

BINGHAMTON UNIVERSITY

Department of History

GRADUATE STUDENT HANDBOOK

This handbook offers guidance for your course of study as well as your duties and obligations. It is intended to be a ready but not exhaustive guide. You also should consult the [University Bulletin](#) and the [Graduate School Student Manual](#).

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DEGREES

The History Department offers both a Master's Degree in Arts and a Doctor of Philosophy Degree

REQUIREMENTS

GENERAL

- Without an approved leave of absence, students must maintain continuous registration, including the semester in which final degree requirements are completed.
- By the end of the second semester, students should form guidance committees in consultation with the Director of Graduate Studies and their interim mentors. Students must submit the Guidance Committee form [\[Appendix 1 or 2\]](#) once it has been signed by the three faculty members who will constitute the guidance committee. The form should be submitted to the Graduate Secretary, in PDF format, using the [“Form/Document Upload” hyperlink](#). The Graduate Committee strongly encourages the guidance committee to meet by the end of the third semester.

FOR THE 4+1 COMBINED DEGREE PROGRAM

The 4+1 program is designed for outstanding Binghamton University students who wish to combine a Bachelor of Arts degree in History with a Master of Arts in History. Students in the program will reduce the time to complete both degrees from six to five years and will take two graduate-level courses (each worth four credits) that satisfy both graduate and undergraduate degree requirements. Typically, these courses will be taken in the senior year, even before submitting the formal application to the 4+1 program which occurs in the spring semester of the senior year. The student will need 150 credits, of which 24 will count towards the MA and 8 will be graduate courses that count toward the BA.

During the senior year, but only after having already completed a 400-level course in History (i.e. a required “senior seminar” for History majors), the student will take two graduate courses (500-level). Graduate credits earned in the senior year are double counted as undergraduate elective credits (not as courses toward the major in History) and as MA credits. Technically, the eight graduate-level credits taken during the undergraduate program result in a waiving of 8 credits from the MA in History, leaving just 24 instead of 32 credits for a 4+1 student.

After the fourth or senior year, when all undergraduate requirements are met, the student will be awarded a B.A. degree in History. Thereafter, the student may no longer take undergraduate courses and may only enroll in graduate-level courses.

The 4+1 program is administered by the 4+1 Program Director, a position held by a History faculty member appointed by the Department Chair. The 4+1 Program Director will be responsible for meeting with and advising undergraduate students who are interested in the program; will coordinate and confer with the Undergraduate Directory, the Director of Graduate Studies and the Graduate Secretary regarding programmatic matters and individual cases; and

will meet with the Director of Graduate Studies and the Undergraduate Director to review and, possibly, approve 4+1 applications in a timely manner after the student has submitted their application in the junior year.

Generally, students in the 4+1 program follow the same requirements as other MA students, as set out in the section below called “Requirements for the Master’s Degree”. Students should be familiar with those requirements, but should also note a few exceptions. Students in the 4+1 program should form their guidance committee by the end of the first semester in the graduate program (i.e. after the senior year); they are required to complete 24 credits (not 32); are not required to take HIST 591 (Teaching of College History), although they may do so for zero credits; and they must take the Portfolio option without an option for the MA exam or the MA thesis.

Eligibility

Students must have an overall GPA of 3.3 or higher, and a 3.5 in History courses, to be eligible for the 4+1 program. Moreover, to remain in the program for the 5th year, students must earn a grade of B or better in the graduate-level courses taken in the 4th year. Prior to the senior year, the student must complete 96 credits and meet all of the undergraduate requirements for Harpur College, including upper-level, writing, and general education courses.

The 4+1 program is a rigorous program with little room for programmatic missteps. Thus, it is strongly recommended that each student visit the 4+1 Program Director each semester in order to remain on track. It is also strongly recommended (although not required) that students in the 4+1 program take 400-level History courses in junior year and the 500-level Historiography course in the senior year.

Application Process

Step 1. [BU Brain Application in Spring of Junior Year](#): During the junior year, students who are considering the 4+1 program should work with the 4+1 Program Director in order to submit their application by March 1. To apply, log in to BU Brain, go to the bottom of the “home tab,” and click the “accelerated graduate degree application for admission” option and complete the steps indicated. Once the internal application process is complete, the 4+1 Program Director and the DGS will review applications and then inform applicants by email of their decision. Additional application instructions can be found at the [4+1 program page](#) within the History Department’s website.

Please note that the application requires the names of two faculty members in the History Department who will act as referees for the application. It is the student’s responsibility to speak with two such faculty members and to ensure that each is willing to provide a letter of recommendation. The application also requires the submission of a writing sample (ideally, a paper written for an upper-level history course) and a Personal Statement of no more than two pages that covers the following:

- What area/topic of history are you interested in studying?
- Which faculty member(s) will supervise your research?
- How has your previous coursework/academic experience prepared you for graduate study? (Not limited to history courses; for example, you may have taken language courses or courses in other disciplines that will help your MA research.)

- Why do you want to do an MA?
- How does it fit with your overall academic and career goals?
- What else should the Graduate Committee know when assessing your application?

After submitting the internal application, the two faculty referees will be notified and asked to submit a letter of recommendation on your behalf.

Step 2. Register for Classes in Spring of Junior Year: Successful applicants will register for graduate courses by contacting the History Department's Graduate Secretary (LT 707).

Step 3. Formal Application in Spring of Senior Year: In the spring of the senior year, applicants will submit a second application which will be routed through the Graduate School at Binghamton University. The Graduate School application is due by 15 April and can be started here: <https://gograd.binghamton.edu/apply/>.

FOR THE MASTER'S DEGREE

All students must:

- Choose a Major Field from the Major and Minor fields listed in this handbook.
- Complete at least 32 credit hours of graduate coursework, with a B average or better.
- At least 4 credit hours of these 32 must be outside of the student's Major Field.
- As many as 8 credit hours can be counted from other graduate programs, but must be approved by the DGS. In some exceptional cases, the DGS may approve an additional 4 credits from outside the Department. All such credit-hours must be taken for a letter grade.
- Pass a Master's Examination or Defense of a Research Portfolio.
- Take one 600-level research seminar or prepare a master's thesis in history.
- Take HIST 592 (Historiography), preferably in the first semester. For 4+1 students, it is recommended that this be completed in the senior year of the undergraduate program.
- Take HIST 591 (Teaching of College History), preferably in the first semester. Students in the 4+1 program are exempt from this requirement, although they may take HIST 591 for zero credits.

Additional stipulations:

- MA students admitted on a PhD "track" and with a master's degree not in history can have up to 8 credit-hours of the 32 waived. Students should request the waiver from the DGS, who will assess the student's previous coursework. Students in the 4+1 program will have these credits waived automatically.
- Only one course of the two-course sequence HIST 530A/B offered in the Education Department may count toward the M.A. degree.
- M.A. Students who are not planning to seek admission to the Ph.D. program are not required to demonstrate proficiency in a foreign language. Those expecting to enroll in the Ph.D. program should take the [language exam](#) before the MA exam.
- Students entering the program at the M.A. level should complete the M.A. by the end of the fourth semester of study and, if continuing for the doctorate, should take the Ph.D. orals by the end of the sixth semester.

