

# GRADUATE STUDENT HANDBOOK



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## First Steps

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Prior to your arrival, you should contact your initial faculty advisor to discuss the requirements of your degree and discuss what courses to take during your first semester. If you have general questions about your degree program please contact the Associate Director of Graduate Studies and Graduate Student Advisor, Dr. Kerry Goldmann ([kerry.goldmann@unt.edu](mailto:kerry.goldmann@unt.edu)).

If you any questions about your role as a Teaching Assistant or Teaching Fellow, or about the TA/TF program, please contact the Associate Director of Graduate Studies and Director of the TA/TF program, Dr. Courtney Welch ([courtney.welch@unt.edu](mailto:courtney.welch@unt.edu)).

There are some classes that are better to schedule earlier in your program; for instance, if you are a master's student (or a BA-PhD track student), we recommend that you take Historical Bibliography (HIST 5940) during your first fall semester, as it is only offered during the fall. For doctoral students, we recommend taking Historiography (HIST 6000) during your first spring semester, as it is only offered during the spring. Depending upon your status in the program (Master's or Doctoral), you should work with your faculty advisor to plan your first semester of courses with a view toward completing all the requirements of your degree in a timely manner (see Master's/Doctoral Degree Requirements).

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## Administrative Basics

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The staff and faculty of the UNT Department of History perform most of the department's administrative tasks. The department chairperson, Dr. Rachel Moran, serves as the chief executive over department affairs and is the department's main point of contact with college- and university-level administrators. (Our department is in UNT's College of Liberal Arts and Social Sciences, known colloquially as "CLASS.") The associate chairperson, Dr. Sandra Mendiola Garcia, assists the chairperson with their tasks.

Three primary staff members also provide administrative support in the main office (Wooten Hall 225): Dr. Megan Bryan works as the Assistant to the Chair and administrative coordinator for the department; Bria Scire serves as the Undergraduate Program Assistant and department event coordinator; and Cairan Bergstrom serves as the Graduate Program Specialist. In addition, the Help Center Supervisor manages the History Help Center, located in the southeastern corner of the second floor of Wooten Hall.

The department's graduate programs are administered by the director of graduate studies, Dr. Michael D. Wise. Additionally, department faculty annually elect members to serve on the department's graduate studies committee. This committee is directly responsible for making admissions decisions and for

reviewing and recommending changes to the graduate curriculum. A second faculty committee, called the graduate awards committee, is responsible for selecting graduate students for positions as teaching assistants and teaching fellows. And a third faculty committee, the departmental affairs committee (or DAC for short), is responsible for selecting graduate students for the many scholarships and fellowships awarded by the department.

Each graduate student also forms their own committee, chaired by their major professor and consisting of an additional two (MA) or three (PhD) faculty members. The student's graduate committee serves the roles of mentoring the student and evaluating the academic rigor of the student's work. Graduate committees are formed when the student files their degree plan, usually during their second semester of study, and no later than after taking 18 credits of coursework. The degree plan is a "non-binding" document and graduate students can change their committees as their research and career goals evolve.

For most questions (especially those that are research related), your faculty advisor and other committee members should be your first points of contact. The graduate student & program specialist (Cairan Bergstrom) is also available to answer questions related to graduate program administration and can help guide you to the right person depending on your specific question or concern.

#### *A Note on Terminology and Faculty Ranks at UNT:*

The University of North Texas follows the same general schema for faculty ranks as most other research universities in North America. Faculty new on the tenure-track are hired at the rank of Assistant Professor and are expected to meet the requirements for tenure and promotion to the rank of Associate Professor by the end of their sixth year. Promotion to the rank of Professor (or "Full Professor") typically occurs no sooner than six years following promotion to Associate Professor. All decisions related to tenure and promotion are based on the rigorous evaluation of faculty members' accomplishments in research, teaching, and service to the university. These decisions are carefully considered at every level of university administration, from the Department of History, to the College of Liberal Arts and Social Sciences, to the Provost's Office, to the Office of the President, and finally the UNT Board of Regents.

In addition to tenured and tenure-track faculty, the Department of History faculty also consists of non-tenure-track members, most of whom hold positions with multi-year appointments as Lecturers. These faculty members also undergo a rigorous evaluation process focused on their teaching and service to the university. Lecturers with strong and consistent records can be promoted to the ranks of Senior Lecturer and Principal Lecturer.

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## Transfer Credits

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Transfer credits are defined as graduate-level courses completed in a community college and/or university other than the University of North Texas.

Subject to the approval of Toulouse Graduate School, a limited number of transfer credits may be applied towards a student's Master's or Doctoral degree. Generally, the Department of History has requirements

for accepting transfer credits that are stricter than the university policy. For more information contact the Director of Graduate Studies.

Students who have been accepted into Toulouse Graduate School as “Non-Degree Seeking” graduate students are eligible to apply to a History graduate program, and, if admitted, may transfer up to twelve (12) hours of history graduate coursework to count towards the completion of their history master/doctoral degree. If transfer credits do not show a 3.0 GPA average, students are required to make up the deficiency in either the institution where the credit was originally earned or at the University of North Texas.

For more information on UNT’s Transfer Credit policy please see the UNT 2022-2023 Graduate Catalog at <http://catalog.unt.edu/index.php>

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## Residency Requirement (Ph.D. Students Only)

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Every doctoral student must fulfill the UNT Graduate School Residency Requirement. The policy is found in the Graduate Catalog but can be summarized as follows: at some point (i.e. once) during their course of study, doctoral students must maintain enrollment for eighteen (18) consecutive hours. For History graduate students, the requirement can either be filled by taking nine (9) hours in consecutive long semesters, or a minimum of six (6) hours in three consecutive semesters. The Graduate School strictly enforces the Residence Requirement.

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## Master’s Degree Requirements

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The Department of History offers the Master of Arts (MA) (Thesis or Non-Thesis option).

- A. For a master's degree with thesis, students must complete thirty-three (33) credit hours, which includes a minimum of two (2) graduate-level history seminar courses (6 credit hours), six (6) hours of thesis, and three (3) hours of historical bibliography.

For a master's degree without thesis, the student must complete thirty-three (33) credit hours, which includes a minimum of two (2) graduate-level history seminar courses (6 credit hours) and three (3) hours of historical bibliography (HIST 5940). When such students complete all of their coursework, they must then take oral comprehensive exams concerning the coursework they have taken with the members of their committee to complete the degree requirements.

A student may, with the major professor and the Department Chair's permission, 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 history faculty member, and the six (6) hours from the minor field will replace six (6) 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.

The department has adopted a general policy of not allowing any transfer hours from outside institutions to be used to fulfill our History MA degree requirements. In extraordinary cases, a student may petition the Graduate Committee to transfer in up to six (6) 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 Master of Arts (MA) degree does not require fulfillment of a foreign language requirement.

*Note: See foreign language requirement section for more information.*

- C. Students must maintain a minimum 3.5 grade-point average (on a four-point scale) based on all history graduate classes (HIST) and non-history graduate classes that count toward the degree, 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 GPA as defined above is less than 3.5 at the end of any given semester or summer term, they are on academic probation with the department. The student will have one semester or summer term to pull GPA up to 3.5 or higher. In cases where it is not possible to achieve a 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 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 GPA is under 3.5.
- D. Any student who fails to register for two consecutive long semesters in classes while completing the 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, continuous enrollment in at least 3 thesis hours each long semester is necessary to maintain eligibility in the program. Per University regulations, students have five (5) calendar years from the date of their first graduate-level history course listed on their degree plan 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 comprehensive exam (non-thesis option) covering their coursework with committee members as appropriate.
- F. Students must apply for graduation with Toulouse Graduate School prior to scheduling their defense of thesis or oral comprehensive exam.

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## Ph.D. Degree Requirements

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- A. The doctoral degree (Ph.D.) is offered in four general concentrations: (1) Europe, (2) United States, (3) Military, and (4) Body, Place and Identity. After completing all course work and the

language requirement, doctoral students will be examined in four areas of history selected in consultation with their major professor. A minimum of two areas must come from the student's main concentration, and one area must come from one of the three remaining concentrations or the World examination fields. All dissertation and exam areas must conform to the list of fields currently recognized by the Department.

B. The student must complete:

- A minimum of thirty (30) classroom hours of graduate courses in history or an approved minor field (not including language or leveling courses). A minimum of four graduate-level history seminar courses (12 credit hours) in history and 3 hours of historiography (HIST 6000) are required as part of the 30 hours in the classroom.
- A minimum of twelve (12) dissertation hours (HIST 6950).

C. Once admitted into the Ph.D. program, the student must maintain a minimum 3.6 grade-point average (on a four-point scale) based on all history graduate classes (HIST) and non-history graduate classes that count toward the degree, exclusive of I and PR grades, each semester until the degree is awarded. This includes any courses taken as an undeclared major at UNT and then transferred into the history doctoral program. After completion of 18 graduate credit hours in History, a student's cumulative GPA as defined above will be evaluated at the end of every semester or summer term as applicable. Once this evaluation process begins, if the student's cumulative GPA is less than 3.6 at the end of any given semester or summer term, they are on academic probation with the department. The student will have one semester or summer term to pull their cumulative GPA up to 3.6 or higher. In cases where it is not possible to achieve a cumulative 3.6 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 3.6 GPA in their initial probationary term. Failure to pull the cumulative GPA up to 3.6 or higher at the end of the complete probationary term OR a subsequent case of the cumulative GPA falling below 3.6 will result in the student's termination from the program. In addition, students will not be allowed to sign up for dissertation hours or schedule their comprehensive exams if their cumulative GPA is under 3.6.

D. Students should complete the language requirement (reading knowledge of one foreign language that has been approved by the student's major professor) as soon as possible after initial enrollment to use foreign-language skills in course work and/or dissertation research. Ph.D. students must fulfill the language requirement before they schedule their comprehensive exams.

*Note: See foreign language requirement section for more information.*

E. Existing university regulations concerning completion of the doctoral dissertation also apply.

F. Doctoral students may not enroll in HIST 6950 (Dissertation Hours) until they have successfully passed their written and oral comprehensive exams.

- G. A student may, with the permission of the major professor and the Department Chair, take six graduate level hours of coursework from another department at UNT and declare an official minor field. These six hours must include at least one research seminar (3 hours) in a relevant academic department outside of History. In such a case, the minor field will count as one of the four required comprehensive examination fields, with the minor research seminar counting as one of the four required research seminars. The student must also have a minor field committee member (i.e., a faculty member from the outside department in question with whom the student has taken at least one graduate level course as specified on the student's degree plan) who is willing to administer both written and oral comprehensive examinations, participate in the student's dissertation proposal defense, and be a member of the student's dissertation committee.
- H. Completion of a specific number of graduate hours does not automatically make the student eligible for a degree. The student must also demonstrate proficiency by:
- Completion of the language requirement;
  - Satisfactory performance on written and oral examinations;
  - Completion of an acceptable dissertation.
- I. Any student who fails to register for two consecutive long semesters before they begin enrolling in dissertation hours at UNT will be required to reapply for admission to the history doctoral program. Once a student has enrolled in dissertation hours, continuous enrollment in at least 3 dissertation hours each long semester is necessary to maintain eligibility in the program. Per University regulations, students have a maximum of eight (8) calendar years from the date of their first graduate-level history course listed on their degree plan to complete the Ph.D. degree.

