

**HANDBOOK
OF
REQUIREMENTS
AND
POLICIES**

**Graduate Studies
Department of History
University of Houston**

**Originally Published September, 2003
Revised January, 2005; June, 2007; November, 2007; March 2011**

Table of Contents

Introduction: Graduate Studies at UH	4
Section I: Description of Degree Options	
1. Master of Arts	5
Plan I: M.A. Thesis Track	5
Plan II: M.A. Non-thesis Track	5
Plan III: Public History M.A. Thesis Track	5
Plan IV: Public History M.A. Non-thesis Track	6
2. Doctor of Philosophy	6
Plan I: B.A. to Ph.D. Track	6
Plan II: M.A. to Ph.D. Track	6
Reclassification as a Ph.D. Student	6
Section II: Admission to the Degree Programs	
1. Department and University Applications	7
2. Application Deadline	7
3. Admission Requirements	7
Master of Arts in History	7
Doctor of Philosophy in History	8
4. Conditional and Special Admission	10
Section III: Requirements for M.A. and Ph.D. Degrees	
1. Master of Arts in History	
Plan I: M.A. Thesis Track	10
Major area	11
Coursework	12
Oral Defense	13
Foreign Language Requirement	13
Plan II: M.A. Non-Thesis Track	14
Major Area	14
Coursework	15
Oral Comprehensive Exam	16
Plan III: Public History M.A. Thesis Track	16
Major area	17
Course Work	17
Oral Defense	18
Foreign Language Requirement	18
Plan IV: Public History M.A. Non-Thesis Track	19
Major Area	20
Course Work	20
Oral Examination	21

2. Doctor of Philosophy in History	
Plan I: B.A. to Ph.D. Track	21
Major Area	23
Coursework for United States History	24
Coursework for European History	24
Coursework for Latin American History	25
Coursework for Transnational History	26
Minor Fields	27
Graduate Committee Review	27
Plan II: M.A. to Ph.D. Track	27
Major Area	29
Coursework for United States History	29
Coursework for European History	30
Coursework for Latin American History	31
Coursework for Transnational History	32
Minor Fields	32
Graduate Committee Review	33
Foreign Language Requirements	33
Comprehensive Examination	34
The Dissertation Committee	37
The Dissertation Proposal	38
The Dissertation Defense	38
3. Special Problems Courses and Outside Coursework	39
4. Transfer Credits	39

Section IV: Requirements for Continuing Enrollment, Time Limitation, and Good Standing

1. Continuing Enrollment	40
2. Time Limitation	40
3. Good Standing	40
4. Department's Termination Policy	41
5. University's C+ Rule	41

Section V: Financial Aid Resources, Grievance Policy, and Professional Development

1. Financial Assistance	42
2. Grievance Policy and Procedure	44
3. Statement on Professional Development	45

INTRODUCTION: GRADUATE STUDIES IN HISTORY

With approximately 130 students, the graduate program constitutes a vital part of the Department of History at the University of Houston. The Department of History offers M.A. degrees in United States, European, Latin American, and public history in all chronological periods. Furthermore, coursework is available in African, Asian, and world history. The Department of History offers Ph.D. degrees in United States, European, Latin American, and Transnational history in all chronological periods. Transnational scholarship may include America and the world; the Atlantic World; comparative history involving study of two or more countries, regions, or continents; energy and the environment; gender; immigration history; international relations; the Pacific Rim; and race and ethnicity. Students may base their Transnational work in any of the regions where the department has faculty resources: Africa, Asia, Europe, Latin America, or the United States.

Our faculty specializes in a wide variety of areas, with focus on five major themes: Energy, Environment, and Urban Development; Ethnicity and Race; Gender, Women, and Family; Medicine and Technology; and Politics, War, Revolution, and Diplomacy.

Teaching and research is particularly strong in African-American history; business history; colonial, revolutionary, and imperial history; diplomatic history; energy and environmental history; legal history; medical history; medieval studies; Mexican-American and borderlands history; military history; political history; public history; social history; Transnational history; and women's history. Refer to [faculty listings by specialization](#) for more information on particular areas of expertise.

Individual professors act as mentors for each graduate student, advising the student on coursework and directing his or her research in a specialized field of study. Upon acceptance into the graduate program, each new student will be assigned a faculty advisor who is qualified to guide the student through his/her degree plan. Students may change their advisor when all involved parties agree to the change. The advisor will shepherd his/her students through coursework, the research and writing of the thesis (for M.A. students), comprehensive exams, the research and writing of the dissertation, and the academic job market (for Ph.D. students).

The Department of History offers a variety of graduate readings and research seminars, with exciting new courses appearing each semester to reflect the most important debates within the historical profession and ongoing work of faculty members and students ([Current Class Listings](#) and [Graduate Catalogs](#)). These courses help students master skills in critical reading, rigorous writing, and innovative research.

The UH History Department justifiably takes great pride in the accomplishments of its current students and its graduates. In the recent past, our Ph.D. program has placed students at Indiana University; the universities of Missouri, Alabama, Oklahoma, and Arkansas; Texas A & M; Cal State Sacramento; San Diego State, and numerous state universities in Texas. It also has staffed

many of the community colleges in Southeast Texas. We have an exceptional record in the training and placement of African American and Mexican American graduate students. The History Department constantly strives to achieve the most diverse student body possible.

The History Department offers four options for earning a Master of Arts degree:

Plan I: MA Thesis Track

Plan II: MA Non-thesis Track

Plan III: Public History Thesis Track

Plan IV: Public History Non-thesis Track

The History Department offers two options for earning a Ph.D. degree:

Plan I: B.A. to Ph.D. Track

Plan II: M.A. to Ph.D. Track

See also our website at <http://www.uh.edu/class/history/>.

SECTION I: DESCRIPTION OF DEGREE OPTIONS

1. MASTER OF ARTS

Plan I: M.A. Thesis Track

Plan I has a teaching and research focus, and requires the completion of a thesis. Students who are considering continuation of their graduate work in history beyond the M.A. degree should select this option if they are not ready to commit to a Ph.D. program. Reading knowledge in at least one foreign language is required (specific requirements beyond one language are determined by the student's particular research agenda).

Plan II: M.A. Non-Thesis Track

Plan II is designed for students who desire advanced preparation in History (especially teachers seeking to strengthen their mastery of their subject fields), but who do not expect to pursue work toward a Ph.D., and who do not wish to take advanced training in historical research. There is no foreign language requirement for this track.

Plan III: Public History Thesis Track

The Public History M.A. degree is designed for students who intend to pursue careers in such fields of public history as institutional history, cultural resources management, historical policy and analysis, community history, historical editing, historical archives and records management, and the creation, interpretation, and management of historical exhibits. Many students in Plan III

will work toward the M.A. as a terminal degree, but some may choose to pursue the Ph.D. Reading knowledge in at least one foreign language is required (specific requirements beyond one language are determined by the student's particular research agenda). After consultation with the student's advisor and/or the Assistant Director and Coordinator for Public History, public history students can petition the Director of Graduate Studies to replace the language requirement with a quantitative option—two graduate-level courses—from a list of courses approved by the History Department. Students must receive a B or better in each of the courses.

Plan IV: Public History Non-Thesis Track

This Public History degree serves students who are not interested in the research training contained in the Plan III track. It is for students who want more coursework in lieu of the requirement for writing a thesis. Plan IV matches Plan II track in credit hours and omits, like Plan II, the language requirement.

2. DOCTOR OF PHILOSOPHY

B.A. to Ph.D. Track

The Ph.D. Program is designed to provide the training necessary for careers in college teaching and historical research. Some students also may wish to pursue the Ph.D. for careers in a variety of public history or applied history fields. We have designed a program that offers both breadth of study and specificity of content resulting in placement of graduates in teaching jobs and other positions in a variety of colleges, universities, institutions, and agencies across the country. This track is designed for students who have earned a B.A. in history or a related discipline. Reading knowledge in at least one foreign language is required (specific requirements beyond one language are determined by the student's particular research agenda).

M.A. to Ph.D. Track

The Department of History offers a separate curriculum plan for graduate students who have earned an M.A. in history or a related discipline. Reading knowledge in at least one foreign language is required (specific requirements beyond one language are determined by the student's particular research agenda).

Reclassification as a Ph.D. Student

Students who enter the department as M.A. students (any track) but who wish to switch to the B.A. to Ph.D. track after completing 18 hours of graduate coursework in History must make a formal request to the Graduate Committee. Requirements for reclassification as a Ph.D. student include a GPA of 3.75, a letter explaining why the candidate wishes to undertake doctoral studies, and a letter of support from the prospective dissertation advisor.

SECTION II: ADMISSION TO THE DEGREE PROGRAMS

1. DEPARTMENT AND UNIVERSITY APPLICATIONS

The University of Houston sets minimum standards for graduate admissions, but the Department of History has established supplemental requirements. Therefore, admission into the graduate program in History requires application forms for the University and the Department. All students seeking admission into the graduate program in History must complete an application from the University Office of Admissions and submit additional application materials through the Department of History. **Please consult the History Department website (<http://www.uh.edu/class/history/>) or contact the graduate advising assistant for further information on completing this process most effectively.**

Information about the university's application procedures can be found at <http://www.uh.edu/admissions/>.

