

**HANDBOOK
OF
REQUIREMENTS
AND
POLICIES**

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

**Originally Published September, 2003
Revised August, 2004**

GRADUATE STUDIES IN HISTORY AT UH

The Department of History offers graduate degrees in American, European, Latin American, and public history in all chronological periods. It also offers courses in African, Asian, and world history.

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

Teaching and research is particularly strong in African-American history, business history, colonial and imperial history, diplomatic history, environmental history, legal history, medical history, medieval studies, Mexican-American history, military history, public history, social history, and women's history.

The Master of Arts Program affords three options:

Plan I: Thesis Track

Plan II: Public History Track

Plan III: Non-thesis Track

The Doctorate of Philosophy Program provides a Traditional Ph.D. Track.

An Expedited Ph.D. Track (Fast Track) is also now available to selected students who may move directly from M.A. to Ph.D. status upon meeting certain requirements, including thirty (30) hours at the M.A. level.

See also our website at www.history.uh.edu.

SECTION I: **DESCRIPTION OF DEGREE OPTIONS**

MASTER OF ARTS

Plan I: Thesis Track

Plan I has a teaching and research focus, and requires the completion of a thesis. Most students follow this track. Students who expect to continue their graduate work in history beyond the M.A. degree should consider this option.

Plan II: Public History Track

Plan II students also complete a thesis, but the 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 II will work toward the M.A. as a terminal degree, but some may choose to pursue the Ph.D. Admission to Plan II requires the approval of the Director of the Public History Program.

Plan III: Non-Thesis Track

Plan III 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. Admission to Plan III requires approval in writing from the Director of Graduate Studies in History.

A student who earns an M.A. degree under Plan III and then seeks admission to the Ph.D. program must first meet two requirements: (1) submit to the Graduate Committee before admission a long research paper that demonstrates the ability to pursue independent research (to be evaluated by two faculty members); and (2) satisfy the foreign language requirement before enrolling for course toward the Ph.D.

DOCTORATE OF PHILOSOPHY

Traditional Ph.D. Track

The Ph.D. Program essentially 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.

Expedited Ph.D. Track

The Department of History offers an expedited curriculum plan for exceptionally promising graduate students. The student admitted under this plan is required to complete a total of 66 (sixty-six) hours of work; the first thirty (30) of these hours are at the M.A. level, but the student is not required to write an M.A. thesis. In lieu of the thesis, the student will take a three-hour Special Problems course, which entails a 30-page paper based on primary source research and subject to an oral exam. Beyond the initial 30 hours, student will follow the requirements for all Ph.D. students. The student completing the first 30 hours with a GPA of 3.67 or better may advance directly to the Ph.D. program without a separate application.

SECTION II: **ADMISSION TO THE DEGREE PROGRAMS**

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 (www.history.uh.edu) 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 www.uh.edu/enroll/admis/graduate/grad_applications.htm .

Information and application forms for the Department of History can be downloaded from the History Department website or obtained by contacting :

Ms. Daphne Pitre
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APPLICATION DEADLINES

Fall Semester: January 15.

Spring Semester: November 1.

ADMISSION REQUIREMENTS

Master of Arts in History

- a. Overall 3.3 (B+) average on the last sixty (60) hours of course credit.
- b. As many as twenty-four (24) but no less than 18 hours in history or other relevant courses with a 3.3 (B+) average. The number of hours required and 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 (in the range of 550 or better) and Analytical (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. (Note: GRE scores are only one of several factors the department uses in admission decisions.)

Doctorate of Philosophy in History

- a. An M.A. or equivalent degree in an appropriate field from an accredited institution.
- b. Overall 3.67 (A-) average on all graduate work attempted.
- c. Acceptable scores on the Verbal (in the range of 550 or better) and Analytical (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. (Note: GRE scores are only one of several factors the department uses in admission decisions.)
- d. The ability to demonstrate a reading proficiency in one or two foreign languages before or during the first academic year of residence in the Ph.D. program (See "Language Requirements" below).
- e. An adequate academic background as determined by the Graduate Committee.

Conditional Admission

A student may be admitted 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. An M.A. or Ph.D. applicant with a GPA below 3.0 also may be considered for admission conditionally as a "Special Admission" only with the concurrence of the Dean of Graduate and Professional Studies. 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**

Note: Special Problems, Outside Course Work, and Transfer Credits

With the permission of the Director of Graduate Studies, a student may enroll in not more than nine (9) hours of Special Problems courses at the M.A. level and not more than twelve (12) hours of Special Problems courses at the Ph.D. 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.

