

Department of History

Graduate Handbook

(Revised Spring 2023)



OKLAHOMA STATE UNIVERSITY

2023-2024

**101 Social Sciences & History
Oklahoma State University
Stillwater, OK 74078-3054
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DEPARTMENT OF HISTORY

101 Social Sciences & History

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FACULTY

Laura Arata (Ph.D., 2014, Washington State)
Public History; American West; Race and Gender;
Popular Culture

Taiwo Bello (Ph.D., 2022, Toronto) African History;
Women's and Gender History; Histories of War,
Violence, and Conflict; Human Rights; Humanitarian
History; History of Crimes; Border and Security Studies;
Transnational History

Francisco Beltrán (Ph.D., 2019, University of
California, Santa Barbara) Latinx History, Borderlands,
United States West

Richard J. Boles (Ph.D., 2013, George Washington)
Colonial and Revolutionary America; Native American
History; African American History; and American
Religious History

Thomas A. Carlson (Ph.D., 2012, Princeton)
Middle East; Religion; Race and Ethnicity

David D'Andrea (Ph.D., 1999, Virginia)
Early Modern Europe; Italy; Christianity

Yongtao Du (Ph.D., 2006, Illinois-Urbana)
East Asia

Eisenberg, Merle (Ph.D., 2018, Princeton)
Medieval, Mediterranean, Ottoman, Middle East

Flynt, Mette (Ph.D., 2018, University of Oklahoma)
Public History

Sarah Foss (Ph.D., 2018, Indiana)
Latin America; Cold War; Race and Ethnicity;
World and U.S. History

Emily Graham (Ph.D., 2009, St. Andrews-Scotland)
Medieval Europe; Gender History; Religious History

Sarah Griswold (Ph.D., 2018, New York)
Modern Europe; French Empire; Race, Religion, and
Ethnicity; Heritage and Museum Studies

Kaplan, Rebecca (Ph.D., 2013) University of
California, San Francisco) History of Health Sciences

Holly Karibo (Ph.D., 2012, Toronto)
North American Borderlands; American Social and
Cultural History; Women, Gender, and Sexuality; Drug
and Alcohol History

John Kinder (Ph.D., 2007, Minnesota-Twin Cities)
American Studies; War and Society; Gender;
Disability; Veterans; US 1877-Present

Jason E. Lavery (Ph.D., 1997, Yale)
Early Modern Europe; Germany; Scandinavia;
Religious and Political History

Douglas K. Miller (Ph.D., 2014, Oklahoma)
Native American History; Twentieth-Century U.S.;
Mass Incarceration

Jennifer Murray (Ph.D. 2010, Auburn)
American Military History; Civil War

Matthew Schauer (Ph.D., 2012, Pennsylvania)
Modern Europe (Modern Britain Focus); Global
Empires (Modern Britain Focus); History of
Anthropology

Tonia Sharlach (Ph.D., 1999, Harvard)
Ancient Near East with emphasis on Taxation,
Religion, and Gender

Dr. Brandy T. Wells (Ph.D. 2015, Ohio)
U.S. History; African American History; Women and
Gender

PURPOSE OF THIS HANDBOOK

This Graduate Handbook is intended to make information about the History Department and its graduate programs readily accessible to students, staff, and faculty. It does not, however, stand in lieu of the official OSU catalog that contains university regulations in respect to graduate study at OSU, including:

- tuition policy
- financial aid
- admission
- transfer of credits
- minimum and maximum enrollment
- grade requirements and sanctions
- time-limits for completion of degrees
- preparation of theses and dissertations

The OSU catalog is available on the Registrar's website: <http://registrar.okstate.edu/University-Catalog>

GRADUATE STUDY AT OKLAHOMA STATE UNIVERSITY: AN INTRODUCTION

The Campus:

Founded in 1890 and the largest institution of higher education in the state, Oklahoma State University has developed an international reputation for academic excellence. OSU is one of the schools named "Best in the West" by Princeton Review. The city of Stillwater is a congenial college town located near Oklahoma's two major urban centers, Tulsa and Oklahoma City. OSU has a diverse student body of 36,000 students, including nearly 24,000 at the Stillwater campus. The remaining students are enrolled at OSU-Okmulgee, OSU-Oklahoma City, and the OSU Center for Health Sciences in Tulsa. OSU's graduate student enrollment totals around 5,000. Reasonably priced and convenient housing is available for both single and married graduate students. Along with numerous off-campus apartments and houses for rent, the following on-campus residence halls are especially for family and graduate student housing: Brumley, Demaree, Prosser, Stevens, West, and Williams. For more information on graduate student housing on campus, please see the web page for Residential Life at reslife@okstate.edu.

Research Facilities:

The Edmon Low Library on the campus of Oklahoma State University houses a collection in excess of 3.9 million volumes and 4.5 million pieces of microform. Of special interest to historians are the extensive holdings of state and regional history, including sources relating to the history of Oklahoma, the Southwest, and Native Americans. The library also has over 40,000 journals and periodicals in electronic format in over 300 databases. As a government depository, the library also has an excellent collection of government documents numbering over 1.3 million. An extensive list of catalogs, databases, and other resources can be found on-line at <http://www.library.okstate.edu>. The university is also located near manuscript collections housed at the Oklahoma Historical Society and the State Archives in Oklahoma City and the Gilcrease Museum in Tulsa. Oklahoma State University is a member institution of the Inter-University Consortium for Political and Social Research, the Center for Research Libraries, the Newberry Library's Center for Renaissance Studies, and the Hathi Trust Digital Library.

Graduate Programs:

The Department of History offers two degree programs: an M.A. with two plans and the Ph.D. The M.A. Plan I requires a minimum of thirty hours of graduate coursework and a thesis written and submitted in conformity to the Graduate College's guidelines and deadlines. Students under this plan must also demonstrate competency in one foreign language. Plan II, focused on Public History, requires students to complete a minimum of thirty-six hours of graduate coursework. These hours include an internship worth six credit hours requiring the submission of a paper describing the student's activities during that part of the program and a thesis written and submitted in conformity to the Graduate College's guidelines and deadlines. Among the agencies and institutions which have cooperated with the Public History program in the past are the National Park Service, the Oklahoma State Historic Preservation Office, the Oklahoma Historical Society, the Thomas Gilcrease Museum, and the National Cowboy and Western Heritage Museum.

The Ph.D. program requires at least sixty hours beyond the M.A. degree. Students must select three fields of study – a general field, a major field, and a minor field (for fields of concentration, see "Doctor of Philosophy Program" in this Handbook). To be admitted to candidacy, students must pass written and oral comprehensive examinations, demonstrate a reading knowledge of one foreign language, have an approved dissertation proposal, and submit a Plan of Study to the Graduate College in preparation for writing a dissertation. All doctoral students must take Historiography (HIST 6023). Students without an M.A. thesis are required to take Historical Methods (HIST 5023).

OSU HISTORY DEPARTMENT STATEMENT ON ACADEMIC INTEGRITY

Oklahoma State University and the Department of History are committed to maintaining the highest standard of integrity and ethical conduct. This standard will be upheld in all history courses. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration on homework assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person to cheat, having unauthorized advance access to examinations, altering or destroying the work of others, fraudulently altering academic records, or any other action deemed as giving an unfair academic advantage) will result in sanctions. Plagiarism within any assigned work is a serious violation of academic standards, punishable as cheating. Plagiarism may be defined as the act of using another's words or ideas as one's own and may include any of the following practices: (1) direct copying from any source without citation, (2) direct copying from any source without quotation marks (even if footnotes are used), (3) paraphrasing the argument of another author or student without citation, or (4) presenting purchased research as one's own. For proper form in citations, consult the *Chicago Manual of Style*. Violations of academic integrity may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving a notation of a violation of academic integrity on your transcript; or being suspended from the University. You have the right to appeal the charge. For further information, please visit <http://academicintegrity.okstate.edu/> or contact the Office of Academic Affairs, 101 Whitehurst, (405) 744-5627.

DEPARTMENT OF HISTORY COURSES OF STUDY (HIST)

HIST 1010 Studies in American History. 1-2 credits, max 2. Special study in American history to allow transfer students to fulfill general education requirements as established by Regents' policy.

HIST 1020 Freshman Historical Research Methods. 1-3 credits, max 3. Prerequisite(s): Requires consent of instructor. For lower division students interested in learning research methods in history while working on a research project with an individual faculty member. Preference given to students in A&S Freshman Research Seminar.

HIST 1103 Survey of American History. Meaning, vitality, and uniqueness of United States history since 1492 through a thematic examination of the nation's past. Satisfies, with POLS 1113, the State Regents requirement of six credit hours of American history and American government before graduation. *No degree credit for students with credit in HIST 1483 or 1493.*

HIST 1483 American History to 1865. From European background through the Civil War. Intended for Education majors seeking certification as Social Science teachers. *No degree credit for students with credit in HIST 1103.*

HIST 1493 American History since 1865. May be taken independently of HIST 1483. Development of the United States including the growth of industry and its impact on society and foreign affairs. Intended for Education majors seeking certification as Social Science teachers. *No degree credit for students with credit in HIST 1103.*

HIST 1613 (H) Western Civilization to 1500. History of western civilization from ancient world to Reformation.

HIST 1623 (H) Western Civilization after 1500. History of western civilization from Reformation to present.

HIST 1713 (H) Survey of Eastern Civilization. History of three eastern civilizations (East Asia, South Asia, and West Asia) from pre-history to the 18th century. Special attention to their origins, development, and contributions to the evolution of world civilization.

HIST 2013 Introduction to the Study of History. This course is an introduction to the study of history. It offers an overview of the development of the discipline, historiography, and philosophy of history. Students learn about the methodology of history, types of historical problems, habits of thought necessary for the discipline, and methods such as research and writing.

HIST 2023 (H) History of the Present. Introduction to the study of history through the lens of current events and contemporary issues, with a focus on America in global context.

HIST 2113 World History. Development of civilization, primarily western, in modern world; how rise of cities and national states and expansion of man's knowledge of physical and human environment molded civilization of modern and present-day world.

HIST 2213 (H) World History from Ancient Times to 1500. This course examines the development of social, cultural, economic, and political systems from ancient times to the beginning of the sixteenth century. We will examine the growth of empires, trade routes, religions, and culture in Asia, Africa, the Americas, and Europe. This course will examine the ways in which these societies connected and contacted each other through trade, warfare, and migration and the resulting exchange of ideas.

