



Department of History Graduate Student Handbook 2025-2026

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GENERAL INFORMATION

The Graduate Program

Florida State University's graduate program in History is flexible in its design, allowing students to pursue a doctorate or a master's degree. Students seeking a Ph.D. can apply either having secured an M.A. from another institution or earn an M.A. in our program en route to the Ph.D. In addition, the Department offers a Master of Arts in History and a Master of Arts in History with a Major in Public History. While the department has historically offered a Master of Science in History, the department is not currently accepting applicants for that program.

This Graduate Handbook for the History Department at Florida State University is intended to provide information about university and departmental policies that assist students in supporting their individual programs of study. Each student is expected to adhere to these requirements, policies, and procedures. Graduate students may suggest changes to the Graduate Studies Committee for consideration.

The Graduate Studies Committee

The Department of History's graduate program is administered by the Graduate Studies Committee (GSC) in consultation with the chair. The GSC consists of the Associate Chair for Graduate Studies, who serves as the committee chairperson, and several other faculty members representing different specialties. In addition, a representative of the graduate students normally attends the meetings.

The Graduate Studies Committee has a variety of functions: it makes recommendations to the department, which must approve major policy decisions; it coordinates graduate admissions; it receives and acts on student petitions and appeals; and it awards graduate and teaching assistantships.

Student Code of Conduct

By accepting admission to Florida State University, students indicate their willingness to subscribe to and be governed by the Student Conduct Code. The Student Conduct Code emphasizes Florida State University's commitment to a campus community which exercises the responsible engagement of student freedoms. The pursuit of responsible freedom is consistent with the tenets of the Seminole Creed and efforts to promote civility at the University, as students balance their pursuit of excellence and exploration with consideration to the impact of behavior on themselves and others. The Code reemphasizes the dignity and worth of each person and substantiates the need for an inclusive environment to support the betterment of all persons associated with the University. The University fully recognizes and values the right of all students and individuals to seek knowledge, debate ideas, form opinions, and freely express views in accordance with the expectations set forth in this Code. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. As a reminder, the Student Conduct Code applies to behavior both on and off campus as well as electronic communication (text messages, postings on websites, and social media). Being a member of the University community is a privilege, and the conduct process will determine if a student's conduct warrants modification of or restriction upon that privilege.

The full Student Conduct Code is to be read here: <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>

Additional Resources

[FSU General Academic Appeal](#)

[FSU Grade Appeals System](#)

[FSU Student Affairs Handbook](#)

APPLYING FOR ADMISSION

Admission requirements

Minimum admission requirements are established by the state legislature and enforced by the Graduate School. As permitted by university regulations, however, requirements for admission to the graduate programs in History at Florida State are higher.

At the minimum, for admission to the doctoral program in History, the student must have: (1) a baccalaureate degree from an accredited college or university with a grade point average of at least 3.3 on a 4.0 scale as an upper division undergraduate student or (2) a master's degree from an accredited/approved institution with at least a 3.65 grade point average. Students with undergraduate majors or master's degrees in subjects other than history must have had a minimum of 18 undergraduate semester hours in history. This may be waived in exceptional cases.

At the minimum, for admission to the Department of History master's program the student must have: (1) a baccalaureate degree from an accredited college or university, and (2) a grade point average of at least 3.3 on a 4.0 scale as an upper division undergraduate student. Students with undergraduate majors in subjects other than history must have taken a minimum of 18 undergraduate semester hours in history. This may be waived in exceptional cases.

*The History department does not require GRE scores.

Meeting the minimum requirements does not guarantee acceptance into the program. If the student fails to meet any of these requirements, admission may, in rare cases, be granted on a provisional basis; under these circumstances, students will be required to correct the deficiency within the first semester and according to conditions imposed by the department and the university. If admission is refused, the student may discuss the matter with the chair of the department.

Application deadlines and required materials

Applications for **Fall** admission are due by **December 1** for the next school year. There are no admissions for Spring and Summer. Applicants are encouraged to contact faculty members whose research interests and expertise correspond to their own, since a faculty member must agree to serve as the Faculty Advisor.

In addition to the university application, a student **must** submit by the deadline: (1) three letters of recommendation, preferably from college or university faculty who are familiar with your academic work; (2) a 500-1000 word statement of academic interests and professional goals; (3) a writing sample of a student paper of at least 1200 words in length, preferably one representing historical research; and (4) official transcripts from all colleges/universities attended.

Applicants may also be asked to complete an interview with departmental faculty.

Transfer credit

Transfer of courses from another regionally accredited graduate school is limited to 4 semester credit hours, except when the departmental course requirement exceeds the 32-credit hour university wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. **Only 1 seminar or colloquium may be transferred from another institution.** All transfer credit must: (1) be recommended by the major department; (2) be evaluated as graduate work by the evaluation section of the Admissions Office of Florida State University; and (3) have been completed with grades of 3.0 (B) or better.

ADVISING

Incoming Graduate Student Orientation

At the beginning of the fall semester, the Associate Chair for Graduate Studies meets with all new graduate students to acquaint them more fully with the program. The meeting is designed to welcome students to the department, answer questions about policies in this handbook, and to provide a student mentor to each new student. Every incoming graduate student is **required** to attend this meeting.

Notification of the date and time of the meeting is sent to accepted students during the summer.

Faculty Advisor

Upon admission, each graduate student is assigned to a Faculty Advisor from the graduate faculty. These assignments are based upon research interests and expertise. The Faculty Advisor will be the student's advisor and mentor and should be consulted regularly on the program of study and progress toward the degree. The relationship is an important one; students who find that the assigned Faculty Advisor was not a good match may move to another Faculty Advisor, providing that one is available and agrees to accept the student. See the Associate Chair for Graduate Studies for further details.

Departmental Academic Advisor

The Departmental Academic Advisor provides all students with aid in understanding and navigating program requirements and selecting courses. **All graduate students must meet at least once each semester with the academic advisor.** These meetings are one of the necessary departmental tasks included in the category of professional responsibility when students are considered for assistantships.

Advisory Committee

In consultation with the Faculty Advisor, the student selects committee members who have appropriate specializations to supervise the student's areas of concentration. All members must have Graduate Faculty Status. At the master's level, candidates need a three-member Advisory committee. At the doctoral level, candidates need at least a four-member Advisory committee, one of whom must be a tenured university representative from a department other than History.

COURSEWORK & REGISTRATION

Circulation of Forms

Graduate program forms are to be circulated via DocuSign, accessible at docusign.fsu.edu.

Program of Study Form

All students must maintain a current Program of Study form on file with the advising office. Each graduate program has its own form which details the planned courses for each field. Coursework outside of the History Department, including an outside complementary field, is possible with approval from the Graduate Studies Committee. The completed Program of Study form must be signed by all committee members, by the Academic Advisor, and by the Associate Chair for Graduate Studies.

Students should begin completing the Program of Study in their first semester. **No student will be permitted to defend a thesis or to take oral qualifying exams without having a signed Program of Study on file with the advising office.** These forms are the History Department's official record of students' progress in the program.

Full-time Student Load

9 credit hours per semester constitute a full-time load for graduate students. In order to receive a tuition waiver, students must take 9 credit hours. The maximum number of hours a graduate student may carry without special permission is 15 credit hours.

Graduate Level Courses - General

Graduate students are required to take courses numbered 5000 or 6000. Except by petition, the History Department does not count 4000-level courses toward a graduate degree.

Seminars versus Colloquiums: Graduate classes in History at the 6000 level are described as seminars and colloquium. Seminars are traditionally structured around the production of a research paper. Colloquiums are traditionally structured around historiographical readings.

Graduate Level Courses - Special Categories

Directed Individual Study (D.I.S)

Students may enroll in a Directed Independent Study (DIS) course for the purpose of working individually with a faculty member on a topic. Graduate students wishing to complete a DIS may register for HIS 5909 (Master's) or HIS 6909 (Doctoral) for 1 to 4 hours credit. Students may use the credit hours to satisfy course load and graduate requirements. **Students, see your specific degree program requirements for additional information on D.I.S. policies and limitations.**

The DIS may be used to do extended research or reading on a particular topic in a specific field of history for which no course is available. The DIS must be approved by the professor directing the work and the Director of Graduate Studies. The methods of handling a DIS vary and are arranged by the professor and student. A grade of S (satisfactory) or U (unsatisfactory) will be assigned.

5000 level classes

Professors sometimes offer students the option of attending an undergraduate course under a graduate level listing and getting graduate credit by doing additional work for the class. These courses are typically listed as 5000 level courses. **Students, see your specific degree program requirements for additional information on 5000-level class policies and limitations.**

Supervised Teaching (HIS 5940r)

This course offers 1-hour credit and may be repeated for a maximum of 4 hours in the Ph.D. program. Students must enroll for 1 credit hour of this course when they are engaged in a teaching assignment for the department. (Enrollment is restricted to those who are engaged in teaching duties.) During the period when they are enrolled for this course, the course instructor and other department members will observe their teaching. Students must follow the University Policies for Instruction as stated in the Memo on Important Policies distributed by the Vice President of Faculty Development and Advancement at the beginning of each academic year. They must also give the Student Perception of Courses and Instructors (SPCI) for each course taught. Failure to conform to these regulations will result in a revocation of the teaching assistantship.

