

Department of History
Graduate Student Handbook
2021-2022

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I. GENERAL INFORMATION

The Graduate Program

Florida State University's graduate program in History is flexible in its design, allowing students to pursue a doctorate and 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, a Master of Science in History and a specialized degree program: A Master of Arts in History with a Major in Public History.

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 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 receives and acts on student petitions; 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 web-sites, 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>

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**, 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 or (2) a master's degree from an accredited/approved institution with at least a 3.65 grade point average. The Verbal, Quantitative and Writing portions of the GRE are required. Verbal Scores in the 82nd percentile range or higher are typical among successful candidates, though such scores provide no guarantee of acceptance.* 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. The Verbal, Quantitative and Writing portions of the GRE are required. Verbal Scores in the 82nd percentile range or higher are typical among successful candidates, though such scores provide no guarantee of acceptance. (The department accepts GRE scores no more than five years old.)** Students with undergraduate majors in subjects other than history must have had a minimum of 18 undergraduate semester hours in history. This may be waived in exceptional cases. A student who completes the master's degree in the History Department at Florida State and is recommended for admission to the Ph.D. program must apply to the Office of the Registrar for readmission if they wish to continue.

*request to waiver is available for 2021-2022 application year

**blanket waiver is in effect for 2021-2022 application year

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.

In addition to the university application, a student **must** submit by the deadline: (1) three letters of recommendation, preferably from university faculty who are familiar with your academic work; (2) a 200- 500 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; (4) **official GRE scores**;* and (5) official transcripts from all colleges/universities attended. 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 major professor.

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.

Major Professor

Upon admission, each graduate student is assigned to a major professor from the graduate faculty. These assignments are based upon research interests and expertise. The major professor 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 major professor was not a good match may move to another major professor, providing that one is available and agrees to accept the student.

Departmental Academic Advisor

The Departmental Academic Advisor provides all students with aid in understanding and navigating program requirements and selecting courses.

Supervisory Committee

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

COURSEWORK & REGISTRATION

Program of Study Form

All students must complete a Program of Study form, which details the planned courses for each field. Coursework outside of the History Department, including an outside minor, are 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. Master's students should draft this in their first semester. Doctoral students should do so no later than

their second semester. **No student will be permitted to defend a thesis or to take qualifying exams without having a signed Program of Study on file with the advising office.**

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)**

Graduate students who have special needs or projects 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 D.I.S. 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 D.I.S. must be approved by the professor directing the work and the Associate Chair for Director of Graduate Studies. The methods of handling a D.I.S. 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 D.I.S. 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, they must arrange for visitation by department members and must 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.

- **Graduate Tutorial (HIS 5932)**

A maximum of 3 credit hours (only 2 credit hours may be taken in one term) of tutorial may be

counted toward a master's or doctoral degree. With the Associate Chair for Graduate Studies's permission, students may enroll for this course. The course must bear a title indicating the nature of the research and have the signed approval of the professor who will direct the work. A letter grade is assigned for this course.

Coursework outside the Department

Coursework outside of the History Department, including an outside minor, are possible with approval from the Graduate Studies Committee.

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 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 major professor) with their petitions.

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 full term of enrollment, the student will not be permitted to re-register for graduate study. However, the student's major professor 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.

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. 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. An admissions group of three must agree to accept a student wishing to pursue the Ph.D. The readmission application to the History Department should include: CV/resume, personal statement, 3 letters of recommendation, and a writing sample.

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 (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.

FINANCIAL ASSISTANCE

University Fellowships

The Graduate School offers a limited number of university, minority, and college fellowships. Information and applications are available at the Graduate School website.

<https://gradschool.fsu.edu/funding-awards>

Departmental Awards and Fellowships

The Margaret Ausley Doctoral Fellowships & the Dan and Sylvia Walbolt Doctoral Fellowships

The Ausley and Walbolt Doctoral Fellowships are five-year funding packages for outstanding doctoral students. Students who receive the Ausley or Walbolt fellowships are awarded funding in their first year in the program and have no teaching responsibilities for that year. A fellowship without teaching responsibilities is again provided in the fourth year of the program to allow for extensive archival research.

Provided students maintain a minimum 3.6 GPA, they are also provided graduate teaching assistantships in their second, third, and fifth years in the program. Ausley and Walbolt fellows must adhere to all guidelines for teaching assistants - see Graduate and Teaching Assistantships below. Evidence of satisfactory teaching is required before students will be permitted to continue in the classroom.

