

## **INTRODUCTION**

*Graduate Studies in History* provides new and enrolled students with a summary of the graduate history degree program requirements. It supplements general Georgia State University College of Arts and Sciences graduate program policy information and requirements. For information on those requirements see: [http://www.cas.gsu.edu/grad\\_policy.asp](http://www.cas.gsu.edu/grad_policy.asp)

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.

### **Note on Interim Handbook:**

This is the interim handbook for Academic Year 2009-2010. Students currently in the program may choose to graduate under these requirements or under those given in the college catalog/department handbook in place the year they entered the program.

Students who enter the program in Academic Year 2009-2010 may select to graduate under the requirements given below or under those in the 2006 department graduate studies handbook, but they are strongly encouraged to follow the interim requirements outlined in this handbook.

Changes in place under the interim curriculum include cutting the number of required courses for the PhD degree; a new core curriculum for both the MA and PhD degrees; and changes in field, course distribution, and general examination requirements for both the MA and PhD degrees. For a quick review of the interim requirements, see the checklists in Appendix I.

The interim requirements outlined in this handbook will become the official department requirements in August 2010, when they will be listed in the college catalog.

### **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 American, European, and or World 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 GSU.
- 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 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 department's application deadlines are as follows (note that applications for assistantships are accepted only for fall semester):

- Application deadline for admission with assistantships:
- Fall.....01 March of the previous spring
- Application deadline for admission without assistantships:
- Fall semester.....15 April of the previous spring
- Spring semester.....15 November of the previous fall
- Summer semester.....01 April 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 delayed for one semester and this request should be made in writing to the Office of Graduate Studies. A request to delay the semester of entry nullifies any financial aid award offered by the department, and the applicant will need to reapply for financial aid for the semester of entry. 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 adviser. A mentor is not the same as an adviser, but students may request that the mentor become their adviser. The adviser should be chosen by the student on the basis of academic expertise, and if the faculty member agrees to serve as adviser, 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 adviser as soon as possible to prepare for exams, the thesis/dissertation proposal, etc. Until a student secures an adviser, advisement will be done by the mentor or the Director of Graduate Studies.

#### **VII. Course Load and Continuous Enrollment**

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

Graduate students must register for at least a total of six semester hours of course work during any period of three consecutive terms (fall, spring, summer) until completion of degree. In order to graduate, students must be registered in the program of study during the semester they finish degree requirements for graduation. Students who do not register for an entire year (12 months) and are not on official leave or covered by other exceptions will be made inactive in the program. If they wish to continue in the program, they must apply for reentry. Re-acceptance into the program is not guaranteed. Reentering students are subject to the regulations of the Graduate Catalog and the degree program current at the time of reentry. Time limits for all academic requirements will remain unchanged. Exceptions or adjustments to the requirements of continuous enrollment necessitate appeal to the Graduate Petitions Board or official approval for a leave of absence.

#### **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. In most graduate courses, the instructor awards grades of A, B, C, D, F, I, W, and WF (with plus and minus grades for letters A through D). 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 courses. 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 III)

2. 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.”

3. 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 adviser (either the mentor assigned upon entry into the program or the dissertation adviser 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 VI 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 masters or doctoral program. An equivalent research skill is proficiency obtained in an adjunct area (such as statistics or expertise in an allied discipline) that 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, and they should obtain approval for the substitution before registering for the course.

### **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 as follows: “A”, 4; “B”, 3; “C”, 2; “D”, 1; “F”, 0. Plus and minus grades raise and lower the quality points for the respective letter grade by .3 quality points.
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. Appendix III describes some guidelines for completion of critical milestones in a student’s course of study. Students, with the assistance of their adviser 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 as outlined in Appendix III.

### **XVI. 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.

### **XVII. Graduation**

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

## **XVIII. Specific Degree Requirements**

### **A. Major and Minor Fields**

All students will declare one or more fields to complete a graduate degree. See Appendix I for check lists of requirements for all degrees.