- No more than 8 of 32 credits may be taken as independent studies. Only 4 hours of independent study may be taken S/U and count towards the minimum of 32 credit hours required for the M.A. degree. For students who need only 24 credit hours (such as 4+1 students and others who have been approved for this exemption), only 6 credits can be taken as independent studies.
- No credit is granted for graduate courses in which a grade lower than a C- has been received.
- Funded MA students are required to enroll in History 591 (Teaching of College History), a two-credit course taught under the aegis of the Director of Graduate Studies. The course is taught each fall semester. History 591 is not required for 4+1 students, but can be taken for zero credit.

GUIDANCE COMMITTEES

The Graduate School specifies that each graduate student must have a Principal Adviser. This faculty member meets periodically with the student to discuss their progress. Once the student forms a Guidance Committee, the Principal Adviser to the student becomes the Chairperson of the Guidance Committee.

The following information summarizes the History Department's policy on graduate student advisement. It supplements or amplifies the information on the subject found in the [Graduate School Student Manual](#) and the [University Bulletin](#).

During their first semester in the program, new graduate students will be advised by an interim mentor who will aid them in the selection of courses and sign their Program Approval Forms prior to registration and pre-registration.

By the end of the first semester, each first-year student will consult with the interim mentor about the selection of an appropriate faculty member to serve as Principal Adviser and Chairperson of the student's Guidance Committee. The Principal Adviser should be chosen in the student's second semester; a Guidance Committee should be constituted by the end of the second semester. Each student must choose a Major Field, which will be listed on the Guidance Committee Form [\[Appendix 1\]](#) or [\[2\]](#). M.A. students are required to take at least 4 of their 32 credits outside of their Major Field. A new student should make every effort to meet those faculty members who teach and work in the student's chosen field. The student will take a Guidance Committee Form [\[Appendix 1\]](#) or [\[2\]](#) to the agreed-upon faculty member. If the latter is willing to serve as the student's Principal Adviser, he or she will sign in the appropriate space on the form as Chairperson of the Guidance Committee. The student and the Principal Adviser will also select two colleagues who are appropriate to serve as the remaining members of the three-person Guidance Committee.

The signatures of the three faculty members on the form will constitute their formal appointment as the student's Guidance Committee. The Guidance Committee is to be formed by mutual consent of each faculty member and the student, and may be dissolved by either party provided that a clear communication of this change is made to the other party and the Director of Graduate Studies. Though students may retain funding while switching fields and/or advisors, they should remember that funded status depends on satisfactory performance and timely progress through the program. Committee changes that are strongly disruptive may thus be ill-advised.

The Principal Adviser, and thus the Chairperson of the Guidance Committee, will have primary responsibility for advising the student in all aspects of their course of study. In collaboration with faculty colleagues on the committee, the Chairperson will continuously supervise and periodically evaluate the student's academic progress. For M.A. candidates, the Guidance Committee will serve as an examination committee or a portfolio defense committee, preparing and grading the student's Master's Examination or evaluating the Research Portfolio. PhD-Track students wishing to continue after the completion of the M.A., must secure the approval and signatures of all three members of the Guidance Committee in order to continue beyond the M.A. Attached to the Application for Admission to the Doctoral program [[Appendix 8](#)] should be a description of the student's past course of study and their proposed academic program for the next few years as well as a signed copy of the Ph.D. Guidance Committee Form [[Appendix 2](#)]. In guiding doctoral students, Chairpersons of Guidance Committees have the primary responsibility for advising their students in preparing for the Ph.D. Comprehensive Examinations and for assisting them in the selection of dissertation topics. Normally, the student's Guidance Committee will form the core of their Comprehensive Examination Committee. In many cases, a student's Guidance Committee will later serve as their three-person Dissertation Committee.

The Graduate Committee strongly encourages a meeting of the Guidance Committee by the end of the student's third semester in residence in order to coordinate a program of study for the student. Guidance Committees should honor a student's request for a joint meeting with them. The Graduate Committee considers such meetings vital to the success of an individual student's program in particular and to the graduate program in general.

Guidance Committees have a responsibility not only to their students but also to the department. If a student's academic performance falls below acceptable standards, the Chairperson of the Guidance Committee will notify the Director of Graduate Studies so that the Graduate Committee may recommend that the student be severed from the program. After a student reaches ABD status, the Chairperson of the Guidance Committee is expected to assure that the student is making timely progress toward completing a dissertation.

In accordance with the Graduate School policy, students may arrange to have two, and no more than two, Binghamton University faculty members co-advise the dissertation, as long as both faculty members agree to the arrangement. The co-advisors must hold tenure or tenure-track faculty positions at Binghamton, and at least one of them must be a member of the History Department.

Proper guidance and advising depends on adequate knowledge of matters that may not necessarily be familiar to students and faculty. Hence both groups are urged to familiarize themselves with the latest editions of [The Graduate Student Manual](#) and the [Binghamton University Bulletin](#), as well as the various memoranda and policy statements issued by the Director of Graduate Studies and other officers of the History Department. For additional information or advice, both faculty and students should consult the Director of Graduate Studies.

All students completing the M.A. degree are required to pass a Master's Examination or successfully defend a Research Portfolio. The examination committee and the portfolio defense committee both consist of three faculty members, at least two of whom must be voting members of the history department and one of whom is the student's Principal Adviser. The Director of

Graduate Studies, along with the student, appoints the committee. All students are required to declare whether they intend to take a Master's Examination or defend a Research Portfolio; they should do this by the end of their second semester in the program, and after consultation with their Principal Adviser. In the semester they plan to take the exam or defend the portfolio they must complete an "Application for the M.A. Examination" [[Appendix 3](#)] or "Application for Research Portfolio Defense" [[Appendix 4](#)]. Both forms are available from the Graduate Secretary and on the program website. Students should also complete the Room Request Form [[Appendix 10](#)] and submit to the Graduate Secretary one month before the defense date.

Note: Once a student has formally chosen either the exam or portfolio defense option, he or she may not choose the other option without permission of the Principal Adviser and the Director of Graduate Studies. A student who has failed a Master's Examination may not defend a Research Portfolio; similarly, a student who fails Research Portfolio Defense may not take a Master's Examination.

MASTER'S EXAMINATION

The examination is a three-hour written examination. The student may have one or two fields of specialization. These fields may be drawn from the list of major and minor fields for the Ph.D. degree (see [Major and Minor Fields](#)). The Department recommends that M.A. examination reading lists should comprise between 20 and 30 books or their equivalent in articles per examiner. The examination result, pass or fail, will be based on the decision of the entire M.A. committee.

The Master's Examination is scheduled by the student in consultation with members of their Guidance Committee and the Director of Graduate Studies. Advance registration is required.