Coursework Outside the Department

Coursework outside of the History Department, including an outside complementary field, is possible with approval from the Director of Graduate Studies. Consult with the department academic advisor and the faculty advisory committee about coursework and fields relevant to your academic goals.

Academic Standards

Courses in which a graduate student receives less than a B- will not count toward a graduate degree. A graduate student whose cumulative grade point average for courses taken at Florida State University falls below 3.0 at the end of a term will be placed on academic probation. If a 3.0 cumulative grade point

average is not attained by the end of the next term of enrollment, the student will not be permitted to re-register for graduate study. The student's Faculty Advisor may petition the academic dean and the dean of The Graduate School for an exception to this regulation, but under no circumstances will a student be allowed more than one additional term of probation. After one probationary period, a student whose average falls within the probationary range will be automatically dismissed.

Incomplete Courses

A student may choose, with the approval of the professor, to finish a course with a grade of I or incomplete, in accordance with the policies set out in the FSU graduate bulletin. The history department requires that students who receive an I grade must resolve the incomplete before the end of the next semester and may not extend the deadline for an incomplete without special permission from the graduate committee.

Leave of Absence

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to 3 consecutive semesters (this includes summer term). The circumstances justifying a leave include but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request. Consult the Graduate School website for the required form.

Readmission Requirements

An application for readmission is required of students who wish to re-enter the university after an absence of two or more terms (this includes summer term). For re-entry after two semesters out of the program a student should write a letter of request for readmission outlining their progress towards degree to date and future plans. A committee of three faculty members must agree to accept a student wishing to be admitted to their program. The readmission application to the History Department should include CV/resume, personal statement, 3 letters of recommendation, and a writing sample. Readmission decisions will be considered by the Graduate Studies Committee.

Academic Dismissal

In accordance with university policy, students in the graduate program in History whose cumulative grade point average for graduate courses (5000 and above) taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which "S" or "U" grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for courses, including registering as a non-degree student.

The department reserves the right to dismiss students from the program for reasons other than GPA.

As stated in Article 2.4 in the Collective Bargaining Agreement, “An appointment may be curtailed, diminished, or terminated at any time by reason of the following documented circumstances:

- (1) Continued failure, in the judgment of the University, to perform duties, including a failure to report to work;
- (2) Failure of the employee, in the judgment of the University, to maintain satisfactory student status or to make appropriate progress toward the degree;
- (3) In the judgment of the University, incompetence, unprofessional conduct or misconduct of the employee;
- (4) Completion of degree requirements;
- (5) Lack of funds as a result of adverse financial conditions, as determined by the University.”

Other reasons for dismissal may include:

1. Failure to conduct independent research in a fashion appropriate to the accepted norms of professional historians.
2. Inability to function within a team environment to the extent that it negatively affects the learning, practice, and/or research of fellow students.
3. Failure to be approved for an Extension of Time (EOT)
4. Failure to defend the portfolio satisfactorily (see page 29 for details)
5. Failure to defend the dissertation prospectus satisfactorily (see page 30 for details)
6. Failure to make timely progress toward degree (see appendix for degree timelines and page 24 for further details on assessment of timely progress)

Except in situations in which a serious violation of established behavioral, academic, or professional expectations has occurred in the history degree program, a student in danger of being dismissed will be provided with a written remediation plan and timetable for reassessment. If the student fails to meet the requirements of the remediation plan and timetable, the department, in consultation with the college and university, may dismiss the student.

Petitions

Graduate student petitions for variations in or exemptions from the specific requirements explained in this handbook are considered by the Graduate Studies Committee within the limits established by the university and the Department of History. These petitions should be in the form of a letter of academic justification addressed to the Associate Chair for Graduate Studies. It is strongly recommended that students submit supporting materials (program of study and a letter of support from their Faculty Advisor) with their petitions.

FINANCIAL ASSISTANCE

University Fellowships

The Graduate School offers a limited number of university fellowships. Information and applications are available at the Graduate School website. <https://gradschool.fsu.edu/funding-awards>

There is no separate application form for departmental awards and fellowships for incoming students. Students are considered automatically, unless they indicate in the appropriate section of their admissions application that they do not wish to receive departmental awards.

The Graduate Student Resource Center

The Graduate Student Resource Center houses valuable resources and information to support graduate student success. The Center is part of FSU's Quality Enhancement Plan dedicated to enhancing doctoral education. In addition to workshop series and other resources for academic and professional development, the GSRC offers travel grants for doctoral students.

Departmental Awards and Fellowships

For Incoming Students:

Sponsored by generous supporters of the History department, these fellowships offer guaranteed funding to outstanding applicants. Most are multi-year packages with at least one year when the fellow does not have duties within the department and can pursue research elsewhere. There are no separate applications to complete for these fellowships; the department application is comprehensive.

Dan and Sylvia Walbolt Fellowships and Margaret Ausley Fellowships

Sponsored by generous supporters of the History department, these doctoral fellowships offer a guaranteed funding package for five years. To be awarded to outstanding applicants, the Walbolt and Ausley Fellowships offer financial support in both the first and fourth years of the doctoral program (with no teaching-related responsibilities). Fellows will receive teaching-related assistantships in the other three years.

Daniel Sr. and Sylvia Walbolt M.A. Fellowship and Dorothy P. and Margaret A. Johnsen Graduate Fellowship in American History

Fellows receive financial support for the first two years, with no teaching-related obligations in the first year.

Robert Adler Endowed Memorial Scholarship Fund in History

This is a funding option for graduate students in any field of history.

Barnett Bank Graduate Fellowship

This is a funding option for graduate students in American history.

Harold Baumgarten and Samuel M. Gibbons Endowed Fund (Greatest Generation Fellow)

This is a funding for graduate students with an interest in the history of World War II

Sarah Mae Cummings and Ann Clemons Memorial Scholarship Fund

This is a funding option for graduate students in any field of history

Annabelle V. Horward Endowed Fellowship

This is a funding option for graduate students studying Napoleon and the French Revolution

Donald D. Horward Endowed Fellowship in Napoleonic Military History

This is a funding option for graduate students interested in the military history of the Napoleonic era.

Ben Weider Graduate Fellowship

This is a funding option for graduate students studying Napoleon's non-military legacy.

For Current Students:

Walbolt Dissertation Fellowships and Martin-Vegue Fellowships

The Department awards two Walbolt Dissertation Fellowships and two Martin-Vegue Fellowships each year—one each for the spring semester, and one each for the fall semester. Applicants must be current FSU students in the Department who have successfully defended their dissertation prospectus. Recipients are required to use the fellowships to conduct doctoral research in archives or to complete the writing of the dissertation.

The J. Leitch Wright Jr. Award and the Joe M. Richardson Award

In honor of the late J. Leitch Wright Jr. and Joe M. Richardson, former professors of History at Florida State University, the department rewards graduate students for excellence in research and teaching each year.

The Mary Elizabeth Thomas Dissertation Prize

In honor of the late Mary Elizabeth Thomas, former professor of History at Florida State University who taught at FSCW/FSU from 1944 to 1985, the department awards a prize to the most deserving dissertation that is defended in the previous academic year.

Departmental Graduate and Teaching Assistantships

Awarding of Assistantships

The department has a limited number of assistantships that are awarded for duties connected with instruction or research. GAs may be assigned to a variety of non-teaching assignments; TAs are assigned classroom teaching responsibilities. Only full-time history students with regular graduate status are eligible for these awards. **Applications must be made to the Associate Chair for Graduate Studies by December 10 for the next school year. Late applications will not be accepted.** The stipends are normally subject to federal income tax.

Summer assistantships will be available when the departmental budget permits. Students must apply to the Associate Chair for Graduate Studies by the annual deadline, **December 10, for the following summer. Late applications will not be accepted.**

Within budget limitations, tuition will be covered for students who receive an assistantship or a fellowship.

Students seeking appointment as a **teaching assistant** must have completed HIS 6941 "Teaching College History" and should have completed qualifying exams prior to teaching. The Graduate Studies Committee will also consider whether the student has completed other milestones, like foreign language requirements, a prospectus defense, or dissertation chapters. Students must also demonstrate overall professional responsibility and attention to departmental administrative procedures and needs. Students'

fields of study and grading experience will play a role in the graduate committee's choice of the courses they may be asked to teach.

The Graduate Studies Committee awards **other graduate assistantships** on the basis of such factors as:

- (1) progress towards degree; (2) professional responsibility (e.g. meeting deadlines, completing necessary departmental paperwork); (3) departmental need

A student making satisfactory progress completes required milestones on a schedule that will allow them to complete their chosen degree program in the typically allotted time (two years for an MA/approximately five for a PhD.)