**1. Major Fields:** The department offers the following major fields at the MA and PhD levels:

- Colonial/Early National U.S.
- 19th and 20th Century U.S.
- Early Modern Europe
- Modern Europe
- World
- Global and Regional
- Public History

**2. Minor Fields:** The department offers the following minor fields on the MA and PhD levels (note: minor fields may also include any field listed as a major field or a constructed field approved by the adviser and the Director of Graduate Studies):

#### **a. Regional Fields**

- Africa
- African Diaspora
- African-American
- American South
- Atlantic World
- Early Modern Britain
- East Asia
- France
- Germany
- Islamic World
- Latin America
- Middle East
- Modern Britain, Ireland, and the British Empire
- Russia & the Soviet Union
- South Asia

#### **b. Thematic Fields**

- Ancient History
- Cultural & Intellectual History
- Economic, Labor, & Working Class History
- Empires
- Gender
- Historic Preservation
- History of Science
- Immigration & Ethnicity
- International/Transnational
- Legal & Constitutional History
- Medieval
- Sexuality
- Urban History
- Women's History

## **B. Master of Arts: Thesis Option**

**1. Course Requirements:** MA students will complete at least nine graduate level courses in history or in a related subject and declare one major field, chosen from the department's list of major fields. The distribution of the courses to meet these requirements is described below:

**a. Core Curriculum:** The core curriculum requires completion of five courses, including:

History 7000: Introduction to Historical Methods/Theory

History 7050: Introduction to Graduate Studies and Pedagogy (or History 7045)

History 7060: Research Seminar

And two of the following:

History 7010: Issues and Interpretations in U.S. History

History 7020: Issues and Interpretations in European History

History 7030: Issues and Interpretations in World History

History 7040: Issues and Interpretations in Public History

Students who do not intend to teach after graduation may petition the Director of Graduate Studies to replace History 7050 with History 7045, a one-hour version of the course that omits pedagogical content.

NOTE: During interim year 2009-2010, students can take History 8000 to replace History 7000; can take History 8710/History and the Public to replace History 7040; can take History 8005 to replace History 7045; and can take special topics courses (under the History 8890 number) to replace History 7050 and 7060.

**b. The Major Field:** Three courses are required to fulfill the major field. One of these courses may be the Issues and Interpretations course appropriate to the field (History 7010, 7020, 7030, or 7040) and another may be the research seminar (History 7060). The other courses should be electives related to the major field, which may be in the department of history or another academic department.

**c. Geographic Distribution:** In addition to the regular M.A. requirements, students whose major field is in US history must also complete one course each in (a) European and (b) African, Asian, Latin American, or Middle Eastern history. Students whose major field is in European history must also complete one course each in (a) US and (b) African, Asian, Latin American, or Middle Eastern history. This requirement may be met in part by taking the appropriate 7000 level course.

**d. Electives:** Any remaining courses necessary to fulfill the nine-course requirement are electives.

**2. Language Requirement:** Demonstration of reading proficiency in one alternate language through successful completion of a graduate language course (with a grade of B or better) or successful completion of a reading knowledge examination. Under special circumstances, students may petition the Director of Graduate Studies to substitute an alternate research skill for the foreign language. For more information, see Section XIII above.

**3. Oral Comprehensive Examination:** The comprehensive examination should be taken within one semester after completion of coursework. The examination will test the student's knowledge of the core curriculum and the student's major field. A committee that consists of the student's adviser and two other faculty members with whom the student has taken coursework will conduct the exam. Exam committees will be nominated by the student and appointed by the chair of the department. The department encourages students preparing for exams to discuss reading lists and exam content with all committee members. If failed, the examination may be repeated once following a minimum interval of three months. A student who fails the examination a second time will be dismissed from the program.

**4. Continuous Enrollment:** In order to stay in compliance with the university's policy on continuous enrollment, students must maintain enrollment totaling six hours or more over all consecutive three-semester periods. Students must be registered for a minimum of one hour during the term of their graduation.

**5. Master's Thesis:** Requirements for the master's thesis include:

- a. At least six hours of History 8999: Thesis Research. Students may take additional units of 8999 to maintain enrollment in the program for up to two semesters as they prepare their thesis.
- b. A thesis prospectus, approved by a committee consisting of a director and a second reader. See Appendix II for a set of prospectus guidelines.
- c. A thesis, approved by a committee consisting of a director and a second reader. 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.

**6. Graduation:** 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 and students who intend to graduate should consult with the department's Graduate Coordinator to ensure they have fulfilled all requirements. Students must be registered for a minimum of one hour during the term of their graduation.

**C. Master of Arts: Non-Thesis Option**

**1. Core Requirements:** All the requirements for the thesis option except for those listed under section 5, Master's Thesis, above.