The Dorothy P. And Margaret A. Johnsen Master's Fellowship in American History, and the Dan and Sylvia Walbolt Master's Fellowship

The Johnsen and Walbolt Master's Fellowships are two-year funding packages for outstanding master's students. Students are awarded \$16,500 each year, with no work obligations in the first year. (A research or other graduate assistantship duty may be assigned in the second year.) Both Fellowships include a tuition waiver. Fellows must maintain a 3.6 GPA in each semester of their first year in order to have the fellowship continued in the second year. The Johnsen Fellowship is designated for students majoring in American history. The Walbolt Fellowship is open to students in any field.

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.

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 1 for the next school year.** The stipends are normally subject to federal income tax. 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 rank applicants based on the following point system:

- 1 foreign language requirement/skills set met
- 3 completed qualifying exams
- 1 prospectus defense
- 2 major fields in area of teaching (comps complete)
- 1 minor field in area of teaching (comps complete)
- 1 served as grader for this course
- 1 demonstrated progress to degree (after prospectus)
- 1 scholarly excellence (e.g. publications and/or conference papers in major venues)

Students may be disqualified from holding an assistantship if they perform departmental duties in an unsatisfactory manner or if they are making unsatisfactory progress towards degree. Certain courses (e.g. AMH 2097) require specific prerequisite coursework. Departmental needs can override this point system in rare cases.

The Graduate Studies Committee awards **other graduate assistantships** on the basis of such factors as: (1) grade point average; (2) letters of recommendation; (3) progress towards degree; (4) academic excellence (e.g. publications, conference papers, awards).

Limitations on 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. Each semester faculty members will observe some of the assistant’s classes and evaluate their performance. Teaching assistants will not be permitted to teach more than two years except when departmental needs make it necessary. In this way, more students will have an opportunity to gain teaching experience. Teaching Assistants will teach only one course per semester. Special or part-time students are not eligible for assistantships.

A graduate assistant earning less than a 3.6 cumulative grade point average will be placed on probation, and if this continues for another semester the student will not be able to continue as a graduate assistant. 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

The department recognizes that sometimes there are opportunities for outside employment that enhance a student’s professional portfolio. These may warrant exceptions to a general policy discouraging outside employment. In general, accepting a graduate assistantship in our department implies a dual commitment to your studies and to your employment here. The combination of scholarly and pedagogical/research activities will do much to prepare you for the profession. Because of the importance and intensity of your responsibilities for the department, graduate assistants are strongly discouraged from accepting outside employment. 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. Moreover, there are other available resources for funding if necessary: university and

departmental awards, fellowships, student loans, etc. Should you want to accept 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 that there is no conflict of interest.

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. Members of the HGSA sit on many department committees. The HGSA may send as many as three representatives to the monthly faculty meetings, though it will have only one vote. The HGSA is entitled to one vote in the election of the department chairperson; the graduate student vote is determined by a majority decision in a secret poll.

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 need to keep the department updated on their current email addresses.

FSU Email

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

Preparing Future Faculty (PFF) Program

The History Department participates in (the) PFF, a national program for mentoring graduate students. We offer a one-semester course as well as workshops on professional development and other enrichment opportunities. Students who complete the required program components will earn certification in the national PFF program. Contact the departmental coordinator.

Departmental Honors

The J. Leitch Wright Jr. Award for Dissertation Travel, 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. Each student who is seeking employment should attend at least one major historical convention