Limitations on and Disqualification or Dismissal from Assistantships

Departmental financial support is limited to a maximum of six years (2 years at the M.A. level, 5 years at the Ph.D. level), depending upon departmental needs and availability of funding. To continue to hold an assistantship, a student must discharge assigned duties satisfactorily and secure the Graduate Studies Committee's recommendation for renewal.

Students' assistantship supervisors will assess their performance of their assignments and offer feedback. A student who is judged not to have performed assistantship duties satisfactorily will be given a performance improvement plan for the next term in which they have an assigned assistantship duties. If the student does not meet the terms of the performance improvement plan in the new term, the Graduate Studies Committee will not recommend the student's assistantship for renewal. A student who receives an unsatisfactory rating and successfully executes the performance improvement plan the following semester will be dismissed if they once again receive an unsatisfactory rating in a subsequent semester.

Students who do not complete their M.A. degrees by the end of the second year of graduate assistance will not receive additional financial support toward the M.A. from the department.

Outside Employment

In general, accepting a graduate assistantship in our department implies a dual commitment to your studies and to your employment here. Because of the importance and intensity of your responsibilities for the department, graduate assistants are strongly discouraged from accepting employment outside the department (either within FSU or outside the university). It is virtually impossible to satisfactorily honor your commitment to your professors, students, and peers if you have obligations to another employer, and the distraction of other work too often interferes with your progress as a graduate student. However, the department recognizes that sometimes there are opportunities for temporary outside employment that enhance a student's professional portfolio. These may warrant exceptions to a general policy discouraging outside employment. Should you want to accept temporary outside employment while under contract as an assistant in our department, you must first notify the Associate Chair for Graduate Studies in writing with the details of that employment (funding source, number of hours, location, etc.) and get written approval. You must have that approval to hold your assistantship while working in a temporary outside position.

STUDENT LIFE

The History Graduate Student Association

The History Graduate Student Association (HGSA) represents the interests of history students in the official structure of the Department of History. HGSA will elect one departmental representative and an alternate annually. HGSA representatives may attend departmental meetings. The HGSA is allowed one vote in the nomination process for a new departmental chair. The HGSA is allowed one vote in choosing a candidate for new faculty hires. The HGSA may send a representative to meetings of the Graduate Studies Committee, where this representative will have a vote unless the committee decides there is a potential conflict of interest, such as prioritizing and awarding financial aid. The HGSA may petition other departmental committees to present its views to committees.

Phi Alpha Theta

Phi Alpha Theta is an international honor society in history. Organized in 1921, its objective is to promote the study of history by encouraging research, good teaching, publication, and the exchange of learning and thought among historians. The membership of Phi Alpha Theta is comprised of students and faculty who have been elected on the basis of excellence in the study and writing of history. Incoming FSU graduate students who are already members are urged to acquaint themselves with the FSU Delta Chapter officers and participate in the chapter's activities.

Departmental Listserv

The History Department has a listserv for the distribution of announcements and information to graduate students. Students must subscribe with their FSU address.

FSU Email

Students must use their FSU email accounts when conducting department business.

Preparing Future Faculty (PFF)

FSU participates in (the) PFF, a national program for mentoring graduate students. The Graduate School offers workshops on professional development and other enrichment opportunities. Students who complete the required program components will earn certification in the national PFF program. See <https://gradschool.fsu.edu> for more information. In addition, the History Department offers workshops tailored to the historical profession.

Departmental Honors

The J. Leitch Wright Jr. Award for Outstanding Research, The Joe M. Richardson Award for Teaching Excellence

Details about these three awards, each of which is named after a former professor of history at Florida State University, are available from the Associate Chair for Graduate Studies.

Placement

The department actively pursues information about job openings for teaching and other career paths in history, assists in the preparation of placement materials, and channels employment announcements to students. All students are encouraged to attend state, regional, and national conferences at every opportunity.

GRADUATE DEGREE PROGRAMS (Full time = 9hrs per semester)

Degree	PhD – enter with a Master’s Degree	PhD – enter with a Bachelor’s degree	MA in History (thesis and non-thesis)	MA in History with Major in Public History
Appears on transcript	PhD in History	PhD in History and MA in History*	MA in History	MA in History, Major Public History
Min Sem hours	39		33	33
Min letter grade	39		24	24
Course Req.	HIS 6059 Historical Methods (3hrs)		HIS 6059 Historical Methods (3hrs)	HIS 6059 Historical Methods (3hrs)
Principal Field	Principal Field (12 hrs min)		Principal Field (9 hr min)	None
Complementary Fields	3 Complementary Fields (9hrs min each)		Complementary Field (6hrs min)	None
Other Course Requirements	To be eligible to be a Teaching Assistant, must take HIS 6492		None	<u>Part A - all required:</u> 1. HIS 5067 Public History Theory and Methods (3 hrs) 2. HIS 5083 Preserving Historic Sites and Spaces (3 hrs) 3. HIS 5935 American Architectural History (3hrs)

Degree	PhD – enter with a Master's Degree	PhD – enter with a Bachelor's Degree	MA in History (thesis and non-thesis)	MA in History with Major in Public History
Other Course Requirements cont.				<u>Part B – Students must take at least one:</u> 1. HIS 5082 Managing Archives and Historical Records (3 hrs) 2. HIS 5165 Digital History (3 hrs) 3. HIS 6087 Exhibiting History (3 hrs)
Limits on DIS, 5000-level, and outside courses for degree	May count 2 courses outside History towards Program of Study (POS) No more than 4 courses on POS from combined categories of DIS, 5000-level History courses, or outside field courses (except Public History complementary field) * No more than 2 from any one of these three categories can count in any single Principal or Complementary Field		* 2 courses from DIS or 5000-level allowed (except Public History complementary field) * If complementary field is outside History dept, must have at least 9hrs in History beyond HIS 6059 and HIS 5971	
Dissertation, Thesis, Capstone	HIS 6980 (24 hrs)		HIS 5971 (6 hrs) if Thesis track	HIS 5971 (6hrs) Or HIS 5089 (6 hrs)
Qualifying Exam	HIS 8964		No	No
Language Requirement	Yes		Yes	Yes
Additional Requirements	If Complementary field in Public History: Internship (162 hrs/54 hours per credit)		If non-thesis track: 2 research papers approved by committee	Internship (162 hrs/54 hours per credit)

MASTER'S IN HISTORY REQUIREMENTS

Master of Arts in History (with thesis or non-thesis)

General Requirements

For the M.A. degree, the student will complete a minimum of 33 semester hours of graduate work. At least 24 of these hours must be taken on a letter grade basis:

- Master's students may count up to 2 courses from DIS or a 5000-Level class for their program of study
- HIS 6059 Historical Methods
- If completing a thesis: 6 semester hours of HIS 5971
- If completing a non-thesis: student must submit 2 research papers approved by committee
- In addition, the student must fulfill the language requirement (see below)

Students must be in residence at least two academic semesters but should normally plan to spend three or four semesters working on the M.A. degree. **Master's students must complete the degree requirements within seven calendar years from the time of initial registration.**

Fields of Graduate Study

The master's degree candidate chooses one Principal Field and one Complementary Field of concentration from the areas listed in Appendix "A." Principal and Complementary Fields must be in different areas, and a minimum of 9 semester hours must be taken in the Principal Field and 6 semester hours must be taken in the Complementary Field. For example, if a Principal Field is from the area of U.S. history, the Complementary Field must be in European, Asian, Latin American, African, or Middle Eastern history, or Public History.

With Outside Complementary Field

A Complementary Field outside the history department is optional. Students may utilize language coursework towards a Complementary Field at the MA level if the Faculty Advisor approves and the following stipulations are met:

- a) The student takes at least 9 hours of coursework in the History Department beyond HIS 6059 Historical Methods and thesis credits
- b) The language courses are not service courses designed to prepare students for the reading knowledge exam

Foreign Language Requirement

One foreign language is required for the Master of Arts degree. This may be fulfilled by: (1) having completed four years of one language in high school; (2) having at least 12 semester hours of a language, with an overall GPA of at least 3.0, while earning the bachelor's degree; (3) by passing the reading knowledge examination offered by the FSU Modern Languages or Classics departments; or (4) completing a Complementary Field in a language. **(Prospective Ph.D. candidates should be aware that the first two options are not acceptable at the Ph.D. level. Ph.D. students must pass the Graduate Reading Knowledge Examinations.)** FSU offers service courses in many foreign languages to prepare students for the examination. These are S-U courses and carry three semester hours credit toward the student's semester load, but do not count toward the 33 hours required for the M.A. Students must first consult with their Faculty Advisor to select the appropriate foreign language to support their thesis research. The Faculty Advisor has final authority in this selection.

M.A. Advisory Committee

The Advisory committee consists of the Faculty Advisor and two other faculty members, preferably those with expertise in the area of the student's thesis project. An appropriate committee member may come from outside the department. The student and the Faculty Advisor should work together in selecting a committee.