**2. Electives:** Three additional elective graduate courses (for a total of 12) in history or a related department. When possible, these courses should be chosen to form a minor field. Minor fields can be selected from the list above or constructed in consultation with the student's adviser.

**3. Written Comprehensive Examination:** A written examination consisting of two essays, to be administered by an examination committee, which includes the adviser and one additional faculty member chosen from the oral examination committee. The committee members will work together to design and grade the essays.

**D. 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 are the same as those for a regular M.A. thesis or non-thesis option, with several specific stipulations as noted below.

The World History 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 I for a Checklist of Requirements.

1. The five core curriculum history courses must include History 7030, Issues and Interpretations in World History.
2. The major field must be World History, with a focus approved by the student's major adviser. Courses in the major field must demonstrate a prominent world dimension. History 7030 may be applied to the major field.
3. Geographic Distribution: In addition to the regular M.A. requirements, students completing the world history concentration must also complete one course 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.
4. The MA thesis must have a prominent world dimension.
5. For the non-thesis option, students must declare a minor field in some aspect of world history, approved by the major adviser.

### **E. Master of Heritage Preservation and Public History/Certificate Programs**

The Department offers the Master's Degree in Heritage Preservation. This program is divided into two tracks of study: one in Historic Preservation and one in Public History. Both programs are designed to train professionals in the fields of cultural resource management and the interpretation of history to a broad audience. The department also offers two Certificate Programs, one in historic preservation and the other in public history. The Certificate Programs require less coursework than the MA degree and are available to students enrolled in graduate degree programs and in good academic standing at Georgia State University in such programs as history, anthropology, geography, urban studies, public administration, and real estate.

For further information about the Heritage Preservation Program and program requirements, contact Richard Laub, Director, or visit the program web site at < <http://www2.gsu.edu/~wwwher/index.html>>.

### **F. Doctor of Philosophy**

**1. Course Requirements:** Students will complete at least ten graduate level courses in history or a related subject and declare one major and two minor fields, chosen from the department's list of major and minor fields. The distribution of the courses to meet these requirements is described below.

**a. Core Curriculum:** Six required core curriculum courses. These five courses include:

History 7000: Introduction to Historical Methods/Theory

History 7030: Issues and Interpretations in World History

History 7050: Introduction to Graduate Studies and Pedagogy (or History 7045)

History 7060: Research Seminar

And two of the following:

History 7010: Issues and Interpretations in U.S. History

History 7020: Issues and Interpretations in European History

History 7040: Issues and Interpretations in Public History

Students who do not intend to teach after graduation may petition the Director of Graduate Studies to replace History 7050 with History 7045, a one-hour version of the course that omits pedagogical content.

NOTE: During interim year 2009-2010, students can take History 8000 to replace History 7000; can take History 8710/History and the Public to replace History 7040; can take History 8005 to replace History 7045; and can take special topics courses (under the History 8890 number) to replace History 7050 and 7060.

**b. Major Field:** To complete the major field requirements requires completion of three courses related to the focus of the major field. One of these courses must be 7060: Research Seminar. The other two courses are electives but may be satisfied with 7010, 7020, 7030, or 7040. Students should name a specialization within their major field (for example 19th & 20th Century U.S./U.S. South; Global and Regional/Brazil and South America; Modern Europe/Modern France).

**c. Minor Fields:** To complete the minor field requirements requires the completion of two courses in each minor field, related to the focus of that minor field. These courses are electives but may be satisfied with 7010, 7020, 7030, or 7040.

**d. Geographical and Chronological Distribution:** One of the minor fields should demonstrate a geographical specialization outside the major field; the other should demonstrate a chronological focus outside the major field.

**e. Electives:** Any remaining courses necessary to fulfill the ten-course requirement are electives.

**2. Language Requirement:** Demonstration of reading proficiency in two alternate languages through successful completion of a graduate language course (with a grade of B or better) or successful completion of a reading knowledge examination. Under special circumstances, students may petition the Director of Graduate Studies to substitute an alternate research skill for one foreign language. For more information, see section XIII above.

**3. Residency:** A student in the doctoral program is required to be in residence for four semesters, two of which must be consecutive. In each of the four semesters, the student must register for at least eight hours of coursework.