(e.g., the A.H.A., the O.A.H., the Southern, or the National Council on Public History). 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 MA	PhD-enter with BA	MA in History (thesis and non-thesis)	MA in History with Major in Public History	MS in History *not accepting new students*
Appears on transcript	PhD in History	PhD in History & MA in History*	MA in History	MA in History, Major Public History	MS in History
Min Sem hrs	39		33	33	32
Min letter grade	39		24	24	24 in History
Course Req.	HIS 6059 Historical Methods (3hrs)		HIS 6059 Historical Methods (3hrs)	HIS 6059 Historical Methods (3hrs)	HIS 6059 Historical Methods (3hrs)
Major	Major Field (12hr min in History)		Major Field (no hr min)	none	none
Minor	3 Minor fields (9hr min each)		Minor field (6hrs)	none	none
Other course requirements	To be eligible to be a Teaching Assistant, must take HIS 6941		--	HIS 5067 (3hrs) HIS 5082 (3hrs) HIS 5083 (3hrs) HIS 5165 (3hrs) HIS 6087 (3hrs) HIS6934 (3hrs)	HIS 6934 sem (3hrs) & HIS 6934 sem or collq (3hrs)
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 HAPH minor) * No more than 2 from any one of these three categories can count in any single major or minor field		* 2 courses from DIS or 5000-level allowed (except HAPH minor) * If minor is outside History dept, must have at least 9hrs in History beyond HIS 6059 and HIS 5971	--	1 DIS
Dissertation, Thesis, Capstone	HIS 6980 (24hrs)		HIS 5971 (6rs) if Thesis	HIS 5971(6hrs) or HIS 5089 (6hrs)	Master's Project (3hrs)
Qualifying Exam	HIS 8964		No	No	Yes
Language Req.	Yes		Yes	Yes	No
Additional Reqs	If Minor in Public History: Internship (6hrs)		If non-thesis: 2 research papers approved by committee	Internship (6hrs)	--
	*Obtaining the MA on the Doctoral Track: At the end of the second year, students (1) must have completed 33 hours (at least 24 graded) (if minor is outside History Dept, must have at least 9 hrs in History beyond HIS 6059) and (2) have 2				

	research paper approved by the committee			
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II. 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 Associate Chair for Director of Graduate Studies will distribute the annual review instrument to all doctoral students. The reviews are to be completed by the end of the spring term. A student who receives a negative evaluation will be placed on probation and has one year to demonstrate adequate progress. A second negative evaluation will result in dismissal from the program.

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.

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 qualifying examination. If not, the Graduate School requires that a student pass a new qualifying examination.

Course Requirements

The Doctor of Philosophy degree represents the attainment of independent and qualifying scholarship in selected areas (major and minor fields). Individual programs are planned to increase the likelihood that students reaching the preliminary examinations will have gained sufficient mastery of their fields to complete them successfully.

Doctoral Student

Instituting a Program of Studies: Major and Minor Fields

The student, in consultation with the major professor, selects a supervisory committee which will oversee the student's progress until completion of all requirements for the degree. All members must have Graduate Faculty Status. The supervisory committee will include a faculty member from each of the student's major and minor fields, and a tenured member of the faculty who will serve as the

University Representative.

As soon as possible after the supervisory committee has been selected, the student and the major professor will prepare a complete study program to be approved by the supervisory committee. No student will be permitted to schedule qualifying exams without a signed Program of Study on file in the advising office.

The student will choose a major field and three minor fields in history, or a major field and two minor fields in history, and an appropriate outside minor. Minor fields outside of History at the PhD level require approval of the major professor and the Graduate Studies Committee. United States history majors must have at least one minor that is non-U.S. All European majors must have at least one non-European minor.

The student must take a minimum of 9 credit hours of graduate work in each minor field and a minimum of 12 hours in the major field of study. 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):

- (1) 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 major professor.
- (2) Students must take a minimum of 12 hours in History for the major field at the PhD Level.
- (3) All graduate students may count 2 courses outside History towards their program of study in major or minor fields as long as their major professor/and if applicable the minor professor for that field approves and providing
 - a) 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
 - b) no more than 2 from any one of these three categories can count in any single major or minor 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 HAPH as a minor, they may take more than one HAPH 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 major professor (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 major professor and student, will be recorded on the program of study, and will be signed by both student and major professor. **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 major professor 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 qualifying exams.

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 major professor 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. Examinations: General Information

The qualifying exams determine if a student has clearly grasped the content areas of their fields of study and the discipline of history more generally and is prepared to plan and conduct independent scholarly research. The written Ph.D. qualifying examinations will be given Fall and Spring terms only. Students planning to take them must notify the academic advisor of the history department of their intention during registration and **must** register for HIS 8964.

The Qualifying (Preliminary) Examination (HIS 8964)

To be eligible to take the qualifying exam, 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. Students will apply through their major professors to take the qualifying examination when coursework has been essentially completed (all but two courses remaining). With the major professor and minor field professors' approval, a student will register for this examination at the beginning of the semester in which they expect to take it. Results of the examination will be entered in each student's permanent record.

The student must pass qualifying exams in the major field and each of the minor fields; thus the student should have a major professor and a different minor professor for each of the minor fields. Each professor is responsible for seeing that the student is prepared adequately in the relevant field.

The **major** professor determines the format of the examination in the major field. This includes whether the exam will be a closed book test with a set time limit or a take home exam with a time limit.