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## Filing a Degree Plan

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A degree plan is your “road map” to graduation. Graduate students are required by the University of North Texas to file their Degree Plan by the time they have completed 18 graduate hours in their chosen program.

Students must meet with the graduate student advisor, Dr. Kerry Goldmann, to discuss mapping out the road to completing their degree. During the advising meeting, students will be given the degree plan form to fill out. After meeting with Dr. Goldmann, students will need to contact each chosen committee member to discuss joining your graduate committee. Graduate students then will submit their degree plan to [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu), where the graduate student & program specialist will work to obtain major professor and committee member signatures. Once approvals are secure, degree plans will be filed with the department and sent to Toulouse Graduate School. Please refer to Choosing Thesis/Dissertation Committee section for how to do select your graduate committee.



*Note: Knowledge of which future History graduate courses with specific topics may not be available during the time students are completing their degree plan. It is recommended students select courses provided on degree plan form. Student may update their degree plan after submission of original degree plan by using a Change of Degree Plan form at a later date. See Change of Degree Plan Form selection for more information.*

### **MA Degree Plans**

A MA degree plan must have 27 hours of graduate-level History coursework classes listed, which must include the first three items below. Students may take more than 27 hours of courses, but should only list 27 hours on the degree plan. The plan should also have six (6) thesis hours (thesis option) or six (6) additional coursework hours (non-thesis option), bringing the total hours on the form to 33 (as required per the degree). Degree plans must have the following:

- 2 seminars courses;
- Historical Bibliography (HIST 5940);
- At least one (1) class with each committee member (exceptions can be made by approval of DGS and/or Department Chair);
- Six (6) thesis hours with major professor (if doing non-thesis, must have six (6) additional coursework hours in place of thesis hours).

Students will receive the degree plan form from the Graduate Student Advisor, Dr. Kerry Goldmann, during their advising meeting to fill-out together. Students will name their set committee members, which should consist of their Major Professor (must be a category II or III professor), and two (2) additional committee members – all from our department’s faculty (with the exception of students doing a minor). Students, with guidance of major professor, will list future courses to take in upcoming semesters, providing a “roadmap” for students to use when enrolling in future semesters. All courses that have been completed must have letter grades listed. Students may leave grade section blank in cases of grade being “I” (cannot have an “I” on degree plan) or not yet completed.

### **Minor Field**

If the student decides to minor in a non-history field, they can list six (6) hours of courses in their minor field in place of six (6) history hours. One of their committee members must be from the minor field (list their name in the “Minor Professor” space), and have taught at least one of their two minor field courses.

### **Doctoral Degree Plan**

We have two PhD program tracks differentiated by whether a student brings in an MA/MS degree before embarking on PhD study.

Students *with* an MA/MS are required to post 30 hours of coursework on their degree plan, including the following:

- Four (4) research seminars (12 credit hours);

- Historians as Historical Subjects (HIST 6000)

Students *without* an MA/MS (BA-PhD track) are required to post 54 hours of coursework on their degree plan, including the following:

- Five (5) research seminars (15 credit hours);
- Fundamentals of Historical Scholarship (HIST 5940)
- Historians as Historical Subjects (HIST 6000)

In addition, all PhD students are required to take 12 credits of dissertation (9 credit max per semester).

Students will receive the degree plan form from the Graduate Student Advisor, Dr. Kerry Goldmann, during their advising meeting to fill-out together. Students will name their set committee members, which should consist of their Major Professor (must be a category III professor), and three (3) additional committee members – all from our department’s faculty (with the exception of students doing a minor). Students, with guidance of major professor, will list future courses to take in upcoming semesters, providing a “roadmap” for students to use when enrolling in future semesters.

All courses that have been completed must have letter grades listed. Students may leave grade section blank in cases of grade being “I” (cannot have an “I” on degree plan) or course not yet completed.

Under the “Foreign Language Requirement” portion, if students are in process of completing a Ph.D. degree, they need to meet the foreign language requirement, and should fill-in which foreign language they are in process of meeting or have met. See the subsection below titled “Foreign Language Requirement” for more details.

All courses that have been completed must have letter grades listed (unless the grade is “I” – cannot have an “I” on degree plan, so leave grade blank).

### **Minor Field**

Students may, with the permission of his/her major professor and the Department Chair, take six (6) graduate level hours of coursework from another department at UNT and declare an official minor field. These six hours would consist of one readings/independent study/bump-up AND one research seminar in a relevant academic department outside of History. In such a case, the minor field will count as one of the four required comprehensive examination fields, with the minor research seminar counting as one of the four required research seminars. Students must also have a minor field committee member (i.e., a faculty member from the outside department in question with whom the student has taken at least one graduate level course as specified on the student’s degree plan) who is willing to administer both written and oral comprehensive examinations, participate in the student’s dissertation proposal defense, and be a member of the student’s dissertation committee. In addition, a minor field must meet departmental requirements concerning spread of examination fields (i.e. every student will be required to have at least one United States examination field AND at least one European OR World examination field).

**Please Notes:** *If students have questions over how to complete a degree plan please contact the Graduate Student & Program Specialist via email at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu).*

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## Degree Plan Change Form

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Graduate students who want to make changes and/or update their degree plan, such as switching committee members, dropping thesis hours to switch to non-thesis, or taking classes other than what is listed on their degree plan, will need to fill out a Degree Plan Change form.

To obtain the Degree Plan Change form, please contact the Graduate Program Specialist email [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu). Once form is completed by students it MUST return the form to the Graduate Program Specialist via email to obtain signatures/approval.

If the form is for multiple changes (more than a semester or two of class changes, adding a minor, changing more than two committee members, etc.), it is usually best to submit a new and revised degree plan rather than use the Degree Plan Change form. Students do not need to fill out a degree plan change form if they are simply adding more thesis or dissertation hours. They also do not need to fill out a change form if they are taking a class in a different semester than originally listed.

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## Foreign Language Requirement

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Doctoral (Ph.D.) History students are required by the History department to complete the foreign language requirement. Master of Arts (M.A.) History students are not required to complete a foreign language requirement.

The foreign language requirement can be met one of multiple ways:

- **I2 Undergraduate-level Foreign Language Credit Hours Option.** Graduate students may satisfy the requirement with undergraduate language courses taken (e.g. French I, II, III, and IV), cannot be older than ten (10) years old. Submission of transcripts showing undergraduate credits completed of foreign language courses must be provided to Toulouse Graduate School. Students are also able to complete undergraduate language courses at the University of North Texas while working on graduate degree.
  - **Please Note:** Graduate students must have a letter grade of C or better in undergraduate language courses in order to be counted towards foreign language requirement.
- **Placement Exam Option.** Graduate students who take the placement exam may be passed out of levels based on the knowledge for foreign language. If students are placed out of all four (4) levels of foreign language chose to be tested on, they have completed their foreign language requirement. If students are placed out of fewer levels than *Foreign Language Level IV* they may enroll into the additional foreign language course levels they need. If they are awarded/placed out of Level I and II they may be eligible to take the Foreign Language Proficiency Exam.
- **Foreign Language Proficiency Examination Option.** Graduate students who choose to take the foreign language proficiency exam (reading/translation exam) must successfully pass it for their chosen foreign language. The test is administered by the Department of World Languages, Literatures, and Cultures each term/semester and summer session/term (contact the [Department of World Languages](#) for exam requirements and foreign language exams available).

- **5000-Level Special Problems section Option.** If permission granted by the Department of World Languages, graduate students may enroll in foreign language 5000-level Special Problems course up to two semesters (used for foreign language level I and II). In order to do this, students must contact the Department of World Languages [main office](#) and know which section they wish to attend.
- **Native language (other than English) Option.** Students who were educated in high school or college level primarily in another language (e.g. their native language) than English may demonstrate proof of such and it may satisfy the foreign language requirement, subject of approval from History Department. If students are proficient in their native language, and the department accepts that it meets university foreign language requirement, the following must be completed:
  - Speak with the Graduate Advisor over your options to satisfy foreign language requirement.
  - If students are eligible to use the Native Language (other than English) option, the Graduate Advisor will draft a memo stating the aforementioned, and it will be sent to Toulouse for their records showing departments approval of complete foreign language requirement.

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## Choosing the Thesis or Non-Thesis Option (Master's Students)

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In recent years, nearly all history graduate programs—including ours at UNT—eliminated their thesis requirements. Students in the master's program can select whether they wish to write and defend a thesis (6 hours) as part of their program of study, or if they would rather take two (2) additional graduate courses (6 hours) to graduate. NOTE: This is a decision that should be made in consultation with your major professor.

In general, there are **advantages** and **disadvantages** to both options:

The main advantages of *not* writing a thesis: (1) students are able to graduate sooner (writing and defending a thesis often adds a year or more to the time it takes most students to earn their degree); (2) students can avoid this lengthy writing exercise that is too short to be a book manuscript and too long to be a journal article; (3) students are still able to earn a full MA degree without a thesis; and (4) a thesis is no longer required by most PhD programs in the country, and only 10% of thesis content can be used in a later dissertation.

The major advantages of writing a thesis: (1) it provides students who have a well-specified research project the opportunity to work on that project instead of taking two additional graduate courses; and (2) it provides valuable preparation for taking on larger, multi-chapter research projects such as a dissertation. Students who complete a thesis will learn how to work independently, investigate and analyze research, and develop/write evidence-based arguments on a larger scale than in their coursework.

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## Time Limitations

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In general, Master's students are expected to complete their degree in two (2) years, and Doctoral students (including those on the BA-PhD track) are expected to complete their degree in five (5) years. However, Master's students are given a maximum limit of five (5) years to complete their degree, and Doctoral students have a maximum of eight (8) years to complete their degree. As per Toulouse Graduate School, time limits are strictly enforced and students who exceed the time limit can be required to re-take the comprehensive exam, replace out-of-date credits with up-to-day course work in History graduate courses.

For student who are in active service in U.S. armed forces: Time spent in active service in the U.S. armed forces will not be used in computing the time limit. However, career members of the armed forces should consult the graduate school concerning the credit given to work completed before or during active military service. For more information, please email [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu)

If students anticipate that they will exceed the time limit, they will need to apply for an extension. Master students are required to apply two (2) semesters before the date their time in the program is to be maxed out and Doctoral students are required to apply before their seventh (7) year of study.

For information regarding the time extension procedure/form visit <https://tgs.unt.edu/new-current-students/forms>.