HIST 2223 (H) World History 1500 to Present. This course surveys world history from 1500 to the present day. The course will track the formation of the "modern" world through a study of changes in political situations, culture, and society. The course will examine topics such as changes in science and technology, culture and religion, the expansion and decline of empires, the growth of nationalism, and the continuing rise of globalization. The class will emphasize the role of changing definitions and roles of race, social class, and gender in shaping historical events.

HIST 2323 Oklahoma History. Early exploration and establishment of Indian Territory; the rise and demise of the Five Indian Nations; and the organization and development of the 41st state to the present. Required of all candidates for teacher's licensure/certification in social studies.

HIST 2333 (H) American Thought and Culture: Survey. Survey of American religious, philosophical, artistic, and scientific ideas and their impact on culture and values.

HIST 2343 (H) Religion in America. Survey of the history of religion in American and its impact on social reform, politics, and intellectual life.

HIST 3003 (I, S) Soviet Union: History, Society, and Culture. A comprehensive view of the Soviet Union, stressing those issues in the political, economic, technological, geographical, and cultural spheres which are most relevant to the current situation.

Accessible to beginning undergraduates. (Same course as POLS 3003 and RUSS 3003).

HIST 3013 (H) Ancient Egypt and Israel. The Ancient Near East with a focus on Egyptian and Israelite history, from the earliest times to the 5th century B.C.

HIST 3023 (H) Ancient Greece. The Greek world from the Bronze Age through Alexander the Great with special emphasis on politics, culture, and institutions of Classical Greece.

HIST 3033 (H) Ancient Rome. Political, social, economic, and cultural history of the Roman Republic and Empire.

HIST 3043 (H) Ancient Mesopotamia: Iraq, Iran, & Syria from 4000-333 B.C. From the birth of civilization to the end of the Persian Empire, this course examines the history, archaeology, and cultures of the Fertile Crescent.

HIST 3053 (I, S) Introduction to Central Asia Studies. A comprehensive view of newly emerged Central Asian states examining the history, politics, economics, geography, and culture of Azerbaijan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan as reflected in their thoughts, religion, literature, and architecture, in the past, and the strategic importance of their natural wealth for the present and future. (Same course as GEOG 3053, POLS 3053 & RUSS 3053)

HIST 3113 (H, I) Germany since 1815. Creation of a centralized state in Germany; impact of World War I and the subsequent failure of the Weimar Republic; rise of national socialism, totalitarianism, and the Third Reich; German experience in WWII, repression of minorities, and the Holocaust; post-war Germany and modern reunification.

HIST 3123 (H, I) The History of Modern Africa. The course will cover the history of Modern African from 1750 to the present. The class will begin with a general background and history of ancient and early modern Africa and move forward with examinations of colonial and contemporary African culture, society, and politics. The course will have a particular focus on African perspectives on the West, and the effects of the slave trade, imperialism, and globalization on modern day Africa. Students will analyze many different types of sources including films, artwork, graphic novels, novels, and poetry.

HIST 3133 (H) African Diaspora History. Introduction to the origin, development, and maturation of the African Diaspora in the Americas and the Caribbean, from the transatlantic slave trade to the mid-20th century. Emphasis is placed on a critical

reading and discussion of a selection of essays, historiographies, and primary materials on diasporic and transnational experiences and identities of Africans, African descendants, and Caribbean trans-migrants.

HIST 3153 (H) Russia to 1861. Political, institutional, societal, and economic development of Russia from the Kievan period to the Great Reforms.

HIST 3163 (H, I) Russia Since 1861. Modernizations of Russia in the 19th and 20th centuries. Great reforms and their effects and the 1917 revolutions and their consequences.

HIST 3203 (H) The Medieval World, 500-1500. The society and culture of Europe, Byzantium, and the Middle East, 500-1500. Emphasis on social, cultural, religious, and political developments.

HIST 3233 (H) Late Medieval World, 1000-1450. The Late Middle Ages in Europe and its ties to the Middle East. Examines the period of the Black Death, Hundred Years War, early Renaissance, and the flourishing of new forms of government, religious life, and social upheaval. Emphasis on social, cultural, religious, and political developments.

HIST 3243 (H) Renaissance, 1350-1517. The development of the Renaissance from the Italian city-states to the New World. Political development, cultural innovation, and the role of disease in history.

HIST 3253 Absolutism and Enlightenment, 1648-1789. Political, economic, social, intellectual, and religious transformation of Europe between the Peace of Westphalia and the French Revolution.

HIST 3263 (H) Modern Europe, 1815-1914. Impact of modernization on the character of European society. Factors that transformed the continent into a battle ground in the 20th century.

HIST 3273 (H, I) Modern Europe Since 1914. Origins, character, and impact of the First World War; emergence and consequences of the totalitarian state; nature of political and intellectual terrorism. Effects of worldwide economic depression; dilemmas of modern democracies; political collapse of Europe as a consequence of World War II.

HIST 3323 (H) Modern France, 1789-Present. French politics, economy, society, and culture from the defeat of Napoleon to France's post-World War II "rebirth."

HIST 3333 (H, I) History of the Second World War. Problems leading to World War II with

their international implications and consideration of the war years.

HIST 3343 (H, I) World War I in Modern European Culture. Analysis of the war as the principal event determining the course of twentieth century European history: battles, home fronts, personal, literary and artistic expression.

HIST 3353 (H) Mediterranean World. Examination of the cultural and social encounters between East and West, Christian and Muslim. The meeting point for three world cultures and three continents explored in the following themes: pilgrimage, commerce, slavery, intellectual exchange, warfare, and minority communities.

HIST 3363 (H) Popular Religion in the West, 1300-1700. The study of the religious experience of both lay people and clergy between 1300 and 1700, when their religious worldview underwent fundamental challenges and changes. The effort to understand the relationship between the secular world and the supernatural will be explored through devotional ideas, practices, and religious rituals.

HIST 3373 (H) Invasion and Identity: The Medieval English World: 700-1400. Medieval English history through Britain's experience of invasion and settlement includes the Vikings, Normans, and England's conquest of Britain and parts of France. Emphasis on social, cultural, political, and religious history.

HIST 3383 (H) Tudor-Stuart England. History of England from the War of the Roses through the coming of the House of Hanover in 1714. Development of the centralized state, parliamentary reaction, reorientation of the English society and economy and English Reformation.

HIST 3393 (H) Modern England: 1714-Present. English history from the arrival of the house of Hanover through the decline of British influence following the Second World War. Political, social, and economic problems encountered as a result of the creation of the first modern industrialized state.

HIST 3403 (H) East Asia to 1800. Traditional Chinese civilization and its impact on Japan, Korea, and Southeast Asia.

HIST 3413 (H, I). East Asia Since 1800. Impact of the Occident on China, Japan, and Southeast Asia. Problems of trade and diplomacy; political and industrial transformation of Japan; revolutionary process

in China; the rise of nationalism in Southeast Asia.

HIST 3423 (H, I) Modern Japan. Modernization process in Japan since 1868.

HIST 3433 (H, I) Modern China. Response of China to the West since 1840, with stress on economic, social, and intellectual currents.

HIST 3443 (H) Gender Relations in Chinese History. Men's and women's social, cultural, religious, political, economic, familial, and sexual experiences in Chinese history; particularly women's own voices and efforts in pursuing their own goals and aspirations.

HIST 3453 (H) Colonial Latin America. Impact on the Indian cultures of Spanish and Portuguese conquerors, priests, administrators, and entrepreneurs in the creation of a new society. Class structure, 18th century reforms, and independence movements.

HIST 3463 (H, I) Modern Latin America. Latin American republics emphasizing the dictators and the liberal reform movements of the 19th century. U.S. involvement and the recent social revolutions of the 20th century.

HIST 3473 (H) British Empire and Commonwealth of Nations. Growth and transformation of the British Empire between the Elizabethan Age and World War I. Causes and consequences of the dissolution of the empire after 1945.

HIST 3483 (H) Reformation Europe, 1517-1648. Development and impact of religious reform movements, overseas expansion, state building, the Scientific Revolution, the Thirty Years' War on European civilization.

HIST 3493 (H, I) Scandinavia Since 1500. Exploration of Scandinavia from 1500 to the present. Focus on key historical and contemporary questions such as the spread of Lutheran reform, Sweden and Denmark as major European powers, the growth of nationalism and Scandinavian identity, industrialization, the welfare state, and multiculturalism.

HIST 3503 (H) Islamic Civilization, 600-1800. Rise of Islam in Arabia and subsequent spread to Africa, Asia, and Europe. Nature of Islamic civilization through discussion of political, social, cultural, and economic institutions established in the Middle Ages, as well as diversity of Islamic traditions.

HIST 3513 (H, I) Modern Middle East Since 1800. Main political events, social institutions, cultural and economic developments, as well as various aspects of everyday life in the Middle East since 1800. Transformation of traditional society, imperialism, and independence, Arab nationalism, Arab-Israeli conflict, the impact of oil, westernization, the rise of militant Islam, and the prospects of democratization.

HIST 3523 (H, I, S) History of South Asia, 1700-Present. The course will examine the histories of India, Pakistan, Bangladesh, and Sri Lanka. It will focus on the historical changes in South Asian politics, culture, economics, and society beginning with the growth of European imperial influence in the region and end with an examination of the issues facing these nations in the present day.

HIST 3543 (H, I) Israel & Palestine in Modern Times. History of 19th and 20th century Palestine, Zionism, and the founding of modern Israel. The Palestine-Israeli conflict in local and regional perspectives.

HIST 3553 (H, I) Media and Popular Culture in the Arab Middle East. Popular culture throughout the Arab-speaking world in light of the most important political and economic events of the 19th and 20th centuries.

HIST 3573 (H) The Mongol Empire. Genghis Khan is infamous for destruction of his conquests, yet his empire grew to be the largest land empire in history and sparked diplomatic and cultural contacts on a far wider scale than ever before. This course traces the Mongol Empire from Genghis himself to the legacy of the divided Mongol khanates. Attention will be paid to the Mongol Empire's institutional structure, political and cultural dynamics, contacts with Europe, and historians' methods for using primary sources.

HIST 3583 (H) Minorities and Diversity in the Middle East. The Middle East has long been a melting pot, or mosaic, of different groups. Large parts of the region have even been ruled by minorities. This course will explore the history of social diversity in the Middle East, including ways that ethnic and religious minority groups interacted with rulers, the majority, and each other, whether peacefully or not. The effects of long-term social diversity will bring discussion to the contribution of minority groups to the Middle East as we know it today.