Each **minor** field professor, in consultation with the student, shall determine whether the exam will be a traditional closed book test with a set time or a take home test with a time limit.

The major field exam and the three minor field exams will be taken over a two week period.

These exams will be "field exams" rather than "course exams," testing the student's competence in the fields. In the major field, the student is expected to demonstrate a high degree of mastery not only of subject material but of historiography. In the minor fields, the student is expected to demonstrate a substantial level of mastery of subject material and a broad acquaintance with the historical literature in the minor fields.

Each committee member will evaluate the written exam in his/her field, and will assign a grade of "high

pass,” “pass,” “low pass,” or “fail.” Students are encouraged to strive for excellence on these examinations. A student who fails one or two of the four written exams must retake and pass the exam(s) before appearing for the orals. This must be completed within one year, but no sooner than six full weeks after the results of the first attempt are shared with the student. A student who fails three or four of the written exams will be dropped from the program. The student who fails a written qualifying exam twice will be dropped from the program.

The oral qualifying exam is conducted by faculty members from the major and each of the minor areas, and a representative of the Graduate School. If a student has an out-of-department minor field, that committee member may not serve as the Graduate School representative. The exam normally lasts two hours. The student must be physically present for the oral exam. If any portion of the oral exam is unsatisfactory the student must retake the orals before the entire committee. This may be undertaken no sooner than six full weeks after the results of the retake are shared with the student. On the retake, a majority of the committee must agree to pass the student, and the major professor 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. Only one committee member can be virtual and it can only be one of the minor field members. Students must be registered separately for their first and second attempt to pass qualifying exams, and must receive either a “pass” or “fail” grade for each attempt.

Doctoral Candidate

Admission to Candidacy

A student who successfully passes the qualifying examinations 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 qualifying examinations have been passed.** 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 Prospectus

During the first term in which the student registers for dissertation credits, a student must submit to his or her supervisory committee a research proposal suitable for a doctoral dissertation (guidelines are available in the history advising office). It should include the scope of the problem, the significance of the study, and a statement of the methodology to be used. The prospectus must include a tentative bibliography. The student must provide committee members with a copy of the prospectus at least two weeks prior to a presentation.

After all committee members have read the prospectus, they and the student will meet for a “prospectus presentation.” This short, informal meeting will provide an opportunity to discuss the project, and provide constructive feedback at the beginning of the project. This prospectus must be signed by all members of the supervisory committee, including the representative of the graduate school, and be filed with the academic advisor. Only one committee member can be virtual and it can only be one of the minor field members.

Mechanics and Procedures for the Dissertation

A doctoral dissertation must be written on a topic in the major field of study. It must be original research constituting a significant contribution to knowledge. The student must register for minimum 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. A

preliminary copy of the dissertation should be approved by the supervisory committee before the final copy is prepared. Committee members must have adequate time to review the preliminary copy. Committee members **must** receive the completed dissertation **at least four weeks** prior to the defense. The student should follow documentation form indicated in the Chicago Manual of Style and must use either footnotes or endnotes. Final approval of the dissertation by the entire supervisory committee is prerequisite to the awarding of the degree. The supervisory committee may issue a “conditional” pass, which may require a second oral defense.

Defense of Dissertation

The defense of the dissertation will be oral. All committee members must take part synchronously. The student must also be present for the oral defense. 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 via online at **clearance.fsu.edu**. Although the supervisory committee will conduct the examination, any member of the graduate faculty may attend. Only one committee member can be virtual and it can only be one of the minor field members. After completion of the examination, the examining committee certifies to the dean of the College of Arts and Sciences the results of the examination (passed, failed, to be re-examined.) The committee may also award a particularly meritorious work a pass “with distinction.” A student cannot pass unless their advisor approves the defense. The university representative submits an online critique of the conduct of the examination to the Dean of Arts and Sciences and to the Dean of The Graduate School.

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.”

III. MASTER'S IN HISTORY REQUIREMENTS

A) 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:

- Masters 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 major field and one minor field of concentration from the areas listed in Appendix "A." Major and minor fields must be in different areas and a minimum of 6 semester hours must be taken in the minor field. For example, if a major field is from the area of U.S. history, the minor field must be in European, Asian, Latin American, African, or Middle Eastern history. If a student chooses HAPH as a minor, they may take more than one HAPH 5000-Level class to satisfy that requirement.