*PLEASE NOTE:* Non-Thesis MA students are required to take (and pass) their comprehensive/exit examination no later than the end of the semester in which they have completed their 33 credits of coursework.

### Leave of Absence

Leave of absence applies to students in process of completing a master's or doctoral degree who wish to discontinue/pause work toward their degree for a specified period of time (maximum of one academic year excluding summer term) due to special circumstances.

Leave of absence may be granted by the History Department, which then will notify the Graduate School. If the student has begun thesis or dissertation and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and approved by the Graduate School. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree.

**Note:** *Financial support provided from the university may be affected. Students are strongly recommended to speak with the History graduate advisor, Student Financial Aid department; the Division of International Affairs (if international student); and Toulouse Graduate School to learn more about any effects a leave of absence may have.*

For Leave of Absence procedure/form visit <https://tgs.unt.edu/new-current-students/forms>.

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## Choosing a Thesis/Dissertation Committee

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Beyond the Graduate Studies Team, students will receive most departmental support from their committee members. Students should make conscious efforts to form a committee from the beginning of their program to receive support and guidance early on for their research interests and career ambitions.

Major Professor: The head of a doctoral or masters committee is known as the Major Professor. This should be a faculty member that best aligns with a student's research interests. All students are assigned an initial faculty advisor when they are admitted into the program. Though we attempt to assign faculty that most align with the student's interests, students are encouraged to take courses from and reach out to various faculty members in their field to see who would be the best fit to lead the committee. This initial mentor can either transition into major professor or else help the student find a different major professor. Over the first year of study, some students develop new research interests, and it is common for them to find a different faculty member to serve as their major professor.

Committee members: After finding a major professor, students are ready to select their committee members in consultation with their major professor. Usually, a suitable committee member is someone with whom the student has taken or plans to take a class. In the case of doctoral committees especially, it is expected that students have taken at least one course with each member of their committee (with the exception of the outside member).

At the doctoral level, the student's committee consists of their major professor and at least four (4) other faculty members for a total of five (5). At the master's level, the committee consists of the student's major professor and at least two (2) other faculty members for a total of three (3). One of the five members of a doctoral committee must be an "outside member"—generally someone with a PhD who works in another department at UNT (i.e., a faculty member from the Department of English) or else a scholar from another university. Students at the doctoral level should select a committee member for each of their four comprehensive exam fields, with their major professor serving in one of these fields. The student's outside committee member should be determined in close consultation with the major professor.

Minor Committee Members: In the case of both MA and PhD students who declare a minor, one of their committee members must also be a faculty member from the department where that minor resides (i.e., a faculty member from the Department of Biology if the student's minor is Ecology).

Committee Functions: The successful working relationships that students hold with their major professors and committee members can range widely. Some major professors (and committee members) work closely with students, corresponding and meeting with one another often. Others do so infrequently. Much of this depends on the precise nature of an individual student's research. And since a student's specific needs also evolve as they progress through the graduate program and embark on their professional career, the role of their major professor and committee members change over time as well.

Degree Plan: All graduate students are required to choose their major professor and form their graduate committee at the time they file their degree plan.

Selection and Advising: In order to become well versed in our faculty members, their research interests, and capacity to serve on graduate student committees, please visit: <https://history.unt.edu/graduate/faculty-specialties>. Students are also encouraged to reach out to the graduate advisor, Dr. Goldmann, to consult on Major Professor and general committee member selection, committee changes, and any questions or concerns regarding committees.

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## Continuous Enrollment

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Master's and Doctoral students must maintain continuous enrollment while writing their thesis or dissertation.

UNT policy is as follows: Master's and doctoral students must maintain continuous enrollment once work on their thesis or dissertation has started. Students are required to enroll in a minimum of three (3) to a maximum of nine (9) semester hours of HIST 5950: Master's Thesis or HIST 6950: Doctoral Dissertation each long semester. Students are also required to enroll during the term/semester students plan to graduate in.

Doctoral students must maintain continuous enrollment following a status of passing for their qualifying examination, or written and oral comps, for admission to candidacy. Students will receive grades of PR, or in process, at the end of each term/semester of enrollment with satisfactory progress until the dissertation has been defended in front of committee members and approved by both committee members and Toulouse Graduate School.

**Note:** Failure to maintain continuous enrollment until graduation will annual previous thesis or dissertation credits received, unless students have been granted an official leave of absence by both the History department and Toulouse Graduate School.

For more information on continuous enrollment please visit the UNT Graduate catalog:

For master's student see

[http://catalog.unt.edu/content.php?catoid=21&navoid=2290#Continuous\\_Enrollment](http://catalog.unt.edu/content.php?catoid=21&navoid=2290#Continuous_Enrollment);

For doctoral student see

[http://catalog.unt.edu/content.php?catoid=21&navoid=2291#Continuous\\_Enrollment](http://catalog.unt.edu/content.php?catoid=21&navoid=2291#Continuous_Enrollment)

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## Ph.D. Comprehensive Exams

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### Purpose:

The basic goals of Comprehensive Exams (known also as "Comps") are threefold: First, to provide Ph.D. students with an opportunity to demonstrate knowledge of the major scholarly questions and conversations animating their specialized fields of study; second, to help transition doctoral students toward full-time work on their dissertation through the submission and approval of a dissertation prospectus; and third, to provide students with professional deliverables once on the market.

### Format:

Comps are organized into two components: a written portfolio and an in-person oral exam. Students must pass their

written portfolio portion of the exams. Then, they must verbally support and defend their portfolio in an in-person exam administered by their major professor and the other members of their graduate committee. During this oral exam, students will also present their dissertation prospectus for the approval of their graduate committee. In order to pass the oral exam, students are expected to answer all questions on their portfolios as well as those regarding their dissertation prospectus in a thoughtful and confident manner.

### Written Portfolio:

Students will first choose four fields to be examined on, with one field for each committee member. Required components must be submitted in every portfolio, while each of the four fields can be satisfied by one of the three options below, at the approval of the faculty examiner. As long as all required components are submitted, a component can be repeated between the fields.

- Required – All portfolios must include the following:
  - Article manuscript submitted for peer review
  - Dissertation prospectus
  - External grant submitted (or ready for submission)
  - CV
  - Statement of Teaching Philosophy
- Each of the four fields satisfied by one of the following:
  - Minimum 5,000-word state of the field essay based on a reading list of at least 30 books and articles.
  - or*
  - Course portfolio for a 15-week course in the field including annotated syllabus, sample lecture outlines, and sample assessments.
  - or*
  - Alternative assessment component proposed by faculty member subject to grad committee approval.

<b>Field Exam Options</b>	<b>Expectations</b>
State of the Field Essay	Students review a reading list of between 30 and 60 major works (books and/or articles) in their exam field. Students will receive an essay question(s) and will be expected to respond in writing using specific examples drawn from their reading lists. In general, successful written exam responses demonstrate a high level of comprehension and fluency in the scholarly literature by precisely summarizing and interpreting the field's major debates and methodological approaches.
Course Portfolio	This is a 10,000 word teaching portfolio on a planned college course on their chosen field. This portfolio should include the



	<p>following:</p> <ol style="list-style-type: none"> <li>1. Pedagogical philosophy</li> <li>2. Course Materials <ol style="list-style-type: none"> <li>1. Syllabus (NOTE: boiler plate institution-required language, such as ADA and Withdrawal Policies, does not count towards word count)</li> <li>2. Historiographical summary (What books are you going to use in class and why)</li> <li>3. Sample lesson plans or lecture outlines</li> <li>4. Primary source anthology (What specific primary sources will you use and how will you employ them in class?)</li> <li>5. Sample assessments (quizzes, tests, project samples, etc.)</li> </ol> </li> <li>3. You can submit ideas for other elements you wish to include that are not listed here</li> </ol>
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### Oral Defense:

Students must send their complete Portfolio to all committee members at least two weeks before their scheduled Oral Defense. For this portion of Comps, students will meet with all committee members in person to answer questions about their work in the Portfolio, their progress, and their trajectory. The second half of the defense will focus on the dissertation prospectus with the fifth committee member joining at that time.

### Scheduling:

Ideally, doctoral students will take their comprehensive exam in the final semester of their coursework. However, students have one semester after completing their coursework to then complete their Comps (both written and oral exams). It is up to students to keep track of when their Comps should be completed by, but the Graduate Student Advisor and Program Specialist will ensure compliance. If a student exceeds this timeline of passing Comps, they can be dismissed from the TA/TF program and subsequently lose program funding.

When scheduling Comps, students must contact the Graduate Program Specialist via email (and copy their major professor and committee members in the email) at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu), in order to be scheduled and if they are to be scheduled on the department calendar. Students eligible to be scheduled for their Comps must have the following:

- The most up-to-date Degree Plan on file with both the History Department and Toulouse Graduate School demonstrating completion of all courses required prior to Dissertation hours. Student degree plans on file will be compared to their transcripts, taking into account any degree plan changes that have been filed after the original degree plan was approved.
  - If a degree plan needs be updated, students will receive an email to let them know. Students will need to turn in a degree plan change form (or a new degree plan if changes are too extensive) to the Graduate Program Specialist at least a week prior to their Comps, so there is enough time to process it.

- Degree plans must not have any outstanding grades of “Incomplete”, and that their GPA is meeting the program’s requirements of 3.6 GPA or higher on a 4.0 scale.
- Met Foreign Language Requirement. See “Foreign Language Requirement” section for more details on how to check if they have met this.
- The student’s outside, or fifth, committee member (outside of the History department, but can be from some other department at UNT, or outside UNT entirely) must be added via Degree Plan Change form by the time they are sitting for oral comps. All necessary paperwork for this addition should be processed at least several weeks before the oral comps take place. Please contact the Graduate Program Specialist via email at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu) for more information.

*Note: Students cannot register for dissertation hours until Comps are completed & passed. For this reason most students want to be done with both their oral and written comps before the 12th day of class in order to enroll for that semester. Students who are TA/TF for the upcoming semester MUST have passed both their oral and written comps at least 2 business days prior to 1st class day of the following semester in order for all paperwork to be completed so they can be enrolled in required hours and be classified as “level 3” to receive pay increase.*

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## Dissertation Prospectus

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The primary goals of a dissertation prospectus are to articulate the contours of a student’s dissertation research and to establish a plan for completion. While the precise format of a prospectus will vary depending on the needs of the student, successful prospectuses (typically around 5,000 words, minus notes and bibliography) generally share the following basic components:

1. A working dissertation title that communicates your project’s major empirical and methodological concerns.
2. An introductory narrative that states the primary empirical and interpretive questions that guide your dissertation research, and that also states the broader significance and value of your dissertation to your fields of study (and beyond).
3. A review narrative that discusses the current state of the field(s) that your dissertation will address, along with any historiographical questions or debates to which your dissertation will respond.
4. A research and writing plan that identifies specific archival collections (or other primary sources) that you will consult, when you will consult them, and that also identifies which parts of your dissertation you plan to write first.
5. A working table of contents with chapter titles and descriptions.
6. A working bibliography organized into two sections—one listing primary sources, and one listing secondary sources.