Thesis Requirement

If a student chooses the Master of Arts degree in History with a thesis, the student must register for a minimum of 6 hours of thesis credit and must be registered for at least two thesis hours during the term in which they graduate. A maximum of 6 thesis hours are permitted per semester. The subject of the thesis must be in the Principal Field. The thesis must demonstrate independent investigation and knowledge of the methods of historical research. It is the responsibility of the Faculty Advisor to work closely with the student in the selection of a topic and to supervise the preparation of the thesis. The Faculty Advisor may require the student to write a prospectus for the thesis. **A master's student may not defend the thesis during the summer term.**

Mechanics and Procedures for the Thesis

A. Preliminary copies of the thesis:

The student will normally submit chapters of the thesis to the Faculty Advisor as they are written. After the Faculty Advisor's corrections and changes have been completed, the preliminary copy should be offered to each member of the Advisory committee for reading and comment. It is the student's responsibility to see that this is done. The student should follow the documentation form indicated in the Chicago Manual of Style and must use either footnotes or endnotes. Also obtain formatting guidelines for thesis

writers from The Graduate School, at <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/formatting-guidelines>

B. Thesis Defense and final copy of the thesis:

During the semester in which the thesis is to be defended, the student must be registered for HIS 8976 (Master's Thesis Defense) and at least 2 thesis hours. Final copies of the thesis must be in the hands of the Advisory committee **at least two weeks prior to the oral examination**. Upon preliminary approval of the thesis by the committee members, a candidate for the M.A. will defend the thesis before the Advisory committee in a one-hour oral examination. At the conclusion of the defense the committee may award a particularly meritorious work as passing “with distinction.” The student must submit the final manuscript electronically to the manuscript clearance advisor.

As a condition of undertaking a thesis master’s program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

Non-Thesis Requirement

Students completing a non-thesis MA must submit two research papers for approval by their committee no later than the beginning of the seventh week in the semester in which they wish to graduate. A defense is not required.

Admission to Doctoral Program

Completion of the M.A. degree does not provide automatic admission to the Ph.D. program. A student who completes the master's degree in the History Department at Florida State University must reapply to the Ph.D. program if they wish to continue. Students who graduate with the MA in the spring and are readmitted to the PhD program for the fall will not be admitted for summer and thus will be ineligible for departmental summer funding opportunities.

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW AND FULFILL ALL OF THE REQUIREMENTS LISTED ABOVE FOR THE DEGREE OF MASTER OF ARTS IN HISTORY.

Master of Arts in History with a Major in Public History

The Public History major prepares students to enter historically oriented careers in fields such as cultural resources management, historic preservation, museums, archives, and information and records management. Career paths can be found in the private sector, NGOs, and governmental

agencies. Upon completion of this graduate degree, students will meet and/or exceed the minimum requirements to be qualified as a Historian under the Secretary of the Interior's Professional Qualification Standards. Students will also have the opportunity to complete additional coursework and gain professional experience that will allow them to additionally meet the minimum qualifications to be qualified as an Architectural Historian.

General Requirements

For the M.A. degree with thesis, the student will complete a minimum of 33 semester hours of graduate level coursework. At least 24 of these hours must be taken on a letter grade basis. For the M.A. degree with capstone research project, the student will complete a minimum of 33 semester hours of graduate level coursework. At least 24 of these hours must be taken on a letter grade basis.

Required Core Courses

As part of the 33 hours, the student must take:

Part A (All four classes):

- HIS 6059 Historical Methods (3)
- HIS 5067 Public History Theory & Methods (3)
- HIS 5083 Preserving Historic Sites and Spaces (3)
- HIS 5935 American Architectural History (3)

Part B (At least one of these classes):

- HIS 5082 Managing Archives and Historical Records (3)
- HIS 5165 Digital History (3)
- HIS 6087 Exhibiting History (3)

Part C:

- HIS 5085 Internship (3)
- HIS 5089 Capstone Research Project (3) OR HIS 5971 Thesis (6)

HIS 5089 Public History Capstone Research Project or HIS 5971r Thesis

A student must register for a minimum of 3 hours if doing a capstone research project or 6 hours of credit for a Thesis and, if doing a Thesis, must be registered for at least two hours of Thesis credit during the term in which they graduate. Each student is required to produce an original piece of research either in the form of a written thesis or in a form determined in consultation with Public History faculty (examples: exhibits, websites, archival finding aids, national register nominations for the National Register of Historic Places, etc.). The capstone research project or thesis must demonstrate independent investigation and knowledge of the

methods of historical research. It is the responsibility of the Faculty Advisor to work closely with the student in the selection of a topic and to supervise the preparation of the work. Upon completing a Capstone Research Project, a student will make a presentation to their committee of their project. At the conclusion of the defense the committee may award a particularly meritorious work as passing “with distinction.” For the mechanics and procedures of a thesis, please see the section of on the Master of Arts in History. A master’s student may not defend the Thesis or present their capstone research project during the summer term. Capstone Research Projects and Thesis are graded on a Pass-Fail basis.

HIS 5085r Internship

3 hrs. required; students may choose to take up to 12 hrs. with the approval of the Public History faculty; however, only 3 hrs. will count towards the degree requirements.

All students taking a master’s degree in history with a major in Public History must arrange and satisfactorily complete an internship with a government agency, a private corporation, or other approved institution. The internship must be at least 162 hours in total (The equivalent of approximately 10 hrs. per week for a 16-week semester. Each credit hour is equivalent to 54 hours.). Students already working in such an institution may arrange, with the permission of the Public History faculty, to count their jobs as fulfilling the internship requirement. They must still sign up for HIS 5085 and fulfill the other internship requirements (e.g. writing about their experiences).

Internship Prerequisites: Prerequisites vary by organization and institution. The Bureau of Historic Preservation of Florida and the State Archives of Florida, for instance, require students to have completed the relevant applied history course prior to applying for an internship with their institutions (HIS 5082 and HIS 5083). Students need to begin researching internship possibilities in their first semester in the program. Students should consult with Public History faculty in their search. Before taking an internship, students must obtain written approval of the intern supervisor and the supervisor of their Public History field. Please see the Advising Office to obtain an Internship Agreement Form.

Internship Objectives: During the internship, the student should:

1. Gain experience in the execution and planning of activities in the internship
2. Learn what kinds of problems regularly arise in such an institution and the standard procedures for handling them
3. Obtain contacts and recommendations for future employment

Work assigned to the intern should contribute to the achievement of these goals.

Work Schedule: Rules governing absence from work, tardiness, etc., shall be the same as those governing other employees. Extended absence will result in a grade of unsatisfactory or incomplete. Students may choose to complete their 162 hours over a period of two semesters, one semester, or over the summer.

Grading: Internships are graded on a Satisfactory-Unsatisfactory basis.

Internship Assignment Requirements: (1) All students will maintain a journal of daily activities during their internship. (2) All students will write a self-reflexive paper of at least 1500 words about their experience that compares what they have learned at their internship in comparison to relevant secondary literature. (3) All students must submit a copy of any work product produced during the internship. These materials must be turned in to the Advisory faculty within one week of completing the internship.

Foreign Language Requirement

One foreign language is required for the Master of Arts degree with a Major in Public History. Please see the section “Foreign Language Requirement” under the Master of Arts in History.

It is the student’s responsibility to know and fulfill all of the requirements listed above for the degree of Master of Arts in History with a Major in Public History.

Master’s in Science in History

NOT ACCEPTING NEW STUDENTS TO THIS PROGRAM

Under exceptional circumstances, the department may consider awarding a student a Master of Science degree. Please see the Director of Graduate Study for further details.

DOCTOR OF PHILOSOPHY IN HISTORY REQUIREMENTS

General Requirements

Annual Review

The Graduate School requires an annual review of doctoral students to ensure they are making adequate progress to the degree. Each spring semester, the department will distribute the forms and instructions to students, who will complete the forms and submit them to Faculty Advisors. Students must provide their Faculty Advisor with the forms at least two weeks before the submission deadline (April 1). Faculty Advisors will then circulate the forms via Docusign to the rest of the student’s committee and then return the form to the student, who will submit it

to the office. The reviews are to be completed by April 1. See Appendix “F” for the annual review document. The forms include spaces for faculty to indicate whether a student meets the scholarly engagement requirement and whether or not they are making timely progress toward degree. It also includes spaces for comment for all committee members. All relevant boxes and comment spaces must be completed; the office will not accept incomplete forms.

Scholarly Engagement Requirement

To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research on or beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the university. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community.

Students should include information on this kind of engagement on their annual review forms. The student’s committee members will evaluate this requirement as part of the student’s annual review.

Satisfactory Progress Toward Degree

To meet the requirement for satisfactory progress toward degree, a student must complete the milestones of the doctoral program on a schedule that would allow them to complete the PhD within approximately five years. Students who are not full time will operate with a more extended timetable, though they are still subject to the graduate school’s time limit for completion of degree discussed below. The department distributes timetables that help students and faculty schedule specific milestones and chart progress. These timetables are available in Appendix H.

If less than half of the committee members mark a student as making unsatisfactory progress, the student must meet with the faculty member(s) who judged their progress unsatisfactory to determine what they need to do to remedy the situation. The faculty member may suggest a mid-year reassessment by the whole committee. A summary of that discussion will be provided to the whole committee.