M.A. with Outside Minor Field

A minor field outside the history department is optional. Students may utilize language coursework towards a minor at the MA level if the major professor approves and the following stipulations are met:

- a. The student takes a 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 minor 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 major professor to select the appropriate foreign language to support their thesis research. The

major professor has final authority in this selection.

M.A. Supervisory Committee

The supervisory committee consists of the major professor 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 major professor 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 major field. The thesis must demonstrate independent investigation and knowledge of the methods of historical research. It is the responsibility of the major professor to work closely with the student in the selection of a topic and to supervise the preparation of the thesis. The major professor 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 major professor as they are written. After the major professor's corrections and changes have been completed, the preliminary copy should be offered to each member of the supervisory committee for reading and comment. It is the student's responsibility to see that this is done. The student should follow 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 supervisory 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 supervisory 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 be physically present for the oral defense. Only one committee member can be virtual and it can only be one of the minor field members. 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.

Admission to Doctoral Program

After completion of the M.A. thesis and defense, members of the student's committee will vote on

whether or not to recommend admission of the student to the doctoral program. The student must also meet the department's formal admission criteria. **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 and is recommended for admission to the Ph.D. program must apply to the Office of the Registrar for readmission if they wish to continue.

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.

B) Master of Arts in History with a Major in Public History

The program in Historical Administration and Public History (HAPH) 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.

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:

- HIS 5067 Public History Theory & Methods (3)
- HIS 6095 Historical Methods (3)*
- HIS 5082 Managing Archives and Historical Records (3)
- HIS 5083 Preserving Historic Sites and Spaces (3)
- HIS 5165 Digital History (3)
- HIS 6087 Exhibiting History (3)
- HIS 6934 one history graduate seminar (3)
- HIS 5085 Internship (6)
- HIS 5089 Capstone Research Project (6) OR HIS 5971 Thesis (6)

* to be taken in student's first term

HIS 5971r Thesis or HIS 5089 HAPH Capstone Research Project

A student must register for a minimum of 6 hours of credit and for a thesis, must be registered for at least two hours 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 the HAPH director (examples: exhibits, web sites, archival finding aids etc). The thesis or capstone research project must demonstrate independent investigation and knowledge of the methods of historical research. It is the responsibility of the major professor 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. For the mechanics and procedures of the thesis, please see the section 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.

HIS 5085R Internship

6 hrs. required; students may choose to take 12 hrs. with the approval of the director of the HAPH program, however, only 6 hrs. will count towards the degree requirements.

All students taking a master's degree in History with a major in Public History history must arrange and satisfactorily complete an internship with a government agency, a private corporation, or other approved agency. The internship must be at least the equivalent of 20 hrs. per week for a 16 week semester (320 hours); however, some agencies may require a full-time commitment.

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 as soon as they begin their program of studies. Students should consult with the HAPH director in their search. Before taking the internship, students must obtain written approval of the intern supervisor and the director of the HAPH program.

Objectives: During the internship, the student should:

1. Gain experience in the execution and planning of activities in the internship organization.
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: Students should work the equivalent of 20 hours per week for a sixteen-week semester to receive 6 hours credit in one semester or a regular 40 hour work week over the summer. Alternatively a student could split this time over two semesters, working 10 hours per week for a sixteen-week semester to receive 6 hours credit in total. If a student chooses to complete 12 hours credit, they may undertake a regular 40 hour work week for one semester or half-time for two semesters in a selected agency. Any exceptions to this time (for example, if a student wishes to take one course in addition to a forty hour per week internship) must have the prior approval of the HAPH director. 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.

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 and contrasts what they 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. This must be turned in to the HAPH director at least one week before the end of the internship.

Foreign Language Requirement

One foreign language is required for the Master of Arts degree. 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.

C) Masters in Science in History

Not accepting new students to this program.

The M.S. in history is a thirty-two (32) semester hour program. The M.S. does not require a foreign language or a thesis, but a project will be required. This is a terminal degree. (This means a recipient of this degree is not eligible to apply to the FSU history Ph.D. program).

Required Courses

- 24 semester hours: history graduate-level courses (may use up to 3 hours of DIS when approved by supervising professor).
- 6 semester hours: one history graduate seminar and one additional history graduate seminar or colloquium.
- 3 semester hours: HIS 6059 Historical Methods.
- 3 semester hours: Master's project (S/U grade only) (see options below). Obtain the reference number from the program assistant in 421A Bellamy.
- Qualifying exam (0 credit) (HIS 8966): Students will be required to pass a six hour written qualifying exam based on course work.