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## What *is* a Dissertation or Thesis?

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Conventionally, a Ph.D. dissertation in history is a written document that describes the methods and results of an historical research project based on the analysis of primary sources that responds to scholarly discussions in a given field of study with new evidence and perspectives. The dissertation serves as the most important element of doctoral education in history, and demonstrates the Ph.D. candidate’s ability to contribute substantial, careful, and original work to scholarly conversations. A typical dissertation is somewhere between 150 and 250 double-spaced pages in length, and consists of four or more chapters

along with an introduction, a conclusion, and a bibliography. Successful dissertations in history are often published as peer-reviewed books, usually after substantial revisions that further distill, clarify, and elaborate on the project's major innovations.

For new PhD students, it is never too early to begin formulating your dissertation project. During the second hour of your comprehensive oral examination, you will be required to defend your dissertation prospectus before approval to enroll in dissertation hours.

Like a Ph.D. dissertation in history, an M.A. thesis is also a written document that describes the methods and results of an historical research project based on the analysis of primary sources. However, unlike a dissertation, a thesis is a much shorter work that makes more limited contributions to scholarly conversations. A typical thesis consists of two or three chapters, along with an introduction, conclusion, and bibliography, and runs about 80 to 120 pages in length. Unlike a dissertation, a thesis is rarely a substantial enough project to publish as a peer-reviewed book, although an individual chapter can often be published as a journal article.

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## Defending your Dissertation or Thesis

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Students are often confused about what constitutes the “defense” of a dissertation or thesis, in part because the contours of these events can vary widely by discipline and institution. For instance, at some universities, graduate student defenses are public; at others, they are private.

In the UNT Department of History, dissertation and thesis defenses are private and the protocol for administering them is straightforward. Students meet with the faculty members of their dissertation or thesis committee, typically in one of our department's seminar rooms or in the departmental library. Once the defense has convened, the student is asked to step out of the room for a few minutes while their major professor and committee members discuss the best way to organize their comments and questions. The student is then asked to return to the room, and usually expected to open the defense with a brief, conversational discussion of their dissertation or thesis that highlights the project's major innovations and strengths. Each member of the student's committee is then provided with an opportunity to raise their questions and concerns about the dissertation or thesis project, questions that the student is expected to adequately answer. Generally speaking, if a student is receiving increasingly difficult and challenging questions from their committee members, it's a sign that the defense is going very well. In most cases, the final set of discussions during a successful defense concern the project's next steps, such as the future revision of the dissertation into a book. At the conclusion of the defense, the student is again asked to step outside the room while their committee deliberates the sufficiency of the student's responses to their questions and concerns and decides whether or not the student has passed. The student is then asked to return and provided with a summary of the committee's decision and remarks. From start to finish, the defense usually lasts between 90 and 120 minutes.

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## Registering for Thesis or Dissertation Hours

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### Master Thesis Hours (HIST 5950)

Once MA students complete all coursework, they are eligible to be enroll in thesis hours while they are working on writing their thesis. Students must take at least six (6) thesis hours to meet degree requirements, and must maintain continuous enrollment during each semester. See continuous enrollment section for more information regarding required thesis enrollment policy.

### Dissertation Hours (HIST 6950)

Once Ph.D. students complete all their coursework and Comprehensive Exams (oral and written exam), or typically referred by department as Comps, they are eligible to enroll in dissertation hours while working on writing their dissertation. Students must take a minimum of twelve (12) dissertation hours to meet degree requirements, and must maintain continuous enrollment during each semester. See continuous enrollment section for more information regarding required dissertation enrollment policy.

To request enrollment into Thesis (HIST 5950) or Dissertation (HIST 6950) hours, students must submit the Special Course Registration eForm. Found here: <https://history.unt.edu/forms/course-registration-form>.

**Note:** *Student enrollment requests for thesis and dissertation hours are initiated by the student, and final enrollment into thesis or dissertation section will be completed by the department.*

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## Special Problems Courses

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If you wish to take a special problems course during the Fall or Spring semesters, you must discuss it with the professor you wish to conduct the course. The professor has the ultimate authority to decide whether to proceed with a formal request or not. The Graduate Student Committee (GSC) will consider any special problems requests submitted by professors using the Department of History Special Problems Request form. If the committee approves the request the student will be registered. No students will be registered outside of this process.

The process for requesting a special problems course for the summer semester differs. If you wish to take a special problems course during the summer semester, please discuss it with the professor you wish to conduct the course. If they agree to the course, fill out the Special Course Registration form on the department website: <https://history.unt.edu/forms/course-registration-form> , and the Grad Program Assistant will take care of the registration process.

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## Advanced Humanities Pedagogy Certificate

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Graduate students at UNT can earn an Advanced Humanities Pedagogy Certificate in preparation for a career in education. The certificate program trains students in educational methods and practicalities, course design, and culturally responsive teaching in advanced humanities classrooms. Students who complete the certificate program will not only have training and experience but also an official certificate to record on their CV and discuss with potential employers. To earn the certificate, students must complete 12 credit hours in the following courses:

- Take Teaching College History (3 hours) or interdepartmental equivalent
- Take Introduction to the Humanities Pedagogy Lab (3 hours)
- Either: take 2 courses (6 hours) in or outside the history department that are related to teaching methods; or find 2 courses (6 hours) that will allow for the creation of a teaching portfolio in lieu of a final research paper.

Contact Dr. Goldmann for questions regarding the Advanced Humanities Pedagogy Certificate:

[kerry.goldmann@unt.edu](mailto:kerry.goldmann@unt.edu)

### Humanities Pedagogy Lab

The Humanities Pedagogy Lab is a key setting for the AHP certificate program. The lab holds technology to facilitate student creation of recorded teaching demonstrations and course design. The lab course will introduce students to the technology and uses of the lab, and students must be officially enrolled in the certificate program to use the lab. After taking the introductory course, students can sign up for times to rent the lab for use in their projects.

Contact Dr. Goldmann for questions regarding the Pedagogy Lab: [kerry.goldmann@unt.edu](mailto:kerry.goldmann@unt.edu)

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## Master's & Doctoral Defenses

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When students have completed all degree requirements and are ready to defend their thesis or dissertation (or take their Master's comprehensive exam in lieu of thesis), it is their responsibility to notify the Graduate Studies Assistant that they will need to schedule a defense. A student's major professor may schedule it on the behalf of the student.

The following will be verified to make sure students are eligible to be schedule to defend their Thesis/Dissertation:

- Student(s) have applied to graduation. For more information on How to Apply for graduation visit the following link, <https://registrar.unt.edu/graduation-and-diplomas/information-for-graduates>

- No grades of “I”, or incompletes, on student record/degree plan.

*The following steps only apply to Master’s students, as these should have already been completed for Ph.D. students at the time of their comps.*

- Most up-to-date degree plan on file with both the History Department and Toulouse Graduate School.
- Met the language requirement. **Note:** *If students are completing a Master’s degree, there is no language requirement. See “Foreign Language Requirement” section for more details on how to check if they have met this.*

Once the Graduate Student & Program Specialist has verified that all of the above items are completed of (or are at least set in motion to be completed in time), students will be scheduled the defense on the departmental calendar.

### Scheduling with Toulouse Graduate School

For every defense that takes place, it must be added to the Toulouse calendar. The History department will be the ones to schedule every defense with Toulouse Graduate School. No action will be required of students.

**Note:** *This process does not need to be completed for non-thesis exams, it is for defenses only.*

### Defense Paperwork

The day a student’s defense is schedule to take place three forms will be provided to the Major Professor by the Graduate Student & Program Specialist. The list is below:

- Oral Defense Form
- UNT Oral Defense Evaluation Rubric
- 2014 Fall UNT Diss-Thesis Evaluation Rubric

The Oral Defense Form will be sent to Toulouse Graduate School within 48 hours of scheduled defense date. It is up to the student to follow the instructions provided by Toulouse Graduate School in regards to submitting their Thesis/Dissertation into Vireo in the appropriate time frame.

Students with any questions over the Vireo submission process must refer back to the email they received regarding their graduation application from Toulouse Graduate School.

### MA Comprehensive Exam (Non-Thesis Master’s Portfolio Option)

Portfolio Requirements

- I. **Seminar Paper:** Students should select one 15-20-page seminar paper they wrote for a seminar course that speaks to their research interests.

2. **CV:** Students will put together a CV documenting their education and experience. The CV should be geared towards the student's intended career or field.
3. **Cover Letter or PhD Statement of Purpose:** Students who are planning to pursue a job after graduation will write a one-page, single-spaced cover letter for a desired job. Students who are planning to apply for PhD programs after graduation will submit a statement of purpose they plan to include in their applications.
4. **Personal Reflection:** Students will write a one-two page personal reflection on their growth in the graduate program, career ambitions following MA conferment, and the practical steps they intend to take towards their next goal.

Students who choose not to complete a thesis for their Master's will instead compile program elements into a comprehensive MA portfolio in their final semester of coursework. The portfolio will be discussed during an oral exam with the student's committee. The portfolio must be submitted to all committee members at least two weeks prior to the oral exam. Upon successful portfolio submission and examination, the student will be eligible for graduation.

Students requesting to be scheduled to complete their oral exam must contact the Graduate Program Coordinator via email at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu) (must copy major professor on email). Before the student(s) can be scheduled to take their exam, the Graduate Advisor will verify they are eligible to be scheduled. Once they have been verified to have completed all the required items (see above for items), they will be scheduled on the departmental calendar. On day of exam, major professor will be provided with two (2) forms from Toulouse Graduate School that are required for the non-thesis-exam. The list of forms needed is below:

- Final Comprehensive Examination/Project Form
- UNT Non-Thesis Evaluation Rubric

**Note:** *Both forms must be returned to the Graduate Studies Assistant in order to be processed.*

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## Applying to Graduate (*not applying for commencement!*)

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When available, Toulouse Graduate School will publish the defense and graduation deadlines for the current and future semesters on their website here: <https://tgs.unt.edu/new-current-students/graduation-information>. Once on their website scroll down to find the table titled "Graduation Deadlines". There are descriptions of what needs to happen by each deadline for the student to graduate in that semester.

For questions regarding graduation applications please contact Toulouse Graduate School via email at [graduation@unt.edu](mailto:graduation@unt.edu), or by phone at 940-565-2383.

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## Formatting and Filing the Dissertation/Thesis

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We strongly recommend that you familiarize yourself with the contents of the Graduate School's Thesis/Dissertation Manual (<https://tgs.unt.edu/sites/default/files/Thesis%20Manual%20-%20released%20June%202022.pdf>) and schedule a meeting with the graduate reader prior to beginning your final formatting.