HIST 3613 (H) American Colonial Period to 1750. Colonization of British and French North America; colonial political, social, cultural,

intellectual, and economic development; international rivalries; the imperial structure.

HIST 3623 (H) Era of the American Revolution. British imperial problems; the American Revolution; political, cultural, economic, social, and religious change; the War for Independence; the new Articles of Confederation; the critical years.

HIST 3633 (H) Early National Period, 1787-1828. Drafting and adopting the Constitution; organizing the government; Jeffersonian Republicanism; the War of 1812; territorial expansion; the new West; nationalism and sectionalism.

HIST 3643 (H) The Jacksonian Era, 1828-1850. Development of a modern political system and an entrepreneurial economy; social reform; territorial expansion; and sectionalism.

HIST 3653 Civil War and Reconstruction, 1850-1877. Causes, decisive events, personalities, and consequences of the disruption and reunion of the United States.

HIST 3663 (H) Robber Barons and Reformers: U.S. History, 1877-1919. The impact of industrialization upon American society and politics. America's rise to world power, the Progressive Movement, and World War I.

HIST 3673 (D, H) United States History, 1919-1945. The political, economic, social, and cultural changes in the United States from 1919 to 1945, the 1920s, the Depression, the New Deal, WWII, and domestic impact of the war.

HIST 3683 (D, H). United States History Since 1945. The political, social, and cultural history of the United States since World War II. Topics include the Cold War at home and abroad, the Civil Rights and other social movements, 1960s culture vs. counterculture, the Vietnam War, Watergate, Reagan's America, the War on Terror, and modern globalization.

HIST 3693 (H) The Modern West. Social, political, economic changes that define the twentieth-century American West.

HIST 3713 (D, H) Women in the American West. Introduction to the history of women in the American West from pre-contact to present, with emphasis on cultural diversity, women's roles as economic and social partners, and the many ways women were active participants in western development. This course incorporates Oklahoma and public history using written documents, art, film, museum and archival materials, and local historical sources.

HIST 3753 (D, H) Trans-Mississippi West. Emergence of the modern West from Spanish and French settlement and exploration; the Rocky Mountain fur trade; the settlement of Texas, Oregon, California, and Utah; the mining, ranching, and farming frontiers; the Indian Wars and transportation.

HIST 3763 (D, H) American Southwest. Southwestern states of Texas, Arizona, New Mexico, and California from the Spanish colonial period to the present. Mining, ranching, farming frontiers; Indian wars of the Apache, Comanche, and other southwestern tribes; and the emergence of the modern Southwest.

HIST 3773 (S) Old South. Social, political, and industrial conditions in the South before the Civil War.

HIST 3793 (D, H) Native American History. Introduction to the history of Native American peoples from encounters with European colonists to the present, with an emphasis on tribal nationhood and sovereignty, war and diplomacy, treaty rights and federal policies, indigeneity in modern contexts, and leadership in Indian Country.

HIST 3803 (H) Food and Culture. This course offers an interdisciplinary examination of the history and culture of food production and consumption in the U.S. with an emphasis on how U.S. food ways relate to those of other countries. It examines such topics as: food and the formation of social bonds, food and identity, the cultural meaning of food ways, issues of justice and equality in food production and consumption, and how food cultures have developed over time and in relation to other societies. Same course as AMST 3733 and AG 3733.

HIST 3913 (H) History of Medicine. Historical growth of medicine and its relationship to the society in which it develops. Scientific problems, cultural, religious, and medicine.

HIST 3953 Religion in Modern Europe. Religious thought and experience as influences on the politics, economy, and general culture of European nations from the 17th century to the present.

HIST 3963 (H) Ideas and Ideologies in Modern Europe. Prerequisite(s): HIST 1623. Intellectual and ideological developments in modern Europe, including political, social, and cultural foundations and impact on modern Europe.

HIST 3980 Studies in History. 1-3 credits, max 9. Presented for general audiences. *Not intended for history majors.*

HIST 4063 Historic Preservation. Focuses on the United States and examines the history and theory of the preservation movement, the legal basis for preservation of the built environment, and the methodology of preservation. *No credit for students with credit in HIST 5063.*

HIST 4073 Digital Methods in History. Introduction to the methods and practice of working with digital sources, creating digital content, basic foundations of software and metadata for digital archives, introduction to web design, and database construction.

HIST 4153 (D, H) African American History, 1619-1865. Overview of the history of African Americans from the onset of slavery and the slave trade to the Civil War. Topics include African background; interaction between Africans, Indians, and Europeans; development of slavery; forms of resistance; rise of the abolitionist movement; and conditions of free blacks.

HIST 4163 (D, H) African American History 1865-present. Overview of the history of African Americans from the end of the Civil War to the present. Topics include emancipation and Reconstruction; the Jim Crow Era; migrations to the North and West; the Civil Right and Black Power Movements; contemporary developments in African American life.

HIST 4173 (D, H) Black Intellectual History. Examines the nature of black social and political thought from the early 18th to the mid-20th century and the contributions made by black intellectuals to discussion of race, citizenship, and nationality. Emphasis is placed on topics of abolitionism, labor movements, populism, socialism, pan-Africanism, feminism, and the civil rights movement.

HIST 4253 (H) U.S. Foreign Relations to 1945. Overview of the history of the U.S. foreign relations from the colonial era through World War II.

HIST 4273 (H) U.S Foreign Relations Since 1945. Overview of the history of the U.S. foreign relations from World War II to the present.

HIST 4353 (H) American Military History. Civil-military relations; the military implications of American foreign policy; and the impact of technological advances on warfare since colonial times.

HIST 4403 (H) Sorcerers, Saints, and Heretics: Religion in the Medieval World. Religious belief and practice in the medieval world, c.

500-1300. Examines the formation of major religions, the experience of religious minorities, the experience of interfaith communities, enduring superstitions, and heresies.

HIST 4413 (H) Sex and Gender in the Medieval World. Historical attitudes toward sex and gender history in medieval Europe. Interdisciplinary approach also including cultural, social, economic, and religious history.

HIST 4453 (H) History and Film. Examines the ways in which historical events are made available to viewers through the medium of the cinema. The primary focus involves examining the relationship between historical events and the ways in which those events are depicted, commemorated, memorialized, remembered, and misremembered in film.

HIST 4463 (H) American Cultural History to 1865. American society in nonpolitical aspects: sections, classes, national culture and social structure, immigration, education, religion, reform, world influences; ends with Civil War.

HIST 4483 (H) American Cultural History Since 1865. Continuation of 4463; may be taken independently. Emphasis on nonpolitical aspects of American society and thought and on world influences.

HIST 4493 (D, H) Frontier in American Memory. Examination of the ways in which several American frontiers have been remembered, especially in popular culture. These frontiers include those informed by imagery related to Euro-American pioneers, women, people of color, and the tribal peoples of the American West.

HIST 4503 (H) American Urban History. Impact of urbanization upon American communities from 1865 to the present. Evolving political and social institutions, social change, technological innovations, and planning theories.

HIST 4513 (S) American Economic History. Economic development and economic forces in American history; emphasis upon industrialization and its impact upon our economic society since the Civil War. (Same course as ECON 3823)

HIST 4523 (H) American Environmental History. Examination of the changing ways society (from Native American to post-industrial) has defined, interpreted, valued, and used nature.

HIST 4543 (H, I) Vietnam War. Origins of the Vietnamese struggle against colonialism, international policy, making of military strategy and diplomacy, anti-war movement, impact of the war on soldiers and civilians, reflections of the war in popular memory and culture.

HIST 4553 (D) Gender in America. Cultural, societal, and political reflections of American men and women from the colonial era to the present. Examination of the women's movements and their opponents. Exploration of changing notions of masculinity and femininity. (Same course as AMST 4553)

HIST 4563 (H, I). Cold War. International perspectives on the origins, conflicts, and ideologies of the Cold War, the nuclear arms race, impact on daily life, cultural reflections, the collapse of communism, victors and losers in the post-Cold War world.

HIST 4573 (H) Women in Western Civilization. Women in the development of Western Civilization from the earliest times to the present.

HIST 4583 History of Technology. The development of technology in Western Civilization. The relationship between science and technology and the effect of technology on society.

HIST 4593 (H) America in International Perspective. Prerequisite(s): 1103 or lower-division survey course in U.S. History, any period. A transnational interpretation of American history from colonial era to the present day. Uses a variety of interdisciplinary sources to place the history of the United States within a comparative, global framework. (Same course as AMST 4593)

HIST 4603 (H, I) History of Energy. This course is aimed at exploring how humans have produced and consumed energy from the earliest Paleolithic settlements up to the modern era. Coverage emphasizes North America but includes energy production and consumption from throughout the world.

HIST 4903 Senior Seminar. Prerequisite(s): HIST 2013; History major or consent of instructor. An introduction to historical research for senior history majors. Students will be required to select, research, and write a seminar paper based on primary documents and use standard footnoting and bibliographical methods.

HIST 4980* Topics in History. 1-3 credits, max 9. For students interested in pursuing either research or a reading project. Open to honors

students in history and to others by permission of the department head.

HIST 4990 Undergraduate Internship. 1-6 credits, max 6. Prerequisite(s): Consent of instructor. History related internship experience designed to introduce majors to career possibilities.

HIST 4993 Senior Honors Thesis.
Prerequisite(s): Departmental invitation, senior standing, Honors Program participation. A guided reading and research program ending with an honors thesis under the direction of a faculty member, with second faculty reader and oral examination. Required for graduation with departmental honors in history.

HIST 5000* Thesis. 6 credits minimum.

HIST 5023* Historical Methods.
Prerequisite(s): Graduate standing or permission of instructor required. Methods of historical research and the writing of history.

HIST 5030* Public History Internship. 3-6 credits, max 6. Prerequisite(s): Consent of graduate committee. Supervised practical experience in applied history.

HIST 5033* Introduction to Public History.
Prerequisite(s): Graduate standing or permission of instructor required. Introduction to theory and practice of public history. Includes public history careers, public history as a field in the discipline, and the public perception and use of the past.

HIST 5053* Museum Studies. Prerequisite(s): Graduate standing or permission of instructor required. Introduction to museum theory and practice, especially as it pertains to history museums and sites.