If more than half of the committee members mark a student as making unsatisfactory progress toward degree on the annual review, the faculty advisor, after consultation with the committee, will provide the student a written performance improvement plan for the following semester. If more than half the committee believes that the student has not met the requirements of the performance improvement plan at the end of the following semester, the student will be dismissed from the program.

Time Limit for Completion of Degree Requirements

All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the oral qualifying examination. If not, the Graduate School requires that a student pass a new oral qualifying examination.

Course Requirements

The Doctor of Philosophy degree represents the attainment of independent and qualifying scholarship in selected areas (Principal and Complementary Fields). Individual programs are planned to develop parts of the portfolio and to increase the likelihood that students reaching the oral qualifying examination will have gained sufficient mastery of their fields to complete it successfully.

Doctoral Student

Instituting a Program of Studies: Principal and Complementary Fields

The student, in consultation with the Faculty Advisor, selects an Advisory committee which will oversee the student's progress until completion of all requirements for the degree. All members must have Graduate Faculty Status. The Advisory committee will include a faculty member from each of the student's Principal and Complementary Fields, and a tenured member of the faculty from a different department who will serve as the University Representative.

As soon as possible after the Advisory committee has been selected, the student and the Faculty Advisor will prepare a complete Program of Study to be approved by the Advisory committee. No student will be permitted to schedule oral qualifying exams without a signed Program of Study and a signed Portfolio checklist on file in the advising office

The student will choose a Principal Field and three Complementary Fields in history, or a Principal Field and two Complementary Fields in history, and an appropriate outside Complementary Field. Complementary Fields outside of History at the PhD level require approval of the Faculty Advisor and the Graduate Studies Committee. Students with a Principal Field in United States history must have at least one Complementary Field that is non-U.S. Students with a Principal Field in European history must have at least one non-European Complementary Field.

The student must take a minimum of 9 credit hours of graduate work in each Complementary Field and a minimum of 12 hours in the Principal Field of study. The field supervisor will assist

the student in course selection and determine which courses may be counted and whether additional coursework may be needed. Ph.D. fields are listed in Appendix "B".

Required Courses

The following courses are required for the Ph.D. degree (minimum grade of B- in all courses):

- HIS 6059, Historical Methods. If a student has completed a graduate level methods course at another institution, HIS 6059 may be waived by the Graduate Studies Committee upon the student's petition and approval by the Faculty Advisor.
- Students must take a minimum of 12 hours in History for the Principal Field at the PhD Level.
- All graduate students may count 2 courses outside History towards their program of study in Principal or Complementary Fields as long as their Faculty Advisor/and if applicable the advisory professor for that field approves and providing
 - Students at the PhD Level may only count a total of 4 courses on their POS from the combined categories of DIS, 5000-level History courses,* or outside field courses; and
 - No more than 2 from any one of these three categories can count in any single Principal or Complementary Field.
- HIS 6941, Teaching History at the College Level, is required before a student may be a Teaching Assistant. It is not a seminar or a colloquium.

*If a student chooses Public History as a Complementary Field, they may take more than one Public History 5000-Level class to satisfy that requirement.

Foreign Languages and Related Research Skills

The ability to read a foreign language can be a critical research skill for many graduate students. The language(s) required to complete a dissertation vary according to the topic. Therefore, the student's Faculty Advisor (in consultation with the student) will determine which language(s) or other research skills are required for the given project. The requirements, as agreed upon by Faculty Advisor and student, will be recorded on the program of study, and will be signed by both student and Faculty Advisor. **All language and skills requirements must be completed before the student is eligible to take qualifying exams.** Graduate reading knowledge of one foreign language or an equivalent skill competency is required.

Language competency is demonstrated by passing the reading knowledge examinations offered by the Modern Languages or Classics departments. If a student's transcript indicates that a reading knowledge examination has been passed at another college or university, the department will accept the language with the understanding that a Faculty Advisor need not

approve the work of the student until they are satisfied that the student is competent in that language. There is a six-year limitation on the acceptability of these examinations.

A student who obtained a M.A. at an institution that does not require a foreign language for the master's degree may be admitted to the Ph.D. program here but will be required to fulfill the "foreign language/skills" requirement before proceeding to the oral qualifying exam.

The graduate reading knowledge courses in the Departments of Modern Languages and Classics are service courses that prepare the student for the language examinations. The student may take these courses as many times as necessary. A grade of S or U will be assigned for these courses, and they will count as part of a student's course load.

A student may be required to demonstrate competency in a research skill, if this option is suitable to the student's dissertation project and if it is approved by the Faculty Advisor and the Graduate Studies Committee. Courses in these subjects must be completed with grades of B or above. Skills options could include: Statistics, Geographic Information Systems, Information Studies.

Ph.D. Portfolio: General Information

As part of becoming a professional historian, each doctoral student will create a portfolio of materials representing their Principal and Complementary Fields as well more general professional competencies. The portfolio will consist of the following elements:

Part 1: Introductory Materials

- A Completed Program of Study
- CV
- Statement of Teaching Philosophy

Part 2: Principal Field

- Reading List (75-100 books; 3 articles = book)
- An Annotated Syllabus
- Historiographic Essay (5000-7500 words)
- Research Paper (5000-7500 words) / Significant Community Engagement Project
- One of the following can be substituted for the historiographic essay or research paper
 - Significant Foreign Language Source Translation [if approved by field advisor]
 - Digital Text Analysis [if approved by field advisor]

Part 3: Complementary Field 1

- Reading List (50-75 books; 3 articles = book)
 - An Annotated Syllabus
 - Historiographic Essay (5000-7500 words)
- or

- Research Paper (5000-7500 words) / Significant Community Engagement Project

Part 4: Complementary Field 2

- Reading List (50-75 books; 3 articles = book)
- An Annotated Syllabus
- Historiographic Essay (5000-7500 words)
or
- Research Paper (5000-7500 words) / Significant Community Engagement Project

Part 5: Complementary Field 3

- Reading List (50-75 books; 3 articles = book)
- An Annotated Syllabus
- Historiographic Essay (5000-7500 words)
or
- Research Paper (5000-7500 words) / Significant Community Engagement Project

Part 6: Other

- An application for a grant or fellowship not administered by the History Department at FSU. Please include the instructions for the grant with the application.
- Evidence of paper presentation at a symposium or conference (2 if at FSU, 1 if presented elsewhere)
- A published (preferred) or publishable book review on an academic book. Please include the guidelines for reviews for the journal in which the review was published (or one in which it could be published.)

Each committee member will evaluate the portfolio elements in their field, and will assign a grade of “high pass,” “pass,” “low pass,” or “fail.” Students are encouraged to strive for excellence in their materials.

Oral Qualifying Exam:

The oral qualifying exam together with the portfolio determines if a student has clearly grasped the content areas of their fields of study and the discipline of history more generally.

The oral Ph.D. qualifying examination will be given during Fall and Spring terms only. Students planning to take oral qualifying exam must notify their committee and the academic advisor of the history department of their intention by the end of the previous semester and must register for HIS 8964.

To be eligible to take the oral qualifying exam, in addition to the approved portfolio, students must have completed: 1) all but six semester hours of history course work (excluding dissertation hours), 2) the language/research skills requirement, 3) and have attained a grade point average of at least 3.0. The results of the examination will be entered in the student’s permanent record.

The oral qualifying exam is conducted by faculty members from the Principal and each of the Complementary Field areas, and a representative of the Graduate School. If a student has an out-of-department Complementary Field, that committee member may not serve as the Graduate School representative. The student must submit the complete portfolio, with the completed portfolio checklist as a cover sheet, to the advising office at least two weeks before the exam, for circulation to the committee. The exam normally lasts two hours. Students may bring into the exam their own copy of the portfolio. If any portion of the oral exam is unsatisfactory the student must retake the orals before the entire committee. This retake may be undertaken no sooner than six full weeks after the results of the exam are shared with the student. On the retake, a majority of the committee must agree to pass the student, and both the field professor for the retake and the faculty advisor must be in the majority. If a majority of the committee does not agree to a pass on the retake, the student will be dismissed from the program. Students must be registered separately for their first and second attempt to pass the oral qualifying exam and must receive either a “pass” or “fail” grade for each attempt. See Appendix “G” for the full Graduate School policy. Students who wish to change their semester hours to dissertation hours must complete the portfolio defense satisfactorily by the end of the seventh week of the semester.

Doctoral Candidate

Admission to Candidacy

A student who successfully passes the oral qualifying examination is considered a candidate for the doctoral degree and is eligible to register for dissertation credits. **It is NOT permissible to register for dissertation hours until the oral qualifying examination has been passed.** The student must register for a minimum of 2 hours of dissertation credit each term (including summer) until graduation. A student must be admitted to candidacy at least two semesters prior to the granting of the degree. The purpose of this requirement is to assure basic research competency. Students may reconfigure committees after qualifying exams to better suit their dissertation projects. The dissertation committee may differ from the portfolio examination committee, with the exception of the Faculty Advisor. Students should consider the applicability of faculty members’ expertise to their projects. They may consult with the Faculty Advisor in potentially reshaping the rest of the committee.

