

Graduate Studies in History

At Georgia State University

Academic Year 2008-2009



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FACULTY

Mohammed Hassen Ali Associate Professor Ph.D., University of London 1983	Africa
Robert Baker Assistant Professor Ph.D., University of California, Los Angeles, 2004	American Legal
Isa Blumi Assistant Professor Ph.D, New York University, 2005	Middle East
Michelle Brattain Associate Professor and Associate Chair Ph.D, Rutgers University, 1997	20 th -Century U.S., labor U.S. South
Timothy Crimmins Professor Ph.D., Emory University, 1972	Urban, Historic Preservation
Denise Z. Davidson Associate Professor Ph.D., University of Pennsylvania, 1997	Modern Europe, French Social and Cultural, Women
Marni Davis Assistant Professor Ph.D., Emory University, 2006	U.S. Immigration, Ethnicity, Jewish Studies
Glenn T. Eskew Associate Professor Ph.D. University of Georgia, 1993	20 th -Century U.S., U.S. South
Ian Fletcher Associate Professor Ph.D., John Hopkins University, 1991	Modern Britain, Ireland, British Empire
Allen Fromherz Assistant Professor Ph.D., University of St. Andrews, 2006	Africa, Mediterranean, Medieval Islam, Gender
Hugh D. Hudson, Jr. Professor and Chair Ph.D., University of North Carolina, 1981	18 th -20 th -Century Russia and the Soviet Union
Clifford Kuhn Associate Professor and Director, Georgia Government Documentation Project Ph.D., Univeristy of North Carolina, 1993	Oral, Georgia
Matthew Lasner Assistant Professor Ph.D., Harvard University, 2007	U.S. Urban, Architecture
Richard Laub Director, Heritage Preservation Program M.S. in Planning, certificate in Historic Preservation University of Virginia, 1987	Heritage Preservation
David J. McCreery, Jr. Professor and Director of Graduate Studies Ph.D., Tulane University, 1973	Latin America
Ghulam Nadri Assistant Professor Ph.D., Leiden University, 2007	South Asia, Indian Ocean
Joseph Perry Associate Professor Ph.D., University of Illinois, 2000	Modern Europe, Germany

Jared Poley Assistant Professor Ph.D., University of California at Los Angeles, 2001	Modern Europe, Germany, cultural intellectual
Michelle Reid Assistant Professor Ph.D. University of Texas at Austin, 2004	Atlantic World
Douglas R. Reynolds Professor Ph.D., Columbia University, 1976	East Asia
Jacqueline A. Rouse Associate Professor Ph.D., Emory University, 1983	African American, Women
David Sehat Assistant Professor Ph.D., University of North Carolina at Chapel Hill, 2007	U.S. Intellectual and Cultural History
Jacob Selwood Assistant Professor Ph.D., Duke University, 2003	Early Modern British World
Christine Skwiot Assistant Professor Ph.D., Rutgers University, 2002	U.S. transnational and international
Charles G. Steffen Professor Ph.D., Northwestern University, 1977	Colonial America, labor
Wendy Hamand Venet Professor Ph.D., University of Illinois, Urbana-Champaign, 1985	19 th -century U.S. Women
Nick Wilding Assistant Professor Ph.D., European University Institute, 2000	Early Modern Europe
Kathryn (Kate) Wilson Associate Professor Ph.D., University of Pennsylvania, 1996	U.S., Immigration/Ethnic, Public History

INTRODUCTION

Graduate Studies in History provides new and enrolled students with a summary of the graduate history degree program requirements. It supplements the Georgia State University Graduate Arts and Sciences Graduate Bulletin, a copy of which may be obtained on the GSU website [<http://www.gsu.edu/gsuhome-v1/students/catalogs.html>]

Although the Director of Graduate Studies in History and the Graduate Office attempt to advise and remind students of program requirements and deadlines, it is the student's responsibility to understand and meet these requirements and deadlines as outlined in the Graduate Bulletin for Arts and Sciences.

I. Admission Criteria and Procedural Rules

There are four categories of admission: Full Graduate Status, Nondegree, Special Status and Transient.

A. *Master of Arts – Requirements for Full Graduate Status Admission*

1. An undergraduate major in history or its equivalent, which includes survey courses in both American and European history. Additional course work may be required if the department deems previous undergraduate work inadequate for graduate study in history.
2. Acceptable scores on the General (Aptitude) Test of the Graduate Record Examination.
3. A high standard of undergraduate achievement, especially in the major.
4. A statement of the applicant's educational and professional goals.
5. A writing sample.
6. Three letters of recommendation from faculty members (preferably in history) with whom the applicant has studied.
7. Official transcripts of all previous college and graduate level work.

B. *Doctor of Philosophy -- Requirements for Full Graduate Status Admission*

1. A high standard of undergraduate achievement, in undergraduate and graduate work, especially in the major field.
2. Ordinarily, the M.A. degree in history. Additional course work may be required if the department deems previous graduate work inadequate for Ph.D. study in history.
3. Acceptable scores on the General (Aptitude) Test of the Graduate Record Examination.
4. Foreign Language skills deemed adequate by the department. This will normally include evidence of proficiency in at least one foreign language.
5. Positive evidence of research aptitude and skill, such as the M.A. thesis, and a sample of the applicant's research and written work.
6. A statement of the applicant's educational and professional goals.
7. Recommendations from three faculty members (preferably in history), who have had the student in graduate courses.
8. Official transcripts of all previous college and graduate work.

Procedural Rules

1. The Department of History may require a personal interview with the Ph.D. applicant.
2. Admission to the Ph.D. program is not automatic on the completion of the M.A. in history at Georgia State University.
3. Normally, a student may not take three degrees -- the bachelor's, master's, and doctorate -- in the Department of History at Georgia State University.