HIST 5063* Historic Preservation.
Prerequisite(s): Graduate standing or permission of instructor required. Focuses on the United States and examines the history and theory of the preservation movement, the legal basis for preservation of the built environment, and the methodology of preservation. *No credit for students with credit in 4063.*

HIST 5073* Digital Methods in History.
Prerequisite(s): Graduate standing or permission of instructor required. Introduction to the methods and practice of working with digital sources, creating digital content, basic foundations of software and metadata for digital archives, introduction to web design, and database construction.

HIST 5120* Reading Seminar in American History. Prerequisite(s): Graduate standing or

permission of instructor required. 3 credits, max 24. Historiographical and bibliographical study of special areas of American history.

HIST 5140* Reading Seminar in European and World History. Prerequisite(s): Graduate standing or permission of instructor required. 3 credits, max 24. Historiographical and bibliographical study of special areas of European and World history.

HIST 5220* Research Seminar in American History. Prerequisite(s): Graduate standing or permission of instructor required. 3 credits, max 15. Research in selected problems in American history.

HIST 5240* Research Seminar in European and World History. Prerequisite(s): Graduate standing or permission of instructor required. 3 credits, max 15. Research in selected problems in European and World history.

HIST 6000* Doctoral Dissertation 15 minimum, max 30. Prerequisite(s): Admission to candidacy. Advanced research in history.

HIST 6023* Historiography. Prerequisite(s): Graduate standing or permission of instructor required. Major writers of history, historical schools, and patterns of developments in historical interpretation from the earliest times to present.

HIST 6100* Directed Readings in History. 1-3 credits Prerequisite(s): Graduate standing or permission of instructor required. Readings in selected topics

HIST 6130* Graduate Studies In History. 3 credits. Prerequisite(s): Graduate standing or permission of instructor required. Graduate-level work undertaken in association with upper-division lecture courses. Added component ordinarily entails a graduate-level research paper or historiographical essay of substantial length.

***Indicates graduate-level courses**

APPLICATION PROCEDURES
APPLYING FOR ADMISSION TO THE GRADUATE PROGRAM IN HISTORY

Application to the History Department's Graduate Program is done on-line through the Graduate College website at <https://gradcollege.okstate.edu/apply>. The following documents are required for the application process:

1. Official transcripts from previous schools attended.
2. Curriculum vitae or resume.
3. Three letters of recommendation. Applicants are responsible for requesting letters of recommendation from individuals who are familiar with their academic work and can assess the applicant's likeliness to succeed in the History Graduate Program. References should comment on the applicant's aptitude for teaching if application is being made for a teaching assistantship/associateship.
4. Statement of Intent that introduces yourself; indicates the fields of study to be pursued; a potential project; long-term career objectives; and why you would like to study in the Department of History at Oklahoma State University.
5. Writing Sample. Ordinarily a research paper completed in a history class or, for Ph.D. applicants, a chapter of their master's thesis.

INTERNATIONAL STUDENTS:

The requirements for a minimum TOEFL or IELTS score are governed by the Oklahoma State Regents. An applicant who has or will have completed a baccalaureate or graduate degree from a college or university where English is the primary teaching language, and which is in a country where English is a primary language, is not required to submit a TOEFL or IELTS score. Applicants for whom English is a second language are required to demonstrate an acceptable level of spoken English usually by submitting a TOEFL or IELTS score. A TOEFL score of 79 (internet-based test) or 550 (paper-based test) or above is required regardless of the number of semesters or terms completed in other institutions of higher education, including OSU, or prior enrollment in English language programs. The TOEFL institution code for OSU is 6546. Alternatively, an official IELTS, academic stream, examination with a minimum overall band score of 6.5 or above will satisfy the English proficiency requirements for graduate admission. Either examination must have been taken within the last two years.

MASTER OF ARTS PROGRAM
Department of History
Oklahoma State University

I. ADMISSION

- A. In addition to fulfillment of the general requirements of the Graduate College, admission to the Master of Arts program in history shall be based upon the recommendation of the Graduate Studies Committee to the Head of the department.
- B. The preferred background for admission is an undergraduate major in history. The Graduate Studies Committee will consider other applications on an individual basis. Students with insufficient undergraduate hours in history may be required by the Graduate Studies Committee to take additional hours at the 5000/6000 level. Students applying to Plan I are expected to have made progress toward proficiency in a foreign language before seeking admission.
- C. The Graduate Studies Committee will give preference to applicants with an overall grade point average of 3.0 or above and a grade point average of 3.5 or above in their major.
- D. Application to the History Department's Graduate Program is done on-line through the Graduate College website at <https://gradcollege.okstate.edu/apply>. The following documents are required for the application process:
 1. Official transcripts from previous schools attended.
 2. Curriculum vitae or resume.
 3. Three letters of recommendation. Applicants are responsible for requesting letters of recommendation from individuals who are familiar with their academic work and can assess the applicant's likeliness to succeed in the History Graduate Program. References should comment on the applicant's aptitude for teaching if application is being made for a teaching assistantship.
 4. Statement of Intent that introduces yourself; indicates the fields of study to be pursued; a potential project; long-term career objectives; and why you would like to study in the Department of History at Oklahoma State University.
 5. Writing Sample. Ordinarily a research paper completed in a history class.

II. PLAN OPTIONS

The Department of History offers two plans leading to the Master of Arts degree. Each requires at least thirty hours of graduate level course work, including a grade of B or better in Historical Methods (HIST 5023), and a thesis.

A. PLAN I

1. Students must complete a minimum of thirty hours of graduate courses in two of the following fields: United States, Europe, or World (may include Africa, Ancient World, Asia, Latin America, and/or Middle East). These hours must include at least twelve hours of seminar including at least one research seminar, Historical Methods (HIST 5023), and six hours of thesis (HIST 5000). Students may take one seminar outside of the department in a related discipline with the consent of their advisory committee. Students will take at least twelve hours in the major field and at least nine in a minor field. Students may have no more than six hours at the graduate level in a related discipline, or in History 6100 or History 6130 courses. The Graduate Studies Committee may approve exceptions under extraordinary

circumstances; appeals should be made to the Director of Graduate Studies.

2. Students in a European or World History major field must demonstrate a reading knowledge of a foreign language. The foreign language requirement may be met by:
 - a. passing the foreign language exam administered by the Director of Graduate Studies. For information about the cost, scheduling, and procedures, see “Policies and Procedures for the Foreign Language Examination” in this Handbook (page 32).
 - b. completing twelve college-level credits or more in a single foreign language with an overall B average.
 - c. completing and earning a grade of B or higher in a language-immersion course approved by the Graduate Studies Committee. Advisory committees may require additional proficiency in other languages, quantitative methods, or other research skills. Students are urged to complete their language requirement(s) by the end of their second semester of enrollment. If students opt to take the foreign language examination to fulfill this requirement, they must take the examination by the second semester of enrollment and in each semester thereafter until the exam is passed. Teaching Assistants, who are required to demonstrate foreign language competency, must demonstrate progress toward fulfilling the foreign language requirement no later than their second semester of enrollment. See “Requirements and Duties of Teaching Assistants and Associates” on pages 36-37 of this Handbook.
3. Students working in a United States History major field are not required to demonstrate a reading knowledge of a foreign language. However, the Graduate Committee and/or student’s Advisory Committee can require a US History student to demonstrate a reading knowledge of a foreign language if deemed necessary for a successful thesis.
4. Students must maintain a B (3.0) average as defined in the university regulations in the Graduate Catalog.
5. Students must demonstrate a capacity for independent research by preparing an original thesis on a topic within their major area of study. Before research begins, students should consult with their advisor to determine if their research requires the approval of the Institutional Review Board (IRB). If it does, students should secure IRB approval and take the appropriate training.
 - a. The student’s advisory committee has the responsibility for approving the topic, for supervising the research and writing of the thesis, and for approving the final copy. Normally, a thesis will be approximately one hundred pages in length, including historiography, notes, and bibliography.
 - b. The thesis should be prepared according to the Graduate College Thesis Guidelines. Master’s students are required to meet the thesis format review deadline by either attending a thesis format workshop or viewing the on-line version of the workshop by the deadline specified in the Graduate College academic calendar for the semester they intend to graduate. Completion of the workshop requirement at least one semester before they intend to graduate is recommended.
 - c. The Graduate College requires completion of the final examination (oral defense of the thesis) about four weeks before the end of the semester. With the Advisory Committee Chair’s and/or Thesis Advisor’s approval, paper or electronic copies (as preferred by each Advisory Committee member) of the thesis draft should be provided to all Advisory Committee members at least two full weeks prior to the scheduled defense. Holidays and breaks when the University is closed should not be counted in this two-week minimum requirement.

6. Upon completion of the thesis, students must pass a final oral examination of approximately two hours in length in defense of their thesis. Chaired by the advisor, the orals committee will be composed of the student's Advisory Committee. Following the examination, the members of the committee will vote to pass or fail the candidate. Passing the final examination requires a simple majority of the committee members. The student may take the examination again but not less than one month later. The examination may not be taken more than twice. University regulations specify that the oral defense shall be open to all members of the Graduate Faculty. With the consent of the student's Advisory Committee, others may also attend.

B. PLAN II: PUBLIC HISTORY

1. Students must complete a minimum of thirty-six hours of graduate courses in two fields of study -- the major field being in Public History. These hours must include at least nine hours of seminar (reading and/or research; at least one should be a research seminar), Historical Methods (HIST 5023), Introduction to Public History (HIST 5033), an internship (HIST 5030), and six hours of thesis (HIST 5000). Normally, students will also take Museum Studies (HIST 5053) and/or Historic Preservation (HIST 5063). With the approval of the student's Advisory Committee, as many as nine of these hours may be taken in related disciplines. Students may include no more than six hours in History 6100 courses and six hours in History 6130 courses. The Graduate Studies Committee may approve exceptions under extraordinary circumstances; appeals should be made to the Director of Graduate Studies. The foreign language requirement outlined in Plan I is optional, but a student's Advisory Committee may require a reading knowledge of a foreign language for certain topics.
2. The internship (worth six hours of credit) is intended to provide practical experience working in some field of Public History. Normally, this will require at least eight weeks of full-time work or the equivalent. The internship requires the submission of a paper describing the student's activities undertaken to fulfill this requirement.
3. Students must demonstrate a capacity for independent research by preparing an original thesis on a topic within their major area of study. Before research begins, students should consult with their advisor to determine if their research requires the approval of the Institutional Review Board (IRB). If it does, students should secure IRB approval and take the appropriate training.
 - a. The student's advisory committee has the responsibility for approving the topic, for supervising the research and writing of the thesis, and for approving the final copy. Normally a thesis is approximately one hundred pages, including historiography, notes, and bibliography.
 - b. the thesis should be prepared according to the Graduate College Thesis Guidelines.
 - c. The Graduate College requires completion of the final examination (oral defense of the thesis) about four weeks before the end of the semester. With the Advisory Committee Chair's and/or Research Advisor's approval, paper or electronic copies (as preferred by each Advisory Committee member) of the thesis draft should be provided to all Advisory Committee members at least two full weeks prior to the scheduled defense. Holidays and breaks when the University is closed should not be counted in this two-week minimum requirement.
4. Upon completion of the thesis, students must pass a final oral examination of approximately two hours in length in defense of their thesis. Chaired by the advisor, the orals committee will be composed of the student's Advisory Committee. Following the examination, the members of the committee will vote to pass or fail the candidate. Passing the final examination requires a simple majority of the committee members. The student may take the examination again but not less than one month later. The examination may not be taken more than twice. University regulations specify that the oral defense shall be open to all members of the

Graduate Faculty. With the consent of the student's Advisory Committee, others may also attend.