The Prospectus and Prospectus Defense

During the first term in which the student registers for dissertation credits, a student must submit to their Advisory committee a research proposal suitable for a doctoral dissertation (guidelines are available in the history advising office). The prospectus must be submitted at least two weeks prior to the scheduled prospectus defense.

After all committee members have read the prospectus, they and the student will meet to discuss the project and its anticipated trajectory. Students should be prepared to offer an oral presentation of their project for approximately ten minutes at the beginning of the meeting. This prospectus must be approved by all members of the Advisory committee, including the representative of the graduate school, and the approval form must be filed with the academic advising office. Students who do not complete this requirement in the first semester for which they register for dissertation credits may be judged as not making progress and dismissed from the program.

If the committee does not approve the student's prospectus, the student may revise the prospectus, resubmit it to the committee, and complete another defense of the new version. If, after the second attempt the committee still does not approve the prospectus, the student will be judged to be not making progress and dismissed from the program.

Mechanics and Procedures for the Dissertation

A doctoral dissertation must be written on a topic in the Principal Field of study. It must be original research constituting a significant contribution to knowledge. The student must register for a minimum of 2 hours dissertation credits each term until graduation. **A doctoral degree will be granted only after registration for a minimum of 24 semester hours of dissertation credit required to graduate.** The student must register for at least two hours of dissertation credit during the term they graduate. The student should follow the documentation form indicated in the Chicago Manual of Style and must use either footnotes or endnotes.

Defense of Dissertation

Committee members **must** receive the completed dissertation **at least four weeks** prior to the defense. The defense of the dissertation will be oral. All committee members must take part synchronously. Responsibility for arranging the time and place rests with the student. **A doctoral student may not defend the dissertation during the summer.** The defense must be announced two weeks in advance online at **clearance.fsu.edu**. Although the Advisory committee will conduct the examination, the defense is open to anyone in the University. After completion of the examination, the examining committee will certify the results of the examination as one of the following: Pass, Pass with Major Revisions, Re-Examine, or Fail. For the specifics of each, see <https://registrar.fsu.edu/bulletin/graduate-information/degree-requirements>.

Submission of the Abstract and Dissertation

The abstract and dissertation should conform to the appropriate format: see **gradschool.fsu.edu** for the FSU Formatting Guidelines, Templates and Requirements. Students should review the guidelines and requirements document thoroughly prior to formatting their manuscript. The Graduate School's formatting requirements take precedence over any other formatting styles. All dissertations are submitted electronically. Workshops are held early each semester to discuss the requirements.

Publication of Dissertation

Publication of the dissertation is encouraged. As a condition of undertaking a doctoral program, the student agrees that the completed dissertation or treatise will be archived in the University Libraries system. The student will make the electronic dissertation or treatise available for review by other scholars and the general public by selecting an access condition provided by The Graduate School, via **gradschool.fsu.edu** "Manuscript Submission Process."

APPENDIX "A": Fields of Study for the M.A. Degree

FIELDS	COMPLEMENTARY FIELDS
<i>GEOGRAPHIC</i>	<i>GEOGRAPHIC</i>
ASIAN HISTORY Subfields: East Asia, South Asia, Central Asia	ASIAN HISTORY Subfields: East Asia, South Asia, Central Asia
ATLANTIC WORLD	ATLANTIC WORLD
EUROPEAN HISTORY Subfields: Early Modern Europe (to 1789); Modern Europe (since 1789)	EUROPEAN HISTORY Subfields: Early Modern Europe to 1789; Modern Europe (since 1789); England (since 1714); Russia (since 1800)
LATIN AMERICAN HISTORY	LATIN AMERICAN HISTORY
MEDIEVAL WORLDS	MEDIEVAL WORLDS
THE MIDDLE EAST Subfields: The Middle East, Central Asia	THE MIDDLE EAST Subfields: The Middle East, Central Asia
U. S. HISTORY Subfields: U.S. to 1877; U.S. since 1865	U. S. HISTORY Subfields: U.S. to 1877; U.S. since 1865
<i>THEMATIC</i>	<i>THEMATIC</i>
GENDER AND SEXUALITY	GENDER AND SEXUALITY
HISTORY OF SCIENCE, TECHNOLOGY, THE ENVIRONMENT, AND MEDICINE	HISTORY OF SCIENCE, TECHNOLOGY, THE ENVIRONMENT, AND MEDICINE
ISLAMIC WORLD	ISLAMIC WORLD
LEGAL HISTORY	LEGAL HISTORY
NATIVE AMERICAN AND INDIGENOUS HISTORY	NATIVE AMERICAN AND INDIGENOUS HISTORY
PUBLIC HISTORY	PUBLIC HISTORY Required: Minimum two Public History courses
WAR AND SOCIETY	WAR AND SOCIETY
WORLD HISTORY TEACHING	WORLD HISTORY TEACHING

APPENDIX "B": Fields of Study for the Ph.D. Degree

The completion of the Ph.D. degree requires mastery of the subject matter of a Principal Field of study and three Complementary Fields. The Principal Field demands a broad mastery not only of the historical developments but also of the available documentary material and the historical literature relating to that field. Complementary Fields demand competence sufficient to allow the Ph.D. candidate to teach them at the advanced undergraduate level.

Any variation in Complementary Fields with respect to subject or chronological coverage must be approved by the Graduate Studies Committee and the student's Advisory committee.

PRINCIPAL FIELDS	
<i>(please note that some fields have required Complementary Fields)</i>	
GEOGRAPHIC	
ASIAN HISTORY	
ATLANTIC WORLD	
EUROPEAN HISTORY* Principal Fields: Early Modern Europe (to 1789); Modern Europe (since 1789); British History; Modern Russia Since 1800	Upon approval of the Graduate Studies Committee, European history students may select a Principal Field from the list of Complementary Fields. For purposes of the Ph.D. qualifying examination, students will be examined on the chronological span covered by each field. For British history the span ordinarily covers both English history Complementary Fields. Complementary Fields: Early Modern Europe to 1789; French Revolution and Napoleon; Europe, 1789-1914; Europe, 1914-Present; European Intellectual History Since 1500; Modern Germany (Since 1815); England to 1714; England Since 1714; Russia Since 1800

LATIN AMERICAN HISTORY* Principal Fields: Colonial Latin America, Modern Latin America	<i>*Students whose Principal field is one of these must have the other as a Complementary field.</i>
MIDDLE EAST	
MEDIEVAL WORLDS	
UNITED STATES HISTORY Principal Fields: U.S. to 1877; U.S. Since 1865	Students with a Principal Field in either half of U.S. history must have the other half as a Complementary Field. The student may also select a topical principal field such as The South; Labor History; Urban History; African American History; U.S. Intellectual History; Women's History. If the Ph.D. student selects a topical field of United States history as the Principal Field, they must use the following two Complementary Fields: U.S. to 1877, U.S. Since 1865. Complementary fields: U.S. to 1877; U.S. Since 1865
THEMATIC	
GENDER AND SEXUALITY	Gender and Sexuality is a transnational field; students must have broader geographic coverage than just a single nation- state. A Principal Field in Gender and Sexuality must also be chronologically broader than a single time period. A student who selects Gender and Sexuality as the Principal Field

	must have Complementary Fields that represent at least <u>two different</u> geographic concentrations.
ISLAMIC WORLD	
LEGAL HISTORY	Legal History is a transnational field; students must have broader geographic coverage than just a single nation-state. A Principal Field in Legal History must also be chronologically broader than a single time period. A student who selects Legal History as the Principal Field must have Complementary Fields that represent at least <u>two different</u> geographic concentrations.
NATIVE AMERICAN AND INDIGENOUS HISTORY	
SCIENCE, TECHNOLOGY, THE ENVIRONMENT, AND MEDICINE	Science, Technology, the Environment, and Medicine is a transnational field; students must have broader geographic coverage than just a single nation-state. A Principal Field in Science, Technology, the Environment and Medicine must also be chronologically broader than a single time period. A student who selects Science, Technology, the Environment, and Medicine as the Principal Field must have Complementary Fields that represent at least <u>two different</u> geographic concentrations.
WAR AND SOCIETY	War and Society is a transnational field; students must have broader geographic coverage than just a single nation-state. A Principal Field in War and Society must also be chronologically broader than a single conflict. A student who selects War and Society as the Principal Field must have Complementary Fields that represent at least two different geographic concentrations. (For example, the three Complementary Fields might be: U.S. before 1877, U.S. after 1865, and 20 th Century Europe.)