Students must obtain a copy of the "Application for M.A. Examination" [[Appendix 3](#)] from the Graduate Studies secretary or from the website. The completed application must be returned to that office by a date to be specified by the Director of Graduate Studies. Submission of the application form will constitute formal registration for the examination. Students, in consultation with their committee members, should determine an appropriate date for the examination and submit that request via the Application for M.A. Examination. Examinees will receive written notice of the results of the examination within three weeks. Students are required to take the master's examination the semester after completing 32 credit hours of graduate work. All other requirements for the M.A. must also be completed by the end of the semester in which the examination is taken. Students must complete all requirements for the M.A. degree before being eligible for admission to the Ph.D. program.

RESEARCH PORTFOLIO DEFENSE

A research portfolio consists of an article-length paper (approx. 10,000-15,000 words inclusive of footnotes) based upon original research, and a historiographical paper (approx. 4000-7000 words inclusive of footnotes), which should be substantively distinct from the research paper. The research paper should offer a persuasive argument to a well-framed historical problem and should show the student's capacity to produce a significant piece of original historical

scholarship. The Principal Adviser should work closely with the student on the preparation of the research paper, and it is expected that the paper will have undergone revision before the final defense. The historiographical paper should reflect a serious engagement and sustained analysis of a problem of historical interpretation, and will most often be a paper that has been submitted for a grade in a graduate seminar.

All students may defend their research portfolios at any time after they have completed at least 20 credits in the graduate program. Students will typically defend their Research Portfolio in the fourth semester in the program. A student may schedule their defense at any time during the semester after consulting with the Primary Adviser, assisted by the Graduate Secretary.

Advanced registration is required. Students must secure a copy of the “Application for Research Portfolio Defense” [[Appendix 4](#)] from the Graduate Secretary or program website. The copy must be returned to that office no later than one month prior to the examination date. Submission of the application form will constitute formal registration for the portfolio defense. Students are required to submit a Research Portfolio (the research paper and historiography paper) to their committee members at least two weeks before the scheduled defense date.

The portfolio may be submitted as a digital file unless the Principal Adviser and other committee members prefer a hard copy of the portfolio. The actual defense will be an oral defense of the submitted work that will last no more than ninety minutes. The Principal Adviser will lead the examination. At least two of the committee members must be physically present for the defense, while one may participate remotely with the agreement of the entire committee and the student. The Director of Graduate Studies may waive this requirement in exceptional circumstances. At the end of the oral defense the committee will decide whether the materials merit a pass or a fail and inform the student. The Principal Adviser will inform the Graduate Director of the outcome of the defense, in writing, immediately following the exam. Students who fail their defense may revise their work and defend one more time, no later than the end of the following semester. Successful completion of the requirement is a prerequisite, not only for the M.A. degree, but also for formal admission to the Ph.D. program; it is merely one prerequisite for it. Students awarded the M.A. degree may seek admission into the Ph.D. program by filing an “Application for Admission to the Doctoral Program” [[Appendix 8](#)] with the Graduate Secretary.

MASTER’S THESIS

Students may choose to write a Master’s thesis, for which they may register for up to 8 credit hours. This option is not a substitute for an examination or portfolio defense. Students who select the thesis option must also complete at least 24 credit hours of coursework, including HIST 592 (Historiography). This option is not available to 4+1 students. Students who choose to write a thesis are encouraged to take a 600-level research seminar as part of the process of writing a thesis. However, in order to ensure that students receive a sufficient number of “content courses,” a research seminar completed in the context of writing a Master’s thesis will not count toward the required total of 24 hours of coursework. In other words, students who write a thesis and take a research seminar will accumulate 36 credit hours.

When the thesis option is chosen, the thesis committee will consist of at least two members of the faculty who supervise and approve the thesis, with one of these designated as first supervisor. The

student's principal adviser usually serves as first supervisor of the student's thesis. If a student has a guidance committee, the guidance and thesis committees may be the same. Written evaluations of Master's theses must be included in a student's file at the end of each semester in which the student is working on the thesis. In addition, upon completion of the thesis, the student must submit to the Director of Graduate Studies a completed "M.A. Thesis Approval Form" [\[Appendix 5\]](#).

Preparation

Master's theses should conform to the "[Guidelines for Preparing a Thesis or Dissertation](#)."

Submission and Binding

Students must submit their Master's theses electronically to the Graduate School. Directions for electronic submission are available on-line in the [Graduate Student Manual](#), which is found on the Graduate School website. Please consult the appropriate sections carefully for deadlines, fees, and format for the electronic submission. Please see the section "Guidelines for Preparing a Thesis or Dissertation" of the online handbook for detailed instructions on electronic filing, as well as on how to attain a bound copy of the thesis.

AWARDING OF THE M.A. DEGREE

Students must complete and submit online the "[Graduate Application for Degree](#)" (GAFD) at the beginning of the semester in which they plan to complete all requirements and graduate. [\[Appendix 6\]](#) When a student has satisfied the requirements for a Master's degree in the program, the student will also initiate an electronic "[Recommendation for Award of Degree](#)" (RFA) workflow form. The instructions for completing both forms can also be found on the [Student Records and Registrars Services webpage](#).

Degrees are conferred three times each year, in December, May and August. The deadline for completion of all other requirements is the Wednesday before Commencement. **Students are responsible for submitting their materials to the Department and Graduate School well before the established deadlines.** Refer to the Graduate School website for [deadlines](#).

Graduate Students planning to enter the PhD program in the Fall semester are expected to complete the MA Defense by the last day of classes in the Spring semester. If the student wants a May degree, the MA defense should be complete by the first week in May. Exception: Students planning to begin the PhD program in January should finish all program requirements by the final day of classes in the Fall semester.

Instructions for the Commencement exercises are sent at least one month before Commencement to all students who have declared themselves candidates.

FOR THE PH.D. PROGRAM

IN GENERAL

- Satisfaction of all the requirements for the Master's Degree, including HIST 600 (Research Seminar), HIST 592 (Historiography), and the M.A. examination or portfolio defense.
- Successful completion of HIST 591 (Teaching of College History). Self-funded students are exempt from the requirement to take HIST 591.
- 24 additional credit hours if the M.A. in History was earned at Binghamton University, or 32 additional credit hours if the M.A. in History was earned at a different institution, with a B+ (3.3) or better cumulative average.
 - No more than one-quarter of these credits may be taken as independent studies. No more than one 4-credit independent study may be taken under the S/U grading option and count toward the degree.
 - A maximum of 2 credits of language study may be applied towards the degree, with the exception of students who require TURK 511 (Ottoman Turkish) or MDVL 561E (Medieval Latin).
 - No credit is granted for graduate courses in which a grade lower than a C- has been received.
- Successful completion of the Ph.D. Comprehensive Examination.
- Successful completion and defense of the Ph.D. dissertation.
- Ph.D. students whose native language is English must pass at least one language examination prior to taking the Comprehensive Examination. The language in which this exam must be taken is to be determined in consultation with the student's Principal Adviser.
- (See [Language Examinations](#))

