

PROCEDURES FOR A MASTER'S DEGREE IN HISTORY

I. Acceptance into the Program

A. Applicants are evaluated holistically; however, before being accepted unconditionally into the history master's program at the University of North Texas, a student should meet the following general requirements by the specified departmental due date:

- (1) Score at the 50th percentile or higher on the verbal portion of the Graduate Record Examination (GRE) AND either at the 40th percentile or higher on the quantitative portion OR 4.0 or higher on the analytical/writing portion of the GRE.
- (2) Have a bachelor's degree and 24 hours of history credits from an accredited university (6 hours of US history, 6 hours of world history, and 12 hours of upper level history).
- (3) Have a cumulative undergraduate grade-point average (overall OR for the last sixty hours OR in at least 24 undergraduate history credit hours) of 3.5 on a four-point scale.
- (4) Submit an acceptable statement of his/her purpose in seeking the master's degree in history.
- (5) Provide two acceptable letters of recommendation.
- (6) Have met all other university requirements.

B. If the student's application file is incomplete by the department's current application deadline, he/she may register as an undeclared major with Toulouse Graduate School and enroll in graduate history courses (with the written permission of the appropriate faculty) while he/she completes all of the history admission requirements. In such cases, the student may transfer up to twelve hours of this history graduate course work to count towards the completion of his/her history master's degree when and if he/she is later admitted unconditionally to the History master's program.

C. The Department Chair and Graduate Advisor review the application file of each candidate and determine whether that student will be admitted into the history master's program.

II. Advising, Choosing a Major Professor, and Picking a Student's Master's Committee

- A. The Department Graduate Advisor will serve as the general advisor for all incoming Master's students until such time as they pick a major professor.
- B. After the completion of their first nine hours of graduate history coursework, and no later than their completion of eighteen total hours of graduate history coursework, students should pick a major professor (in consultation with the Graduate Advisor) from among the department's current graduate faculty. Note that faculty members

- have the right to refuse to serve as a major professor—the picking of a major professor must be a mutual decision between student and faculty member.
- C. The major professor will serve as chair of the student's committee and director of the student's thesis (if applicable). The student will then, in consultation with the Graduate Advisor and his/her major professor, select two additional committee members from among the department's current graduate faculty (or a history faculty member and a faculty member from the student's approved minor field—see below). Note that a student must have successfully completed at least one graduate-level course (exclusive of thesis hours) with each of his/her committee members (including the major professor) prior to taking final oral exams or defending the thesis, unless the student successfully petitions the Graduate Committee to waive this requirement.
 - D. Once a student's committee is set, he/she must (in consultation with the Graduate Advisor and his/her major professor) complete a degree plan, which must be certified by the Graduate Advisor, the Department Chair, and the Dean of Toulouse Graduate School. A degree plan must be on file no later than the completion of a student's first 18 hours of graduate history coursework.

III. Degree Requirements

A. The Department of History offers the Master of Arts (MA) and Master of Science (MS) degrees (with or without thesis for both degrees).

(1) The master's degree with thesis is a thirty-three credit hour program. It includes a six credit hour thesis, a three credit hour course in historical bibliography, at least two graduate-level research seminars in history (six credit hours total), and eighteen additional history graduate-level hours in readings, bump-ups, independent studies courses to total thirty-three graduate-level hours. Existing university regulations concerning completion of the master's thesis also apply, including an oral defense of the thesis upon its completion.

(2) The master's degree without thesis is a thirty-three-credit hour program. The student must take a three credit hour course in historical bibliography, at least two graduate-level research seminars in history (six credit hours total), and twenty four additional history graduate-level hours in readings, bump-ups, independent studies courses to total thirty-three graduate-level hours. When a student has completed all of his or her coursework, he or she must then take oral exams concerning the coursework he or she has taken with the members of his or her committee to complete the degree requirements.

(3) A student may, with the permission of his/her major professor and the Department Chair, take six graduate level hours of coursework from another department at UNT and declare an official minor field. In this case, a faculty member from the minor field department will serve as a committee member in lieu of a second history faculty member, and the six hours from the minor field

will replace six hours of history coursework. As previously stated, however, the minor field committee member must be a faculty member with whom the student has taken a graduate level course.

(4) The department has adopted a general policy of not allowing any transfer hours from outside institutions to be used to fulfill our History MA/MS degree requirements. In extraordinary cases, a student may petition the Graduate Committee to transfer in up to six hours of graduate credit from an outside accredited institution. This six hour limit on outside graduate credits is in accordance with University policies concerning this issue.

B. The MA degree requires fulfillment of the foreign-language requirement as stipulated in the graduate catalog. The MS degree does not include a foreign-language requirement. Students in the MA program should complete the language requirement as soon as possible after initial enrollment in order to use foreign-language skills in their course work and/or thesis research. MA students must fulfill the language requirement before they sit for their thesis defense or oral exams.