WORLD HISTORY TEACHING	The World/Global field explores transnational developments and cross-cultural events or phenomena. It emphasizes trends and developments that transcend cultural and national boundaries and stresses the interaction between societies. Students with a Complementary Field or Principal Field in World/Global History must take at least one course that specifically has a world/global focus; the other courses must come from fields outside of their Principal Field. These additional courses must also have a regional distribution in course selection rather than multiple courses in the same region.
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COMPLEMENTARY FIELDS	
GEOGRAPHIC	
ASIAN HISTORY	
ATLANTIC WORLD	
EUROPEAN HISTORY	Subfields for Non-European Principal Fields: Early Modern Europe (to 1789); Modern Europe (since 1789)
LATIN AMERICAN HISTORY	
MIDDLE EAST	
MEDIEVAL WORLDS	
UNITED STATES HISTORY	Subfields for Non-U.S. Principal Fields: U.S. to 1877; U.S. Since 1865
THEMATIC	
GENDER AND SEXUALITY	
ISLAMIC WORLD	

LEGAL HISTORY	
NATIVE AMERICAN AND INDIGENOUS HISTORY	
PUBLIC HISTORY	A Ph.D. candidate with a Complementary Field in Public History must take at minimum (1) 3 Public History courses (2) a 3-hour internship to be completed prior to the field exam; (3) the usual Complementary Field examination
SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE	
WAR AND SOCIETY	
WORLD HISTORY TEACHING	

*All Complementary Fields are to be taken in an area outside of the Principal Field unless otherwise specified.

APPENDIX “C”: The Portfolio Checklist

	Check	Signature
Part 1: Introductory Materials		
A Completed Program of Study		
CV		
Statement of Teaching Philosophy		
Part 2: Principal Field – Name with Prof. ***		
Reading List		
Annotated Syllabus		
Historiographic Essay or (with approval) Foreign Language Source Translation, Digital Text Analysis, etc.		
Research Paper / Significant Community Engagement Project or (with approval) Foreign Language Source Translation, Digital Text Analysis, etc.		
Part 3: Complementary Field 1 – Name with Prof. ***		
Reading List		
Annotated Syllabus		
Historiographic Essay, Research Paper, or Significant Community Engagement Project		
Part 4: Complementary Field 2 –Name with Prof. ***		
Reading List		
Annotated Syllabus		
Historiographic Essay, Research Paper, or Significant Community Engagement Project		

Part 5: Complementary Field 3 –Name with Prof. ***		
Reading List		
An Annotated Syllabus		
Historiographic Essay, Research Paper, or Significant Community Engagement Project		
Part 6: Other		
An application for a grant or fellowship <u>not</u> administered by the History Department at FSU Include grant guidelines		
Evidence of paper presentation at a symposium or conference (2 if at FSU, 1 if presented elsewhere)		
A published (preferred) or publishable book review on an academic book. Include review guidelines for journal in which the review was published or a journal in which it could appear		

APPENDIX “D”: MA Thesis Defense Checklist

TERM YEAR

Manuscript formatting guidelines can be found at

<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/formatting-guidelines-and-templates>

Before defense:

- ☐ **Signed Program of Study must be on file in History Advising Services, BEL 421A**

**Student cannot register for defense until this is completed.*

- ☐ **Convert All Incompletes on Transcript to S/U or Grade**

**Incompletes on student’s transcript must be changed to be cleared for graduation.*

- ☐ **Register for at least 2 thesis hours July xx- Aug xx *SEE TERM DATES**

Notify History Advising Services (BEL 421A) of your defense date for thesis defense registration (zero hours) when your defense date is scheduled.

- ☐ **Apply for graduation September x – September xx *SEE TERM DATES**

Online through my.fsu.edu.

- ☐ **Graduate School Defense Announcement and Manuscript Access Agreement Form**

Due two weeks before defense date. Go to: www.clearance.fsu.edu to complete both.

- ☐ **Manuscript Clearance and Final Degree Clearance Forms**

Upon completion of Defense Announcement these forms will be electronically generated and circulated to committee members. Use the student interface to keep track of the progress and completion of your forms.

- ☐ **Embargo Request forms may be submitted additionally.**

- ☐ **Schedule the Defense Room**

Student must reserve a room in advance through the History Department Main Office, BEL 401. 850- 644-9527. **Must defend no later than November TBA.*

- ☐ **Pre-Defense Format Review Manuscript Submission deadline** October TBA ***SEE TERM DATES**

Submission process via ProQuest ETD Administrator

(Manuscript Clearance Advisor, Graduate School, 314 Westcott)

At defense:

- ☐ **History Department Defense Signature Form**

History Advising Services (BEL 421A) provides the form. Committee signs at your defense & you return to BEL 421A.

After defense:

- ☐ **Final Post-Defense Content-Corrected Thesis** and required forms

Submission deadline November TBA ***SEE TERM DATES**

Submission process via ProQuest ETD Administrator (Manuscript Clearance Advisor Graduate School, Westcott 314).

- ☐ **RCRC Survey** (online)

NOTE: If you are unable to meet the above requirements and deadlines, please contact the Graduation section of the Registrar's Office and College of Arts & Sciences to remove your name from the graduation list.

APPENDIX “E”: PhD Dissertation Defense Checklist

TERM YEAR

Manuscript formatting guidelines can be found on

<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>

Before defense:

- ☐ **Register for at least 2 dissertation hours** July xx-Aug xx ***SEE TERM DATES**

Notify History Advising Office (BEL 421A) of your defense date for defense registration (0 hours) when your defense date is scheduled.

- ☐ **Convert All Incompletes on Transcript to S/U or Grade**

**Incompletes on student’s transcript must be changed to be cleared for graduation.*

- ☐ **Apply for graduation** September x– September xx ***SEE TERM DATES**

Online through www.my.fsu.edu

- ☐ **Graduate School Defense Announcement and Manuscript Access Agreement Form**

Due two weeks before defense date. Go to: www.clearance.fsu.edu to complete both.

- ☐ **Manuscript Clearance and Final Degree Clearance Forms**

Upon completion of Defense Announcement these forms will be electronically generated and circulated to committee members. Use the student interface to keep track of the progress and completion of your forms.

- ☐ **Embargo Request forms may be submitted additionally.**

- ☐ **Schedule the Defense Room**

Student must reserve a room in advance through the History Department Main Office, BEL 401, 850-644-9527. **Must defend no later than November TBA.*

- ☐ **Pre-Defense Format Review Manuscript Submission deadline October TBA *SEE TERM DATES**

Submission process via ProQuest ETD Administrator (Manuscript Clearance Advisor,
Graduate School, 314 Westcott)

At defense:

- ☐ **History Department Defense Signature Form**

History Advising Services (BEL 421A) provides the form. Committee signs at defense &
you return to BEL 421A.

After defense:

- ☐ **Final Post-Defense Content-Corrected Dissertation and required forms**

submission deadline Nov TBA *SEE TERM DATES

Submission process via ProQuest ETD Administrator (Manuscript Clearance Advisor
Graduate School, Westcott 314)

APPENDIX “F”: Annual Review of Doctoral Students Form

DOCTORAL STUDENT ANNUAL REVIEW DEPARTMENT OF HISTORY FLORIDA STATE UNIVERSITY

Instructions: The doctoral student will complete this form and submit it to their Faculty Advisor. Faculty Advisors are responsible for circulating it to the other committee members, and returning it to the History Advising Office, BEL 421-A. It is NOT necessary to secure the signature of the outside committee member.

Name:

Semester doctoral program began:

Date of this report:

I. Required courses	Semester completed	Grade
Historical Methods	_____	_____
Teaching College History*	_____	_____

* If required

II. Principal Field courses

Name of field:

A. Courses Completed	Semester completed	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Courses Remaining

Semester Planned

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Complementary Field #1

Name of field:

A. Courses Completed

Semester completed

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Courses Remaining

Semester Planned

_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Complementary Field #2

Name of field:

A. Courses Completed

Semester completed

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Courses Remaining

Semester Planned

_____	_____	_____
_____	_____	_____
_____	_____	_____

V. Complementary Field #3

Name of field:

A. Courses Completed

Semester completed

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Courses Remaining

Semester Planned

_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. Complementary Field #4

Name of field:

A. Courses Completed

Semester completed

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Courses Remaining

Semester Planned

VII. Language requirements

Language 1:

Date Passed

Language 2*:

Date Passed:

*If required

VIII. Comprehensive examinations

Semester planned:

Semester taken:

Sections passed:

IX. Prospectus

Date submitted:

Date defended:

X. Dissertation hours

Semesters registered:

XI. Dissertation defense

Date submitted to committee:

Date defended:

XII. Professional development

Workshops for professional development participation:

Courses taught, by semester:

Service on departmental or professional committees:

Conference papers delivered:

Publications:

Awards, grants, fellowships:

Committee Report of Doctoral Student's Annual Review

Student name:

Faculty Advisor:

Date:

Doctoral Student: Please print committee member names to facilitate the completion of this form.

Faculty Advisor: Please add comments on the following page regarding progress of previous year or anticipated needs for coming year. Please indicate whether this student meets the **Scholarly Engagement requirement** and whether they are making **satisfactory progress** toward their doctoral degree in your field.

Committee: Please indicate whether this student meets the **Scholarly Engagement requirement** and whether they are making **satisfactory progress** toward their doctoral degree in your field. Space is provided below for optional comments.

Scholarly Engagement requirement: Doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the university.

