesters hours of credit) courses during their final year.

Once the student has completed their undergraduate requirements they must complete the remainder of the graduate requirements (see page 8).

Students pursuing a **concentration in Public History** are required to take four Public History courses among the ten courses required for the degree, one of which must be Fieldwork (**HIST 8410**) if Fieldwork has not already been completed earlier in the program. They may substitute a four-credit Public History Project for a course (see MA with concentration in Public History above).

COOP/Internship

Students may obtain a COOP position or an internship directly related to history during either their junior or senior years, or immediately prior to starting full-time graduate studies. The Department of History will assist students in their placements. Public History students in History-related COOP jobs will be encouraged to register for a three credit Fieldwork or Experiential Directed Study as they fulfill this requirement. In addition to workplace supervision, these courses are overseen by History faculty and are evaluated based on workplace performance and an analytic project or paper related to the experience and evaluated by History faculty.

Students receive their BA or BS degree upon completion of the undergraduate portion of the degree and the MA degree upon completion of the graduate portion of the degree.