Transfer students with graduate hours in History, with grades of B 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 Graduate Director. Only in exceptional circumstances can more than nine (9) hours of transfer credit be applied toward a degree.

Master of Arts in History

Plan I: Thesis Track

Major area:

Each student must declare a major area of study, selecting from United States, European, or Latin American 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

Course work:

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.
 - *U. S. history students no longer must take History 6353: Introduction to Graduate Studies in U.S. History. Those who have completed the course can count it toward their readings courses.*
 - 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, and a research seminar in European history, usually History 6340.
 - Latin American history students must take two Latin American historiography courses, one in the colonial and one in the national period, and a research seminar in Latin American history.
- b. Six (6) hours of course work 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 U.S. for European majors; Europe or U.S. for Latin American majors; Europe or Latin America for U.S. majors.
 - A minor in public history may replace a minor in U.S., 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 Director of the Public History Program 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 nine (9) hours, consisting of one course in world history, two in a specific geographic area different from the student's major area. (See your advisor for details.)
- c. At least one research seminar. For M.A. students in United States History, one readings seminar along with the one research seminar.
 - Ordinarily this requirement will be met by taking History 6363: Introductory Seminar in U.S. History or 6394: Research Seminar in U.S. History; History 6340: Seminar in

European History; 6311, 6313, or 6315 in Latin American history; or a Special Problems research class in the student's major field of interest.

- 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 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.

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), two other faculty members from the Department of History, and a faculty member from outside the department.

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 six ways:

- a. Score of 550 or higher on the Graduate Student Foreign Language Test (GSFLT) given by Educational Testing Service, Princeton, N.J.
- b. Certification of competency by the Modern and Classical Language Department at the main campus of the University of Houston.
- c. 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.
- d. 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.
- e. 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.)
- 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).

Plan II: Public History Track

Major area:

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

Course work:

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

a. History 6381: Readings in Public History, and History 6382: Research in Public History.

b. A methodology course drawn from the following list or an alternative through consultation with the Director of the Public History Program:

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

c. Nine (9) hours of course work in the student's major field.

d. 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 Director of the Public History Program.

e. Six (6) semester 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.

An oral examination in defense of the thesis will be conducted by the thesis committee after the final draft has been 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.

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 the Director of the Public History Program, 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.

*Please refer to the list on p. 7 for approved methods of demonstrating language proficiency.

Plan III: Non-thesis Track

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, or Latin American 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

Course work:

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, and a research seminar in European history (usually 6340).
 - All Latin American history students must take two Latin American historiography courses, one in the colonial period and one in the national period, and a research seminar in Latin American history.
- b. Six (6) hours of course work in a minor area (United States, European, or Latin American history), nine (9) hours in public history (consisting of History 6381 and six additional hours chosen in consultation with the Director of the Institute of Public History and the Director of Graduate Studies in History), or nine (9) hours in world history (consisting of one course in world history and two courses in a specific geographic area different from the student's major area).
- c. At least one research seminar.
 - Ordinarily this requirement will be met by taking either History 6363: Introductory Seminar in U. S. History or 6394: Research Seminar in U.S. History, or History 6340: Seminar in European History (when focus is in the student's major field of interest), or 6311, 6313, or 6315, Research Seminar in Latin American History; or in a Special Problems research class in the student's major field of interest.

An oral comprehensive examination:

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

Doctorate of Philosophy in History

The Ph.D. is awarded on the completion of a dissertation that makes a significant contribution to knowledge. The candidate must also demonstrate a thorough knowledge of major fields, complete a minor, and satisfy the appropriate course and residency requirements. *Note:* To achieve ABD (all but dissertation) status, the student must complete all course work; satisfy the foreign language requirement; and pass the comprehensive examination.

Residency

The student must be in full-time residency for at least two semesters beyond the master's degree, 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 four semesters. Full-time residency status will be determined for each student on the basis of his/her courses, research, reading, or assistantship duties.

Course work:

The student must complete a minimum of sixty-six (66) semester hours of graduate credit, including course work for the M.A. degree. Students with M.A. degrees in history complete thirty-six (36) hours beyond the Master's degree; students with non-history M.A.s who have less than twenty-four (24) hours of history, complete forty-eight (48) hours beyond the M.A.