IN PARTICULAR

- In the semester in which a student completes all requirements for the M.A. degree, as part of the application to the Ph.D. program, a one-page statement outlining past and future studies must be submitted to the Graduate Committee.
- Students entering the program at the Ph.D. level should take the orals prior to the start of the fifth semester.
- Students planning to apply to the Ph.D. Program from the departmental Master's program must fill out an [Application for Admission to the Doctoral Program](#) [Appendix 8]. Admission to the Ph.D. program is determined by the Graduate Committee when the student has completed all requirements for the M.A. degree. All students who enter the program with an M.A. degree in a discipline other than history from another institution will have their work evaluated not later than the end of their first semester and may request that up to eight credit hours of previous graduate work be counted toward the M.A. in history such that the total credits required for completion of the M.A. be reduced by the approved number of credit hours. The determination of how many credit hours will be accepted will be made before the start of the second semester by the Director of Graduate Studies in consultation with the student's principal adviser.

- History 698 (Pre-dissertation Research) does not count towards the required number of course credits for the Ph.D. degree.

PH.D. COMPREHENSIVE EXAMINATION

Students normally take the Ph.D. Comprehensive Examination either during or in the semester following completion of 56 credit hours of graduate work as well as all other requirements for admission to candidacy. All course work and requirements must be completed or scheduled for completion before the date of the exam is set. Comprehensive Examinations should be scheduled during the department's "comps week," which occurs on the Monday of the third full week of April or second full week in November. Exams taken outside of "comps week" must be approved by the student's mentor and the DGS and should be scheduled during the first or last two weeks of the semester. Students are responsible for scheduling their own examination with the members of their committee, which consists of four to six faculty members from Binghamton University. The number of faculty on the examination committee is determined as follows: major field(s): two or three people; 1st minor field: one person; 2nd minor field: one person.

One of the two minor fields must be outside the geographic area of the major field or outside the discipline of History. In the situation, though, where a student has two major fields, only one minor field is required. Successful completion of the Comprehensive Examination is a prerequisite for admission to candidacy for the Ph.D. degree.

The Comprehensive Examination consists of either one major and two minor fields or two major fields and one minor field (see [Major and Minor fields](#)). In preparation for the exam, students should develop reading lists in consultation with the members of their examination committee. Minor field reading lists should include between 30 and 50 books or article equivalents. Major field reading lists should include between 100 and 200 books or article equivalents for the entire major field, regardless of the number of major field examiners.

Every examination has a major field written component, which must be completed at least one week but not more than three weeks prior to the oral portion of the examination. The Principal Advisor decides whether a major field written examination is a one-day exam of no more than nine hours or a take-home exam that can be completed over a period of one week. The written exam in the major field is composed in consultation with all faculty members in the major field and is to be read by all members of the examination committee. All written examinations and one-day examinations will normally take place during the third full week in April (beginning on Monday of that week). Students taking the examinations who are serving as TAs will be excused from all TA-related obligations during that week. Any exceptions due to extenuating circumstances need the consent of the Principal Advisor and the DGS.

The student is examined on the written answers in the subsequent oral portion of the exam. At the primary advisor's discretion, the advisor's preliminary assessment of the written exam may be shared with the student before the oral exam. No substantially new questions on the major field may be introduced at the oral portion of the exam; therefore, this portion of the exam is limited to follow-up questions on the written answers. The minor field(s) are examined orally at this point. The oral examination is conducted by a committee of four to five faculty members, lasts two to three hours, and covers the student's major and minor fields. Each examiner should not take longer than thirty minutes for their portion of the exam. An additional thirty minutes might be needed for

faculty to discuss the performance of the student. If the prospectus is defended at this time, it will require an additional sixty to ninety minutes. After the oral examination, the Committee shall, within one week, complete assessment forms, including a short report on the written and oral parts of the examination, and submit these documents to the Director of Graduate Studies. If, in the opinion of the examiners, the candidate fails to achieve a Pass in the major field, then their report must specify the scope and schedule for a second attempt. Students who fail a minor field may be given the opportunity of a second attempt on that portion of the examination, the scope and schedule for which are to be specified by the examiners. A student may retake the Ph.D. Comprehensive Examination once, after which she or he must obtain permission from the advisor and the DGS.

Students who fail the Ph.D. Comprehensive Examination may seek to reconstitute their Ph.D. examination committee, always provided that they are able to obtain the agreement of an advisor and three other committee members among the tenured or tenure-track faculty in the Department. Funding will, as always, depend on student performance.

Up to two members of the comprehensive oral exam and/or prospectus defense committee may participate by audio- or video-conferencing. Exceptions can be made if pre-approved by the DGS and committee chair.

MAJOR and MINOR FIELDS

The Department offers Master's and Ph.D. degrees in the following major regional and thematic fields, each of which may also be a minor field. The Department also offers a large variety of minor fields. Students may prepare a specially designed alternative minor field or convert one of the minor thematic or comparative fields to a major field after consulting with the principal adviser and potential examiner and with written, prior approval of the Director of Graduate Studies.

MAJOR FIELDS

United States	Middle East and Ottoman
Medieval Europe	East Asia
Early Modern Europe	Science, Technology, and Medicine
Modern Europe	Women, Gender, and Sexuality
Latin America	Global
	Imperialism and Colonialism

MINOR FIELDS

African Diaspora	Race and Ethnicity
Environmental History	Russian and Soviet History
Human Rights & International Law	South Asia
Legal History	Violence
Urban History	Economic History
Jewish History	

REGISTRATION PROCEDURE

Comprehensive Examinations are scheduled to take place during "comps week," although, as stated above, if an out-of-cycle exam is approved by the DGS, the student and their PhD committee shall make every attempt to organize the exam to occur during the first or last two weeks of semester, as those are the preferred windows. At least a full semester (six months) before they intend to take the exams, students should consult with their Principal Advisers (the chairpersons of their guidance committee) about the nature and timing of the exam. They should then notify in writing the Director of Graduate Studies and Graduate Secretary of their plans. This preliminary statement is not binding. When formally prepared to schedule an examination, students should submit the [“Application for Ph.D. Comprehensive Examination” \[Appendix 9\]](#) via the “Form/Document upload” hyperlink found at the bottom of the form. This should be done at least 10 weeks before the date of the proposed exam. In consultation with the faculty sponsor, the student completes the application which calls for a designation of major and minor fields and a listing of proposed examiners and notifies the Director of Graduate Studies of their intent to take the exam. At this time, students will schedule a review of their file with the Director of Graduate Studies to be sure all program requirements have been met. After securing the Graduate Director’s approval, the student and faculty sponsor set a mutually acceptable examination date and time for all members of the examination committee. The chosen date and time are then entered into the application. The application will be reviewed by the Graduate Secretary and Director of Graduate Studies. Students planning their orals should also complete a room request form [\[Appendix 10\]](#) at the same time and submit it to the Graduate Secretary. The deadline for submission of the completed form is six weeks prior to the date chosen for the examination. The Director of Graduate Studies will request that the Graduate Secretary issue a memorandum formally constituting the examination committee and notifying all concerned of the fields in which the candidate will be examined, as well as of the date, day, time, and place of examination.