**4. Continuous Enrollment:** In order to stay in compliance with the university's policy on continuous enrollment, students must maintain enrollment totaling six hours or more over all consecutive three-semester periods.

**5. General Comprehensive Examinations:** Upon completion of the language requirements and the course work in the doctoral program, the doctoral student will be required to complete successfully comprehensive written examinations in his/her major and minor fields and one oral examination, which may cover content from the major and minor fields.

**a. Exam Committees:** Major field exams will normally be administered by a committee of two professors in that field, chosen by the student and the adviser, in consultation with the graduate committee and/or Director of Graduate Studies. Minor fields will normally be administered by a committee of two professors chosen by the student in consultation with his/her adviser and the graduate committee and/or Director of Graduate Studies. The oral examination will be administered by a committee of at least four professors, including the adviser and others chosen from the written exam committees. The members of each individual examination committee will determine whether the student has passed or failed that specific exam and a unanimous vote of the committee is required to pass. If the student fails one specific exam, s/he has not passed the general comprehensive exam and cannot advance to candidacy (see repeat examinations below).

**b. Exam Schedule:** Comprehensive examinations will be scheduled twice a year in the Fall and Spring semesters (in October and March); the specific days and times will be announced at least one month in advance. The student will normally complete the oral examination, which covers content from the major and minor fields, within two weeks of the written examination.

**c. Repeat Examinations:** Should a student fail any of the comprehensive examinations, the relevant 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 Graduate Division of the College 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.

**6. Dissertation Prospectus and Prospectus Defense:** On the successful completion of the written and oral parts of the general examination, the student will be required to submit and defend a prospectus of the dissertation to a scheduled meeting of members of the dissertation committee.

**a. Dissertation Committee:** The dissertation committee will consist of at least three professors of the Department of History faculty, including the adviser, who are nominated by the student and appointed by the chair of the department. The student may also nominate additional members from the Department of History, or from appropriate fields and/or institutions outside the department.

**b. Dissertation Prospectus:** 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 adviser. See Appendix II for a guide to the preparation of the prospectus.

**c. Dissertation Prospectus Defense:** An oral defense of the dissertation prospectus will normally follow within six months of exams and will be administered by the dissertation committee.

**7. Advancement to Candidacy:** After completing the course work, language, comprehensive examination and dissertation prospectus requirements, the student will be admitted to candidacy for the degree.

**8. Dissertation:** 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.

**9. Dissertation Defense:** Upon completion of the dissertation, the candidate will be required to pass a final examination, conducted by members of the dissertation committee, which is devoted to a defense of the dissertation.

**10. Submission of Dissertation:** 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.

**11. Graduation:** Students must 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. Students who intend to graduate should consult with the department's Graduate Coordinator to ensure they have fulfilled all department requirements. Students must be registered for a minimum of one hour during the term of their graduation.

#### **XIX. 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.

#### **XX. 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. Appendix VIII describes the expectations the Department holds of Graduate Research and Teaching Assistants.

#### **2. Scholarships:**

**a. Department scholarships:** Each year the department awards the Baylen Fellowship to an entering MA 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. Other Options:** 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  
CHECK LISTS FOR DEGREE REQUIREMENTS**

**MA Degree Checklist – Thesis Option (9 courses)**

Core Curriculum (five courses):

7000: \_\_\_\_\_ (interim: 8000/Methods & Theory)

7045 or 7050: \_\_\_\_\_ (interim: 8005 or 8890/Graduate Studies & Pedagogy)

7060: \_\_\_\_\_ (interim: 8890/Research Seminar)

And two from:

7010: \_\_\_\_\_

7020: \_\_\_\_\_

7030: \_\_\_\_\_

7040: \_\_\_\_\_ (interim: 8710/History and the Public)

Major Field/Title: \_\_\_\_\_

Note: courses are electives and may include the research seminar or appropriate Issues and Interpretations course.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Geographical Distribution Requirements (for those in US, one course in European and a course in non-Western history; for those in Europe, one course in US and another in non-Western history/may include appropriate 7000 level course):

US History: \_\_\_\_\_

European History: \_\_\_\_\_

African, Asian, Latin American, or Middle Eastern History: \_\_\_\_\_

Any remaining courses necessary to fulfill the nine-course requirement are electives. List here if necessary:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Language Proficiency: \_\_\_\_\_ (date completed)