Information and application forms for graduate study in the Department of History can be downloaded from the History Department website or obtained by contacting the department's graduate advising assistant. Application packages should be sent to the following address:

Ms. Daphyne Pitre
Graduate Advising Assistant
Department of History
University of Houston
Houston, Texas 77204-3003
713/743-3086
dpitre@uh.edu

2. APPLICATION DEADLINE

Fall Semester: January 1

3. ADMISSION REQUIREMENTS

Master of Arts in History

- a. Overall 3.3 (B+) average on the last sixty (60) hours of course credit.
- b. A minimum of 18 hours in history or other relevant courses with a 3.3 (B+) average. The type of courses accepted will be at the discretion of the History Department. NOTE: Only

twelve hours of course work taken as a Post Baccalaureate (PB) student may be counted toward the M.A. degree.

- c. Acceptable scores on the Verbal (typically in the range of 550 or better) and Analytical (typically 4.0 or better) sections of the Graduate Record Examination. A score of 550 or better on the Quantitative section of the GRE can be substituted for the score on the Analytical section. PLEASE NOTE: GRE scores are only one of several factors the department uses in admission decisions. Official score reports must be sent to the University of Houston from the Educational Testing Service (ETS). The INST Code for UH is 6870. GRE scores must be no older than five years at the time of application.
- d. Three letters of recommendation, preferably from faculty members working in history or a related discipline familiar with the applicant's *academic* abilities.
- e. A one- to two-page personal statement indicating the applicant's academic interests is required. This document should provide an intellectual autobiography of the candidate, explain the candidate's qualifications to study in her/his chosen area, and articulate the candidate's proposed course of study.
- f. A writing sample that ideally demonstrates the candidate's ability to research and evaluate primary source material while also engaging the historiography relevant to the topic of the paper.
- g. Two official transcripts from every college and university attended. Transcripts must be sent in a sealed envelope.
- h. University of Houston graduate application. Candidates who use the online application feature should download and send a paper copy of this application to the Department of History. International students should note that additional forms might be required.
- i. Department of History graduate application. Please note that there are separate application forms for the M.A. track, the B.A. to Ph.D. track, and the M.A. to Ph.D. track.
- j. A \$25.00 non-refundable application fee. The University of Houston accepts checks, money orders, and Visa and MasterCard credit cards. PLEASE NOTE: The Post-Baccalaureate (PB) application fee does not cover and cannot be applied toward the graduate application fee in History.

Doctor of Philosophy in History

- a. Overall 3.67 (A-) average on all graduate work attempted (for applicants to the M.A. to Ph.D. track) or overall 3.67 (A-) average on the last sixty (60) hours of undergraduate course credit (for applicants to the B.A. to Ph.D. track).

- b. A minimum of 18 hours in history or other relevant courses with a 3.67 (A-) average. The type of courses accepted will be at the discretion of the History Department. NOTE: Only twelve hours of course work taken as a Post Baccalaureate (PB) student may be counted toward the Ph.D. degree.
- c. Acceptable scores on the Verbal (typically in the range of 550 or better) and Analytical (typically 4.5 or better) sections of the Graduate Record Examination. A score of 550 or better on the Quantitative section of the GRE can be substituted for the score on the Analytical section. PLEASE NOTE: GRE scores are only one of several factors the department uses in admission decisions. Official score reports must be sent to the University of Houston from the Educational Testing Service (ETS). The INST Code for UH is 6870. GRE scores must be no older than five years at the time of application.
- d. The ability to demonstrate a reading proficiency in at least one foreign language before or during the first semester of residence in the Ph.D. program (See "Language Requirements" below).
- e. Letters of recommendation from three faculty members working in history or a related discipline familiar with the applicant's academic abilities.
- f. A one- to two-page personal statement explicating the applicant's academic interests is required. This document should provide an intellectual autobiography of the candidate, explain the candidate's qualifications to study in her/his chosen area, and articulate the candidate's proposed course of study.
- g. A writing sample that ideally demonstrates the candidate's ability to research and evaluate primary source material while also engaging the historiography relevant to the topic of the paper.
- h. Two official transcripts from every college and university attended. Transcripts must be sent in a sealed envelope.
- i. University of Houston graduate application. Candidates who use the online application feature should download and send a paper copy of this application to the Department of History. International students should note that additional forms might be required.
- j. Department of History graduate application. Students must be sure to indicate on the departmental application form the track to which they are applying: the M.A. track, the B.A. to Ph.D. track, and the M.A. to Ph.D. track, and they must answer all questions relevant to that particular track.
- k. A \$25.00 non-refundable application fee. The University of Houston accepts checks, money orders, and Visa and MasterCard credit cards. PLEASE NOTE: The Post-Baccalaureate (PB) application fee does not cover and cannot be applied toward the graduate application fee in History.

4. CONDITIONAL AND SPECIAL ADMISSION

Only in the rarest of circumstances will the History Department offer conditional and special admissions to the graduate program. Individuals with concerns should seek advice from the Director of Graduate Studies regarding their application. A student may be considered for admission into the graduate program in History on a conditional basis if his/her GPA falls within 3.0 to 3.29 for M.A. students, or 3.0 to 3.66 for Ph.D. students.

In order to remain in the program after being admitted conditionally, the student must achieve at least a 3.3 (B+) average for the first nine hours attempted (M.A.) or a 3.67 (A-) average for the first nine hours attempted (Ph.D.).

SECTION III: REQUIREMENTS FOR M.A. and PH.D. DEGREES

1. MASTER OF ARTS IN HISTORY

Plan I: M.A. Thesis Track

For full time students, the recommended timetable for this thirty (30) hour degree is as follows:

First Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should:
Pass the foreign language requirement, and
Decide on a minor field.

Second Semester, 9 hours.

Regardless of how students arrange their courses in their first two semesters, all students will be expected to complete a research seminar, at least one historiography course, at least one major field course, and at least one minor field course by the end of their first year. The remaining two courses will be chosen according to students' individual program requirements and the available course offerings. Additionally, students should determine topics for their M.A. theses during the first year of coursework.

Third Semester, 9 hours if TAing, otherwise 6 hours.

In addition to taking 6 or 9 hours decided in consultation with a faculty advisor, students should by the end of this semester have in place a committee for their theses.

Fourth Semester, 9 hours if TAing, otherwise 6 hours.

In addition to taking 6 or 9 hours decided in consultation with a faculty advisor, students must successfully defend their M.A. theses.

Regardless of how students arrange their courses in their first two years, we expect all students by the end of their second year to complete all coursework and defend their theses.

Major area:

Each student must declare a major area of study, selecting from United States, European, Latin American, or Transnational history. Within the major area, each student must also develop an intensive knowledge of one field, selected from the following:

EUROPE

Hellenistic History, 330-30 B.C.
Early Middle Ages
High Middle Ages
Late Middle Ages
English Legal and Constitutional
Early Modern England
Early Modern European Intellectual History
Ancient Regime and Revolutionary France
Modern Britain & Empire
19th Century Europe
Modern Germany
Modern France
Modern European Social and Women's History
Modern European Intellectual

LATIN AMERICA

Latin America to 1825
Latin America since 1825

UNITED STATES

United States to 1877
United States since 1877

TRANSNATIONAL HISTORY

Specific field definitions for M.A. work in Transnational history will be determined in consultation with the prospective thesis committee, subject to approval by the Director of Graduate Studies. Examples of what might be attempted in this field include America and the world; the Atlantic World; comparative history involving study of two or more countries, regions, or continents; energy and the environment; gender; immigration history; international relations; the Pacific Rim; and race and ethnicity. Students may base their Transnational work in any of the regions where the department has faculty resources: Africa, Asia, Europe, Latin America, or the United States.

Coursework:

Thirty (30) hours of credit in graduate-level (6000) courses are required, including the following:

a. Fifteen (15) hours of course work in the student's major area.

- European history students must take two historiography classes: History 6321: European Historiography to the Sixteenth Century and 6322: European Historiography from the Sixteenth Century to the Present.
- Latin American history students must take two Latin American historiography courses, one in the colonial and one in the national period.

b. At least three (3) hours of research seminar.

- For U.S. history students, ordinarily this requirement will be met by taking History 6363: Introductory Seminar in U.S. History or any course listed as 6394. All topic-specific research courses carry the number 6394.
- European history students take History 6340: Seminar in European History.
- Latin American history students take 6311, 6313, or 6315, research seminars in Mexican or Latin American history.
- A Special Problems research class in the student's major field of interest may also be used to fulfill this requirement.

c. Six (6) hours of coursework in a minor area.

- Each student majoring in the history of Europe, Latin America, and the United States must declare a minor area of study; Latin American or the United States for European majors; Europe or the United States for Latin American majors; Europe or Latin America for U.S. majors.
- In rare cases, a minor outside of history may replace a minor in the United States, Europe, or Latin America. This minor will require the approval of the student's advisor and the Director of Graduate Studies in History.
- A minor in public history may **also** replace a minor in the United States, Europe, or Latin America. This alternative requires six (6) hours of course work, consisting of History 6381 and three (3) additional hours chosen in consultation with the Assistant Director and Coordinator for Public History and the Director of Graduate Studies in History.
- A minor in world history also may replace a minor in U.S., Europe, or Latin America. It requires six (6) hours, consisting of two courses in world history. (See the Director of Graduate Studies or your advisor for details.)

d. Six (6) hours of thesis credit.

- A thesis is required as a major exercise in research, interpretation, and writing on a significant historical topic. After completion of other course work, the student must register for at least three (3) hours of thesis credit each semester until the thesis is completed and defended. However, during the semester of graduation the student is

required to be enrolled in six (6) thesis hours. To ensure completion of the M.A. degree within two years, students should keep in mind that the ideal length for a thesis is between 80 and 120 pages.