Project Requirement

3 semester hours; project must be approved and graded by the student's major professor.

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

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

MAJOR FIELDS	MINOR FIELDS
<i>GEOGRAPHIC</i>	<i>GEOGRAPHIC</i>
ASIAN HISTORY Subfields: East Asia, South Asia, Central Asia	ASIAN HISTORY Subfields: Modern Asia, 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 PEOPLES OF THE AMERICAS	NATIVE PEOPLES OF THE AMERICAS
PUBLIC HISTORY	PUBLIC HISTORY Required: Public History Theory and Methods and any additional HAPH course
WAR AND SOCIETY	WAR AND SOCIETY

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 major field of study and three minor fields. Mastery is measured by the demonstration in written and oral examinations of a satisfactory knowledge of the field. The major 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. Minor fields are subject to less rigid requirements (minimum of 9 credit hours) than the major field but still demand competence sufficient to allow the Ph.D. candidate to teach them at the advanced undergraduate level.

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

MAJOR FIELDS	
<i>(please note that some fields have required minors)</i>	
GEOGRAPHIC	
ASIAN HISTORY Major: Modern Asia	
ATLANTIC WORLD	One outside course option. Students may take one appropriate course from outside the history department (literature, anthropology, economics, political science, for example). The course/syllabus must be approved by the major professor/graduate committee. The instructor does not automatically become a member of the supervisory committee and does not participate in qualifying examinations.
EUROPEAN HISTORY* Majors: 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 major field from the list of minor 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 minor fields. Minors: 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 <i>* Note: All European majors must have at least one non-European field</i>
LATIN AMERICAN HISTORY* Majors: Colonial Latin America, Modern Latin America	<i>*Students majoring in either Latin American field must have the other as a minor field.</i>

MIDDLE EAST	
MEDIEVAL WORLDS	
UNITED STATES HISTORY Majors: U.S. to 1877; U.S. Since 1865	<p>Students majoring in either half of U.S. history must have the other half as a minor field. The student may also select a topical major 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 major field, he or she must use the following two minor fields: U.S. to 1877, U.S. Since 1865.</p> <p>Minors: U.S. to 1877; U.S. Since 1865</p> <p><i>*Note: All U.S. History majors must have at least one non-U.S. minor field.</i></p>
THEMATIC	
GENDER AND SEXUALITY	<p>Gender and Sexuality is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Gender and Sexuality must also be chronologically broader than a single time period. A student who selects Gender and Sexuality as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations.</p>
ISLAMIC WORLD	
LEGAL HISTORY	<p>Legal History is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Legal History must also be chronologically broader than a single time period. A student who selects Legal History as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations.</p>
NATIVE PEOPLES OF THE AMERICAS	
SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE	<p>Science, Technology, the Environment and Medicine is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Science, Technology, the Environment and Medicine must</p>

	also be chronologically broader than a single time period. A student who selects Science, Technology, the Environment and Medicine as the major field must have minor 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 major field in War and Society must also be chronologically broader than a single conflict. A student who selects War and Society as the major field must have minor fields that represent at least two different geographic concentrations. (For example, the three minor fields might be: U.S. before 1877, U.S. after 1865, and 20 th Century Europe.)

MINOR FIELDS*	
GEOGRAPHIC	
ASIAN HISTORY	Subfield: Modern Asia
ATLANTIC WORLD	
EUROPEAN HISTORY	Subfields for Non-European Majors: Early Modern Europe (to 1789); Modern Europe (since 1789)
LATIN AMERICAN HISTORY	
MIDDLE EAST	
MEDIEVAL WORLDS	
UNITED STATES HISTORY	Subfields for Non-U.S. Majors: U.S. to 1877; U.S. Since 1865
THEMATIC	
GENDER AND SEXUALITY	
ISLAMIC WORLD	

LEGAL HISTORY	
NATIVE PEOPLES OF THE AMERICAS	
PUBLIC HISTORY	A Ph.D. candidate with a minor field in Public History must take (1) HIS 5067 Public History Theory & Methods; (2) a 6-hour internship to be completed prior to the field exam; (3) at least one additional course in HAPH, and; (4) the usual minor field examination.
SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE	
WAR AND SOCIETY	

*All minors are to be taken in an area outside of the Major field unless otherwise specified.

APPENDIX “C”: 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 “D”: 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 (O 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 <https://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)

Required Online Surveys: ___ RCRC ___ SED Doctoral Exit ___ Doctoral Exit

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