Comprehensive Oral Examination: \_\_\_\_\_ (date completed)

Thesis Prospectus: \_\_\_\_\_ (date completed)

Thesis: \_\_\_\_\_ (date completed)

**MA Degree Checklist – Non-thesis Option (12 courses)**

Core Curriculum (five courses):

7000: \_\_\_\_\_ (interim: 8000/Methods & Theory)

7045 or 7050: \_\_\_\_\_ (interim: 8005 or 8890/Graduate Studies & Pedagogy)

7060: \_\_\_\_\_ (interim: 8890/Research Seminar)

And two from:

7010: \_\_\_\_\_

7020: \_\_\_\_\_

7030: \_\_\_\_\_

7040: \_\_\_\_\_ (interim: 8710/History and the Public)

Major Field/Title: \_\_\_\_\_

Note: courses are electives and may include the research seminar or appropriate Issues and Interpretations course.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Electives/Minor Field Title (if applicable): \_\_\_\_\_

Note: courses are electives and may comprise a minor field; they may include the research seminar or appropriate Issues and Interpretations course.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Geographical Distribution Requirements (for those in US, one course in European and a course in non-Western history; for those in Europe, one course in US and another in non-Western history/may include appropriate 7000 level course):

US History: \_\_\_\_\_

European History: \_\_\_\_\_

African, Asian, Latin American, or Middle Eastern History: \_\_\_\_\_

Any remaining courses necessary to fulfill the twelve-course requirement are electives. List here if necessary:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Language Proficiency: \_\_\_\_\_ (date completed)

Comprehensive Written Examination: \_\_\_\_\_ (date completed)

**MA Degree Checklist – Thesis Option/World History Concentration (9 courses)**

Core Curriculum (five courses):

7000: \_\_\_\_\_ (interim: 8000/Methods & Theory)

7045 or 7050: \_\_\_\_\_ (interim: 8005 or 8890/Graduate Studies & Pedagogy)

7060: \_\_\_\_\_ (interim: 8890/Research Seminar)

7030: \_\_\_\_\_

And one from:

7010: \_\_\_\_\_

7020: \_\_\_\_\_

7040: \_\_\_\_\_ (interim: 8710/History and the Public)

Major Field/Title: World History

Note: courses are electives and may include the research seminar and History 7030.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Geographical Distribution Requirements:

Note: the geographical distribution requirement may be satisfied with History 7010 or 7020; consult the Director of the World History Program.

US History: \_\_\_\_\_

European History: \_\_\_\_\_

African, Asian, Latin American, or Middle Eastern History: \_\_\_\_\_

Language Proficiency: \_\_\_\_\_ (date completed)

Comprehensive Oral Examination: \_\_\_\_\_ (date completed)

Thesis Prospectus: \_\_\_\_\_ (date completed)

Thesis: \_\_\_\_\_ (date completed)

**MA Degree Checklist – Non-thesis Option/World History Concentration (12 courses)**

Core Curriculum (five courses):

7000: \_\_\_\_\_ (interim: 8000/Methods & Theory)

7045 or 7050: \_\_\_\_\_ (interim: 8005 or 8890/Graduate Studies & Pedagogy)

7060: \_\_\_\_\_ (interim: 8890/Research Seminar)

7030: \_\_\_\_\_

And one from:

7010: \_\_\_\_\_

7020: \_\_\_\_\_

7040: \_\_\_\_\_ (interim: 8710/History and the Public)

Major Field/Title: World History

Note: courses are electives and may include the research seminar and H7030.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Geographical Distribution Requirements:

Note: the geographical distribution requirement may be satisfied with History 7010 or 7020; consult the Director of the World History Program.

US History: \_\_\_\_\_

European History: \_\_\_\_\_

Non-western History: \_\_\_\_\_

Electives/Minor Field Title (must have world history focus): \_\_\_\_\_

Note: courses are electives and may comprise a minor field; they may include the research seminar or appropriate Issues and Interpretations course.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Language Proficiency: \_\_\_\_\_ (date completed)

Comprehensive Written Examination: \_\_\_\_\_ (date completed)

**PhD Degree Checklist (ten courses):**

Core Curriculum (six courses):

7000: \_\_\_\_\_ (interim: 8000/Methods & Theory)

7030: \_\_\_\_\_

7045 or 7050: \_\_\_\_\_ (interim: 8005 or 8890/Graduate Studies & Pedagogy)