Oral Defense:

An oral examination in defense of the thesis will be conducted by the thesis committee after the final draft has been completed. The thesis committee will consist of the thesis director (academic advisor) **and** two other faculty members from the Department of History. A faculty member from outside the department may be substituted for one of the latter. Also, in special circumstances and with the approval of the thesis committee and the Director of Graduate Studies, an adjunct faculty member from the history department may be substituted for one of the two faculty members from the Department of History.

If a student's defense is not considered satisfactory, he/she may repeat the examination only once.

The committee will designate the student's achievement by awarding one of three grades: Pass with Distinction, Pass, or Fail.

Foreign Language Requirement:

Before a student is approved for degree candidacy, he/she must demonstrate reading proficiency in a foreign language relevant to the major area in one of following ways:

a. Score of 550 or higher on the Graduate Student Foreign Language Test (GSFLT) given by University Testing Services. The fee for taking the test is \$50; call (713) 743-5444 for details.

b. A grade of B or better in two graduate (6000-level) readings courses in the foreign language. A grade of B- will not be accepted. *Please note that these graduate-level courses are currently being taught only sporadically by the Department of Modern and Classical Languages and the Department of Hispanic Studies—you should not rely on them being offered in any particular semester.*

c. A grade of B or better in one graduate (6000-level) readings course in the foreign language plus a 500 word translation. A grade of B- will not be accepted.

d. Recent completion of beginning and intermediate college levels (four semesters) of foreign language with a grade of B or better. (Placing out of beginning courses may be considered as fulfilling part of the requirement.) Two undergraduate courses plus a 500-word passage translation can also meet this requirement. Coursework to meet this option cannot be more than five years old (counted from the semester the student begins in the graduate program).

e. Certification of competency by the Modern and Classical Language Department or the Hispanic Studies Department at the main campus of the University of Houston.

f. If a student cannot satisfy the Language Requirement in another way, it may be possible for a History Department faculty member with competence in the language to provide certification. Note: This is only an option when it is impossible to satisfy the requirement by options (a) - (e).

g. For students whose native language is something other than English, the following foreign language requirements apply. Students in this category will file and sign a general petition with the Director of Graduate Studies declaring their native fluency in a language other than English. If the student is studying a topic that requires research only in his or her native tongue plus English language sources, then the student will be considered language compliant by virtue of native fluency plus English mastery as indicated through a passing score of either 550 on the paper TOEFL exam and the ITOEFL (Institutional TOEFL) or 79 on the internet-based exam. If the student is studying a topic that requires research in sources in other languages beyond her/his native tongue and English, then the student will need to demonstrate competency in those languages as outlined above.

Plan II: M.A. Non-thesis Track

For full time students, the recommended timetable for this thirty-six (36) hour degree is as follows:

First Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should: Decide on a minor field.

Second Semester, 9 hours.

Regardless of how students arrange their courses in their first two semesters, all students will be expected to complete a research seminar, at least one historiography course, at least one major field course, and at least one minor field course by the end of their first year. The remaining two courses will be chosen according to students' individual program requirements and the available course offerings.

Third Semester, 9 hours.

Fourth Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students must successfully complete their oral examination for the M.A. degree.

Regardless of how students arrange their courses in their first two years, we expect all students by the end of their second year to complete all coursework and pass an oral examination on their coursework.

Major Area:

Before the beginning of the second semester of graduate work, the student must indicate a major area of study from one of the following: United States, European, Latin American, or Transnational history. Students will also be expected to develop through at least six (6) hours of course work knowledge of the history and interpretations of one field in their major area, selected from the following list:

EUROPE

Hellenistic History, 330-30 B.C.
Early Middle Ages
High Middle Ages
Late Middle Ages
English Legal and Constitutional
Early Modern England
Early Modern European Intellectual History
Ancient Regime and Revolutionary France
Modern Britain & Empire
19th Century Europe
Modern Germany
Modern France
Modern European Social and Women's History
Modern European Intellectual

LATIN AMERICA

Latin America to 1825
Latin America since 1825

UNITED STATES

United States to 1877
United States since 1877

TRANSNATIONAL HISTORY

Specific field definitions for M.A. work in Transnational history will be determined in consultation with the student's faculty advisor, subject to approval by the Director of Graduate Studies. Examples of what might be attempted in this field include America and the world; the Atlantic World; comparative history involving study of two or more countries, regions, or continents; energy and the environment; gender; immigration history; international relations; the Pacific Rim; and race and ethnicity. Students may base their Transnational work in any of the regions where the department has faculty resources: Africa, Asia, Europe, Latin America, or the United States.

Coursework:

Thirty-six (36) hours of credit in graduate (6000-level) courses are required, including the following:

- a. Twenty-one (21) or more hours of course work in the student's major area.

- All European history students must take two historiography classes: History 6321: European Historiography to the Sixteenth Century, and 6322: European Historiography from the Sixteenth Century to the Present. At least fifteen (15) more hours required in European history beyond the historiography seminars and the research seminar.
- All Latin American history students must take two Latin American historiography courses, one in the colonial period and one in the national period.

b. At least one research seminar.

- Ordinarily this requirement will be met by taking either History 6363: Introductory Seminar in U.S. History or a 6394 topic-specific research class (for concentrators in U.S. history); History 6340: Seminar in European History (for concentrators in European history); 6311, 6313, or 6315, Research Seminar in Latin American History (for concentrators in Latin American history); or in a Special Problems research class in the student's major field of interest.

c. Six (6) hours of course work in a minor area (United States, European, or Latin American history), six (6) hours in public history (consisting of History 6381 and three additional hours chosen in consultation with the Assistant Director and Coordinator for Public History and the Director of Graduate Studies in History), or six (6) hours in world history consisting of two courses in world history. (See the Director of Graduate Studies or your advisor for details.)

Oral comprehensive exam:

The student will take an oral comprehensive exam over one field of the major area to be evaluated by a committee of three faculty members approved by the Director of Graduate Studies in History. This examination will normally be taken during the last semester of course work.

If a student's defense is not considered satisfactory, he/she may repeat the examination only once.

The committee will designate the student's achievement by awarding one of three grades: Pass with Distinction, Pass, or Fail.

Plan III: Public History M.A. Thesis Track

For full time students, the recommended timetable for this thirty (30) hour degree is as follows:

First Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should:
Pass the foreign language requirement, and
Decide on a major field.

Second Semester, 9 hours.

Regardless of how students arrange their courses in their first two semesters, all students will be expected to complete two of the following: public history research seminar, public history reading seminar, and public history methodology course by the end of their first year. The remaining courses will be chosen according to students' individual program requirements and the available course offerings. Additionally, students should determine a topic for their M.A. theses during the first year of coursework.

Third Semester, 9 hours if TAing, otherwise 6 hours.

In addition to taking 6 or 9 hours decided in consultation with a faculty advisor, students should by the end of this semester have in place a committee for their theses. Students should also complete their internships by this semester.

Fourth Semester, 9 hours if TAing, otherwise 6 hours.

In addition to taking 6 or 9 hours decided in consultation with a faculty advisor, students must successfully defend their M.A. theses.

Regardless of how students arrange their courses in their first two years, we expect all students by the end of their second year to complete all coursework and defend their theses.

Major area:

The student must indicate a major area of study from one of the following: United States, European, Latin American, or Transnational history. Each public history student will select an appropriate set of courses in the major field in consultation with the Assistant Director and Coordinator for Public History.

Coursework:

Thirty (30) hours of credit in graduate-level (6000) courses are required, including the following:

- a. Nine (9) hours of course work in the student's major field.
- b. Six (6) hours of course work in a readings and a research class. Students will need to take History 6381: Readings in Public History, and History 6382: Research in Public History.
- c. A methodology course drawn from the following list or an alternative through consultation with the Assistant Director and Coordinator for Public History:

History 6380: The Uses of Quantitative Methods by Historians
History 6384: Oral History
History 6387: Historical Archives and Records Management
History 6388: Material Evidence
History 6383: Topics in Public History
- d. Six (6) hours of History 6651: Public History Internship.

- A supervised work experience in Public History, ordinarily in a private business, government agency, museum, community organization, or historical society usually in the Houston-Galveston metropolitan region. The typical internship will require half-time work (20 hours per week) for one semester. Each internship must be approved and supervised by the Assistant Director and Coordinator for Public History.
- e. Six (6) hours of thesis credit.
- A thesis is required as a major exercise in research, interpretation, and writing on a significant historical topic. After completion of other course work, the student must register for three (3) hours of thesis credit each semester until the thesis is completed and defended. However, during the semester of graduation the student is required to be enrolled in six (6) thesis hours. To ensure completion of the M.A. degree within two years, students should keep in mind that the ideal length for a thesis is between 80 and 120 pages.

Oral Defense:

An oral examination in defense of the thesis will be conducted by the thesis committee after the final draft has been completed. The thesis committee will consist of the thesis director (academic advisor) and two other faculty members from the Department of History. A faculty member from outside the department may be substituted for one of the latter. Also, in special circumstances and with the approval of the thesis committee and the Director of Graduate Studies, an adjunct faculty member from the history department may be substituted for one of the two faculty members from the Department of History.

If a student's defense is not considered satisfactory, he/she may repeat the examination only once.

The committee will designate the student's achievement by awarding one of three grades: Pass with Distinction, Pass, or Fail.