No faculty substitutions are permitted at a Ph.D. Comprehensive Exam except in extenuating circumstances and with the written approval of the Director of Graduate Studies. In cases in which a member of the committee is unable to attend the exam in person for legitimate reasons, he or she can participate by means of a speakerphone, audio-visual teleconference, or Skype.

DISSERTATION PROSPECTUS

Students may, in consultation with their guidance committees, separate their prospectus defense from the fields portion of their Comprehensive Examination. In such cases, they must hold a colloquium on the prospectus within five months (by a date in October to be set by the DGS every year dependant on the academic year) of the Ph.D. fields examination. Unless an extension has been authorized in advance by the Director of Graduate Studies, students will not be permitted to register for the following semester. The separate Prospectus Defense should include members of the student’s Dissertation Committee and may, if desired, include an outside examiner. The prospectus colloquium should take sixty to ninety minutes. The contents of the prospectus should offer a clear outline of the student’s proposed research topic, explaining how and why it will constitute an original contribution to knowledge in the field. It should review existing scholarship and discuss the methodology proposed. The document should normally be 15-25 pages in length plus a list of primary sources and a bibliography.

ADMISSION TO CANDIDACY

Students cannot advance to candidacy without an approved prospectus. Once the student passes the oral exam and the prospectus is approved, the student will complete an “Approved Prospectus Form” [[Appendix 11](#)] and file it with the Graduate Secretary using the “[Form/Document Upload](#)” [hyperlink](#). The Director of Graduate Studies will then request that the Graduate Secretary notify the Graduate School of the student’s ABD status by expediting the student’s “Recommendation for Admission to Candidacy for Doctoral Degree” [[Appendix 12](#)] form. Students must also complete a “Dissertation Committee Form” [[Appendix 13](#)] to be approved by the Director of Graduate Studies and filed with the Graduate Secretary.

DEFENSE OF THE COMPLETED PH.D. DISSERTATION

The student must submit a dissertation approved by the candidate’s dissertation committee. The dissertation must present a new interpretation of a familiar subject, or an investigation of a subject hitherto neglected, and must be written under the supervision of a member of the graduate faculty.

The Graduate School requires each dissertation committee to include an 'outside' examiner whose role is to render an independent judgment and to assure that the dissertation satisfies Graduate School standards either a Binghamton faculty member from a related area outside the student's major program, department or division, or someone from a related discipline outside the University. Normally, the outside examiner will have no involvement in the supervision of the student's dissertation. If the outside examiner or any other member of the committee is not a faculty member at Binghamton University, the student must request that a copy of the examiner's *curriculum vitae* be sent to the Graduate Secretary, who, on behalf of the History Department, will then formally request approval from the Graduate School for this person to participate in the defense. If the outside observer, required by the Graduate School, is not on a pre-approved list of outside observers for the History Department, students must complete and submit one month in advance the “Outside Examiner Request Form” [[Appendix 14](#)]. Following the Graduate School’s approval, the student may then proceed to schedule the final dissertation defense.

Because of the time required to give adequate consideration to the student’s research, the student should submit the dissertation to the dissertation committee no less than one month prior to the date of the oral defense. No member of an examination committee can be expected to participate in a dissertation defense if at least this much time is not given to read and consider the dissertation beforehand. The dissertation defense is open to any person wishing to attend. Members of the examination committee must be given sufficient time to question the candidate about the dissertation. The final defense is a public examination, however, and the committee chair is responsible for the conduct of an open and impartial examination, including reasonable participation by observers.

At the dissertation defense, the student will be required to respond to examiners’ questions concerning the dissertation and to defend the validity of the dissertation. At the conclusion of the examination, it is customary for the chair to request that everyone except the examining committee leave the room so that the members may reach a collective decision. This procedure should not be invoked at any other time during the examination and should not preclude any

questions from either the committee or outside observers. To pass, the student must receive the unanimous approval of the dissertation committee. All members of the examining committee who accept the dissertation in partial fulfillment of requirements for the doctorate will approve the electronic ["Recommendation for Award of Doctoral Degree"](#) workflow form, which the student must initiate using the workflow system located in the MyBinghamton portal. Form submission instructions are also available on the Student Records and Registrar Services web page.

SUBMISSION OF THESIS OR DISSERTATION

All students must submit their theses and dissertations electronically. Detailed instructions on how to do so may be found at the [Graduate School website](#).

The History Department requires that all PhD students deposit a bound, hard copy of their dissertation with the department. Bound copies of the work can be obtained once The Graduate School has reviewed the dissertation and accepted it as an approved submission, thus agreeing to deliver the work to ProQuest/UMI to be archived within their contracted global database. Information on correct formatting for the dissertation (electronic and bound copies) can be found at the above Graduate School website, along with all fees required by The Graduate School and ProQuest.

CONTINUOUS REGISTRATION AND LEAVES OF ABSENCE

All students who have been admitted to the Department of History program must maintain continuous registration each semester for a minimum number of credit hours, or must apply for a formal Leave of Absence for up to one year [[Appendix 16](#)]. Graduate students who are not on a formal leave of absence and wish to absent themselves from campus for a semester or two should register for 1 credit of Continuous Registration. Graduate students are not required to maintain matriculation during the summer session unless they intend to complete their final degree requirements during this period.

FULL-TIME STATUS

Graduate students on funding are required to maintain full-time registration. Full-time status for funded students is defined as 12 credits per semester at level one (students with less than 24 completed graduate credits), and 9 credits per semester for level two, level three, and level four students (students who have completed 24 or more credit hours).

Students working on theses or dissertations may, if they wish, register for only one credit of thesis (599), pre-dissertation research (698) or dissertation research (699) and still be considered full-time students. A student who registers for only one credit of 599, 698, or 699, and who wishes to be considered full-time must complete a Certification of Full Time Status form [[Appendix 17](#)]. The form, which certifies the student's full-time status, must be signed by the student's principal adviser as well as the Graduate Director. It is the student's responsibility to ensure that this form is completed and signed each semester, whether in or out of residence.

GRIEVANCE PROCEDURES

Departmental grievance procedures can be found in the Department Constitution and By-laws, which are available in the History Department Office. Graduate School grievance and appeals procedures are available in the [Graduate School Manual](#).