7060: \_\_\_\_\_ (interim: 8890/Research Seminar)

And two from

7010: \_\_\_\_\_

7020: \_\_\_\_\_

7040: \_\_\_\_\_ (interim: 8710/History and the Public)

Major Field/Title: \_\_\_\_\_ Specialty: \_\_\_\_\_

Note: should include 7060; the other courses are electives and may include the appropriate 7000-level issues and interpretations course.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

First Minor Field/Title: \_\_\_\_\_ Distribution Requirements (explain): \_\_\_\_\_

Note: courses are electives and may include the appropriate 7000-level issues and interpretations course.

a. \_\_\_\_\_

b. \_\_\_\_\_

Second Minor Field/Title: \_\_\_\_\_ Distribution Requirements (explain): \_\_\_\_\_

Note: courses are electives and may include the appropriate 7000-level issues and interpretations course.

a. \_\_\_\_\_

b. \_\_\_\_\_

Any remaining courses necessary to fulfill the ten-course requirement are electives. List here if necessary:

a. \_\_\_\_\_

b. \_\_\_\_\_

Languages/Date Completed:

a. \_\_\_\_\_

b. \_\_\_\_\_

Residency Requirement \_\_\_\_\_ (date completed)

Field Exams \_\_\_\_\_ (date completed)

Dissertation Prospectus Defense \_\_\_\_\_ (date completed)

History 9999/Twenty Hours \_\_\_\_\_ (date completed)

Dissertation Defense \_\_\_\_\_ (date completed)

**APPENDIX II**  
**RECOMMENDED THESIS AND DISSERTATION PROSPECTUS GUIDELINES**  
**WITH OUTLINE OF BIBLIOGRAPHIC CATEGORIES**

This appendix includes recommended guidelines for graduate students writing a thesis or dissertation prospectus. The final requirements for the prospectus may vary, depending on the student's individual program and adviser.

A prospectus, usually around fifteen to twenty pages plus the bibliography, should include the following elements:

**I: A statement of the problem or thesis.** This section consists of a closely reasoned – but still short and explicit – statement of the central issue you will be taking on in the dissertation. You should consider addressing the “so what?!?” question head on here. Why should we care? This consideration of the larger importance of the question leads into the following section:

**II: Historiography and context.** Set the problem in a larger historiographical context. How have previous scholars dealt with the issue? How will your work interact with, challenge, or confront earlier scholarship? This section should not be a catchall of books and articles. You need to divide the scholarship into “lines of scholarly inquiry” and make the case that these various lines converge or intersect on your topic. These historiographical issues, and the way the question is framed, directly lead to questions of source material.

**III: Sources.** This discussion of historiography is lifeless in the absence of a discussion of the source material that will form the evidentiary basis of the dissertation. What are these sources? Where are they? How will you see them? What type of permission is required to obtain access?

**IV: Method and Theory.** After providing this detailed description of the source material, offer a critical analysis of the ways you will approach the sources. Address the methods you intend to employ when you confront your source material. Which theoretical models do you imagine you might find useful when framing ways to interpret sources?

**V: Provisional outline of chapters.** Provide an initial overview of the table of contents as you imagine the project today. This is likely to change, but it is useful to propose – in as detailed a way as possible – a possible framework for the thesis or dissertation.

**VI: Schedule.** Indicate your plan of work. When will you conduct research? When will you begin to draft the first chapter? When will the entire draft be complete? Advisers typically want to see chapter drafts so that they can offer feedback and criticism on a regular basis. You should also include in your schedule ample time for revisions, for committee members to read and offer comments, and for formatting. Remember that you need to apply for graduation several semesters ahead of time. Formatting guidelines may be seen here: [http://www.cas.gsu.edu/docs/grad/guidelines\\_2007.pdf](http://www.cas.gsu.edu/docs/grad/guidelines_2007.pdf) (but be sure to check the College of Arts and Sciences for the most recent guidelines as you are preparing the draft for format review). People often choose to draft the body chapters first, then write the introduction and conclusion at the end, because they then have a better sense of the dissertation as a whole. You should also be mindful of the graduation calendar, which may be seen here: [http://www.cas.gsu.edu/graduation\\_requirements.html](http://www.cas.gsu.edu/graduation_requirements.html)

**VII: Bibliography.** Break the bibliography into primary and secondary materials. Follow the Chicago style. See the outline of possible categories below.