- All credit beyond the M.A. degree must be exclusively in graduate courses.
- A maximum of six (6) hours for the M.A. thesis, nine (9) hours for the Ph.D. dissertation, and twelve (12) hours of Special Problems courses can be included in the sixty-six (66) hours.
- All Ph.D. students must complete a minor of nine (9) hours. This minor may be within or outside the History Department, but should emphasize a thematic topic or a geographic area different from the student's major area. Minors should be planned with the student's academic advisor, and all minors must include at least one history course. Ph.D. students also can pursue a 12-hour world history minor (with two courses in world history and two in a specific area different from the student's major area).
- Before the student can advance to the dissertation, he/she must sit for a comprehensive examination in the major fields. The exam should 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 normally means taking the exam one-and-a-half to two years after completion of the Master's degree for full-time students.
- After successful completion of the comprehensive examination, students will be required to enroll in at least three (3) hours of dissertation credit each semester. Students must enroll in nine (9) dissertation hours in the semester of graduation.

- Ph.D. students must take HIST 6351 ("The Professional Historian"), a course covering the various academic and non-academic roles of the professional historian, sometime during their residence.

Special Course Requirements for the Ph.D. in European History

If they have not previously done so, students in European history are required to take two historiography courses: History 6321: European Historiography to the Sixteenth Century and 6322: European Historiography from the Sixteenth Century to the Present. They must also take the research seminar, History 6340: Seminar in European History.

Special Course Requirements for the Ph.D. in Latin American History

If they have not previously done so, students in Latin American history are required to take three historiographies: History 6310: Latin American Historiography Colonial Period, 6312: Latin American Historiography Modern Period, 6314: Latin American Historiography Mexican, as well as a research seminar (normally 6315: Mexico) and an outside historiography (in European history; a U.S. seminar requires the advisor's permission).

Special Course Requirements for the Ph.D. in United States History:

HIST 6353, Introduction to Graduate Studies in U.S. History, is no longer required. Those who have completed the course can count it toward their readings courses.

The U.S. history student's total graduate hours must include at least three (3) readings and two (2) research seminars. Note: Most readings courses carry the 6393 number and research, 6394.

Foreign Language Requirement for Ph.D.s

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 non-English European language. 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 Graduate Director.

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

The foreign language examination(s) should be taken prior to or during the first academic year of the student's doctoral program.

*Please refer to the list on p. 7 for approved methods of demonstrating reading proficiency.

Comprehensive Examination

From the moment of entry into the doctoral program the student should focus upon preparing for the comprehensive examinations through appropriate courses and independent study. No student with Incompletes on his/her record, or who has not passed the foreign language requirement, 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.

As stated above, the exam should 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 normally means taking the exam one-and-a-half to two years after completion of the Master's degree for full-time students. Failure to take the comprehensive examination by the designated time may be cause for removal from the Ph.D. program.

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

The Comprehensive Examination for European and Latin American History Students

- 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.

c. The comprehensive examination in both European history and Latin American history will consist of three written essays, each one 3 1/2 hours long given over three successive evenings. The student will answer one of two essays in each of the three chosen fields.

A panel of faculty members, selected by the Director of Graduate Studies, 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. 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 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 history, an oral is required to finish the comprehensive examination process. It may be used to clarify written answers and/or to expand discussion of issues related to the exam more generally.

The Comprehensive Examination for U.S. History Students

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. The minor field is excluded from the comprehensive examination.

a. The Advising Committee

Upon entering the Ph.D. program, the student must assemble a three-member Advising Committee by the second semester of his/her training. This committee includes the proposed dissertation supervisor (academic advisor) and two other faculty members. 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 student must prepare a dissertation proposal prior to the examination.

b. Timing of Examination

The student should take the comprehensive examination by the seventh semester after entering a graduate program, normally one-and-a-half to two years after completion of the Master's degree. (The part-time student should consult with his/her Advising Committee to determine the appropriate time to take the comprehensive examination.)

No student with Incompletes on his/her record, or who has not satisfied the foreign language requirement, will be allowed to take the comprehensive examination.

c. Examination Procedure

The comprehensive examination will be in a take-home format conducted over a period of two weeks. The student will answer Part A in the first week and Part B in the second week. The two parts must be taken consecutively and in that order. The total number of questions actually answered shall be four: the two compulsory questions of Part A and two questions from Part B, one from each of the relevant sections. (Students can obtain sample questions before the exam from the graduate advising assistant.)

The comprehensive examination will consist of two different parts. Part A will be drafted by the Advising Committee. Part B will be drafted by a committee of three faculty members appointed by the Director of Graduate Studies. Possible questions for Part B will be solicited from all U.S. history faculty.