C. *Special Graduate Status Admission*

Sometimes the History Department's Graduate Studies Committee will admit an applicant under the special graduate status category. Special Graduate Status may be given to applicants who show promise but do not qualify for full graduate status at the time they apply. Special Graduate Status may require a student to take additional preparatory classes, maintain a minimum GPA in the first year, or meet other conditions set by the Graduate Studies Committee or the Director of Graduate Studies in order to obtain Full Graduate Status. These expectations or conditions are specified in the letter of admission. Students who fail to meet the conditions of conditional admission in the terms specified in their admission letter will be dismissed from the graduate program.

D. Nondegree Admission

Nondegree Status is provided for students who wish to take a limited number of graduate courses related to their academic or professional backgrounds, but not leading to an advanced degree. Students seeking admission with Nondegree Status should submit a completed application form, application fee, transcripts of all colleges attended, and a list of courses they wish to take. Applications must be received within normal deadlines set by the College of Arts and Sciences and the Department of History. Courses taken in this status will generally not apply toward any subsequent degree. A student is admitted to this status at the option of the History Department and when adequate facilities are available. Applicants for the Nondegree Status should consult the departmental Director of Graduate Studies to determine any additional requirements or policies that pertain to Nondegree Status admission. Admission to Nondegree Status does not warrant or secure admission to any degree program.

E. Transient Status Admission

A student seeking admission as a transient student must be a graduate student in good standing at another institution. Admission requirements include a completed application, application fee, a list of desired courses, and a letter of good standing from the graduate dean or registrar at the student's institution. Admission to Transient Status is for one semester only on a space-available basis. A student not in good standing or one who is ineligible to return to his/her home institution will not be admitted. No guarantee is made that a transient student will be able to secure the courses desired. The reporting of grades earned to the student's institution is the responsibility of the student. The student should consult the current Graduate Bulletin for other restrictions.

II. International Students

1. A special information pamphlet for international students is available upon request from the Office of Graduate Studies that indicates the degree programs available, admission requirements, fees, and other basic information helpful to applicants from other countries.
2. In addition to meeting the regular admission requirements, prospective international students must demonstrate proficiency in the English Language by taking the Test of English as a Foreign Language (TOEFL).
3. An international student whose native language is not English and who demonstrates proficiency in English on the appropriate examination may be exempted from one foreign language requirement.

III. Application Deadlines

The college's general application deadlines are as follows:
 Spring semester.....November 15 of the previous fall
 Summer semester.....April 1 of the previous spring
 Fall semester.....April 15 of the previous spring

Application deadlines for assistantships:
 Fall.....March 1 of the previous spring

IV. Changing Semester of Application

Applicants who do not complete their application files by the appropriate application deadline may request that their applications be considered for the following semester. Such requests must be made in writing to the Office of Graduate Studies. Applicants who request a change in the date of entry on their application for more than one semester or who request a change in the degree or major area for which they applied must submit a new application and fee to the Office of Graduate Studies.

V. Changing Semester of Entry

Admission for the graduate program in history is valid only for the semester and the degree specified in the letter of acceptance. An applicant who is admitted and does not intend to enroll should notify the Office of Graduate Studies in writing of this decision as soon as possible. Applicants may request that their acceptance be updated for one semester, and this request should be made in writing to the Office of Graduate Studies. Applicants who request an update of their acceptance must submit written notification of any change in information that has occurred since the initial application was submitted.

The Department of History reserves the right to review the application materials again. Applicants who wish to update their acceptance beyond one semester must submit a new application and fee.

VI. Advisement

All students will be assigned a faculty mentor when they begin the program. The mentor is intended to be a contact person who can provide general advice and guidance on graduate school and the history program until a student chooses an advisor. A mentor is not the same as an advisor, but students may request that the mentor become their advisor. The advisor should be chosen by the student on the basis of academic expertise, and if the faculty member agrees to serve as advisor, he or she will supervise a student's thesis or dissertation. Students are encouraged to identify and get to know the faculty in their areas of interests and to begin working with their advisor as soon as possible to prepare for exams, the thesis/dissertation proposal, etc. Until a student secures an advisor, advisement will be done by the mentor or the Director of Graduate Studies.

VII. Course Load

The maximum course load for graduate students is five courses per semester. Generally, three courses is deemed the normal course load.

Students who hold graduate research or teaching assistantships and receive a tuition waiver are required to be registered for a minimum of 18 hours for every semester that they hold a GRA or GTA position.

VIII. Transfer Credit

A maximum of six hours of approved graduate credit from other institutions may be accepted toward a master's degree program and a maximum of thirty semester hours may be accepted toward a doctoral program. Transfer credit must be approved no later than the end of the second semester of full graduate status. The acceptance of transfer credit is not automatic; it must be approved by the Director of Graduate Studies, the Graduate Studies Committee, and the Associate Dean. Students requesting transfer credit must petition the graduate studies committee in writing and, if approval is granted by the graduate studies committee and the associate dean, submit a Request for Transfer of Graduate Course Credit Form to the Graduate Office. The form can be downloaded from the Graduate Office's website.

IX. Grades

1. Starting Fall 2006, all instructors will have the option to award grades on a plus/minus scale. The following quality points will be used to calculate GPAs:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00
WF	0.00

2. In most graduate courses, the grades, A, B, C, D, F, I, W, and WF are awarded. However, in some graduate history courses (such as HIST 8999 and 9999 courses, grades will be awarded as "S" (Satisfactory) or "U" (Unsatisfactory) depending on research progress. While these hours are not included in the student's GPA, unsatisfactory performance is considered a serious matter. Students earning U in two consecutive semesters of thesis or dissertation may be subject to dismissal. Although students must have a "B"/3.0 average to merit the award of a graduate degree, the Department of History strongly recommends that students work to achieve "A"s in most of their coursework. Normally, students should strive to maintain a GPA of 3.5 or above. Failure to do so may result in a

negative annual evaluation. The Department of History will warn students who make a grade lower than B that another grade lower than "B" will result in their dismissal from the graduate program. (See Graduate Student Performance Evaluation, Appendix II)

3. It is possible for a student to receive a grade of "I" (Incomplete) if the student had completed satisfactorily a substantial portion of the coursework but for nonacademic reasons beyond the student's control was unable to meet the full course requirements. The awarding of an Incomplete is done at the discretion of the professor and is not a prerogative of the student. The university requires that the grade of "I" must be removed by the end of the next academic term after the "I" is assigned if the student is enrolled that term. If the student is not enrolled during the next term, the "I" must be removed no later than the end of the second academic term after the "I" was assigned, regardless of whether the student is enrolled or not. Failure to follow this procedure will result in the "I" being automatically changed to a grade of "F."