## **BIBLIOGRAPHY: OUTLINE OF POSSIBLE CATAGORIES**

### **Primary Sources**

Archival Collections: Private Papers

Archival Collections: Organizational Papers

Archival Collections: Official Papers

Oral Histories and Published Interviews

Published Correspondence and Diaries

Collected Documents, Speeches, and Writings

Autobiographies and Memoirs

Organizational Publications and Reports

Government Publications and Law Cases

Newspapers and Periodicals

Books and Pamphlets

Film, Radio, Television

Electronic Databases and Web Sites

### **Secondary Sources**

Journal Articles, Book Chapters, and Books

Theses and Dissertations

Documentary Film, Radio, Television

Electronic Databases and Web Sites

The list of basic elements of a prospectus presented here is built upon the model employed by Dr. Ian Fletcher and by the history department at Harvard University. Students may also wish to consult their website for more information. The guide is located here:

<http://history.fas.harvard.edu/programs/graduate/program/dissertation-prospectus.php>

**APPENDIX III  
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 advisers 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 adviser 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 adviser 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 adviser 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 adviser, 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 adviser (either the mentor assigned upon entry into the program or the dissertation adviser 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 adviser in preparing the report and to obtain feedback from the adviser 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 adviser. 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 adviser 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 adviser, 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 IV**

### **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 adviser 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 adviser, 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 adviser. 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 adviser judges a student's performance to be unsatisfactory, the letter of evaluation will include notice of probationary status (i.e., scholastic warning).

## **APPENDIX V**

### **CV RUBRIC**

Note: this rubric outlines the major components that make up an academic Curriculum Vitae (CV), which is somewhat different from a professional résumé. 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

Adviser'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 VI

### **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 work ....The 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.””<sup>1</sup>

(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.<sup>2</sup>

Not plagiarism: According to one historian, the American Revolution could not have happened “without the self-conscious action of urban laboring people.””<sup>3</sup>

(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.<sup>4</sup>

(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.

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

<sup>2</sup>Nash, 247.

<sup>3</sup>Nash, 247.

<sup>4</sup>Nash, 247.

**APPENDIX VII**  
**LIST OF PROFESSIONAL ORGANIZATIONS**

**The American Historical Association**  
[historians.org](http://historians.org)

**The Organization of American Historians**  
[www.oah.org](http://www.oah.org)

**Southern Historical Association**  
[www.uga.edu/~sha](http://www.uga.edu/~sha)

**The World History Association**  
[thewha.org](http://thewha.org)

**South East World History Association**  
[sewha.org](http://sewha.org)

**The Georgia Association of Historians**  
[a-s.clayton.edu/gah](http://a-s.clayton.edu/gah)

**Phi Alpha Theta**  
[www.phialphatheta.org](http://www.phialphatheta.org)  
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-net.org](http://www.h-net.org)

**Association of Georgia State University Historians (AGSUH)**  
[www.cas.gsu.edu/3036.html](http://www.cas.gsu.edu/3036.html)

## **APPENDIX VIII**

### **Guidelines for GRAs and GTAs**

1. GRAs and GTAs are required to register for 18 hours every semester (including summer) that they hold an assistantship.
2. Some of these hours may be thesis or dissertation hours (HIST 8999 or HIST 9999), but until students have completed their coursework, they should be completing a minimum of 2 content courses per term in fall and spring.
3. GRAs and GTAs must remain in good academic standing as defined by the College of Arts and Sciences.
4. GTAs are not permitted to teach or work at any other University System of Georgia institution unless they first receive permission from the Graduate Director and obtain subsequent permission from the Presidents of both USG institutions. A form to request permission to work at another USG institution is available on the Board of Regents website, [admin-fin.gatechhuman/employment/Attachment6.pdf](http://admin-fin.gatechhuman/employment/Attachment6.pdf)
5. Even if a GTA secures permission to teach elsewhere, teaching assignments in the Department of History at GSU will take first priority.
6. If a student holding a GTA or GRA takes an incomplete in a course, the coursework must be completed no later than 6 weeks into the following term.
7. GTA and GRA appointments are reviewed annually. Failure to meet the appropriate standards of academic and professional performance may result in nonrenewal.