- Part A of the comprehensive examination is designed to prepare the student specifically for writing the dissertation and is thus tailored to the individual student. It aims to relate specific research interests with the larger conceptual issues relevant to the period that will be involved in the dissertation, that is, either with U.S. History to 1877 or U.S. History since 1877. Part A consists of two compulsory questions, one treating topical or thematic issues related broadly to the dissertation within the pre- or post-1877 period, and a second question more specifically related to the student's research interests for the dissertation.
- Part B of the comprehensive examination is designed to assess breadth of knowledge. This part of the examination is not tailored to the individual student. Part B consists of

two sets of questions: (1) either U.S. History to 1877 or U.S. History since 1877; and (2) Topics in U.S. History (with no chronological limitations). The student will answer one question in the chronological period not covered in Part A, and one question in the topical section. In each case there will be a choice of questions.

Sample of exam for student with a dissertation topic set in the twentieth century:

Part A: Topical/thematic question broadly related to dissertation in post-1877 period
(compulsory question)

Question related to research on the dissertation (compulsory question)

Part B: Question on a topic in the pre-1877 period (choice of questions)

Question on a topic in U.S. History with no chronological limits (choice of questions)

d. Examination Format

No answer to a single question can exceed 10 typed pages, double-spaced with standard margins and font sizes. Footnotes or endnotes do not count in the page totals, but should be used sparingly. Students must submit a hard paper copy of the exam essays and a floppy disk which includes the essays.

e. Grading

The Advising Committee will be responsible for grading both Part A and Part B of the examination. The student must receive a grade of Pass on each of the four questions attempted. The Advising Committee can award one of three grades for the whole examination: Pass with Distinction, Pass, or Fail.

d. Unsatisfactory Examinations

Students who submit an unsatisfactory examination on only one of the four questions must address that question in an oral examination before the Advising Committee. An unsatisfactory evaluation of the oral examination will result in the student taking that part over again the next time the examination is offered.

Students who fail two or more questions must retake the examination at the next examination period. If either Part A or Part B was completed successfully, the student need only retake the part of the comprehensive examination that was unsatisfactory.

A student taking the examination a second time, either in whole or in part, must submit satisfactory answers to all the questions asked.

An unsatisfactory examination on the second attempt will result in the student's dismissal from the program.

The Dissertation

The dissertation should make a significant contribution to historical knowledge in the student's major area and should be based upon original, independent research. From the beginning of the doctoral program, the student should be investigating possible topics. Upon the successful completion of the candidate's comprehensive examination, the Director of Graduate Studies, in consultation with the student's advisor, will appoint a dissertation committee consisting of three members of the History faculty and one faculty member from another discipline.

- U.S. History students will have an Advisory Committee in place prior to taking the comprehensive exam. After the comprehensive examination, a dissertation committee (three History faculty and one faculty from another discipline) will be appointed by the Director of Graduate Studies, in consultation with the student's advisor. All of the members of the Advisory Committee may or may not remain on the dissertation committee depending on the topic of the dissertation.

The approval of a dissertation topic is an important stage in the dissertation process. Students in U.S. history are to develop a topic in conjunction with their committee prior to taking the comprehensive exam. All non-U.S. students are to present an acceptable proposal to their dissertation committee within 90 days of passing the comprehensive exam. No U.S. student can take the comprehensive exam without a committee and an approved topic. If a non-U.S. student does not present a dissertation proposal within the required time limit, this is grounds for dismissal from the program. The student would be considered as failing to make satisfactory progress towards the Ph.D. degree.

In addition to approving the dissertation topic, the dissertation committee will read the manuscript before final printing, conduct the oral defense, and approve or disapprove the completed dissertation. The defense committee will designate the student's achievement by awarding one of three grades: Pass with Distinction, Pass, or Fail.

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.

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.

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.

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 3.67. 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 3.67 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 3.67. 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

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.

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

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, health benefits, and a tuition fellowship (two years at the M.A. level and three years at the Ph.D. level). Assistantships are available for a maximum of six years (over the M.A./Ph.D. period).

Departmental fellowships have been established in African-American, Mexican-American, and Public History. In addition, the department offers the John O. King fellowships and the Pearson Fellowship for outstanding graduate students. Murry Miller Fellowships are awarded to promising incoming graduate students or for doctoral students conducting dissertation research. Each year one student is selected as “Outstanding Graduate Student” and presented with a cash prize.

The University offers the Stella Ehrhardt Memorial Fellowships and the Cullen Graduate Scholarships for outstanding new graduate students nominated by the department. The University also makes available some scholarship money for graduate students studying abroad. The College of Liberal Arts and Social Sciences administers the C.W. Moores fellowship for advanced female graduate students.

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 or staff, 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 www.class.uh.edu/).

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.