III. ADVISORY COMMITTEE

- A. Students must request appointment of an Advisory Committee prior to enrolling in their second full semester beyond the B.A. degree.
- B. Upon the recommendation of the departmental Director of Graduate Studies, an Advisory Committee of no fewer than three voting members will be appointed by the Dean of the Graduate College. This committee consists of members of the OSU Graduate Faculty (at least one from each field), including the student's advisor, who acts as chairperson and must have Graduate Faculty status. The chair must hold an OSU faculty appointment, normally a tenured or tenure-track appointment in the History Department. The chair's duties include convening meetings of the Advisory Committee as appropriate; ensuring compliance with policies, procedures, and requirements; overseeing the Plan of Study and thesis submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements. The duties of other members of the student's Advisory Committee include giving direction to the student's preparation of a Plan of Study; attending meetings of the Advisory Committee; reviewing drafts of the M.A. thesis; and consulting regularly with other committee members and the student to monitor progress toward the degree. With the consent of the advisor, students may substitute a representative from another appropriate discipline for one member.
- C. The Plan of Study must be approved by the Advisory Committee and filed with the Graduate College prior to enrollment for the twelfth graduate credit hour.

IV. TRANSFER HOURS

At the discretion of the student's Advisory Committee, up to nine hours of coursework with a grade of B or better can be transferred from another graduate program or taken as a non-degree graduate student at OSU.

V. MAINTAINING STANDING IN THE PROGRAM

A. INCOMPLETES

Incompletes must be cleared within one year. The Graduate Studies Committee will review the status of graduate students with more than nine hours of incomplete.

B. COMPLETION OF PRIOR DEGREE

Any person admitted to the graduate program who has not received his or her undergraduate degree will be allowed one semester to complete the prior degree. Those who fail to complete the prior degree within one semester after beginning the M.A. program will not be permitted to continue. Those removed from the program may reapply for admission with evidence of the prior degree. They may be considered for available aid and assistantships at the time of readmission along with other regular applicants.

C. TEACHING ASSISTANTS

Academic requirements for retaining an appointment as a Teaching Assistant are stricter than those for maintaining standing in the M.A. program; for these requirements, see the document entitled "Teaching Assistants and Associates" in this Handbook on pages 36-37. Teaching Assistants must demonstrate progress toward fulfilling the foreign language requirement no later than their second semester of enrollment.

D. ANNUAL REVIEW OF GRADUATE STUDENTS

All graduate students are subject to an annual review of their progress conducted by the Graduate Studies Committee. If deficiencies are found, the student's Advisory Committee will be notified. Failure to rectify deficiencies may lead to dismissal from the program.

PREPARATION OF M.A. PLANS OF STUDY
(Departmental Guidelines)

DEADLINE FOR PLAN OF STUDY: Every M.A. student must file a Plan of Study with the Graduate College before enrolling for the twelfth graduate credit hour of enrollment in the M.A. program. This plan should be submitted to the departmental Graduate Secretary.

RESPONSIBILITIES: It is the student's responsibility to arrange a meeting with his or her advisory committee to prepare a Plan of Study before the deadline stated above. The student should prepare and take to this initial meeting a list of History courses taken at the undergraduate and graduate level and grouped by specific fields. The Advisory Committee will determine which additional courses the student needs to take.

FORMAT: The Plan of Study submitted to the departmental Graduate Secretary should employ the following format:

1. List first the required course Historical Methods (HIST 5023).
2. Then list all other courses, grouped by subject rather than by semester, under the capitalized headings as specified below. Identify the semester you plan to enroll in each class.

Plan I:

- a. Use as headings (written in capital letters) the two specific fields of study, with the major field listed first.
- b. Under each field heading, list lecture and individual-reading courses first, followed by seminars.
- c. List HIST 5000 (Thesis) as the last course under the major field of study.

Plan II-Public History:

- a. Use as headings (written in capital letters) the two fields of study, with the major field in Public History listed first and then the second field.
 - b. Under each field heading, list lecture and individual-reading courses first, followed by seminars.
 - c. List HIST 5000 (Thesis) as the last course under the major field of study.
3. After preparing the Plan of Study, give it to the departmental Graduate Secretary for processing through the on-line program provided by the Graduate College. After the Graduate Secretary submits the document on-line, the student, the student's Advisory Committee members, and the Director of Graduate Studies will receive an email indicating that the Plan of Study is ready to be approved. Approval is completed on-line. This will satisfy the Plan of Study requirements of the Graduate College. Revisions of the Plan of Study should be submitted immediately.

GRADUATION CHECKLIST FOR THE MASTER'S DEGREE

1. Enroll for last semester of classes.
2. Turn in final revision of your Plan of Study.
3. Turn in Graduation Clearance Form.
4. File Diploma Application.
5. Attend thesis format review workshop.
6. Submit the "Thesis Oral Defense Results" form to the Graduate College in 202 Whitehurst.
7. Complete on-line submission of thesis.
8. Submit a properly formatted paper copy of thesis signature approval page to the Graduate College.

You must also submit a copy of that approval page to the departmental Graduate Secretary.

DOCTOR OF PHILOSOPHY PROGRAM
Department of History
Oklahoma State University

I. ADMISSION

- A. In addition to fulfillment of the general requirements of the Graduate College, admission to doctoral study in history shall be based upon the recommendation of the Graduate Studies Committee to the Head of the department.
- B. The preferred background for admission is an M.A. degree in history with a thesis. The Graduate Studies Committee will consider other applications on an individual basis. Students with insufficient hours in history may be required by the Graduate Studies Committee to take additional hours at the 5000/6000 level. Students should already have made progress toward proficiency in a foreign language before seeking admission.
- C. The Graduate Studies Committee will give preference to applicants with an overall grade point average of 3.5 or above in their M.A. program.
- D. Application to the History Department's Graduate Program is done on-line through the Graduate College website at <https://gradcollege.okstate.edu/apply>. The following documents are required for the application process:
 - 1. Official transcripts from previous schools attended.
 - 2. Curriculum vitae or resume.
 - 3. Three letters of recommendation. Applicants are responsible for requesting letters of recommendation from individuals who are familiar with their academic work and can assess the applicant's likeliness to succeed in the History Graduate Program. References should comment on the applicant's aptitude for teaching if application is being made for a teaching associateship.
 - 4. Statement of Intent that introduces yourself; indicates the fields of study to be pursued; a potential project; long-term career objectives; and why you would like to study in the Department of History at Oklahoma State University.
 - 5. Writing Sample. Ordinarily a research paper completed in a history class or, when possible, a chapter from the applicant's master's thesis.

II. FIELD OF STUDY

The Ph.D. program requires at least sixty hours beyond the M.A. degree. Students must, in consultation with their Advisory Committee, select three fields of study – a major field (at least twelve credits), and two minor fields (at least six credits each), with at least one of the three fields representing a geographic field, from the options shown below. To be admitted to candidacy, students must pass comprehensive examinations, demonstrate a reading knowledge of one foreign language, have an approved dissertation proposal, and submit a Plan of Study to the Graduate College before writing a dissertation. All Ph.D. students must take Historiography (HIST 6023) and at least 36 total coursework hours, *not counting Historiography or Methods, if the latter is required*. This means that, because the major and minor fields require 24 credits total, students must take twelve hours of electives (which can overlap with the major and minor fields), in order to get to the required 36 coursework hours. Students must take at least eighteen hours of seminar, including at least three hours of research seminar. HIST 6100, HIST 6130, and internships do not qualify as seminars. Students without an M.A. thesis must take Historical Methods (HIST 5023). With the

consent of their Advisory Committee, students may apply graduate course work taken outside the History Department to their major or minor fields.

Major Field (12 Credits)

Minor Field (6 Credits)

Minor Field (6 Credits)

Electives (12 credits)

Students must pick at least one geographically focused field

Major Fields:

United States

Native American and Indigenous

Europe

World

Public History

Minor Fields:

Native American and Indigenous

Health and Environment

Religion

Women and Gender

War and Society

Race and Ethnicity

Public History

United States

Europe

Ancient World

United States West

Middle East

Asia

Latin America

III. ADVISORY COMMITTEE: APPOINTMENT AND ROLE

- A. Students must request appointment of an Advisory Committee before the end of their second semester beyond the M.A. degree.
- B. Upon the recommendation of the departmental Director of Graduate Studies, a Ph.D. Advisory Committee of no fewer than four voting members will be appointed by the Dean of the Graduate College. This committee consists of members of the OSU Graduate Faculty (at least one from each of the examination fields and one from outside the History Department), including the student's advisor, who acts as chairperson and must have Graduate Faculty status. The chair must hold an OSU faculty appointment, normally a tenured or tenure-track appointment in the History Department. The chair's duties include convening meetings of the Advisory Committee as appropriate; ensuring compliance with policies, procedures, and requirements; coordinating preparation and evaluation of comprehensive examinations; overseeing the Plan of Study and dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements. Normally, the chair of the student's Advisory Committee will serve as the dissertation advisor. The duties of other members of the student's Advisory Committee include giving direction to the student's preparation for comprehensive examinations; participating in preparing and evaluating comprehensive examinations in accord with Graduate College and departmental program

requirements; attending meetings of the Advisory Committee; reviewing draft documents of the dissertation; and consulting regularly with other committee members and the student to monitor progress toward the degree. The outside member, who must be a member of the OSU Graduate Faculty, serves as the representative of the Graduate College and ensures that appropriate academic standards and a high level of integrity are maintained in the processes used to review and evaluate the student.