4. Students who withdraw after the midpoint of each semester will receive a "WF" except in cases of hardship as approved by the instructor's academic dean in consultation with the Dean of Students. The student should petition the Dean for Student Services for relief due to extenuating circumstances resulting in undue hardship. Once the petition is approved the student is eligible to receive a "W" if he or she was doing passing work at the time of the withdrawal.

X. Annual Ph.D. Student Evaluations, Reports, and Review

Ph.D. students will be evaluated annually in the spring semester. The review will be based on evaluations from coursework, evaluations of GTA work when applicable, and the student's own annual report. The review will be undertaken by the Director of Graduate Studies and a student's advisor (either the mentor assigned upon entry into the program or the dissertation advisor once s/he has secured one). The primary goal of the review is to assess each student's performance and progress in the program in order to better assist and guide each student as part of the advisement process. Guidelines for completing annual reports, expected progress guidelines, and the department's evaluation procedures are discussed in more detail in Appendix II and Appendix III. Sample evaluation forms in Appendix VI.

XI. Plagiarism

The preparation and presentation of formal papers is a vital exercise at all levels of graduate education. Such papers are intended to guide the student in the development of skills in locating, evaluating, and recording information and in digesting, composing, and explaining his/her findings. It is the most completely developed form of independent study and, if properly done, requires students to organize their thoughts, to relate facts to ideas, and to appreciate the intellectual demands of intensive investigation.

Students who evade the effort required to develop these skills damage their own education. Plagiarism -- claiming as one's own the words and ideas of another person -- damages not only the student but other fellow students as well. It will be the policy of all members of this department to assign the grade of "F" for each piece of work submitted by any student which is, in fact, not that student's own work. Further action shall be at the discretion of the professor.

See Appendix I for the History Department's statement on academic honesty and examples of plagiarism.

XII. Language Reading Requirements and Alternative Research Skills

1. A candidate for the Master of Arts in History must complete a reading knowledge examination in a second language as soon as possible after admission to the graduate program.

2. Students entering the doctoral program in history must complete a requirement of two additional languages as soon as possible (one, if the student has completed a language requirement for the M.A. degree).

3. The languages requirement must be satisfied by passing an examination administered by the Department of Modern and Classical Languages or by completing an approved readings course offered by that Department, or another such department approved by the Director of Graduate Studies, with a grade of "B" or better. An international student whose native language is not English and who

demonstrates a proficiency in English on the appropriate examination may be exempted from one of the foreign language requirements. For further details, please see the Director of Graduate Studies.

4. With the approval of the Graduate Studies Committee, an equivalent research skill may be substituted for one language requirement in the doctoral program. An equivalent research skill is proficiency obtained in an adjunct area (such as statistics or expertise in an allied discipline) which is not originally included for a major in the department. Students who wish to substitute an equivalent research skill should provide a proposal in writing to the graduate studies committee describing the course or skill they wish to substitute and how it will contribute to their research program.

XIII. Completion of Requirements

1. All credits presented for the master's degree must have been earned within seven calendar years of the date of admission.
2. All credits presented for the doctor of philosophy degree must have been earned within ten years of the date of admission.
3. Students who fail to complete requirements within the limits specified by the College of Arts and Sciences may file a Petition for Deviation with the Graduate Office of the College of Arts and Sciences. Petition forms are available on the Graduate Office website.

XIV. Computation of Cumulative Grade-Point Average

1. The assignment of quality points is outlined on page 4 in Section X, Grades.
2. In determining the cumulative grade-point average, the total number of quality points is divided by the total number of hours carried.
3. Hours of credit earned for courses assigned either the grade of "S" or "U" are not included in the computation of the cumulative grade-point average.

XV. Academic Warning and Dismissal

A graduate student whose cumulative grade-point average falls below 3.0 at the end of a semester will receive a warning from the department. If at the end of the next 18 semester hours of enrollment a 3.0 cumulative grade-point average is not achieved, the student will be withdrawn by the Office of Graduate Studies.

Ph.D students are also expected to make regular and timely progress in the program. Described in Appendix II are some guidelines for completion of critical milestones in a student's course of study. Students, with the assistance of their advisor and/or the Director of Graduate Studies, should plan their individual program with these goals in mind. Failure to meet these milestones in a timely manner may result in probation or dismissal. See Appendix II.

XVI. Continuous Enrollment

1. As part of the university's continuous enrollment policy, graduate students must maintain enrollment totaling 6 hrs (or more) over all consecutive three semester periods (including summers). In other words, the total enrollment of the current term plus the two terms preceding it must add to 6 hours or more at all times.
2. The status of all students will be checked by the midpoint of each term for compliance with the continuous enrollment requirement. Any student whose enrollment is out of compliance will be placed on inactive status effective at the end of the current term and all pre-registration for subsequent terms will be canceled. Those students will be notified by an e-mail message sent to their official Georgia State University e-mail account.
3. To resume their programs, inactive students must file for re-entry by the published deadline and must enroll at a level sufficient to satisfy the continuous enrollment criterion. That is, their enrollment in the re-entry term plus the two terms preceding it must total to 6 hours or more. The maximum required enrollment level for the re-entry term is 6 hours.