Satisfactory progress requirement: To meet the requirement for satisfactory progress toward degree, a student must complete the milestones of the doctoral program on a schedule that would allow them to complete the PhD within approximately five years. Students who are not full time will operate with a more extended timetable, though they are still subject to the university-mandated time limit for completion of degree. The department distributes timetables that may be helpful for both students and faculty in scheduling specific milestones.

Please note that incomplete forms (forms without relevant boxes checked or without comments from all committee members) will not be accepted.

Faculty Advisor

Signature: _____

Print name: _____

This student meets the **Scholarly Engagement requirement**.

Check one: Yes / No

☐ ☐

This student is making **satisfactory progress** toward completion of the doctoral degree in my field.
(Please note in comments the student's progress in the steps toward a successful portfolio, work on a prospectus, or completed dissertation chapters.):

Check one: Yes / No

☐ ☐

Committee Member

Signature: _____

Print name: _____

This student meets the **Scholarly Engagement requirement**.

Check one: Yes / No

☐ ☐

This student is making **satisfactory progress** toward completion of the doctoral degree in my field.
(Please note in comments the student's progress in the steps toward a successful portfolio, work on a prospectus, or completed dissertation chapters.):

Check one: Yes / No

☐ ☐

Committee Member

Signature: _____

Print name: _____

This student meets the **Scholarly Engagement requirement**.

Check one: Yes / No

☐ ☐

This student is making **satisfactory progress** toward completion of the doctoral degree in my field.
(Please note in comments the student's progress in the steps toward a successful portfolio, work on a prospectus, or completed dissertation chapters.):

Check one: Yes / No

☐ ☐

Committee Member

Signature: _____

Print name: _____

This student meets the **Scholarly Engagement requirement**.

Check one: Yes / No

☐ ☐

This student is making **satisfactory progress** toward completion of the doctoral degree in my field.
(Please note in comments the student's progress in the steps toward a successful portfolio, work on a prospectus, or completed dissertation chapters.):

Check one: Yes / No

☐ ☐

Committee Member

Signature: _____

Print name: _____

This student meets the **Scholarly Engagement requirement**.

Check one: Yes / No

☐ ☐

This student is making **satisfactory progress** toward completion of the doctoral degree in my field.
(Please note in comments the student's progress in the steps toward a successful portfolio, work on a prospectus, or completed dissertation chapters.):

Check one: Yes / No

☐ ☐

Major Professors and Co-Chairs should add comments in the space below:

Committee members should add comments in the space below:

APPENDIX “G”: Qualifying (Preliminary) Examination Policy

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the "Academic Calendar" in the Registration Guide.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the Advisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the Advisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the Faculty Advisor. Normally, the examining committee will be identical with the Advisory committee.

The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the reexamination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student's permanent record.

If a student fails the preliminary examination before being admitted to candidacy, then the student is ineligible to continue in the degree program unless a re-examination of the preliminary examination is offered by the student's Advisory committee or other relevant decision-making body within each department or unit, per that department or unit's doctoral student handbook.

The Academic Dean's office should be notified of the outcome of any preliminary exam attempt. Students can take the preliminary examination for admission to candidacy a maximum of only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary, within the same semester, and must receive either a "pass" or a "fail" grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the Advisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process. The full preliminary exam policy as listed here must be added to all doctoral student handbooks."

APPENDIX “H”: Timelines to Degree Completion

Department of History Timeline to Degree for MA with Thesis

Expected time to degree: 2 years

Semester	Suggested Coursework	Consultations	Other
Fall 1	Historical Methods Two additional courses selected in consultation with Faculty Advisor and Academic Advisor	Consult Faculty Advisor and Academic Advisor - Draft Program of Study - Develop thesis topic - Decide on Principal and Complementary Fields - Determine committee members - Decide when to take thesis hours	
Spring 1	Principal Course* Principal Course* Complementary Course* Language (if needed) <i>(thesis hours optional)</i>	Consult Faculty Advisor and Academic Advisor - Update Program of Study - Obtain approval for language req. - Secure advisory committee - Refine thesis topic	
Summer	Work on thesis research	Consult Faculty Advisor and Academic Advisor as needed	
Fall 2	Principal Course* Complementary Course* Thesis hours	Consult Faculty Advisor and Academic Advisor - Finalize Program of Study - Discuss thesis chapters Schedule defense date with committee	Begin work on Defense Checklist
Spring 2	Thesis hours Final courses* Register for Defense	Consult Faculty Advisor and Academic Advisor - Note university defense and submission deadlines - Meet with thesis committee as needed - Defend thesis	Graduation check & Complete Defense Checklist

*Selection of courses will depend on course offerings each semester.

Department of History

Timeline to Degree for MA Non- Thesis

Expected time to degree: 2 years

Semester	Suggested Coursework	Consultations	Other
Fall 1	Historical Methods Two additional courses selected in consultation with Faculty Advisor and Academic Advisor	Consult Faculty Advisor and Academic Advisor ▪ Draft Program of Study ▪ Decide on Principal and Complementary Fields ▪ Determine committee members ▪ Plan out in which classes to write papers for MA requirement	
Spring 1	Principal Course* Principal Course* Complementary Course* Language (if needed) <i>(thesis hours optional)</i>	Consult Faculty Advisor and Academic Advisor ▪ Update Program of Study ▪ Obtain approval for language req. ▪ Secure Advisory Committee ▪ Complete at least one of the MA papers by end of term	
Summer		Consult Faculty Advisor and Academic Advisor as needed	
Fall 2	Principal Course* Complementary Course*	Consult Faculty Advisor and Academic Advisor ▪ Finalize Program of Study ▪ Complete second MA paper and discuss with committee	
Spring 2	Final courses*	Consult Faculty Advisor and Academic Advisor ▪ Submit both papers to committee by the beginning of the seventh week of the semester	Graduation check

*Selection of courses will depend on course offerings each semester.

Department of History Timeline to Degree for PhD

Expected time to degree: 5 years

	Semester	Suggested Coursework	Committee Consultations
YEAR 1	Fall	Historical Methods Major/Minor Course* Major/Minor Course*	Consult Faculty Advisor and Academic Advisor ▪ Draft Program of Study ▪ Determine language requirements
	Spring	Major/Minor Course* Major/Minor Course* Major/Minor Course*	Consult Faculty Advisor and Academic Advisor ▪ Update Program of Study ▪ Complete Annual Review ▪ Complete Language Requirement ▪ Begin completing portfolio checklist
	Summer		Consult Faculty Advisor and Academic Advisor as needed ▪ Continue portfolio work ▪ Consider presentation and publication options
YEAR 2	Fall	Major/Minor Course* Major/Minor Course* Major/Minor Course*	Consult Faculty Advisor, Advisory Committee, and Academic Advisor ▪ Update Program of Study ▪ Continue portfolio work ▪ Consider presentation and publication options
	Spring	Major/Minor Course* Major/Minor Course* Major/Minor Course*	Consult Faculty Advisor, Advisory Committee, and Academic Advisor ▪ Complete updated Annual Review ▪ Update Program of Study ▪ Begin finalizing portfolio checklist ▪ Students who plan to complete the portfolio in the first semester of the third year must alert the DGS and the whole committee by the end of the second semester of the second year.
	Summer		Consult Faculty Advisor and Academic Advisor as needed ▪ Continue portfolio work ▪ Preliminary dissertation research

*Selection of courses will depend on course offerings each semester.

** Options for additional courses: Language, professional development, major/minor course, and Directed Individual Study (DIS).

YEAR 3	Fall	Teaching College History Complete coursework	Consult Faculty Advisor, Advisory Committee, and Academic Advisor - Students who plan to complete the portfolio in the second semester of the third year must alert the DGS and the whole committee by the end of the first semester of the third year. - Finalize portfolio and portfolio checklist - Update Program of Study - Secure portfolio defense date - Preliminary dissertation research - Begin drafting prospectus
	Spring		Consult Faculty Advisor, Advisory Committee, and Academic Advisor - All students should complete portfolio by end of second semester in the third year - Prospectus defense - Complete Annual Review
	Summer	Dissertation hours	Consult Faculty Advisor and Advisory committee Consult Academic Advisor as needed Research and writing
YEAR 4	Fall	Dissertation hours	Consult Faculty Advisor and Advisory Committee Consult Academic Advisor as needed Research and writing
	Spring	Dissertation hours	Consult Faculty Advisor and Advisory Committee Consult Academic Advisor as needed - Secure approximate defense date with committee - Complete annual review
	Summer	Dissertation hours	Consult Faculty Advisor and Advisory committee Consult Academic Advisor as needed
YEAR 5	Fall	Dissertation hours	Consult Faculty Advisor and Advisory Committee Consult Academic Advisor as needed - Research and writing - Prepare defense checklist and note defense and submission university deadlines - Confirm defense date
	Spring	Dissertation hours	Consult Faculty Advisor and Advisory Committee - Consult Academic Advisor and register for defense - Submit dissertation to committee at least 30 days before defense - Follow university submission deadlines - Complete annual review

**Selection of courses will depend on course offerings each semester.*

*** Options for additional courses: Language, professional development, major/minor course, and Directed Individual Study (DIS).*