Your thesis or dissertation, along with all associated forms and materials, must be submitted electronically, via a submission tool called Vireo (instructions are on the Thesis Manual Page, <https://tgs.unt.edu/thesis-manual>). There is a mandatory \$20 “archive” fee for submitting theses and dissertations. As part of UNT's commitment to openness, you will be urged to make your dissertation or thesis available on-line without imposing any restrictions. This may not always be the best option for writers or literature scholars, however, so please discuss this important matter with your major professor, who will in any case be asked to approve the availability option that you have selected.

One caveat: in spite of instructions from the Graduate School regarding specific fonts, do not format your thesis or dissertation in any sans serif font, e.g. Arial. It is true that Arial may be appropriate for digital documents intended for the Web (it is a display font, after all), but sans serif fonts are simply not to be used for any text that is meant to be read in a print medium. It is unprofessional for any humanities scholar to use sans serif fonts to format his or her work, and no journal or academic publisher will take you seriously if you do.

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## Satisfactory Progress Policy for Ph.D. Students in History

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### Periodic Evaluations

The Department of History will periodically (at least once a year, usually over the summer) evaluate each doctoral student. The evaluation will be based on the student:

- Maintaining a satisfactory academic record (3.6 GPA and no more than one incomplete per academic semester)
- Achieving the milestones for Satisfactory Progress in a timely manner.

The Graduate Student Advisor, Dr. Goldmann, will perform this evaluation with input from the student's major professor. The Department may review a student's record at any time to make an evaluation of satisfactory progress and act accordingly.

### Satisfactory Academic Record

The Department of History expects each Ph.D. student to:

- Understand all relevant UNT polices and demonstrate professional and collegiate behavior toward faculty, peers, and students, as outlined in the UNT Student Code of Conduct



(<https://policy.unt.edu/policy/07-012>), the Teaching Excellence Handbook (<https://teachingcommons.unt.edu/teaching-handbook>), and the Department of History Graduate Student Handbook

- Meet all University expectations as presented in the Graduate Catalog and all other guidelines provided by the Graduate School and University; and fulfill all responsibilities of a doctoral student regarding coursework and degree requirements in a timely manner. The Graduate School states that all work towards a doctoral degree be “completed within a period of 8 years from the date doctoral credit is first earned.” Yet, the department expects students entering the program with a Master’s to complete the dissertation in 5 years. Students who take longer may be issued notices of unsatisfactory progress, and will no longer qualify for funding by the department, for travel support, or for competitive scholarships.
- Any student not completing all degree requirements by the end of the eighth (8<sup>th</sup>) academic year after the date of the first doctoral course will be removed from the graduate program in History.

### Milestones for Satisfactory Progress

These milestones are meant to function as general guidelines for satisfactory progress. The progress of students not passing these milestones at a steady rate may be deemed unsatisfactory.

Doctoral Milestones:

Semester	What you should have completed
First Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty advisor and the Graduate Student Advisor, student should schedule nine (9) graduate hours.</li> <li>• Students pursuing a PhD degree and who have not already satisfied the foreign language requirement should begin the work necessary to do so (see foreign language requirement section). Ph.D. students must fulfill the language requirement before they schedule their comprehensive exams.</li> </ul>
Second Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty advisor and the Graduate Student Advisor, student should schedule nine (9) graduate hours including one (1) three-hour seminar and HIST 6000. (<b>BA-PhD</b> students should take HIST 5940).</li> <li>• In addition, student <b>MUST</b> have in place a committee for their comprehensive examination and submit a Degree Plan by the completion of eighteen (18) history graduate-level hours.</li> </ul>
Third Semester	<ul style="list-style-type: none"> <li>• In consultation with their major professor, student should schedule nine (9) graduate hours including two (2) three-hour seminars.</li> </ul>
Fourth Semester	<ul style="list-style-type: none"> <li>• In consultation with their major professor, student should schedule one (1) three-hour seminar.</li> <li>• Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> <li>• Once eligible (completed 30 hours of coursework, met the language requirement), student must successfully defend their Comprehensive Examinations, which includes approval of dissertation topic within one calendar year.</li> </ul>
Fifth Semester	<ul style="list-style-type: none"> <li>• In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> </ul>

	<ul style="list-style-type: none"> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Sixth Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> <li>Students should begin/continue work toward their dissertation. Students must take a minimum of twelve (12) dissertation hours prior to their dissertation defense.</li> </ul>
Seventh Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Eighth Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Ninth Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Tenth Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> <li>Upon completing the dissertation, the student will make a final oral defense over that completed research.</li> </ul>

### **Satisfactory Progress for Students who are ABD (after successful completion of Comprehensive Examinations)**

To determine satisfactory progress for students who are ABD, the student's major professor will evaluate annually the student's progress toward completing the dissertation at the request of the Director of Graduate Studies. The major professor will review the student's progress through the various stages of the dissertation process: passing exams, the writing of the prospectus, the timely submission of dissertation chapters, and the scheduling of the dissertation defense. The major professor's evaluation provides an important measure of satisfactory progress.

A student found by their major professor or the Grad Advisor to be in noncompliance with department or university policies for Satisfactory Progress will be evaluated as unsatisfactory and will receive a Notice of Unsatisfactory Progress. The student must then schedule an appointment for advising with the Grad Advisor. Failure to schedule an appointment for advising will result in another Notice of Unsatisfactory Progress. If the unsatisfactory evaluation is not the student's first, the student may also be placed on probation or removed from the Ph.D. program.

### **Probation**

When a student receives one grade of "C" or below, and/or one grade of Incomplete, the student will receive a Notice of Probationary Status and will be placed on probation for the remainder of the coursework phase of his or her program. Likewise, two unsatisfactory evaluations may result in a student being placed on probation. The Graduate Student Advisor will notify the student of their probationary status and will send copies of the notice to the student's major professor, the Director of Graduate Studies, and Toulouse Graduate School. Another copy will be placed in the student's file.

After receipt of notice of probationary status, the student must schedule a meeting with the Graduate Student Advisor to discuss his or her plans for doctoral study. Failure to schedule and keep an appointment for advising may result in another Notice of Unsatisfactory Progress. Students on probation may not withdraw from any future courses without the consent of their major professor and the graduate adviser. Unauthorized withdrawal constitutes grounds for removal from the program.

### **Removal from the Ph.D. Program**

The Director of Graduate Studies will notify the student of their removal from the program and will send copies of the notice to the student's major professor, the department chair, and Toulouse Graduate School. The student then has one week to make a formal written response to the Director of Graduate Studies. Should the decision to remove the student from the program stand, the Director will send the student a confirmation of removal and will copy the parties named above.

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## **Satisfactory Progress Policy for Master's Students in History**

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### **Periodic Evaluations**

The Department of History will periodically (at least once a year, usually over the summer) evaluate each Masters student. The evaluation will be based on the student:

- Maintaining a satisfactory academic record (3.5 GPA and no more than one incomplete per academic semester)
- Achieving the milestones for Satisfactory Progress in a timely manner.

The Graduate Student Advisor, Dr. Goldmann, will perform this evaluation with input from the student's major professor. The Department may review a student's record at any time to make an evaluation of satisfactory progress and act accordingly.

### **Satisfactory Academic Record**

The Department of History expects each Master's student to:

- Understand all relevant UNT policies and demonstrate professional and collegiate behavior toward faculty, peers, and students, as outlined in the UNT Student Code of Conduct (<https://policy.unt.edu/policy/07-012>), the Teaching Excellence Handbook

(<https://teachingcommons.unt.edu/teaching-handbook>), and the Department of History Graduate Student Handbook

- Meet all University expectations as presented in the Graduate Catalog and all other guidelines provided by the Graduate School and University; and fulfill all responsibilities of a Masters student regarding coursework and degree requirements in a timely manner. The Graduate School dictates that all work towards a master's degree be "completed within a period of 5 years from the date master's credit is first earned." Yet, the department expects students entering the program with a B.A./B.S. to complete the program in two (2) years. Students who take longer may be issued notices of unsatisfactory progress, and will no longer qualify for funding by the department, for travel support, or for competitive scholarships.
- Any student not completing all degree requirements by the end of the third (3<sup>rd</sup>) academic year after the date of the first master's course will be removed from the graduate program in History.

### Milestones for Satisfactory Progress

These milestones are meant to function as general guidelines for satisfactory progress. The progress of students not passing these milestones at a steady rate may be deemed unsatisfactory.

MA with Thesis:

Semester	What you should have completed
First Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours including HIST 5940: Historical Bibliography.</li> <li>• Students pursuing a MA degree and who have not already satisfied the foreign language requirement should begin the work necessary to do so (see UNT graduate Catalog).</li> </ul>
Second Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours.</li> <li>• In addition, student MUST have in place a committee and submit a Degree Plan by the completion of eighteen (18) history graduate-level hours.</li> </ul>
Third Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule nine (9) graduate hours including two (2) three-hour seminars.</li> </ul>
Fourth Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule six (6) thesis hours.</li> <li>• Students with a TA position or other university funding requiring full-time enrollment must schedule nine (9) graduate hours.</li> <li>• In addition to coursework, students should successfully defend their MA/MS thesis.</li> </ul>

MA without Thesis:

Semester	What you should have completed
First Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours including HIST 5940: Historical Bibliography.</li> <li>• Students who have not already satisfied the foreign language requirement should begin the work necessary to do so (see UNT graduate Catalog).</li> </ul>
Second Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours.</li> <li>• In addition, students MUST have in place a committee for their comprehensive examination and submit a Degree Plan by the completion of eighteen (18) history graduate-level hours.</li> </ul>
Third Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule nine (9) graduate hours including two (2) three-hour seminars.</li> </ul>
Fourth Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule six (6) graduate hours.</li> <li>• Students with a TA position or other university funding requiring full-time enrollment must schedule nine (9) graduate hours.</li> <li>• In addition to coursework, students must successfully complete their oral comprehensive exam for the MA/MS degree.</li> </ul>

### Probation

When a student receives one grade of "C" or below, and/or one grade of Incomplete, the student will receive a Notice of Probationary Status and will be placed on probation for the remainder of the coursework phase of his or her program. Likewise, two unsatisfactory evaluations may result in a student being placed on probation. The Graduate Student Advisor will notify the student of their probationary status and will send copies of the notice to the student's major professor, the Director of Graduate Studies, and Toulouse Graduate School. Another copy will be placed in the student's file.

After receipt of notice of probationary status, the student must schedule a meeting with the Graduate Student Advisor to discuss his or her plans for doctoral study. Failure to schedule and keep an appointment for advising may result in another Notice of Unsatisfactory Progress. Students on probation may not withdraw from any future courses without the consent of their major professor and the graduate adviser. Unauthorized withdrawal constitutes grounds for removal from the program.