XVII. Re-Entry Students

1. Former students of Georgia State University who were not registered at Georgia State University for regular courses during the previous 12 months are required to file a Re-Entry Application with the Graduate Office by the deadline published in the appropriate semester Schedule of Classes bulletin.

2. Students who have attended other colleges and/or universities must have official transcripts of all work completed there sent to the Office of the Registrar prior to the reentry deadline for the appropriate semester.

XVIII. Graduation

Student must apply for graduation at the Graduation Office at least two semesters prior to the semester in which they expect to graduate.

XIX. Specific Degree Requirements

A. Master of Arts

MA students are required to take a total of nine courses. These courses include:

1. Six courses in history. Four of these must be courses offered exclusively for graduate students; For students entering after Fall 2005, one of these six courses must be a research seminar. These six courses should include:
 - a. One course in U.S. history
 - b. One course in European history
 - c. One course in African, Asian, Latin American, or Middle Eastern history
 - d. History 8000
 - e. One course from among History 7010, 7020, or 7030. (This course may also be used to satisfy a., b., or c. above.)
 - f. One (or two) courses of electives in history, in order to reach a total of six.
2. Two courses in a related field of study, which may be in the Department of History or another academic department
3. History 8005, Introduction to Graduate Studies in History
4. Proficiency in one foreign language
5. A general oral examination, to be taken within one semester after completion of coursework. This examination will be conducted by a committee that will consist of at least three faculty members with whom the student has taken coursework. The examination may be repeated once following a minimum interval of three months. A student who fails the examination for the second time will be subject to scholastic termination. Committees for both the thesis and the non-thesis option are nominated by the student and appointed by the chair of the department.
 - 6a. Thesis option:
 1. One course in HIST 8999, Thesis Research
 2. A thesis prospectus, approved by a director and a second reader, and a thesis. After the committee approves the thesis, the student must submit it in digital .pdf format to the Arts and Sciences Graduate Office. Individual students are responsible for ensuring that their thesis is in the proper format and for securing approval of the format from the Graduate Office. A guide for digital thesis and dissertation preparation and submission formats and submissions is available from the Graduate Office.
 - 6b. Non-thesis option
 1. Three additional graduate history classes (for a total of 12). When possible, these courses should be chosen to form a concentration. Concentrations can be defined geographically (as in Areas A, B, or C, see below) or thematically (as in Area D, see below), in consultation with the student's advisor.
 2. A written examination, to be administered by an examination committee, which will consist of the advisor and one additional faculty member.

B. World History Concentration

The History Department offers a concentration in World History at the M.A. level. This concentration combines the theoretical and empirical frameworks of world history with opportunities to conduct more detailed research within chosen areas of interest. Students will apply theoretical approaches and empirical methodologies that support the comparative study of societies and cultures as well as the interconnections among different world regions.

The requirements fit into the framework of a regular M.A. in history, with several more specific stipulations as noted below:

1. As in the regular History M.A., the six required history courses, including one each in (a) U.S.; (b) European; and (c) African, Asian, Latin American, or Middle Eastern history. Either the U.S. or the European course should have a world dimension, which is also desirable for the course chosen above under (c). In addition, students must take:

HIST 7030 Issues and Interpretation in World History

HIST 8000 Introduction to Historical Research

One of the two elective history courses must be in world history.

2. One of the two required courses in a related field of study must be from another department.

3. Foreign language, oral examination, and requirements for the thesis or non-thesis option are the same as for a regular M.A.

The Program Director will advise students on courses qualifying as world history. Students may petition the World History Committee for the inclusion of other courses with conspicuous world dimensions.

See Appendix IV for Checklist of Requirements.

C. Master of Heritage Preservation

The Department also offers the Masters Degree in Heritage Preservation. This program is divided into two tracks of study: one in Historic Preservation and one in Public History. The program is designed to train professionals in the fields of cultural resource management and the interpretation of history to a broad audience. For more information about the Heritage Preservation Program, contact Richard Laub, Director of the Historic Preservation program or visit the program web site at www.gsu.edu/heritagepr.

D. Doctor of Philosophy

1. Twelve courses, of which ten must be graduate history courses. Every student must take two history classes at the 7000 level. One of these classes must be HIST 7030; Students, in consultation with their advisor, may choose between HIST 7010 and 7020. For students entering after Fall 2005, one of these six courses must be a research seminar. Two courses may be taken in an allied field outside the department. Each student will select four fields from the areas listed below to prepare for their General Examination:

a. One each from A, B, and C

b. One from any of the four areas (A, B, C, D)

AREA A. United States History

1. United States before 1800
2. United States in the Nineteenth Century
3. United States in the Twentieth Century
4. United States Foreign Relations
5. The American South
6. African-American History

AREA B. European History

1. Ancient History
2. Medieval and Renaissance
3. Early Modern Europe
4. Europe Since 1789
5. Early Modern Britain
6. Modern Britain, Ireland, and the British Empire
7. Russian and Soviet History