Foreign Language Requirement:

Before a student is approved for degree candidacy, he/she must demonstrate proficiency in a foreign language relevant to the major area. However, after consultation with the student's advisor and/or Assistant Director and Coordinator for Public History, a student in public history can petition the Director of Graduate Studies to replace the language requirement with a quantitative option—two graduate-level courses—from a list of courses approved by the History Department. Students must receive a B or better in each of the courses.

The ways for proving competency include:

a. Score of 550 or higher on the Graduate Student Foreign Language Test (GSFLT) given by University Testing Services. The fee for taking the test is \$50; call (713) 743-5444 for details.

b. A grade of B or better in two graduate (6000-level) readings courses in the foreign language. A grade of B- will not be accepted. *Please note that these graduate-level courses are currently being taught only sporadically by the Department of Modern and Classical Languages and the Department of Hispanic Studies—you should not rely on them being offered in any particular semester.*

c. A grade of B or better in one graduate (6000-level) readings course in the foreign language plus a 500 word translation. A grade of B- will not be accepted.

d. Recent completion of beginning and intermediate college levels (four semesters) of foreign language with a grade of B or better. (Placing out of beginning courses may be considered as fulfilling part of the requirement.) Two undergraduate courses plus a 500-word passage translation can also meet this requirement. Coursework to meet this option cannot be more than five years old (counted from the semester the student begins in the graduate program).

e. Certification of competency by the Modern and Classical Language Department or the Hispanic Studies Department at the main campus of the University of Houston.

f. If a student cannot satisfy the Language Requirement in another way, it may be possible for a History Department faculty member with competence in the language to provide certification. Note: This is only an option when it is impossible to satisfy the requirement by options (a) - (e).

g. For students whose native language is something other than English, the following foreign language requirements apply. Students in this category will file and sign a general petition with the Director of Graduate Studies declaring their native fluency in a language other than English. If the student is studying a topic that requires research only in his or her native tongue plus English language sources, then the student will be considered language compliant by virtue of native fluency plus English mastery as indicated through a passing score of either 550 on the paper TOEFL exam and the ITOEFL (Institutional TOEFL) or 79 on the internet-based exam. If the student is studying a topic that requires research in sources in other languages beyond her/his native tongue and English, then the student will need to demonstrate competency in those languages as outlined above.

Plan IV: Public History M.A. Non-Thesis Track

This track matches the Plan II track in credit hours and omits, like Plan II, the language requirement. It provides an alternative to Plan II for some students wanting more coursework as a replacement for writing a thesis. However, as one of the additional courses, a student can opt to write a research paper based on original scholarship.

The recommended timetable for this thirty-six (36) hour degree is as follows:

First Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should: Decide on a minor field.

Second Semester, 9 hours.

Regardless of how students arrange their courses in their first two semesters, all students will be expected to complete two of the following: public history research seminar, public history reading seminar, and public history methodology course by the end of their first year. The remaining courses will be chosen according to students' individual program requirements and the available course offerings.

Third Semester, 9 hours.

In addition to taking 6 or 9 hours decided in consultation with a faculty advisor, students should by the end of this semester have in place a committee for their theses. Students should also complete their internships by this semester.

Fourth Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students must successfully complete their oral examination for the M.A. degree.

Regardless of how students arrange their courses in their first two years, we expect all students by the end of their second year to complete all coursework and pass an oral examination on their coursework.

Major area:

In consultation with the Assistant Director and Coordinator for Public History, the student will indicate a major area of study from one of the following: United States, European, Latin American, or Transnational history, and complete at least two methodology courses.

Coursework:

Thirty-six (36) hours of credit in graduate-level (6000) courses are required, including the following:

- a. Twelve (12) hours of course work in the student's major field.
- b. Six(6) hours of course work in a readings and a research class. Students will need to take History 6381: Readings in Public History, and History 6382: Research in Public History.
- c. Two methodology courses (6 credit hours) drawn from the following list or an alternative through consultation with the Assistant Director and Coordinator for Public History:

History 6380: The Uses of Quantitative Methods by Historians

History 6384: Oral History
History 6387: Historical Archives and Records Management
History 6388: Material Evidence
History 6383: Topics in Public History

d. Six (6) hours of History 6651: Public History Internship.

- A supervised work experience in Public History, ordinarily in a private business, government agency, museum, community organization, or historical society usually in the Houston-Galveston metropolitan region. The typical internship will require half-time work (20 hours per week) for one semester. Internships must be approved and supervised by the Assistant Director and Coordinator for Public History.

e. Six (6) hours in a minor field or two of the following:

An additional methodology course
Additional major field course (see first requirement in this section for details)
Research paper/project (this requirement can be completed in a Special Problems class or a regular research seminar)

Oral Examination

A committee of three faculty will conduct an oral examination on the courses completed. If a student's defense is not considered satisfactory, he/she may repeat the examination only once. The committee will designate the student's achievement by awarding one of three grades: Pass with Distinction, Pass, or Fail.

2. DOCTOR OF PHILOSOPHY IN HISTORY

The Ph.D. degree is awarded on the completion of a dissertation that makes a significant contribution to knowledge. The dissertation should be based upon original, independent research drawing heavily from primary sources. From the beginning of the doctoral program, the student should be investigating possible topics in conjunction with the faculty advisor.

The candidate must also demonstrate a thorough historiographic knowledge of three periods and/or themes (see specific requirements for each area of study: United States, Europe, Latin America, and Transnational), and satisfy the appropriate course and residency requirements. To achieve ABD (all but dissertation) status, the student must complete all course work; satisfy the foreign language requirement; and pass the comprehensive examination.

The student must be in full-time residency for at least two semesters beyond the master's degree (for students entering with an M.A.) or at least six semesters beyond the bachelor's degree (for students entering with a B.A.), except that an applicant deemed by the Graduate Committee to be inadequately prepared may be required to be in full-time residency for up to two additional

semesters. Full-time residency status will be determined for each student on the basis of his/her courses, research, reading, or assistantship duties.

Plan I: B.A. to Ph.D. Track

The recommended timetable for this degree is as follows:

First Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should:
Pass the foreign language requirement, and
Decide on a minor field.

Second Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should begin working on any additional languages that might be necessary for their programs.

Regardless of how students arrange their courses in their first two semesters, all students will be expected to complete a research seminar, at least one historiography course, at least one major field course, and at least one minor field course by the end of their first year. The remaining two courses will be chosen according to students' individual program requirements and the available course offerings.

Third Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should by the end of this semester have in place a committee for their comprehensive examinations.

All students will undergo review by the Graduate Committee immediately after grades for this term have been submitted, which will approve or deny continuation in the Ph.D. program.

Fourth Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students must pass additional foreign language exams (if required).

Regardless of how students arrange their courses in their first two years, we expect all students by the end of their second year to complete all coursework and all language requirements.

Fifth Semester, 9 hours.

Read for comprehensive exams (students will register for 9 hours of coursework, including HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; or HIST 6351, The Professional Historian).

Sixth Semester, 9 hours for students with a TAsip or other University funding requiring full time enrollment (HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; or HIST 6351, The Professional Historian); continuous enrollment for all others.

Take comprehensive exams.

Submit dissertation proposal.

Seventh Semester, 9 hours for students with a TAship or other University funding requiring full time enrollment; continuous enrollment for all others.
Conduct dissertation research.

Eighth Semester, 9 hours for students with a TAship or other University funding requiring full time enrollment; continuous enrollment for all others.
Conduct dissertation research.

Ninth Semester, 9 hours for students with a TAship or other University funding requiring full time enrollment; continuous enrollment for all others.
Write the dissertation.

Tenth Semester, 9 dissertation hours.
Write and defend the dissertation.

Major Area:

Upon applying for graduate work leading to a doctoral degree, students must indicate a major area of study from one of the following: United States, European, Latin American, or Transnational history.

EUROPE

Hellenistic History, 330-30 B.C.
Early Middle Ages
High Middle Ages
Late Middle Ages
English Legal and Constitutional
Early Modern England
Early Modern European Intellectual History
Ancient Regime and Revolutionary France
Modern Britain & Empire
19th Century Europe
Modern Germany
Modern France
Modern European Social and Women's History
Modern European Intellectual

LATIN AMERICA

Latin America to 1825
Latin America since 1825

UNITED STATES

United States to 1877
United States since 1877

TRANSNATIONAL HISTORY

Specific field definitions for Ph.D. work in Transnational history will be determined in consultation with the prospective dissertation committee, subject to approval by the Director of Graduate Studies. Examples of what might be attempted in this field include America and the world; the Atlantic World; comparative history involving study of two or more countries, regions, or continents; energy and the environment; gender; immigration history; international relations; the Pacific Rim; and race and ethnicity. Students may base their Transnational work in any of the regions where the department has faculty resources: Africa, Asia, Europe, Latin America, or the United States.

Coursework for United States History:

To complete coursework for the degree students will need to take a total of 36 hours of coursework during their first four semesters in the History Department distributed as follows: 6 hours of major field research seminars; 18 hours of major field courses; and 12 hours of minor field coursework.

- For U.S. history students, ordinarily the research seminar requirement will be met by taking either History 6363: Introductory Seminar in U.S. History or History 6370: Advanced Research and Writing Seminar in History or any course listed as 6394. All topic-specific research courses carry the number 6394. Students are advised to take one topic-specific research seminar. A Special Problems research class in the student's major field of interest may also be used to fulfill this requirement.