### Removal from the Master's Program

The Director of Graduate Studies will notify the student of their removal from the program and will send copies of the notice to the student's major professor, the department chair, and Toulouse Graduate School. The student then has one week to make a formal written response to the Director of Graduate Studies. Should the decision to remove the student from the program stand, the Director will send the student a confirmation of removal and will copy the parties named above.

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## General Statement of Department Appeals Procedure

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- A. All of the preceding departmental policies are meant to facilitate the students' completion of their graduate degree in a timely manner and in a way that meets the needs of the student, the department, and the university.
- B. With the above statement being a general framework, the department realizes that each student's path to the degree will be different and that any given student may encounter circumstances in their program of study that fall outside of departmental policies.
- C. In recognition of the above-stated fact, students who face extraordinary circumstances that make adherence to particular departmental policies problematic for them may appeal to the Graduate Committee for a waiver of the policy in question.
- D. Such appeals must be made in writing to the Graduate Student Advisor or the Department Chair, who will then present the appeal to the Graduate Committee for discussion and a vote. Decisions on appeals of departmental policy made by the Graduate Committee are not meant to set precedent for future appeals of a similar nature by other students. Every reasonable effort will be made by the Committee to render decisions in a timely manner.

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## Expectations of Graduate Students Academic & Professional Conduct

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By joining the community of scholars in the Department of History at the University of North Texas, each member is agreeing to abide by a common set of standards for academic and professional conduct. Graduate students are governed both by [UNT Policy, 07.012 Code of Student Conduct](#), as well as by the department-specific guidelines described in this document. As aspiring historians, students are also expected to strictly adhere to practices and values described in the American Historical Association's [Statement on Standards of Professional Conduct](#).

Graduate students who do not comply with the expectations of professional conduct described in these documents are subject to disciplinary actions or dismissal. Students have the right to appeal any department-issued sanctions that are administered. All appeals must be made in writing and submitted to [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu). The Graduate Committee, in consultation with the Department Chair, will consider appeals.

Each academic year, each student must submit a signed copy of this agreement, either in person in Wooten Hall 227 or via email at [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu).

TAs/TFs will submit their signed copy of this agreement in person to the HIST Director of the Teaching Assistantship/Fellowship Program, Dr. Courtney Welch.

### Academic Conduct

- I. Students are expected to strictly adhere to [UNT Policy 06.003, Student Academic Integrity](#).

2. Graduate students in the Department of History may not have more than one outstanding grade of Incomplete at any time.
3. Any student who earns two grades of C on their graduate coursework will no longer be considered in good academic standing and may be dismissed from the program.
4. Graduate students are expected to attend class, regardless of whether or not the course syllabus specifically states that attendance is required. Students are expected to communicate with their professor prior to any absence. Students should not have more than one unexcused [absence](#) in any single class except under rare and unusual circumstances. Not only does being absent hinder a student's ability to master the course material, repeated absences reflect poor professional behavior and place undue burdens on faculty and other students who must do more than their share to contribute to class discussions, a vital aspect of graduate instruction.
5. Students are required to attend classes in person. UNT does not have an online graduate program in history, and students should not expect faculty to accommodate students who wish to attend class remotely.
6. Students are expected to make continual progress toward degree completion and to stay in regular contact with their major professors.

### **Professional Conduct**

1. Graduate students are expected to attend graduate orientation as well as periodic, mandatory training programs. If scheduling conflicts arise, students must arrange for alternative training opportunities in order to remain in good standing in the program.
2. Students are expected to familiarize themselves with the material in the Graduate Student Handbook and to consult it before asking staff or faculty questions about any aspect of the graduate student experience.
3. As historians we are united in our collective desire to better understand the past. However, as in any community, disagreements--scholarly and otherwise--are inevitable. As members of an academic community, graduate students are expected to disagree respectfully. Although criticism of ideas and debate are appropriate and necessary components of historical practice, expressions of differences of opinion and interpretation must always be delivered in a way that communicates respect for those holding different ideas. Bullying, harassment, and any other disruptive or disrespectful behaviors that threaten or interfere with the ability of other community members to learn and work in peace will not be tolerated.
4. As humanists, we are trained to respect diversity and to seek out a multiplicity of perspectives. Not only should these core values animate our scholarship, they should govern our interpersonal relationships as well. All students are expected to strictly abide by [UNT Policy 16.004 Prohibition of Discrimination, Harassment, and Retaliation](#). Furthermore, members of the community are

expected to educate themselves and to avoid committing microaggressions--everyday subtle, words or actions that unintentionally or otherwise insult or harm members of a marginalized group. When words or actions are interpreted as harmful or disrespectful, community members are expected to engage in respectful dialogue, seek to repair damage, and take advantage of the opportunity to learn to respect and understand other viewpoints. Members of the community are expected to extend each other the benefit of the doubt and actively work to create an inclusive community.

5. Students are expected to follow these expectations of professional conduct in all department spaces, including classrooms, the student lounge, TA/TF offices, the main office, or faculty offices. Students must treat all UNT-owned property with respect and abide by any rules governing space usage.
6. Graduate students are expected to contribute positively to the intellectual life of the community and should frequently attend department events, lectures, and actively participate in department-wide initiatives, such as the hiring of new faculty.
7. Part of graduate training is to learn how to communicate professionally. Graduate students should respond to emails from faculty, staff, university officials, and other members of the professional community promptly and politely and utilize their official UNT email address. Professional emails should utilize greetings, signatures, and other expressions of courtesy. Any images or photos contained in such communications should be professional in nature.
8. Graduate students must strictly abide by [UNT Policy 07.0I3, Hazing](#). Furthermore, graduate students should not intimidate, threaten, coerce, or ridicule other students in an attempt to get them to associate with or disassociate from faculty and students associated with different historical subfields. As a discipline, history is a big tent, and the UNT Department of History is committed to valuing and honoring all methods and subjects that meet the ethical guidelines outlined by the AHA. Graduate students are expected to engage with one another respectfully and to avoid excessive cliquishness and exclusionary practices.
9. Students are expected to abide by these expectations of professional conduct not only on campus but also when acting as a representative of the department elsewhere, for example, while attending professional conferences. Furthermore, students who identify themselves as members of the department on social media must agree to abide by these expectations in those forums as well.
10. Students who have access to information found in student records, including TAs, TFs, and History Help Center Employees are expected to strictly abide by [FERPA regulations](#). Failure to do so may result in loss of employment.
11. Graduate students working as TAs, TFs, and Help Center Employees are expected to treat undergraduate students with courtesy and respect. Graduate student employees who ridicule, belittle, or harass undergraduates either in person or on any form of social media will be held accountable according to UNT employment policies and the UNT Code of Student Conduct.



12. Graduate student employees (TAs, TFs, and Help Center Employees) must abide by all policies specifically relevant to UNT employees, including the obligation to report any evidence of [suspected sexual misconduct](#).

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## Departmental Funding Opportunities

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### Departmental Scholarships

The Department of History offers several departmental Graduate scholarships as listed below. Applications will be posted each September on the History department website under the Forms tab and are also available for pick up from the History office located in WH 225. Applications are due by February 15<sup>th</sup> of each year for the following academic year.

When applying for scholarships, please carefully read the criteria for each scholarship and closely follow the directions on the application regarding submission of department required materials, as well as scholarship specific supplemental materials.

- **Donald E Chipman Graduate History Scholarship** - awarded to a full-time\*UNT Department of History Graduate student.
- **Friends of the Department of History Scholarship** - awarded to a full-time\* UNT Department of History Graduate student.
- **Hatton W. Sumners Scholarship** - awarded to full-time\* UNT Department of History Doctoral student engaged in the preparation of their Dissertation on some aspect of American History. Preference is given to students with a dissertation topic on some aspect of the U.S. Constitution, or Political or Economic History.
- **History Excellence Scholarship** - awarded to a full-time\* Undergraduate student at UNT with a minimum 3.5 cumulative GPA, or to a full-time\* Graduate student in History with a minimum cumulative GPA of 3.8.
- **Jack B. Scroggs Graduate Scholarship Fund** - awarded to a Doctoral student to allow them to complete their dissertation without duties owed the Department.
- **Jim Berry Pearson Scholarship** - awarded to a full-time\* Graduate student who is seeking knowledge for the sake of knowledge itself.
- **Ledbetter Family Scholarship** - available to a full-time\* UNT student (Undergraduate or Graduate) majoring in History.
- **Major General Olinto Mark Barsanti Graduate Fellowship in Military History** - awarded to a full-time Graduate student with a concentration in Military History. Student must devote full-time to graduate studies and may not work more than 20 hours per week. Applicants must provide a record of publications and scholarly presentations and letters of recommendations should attest to the integrity and professional/academic potential of the candidate.

- **Nation's Heritage Scholarship** - awarded to a full-time\* UNT Undergraduate or Graduate student in good standing in the department of History.
- **Shinko & Thomas McDonald Award for Texas History** - awarded to a full-time\* Graduate student studying Texas History from 1821-1860.
- **History Faculty Scholarship** - awarded to a Graduate student in History who has demonstrated superior ability in the study of History.
- **The Julia Child Foundation for Gastronomy & the Culinary Arts Fellowship in Food History** - awarded to a full time UNT Department of History Masters Graduate Student studying Food History. Applicants are required to submit a letter of application describing their qualifications and interest in food studies as a supplement to the departmental scholarship application.
- **The Al & J.M. Murdock Scholarship Fund** - awarded to a full time\* UNT Graduate student studying Military History.
- **The Richard Lowe Graduate Award in American Civil War History** - awarded to a full time\* UNT Department of History Graduate student studying American Civil War History.
- **The Bruzzy Westheimer Graduate Fellowship in Human Security** - awarded to a full time UNT Graduate student pursuing research and/or scholarly activities related to Human Security. Graduate students with majors housed in CLASS will be given first priority. Awardee must commit to graduate studies on a full-time bases and may not work more than 20 hours a week. Applicant is required to submit (1) information on publications, research, scholarly presentations or serving as a teaching assistant, research assistant, or teaching fellow related to issues related to human security; (2) minimum of two letters of recommendation attesting to integrity and professional/academic potential of the applicant in the area of Human Security; (3) two-page essay describing work in Human Security.

\*Full-time enrollment is a requirement of this scholarship, unless student has fewer than twice the number of semester hours required to be full time remaining in their degree program.

### Department Travel Grants

The Department of History Graduate Student Research and Conference Travel Grant awards financial support to graduate students traveling to archives, libraries, or field sites to conduct research with primary sources; as well as to present completed research and work-in-process at conferences, seminars, workshops, and other professional meetings.

The Department of History Graduate Student Research and Conference Travel Grant can only provide a maximum of \$500 of funding per graduate students, per year.

Students may apply to the Department of History Graduate Student Research and Conference Travel Grant by submitting a eform that can be found on our website, [history.unt.edu](https://history.unt.edu), or by using the following link: <https://history.unt.edu/forms/application-research-and-conference-travel-grant-graduate-students>.