AREA C. African, Asian, Latin American, and Middle Eastern

1. Africa
2. East Asia
3. South Asia
4. Latin America
5. Middle East

AREA D. Topics in History and Allied Fields

1. Archival Administration
 2. Historic Preservation and Public History
 3. History of Gender
 4. Labor History
 5. Urban History
 6. World History
 7. An appropriate field approved in consultation with the student's advisor and the Director of Graduate Studies.
2. History 8000 Theory and Methods in History (unless completed at the M.A. level).
 3. History 8005 Introduction to Graduate Studies in History (unless completed at the M.A. level).
 4. The student must successfully complete a reading-knowledge examination in two languages (see Section VII). In certain circumstances an alternate research skill may be substituted for one foreign language.
 5. Students in the doctoral program are required to be in residence for four semesters, two of which must be consecutive. In all four semesters the students must register for at least eight hours of coursework.
 6. Upon completion of the foreign language requirements and the course work in the doctoral program, the doctoral student will be required to complete successfully a general examination (consisting of written and oral parts) which shall be administered by an examination committee.
 - a. The general examination will cover the four fields which the student has chosen from the areas listed above. There will be two major fields in which the student will be required to take both written and oral examinations. One of these fields must be that in which the student intends to write the doctoral dissertation. There will be two minor fields in which the student will be required only to take an oral examination.
 - b. The oral part of the general examination will be scheduled within one week of the completion of the last part of the written examination. All members of the examination committee will participate in the oral part of the examination.
 - c. At the conclusion of the general examination, the members of the examination committee will determine whether the student has passed or failed. A unanimous vote of the committee is required to pass. Should a student fail the general examination, the committee shall determine the conditions under which the student will be permitted to re-take the examination or portions thereof in accordance with the regulations of the Office of Graduate Studies, School of Arts and Sciences. The examination may be repeated once following a minimum interval of six months. A student who fails the examination a second time will be subject to termination. The examination must be passed at least one academic year prior to the conferral of the degree.
 7. On the successful completion of the written and oral parts of the general examination, the student will be required to submit a prospectus of the dissertation to a scheduled meeting of all members of the dissertation committee (which will normally consist of three professors of the Department of History graduate faculty), who are nominated by the student and appointed by the chair of the department. The prospectus will include a carefully prepared and closely reasoned statement or exposition of the topic or subject that the student has chosen to research in consultation with the dissertation advisor. The acceptance or rejection of the student's prospectus and dissertation will be the responsibility of the dissertation committee.
 8. After completing the language requirement, course work, general examination and dissertation prospectus requirements, the student will be admitted to candidacy for the degree.
 9. The student must complete satisfactorily a dissertation and earn not less than twenty hours of credit in History 9999 (Dissertation Research), supervised by the dissertation director.
 10. Dissertation Defense. Upon completion of the dissertation, the candidate will be required to pass a final examination which shall be devoted to a defense of the dissertation. The examination will be conducted by the candidate's dissertation committee.
 11. Submission of Dissertation and Graduation. After the committee approves the dissertation, the student must submit it in digital .pdf format to the Arts and Sciences Graduate Office. Individual students are responsible for ensuring that their dissertation is in the proper format and for securing approval of the format from the Graduate Office. A guide for digital thesis and dissertation

preparation and submission formats and submissions is available from the Graduate Office. Students must also complete the application for graduation before the deadline established by the Office of Graduate Studies. This application is available in the Graduation Office, 231 Sparks Hall. Detailed information on graduation procedure is available on the Office of Graduate Studies website.

XX. Thesis and Dissertation Format

1. The Office of Graduate Studies requires that each student assume full responsibility for the correctness in content and form of the thesis or dissertation.
2. Copies of Thesis and Dissertation Guidelines which cover such topics as format, style, binding, etc. are available in the Office of Graduate Studies, College of Arts and Sciences and on the Graduate Office website.

XXI. Financial Assistance Available to History Graduate Students

1. Assistantships:

Graduate Research Assistantships (GRA) and Graduate Learning Assistantships (GLA) for M.A. students and Graduate Teaching Assistantships (GTA) for doctoral students in the Department of History are available to qualified students in the graduate program. All students with assistantships receive stipends and tuition waivers.

The purpose of the GRA appointment is to provide candidates working toward M.A. degrees with financial assistance and practical training in both research and teaching. GLA appointments focus more specifically on instructional training. Students may apply for up to two years of GRA or GLA support. The normal workload for GRAs and GLAs is ten hours a week, including both academic years and summers. Each individual holding a GRA or a GLA will benefit from obtaining experience in both research and teaching, though not necessarily in any given semester. Teaching experience may include giving lectures, leading discussions, assisting with grading, working on syllabi, assisting with history lab, or other activities pertinent to instruction.

The purpose of the GTA appointment is to provide candidates with financial assistance for their studies and practical training in teaching. Students with GTA appointments assist faculty, lead discussion sections and eventually teach classes, usually freshman survey courses. After the first year, during which the student takes a pedagogy course and assists in teaching a class, the obligation is three courses a year, normally one each semester including the summer semester. In the fourth and fifth year, the teaching responsibility normally increases to four courses a year.

Students who hold graduate research or teaching assistantships and receive a tuition waiver are required to be registered for a minimum of 18 hours for every semester that they hold a GRA or GTA position.

2. Scholarships:

a. Department scholarships: Each year the department awards the Baylen Fellowship to an entering masters student with an interest in social and cultural history and the Woodruff Fellowship to an entering master's student with an interest in the American South. For further information and criteria for all scholarships and loans, contact the Office of Student Aid.

b. George M. Sparks Scholarship Fund: No stated amount. Awards are available for graduate and undergraduate study. Students who have worked, or are working while attending college, shall have preference. References from employers are required.

c. Regent's Opportunity Scholarships: These scholarships are provided by the Board of Regents of the University System for the purpose of recruiting promising minority graduate students. Continued offering of the scholarships is dependent on yearly funding from the Regents. Applicants must be residents of Georgia and complete at least ten hours of appropriate coursework each semester. The scholarships are awarded for the academic year and are in the amounts of \$2500 or \$5000.

More detailed information is available from the Office of Academic Assistance, College of Arts and Sciences.

3. Student Loans:

Several federally subsidized and internal student loans are available to full-time and part-time graduate students. For further information concerning loans, students should contact the Director of Student Aid.

4. On-Campus Employment

- a. College Work Study Program: Jobs are available to qualified applicants with federally subsidized wages.
- b. For those who do not qualify for CWSP, notices about other on campus positions are available in the Office of Human Resources in the Pryor Street Building.