An additional 9 hours of coursework are required in the semester prior to comprehensive exams, distributed as follows: HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 54 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of twelve (12) hours of Special Problems courses may be included in the thirty-six (36) hours of coursework required in this fifty-four (54) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Coursework for European History:

To complete coursework for the degree students will need to take a total of 36 hours of coursework during their first four semesters in the History Department distributed as follows: 3

or 6 hours of major field research seminars; 6 hours of major field historiography seminars; 12 or 15 hours of major field courses; and 12 hours of minor field coursework.

- All European history students must take the two European historiography seminars: History 6321: European Historiography to the Sixteenth Century and 6322: European Historiography from the Sixteenth Century to the Present.
- For European history students, ordinarily the research seminar requirement will be met by taking History 6340: Seminar in European History.

An additional 9 hours of coursework are required in the semester prior to comprehensive exams, distributed as follows: HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 54 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of twelve (12) hours of Special Problems courses may be included in the thirty-six (36) hours of coursework required in this fifty-four (54) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Coursework for Latin American History:

To complete coursework for the degree students will need to take a total of 36 hours of coursework during their first four semesters in the History Department distributed as follows: a 3 major field research seminar; 9 hours of major field historiography seminars; 3 hours of U.S. or European historiography; 9 hours of major field courses; and 12 hours of minor field coursework.

- All Latin American history students must take the three Latin American historiography seminars: History 6310: Latin American Historiography Colonial Period; History 6312: Latin American Historiography Modern Period; and a modern area concentration historiographical seminar focusing on Mexico (History 6314) or another country and/or region in Latin America.
- For Latin American history students, ordinarily the research seminar requirement will be met by taking either History 6311: Research Seminar in Colonial Latin America or History 6313: Research Seminar in Modern Latin America or History 6315: Research Seminar in Mexican History.

An additional 9 hours of coursework are required in the semester prior to comprehensive exams, distributed as follows: HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 54 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of twelve (12) hours of Special Problems courses may be included in the thirty-six (36) hours of coursework required in this fifty-four (54) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Coursework for Transnational History:

To complete coursework for the degree students will need to take a total of 36 hours of coursework during their first four semesters in the History Department typically distributed as follows: 6 hours of major field research seminars (under normal circumstances these seminars must come from two different geographic regions); 6 hours of historiography seminars; 12 hours of major field courses; and 12 hours of minor field coursework.

- All Transnational history students must take at least two historiography seminars: either chosen among the European, Latin American, and U.S. historiography seminars or a historiography seminar in a nonwestern area. The specific selections must be made in consultation among the student, his/her academic advisor, and the Director of Graduate Studies after a careful consideration of the student's proposed course of study and dissertation topic.
- For Transnational history students, ordinarily the research seminar requirement will be met by taking two designated research courses selected from the European, Latin American, or U.S. offerings or by taking special problems courses structured as research seminars. Under normal circumstances these seminars must come from two different geographic regions. Typically these seminars should come from the geographic regions most pertinent to the dissertation topic.

An additional 9 hours of coursework are required in the semester prior to comprehensive exams, distributed as follows: HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 54 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of twelve (12) hours of Special Problems courses may be included in the thirty-six (36) hours of coursework required in this fifty-four (54) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Minor Fields:

Ph.D. minor fields for the B.A. to Ph.D. degree include twelve (12) hours of coursework. Students selecting a minor field within the History Department may select from among the following fields: European, Latin American, Public, United States, or World History. Ph.D. minor fields drawing on a specific geographic area require at least one historiography seminar. The student should give careful consideration in selecting coursework for the minor. Special attention should be given to periodization, i.e. whether all the courses for the minor field should be in a particular time period or whether they should be spaced over several centuries. The student should consult with her/his advisor regarding this decision.

Students taking a minor in Public History should seek advice from the Assistant Director and Coordinator for Public History.

Students pursuing a minor in world history are strongly recommended to take World History Theory and Teaching (History 6391). The student can complete the minor with either World History readings courses (typically History 6392, but sometimes courses in United States, European, or Latin American history will be designated as World History readings courses depending on the topics covered) or a combination of World History reading courses and area studies courses different from the student's major area (at least one of these courses needs to be in either African, Asian, or Latin American history).

Students may also take a minor field from another discipline.

Graduate Committee Review:

All students will undergo review by the Graduate Committee at the conclusion of their third semester in the graduate program. The Graduate Committee will approve or deny continuation in the Ph.D. program.

To pass the review, students must have a graduate GPA of at least 3.75. Students should be aware that files containing grades of B+ or lower will receive special scrutiny. Additionally, students must be ranked as ready for doctoral studies by the instructors of each of their seminars.

Students who are not progressing adequately will be required to take an oral exam administered by an ad hoc committee appointed by the Graduate Committee. This ad hoc committee will then make a recommendation about the student's continuation in the Ph.D. program to the Graduate Committee. A negative decision by the Graduate Committee means the student is terminated

from the Ph.D. program. Furthermore, a negative decision will result in the loss of DSTF funding and any other scholarship monies offered by the university for the exclusive support of doctoral students. To receive a terminal MA degree, at the end of the fourth semester the student will take another oral exam to measure competency in his/her program of coursework.

Plan II: M.A. to Ph.D. Track

The recommended timetable for this degree is as follows:

First Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should:
Pass foreign language requirement, and
Decide on a minor field.

Second Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students should begin working on any additional languages that might be necessary for their programs.

Regardless of how students arrange their courses in their first two semesters, all students will be expected to complete a research seminar, at least one historiography course, at least one major field course, and at least one minor field course by the end of their first year. The remaining two courses will be chosen according to students' individual program requirements and the available course offerings.

By the end of this semester we expect all students to have in place a committee for their comprehensive examinations.

Third Semester, 9 hours.

In addition to taking 9 hours decided in consultation with a faculty advisor, students must pass additional foreign language exams (if required).

Regardless of how students arrange their courses in their first three semesters, we expect all students by the end of their third semester to complete all coursework and all language requirements.

All students will undergo review by the Graduate Committee immediately after grades for this term have been submitted, which will approve or deny continuation in the Ph.D. program.

Fourth Semester, 9 hours.

Read for comprehensive exams (students will register for 9 hours of coursework, including HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian).

Take comprehensive exams.

Submit dissertation proposal.

Fifth Semester, 9 hours for students with a TAship or other University funding requiring full time enrollment; continuous enrollment for all others.
Conduct dissertation research.

Sixth Semester, 9 hours for students with a TAship or other University funding requiring full time enrollment; continuous enrollment for all others.
Conduct dissertation research.

Seventh Semester, 9 hours for students with a TAship or other University funding requiring full time enrollment; continuous enrollment for all others.
Write the dissertation.

Eighth Semester, 9 dissertation hours.
Write and defend the dissertation.

Major Area:

Upon applying for graduate work leading to a doctoral degree, students must indicate a major area of study from one of the following: United States, European, Latin American, or Transnational history.

EUROPE

Hellenistic History, 330-30 B.C.
Early Middle Ages
High Middle Ages
Late Middle Ages
English Legal and Constitutional
Early Modern England
Early Modern European Intellectual History
Ancient Regime and Revolutionary France
Modern Britain & Empire
19th Century Europe
Modern Germany
Modern France
Modern European Social and Women's History
Modern European Intellectual

LATIN AMERICA

Latin America to 1825
Latin America since 1825

UNITED STATES

United States to 1877
United States since 1877

TRANSNATIONAL HISTORY

Specific field definitions for Ph.D. work in Transnational history will be determined in consultation with the prospective dissertation committee, subject to approval by the Director of Graduate Studies. Examples of what might be attempted in this field include America and the world; the Atlantic World; comparative history involving study of two or more countries, regions, or continents; energy and the environment; gender; immigration history; international relations; the Pacific Rim; and race and ethnicity. Students may base their Transnational work in any of the regions where the department has faculty resources: Africa, Asia, Europe, Latin America, or the United States.

Coursework for United States History:

To complete coursework for the degree students will need to take a total of 27 hours of coursework during their first three semesters in the History Department distributed as follows: a 3 hour major field research seminar; 15 hours of major field courses; and 9 hours of minor field coursework.

- For U.S. history students, ordinarily the research seminar requirement will be met by taking either History 6370: Advanced Research and Writing Seminar in History or any course listed as 6394. All topic-specific U.S. history research courses carry the number 6394. A Special Problems research class in the student's major field of interest may also be used to fulfill this requirement.

An additional 9 hours of coursework are required in the semester that students take comprehensive exams, distributed as follows: including HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 45 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of nine (9) hours of Special Problems courses may be included in the twenty-seven (27) hours of coursework required in the forty-five (45) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Coursework for European History:

To complete coursework for the degree students will need to take a total of 27 hours of coursework during their first three semesters in the History Department distributed as follows: a 3 hour major field research seminar; 6 hours of major field historiography seminars; 9 hours of major field courses; and 9 hours of minor field coursework.

- All European history students must take the two European historiography seminars: History 6321: European Historiography to the Sixteenth Century and 6322: European Historiography from the Sixteenth Century to the Present.
- For European history students, ordinarily the research seminar requirement will be met by taking History 6340: Seminar in European History.