- C. The Plan of Study must be approved by the student's Advisory Committee and filed with the Graduate College before the end of their second semester beyond the M.A. degree.

IV. COURSE REQUIREMENTS AND PREPARATION FOR COMPREHENSIVE EXAMINATIONS

- A. A minimum of sixty semester graduate credit hours beyond the M.A. degree is required, with a "B" average for all courses. Students must take at least eighteen hours of seminar including at least three hours of research seminar. Course work to be completed will be indicated on a Plan of Study. Students may include no more than six hours in History 6100 courses and six hours in History 6130 courses. The Graduate Studies Committee may approve exceptions under extraordinary circumstances; appeals should be made to the Director of Graduate Studies. Those students with a minor field in Public History are expected to complete an internship.
- B. Students who plan to take comprehensive examinations must have an updated Plan of Study on file and must have completed all courses required by the Plan, except for dissertation hours. They must also have met the foreign language requirement. In preparing for comprehensive examinations, students must not only complete and review all course work but also read extensively in their examination fields. It is recommended that students consult with members of their advisory committee in identifying major works in their fields of study.

V. TRANSFER HOURS

At the discretion of the student's Advisory Committee, up to nine hours of coursework with a grade of B or better can be transferred from another graduate program or taken as a non-degree graduate student at OSU.

VI. MAINTAINING STANDING IN THE PROGRAM

A. INCOMPLETES

Incompletes must be cleared within one year. The Graduate Studies Committee will review the status of graduate students with more than nine hours of incomplete.

B. COMPLETION OF PRIOR DEGREE

Any person admitted to the graduate program who has not received his or her M.A. will be allowed one semester to complete the prior degree. Those who fail to complete the prior degree within one semester after beginning the Ph.D. program will not be permitted to continue. Those removed from the program may reapply for admission with evidence of the prior degree. They may be considered for available financial aid and teaching associateships at the time of readmission along with other regular applicants.

C. TEACHING ASSOCIATES

Academic requirements for retaining an appointment as a Teaching Associate are stricter than those for maintaining standing in the Ph.D. program; for these requirements, see the document entitled "Teaching Assistants and Associates" in this Handbook on pages 36-37. For example, Teaching Associates are required to take the foreign language examination in the second semester of enrollment and in each semester thereafter until the exam is passed.

D. ANNUAL REVIEW OF GRADUATE STUDENTS

All graduate students are subject to an annual review of their progress conducted by the Graduate Studies Committee. If deficiencies are found, the student's Advisory Committee will be notified. Failure to rectify deficiencies may lead to dismissal from the program.

VII. COMPREHENSIVE EXAMINATIONS

- A. Students must take comprehensive examinations in three fields. The foreign language requirement must be met **before** students take comprehensive examinations.
- B. Passing the Ph.D. comprehensive examinations depends upon the student's successful performance on both the written and oral portions of the examination weighted equally. Students must pass the written portion of a field examination to advance to the orals in that field. Students must pass all three field examinations to satisfy the Ph.D. requirements.
- C. Students who fail one of the written field exams and pass the other two, may proceed to the oral stage of the exam in those two fields. Students deficient in a single field must retake that field examination the following semester. Students who fail two of the three written field examinations will not take oral exams in any of the fields and must retake all three exams the following semester. Students may not take comprehensive examinations more than twice.
- D. Students must pass comprehensive examinations and be admitted to candidacy at least six months prior to graduation.

Written Comprehensive Examinations for the Ph.D. Degree

- A. Written comprehensive examinations are offered once during each semester of the regular school year.
 - 1. Students eligible and desiring to take these examinations must notify their advisor and the Director of Graduate Studies of their intention by the date announced at the beginning of the semester.
 - 2. The student's Advisory Committee serves as the examining committee, with one representative from each of the three fields. The advisor is responsible for soliciting questions from representatives of the two other fields and coordinating the preparation and evaluation of the written examination. The examining committee will collectively approve the content of the examination.
 - 3. The Graduate Studies Committee will prescribe procedural rules for administering the examinations. The Director of Graduate Studies will determine the date, time, and place for each examination, but no student may take two examinations on the same day.
- B. Normally, no more than fourteen days after completion of each written field examination, the Advisory Committee will provide the student a written report evaluating the student's performance on each field exam.

Oral Comprehensive Examinations for the Ph.D. Degree

- A. Normally, oral exams will be held no more than thirty days after completion of the last written examination.
- B. Each committee member is expected to be present (or available via a suitable Internet platform or a conference call) for the entire oral examination. Members should not schedule the oral examination at a time when other commitments prevent their being present for the entire examination.

- C. During the oral examination, every member of the Advisory Committee will question the student. The Advisory Committee chair will be responsible for determining the sequence of questioning by other members of the committee, allotting each member sufficient time to evaluate the student's overall performance, and providing an opportunity for questions by other faculty members in attendance.

Evaluation

- A. To pass a field exam, a student must pass both the written and oral components. That determination will be made by a majority vote of the members of the Advisory Committee after completion of the oral examination.
- B. No member of the Advisory Committee should sign the approval form until after the entire examination is completed and all members of the committee have discussed the student's overall performance.
- C. The advisor is responsible for reporting the results of the examination to the Director of Graduate Studies.

VIII. ADMISSION TO CANDIDACY

Students are admitted to the status of candidacy when they have met the following requirements:

- A. Students must demonstrate a reading knowledge of a foreign language. The foreign language requirement may be met by:
 - 1. passing the foreign language exam administered by the Director of Graduate Studies. For information about the cost, scheduling, and procedures, see "Policies and Procedures for the Foreign Language Examination" in this Handbook on page 32.
 - 2. completing twelve college-level credits or more in a single foreign language with an overall B average or higher.
 - 3. completing and earning a grade of B or higher in a language-immersion course approved by the Graduate Studies Committee.

Advisory committees may require additional proficiency in other languages, quantitative methods, or other research skills. Students are urged to complete their language requirement(s) by the end of their second semester of enrollment. Teaching Associates must demonstrate progress toward fulfilling the foreign language requirement no later than their second semester of enrollment (see "Requirements and Duties of Teaching Assistants and Associates" on pages 36-37 of this Handbook).

- B. Passed comprehensive examinations.
- C. Received the approval of the student's advisory committee for a dissertation proposal, in the form designated by the department, and filed it with the Director of Graduate Studies by the end of the semester after the student passes comprehensive examinations.

IX. DISSERTATION

- A. Candidates must demonstrate a capacity for independent research by the production of an original dissertation on a topic within their major field of study. The advisor and the candidate's Advisory Committee have the responsibility for supervising the research and writing of the dissertation and for approving the final copy. Normally, dissertations will be in excess of two hundred pages, including historiography, notes, and bibliography.
- B. The Graduate College requires completion of the final examination (oral defense of the dissertation) about four weeks before the end of the semester. Candidates must complete the

dissertation sufficiently in advance of that deadline to permit careful review of the manuscript by all members of the student's Advisory Committee.

X. ORAL DEFENSE

Upon completion of the dissertation, candidates must pass a final oral examination of approximately two hours in length in defense of their dissertation. Chaired by the advisor, the orals committee will be composed of the student's Advisory Committee. Following the examination, the members of the committee will vote to pass or fail the candidate. Passing the final examination requires a simple majority of the committee members. The student may take the examination again at least one month later. The examination may not be taken more than twice. University regulations specify that the oral defense shall be open to all members of the Graduate Faculty. With the consent of the Advisory Committee, others may also attend.

PROCEDURES FOR COMPREHENSIVE EXAMINATIONS FOR THE Ph.D. DEGREE

1. **Collective Preparation of Questions:** Departmental regulations require collective preparation of examination questions by the student's Advisory Committee, which serves as the examining committee. Committee members representing each of the three fields will draft questions; the committee as a whole will approve examination questions.
2. **Students' Preparation:** Once the Plan of Study is completed, students should prepare lists of suggested books in the general, major, and minor fields in consultation with the advisor and the student's Advisory Committee. Students are urged to enroll in more than the required hours of seminar and to attend lecture courses not listed on the Plan of Study (with the permission of the instructor). Students should plan to devote five to six months of intensive independent reading after completion of courses on the Plan of Study in preparation for comprehensive exams, which normally should be taken in the sixth semester of study for the Ph.D. All questions about how to prepare for exams should be referred to the student's Advisory Committee or to the Director of Graduate Studies.
3. **Comprehensive Examinations—Minimum Standards:** Interpretive answers on comprehensive exams should directly answer each question as fully as possible within the confines of the six-hour exam period. Answers should present a thesis and develop an interpretation in coherent, well-organized essays free of significant factual and grammatical errors. Interpretive essays should reflect a knowledge of the essential literature pertaining to the question by discussing specific works that have shaped the student's interpretation. Historiographic essays should describe, analyze, and evaluate the development of historical writing on the topic. They should describe how interpretations of the subject have changed over time and analyze why these changes have occurred. They should indicate how historians have defined the central issues and evaluate how new methods, interpretations, and sources have affected the literature. Where possible, the essays should refer to standard works that exemplify particular schools of thought or historiographic trends and also evaluate the strengths and weaknesses of various interpretations. The thesis and method of each work should be clearly stated. While it is understood that such essays cannot include all works considered significant by the faculty, essays should discuss at least six to ten significant works.
4. **Collective grading:** Members of the examining committee will grade the examinations collectively. Within the period determined by the Director of Graduate Studies, the examining committee will meet to discuss the student's performance and assign a grade of "Pass with Distinction," "Pass," or "Fail" to the individual exams. In case of disagreement, decision will be by majority vote. Committee members will prepare written evaluations of the examinations; the student's advisor will collect these evaluations and submit them to the Director of Graduate Studies.
5. **Announcement of Results:** The Director of Graduate Studies will inform students of the results of the examinations, in writing, only when all results are collected.

PREPARATION OF Ph.D. PLANS OF STUDY
(Departmental Guidelines)

DEADLINE FOR PLAN OF STUDY: Every Ph.D. student must file a Plan of Study before the end of their second semester beyond the M.A. degree. This plan must be submitted to the departmental Graduate Secretary.