Appendix I
GSU Department of History Statement on Academic Honesty

The Department of History supports the University's Policy on Academic Honesty, refers its faculty and students to the full text of this policy (published as section 409 of the Faculty Handbook and as part 4.0 of the Student Code of Conduct in the Student Handbook; <http://www.gsu.edu/~wwwcam/codeindex.html>), and reaffirms parts 1 and 2 of this policy below:

I. Introduction. As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The university assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic workThe policy represents a core value of the university and all members of the university community are responsible for abiding by its tenets. Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty....

II. Definitions and Examples. The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions which also will be judged unacceptable by the academic community.

A. Plagiarism: Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

B. Cheating on Examinations: Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer-based resources, texts, or crib sheets during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

C. Unauthorized Collaboration: Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort, which has been developed in substantial collaboration with another person or source, or computer-based resource, is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

D. Falsification: It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

E. Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses ...the student is responsible for indicating in writing ...that the current work submitted for credit is cumulative in nature."

It is the general policy of the Department of History that any course assignment involving plagiarism will receive the grade of "F." At the discretion of the instructor, the student may also be subject to further academic penalties, including, but not limited to, failure of the course. The student may also be subject to further disciplinary sanctions, including, but not limited to, transcript annotation.

EXAMPLES OF PLAGIARISM

The following are examples of common types of plagiarism. The same rules apply to material drawn from other media, including the Internet.

Original Text: "Although no social revolution occurred in America in the 1770s, the American Revolution could not have unfolded when or as it did without the self-conscious action of urban laboring people from the bottom and middle strata who became convinced that they must either create power where none had existed before or watch their position deteriorate, in both absolute and relative terms." (from Gary B. Nash, The Urban Crucible: The Northern Seaports and the Origins of the American Revolution, abridged edition, p. 247)

(a) Repeat an author's words without quotation marks and a footnote.

Plagiarism: The American Revolution could not have happened without the self-conscious action of urban laboring people.

Not plagiarism: According to Gary B. Nash, the American Revolution could not have happened "without the self-conscious action of urban laboring people."¹

(b) Repeat an author's words with a footnote but still without quotation marks.

Plagiarism: The American Revolution could not have happened without the self-conscious action of urban laboring people.²

Not plagiarism: According to one historian, the American Revolution could not have happened "without the self-conscious action of urban laboring people."³

(c) Closely paraphrase an author's words without a footnote.

Plagiarism: No social revolution happened in America in the 1770s, but the Revolution could not have taken place when or as it did without the actions of urban laboring people from the bottom and middle classes who became convinced that they either had to create new power or watch their situations get worse.

Not plagiarism: Quote the original passage directly, using quotation marks and a footnote, or use the attribution style given below in example (d).

(d) Use an idea or interpretation originated by the author without giving him or her credit. Examples of ideas and interpretations include but are not limited to: statements and explanations of cause and effect, opinions about importance of events, opinions about the motives of people or groups of people, and comparative statements.

Plagiarism: The American Revolution was not a social revolution, but it couldn't have happened when it did without the self-conscious actions of urban working people trying to gain new power for themselves to protect their economic positions. (Even though you've summarized the point in your own words, this is still Nash's idea about cause and effect so you need to credit him.)

Not Plagiarism: According to Gary B. Nash, the American Revolution was not a social revolution, but it couldn't have happened when it did without the "self-conscious action" of urban working people trying to gain new power for themselves to protect their economic positions.⁴

(e) Organize your paper in an outline that replicates the order of topics covered over successive paragraphs or pages of an author's work.

If you are unsure about what constitutes plagiarism in your own work, talk to your instructor before you turn in the assignment.

¹Gary B. Nash, The Urban Crucible: The Northern Seaports and the Origins of the American Revolution, abridged ed. (Cambridge: Harvard University Press, 1979, 1986), 247.

²Nash, 247.

³Nash, 247.

⁴Nash, 247.

Appendix II
Graduate Student Performance and Evaluation Policy

This document describes the History Department’s general guidelines for both progress and performance in the PhD program. It describes the average timetable for completion of the degree, expectations in terms of basic levels of performance, the department’s process for monitoring student performance, and the department’s procedures for assisting student progress in the program. Students are required to adhere to the progress guidelines and performance standards of both the College of Arts and Sciences and the Department of History. However, the department also understands that measuring student progress in the program is often an individual matter. The policy below is intended primarily as a guideline so that the Director of Graduate Studies and faculty advisors might work together with students to monitor progress, identify and address any potential delays or problems, and provide students with regular feedback on their work in the program.

EXPECTED PROGRESS GUIDELINES

Every student’s progress toward the completion of the degree is determined by a number of unique and individual circumstances; however the department does expect students to make regular and timely progress in the program. Described below are some guidelines for completion of critical milestones in a student’s course of study. The student, with the assistance of his/her advisor and/or the Director of Graduate Studies, should plan a student’s program with these goals in mind. Student progress will be observed within an annual review process, as described below, which is intended to assist students in achieving these goals. An inability to meet these goals should be regarded as a cause for concern. If students fail to meet these deadlines, they will be required to meet with the Director of Graduate Studies and/or their advisor to propose appropriate remedial action. In every case, students will have an opportunity to propose and take remedial action before they are considered subject to dismissal. Failure to meet these guidelines or satisfy the department’s requirements for remedies, however, may be regarded as a failure to maintain the levels of academic performance required by the department and, as such, may be considered grounds for scholastic termination by the College of Arts and Sciences.