C. Once admitted, the student must maintain a minimum grade-point average (3.5 on a four-point scale), exclusive of I and PR grades, each semester until the degree is awarded. A student's graduate GPA will be evaluated at the end of every semester or summer term as applicable. Once this evaluation process begins, if the student's overall graduate GPA is less than 3.5 at the end of any given semester or summer term, he or she will be put on academic probation with the department. The student will have one semester or summer term to pull his or her overall GPA up to 3.5 or higher. In cases where it is not possible to achieve an overall 3.5 GPA with just one probationary semester, the student may appeal to the departmental Graduate Committee (in writing) to extend the probation one additional semester or summer term if the student has made satisfactory progress towards a 3.5 GPA in their initial probationary term. Failure to pull the GPA up to 3.5 or higher at the end of the complete probationary term OR a subsequent case of the overall GPA falling below 3.5 will result in the student's termination from the program. In addition, students will not be allowed to sign up for thesis hours if their overall GPA is under 3.5.

D. Any student who fails to register for two consecutive long semesters in classes while completing his/her non-thesis coursework requirements at UNT will be required to reapply for admission to the program. In addition, once a student has enrolled in thesis hours, he/she must enroll in at least 3 thesis hours each long semester to maintain eligibility in the program. Per University regulations, students have five calendar years from the date that they enroll in their first graduate level history course to complete the Master's degree.

E. All master's students are required to successfully pass an oral defense of their thesis or an oral exam covering their coursework with committee members as appropriate (See section IV below).

IV. Thesis Defense (thesis option) or Oral Examinations (non-thesis option)

A. All Master's students will have a final oral defense/examination with their committee. The specifics of this final defense will depend of whether or not the student seeks to complete his/her degree with a thesis.

B. A candidate for the master's degree with thesis must successfully complete an oral defense of his/her thesis.

(1) The student should work with his/her major professor to ensure that that the major professor gets drafts of the thesis in a timely manner to give feedback and make the project defensible by the date set for the defense.

(2) The major professor should consult the other committee members at various times to inform them of the student's progress and to receive their views of the student's work.

(3) The final oral defense covers the thesis. Customarily, the time of the defense has been approximately no more than two and one-half hours, but the examination's duration is a committee decision.

(4) When a student completes a draft of his/her thesis to the satisfaction of his/her major professor and has met all other degree requirements, the major professor (in consultation with the student and the other committee members) will arrange with the departmental Graduate Executive Assistant the time and place of the final oral thesis defense. Before the defense, the major professor should check with the Graduate Executive Assistant to see if the graduate school's form to report the defense's result is in the student's file. The form is generated when the student files for graduation. The student and major professor should note the catalog date by which defense results must be reported [and the thesis filed if applicable] if the student is to graduate in any particular semester. If the examination is taken [and the thesis is filed] after that date but before the end of the semester, the student's degree will be conferred at the next commencement. The form for reporting results of the examination must be for that specific graduation.

(5) Upon completion of the oral thesis defense, the student's committee will decide whether the performance was satisfactory or unsatisfactory. The committee will complete the proper report form and submit it to the departmental graduate assistant, to be forwarded to Toulouse Graduate School for certification that the student has satisfactorily completed all departmental requirements for the appropriate Master's degree. The thesis must also be submitted to Toulouse Graduate School for final approval by deadlines set forth in the Graduate catalog in the semester the student wishes to actually graduate (see Toulouse website for instructions, including final formatting).

C. A candidate for the master's degree without thesis must successfully complete an oral examination on his/her course work with his/her major professor and other committee members.

(1) Once the student has successfully completed his/her coursework and met all other degree requirements, the major professor (in consultation with the student and other committee member) will arrange with the Graduate Executive Assistant the time and place of the final oral examination, which covers coursework that the student has taken with the committee members, including the major professor. Before the exam, the major professor should check with the Graduate Advisor or the Graduate Executive Assistant to see if the graduate school's form to report the exam's result is in the student's file. The form is generated when the student files for graduation. The student and major professor should note the catalog date by which the exam results must be reported if the student is to graduate in any particular semester. If the examination is taken after that date but before the end of the semester, the student's degree will be conferred at the next commencement. The form for reporting results of the examination must be for that specific graduation.

(2) Upon completion of the oral examination, the student's committee will decide whether the performance was satisfactory or unsatisfactory. The committee will complete the proper report form and submit it to the departmental graduate assistant, to be forwarded to Toulouse Graduate School for certification that the student has satisfactorily completed all departmental requirements for the appropriate Master's degree.

V. Department Policy on Maximum Hours of non-Thesis Coursework and Grades of "Incomplete" on Graduate Coursework

A. The department recognizes that sometimes it is necessary due to extenuating circumstances for students to take more than the required twenty-seven to thirty-three credit hours of graduate coursework (exclusive of thesis) in pursuit of their master's degree. Recognizing this fact, however, it is still in the best interests of all parties involved (students, department, and university) to have students finish their master's degree in as timely a manner as possible. Towards this end, any student who wishes to take more than forty-two credit hours of graduate coursework (again, exclusive of thesis hours) while pursuing his or her master's degree must get the approval of the departmental Graduate Committee (in writing) for these excess hours. In addition, the student should be aware that the five-year university limit on obtaining the degree overrides all other such considerations.

B. Students who have 3 outstanding graduate-level grades of "Incomplete" on their transcript at any given time will not be allowed to register for further classes until at least one of the "Incompletes" is removed. Students may not register for thesis hours or sit for their oral examination if they have any grades of "Incomplete" on their UNT graduate record.