An additional 9 hours of coursework are required in the semester that students take comprehensive exams, distributed as follows: including HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 45 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of nine (9) hours of Special Problems courses may be included in the twenty-seven (27) hours of coursework required in this forty-five (45) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Coursework for Latin American History:

To complete coursework for the degree students will need to take a total of 27 hours of coursework during their first three semesters in the History Department distributed as follows: a 3 hour major field research seminar; 9 hours of major field historiography seminars; 6 hours of major field courses; and 9 hours of minor field coursework (including 3 hours of U.S. or European historiography; the choice of outside historiography should relate to the minor field and the decision on which course should be made in conjunction with the student's faculty advisor).

- All Latin American history students must take the three Latin American historiography seminars: History 6310: Latin American Historiography Colonial Period; History 6312: Latin American Historiography Modern Period; and a modern area concentration historiographical seminar focusing on Mexico (History 6314) or another country and/or region in Latin America.
- For Latin American history students, ordinarily the research seminar requirement will be met by taking either History 6311: Research Seminar in Colonial Latin America or History 6313: Research Seminar in Modern Latin America or History 6315: Research Seminar in Mexican History.

An additional 9 hours of coursework are required in the semester that students take comprehensive exams, distributed as follows: including HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 45 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of nine (9) hours of Special Problems courses may be included in the twenty-seven (27) hours of coursework required in this forty-five (45) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Coursework for Transnational History:

To complete coursework for the degree students will need to take a total of 27 hours of coursework during their first four semesters in the History Department typically distributed as follows: a 3 hour major field research seminar; 6 hours of historiography seminars (under normal circumstances these seminars will come from two different geographic regions); 9 hours of major field courses; and 9 hours of minor field coursework.

- All Transnational history students must take two historiography seminars: either chosen among the European, Latin American, and U.S. historiography seminars or a historiography seminar in a nonwestern area. The specific selections must be made in consultation among the student, his/her academic advisor, and the Director of Graduate Studies after a careful consideration of the student's proposed course of study and dissertation topic.
- For Transnational history students, ordinarily the research seminar requirement will be met by taking a designated research course selected from the European, Latin American, or U.S. offerings or by taking special problems courses structured as research seminars. Typically this seminar should come from the geographic region most pertinent to the dissertation topic.

An additional 9 hours of coursework are required in the semester that students take comprehensive exams, distributed as follows: including HIST 8377/8677, Comprehensive Exams Reading; HIST 8388/8688, Dissertation Proposal; and HIST 6351, The Professional Historian.

At least 9 dissertation hours are required for a total of 45 hours for the Ph.D. degree.

Other rules pertaining to coursework include the following:

- All credit beyond the B.A. degree must be exclusively in graduate courses.
- A maximum of nine (9) hours of Special Problems courses may be included in the twenty-seven (27) hours of coursework required in this forty-five (45) hour degree plan; an additional six (6) hours of Special Problems courses may be taken during the semester of preparation for comprehensive exams for the purpose of working on the dissertation proposal and reading for the exams.

Minor Fields:

Ph.D. minor fields for the M.A. to Ph.D. degree include nine (9) hours of coursework. Students selecting a minor field within the History Department may select from among the following fields: European, Latin American, Public, United States, or World History. Ph.D. minor fields drawing on a specific geographic area require at least one historiography seminar. The student should give careful consideration in selecting coursework for the minor. Special attention should be given to periodization, i.e. whether all the courses for the minor field should be in a particular time period or whether they should be spaced over several centuries. The student should consult with her/his advisor regarding this decision.

Students taking a minor in Public History should seek advice from the Assistant Director and Coordinator for Public History.

Students pursuing a minor in world history are strongly recommended to take World History Theory and Teaching (History 6391). The student can complete the minor with either World History readings courses (typically History 6392, but sometimes courses in United States, European, or Latin American history will be designated as World History readings courses depending on the topics covered) or a combination of World History reading courses and area studies courses different from the student's major area (at least one of these courses needs to be in either African, Asian, or Latin American history).

Students may also take a minor field from another discipline.

Graduate Committee Review:

All students will undergo review by the Graduate Committee at the conclusion of their third semester in the graduate program. The Graduate Committee will approve or deny continuation in the Ph.D. program.

To pass the review, students must have a graduate GPA of at least 3.75. Students should be aware that files containing grades of B+ or lower will receive special scrutiny. Additionally, students must be ranked as ready for doctoral studies by the instructors of each of their seminars.

Students who are not progressing adequately will be required to take an oral exam administered by an ad hoc committee appointed by the Graduate Committee. This ad hoc committee will then make a recommendation about the student's continuation in the Ph.D. program to the Graduate

Committee. A negative decision by the Graduate Committee means the student is terminated from the Ph.D. program.

Foreign Language Requirement for the Ph.D. Degree:

The student in United States history must demonstrate a reading knowledge of one foreign language, normally chosen from French, German, Russian, or Spanish. With the approval of the Graduate Committee another language may be substituted if it is germane to the student's research.

The student in continental European history must demonstrate knowledge of two European languages, either modern or ancient. The student in British history must demonstrate knowledge of one European language other than English. Other languages may be required for any student in European history, if the student's research demands it, as determined by the student's advisor and the Director of Graduate Studies.

Students in Latin American history are required to take Spanish (though Portuguese may be substituted for students specializing in Brazilian history).

The first foreign language examination must be completed prior to or during the first academic semester of the student's doctoral program. Subsequent foreign language exams must be completed no later than the last semester of Ph.D. coursework (the fourth semester for students on the B.A. to Ph.D. track and the third semester for students on the M.A. to Ph.D. track).

Methods of completing the language requirement:

Before a student is approved for degree candidacy, he/she must demonstrate reading proficiency in a foreign language relevant to the major area in one of following ways:

a. Score of 550 or higher on the Graduate Student Foreign Language Test (GSFLT) given by University Testing Services. The fee for taking the test is \$50; call (713) 743-5444 for details.

b. A grade of B or better in two graduate (6000-level) readings courses in the foreign language. A grade of B- will not be accepted. *Please note that these graduate-level courses are currently being taught only sporadically by the Department of Modern and Classical Languages and the Department of Hispanic Studies—you should not rely on them being offered in any particular semester.*

c. A grade of B or better in one graduate (6000-level) readings course in the foreign language plus a 500 word translation. A grade of B- will not be accepted.

d. Recent completion of beginning and intermediate college levels (four semesters) of foreign language with a grade of B or better. (Placing out of beginning courses may be considered as fulfilling part of the requirement.) Two undergraduate courses plus a 500-word

passage translation can also meet this requirement. Coursework to meet this option cannot be more than five years old (counted from the semester the student begins in the graduate program).

e. Certification of competency by the Modern and Classical Language Department or the Hispanic Studies Department at the main campus of the University of Houston.

f. If a student cannot satisfy the Language Requirement in another way, it may be possible for a History Department faculty member with competence in the language to provide certification. Note: This is only an option when it is impossible to satisfy the requirement by options (a) - (e).

g. For students whose native language is something other than English, the following foreign language requirements apply. Students in this category will file and sign a general petition with the Director of Graduate Studies declaring their native fluency in a language other than English. If the student is studying a topic that requires research only in his or her native tongue plus English language sources, then the student will be considered language compliant by virtue of native fluency plus English mastery as indicated through a passing score of either 550 on the paper TOEFL exam and the ITOEFL (Institutional TOEFL) or 79 on the internet-based exam. If the student is studying a topic that requires research in sources in other languages beyond her/his native tongue and English, then the student will need to demonstrate competency in those languages as outlined above.

Comprehensive Examination:

From the moment of entry into the doctoral program the student should plan for the comprehensive examinations through appropriate courses and independent study. Before taking the comprehensive exams, students must pass all required foreign languages. Furthermore, no student with Incompletes on his/her record will be allowed to take the comprehensive examination. To assist students in the selection of courses and preparation for the comprehensive examination, the Director of Graduate Studies and the Graduate Committee will assign an advisor to each student. Advisors can be changed by mutual consent of the student and the relevant faculty members.

The exam must be taken within one semester after the student has completed the minimum course work required for the degree or has completed the course work stipulated by his/her advisor in consultation with the Director of Graduate Studies. This means taking the exam in the sixth semester for full-time students on the B.A. to Ph.D. track and in the fourth semester for full-time students on the M.A. to Ph.D. track. Failure to take the comprehensive examination by the designated time may be cause for removal from the Ph.D. program.

Upon entering the Ph.D. program, the student must assemble a three-member Comprehensive Exam Committee by the third semester (B.A. to Ph.D. track) or second semester (M.A. to Ph.D. track) of his/her training. This committee includes the proposed dissertation supervisor (academic advisor) and two other faculty members. It will determine the three fields to be studied. Students must notify the Director of Graduate Studies of the members of the Advising

Committee. The student should meet with the Advising Committee at least once every semester to discuss preparation for the comprehensive examination and the subject of the dissertation.

The comprehensive examination will normally be given in the Spring semester on a date designated by the Director of Graduate Studies. The comprehensive exam will evaluate the student's knowledge of major themes and historiography in the chosen areas.

The comprehensive examination will consist of three written essays, each one between four and eight hours long given over the course of a week's time (i.e., Monday to Monday). The student will answer one of two essays in each of the three chosen fields.

The student's Comprehensive Exam Committee will evaluate examinations and award scores of Pass with Distinction, Pass, or Fail. A student is required to pass all three sections of the examinations in order to receive a grade of Pass; otherwise, the examination must be retaken within one year. Students who fail either two or three questions must retake the entire exam. In the rare case where a candidate passes two of the fields, but fails the third field, the comprehensive examination committee may choose to pass him/her in two fields. The student will be required to retake only the failed field in six months' time. An unsatisfactory examination on the second attempt will result in the student's dismissal from the program.