Full-Time Students

PhD students entering with an MA degree will normally be expected to complete these milestones according to the following calendar:

Milestone	Expected within:	Probation after:	Dismissal after:
1. complete coursework	3 years	4 years	5 years
2. complete comprehensive exam	within 6 mos. of completing coursework	more than 6 mos. after completing coursework	1 year after completing coursework
3. dissertation proposal	within 6 mos. of completing exam	1 year after comprehensive exam	18 months after comprehensive exam
4. complete dissertation	within 3 years of proposal defense	4 years after proposal defense	5 years after proposal defense

Part-Time Students

Students may enter the program recognized as holding part-time status. However, this status must be formally requested by the student when s/he enters the program or before their status may change from that of a full- to a part-time student. In either case, a petition for part-time status must be approved by the Graduate Studies Committee. A change to part-time status must be approved by the graduate committee prior to completion of the first annual review in which the student's progress as a part-time student will be evaluated. In other words, a student cannot change from full- to part-time status without prior approval of a petition by the Graduate Studies Committee, and until such approval is granted, the student will be evaluated in terms of the milestones described above. Part-time status does not exempt a student from the university's requirements for continuous enrollment.

If the student's progress indicates probation, the student will receive notice of this from the Director of Graduate Studies (this is termed a scholastic warning by the College of Arts and Sciences). In consultation with her/his advisor and/or the Director of Graduate Studies, the student is required to propose a relevant plan for remedial action. At this point the student will also submit in writing to the Director of Graduate Studies an account documenting the relevant remedial action s/he intends to take, which will be added to a student's record.

If the student's situation indicates a dismissal action, the student will receive notice of this from the Director of Graduate Studies. Students may appeal the pending dismissal action by petitioning the Graduate Studies Committee but must do so before the end of the semester in which their progress first indicated initiation of a dismissal action. If a student decides to appeal, students should submit to the Director of Graduate Studies an individualized plan, supported by their advisor, detailing dates by which they intend to remedy any existing problem(s).

ANNUAL STUDENT REPORTS AND REVIEW OF STUDENTS

PhD students will be evaluated annually in the spring semester. The review will be based on evaluations from coursework and/or evaluations of GTA work, and the student's own annual report. The review will be undertaken by the Graduate Studies Committee, the Director of Graduate Studies and a student's advisor (either the mentor assigned upon entry into the program or the dissertation advisor once s/he has secured one). The primary goal of the review is to assess each student's performance and progress in the program in order to better assist and guide each student as part of the advisement process. All aspects of the student's activities and performance are reviewed, including progress, academic performance, professionalism, and academic and/or professional conduct, where applicable.

On March 1, each student will submit an annual report describing his/her academic work during the previous twelve months and plans for the remainder of the current academic year. This report should be no more than 250 words. Every student is strongly encouraged to work with his/her advisor in preparing the report and to obtain feedback from the advisor before a draft is finalized and submitted to the Director of Graduate Studies. Students will receive written feedback on the results and will have an opportunity to discuss these results with the Director of Graduate Studies and their advisor. If significant problems or weaknesses are identified in the course of the review, this is an opportunity to propose corrective action. In those instances where the Director of Graduate Studies and/or the advisor judges a student's performance to be unsatisfactory, the letter of evaluation will include notice of probationary status (i.e., scholastic warning). This is independent of any scholastic warning occasioned by failure to meet progress guidelines.

Students receiving such a warning will be evaluated again at the end of the following fall semester. If at that time the faculty judges that the circumstances have not changed and the student's performance is again rated as unsatisfactory, a dismissal action will be initiated. Students may appeal their pending dismissal. See Appeal Procedures, below.

GRADES AND GRADE POINT AVERAGE

The College of Arts and Science and the Department of History require that students maintain a grade point average (GPA) of at least 3.0. Regulations stipulate that a graduate student is subject to dismissal for failure to achieve a 3.0 cumulative GPA by the end of the next 18 semester hours of enrollment in letter-graded courses after the GPA has fallen below 3.0.

SATISFACTORY AND UNSATISFACTORY GRADES

The department grades certain courses only as satisfactory (S) or unsatisfactory (U). While these hours are not included in the student's GPA, unsatisfactory performance is considered a serious matter.

Examinations and dissertation hours earn grades of S or U. Students graded U on an examination may be required to retake all or part of that examination depending on the decision of the department. Students earning U in two consecutive semesters of thesis or dissertation may be subject to dismissal.

The department follows the current procedures and policies of the College of Arts and Sciences regarding grade complaints and appeals.

DISMISSALS AND APPEALS

It is the College of Arts and Sciences that ultimately assumes the responsibility of both the admission and dismissal of students. Nevertheless, the student is subject to department as well as college standards.

When a department standard is violated, the Director of Graduate Studies will initiate the dismissal action. This will occur only after the student has failed to address or correct the deficiency during any specified probationary period.

When a college standard is violated, the Associate Dean for the Social Sciences will initiate the dismissal action. As is true at the departmental level, this will occur only after the student has failed to correct the deficiency during any specified probationary period.

DISMISSAL

Reasons for dismissal by the department include:

1. an unsatisfactory annual evaluation in fall semester after an unsatisfactory annual evaluation the previous spring semester;
2. grades of U in two successive semesters of dissertation work;
3. failure to pass the Ph.D. comprehensive examination on the second attempt;
4. failure to maintain a GPA of 3.0 or better after a probationary period of 18 semester hours;
5. failure to successfully defend the Ph.D. dissertation;
6. failure to meet standards of the department's standards of academic and/or professional conduct.

APPEAL PROCEDURES

Whatever the specific cause, the student will receive notice from the Director of Graduate Studies that the department is considering dismissal. The student may appeal this in writing to the Director of Graduate Studies; such an appeal must be received within 20 business days of the notice being given. The Graduate Studies Committee will consider the appeal. At a meeting called for this purpose the student will have the opportunity to present evidence, including testimony or letters of support from faculty with whom s/he has worked, that s/he is capable of successful completion of the graduate program and that the conditions leading to the dismissal situation represent atypical behavior or the presence of temporary, mitigating circumstances. The committee will inform the student of their decision within 30 days of hearing the appeal.