*Please Note: Students may only apply for travel support for ONE trip during an academic year. Exceptions can be made with justifications that the trip is required for accepting national or international award(s).*

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## Additional UNT Funding Opportunities

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### Financial Aid

[UNT Student Financial Aid and Scholarships](#) provides several methods of assisting students in financing their education. Applications and complete descriptions of all programs, requirements, and qualifications are available at:

Financial Aid Office  
Eagle Student Services Building  
Room 228  
University of North Texas  
Denton, TX 76203  
Phone: (940) 565-3901

Applications for financial aid administered by the university Financial Aid Office should be made by June 1 (for the Fall semester), October 1 (for the Spring semester), and April 1 (for the Summer terms).

### Travel Funding Opportunities

The Toulouse Graduate School offers a limited number of competitive scholarships to selected graduate students who are in good academic standing. These travel grants are offered to support the costs of travel to professional meetings that are relevant to their degree.

For more information, see <https://tgs.unt.edu/new-current-students/travel-grants>.

### College of Liberal Arts and Social Sciences Travel Grants

UNT CLASS offers Travel Support Grants for Graduate Students of up to \$500 for academically successful graduate students to assist in conducting or presenting research. Preference is given to students who: have an overall 3.5 GPA or above, have completed 18 hours at UNT; are presenting co-authored papers/presentations/posters, and have not previously received an award.

Each semester (fall, spring, and summer) CLASS will have an application available for students to complete for specific travel periods.

For more information visit [class.unt.edu](http://class.unt.edu). The Graduate Student & Program Specialist will also send out emails informing students of the application and application deadline.

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## Graduate Student Support Services

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We want every student to have access to the resources offered by UNT and outside entities. These resources are meant to support history graduate students in becoming personally, professionally, and academically enriched throughout their graduate career.

## Research Resources

- [Libraries \(Links to an external site.\)](#) - UNT has six libraries and seven million pages of digital content. The library subscribes to hundreds of online sources and journals, perfect for graduate research.
- [CITI Training \(Links to an external site.\)](#) - UNT's Office of Research provides free online Responsible Conduct of Research (RCR) training through the Collaborative Institutional Training Initiative (CITI).
- [Statistical Support \(Links to an external site.\)](#) - Graduate students can take advantage of services offered by the [Office of Research Consulting \(ORC\)](#), [Learning IOI \(Links to external site\)](#) through the Learning Center, or the [Research and Statistical Support \(Links to an external site.\)](#) (RSS).
- [Tropy \(Links to an external site.\)](#): Tropy is free, open-source software that allows you to organize and describe photographs of research material. Once you have imported your photos into Tropy, you can combine photos into items (e.g., photos of the three pages of a letter into a single item), and group photos into lists. You can also describe the content of a photograph. Tropy uses customizable metadata templates with multiple fields for different properties of the content of your photo, for example, title, date, author, box, folder, collection, archive.
- [Zotero \(Links to an external site.\)](#): Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research. It is a citation manager that captures metadata from online catalogs and finding aids. It also generates citations for use in word-processing software.
- [DEVONthink \(Links to an external site.\)](#): DEVONthink helps you collect, organize, edit, and annotate documents of any kind. Have them automatically analyzed, connected, and filed. Sync them between your Mac, iPhone, and iPad.
- [Omeka \(Links to an external site.\)](#): Omeka is a platform for presenting your research online, where you can create shareable online exhibits as a form of digital history.

## Writing Resources

- [Writing Support \(Links to an external site.\)](#) - UNT has many writing resources available for graduate students working on their thesis, dissertation, or class paper. Included is the [Graduate Writing Support Center \(Links to an external site.\)](#).
- [Toulouse Graduate School “Eagle Thesis and Dissertation Bootcamps” \(Links to an external site.\)](#): The Eagle Thesis and Dissertation Boot Camp is designed to provide a supportive environment for intense, focused writing time, as well as structure and motivation to overcome typical roadblocks in the dissertation process.
- [The UNT Thesis Manual: Formatting the Dissertation/Thesis \(Links to an external site.\)](#)
- Joan Bolker's [Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing Your Doctoral Thesis \(Links to an external site.\)](#)

## Professional Resources

- [Learning Center \(Links to an external site.\)](#) - The Learning Center offers a variety of services to support graduate students such as research skills series, basic statistics, tutoring, exam preparation, and more!
- [Professional Development Workshops \(Links to an external site.\)](#) - The Toulouse Graduate School puts on workshops designed to provide you with the necessary skills for post-graduate work and life. Our [Professional Development Catalog \(Links to an external site.\)](#) is published each semester and provides easy access to the registration links.
- [Career Center \(Links to an external site.\)](#) - The Career Center helps provide graduate students seeking job placement, internships, career changes, and even free business cards.
- [Teaching Resources \(Links to an external site.\)](#) - UNT offers the Teaching Excellence Seminar for new Teaching Assistants and Teaching Fellows.
- [The American Historical Association \(AHA\) \(Links to an external site.\)](#): The AHA is the largest organization of professional historians in the world and offers invaluable resources for history graduate students, including information on how to approach course work, funding, thesis/dissertation, publishing, teaching, and networking.
- [H-Net \(Links to an external site.\)](#): Humanities and Social Sciences Online (H-Net) is an independent, non-profit scholarly association that offers an open academic space for scholars, teachers, advanced students and related professionals. H-Net's digital platform, The Commons, provides a dynamic array of functions that allow academics to engage with each other, collaboratively produce knowledge, and disseminate information to its subscribers and the general public. Built around an online system of networks moderated by certified editors, H-Net is uniquely situated to encourage technological innovation in the humanities and social sciences while safeguarding academic best practice.
- **NOTE:** We will be hosting a virtual Job Workshop for all history graduate students in mid-September. Details will be emailed at a later date.

### General Resources and Services for Graduate Students

- [Counseling Center \(Links to an external site.\)](#) - The Counseling Center is located in Chestnut Hall and provides programs beneficial to graduate students such as Career Counseling, Individual Counseling, Testing, and Workshops.
- [UNT Informational Technology Assistance \(Links to an external site.\)](#)
- [Student Money Management \(Links to an external site.\)](#) - Learn how to better budget your money and loans in the Money Management Center. The Center also provides free workshops for all UNT students.
- [Dean of Students Office \(Links to an external site.\)](#) - The Dean of Students addresses a wide range of issues that students may face: food/housing insecurity, sexual misconduct, hazing, counseling, and much more. Graduate students can contact this office for personal issues or struggles they're experiencing. If you are a TA and believe one of your undergraduate students could benefit from the Dean of Students, consult with your supervising instructor who can refer the student.

### Career Center

The [UNT Career Center](#) offers many different services to students, and provides one-on-one services such as:

- Mock Interviews
- Career Planning Strategies
- Job/Internship Searches
- Resume/CV and Cover letter writing

For more information regarding services provided at the Career Center please visit <https://studentaffairs.unt.edu/career-center>.

### History Department Help Center

The Department of History operates the History Help Center, which is located in Wooten Hall, room 220. The History Help Center is staffed by graduate students from the History department and has three functions: to tutor students currently enrolled in History courses at UNT; to provide a place for taking make-up examinations; and to provide staff for proctoring examinations when instructors are absent during those examinations.

The History Help Center operates Monday-Friday from 8:00am to 5:00pm.

**\*\*Please contact anyone on the graduate studies team if you are wanting more resources or more information on the resources above. \*\***

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## Federation of North Texas Area Universities

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The Federation of North Texas Area Universities allows the University of North of Texas at Denton (UNT), Texas Woman's University at Denton (TWU), and Texas A&M University-Commerce to share resources between one another to the benefit of students. Due to UNT being part of the Federation, it allows UNT students to expand their courses offerings while receiving course credit and paying tuition at UNT.

As per [Toulouse Graduate School](#), any UNT graduate student who is admitted into a master's or doctoral degree program may register in graduate-level courses at TWU and/or A&M-Commerce that may be used towards their current degree program as per the approval of their department. Students interested must also verify that TWU and/or A&M-Commerce does not have restrictions in place on the course(s) UNT graduate students are interested in registering for.

*Please contact the Associate Director of Graduate Studies, Dr. Kerry Goldmann via email for more information on participating in the Federation of North Texas Area Universities.*

For more information on cross-registering in a Federation course please visit, <https://tgs.unt.edu/new-current-students/federation/student-information#UNT>.

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## Teaching and Research Assistantships

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The Department of History at the University of North Texas offers Teaching Assistantships and Teaching Fellowships to eligible students via competitive application once per academic year. Application deadline is January 15<sup>th</sup>. Appointments, if awarded, are assigned one semester at a time except summer.

Current students must submit a Teaching Assistantship & Fellowship Application found [here](#). New student applicants (Fall admission only) can indicate on their graduate program application if they would be interested in a Teaching Assistant position to be considered for the following academic year.

Summer appointments are available for returning Teaching Assistants/Fellows, pending funding and additional eligibility requirements. Teaching assistants/fellows are required to be enrolled in 9 credit hours per semester unless in thesis/dissertation hours.

### Types of Assistantships

Teaching Fellow (TF): Teaching fellows (PhD students only) have direct student contact in a formal instructional setting and are charged with primary responsibility for teaching a course for credit under the direct supervision of a faculty member or chair, receiving regular in-service training and planned and periodic evaluations. Teaching fellows are listed as the instructor of record.

Teaching Assistant (TA): Teaching assistants are graduate students who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc. Teaching assistants may not be listed as instructor of record.

### Teaching Assistant/Fellow Summer Employment Policy

The selected Teaching Assistant/Fellows of an academic year may have the opportunity to have summer employment with the department. Due to the department needs summer employment is not guaranteed and seniority status does not apply to this selection process.

Selection of summer TA/TF employment is dependent on the following requirements:

- Students must have a signed Code of Conduct agreement form on file with the department.
- Students must have no active incompletes.
- Students must have no misconduct cases in the review or appeal process.
- Students must have good supervisory evaluations from both the assigned instructor of record and Dr. Courtney Welch, Associate Director of Graduate Studies
- Students must have a degree plan on file with the department.
- Masters candidates must have a minimum of a 3.5 GPA.
- Doctoral candidates must have a minimum of 3.6 GPA.



Preferences will be given to All-But-Dissertation (ABD) graduate students for summer employment. If a student has exhausted their 10 semesters (Fall/Spring) of funding then they are automatically eliminated from the selection process.

***Please note:*** According to university policy, Teaching Assistants must be able to do their work from inside the state of Texas. 10. Effective fall 2025, the History Department cannot employ students as TA/TFs who are working or living outside the state of Texas.