- For students in European history, at the Comprehensive Exam Committee's discretion, students may be required to take an oral exam within two weeks of the written comprehensive. The oral may be used to clarify written answers and/or to expand discussion of issues related to the exam more generally.
- For students in Latin American, Transnational, and U.S. history, an oral is required to finish the comprehensive examination process. It may be used to clarify written answers, to expand discussion of issues related to the exam more generally, and/or to explore concepts from the fields that were excluded from the exams. The oral exam must be taken within one week of completing the exam.

Specific Details of the Comprehensive Examination

- a. For the major in European history, the following procedure prevails:

The student must prepare for a written comprehensive examination covering three thematic or chronological fields, as determined through consultation between the student and the academic advisor.

Examples of fields:

Hellenistic History, 330-30 B.C.
Early Middle Ages
High Middle Ages
Late Middle Ages
English Legal and Constitutional

Early Modern England
Early Modern European Intellectual History
Ancient Regime and Revolutionary France
Modern Britain & Empire
19th Century Europe
Modern Germany
Modern France
Modern European Social and Women's History
Modern European Intellectual

Upon consultation with his/her academic advisor, a student preparing to take the Comprehensive Examination for the Ph.D. will be allowed to write in fields other than those suggested above, including a non-European area. Those fields chosen will usually, if not invariably, be chronologically or thematically linked.

Within the chosen fields, the student will give particular emphasis to major themes and historiography. The minor area is excluded from the comprehensive examination.

b. Students in Latin American history will prepare for a written comprehensive examination covering three chronological and/or geographic fields, typically including colonial, national, and a modern area concentration focusing on Mexico or another country and/or region in Latin America..

c. Transnational history students will take their comprehensive examinations covering three chronological and/or geographic and/or thematic fields. It is expected that students working in Transnational history will have field exams covering multiple geographic regions.

d. The student majoring in United States History must prepare for the comprehensive examination by developing a course strategy with his or her Advising Committee. Within the readings and research seminars the student should give particular emphasis to major themes and historiography. More specifically, students in U.S. history are to develop a dissertation topic in conjunction with their committee prior to taking the comprehensive exam. No U.S. student can take the comprehensive exam without a committee and an approved topic.

Each student in U.S. History will be required to show competence and be tested in three fields before being admitted to candidacy for the doctorate. The three fields are the following: dissertation, general, and outside.

The “dissertation” field will be a recognized area of study, connected to the student’s dissertation interests. The **student and advisor** will work together to determine which courses to take, which readings to emphasize, and so on. Once eligible for comps, **an exam will be given** in this “specific” area where the student **will answer 2 out of 3 possible questions** in a period not to exceed 8 hours.

The “general” area of U.S. history will map out a longer chronological period **and** general thematic field different from the “dissertation” field. Once eligible for comps, a “general” exam

will be given, where the student will answer **2 out of 3 possible questions**, at the discretion of the advisor, in a period not to exceed 8 hours.

The “outside” field can be geographically outside the U.S. or thematically outside the field of history, so a student and advisor can craft a field in economics, sociology, quantitative research, or many others. If the third field is a non-U.S. history area, the advisor will arrange for a department faculty member who specializes in that area to write and grade comprehensive questions for the student in that field. The structure of the exam will be the same as outlined for the general area of U.S. history. If the third field is outside the discipline of history, the advisor with the approval of the Graduate Director will determine the manner in which the student will demonstrate competence in the field. The student’s performance in the non-history seminars will play a role in that decision. **Once eligible for comps, an “outside” exam will be given where the student will answer 2 out of 3 possible questions in a period not to exceed 8 hours.**

The Dissertation Committee:

Upon the successful completion of the candidate's comprehensive examination, the student in consultation with the advisor, will assemble a dissertation committee consisting of three members of the History faculty and one faculty member from another discipline. Members of the Comprehensive Exam Committee may or may not remain on the Dissertation Committee depending on the topic of the dissertation. The Director of Graduate Studies will approve this committee. Note: In special circumstances and with the approval of the dissertation committee and the Director of Graduate Studies, an adjunct faculty member from the history department or a faculty member from outside the department may be substituted for one of the three faculty members from the Department of History.

The Dissertation Proposal:

Students in all fields are required to present a dissertation proposal to their departmental committee members during the same semester they complete the comprehensive examination.

The dissertation proposal shall conform to the following format:

- a. The proposal should be approximately 10-15 pages in length, in addition to a detailed preliminary bibliography of primary and secondary materials
- b. The proposal should include the following elements: a statement of the historical problem being investigated; a review of the appropriate literature; a review of proposed methods and sources; preliminary discussion of possible argument/thesis; tentative outline of organization or topic areas; and timeline for completion. It is understood that elements of this proposal may well change as the dissertation is developed.

The dissertation proposal must be approved by all departmental members of the Dissertation Committee. At the discretion of the committee chair (the student’s advisor), the student may be asked to present the proposal at a formal proposal hearing, before the entire Dissertation Committee. Whether a formal defense is held or not, the student must obtain the signatures of the

committee members and submit the approved proposal to the department. The proposal, along with a signed approval form, will be submitted to the graduate advising assistant for inclusion in the student's file, and a copy of the approval form will be sent to the student's advisor.

If a student does not present a dissertation proposal within the required time limit, this can be considered grounds for dismissal from the program. The student would be considered to be failing to make satisfactory progress towards the Ph.D. degree.

The Dissertation Defense:

In addition to approving the dissertation topic, the dissertation committee will read and evaluate the manuscript before final printing, conduct the oral defense, and approve or disapprove the completed dissertation. The student will be required to defend the dissertation in a formal hearing before all four members of the dissertation committee. The defense committee will designate the student's achievement by awarding one of three grades: Pass with Distinction, Pass, or Fail.

Please note that, according to University policy, students must defend the dissertation within five (5) years of passing the comprehensive examination, or they will be required to take the comprehensive examination over again. Students must also defend the dissertation within the 10-year time frame for completion mandated by the University of Houston.

3. SPECIAL PROBLEMS COURSES AND OUTSIDE COURSE WORK

With the permission of the Director of Graduate Studies, a student may enroll in not more than twelve (12) hours of Special Problems courses at Ph.D. level for students entering with a B.A., not more than nine (9) hours of Special Problems courses at the Ph.D. level for students entering with an M.A., and not more than six (6) hours of Special Problems courses at the M.A. level. The Director of Graduate Studies may also approve up to six (6) hours of course work in another department at the University of Houston.

4. TRANSFER CREDITS

Transfer students with graduate hours in History, with grades of A- or above, from another institution may petition for transfer credit. The amount of credit that can be applied toward a UH degree is subject to approval by the History Department's Director of Graduate Studies. Only in exceptional circumstances can more than nine (9) hours of transfer credit be applied toward a degree. Hours used to determine GPA eligibility for admission to the program cannot be transferred for use as credit toward a graduate degree.

SECTION IV: REQUIREMENTS FOR CONTINUING ENROLLMENT, TIME LIMITATION, AND GOOD STANDING

The University of Houston, the College of Liberal Arts & Social Sciences, and the Department of History have established certain regulations concerning admission, candidacy, full-time and part-time student status, time limitations, and enrollment that apply to all degree plans. Consult the University of Houston *Graduate and Professional Studies Catalog* (http://www.uh.edu/grad_catalog/index.html) for additional information.

1. Continuing Enrollment

The University of Houston requires students to be enrolled in consecutive terms (Fall and Spring semesters, not Summer) until the completion of the degree program and the awarding of the degree. The student who is not enrolled should not expect to use the facilities of the University of Houston. Failure to maintain continuing enrollment may be grounds for dismissal from the program.

2. Time Limitation

M.A. students

A full-time student is expected to complete his/her degree in two or three years. A part-time student is expected to complete the degree no later than five (5) years from the date of admission. Students should complete a checklist once each academic year that will document their progress toward meeting the requirements for the M.A. degree.

Ph.D. students

After completion of the comprehensive examination, the Ph.D. student has five (5) years to complete his/her dissertation or the comprehensive examination must be retaken. In addition, the student has a maximum of ten (10) years from the date of admission to complete the degree. Students should complete a checklist once each academic year that will document their progress toward meeting the requirements for the Ph.D. degree.

3. Good Standing

Students on the Master's level must maintain a GPA of at least 3.3. Students whose grade point average falls below that level will receive notice in writing that they have been placed on probation. Failure to receive a 3.3 in the next semester may be grounds for dismissal from the program, and students remain on probation until the grade point average on the Master's level reaches 3.3.

Students at the doctoral level must maintain a GPA of at least 3.75. Students whose grade point average falls below that level will receive notice in writing that they have been placed on probation. Failure to receive a 3.75 in the next semester may be grounds for dismissal from the program, and students remain on probation until the grade point average on the Ph.D. level reaches 3.75. Failure to maintain a GPA at this level also may jeopardize the administering of the comprehensive examination.

Grades do reflect a student's progress. The grade standards are as follows:

A (4.0)	Excellent
A- (3.67)	Very Good
B+ (3.3)	Promising
B (3.0)	Adequate
B- (2.67)	Unsatisfactory
C+ or below	Unacceptable

4. Department's Termination Policy

Students who fail to maintain satisfactory progress are subject to dismissal. The department will track progress by looking at both continuous enrollment and whether students are in good standing. If an M.A. or Ph.D. student fails to enroll prior to the 12th class day of a semester, he/she will receive a warning that his/her file will be moved into the Inactive Classification unless he/she immediately enrolls.