INCOMPLETES

A. NON-FUNDED STUDENTS

Graduate students who are given a mark of “Incomplete” (I) by their instructor are normally allowed six months to finish the work if they register in the subsequent semester. The student and instructor should complete a “Contract for Conversion of Incomplete to a Grade” [[Appendix 18](#)]. Requests by funded students for extensions of an incomplete [[Appendix 19](#)] require the approval of the course instructor, the Graduate Director and the Vice Provost. Incompletes may be extended to a maximum period of one year. Unless the student completes the course work and the instructor submits a final letter grade, the grade will revert to the mark of NC (no credit). It is the normal expectation that within the limits set forth above, faculty will take no longer than one month to file a final letter grade for a course. Students must therefore submit work one month before the deadline.

A student carrying an incomplete from the fall semester will not be permitted to preregister or register for the following fall semester; likewise, a student with an incomplete from the spring semester will not be permitted to preregister or register for the following spring semester. Students with more than one incomplete grade will not be eligible for funding unless the incomplete grades are resolved by the funding application deadline for the upcoming academic year. No student with more than one incomplete grade will be eligible to take the Master’s or Doctoral Examinations.

B. FUNDED STUDENTS

For funded students, all the department rules listed above apply but the Graduate School and Harpur College impose further, important restrictions: The Graduate School and Harpur College will not permit students with an outstanding incomplete to receive funding for the semester following the incomplete. Funding appointments will not be approved if the student has an incomplete grade. Consequently, funded students must finish all course work and remove any incompletes before the end of December (for the fall semester) and by the end of June (for the spring semester). Only exceptional cases with compelling justification will be approved. In rare instances when approval is granted, funding can only be offered for one semester, and no additional funding will be approved until all incomplete grades are converted to grades. Considering the time it takes faculty members to assess written work and the administration to process TA appointments, funded students should file their outstanding written work well in advance of the start of the next semester. To make that possible, funded students have to make firm arrangements with the respective faculty members about the transfer of the written work and the essential paperwork in a timely manner. Funded students will be required to pay back the value of any credit hours that lapsed to a NC.

LANGUAGE EXAMINATIONS

All Ph.D. students must demonstrate competency in at least one language other than their native language; the language, or in some cases languages, will be determined by consultation with their Guidance Committee. M.A. students planning to continue as Ph.D. students are strongly advised to pass at least one language examination prior to taking the Master's Examination or receiving the Master's Degree. All Ph.D. students must pass all appropriate language exams prior to the Comprehensive Ph.D. examinations, unless an exemption is granted by the DGS. The exam passage to be translated will be 600 to 800 words in length. Students will have two hours in which to complete the translation. Students may utilize a dictionary, but no electronic devices, throughout the exam. The passage will be clearly historical or historiographical in nature. For modern languages, the passage will be selected according to the student's major field.

The Guidance Committee may also require additional languages depending on the scholarship needs of particular fields. For further details, consult the [Graduate Bulletin](#) and the Director of Graduate Studies.

Language examinations are given twice a year: in the second week of November and in the second week of March. In the event that any of these dates fall within an official University holiday period, the examination will be held on either the preceding or the following week, depending on the calendar. Advanced registration is required. The procedure is as follows: students must pick up a copy of the "Application for Language Examinations" [[Appendix 20](#)] from the Graduate Secretary. The completed application must be returned to that office by the date to be specified by the Director of Graduate Studies. Submission of the application form constitutes formal registration for the examination. The Graduate Secretary will email students confirming the day and time of the exam. This will constitute official notification of the examination. Examinees will receive written notice of the results of the examination within three weeks. Practice language exams are available upon request. Please inquire with the Graduate Secretary.

The language exam may be taken twice without DGS approval. For subsequent retakes, the student must obtain approval from their advisor and the DGS.

HONESTY AND PLAGIARISM

At the doctoral level, much of the work between graduate students and their committees relies on trust – trust that students have investigated the archival record thoroughly and trust that they are relaying that record in a responsible manner. Students build their committees' faith in their integrity and honesty as they interact with professors during coursework, research seminar, language exams, and comprehensive exams. In part for this reason, plagiarism at any stage of graduate work is treated with the utmost seriousness and severity. **The repercussions for plagiarism can include being forced to leave the program or having funding withdrawn.**

Although it may be useful and important to learn to work with certain forms of new technology, it is also important for graduate students to understand that doctoral training is intended to furnish all students with the foundation they need to be *independent researchers*. Students should master

skills such as transcription, translation, reading, synthesizing, analysis, eloquent writing, grammar, editing, and so forth so that, no matter the circumstances, they are confident in their abilities to work through historical problems.

AI and other new technology have exponentially complicated the definition of plagiarism. With rapid digital changes over the last decade, the department recognizes that not all practicing historians, nor even all of the history professors at Binghamton, necessarily agree on what tools should be allowed and in which ways. Best practice is to ask for written statements about what tools are allowed, so as to avoid miscommunications that could lead to disagreements. **It is of the utmost importance that graduate students take the safest course of action – in other words, start with the assumption that no use of AI is allowed and, if questions arise, seek clarification from individual professors about the policies for a particular course. In any circumstance, presenting written material not composed by you as your own constitutes plagiarism.**

Rejecting AI should not be seen as a conservative or punitive measure directed at students, but as a sincere attempt to ensure students can become the masters of technology (and not subservient to it) in the future. Of course, there are also environmental, ethical, labor, etc. concerns when it comes to the use of AI.

The department recognizes the difference between unintentional plagiarism (for example, forgetting a footnote or mixing up a citation) and conscious acts of misrepresentation. That said, students are responsible for ensuring that sloppiness does not inadvertently result in plagiarized material.

For the purpose of clarity, acts of plagiarism may include the following, though this list is not exhaustive and some points depend on a sense of *reasonable* exceptions (as determined in consultation with a student's committee):

- Including passages from other works in your own work without attribution
- Presenting ideas credited to others as your own
- Resubmitting your own work for multiple courses or to multiple journals
- The use of Chat GPT or other forms of generative AI to compose prose and/or rewrite that prose to a significant extent (i.e., beyond spell-check or simple grammar corrections)
- The use of AI to summarize books, articles, or complete assignments
- The use of AI to translate material that you are presenting as your own translation
- The use of AI to transcribe material you are using in your research

For more information, please refer to the Graduate School's [Policy on Generative AI Use in Doctoral Dissertations, Masters' Theses, and Culminating Projects](#) and the [Harpur College Procedures for Graduate Student Academic Honesty Hearing Boards](#).

NON-MATRICULATED AND CONDITIONAL STATUS

Students whose applications are not complete can be admitted under non-matriculated status and take courses in history, but this does not guarantee admission into the program. Students whose academic records are deficient for various reasons can be admitted conditionally at the

recommendation of the Graduate Director. Usually, after the first semester or first academic year, the student requests that the conditional status be changed to regular.

REGISTRATION

Students, in consultation with their advisers, will choose a slate of courses for the upcoming semester. Students will upload the signed Program Approval Form via [this Google Form](#). Any subsequent changes to a student's schedule need the written approval of an adviser, which should be shared with the Graduate Secretary and Director of Graduate Studies.