Actions of the Graduate Studies Committee may include but are not necessarily limited to: 1. allowing the dismissal to stand; 2. placing the student on probation and specifying the necessary remedial action; 3. reversing the dismissal notice. The Graduate Studies Committee will specify deadlines for any required remedial action.

If the student believes that a decision of the Graduate Studies Committee has been arbitrary, capricious, or discriminatory she/he may appeal that decision in writing to the chair of the department within 20 days of the Graduate Committee's decision.

If the student does not appeal the decision of the Graduate Committee, the Director of Graduate Studies will forward the recommendation for dismissal to the Associate Dean for the Social Sciences of the College of Arts and Sciences. The student may then appeal the decision through the normal channels of the College of Arts and Sciences.

GRIEVANCE PROCEDURES

The department follows the current procedures and policies of the College of Arts and Sciences regarding grade appeals and other complaints. Students who believe that they have been treated in an unethical, unprofessional, or unfair manner by university faculty, staff, administrators, or fellow students should act to correct the situation. Several procedures are available to do so. First, students may bring the situation to the attention of their advisor, the Director of Graduate Studies, or the chair of the department. At the college level students may bring their complaint to the attention of the Associate Dean. Students may also discuss their situation with the university's ombudsperson (404 651 2220). Finally, students may follow formal grievance procedures. See the College of Arts and Sciences Student Grievance Policy.

(Adapted from "Performance Expectations," Department of Psychology, Georgia State University)

Appendix III
Annual PhD Student Reports and Evaluations

Annual PhD student reports are due every spring on March 1.

The annual report should be a statement of no more than 250 words summarizing a student's academic and professional accomplishments for the preceding academic year. Students should prepare the statement in consultation with their advisor or mentor.

Students should include all activities related to their degree program. Activities may include, but are not limited to: progress toward the completion of degree requirements such as courses completed, securing an advisor, taking exams, completing a prospectus or meeting language requirements; work in progress such as preparing for exams, preparing a prospectus or conducting research; professional activities such as public history projects, internships, oral histories, membership or participation in professional organizations, or conference presentations. Students may also include other activities related to teaching and service. Teaching activity might include, for example, guest lecturing, mentoring, or course development. Service activities might include, for example, community service that draws on scholarly expertise, contributions to student groups or activities on campus, or work done under the auspices of AGSUH.

The annual report should be accompanied by a c.v. and a completed checklist of requirements. The report, the c.v., and the completed checklist should be submitted to the Director of Graduate Studies no later than March 1.

Students will receive written feedback on the results and will have an opportunity to discuss these results with the Director of Graduate Studies and their advisor. If significant problems or weaknesses are identified in the course of the review, this is an opportunity to propose corrective action. In those instances where the Director of Graduate Studies and/or the advisor judges a student's performance to be unsatisfactory, the letter of evaluation will include notice of probationary status (i.e., scholastic warning).

Appendix IV

CV Rubric

Note: this rubric outlines the major components that make up an academic Curriculum Vitae (CV), which is somewhat different from a professional resumé. You can shift the order of these around slightly, to emphasize your strong points. If you do not have anything to list under a specific category, simply omit it.

NAME

Institutional Address
Contact Info

Home Address
Contact Info

Education

List of degrees, dates, university where awarded

Thesis/Dissertation title with short two to three line project description

Fields of Graduate Study

Advisor's name and title

Publications

Provide full citations

Fellowships, Grants, and Honors

List here

Papers and Presentations

List conferences, brown bags, guest lectures etc.

Teaching Experience

List of courses taught or assisted

Research Skills and Professional Experience

Description of any major research projects undertaken; start with the title of the project

If you worked as a research assistant, describe briefly with name of professor and title of project

Languages

List languages; and rank skill from Excellent, Good, Fair

Professional Associations

AGSUH, Phi Alpha Theta and so on.

Appendix V
Check List of Requirements

Master of Arts in History

1. Nine courses:
 - A. U.S. history _____
 - B. European history _____
 - C. African, Asian, Latin American,
or Middle Eastern history _____
 - Hist 7010, 7020, or 7030 _____
 - Hist 8000 _____
 - Hist Elective(s): _____

Electives or Related Field: _____

2. Hist 8005 _____
3. Research Seminar _____ yes/no
(a requirement for students entering after fall 2005)
4. Language proficiency _____
5. General Oral Examination _____
- 6a. Thesis Option:
 - a. Six hours of Hist 8999: _____; _____
 - b. Thesis _____
- 6b. Non-thesis Option:

3 Additional Courses in Concentration _____

Written examination _____

Doctor of Philosophy

1. Twelve Courses:

Hist 7030 _____

7010 or 7020 _____

Area A _____

Area B _____

Area C _____

A,B,C, or D _____

Hist 8000 _____

Hist elective _____

Hist elective _____

Hist elective _____

Elective _____

Elective _____
2. Research seminar _____ yes/no
(a requirement for students entering after fall 2005; any one of the 12 courses above may apply here)
3. Hist 8005 _____
4. Languages _____

5. Residence Requirement _____
6. General Examination _____
7. Dissertation prospectus _____
8. Admission to candidacy _____
9. History 9999 _____
10. Dissertation _____
11. Dissertation defense _____

Appendix VI
Professional Organizations

The American Historical Association

www.theaha.org

The Organization of American Historians

www.indiana.edu/~oah

Southern Historical Association

<http://www.uga.edu/~sha/sha~1.htm>

The World History Association

<http://www.woodrow.org/teachers/world-history/>

The Georgia Association of Historians

<http://ksuemail.kennesaw.edu/~rpatton/gah.htm>

Phi Alpha Theta

Phi Alpha Theta National Headquarters

University of South Florida

SOC 107

4202 E. Fowler Ave.

Tampa FL 33620-8100

H-Net homepage (links to 70+ discussion lists):

www.h-net2@msu.edu/

Association of Georgia State University Historians (AGSUH)

<http://www.gsu.edu/~wwwhis/agsuh/application.htm>