RESPONSIBILITIES: It is the student's responsibility to arrange a meeting with his or her Advisory Committee to prepare a Plan of Study before the deadline stated above. The student should prepare and take to this initial meeting a list of History courses taken at the undergraduate and graduate level and grouped by specific field. The Advisory Committee will determine which additional courses the student needs to take.

FORMAT: The Plan of Study submitted to the departmental Graduate Secretary must employ the following format:

1. List first the required courses in Historical Methods (HIST 5023), if required and Historiography (HIST 6023).
2. Enter the heading "FIELD I:" (Major Field). Under this heading list all courses taken or to be taken for this field. List lecture and directed readings courses first, followed by seminars. List HIST 6000 (dissertation) as the last course under the Major Field heading. Students must enroll in a minimum of fifteen hours of dissertation.
3. Enter the heading "FIELD II" (Minor Field) and the courses for this field. Repeat this for "FIELD III" (Minor Field).

Note: Any non-History courses should be listed under the Major Field.

4. Identify the semester you plan to enroll in each class.
5. After preparing the Plan of Study, give it to the departmental Graduate Secretary for processing through the on-line program provided by the Graduate College. After the Graduate Secretary submits the document on-line, the student, the Director of Graduate Studies, and the student's Advisory Committee members will receive an email indicating that the Plan of Study is ready to be approved. Approval is completed on-line. This will satisfy the Plan of Study requirements of the Graduate College. Any subsequent revisions of the Plan of Study must be approved by the student's Advisory Committee and be resubmitted to the Graduate College.

GUIDE FOR PREPARATION AND APPROVAL OF DISSERTATION PROPOSALS

To conform to the regulations of both the Graduate College and the Department of History (as stated below), it is necessary for a student to prepare a dissertation proposal prior to admission to candidacy for the Ph.D. degree. This short guide suggests a format to assist a student in preparing this document.

I. DEADLINE FOR SUBMISSION OF DISSERTATION PROPOSAL: Students must submit a dissertation proposal to their Advisory Committee by the end of the semester following the semester in which they passed comprehensive examinations.

II. FORMAT OF PROPOSAL:

- A. Length: The proposal must be typewritten, double-spaced, and long enough to cover all the points prescribed below. This will usually mean at least ten pages, but the length will depend in part on the nature of the topic and the requirements of the student's advisory committee.
- B. Type: The proposal may be in narrative or outline form, or a combination of narrative and outline, depending on the requirements of the student's Advisory Committee.
- C. Subdivisions: The proposal should include, in some approximate form, the following:
 - 1. Statement of Problem: One should explain the significance of the subject of the dissertation, how it relates to larger questions of historical concern, and how it can be defined to bring it within manageable proportions. In addition, what are the major questions to be answered in this dissertation? What hypotheses will be tested in the process of research?
 - 2. Search of the Literature: A comprehensive bibliography is not required, but the proposal must include a survey of relevant literature designed to demonstrate:
 - a. The need for the proposed research. This should be done by discussing secondary works that have dealt with the same general topic or problem. The proposal must explain how the proposed dissertation will differ from these existing works.
 - b. The feasibility of the proposed research. This should be done by describing the available primary sources (including published works and important document collections, and the location of the latter) and major secondary works that can be used in the dissertation research.

III. SPECIAL METHODOLOGY: The student should explain any specialized methods of research and analysis he/she will utilize.

IV. TITLE PAGE: A title page in the style shown in the Appendix shall be attached to the proposal.

V. ADVISORY COMMITTEE MEETING AND APPROVAL: A meeting of the student's Advisory Committee must be held to review the dissertation proposal. Copies of the proposal should be provided to each member of the Advisory Committee at least two days prior to the meeting.

VI. FINAL TEXT: After all changes and additions stipulated by the student's Advisory Committee have been made, the dissertation proposal will be signed by members of the committee. The Graduate College will be informed, by submission of the Admission to Doctoral Candidacy form, that the dissertation proposal has been approved by the student's Advisory Committee. One copy of the final text of the proposal must be filed with the departmental Director of Graduate Studies.

VII. Before research begins, students should consult with their advisor to determine if their research requires the approval of the Institutional Review Board (IRB). If it does, students must secure IRB approval and take the appropriate training.

GUIDELINES FOR THE DOCTORAL DISSERTATION PROCESS

Approved by AHA Council, October 7, 2016.

Institutions with graduate programs involve faculty participation in the important process of guiding students in high-level work towards doctoral degrees, a highly specialized form of teaching in which faculty and students engage closely and one-on-one far more than in other teaching responsibilities. As a result, faculty advisors, committee members, and students bear specific responsibilities to help make the process successful.

A doctoral dissertation committee performs the essential functions of reading, evaluating, and providing feedback on theses, dissertations, and the proposals that precede and frame research; if, after agreeing to serve on a committee, faculty are unable to perform these basic duties, they should assist the student in finding a replacement.

Committee members verify that doctoral dissertations present original research, and that the thesis as a whole meets the expectations of the department, the institution, and the discipline.

Doctoral dissertations have distinct phases and, with each of these, advisors and committee members have distinct responsibilities. During sabbatical leaves, arrangements should be made that do not prevent a candidate from reasonable progress towards completion. Candidates and advisors should respect these arrangements given the imperatives of both to maintain the progress of their research and writing.

In the early stages of the process, committee members help students devise an appropriate topic for a Ph.D. dissertation (this often happens through a distinct procedure, such as a prospectus defense). Committee input on the scope and ambition of a project, its feasibility, and its potential contribution(s) to a field(s) are all crucial.

Once a topic has been established, committee members (or a select subset of the committee, including the advisor) offer advice on where pertinent archival and other materials may be found and, when necessary, facilitate entry to those collections. They should also advise on proper and sensible use of archives and archival materials.

Committee members advise and comment on students' applications for research support and write letters of recommendation for these competitions. Committee members should provide students with a timeline that makes clear how far in advance they require the materials necessary for writing recommendations. In most cases, this will be a minimum of two weeks prior to the submission date. Advisors are likely to want to see drafts of applications at an earlier stage as well.

At the writing stage, committee members assess the logic and clarity of the work and the relevance of the evidence to the arguments, as well as commenting on style and writing. They offer timely feedback and should make clear to students how much time they require to read submitted work. Committee members should establish when they agree to join a committee whether they will be willing to read draft chapters and/or a draft dissertation. Not all members of a committee are obliged to do so, but it is common for more than just the advisor to read drafts of a dissertation in progress.

In institutions that require both a prospectus defense and a dissertation defense, it is increasingly common to have the entire committee meet with the student at least once between these two defenses. Institutions adopting this strategy have found it productive.

At each of these stages, the advisor takes a lead role in supporting the student. Advisors should vet a complete draft of the dissertation before a defense and should delay the defense if the dissertation is not likely to be approved for submission, even with major revisions. Committee members who, after reading a drafted dissertation, have serious reservations should contact the advisor prior to the defense date, and ideally at least a week beforehand.

Ph.D. CANDIDACY ENROLLMENT REQUIREMENTS

Ph.D. students who have completed the requirements for admission to candidacy and had their "Admission to Doctoral Candidacy" form approved by the Graduate College may enroll for a minimum of two credit hours during any subsequent term and be considered full-time. This post-candidacy reduced enrollment option includes Teaching Associates and international students. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to candidacy.

Continuous enrollment post-candidacy is required of all students. Enrollment in at least two credits per semester is required for every semester of a student's candidacy (summer session excluded) until graduation. It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement.

PLEASE NOTE that Ph.D. students who are planning to graduate must be enrolled in at least two credit hours during their graduation semester plus a total of at least six credit hours for the period including the graduation semester plus the two prior semesters. **Students planning to graduate at the end of the fall semester must, therefore, enroll in the previous summer session.**

See the form to request reduced continuous enrollment on the next page. It also outlines all the details about this option.

**REDUCED CONTINUOUS ENROLLMENT FOR POST-CANDIDACY DOCTORAL STUDENTS
OPT-IN FOR CURRENT/RETURNING GRADUATE STUDENTS**

Starting in the Fall Semester 2013, graduate students admitted to OSU doctoral programs have the following post-candidacy enrollment requirements, and current/returning graduate students may opt into the *Reduced Continuous Enrollment Policy* noted below:

Doctoral Candidacy Enrollment Requirements. Doctoral students who have completed the requirements for admission to doctoral candidacy and had their “Admission to Doctoral Candidacy” form accepted by the Graduate College may enroll for a minimum of two credit hours and be considered full-time. This post-candidacy reduced enrollment option includes Graduate Teaching Associates and international students. A student is normally expected to enroll primarily in dissertation hours or in program-approved courses after being admitted to doctoral candidacy.

Continuous enrollment post-candidacy is required of all students. Enrollment in a minimum of at least two credits per semester is required for every semester of a student's candidacy (summer session excluded) until graduation. It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement.

Reduced continuous enrollment post-candidacy doctoral students are defined as “full-time” for purposes such as, visa status, Federal financial aid, and assistantship eligibility. Students who do not maintain continuous enrollment post-candidacy will be required to seek reinstatement to their doctoral program, which is not guaranteed. If reinstated, conditions and fees may apply. Grades of “withdraw” do not meet the continuous enrollment requirement, and courses must be on the Plan of Study. OSU has a “Leave of Absence” policy to assist graduate students who need to interrupt their enrollment for reasons beyond their control, such as medical, personal, employment, and military service (<http://gradcollege.okstate.edu/leave-of-absence-policy>).

The *Reduced Continuous Enrollment Policy* does not negate other OSU graduate student enrollment requirements. For example, summer enrollment is required when a student is using the physical or faculty resources of the University; final semester enrollment is required, even if it is a summer session.

Reduced continuous enrollment commences the semester/term/session after receipt and Graduate College approval of the “Admission to Doctoral Candidacy” form. Beginning in the Fall Semester 2013, candidacy determination and form submission to the Graduate College for approval must occur prior to the end of the semester/term/session. After the start of the Fall Semester 2013, students whose candidacy forms are received between semesters/terms/sessions are not eligible for reduced continuous enrollment the following semester – candidacy must be established by the close of the previous semester/term/session.

I understand that I am choosing to opt into the *Reduced Continuous Enrollment Policy* outlined here. I realize that by opting into the new policy as a current student I must maintain continuous enrollment as detailed by the Policy. I understand and agree to the consequences should I not maintain my enrollment.