REGISTRATION FOR PRE-DISSERTATION & DISSERTATION RESEARCH

Students who have fulfilled their course requirements (with the approval of the Graduate Director) must register for History 698 (Pre-Dissertation Research). Students who have passed their comprehensive exams and have been formally admitted to candidacy for the degree may register for History 699 (Dissertation Research). Students should see the Graduate Secretary if they wish to register for History 597, 599, 697, 698, or 699.

REGULAR AND LATE ADD/DROP COURSES

Students may formally add/drop a course from their schedule without academic penalty if they do so before the add/drop deadline. Students must not drop courses without consulting the Graduate Director and their advisers. After the add/drop deadlines, in addition to the normally required signatures for a late add or drop, students must secure the signature of the Vice Provost. Students may cite extraordinary circumstances in their petition submitted to the Graduate School with Late Course Add/Drop petitions [[Appendix 22](#)].

Graduate School policy stipulates that students are responsible for their own registration in order to ensure that they are registered for the proper number of credits and type of courses. Although graduate program staff may assist with student registration, it is ultimately the student's responsibility to check his/her registration and correct it as needed. Registration can be checked via BU Brain. The Graduate School cannot approve late course add-change-withdraw petitions based on the claim that someone else registered for the student. Normally late course add-change-withdraw petitions will only be considered for exceptional circumstances beyond the student's control.

COMPLETION DEADLINES/TIME LIMITS

For the M.A. degree, full-time students should complete the required number of course credit hours within three semesters. Ph.D. students arriving with a B.A. should complete the required number of course credit hours in five semesters; those arriving with MA degrees in History should

complete course work in three semesters. Under ideal circumstances, doctoral students will complete a dissertation within five years of being admitted to the graduate program with a B.A. or four years if admitted with a M.A. The dissertation must be finished five years or sooner after passing the comprehensive exams. Extensions are granted in unusual circumstances with the approval of the dissertation adviser, the Director of Graduate Studies, and the Graduate School, and are not encouraged.

ASSISTANTSHIPS AND FELLOWSHIPS

FUNDING

Students are eligible for funding on a competitive basis. The Graduate Committee has the goal of providing five years of funding to well-qualified students who enter at the M.A. level and four years of funding to well-qualified students who enter at the Ph.D. level. Students may apply for additional funding beyond these amounts. The Graduate Committee makes decisions about funding on the basis of student qualifications, rate and quality of progress toward completing degrees, and the available number of lines of funding. Students will no longer be eligible for departmentally-administered funding after registering for 16 semesters.

To be considered for funding, students must have no incompletes. All students applying for departmental funding must fill out the “Application for Financial Support” [[Appendix 23](#)]. Students who are applying for a Department Dissertation Year Fellowship must complete the DYF Application [[Appendix 25](#)] and submit a brief statement describing how that grant would be used. The DYF application can be found within the funding application e-form. All successful DYF applicants must attain ABD status by the start of the semester in which they begin the fellowship.

For funding purposes, satisfactory progress means:

- No incompletes at the start of a semester
- An overall GPA of at least 3.30
- Completion of the M.A. no later than the end of the fourth semester
- Completion of the Ph.D. Qualifying Examination prior to the start of the fifth semester (if entering with an M.A. in History) and prior to the start of the seventh semester (if entering with a B.A., B.S., or an M.A. not in History)

All incoming students (except 4+1 students) must enroll in HIST 591 Teaching of College History the first semester in which the course is offered.

DEPARTMENTAL DISSERTATION YEAR FELLOWSHIP

Holding a Dissertation Year Fellowship (DYF) is contingent upon completing a comprehensive examination (including all fields and dissertation prospectus) before the start of the academic year for which the DYF is awarded. If a student has not satisfied this requirement in time, the DYF will become a regular teaching assistantship for both semesters. Students receiving a DYF for the fall semester are obligated to return for the spring semester. When awarded, it normally will consist of one semester of teaching assistantship and one semester of fellowship, without teaching duties.

Students seeking such support will submit a short application statement, outlining their research/writing plans, in the spring semester at a date announced by the department.

GUIDELINES FOR TEACHING ASSISTANTS

TA Office Hours - Teaching assistants and graders are expected to hold regular office hours at least three hours per week. Office hours should be submitted to the Graduate Secretary by the second week of classes [[Appendix 26](#)] and posted on the office door.

Teaching Evaluations - Teaching assistants will be evaluated by the Professor whom they are assisting at the end of each semester [[Appendix 27](#)]. In its deliberations, the Graduate Committee uses the teaching assistantship evaluations to assess the quality of the instruction. Evaluations for each course taken every semester will also be reviewed by the Committee [[Appendix 30](#)].

Each class cancellation must go through the department office, and the Professor of record must be notified in advance if at all possible.

Handouts - Requests for handouts should be submitted to one of the department secretaries with plenty of lead time for preparations. Exceptionally large articles, etc. will be sent to the University Copy Center. They typically need 24-48 hours for preparation.

Teaching assistants, in order to maintain their assistantships, must perform their teaching duties satisfactorily and conform to the “Terms and Conditions Statements” for Assistantships and Tuition Scholarships. [[Appendices 28](#) and [29](#)]. Supported students must also complete a “TA/GA Student Information Form” [[Appendix 31](#)] and a confidentiality agreement [[Appendix 32](#)]. Here is a [description of TA obligations and workloads](#).

DEPARTMENT SUPPORT FOR TRAVEL, RESEARCH, AND LANGUAGE ACQUISITION

The Department wishes to support, to the extent it can, graduate student travel for the purpose of 1) conducting research, 2) presenting at academic conferences, and 3) learning foreign languages. In the Spring Semester, the Chair will notify current students of the funds available from endowed accounts to support travel to conduct research and will solicit applications. Students who have had papers accepted for presentations who seek departmental support (maximum \$500) must complete the electronic “Application for Travel Funding” and possibly an R&A Form [[Appendix 33](#)] and submit all supporting documentation of their proposed travel. For conferences, this includes any invitation from the conference host. Requests should be made well

in advance to facilitate processing. After travel is completed, all grantees must provide evidence that the granted funds were spent appropriately. This can be done by submitting supporting documentation to the Graduate Secretary. If a student's request for funds is granted, the student must submit to the Graduate Secretary. Students should consult with the Graduate Secretary in advance of travel to discuss the reimbursement process.

Students who are seeking support for travel to learn a foreign language must respond to the call for applications sent by the Assistant to the Chair of History, copying the Chair of History and Graduate Secretary. In the response, the student should provide details of the program (date, location, duration), explain why the language is necessary, and include a breakdown of costs. In most instances, financial support from the Department will depend on the program being taught in an immersion style, and preferably being located where that language is the native language of the local population.

Students are also available for [funds from the Graduate School](#) and the [Graduate Student Organization \(GSO\)](#), so should consult those bodies as well regarding travel support. The GSO offers up to \$400 per student per academic year, with a maximum of \$2,800 received during their academic career at Binghamton University.