After failing to enroll for two semesters, the Graduate Committee will consider whether the student should be dismissed from the program on the grounds that the student's progress is unsatisfactory.

5. University's C+ Rule

A graduate student who receives a grade of C+ or lower in twelve (12) semester hours of credit attempted at UH for graduate credit or for application toward a graduate degree, whether or not in repeated courses, is ineligible for any advanced degree at this institution and will not be permitted to re-enroll for graduate study.

SECTION V: FINANCIAL AID RESOURCES, GRIEVANCE POLICY, AND STATEMENT OF PROFESSIONAL DEVELOPMENT

1. Financial Assistance

The Department of History and the University of Houston offer a wide array of financial assistance to graduate students. This assistance includes teaching assistantships, instructional assistantships, research assistantships, fellowships, prizes, and student loans. Teaching and instructional assistantships (and most fellowships) include a monthly stipend, and health benefits. Only Ph.D. students are eligible for the Doctoral Student Tuition Fund, and this award is not linked with employment status as a TA or an IA or an RA. M.A. students are eligible to receive Teaching Assistantships for up to two years. Only in the rarest of cases will M.A. students be granted a third year of eligibility for holding Teaching Assistantships. Ph.D. students on the B.A. to Ph.D. Track are eligible for five years of support from the Doctoral Student Tuition Fund and as Teaching Assistants. Only in the rarest of cases will these Ph.D. students be granted a sixth year of TA and/or DSTF support. Ph.D. students on the M.A. to Ph.D. Track are eligible for four years of support from the Doctoral Student Tuition Fund and as Teaching Assistants. Under no circumstances will these Ph.D. students be granted additional DSTF or TA funding.

In addition, the department offers a Public History Fellowship, Murray Miller Scholarships, the Latin American History Scholarship, the Louis and Frieda Kestenberg scholarship, and the Presidential Fellowship. The Public History Fellowship is for outstanding students in Public History while the latter are awarded to promising incoming graduate students or for doctoral students conducting dissertation research.

Each year the department offers four major student awards. The Stanley Siegal award is for the best paper on Texas history. The Margaret Henson award is for the best paper on women's history. The John O. King award is for an "Outstanding Graduate Student" and presented with a cash prize. The Ernesto Valdes Prize for Oral History is given to the graduate student who makes the best usage of oral history in his or her research and writing (paper, thesis, dissertation, or journal article). Applications for these awards are due March 15 (in the event March 15 falls on a weekend, then the materials are due the following Monday).

The University also makes available some scholarship money for graduate students studying abroad. The College of Liberal Arts and Social Sciences administers the CLASS Dissertation Fellowship for Ph.D. students at the ABD level.

Criteria for Presidential Fellowships

The University provides the department with funds each year to recruit outstanding graduate students. The History Department's graduate committee considers several factors in awarding students these fellowships.

- Academic record as evidenced by GPA in undergraduate or graduate history hours.
- Applicant performance on standardized exams such as the Graduate Record Exam (GRE).
- Letters of recommendation from three faculty members working in history or a related discipline familiar with the applicant's academic abilities. The graduate committee will use the same letters included with the application for admission.
- Demonstrated interest in obtaining an advanced degree as evidenced by the applicant's statement of interest.
- Demonstrated interest in becoming an active citizen of the profession through past participation in professional and service activities.
- Exceptional writing and analytical skills as illustrated by applicant's writing sample.
- Relative position in applicant pool (top 5 percent).

Criteria for Doctoral Student Tuition Fellowships

The University provides the department with funds each year to assist outstanding doctoral students with tuition payments. The History Department's graduate committee considers several factors in awarding students these fellowships.

- Academic record as evidenced by GPA in undergraduate or graduate history hours.
- Applicant performance on standardized exams such as the Graduate Record Exam (GRE).
- Letters of recommendation. For students attempting to matriculate the program, these will be the same three letters from faculty members working in history or a related discipline familiar with the applicant's academic abilities. For continuing students, two letters are required: one from the student's advisor and another from a faculty member familiar with the student's work (if the student is applying for a TAship then the same letters can be used twice).
- Demonstrated interest in obtaining an advanced degree as evidenced by the applicant's statement of interest.
- Demonstrated interest in becoming an active citizen of the profession through past participation in professional and service activities.
- Exceptional writing and analytical skills as illustrated by applicant's writing sample and/or his/her work in the program.
- Excellent progress toward completion of the Ph.D. degree.

Criteria for Teaching Assistantships

The department provides a limited number of Teaching Assistantships each academic year. Teaching assistantships provide an important form of financial aid, but they are also a means of training future college and university teachers. Teaching assistants are offered opportunities to present lectures and otherwise learn important aspects of course design as part of their professional training. The History Department's graduate committee considers several factors in awarding students these positions.

- Academic record as evidenced by GPA in undergraduate or graduate history hours.
- Applicant performance on standardized exams such as the Graduate Record Exam (GRE).
- Letters of recommendation. For students attempting to matriculate the program, these will be the same three letters from faculty members working in history or a related discipline familiar with the applicant's academic abilities. For continuing students, two letters are required: one from the student's advisor and another from a faculty member familiar with the student's work as a TA if the student has previously served in that capacity.
- Evaluations of past performance as a Teaching Assistant (if relevant).
- Demonstrated interest in obtaining an advanced degree as evidenced by the applicant's statement of interest.
- Demonstrated interest in becoming an active citizen of the profession through past participation in professional and service activities.
- Exceptional writing and analytical skills as illustrated by applicant's writing sample and/or his/her work in the program.
- Excellent progress toward completion of the M.A./Ph.D. degree.

2. Grievance Policy and Procedure

In the normal conduct of education at the University of Houston, grievances may arise with respect to the alleged violation of university, college, or department academic policies or procedures. The Department of History is committed to resolving these grievances in a fair, orderly, and expeditious manner. To that end, the department, college, and university have established procedures beginning at the department level for settling academic grievances involving graduate or post-baccalaureate students.

An academic grievance refers to an action taken against a student by a member of the faculty, a part-time instructor, a teaching assistant, or an administrator that allegedly either violates a university, college, or department academic policy or procedure or prejudicially treats the student on the basis of race, color, national origin, religion, sex, age, handicap, veteran status, or any other non-academic status not covered under the university policy with respect to sexual harassment or other relevant university policies.

Because assigning a grade or evaluating a student's work performance involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor concerning a grade or evaluation is not a justifiable grievance to be considered under this policy unless factors such as those mentioned above can be shown to have affected that grade or evaluation.

The following policy and procedures for graduate and post baccalaureate (PB) students who take courses offered by the Department of History apply to the redress of grievances concerning academic and instructional matters and other issues for which there are no other existing grievance procedures.

(1) As a first step, the student and the faculty member(s) should make efforts to settle their differences amicably and informally to redress the grievance. The student must request, in writing, a meeting with the faculty member(s) involved **within 30 days** of the point in time when the grievant has knowledge or should have had knowledge of the problem being grieved. This meeting should take place **within 10 working days** from the reception of the student's letter. At the request of the student and/or the faculty member(s), the director of graduate studies can act as a disinterested mediator (assuming the grievance is not brought against the director of graduate studies, in which case a member of the Executive Committee can serve as mediator).

(2) In the case that no solution is derived from the meeting between the student and the faculty member(s) involved, the student may request, in writing and **within 10 working days** after the meeting described in (1), to discuss the problem with the chair of the department. (If the chair of the department is involved in the grievance, a member of the Executive Committee can stand in for the chair.) In requesting this meeting, the grievant must state (a) when he/she discovered the issue being grieved, (b) what issue is being grieved and provide evidence to support the grievance, and (c) what is the desired resolution. The conversation between the chair (or member of the Executive committee) and the student will take place **within 10 working days** after the reception of the student's letter. The chair (or member of the Executive Committee) also should solicit a response in writing from the party against whom the grievance was brought with respect to issues raised in the meeting between the chair (or member of the Executive Committee) and the student.

(3) The chair of the department (or member of the Executive Committee) will respond in writing to the student within **10 working days** after the meeting described in (2). A copy of this letter will be also sent to the faculty member(s) involved.

(4) If either the student or the faculty member(s) involved is dissatisfied with the outcome of the department-level process, that party may petition the dean of the College of Liberal and Social Sciences, in writing and **within 10 working days** after the reception of the chair's (or the Executive Committee member's) letter, by filing a formal written complaint (See College of Liberal Arts and Social Sciences Graduate/Professional Grievance Policy and Procedure at http://www.class.uh.edu/advising_grad_gpolicy.html).

3. Statement on Professional Development

Graduate study is not merely about taking courses and writing papers, theses, or dissertations; it is also about becoming a professional historian. The History Department, the College of Liberal Arts and Social Sciences, and the University offer many speakers and conferences on a wide variety of topics relevant to student interests. We encourage and expect students to attend events and to join professional organizations, present papers within the department and without, and to take on responsibilities in academic and professional organizations when possible. These activities will help develop lifelong learning habits that are of great benefit.

Graduate students should also be mindful of the process of gaining credentials outside the Department of History and the University of Houston. This is done through presenting papers at regional, national, and international conferences; publishing book reviews and encyclopedia articles; winning prizes and grants from external sources; and most important publishing journal articles. All of these are important components for building the sort of c.v.s that will lead to job interviews and tenure track positions within the academy.