_____ CWID: _____
Student Signature and Date

Departmental Representative (Graduate Coordinator/Staff Contact/ Unit Head) Signature and Date

Please return to the Graduate College (202 Whitehurst) prior to the semester that you are electing to opt into the reduced continuous enrollment.

POLICIES AND PROCEDURES FOR THE FOREIGN LANGUAGE EXAMINATION

NOTE: Students are urged to complete their language requirement(s) by the end of the second semester of enrollment. If students opt to take the foreign language examination to fulfill this requirement, they must take the examination by the second semester of enrollment and in each semester thereafter until the exam is passed. Teaching Assistants and Associates, who are required to demonstrate foreign language competency, must demonstrate progress toward fulfilling the language requirement no later than their second semester of enrollment. See "Requirements and Duties of Teaching Assistants and Associates" on pages 36-37 of this Handbook.

Scheduling Exams:

Translation examinations will be offered one time during the Fall and Spring semesters, to be scheduled in consultation with the Graduate Director. Students intending to take an examination must register in the History Department office at least two weeks before the test date. Before registering for any translation examination, **students must consult with the Director of Graduate Studies to verify that there will be an examination available in the language of their choice.** This is especially important if off-campus evaluators are required. In some cases, it may take a month or more to locate an evaluator for a particular language and coordinate the examination.

Examination Procedures:

The Graduate Studies Committee will coordinate the selection of materials for translation examinations from historical surveys, monographs, scholarly journals, documents, and other sources appropriate to the discipline. The Director of Graduate Studies or another member of the History Department faculty will administer the examination on the appointed date. The anonymity of both the students and the evaluators will be maintained. Students and their examinations will be identified only by number; the identity of the evaluators will remain confidential.

IF A STUDENT'S RESEARCH ADVISOR LEAVES THE INSTITUTION

Should a student's Research Advisor leave Oklahoma State University before the student completes his/her degree, the following steps may be taken after consultation with the Research Advisor and the Director of Graduate Studies:

For a master's student or doctoral candidate who needs only to complete their research project to finish the degree, a student may complete the research project under the direction of the original research advisor. If the advisor is also the chair of the student's Advisory Committee, a new chair will be appointed. The original research advisor may continue as a member of Oklahoma State University's graduate faculty, participate in the student's thesis/dissertation defense, and fulfill his/her obligation to the student.

For a master's student or doctoral student (defined as not having met the requirements for candidacy) who is in the early stages of their program and research project, he/she may choose a new advisor and start a new research project.

If possible, a student may also choose to transfer to the advisor's new educational institution.

If a student is unable to secure a new advisor in thirty calendar days, there is no obligation on the part of the program, Graduate College, or Oklahoma State University to provide a new advisor. Without an advisor, the student will not be eligible to continue in the graduate program.

STUDENT-ADVISOR RELATIONSHIP

If it is determined that a graduate student and advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new advisor or change to another degree option or program. The Director of Graduate Studies can assist with this process, but Oklahoma State University is under no obligation to provide the student a new advisor. If a new advisor cannot be identified in thirty calendar days, the student will no longer be eligible to continue in the graduate program.

DISMISSAL FROM THE GRADUATE PROGRAM

Graduate students may be dismissed from the program for failure to meet academic standards, academic integrity violations (**see policy on page 6**), and student misconduct or behavior that is deemed an egregious violation of professional behavior. In such instances, the student will be informed by the program of the intent to dismiss and their right for due process and to appeal. If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel (**see Appeals Process below**) is made, it will be final.

APPEALS PROCESS

OVERVIEW

The purpose of this procedure is to provide current graduate students in the History Department the opportunity to resolve complaints about dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic degree.

PROCESS

The student is required to provide written notification of appeal to the Director of Graduate Studies within fourteen calendar days of the precipitating event that is the subject of the appeal. If the Director of Graduate Studies is an involved party, the student should seek advice from the Department Head or the Associate Dean of the Graduate College. Notification should include information on the circumstances of the appeal, specific issues involved, and the remediation action sought. The document should be no more than two pages. Within seven calendar days of receipt of the notification, any involved parties within the program (faculty or staff) will be notified and provided a copy of the appeal. The Graduate Studies Committee will be convened to hear the appeal within a reasonable amount of time, usually thirty days (**see note on deadlines below**). At the hearing, the student will have the opportunity to present his/her case and the same time would be allowed for counterarguments, if warranted. Questions may be asked of either party by members of the Graduate Studies Committee. At the end of this hearing, the Graduate Studies Committee will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and her/his right to appeal to the Department Head and then, the Dean of the Graduate College.

ENROLLMENT

Throughout the appeal process, the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

DEADLINES

Unless stated otherwise, all deadlines are by 5:00 p.m. Central Time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend or Oklahoma State University official holiday. Deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Director of Graduate Studies.

GRADUATION CHECKLIST FOR THE Ph.D. DEGREE

1. Verify that the "Admission to Doctoral Candidacy" form is on file in the Graduate College and insure that the in-candidacy enrollment has.
2. Enroll for last two semesters. If you intend to graduate in December, you must enroll in the previous summer session.
3. Turn in final revision of your Plan of Study.
4. Turn in Graduation Clearance Form.
5. File Diploma Application.
6. Attend dissertation format review workshop.
7. Submit the "Dissertation Oral Defense Results" form to the Graduate College in 202 Whitehurst.
8. Complete on-line submission of dissertation.
9. Submit a properly formatted paper copy of the dissertation signature approval page to the Graduate College. You must also submit a copy of that approval page to the departmental Graduate Secretary.

TEACHING ASSISTANTS AND ASSOCIATES

The History Department awards positions as Teaching Assistants (M.A. students) and Teaching Associates (Ph.D. students) on a competitive basis; consideration is given to GPA, GRE scores, letters of recommendation, and the nature of past academic training.

Teaching Assistants and Associates grade examinations and may lead discussion sections in lower-division survey courses. In selected cases, Ph.D. students who have been admitted to candidacy may teach independent sections of the survey courses.

The Director of Graduate Studies should receive applications for these positions by February 1; students who have been appointed on a temporary basis should reapply in writing by that date. Awards for the next academic year will normally be made by April 1.

Requirements and Duties of Teaching Assistants and Associates

Graduate students appointed as Teaching Assistants and Associates incur responsibilities and obligations to the Department of History.

- I. The expected average workload is equivalent to twenty hours per week for half-time appointments, ten hours per week for quarter-time.
- II. Teaching Assistants and Associates must meet the following academic requirements to retain their appointments:
 - a. Earn fifteen hours of graduate-level credit listed on or applicable to the Plan of Study during the academic year. Students with only thesis or dissertation hours remaining must abide by Graduate College policy on continuous enrollment.
 - b. Maintain a 3.4 cumulative GPA.
 - c. Earn no grade of C or below for courses included on the Plan of Study.
 - d. Have no more than three hours of coursework graded as Incomplete, "I".
 - e. If required to demonstrate foreign language competency, do so by the second semester of enrollment. If students opt to take the foreign language examination to fulfill this requirement, they must take the examination by the second semester of enrollment and in each semester thereafter until the exam is passed. Students who intend to fulfill the foreign language requirement utilizing one of the other options should inform the Director of Graduate Studies of their intent no later than the second semester of enrollment.
- III. A graduate student who admits to or is assigned an Academic Integrity violation may lose his/her appointment as a Teaching Assistant or Associate.
- IV. Teaching Assistants and Associates will not be considered as research assistants, and their duties will be confined solely to teaching responsibilities.
- V. The duties of Teaching Assistants and Associates consist of:
 - a. attending all lectures presented by the instructor responsible for the course unless excused by the instructor;
 - b. grading examinations and other assignments, conducting discussions, taking attendance, maintaining at least three office hours per week (one and one-half for a quarter-time appointment) and fulfilling any teaching-related duties established by the course instructor.
 - c. attending all meetings established by the course instructor to discuss teaching techniques,

subject matter, and grading standards.

- d. attending all meetings mandated by the History Department for the purpose of preparing Teaching Assistants and Associates for their duties.

RESPECTING STUDENT PRIVACY: All Teaching Assistants and Associates are required to uphold the highest standards of student privacy as required by the Family Educational Rights and Privacy Act (FERPA) and mandated by OSU policy. This includes all conduct on social media platforms like Facebook, Instagram, and Twitter. Failure to adhere to these regulations will result in disciplinary consequences up to and including dismissal. All TAs must familiarize themselves with FERPA requirements at <https://registrar.okstate.edu/FERPA>.

EVALUATION PROCESS FOR TEACHING ASSISTANTS AND ASSOCIATES

1. Evaluations of the performance of Teaching Assistants and Associates in individual courses will be submitted by course instructors to the department Head at the end of each semester.
2. General evaluations of the performance of Teaching Assistants and Associates in respect to the duties and responsibilities outlined above will be conducted yearly at the end of the spring semester by the Graduate Studies Committee. If a student is found deficient in either the duties connected to employment as a Teaching Assistant or Associate, or in meeting the stipulated academic requirements, the Graduate Studies Committee will recommend to the Head that the student's assistantship be revoked.
3. Students whose assistantships are revoked will be eligible to seek reinstatement after one full semester of coursework is completed.
4. Appeals of decisions made by the Graduate Studies Committee may be made under extraordinary circumstances; appeals should be made, in writing, to the Director of Graduate Studies.

HEALTH INSURANCE COVERAGE FOR TEACHING ASSISTANTS AND ASSOCIATES

For information about health insurance provided for Teaching Assistants and Teaching Associates, contact the Graduate College or Human Resources at 744-6247.

**GRADUATE COLLEGE TUITION WAIVER PROGRAM
FOR GRADUATE TEACHING ASSISTANTS AND ASSOCIATES**

Teaching Assistants and Associates are awarded tuition waivers for the fall, spring, and summer semesters. These waivers apply to all eligible hours up to degree requirements.

Summer Note: Non-Resident AND Resident Tuition Waivers apply without a summer GTA appointment (based on spring eligibility)

*Please remember that in the History Graduate Program, Teaching Assistants and Associates are required to take a minimum of fifteen credit hours minimum per academic year. So, students who take only six hours in the spring and fall semesters must enroll in three credit hours in the summer.

APPENDIX

“DISSERTATION TITLE”

A Dissertation Proposal by STUDENT’S NAME

Approved by Committee Members

SIGNATURE

NAME TYPED OUT, Chair

SIGNATURE

NAME TYPED OUT

SIGNATURE

NAME TYPED OUT

SIGNATURE

NAME TYPED OUT

Date Approved: _____