STUDENTS WITH DISABILITIES

Students who have registered with Binghamton University's [Services for Students with Disabilities \(SSD\)](#) should discuss appropriate accommodations with the Director of Graduate Studies and Graduate Secretary, who will work with students and their instructors to negotiate appropriate requirements or conditions.

DEPARTMENT OFFICE

ACCESS TO YOUR OWN FILES

Graduate students have the right to see their own files. To do so, simply ask the Graduate Secretary and allow time for file preparation.

COPY MACHINE

The department's copy machine is for departmental use only, that is, for making copies directly related to teaching needs. Students may not use the copier for other purposes.

GRADUATE DIRECTOR

The Graduate Director:

- a. monitors the progress and performance of each student throughout the graduate student's program (soliciting course evaluations and teaching performance evaluations and reviewing transcripts);

- b. keeps students apprised of their academic status and, in the case of teaching assistants, of teaching performance;
- c. acts on all student petitions.

MAIL

Each graduate student in the Department of History is assigned a mailbox in the graduate student lounge on the eighth floor of the Library Tower. These boxes are for department/university related messages, announcements, and mail. Students are not allowed to use the address or phone number of the History Department on personal checks and mail. Students planning to be out of residence during the academic year (end of August until May 15) must provide a forwarding address to the department.

GRADUATE ASSISTANT FOR PROFESSIONAL DEVELOPMENT

Each academic year an advanced graduate student will function as the graduate student mentor and coordinator of professional enhancement activities. The student will have set office hours, and will be available to assist other graduate students in relation to graduate study and the work of a Teaching Assistant.

TA OFFICES

This office space is principally for the purpose of holding office hours to meet with students. Teaching Assistants should inform students of their office locations and office hours. Office hours should be posted on the office door [[Appendix 26](#)]. The department secretary distributes office assignments and keys. All keys should be returned at the end of the spring semester (or when your teaching assignment is completed.).

TELEPHONES

Departmental telephones are for official business only.

STUDENT LIFE

PUBLIC COMPUTING LABS

Binghamton's Computing Services, located in the Computer Center Building, and various locations, or PODS) across campus provide computing support to faculty, staff and students.

FLEISHMAN CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Fleishman Center for Career and Professional Development is located in UU 133. The Center assists graduate students in considering a broad range of career options and fellowship opportunities. Students are encouraged to visit the Career & Professional Development Center early in their university experience. By becoming familiar with its resources, students can identify the services most valuable to them as they develop their own career plans.

GRADUATE STUDENT ORGANIZATIONS

The Graduate Student Organization (GSO)

The GSO is located in Library North Ground - LNG 204. Phone: X-4247 for office hours. The [GSO](#) represents graduate students and their concerns to the administration. It disburses the graduate student activity fee and provides various other services, including discounted photocopying and coffee, a co-operative childcare register and a register of persons offering thesis/dissertation typing. The GSO supports speakers, conferences, cultural events, and other opportunities for graduate students to increase their knowledge and meet others with similar interests.

The Graduate Student Employees' Union

The [GSEU](#) is the collective bargaining unit representing graduate students who are employed as research and teaching assistants.

The History Department Graduate History Society (GHS)

The GHS represents department students at University GSO meetings and departmental faculty meetings. There are two representatives who sit on the Department's Graduate Committee. They play an active role in formulating policy. Nominations are solicited, and elections are held each year, to elect the President, Vice-President, Secretary/Treasurer and various department committee representatives.

HEALTH SERVICE

The [Decker Student Health Services Center](#) is open Monday- Friday from 8:00 a.m. until 4:45 p.m. when classes are in session; summer and holiday hours vary. Students must show valid ID cards on each visit to the Health Service. The clinic is staffed by physicians, nurse practitioners, registered professional nurses and health educators. Students with medical problems see staff nurses on a walk-in basis, with referrals to Health Service physicians as needed. Office visits are pre-paid by the health fee; no office charge is incurred at the time of the visit. Most medications and common medical supplies are available at no cost, or reduced cost, when ordered by the medical staff. Students are responsible for discounted costs of most lab fees and any outside referrals.

HOUSING

Students are requested to inform the department of their home address and telephone number. Every September, the graduate secretary distributes a listing of the Graduate Student Directory to all faculty and graduate students. If students do not want their address and phone number listed, it can be specified "unlisted." However, the department requires it for its records.

INTERNATIONAL STUDENTS

Upon arrival, international students should check in with the [Office of International Student Advising](#). Services provided by this office include assisting international students with immigration matters, finances, employment, health insurance, and personal concerns. The office conducts an orientation program for all new international students and coordinates a variety of cross-cultural programs, both on campus and in the community.

APPENDICES

[M.A. GUIDANCE COMMITTEE FORM](#)
[PH.D. GUIDANCE COMMITTEE FORM](#)
[APPLICATION FOR M.A. EXAMINATION](#)
[APPLICATION FOR M.A. RESEARCH PORTFOLIO DEFENSE](#)
[M.A. THESIS APPROVAL FORM](#)
[GRADUATE APPLICATION FOR DEGREE \(GAFD\)](#)
[RECOMMENDATION FOR AWARD OF MASTER'S DEGREE](#)
[APPLICATION FOR ADMISSION TO THE DOCTORAL PROGRAM](#)
[APPLICATION FOR PH.D. COMPREHENSIVE EXAM](#)
[ROOM REQUEST FOR COMPREHENSIVE ORAL EXAM/PROSPECTUS/DISSERTATION DEFENSE](#)
[APPROVED PROSPECTUS FORM](#)
[RECOMMENDATION FOR ADMISSION TO CANDIDACY FOR THE DOCTORAL DEGREE](#)
[DISSERTATION COMMITTEE FORM](#)
[OUTSIDE EXAMINER REQUEST FORM](#)
[RECOMMENDATION FOR AWARD OF DOCTORAL DEGREE](#)
[APPLICATION FOR LEAVE OF ABSENCE](#)
[CERTIFICATION OF FULL-TIME STATUS](#)
[CONTRACT FOR CONVERSION OF INCOMPLETE TO A GRADE](#)
[REQUEST FOR EXTENSION OF INCOMPLETE IN A GRADUATE COURSE](#)
[APPLICATION FOR LANGUAGE EXAMINATION](#)
[PROGRAM APPROVAL FORM](#)
[LATE COURSE ADD/WITHDRAW/DELETE/CHANGE](#)
[APPLICATION FOR FINANCIAL SUPPORT](#)
[APPLICATION FOR FIFTH YEAR FUNDING](#)
[APPLICATION FOR FINANCIAL SUPPORT \(DYF APPLICATION\)](#)
[TA OFFICE HOURS FORM](#)
[TA EVALUATION FORM](#)
[TERMS AND CONDITIONS STATEMENT FOR TEACHING & GRADUATE ASSISTANTSHIP](#)
[TERMS AND CONDITIONS FOR ACCEPTANCE OF THE TUITION SCHOLARSHIP](#)
[GRADUATE STUDENT EVALUATION FORM](#)
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