### **Availability Forms and Assignment**

1. In terms of departmental course scheduling, it is the expectation of the History Department that graduate students provide a wide selection of availability of times and days.
2. Initializing each time and day slot of the availability form is confirming to the Graduate Committee that that you are available for an in-person class at that time and day.
3. In requesting an online course assignment, preference will be given to graduate students who have passed their comprehensive exams and are working on their dissertation.
4. TA/TF assignments are based on the needs of the department.
5. If a change occurs to your personal schedule after the 1<sup>st</sup> form submission due date, you **MUST** resubmit a revised, signed availability form.
6. All scheduling special considerations and requests **MUST** be submitted in writing.
7. If a TA/TF cannot meet the assignment, then they can decline the position. If the student declines the first offered position, that they will only be offered a different position based off “department needs” and what will work with our schedule.
8. If a TF position is offered, the student cannot decline that position in expectation of a TA assignment.
9. After June 1<sup>st</sup> changes in TA/TF availability forms will not be accepted.
10. Effective fall 2025, the History Department cannot employ students as TA/TFs who are working or living outside the state of Texas.

### **Teaching Assistantship & Teaching Fellowship Training**



The UNT Department of History requires all TAs and TFs to complete an annual department training seminar that is scheduled the Friday before fall courses begin. The training features important information about the role, duties, and responsibilities TAs and TFs have, as well as department expectations and procedures. Additional training is also required by the University of North Texas via [UNT Bridge](#).

### **Teaching Assistant (TA) Duties and Responsibilities**

The following are the duties and responsibilities of a Teaching Assistant:

1. TAs can only work 20 hours a week so please balance out your assignment grading accordingly.
2. TAs can grad (with direction and rubrics provided from the assigned instructor) exams, papers, and projects.
3. TAs are responsible for grading an assignment by 1 week of the original assignment due date.
4. TAs must attend all in person class lectures.
5. TAs must keep attendance for audit rolls and financial aid purposes.
6. TAs can proctor exams.
7. TAs must hold office hours to meet with students regarding coursework. Must have 1 office hour in the department faculties and 1 hour anywhere else

The following are NOT the duties and responsibilities of a Teaching Assistant:

1. TAs can NOT complete audit roles or post final course grades.
2. TAs can NOT independently create assignment grading rubrics – those MUST be provided by the instructor of record.
3. TAs can NOT offer students incompletes for the course – that is the decision of the instructor of record.
4. TAs are NOT required to lecture or teach a class. You may be offered the opportunity but a TA can decline the opportunity.
5. TAs can NOT be asked to “guest lecture” more than 3 class sessions in a semester.

***Please Remember:*** Communicate with your instructor. Check UNT Bridge for additional training required by the department and university.

### **Timely Progress & Qualifying Exam Timeline for TAs & TFs**

In order to remain eligible for TA/TF assignments, students must continue to make timely progress on their degrees. Students who fail to maintain the academic and professional expectations outlined in the Department of History's Graduate Student Expectations of Academic and Professional Conduct may be dismissed from the TA/TF program.

Additionally, PhD students who fail to pass their comprehensive exams or master's students who fail to defend their MA thesis within one semester of finishing their coursework may also be dismissed from the TA/TF program, and subsequently lose their funding.

### **Course Load Requirements**

The institutional requirement for a minimal load of academic work for graduate assistantships in any long semester is 9 semester credit hours (SCHs) of graduate courses.

Upon written recommendation of the college/school dean or her designee and approval of the dean of the graduate school, the minimum registration limit may be reduced to three semester hours for the long term for students who have filed an approved degree plan, have completed all course work, and are either ready to take the qualifying examinations and/or registered for thesis or dissertation.

There are three ways to obtain a reduced course load. Please read the following information carefully and submit the appropriate form as indicated.

#### *1) Qualifying Examination Results (QER) form*

Doctoral students who have a graduate school-approved Qualifying Examination Results (QER) are approved to enroll in as little as 3 Graduate Credit Hours (GCH), and do not need to submit a CLE form. The QER form is submitted when doctoral students pass their comprehensive exams (written and oral).

#### *2) Course Load Exception (CLE) form*

The CLE form is designed to serve as a placeholder for Qualifying Examination Results (QER) forms, granting students a semester-long course load exception while preparing for either comprehensive or qualifying exams. CLEs do not need to be submitted after a student has completed and satisfied departmental exam requirements and have a QER on file, marking the milestone of ABD status. CLE's are not applicable for International students. Course Load Exception Requests should be submitted 4 weeks before the start of each semester to ensure your request is processed on time.

CLE Applicant Eligibility Criteria:

- Students either on a Graduate School fellowship or scholarship or receiving employment by a department as a TA, TF, RA or GSA may submit a CLE.
- Students must either be preparing for comprehensive exams (Master's students), qualifying exams (Doctoral students).
- Students must also have all coursework complete and be in All-But-Dissertation (ABD) status.

CLE's are only applicable for Domestic Students. International students, see "For International Students Only" section below.

Students meeting the CLE eligibility criteria are encouraged to complete a CLE eForm, found [here](#). When completing the eform, students are required to enter Dr. Kerry Goldmann's (kerry.goldmann@unt.edu) contact information under the Academic Advisor section for department approval. Do NOT enter your major professor's contact information as it may delay the review process.

Please note: Submission of a CLE form does not guarantee students' approval for a reduced course load.

### 3) Graduate Student Full-Time Equivalency Report

International students do not need to submit a CLE form. Instead, submit the Graduate Student Full Time Equivalency Report from UNT-I for Visa purposes. Students who have a graduate school-approved Qualifying Examination Results (QER) form do not need to complete this form.

Because of the review process, students must have a graduate school-approved degree plan on file and paperwork reflecting any coursework changes. Failure to have this on file will delay the review process.

UNT-International Office contact information:

Location: International Student Advising Center, Marquis Hall Room 110

Office Hours: Monday-Friday, 8:00am-5:00pm

Phone: 940-565-2195

Email: [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)

For more detailed information on Reduced Course Load Requests and access to CLE eform, please click [here](#).

### **Non-Resident Tuition Waivers**

Many students who receive an assistantship and are classified as non-resident/out-of-state are eligible to have non-resident/out-of-state tuition waived and will pay tuition at the resident/in-state rate through an employment waiver (see below). This waiver is submitted each semester by your awarding department to the Toulouse Graduate School.

After residing in the state for 12 consecutive months, a student may apply for reclassification as a resident for tuition purposes provided unequivocal proof of establishment of domicile in Texas. For more information on reclassification, as well as documentation required, please visit the [Registrar's Office website](#).

### **Employment Waiver**

The Employment Waiver grants eligible students in-state tuition when employed via assistantship at UNT. Non-resident and international graduate students should complete this form if they are employed as a TA/TF/RA/GSA. Texas residents, TBP recipients, and those already receiving a Competitive Scholarship Waiver (CSW) do not need to complete this form.

Employment Waiver Requests should be submitted to your employing department 4 weeks before the start of each semester to ensure your request is processed on time.

To qualify for an Employment Waiver, you must be:

- A domestic or international professor employed at least half-time (20 hours per week) by UNT or the UNT Health Science Center or
- A domestic or international Teaching Assistant (TA), Teaching Fellow (TF), Research Assistant (RA), or Graduate Services Assistant (GSA) employed by UNT or the UNT Health Science Center at least half-time (20 hours per week).
- Employed on or before the 12th class date (census date).

For more detailed information and access to Employment Wavier, please click [here](#).

### **Assistantships and Teaching Resources**

To help students prepare for their teaching role in higher education, UNT has developed the following list of resources below and may also be found [here](#).

### **Graduate Student Teaching Excellence Program (GSTEP)**

GSTEP is provided by the Center for Learning Enhancement, Assessment, and Redesign (CLEAR) with support from the Office of the Provost. It is a free program for graduate students at the University of North Texas. The goal of the program is to prepare graduate students for teaching roles in higher education by equipping them with teaching skills, knowledge about teaching strategies and peer support. Activities include classroom teaching experiences, online training modules, and peer mentoring. Upon completion of the program, students will receive a letter of recommendation for future faculty interviews. Find more details about GSTEP on the [CLEAR website](#).

### **Additional Teaching Resources**

[TA/TF/RA/GSA Benefits](#)

[Interactive UNT Campus Map](#)

[CLEAR Teaching Support resources](#)

[Counseling and Testing Information \(PDF, courtesy of John Hipple\)](#)

[Teaching Excellence Handbook](#)

[Academic Integrity](#)

[Professional Development Workshops](#)

[Glossary of Emotional and Academic Support Services](#)

[First Day of Class](#)

[Writing Resources](#)

[Canvas Support](#)

[Graduate Scholarships and Fellowships](#)

[UNT International](#)

[Funding your Graduate Education](#)

[Office of Disability Accommodation](#)

### **Language Support**

All new TAs/TFs/RAs whose primary language isn't English are required to have an assessment of their spoken English conducted prior to or at the beginning of the semester.

The only exception is that students with a minimum score of 25 on the Speaking section of the TOEFL iBT are exempt from the assessment.

The UNT policy for the Program of Assistance for Teaching Personnel Whose Primary Language is Not English is located [here](#).

Please email [InternationalTA@unt.edu](mailto:InternationalTA@unt.edu) to schedule an appointment or submit a TOEFL score exemption. Email or call (940) 565-2003 with any questions.

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## Departmental Graduate Student Spaces

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The department provides spaces for graduate students as a resource to complete work or take a break. These spaces are meant to support history graduate students by providing a place to gather, eat, study, and work.

### Teaching Assistant and Teaching Fellow Office: WH 210

Wooten Hall 210 functions as the History TA/TF office space. This space is meant for History TA & TFs only. In this space there are desks for you to use to complete your TA/TF work, and there is a conference table where you can meet with students during your office hours. WH 210 has shelves with cube storage drawers assigned by name to each TA/TF where any mail and completed Help Center exams will be placed for you. TA/TFs are issued a key to this space during the first week of the fall semester.

The department expectations for WH 210 are as follows:

- This space is a quiet zone and a no-food zone. You may have drinks with lids.
- You can use any desk that is available when you arrive. There are no assigned or reservable desks.
- The table in the corner can be used to meet with students. If a situation comes up when you need to discuss very sensitive matters with a student, you can email [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu), and Cairan will find a private space for you to meet with the student (a conference room, etc.).
- You can store personal belongings within your storage cube, at your own discretion, but please note that it is at your own risk, as we cannot guarantee the door will always remain locked.
- Please do not tape or post anything on the walls, furniture, or room dividers provided.
- If a light goes out or an outlet stops working, etc. please send Cairan an email, and he will put in a request to have it fixed.

If these expectations are not met, adjustments will be made to the usage of WH 210.

### Graduate Student Lounge: WH 211

Wooten Hall 211 functions as the History graduate student lounge. This space is meant for all History graduate students. The graduate student lounge is open Monday through Friday, 8:00 am – 5:00 pm. The lounge contains tables, seating, a fridge, a coffee maker, and a microwave all available for use. The department expectations for WH 211 are as follows:

- Make sure you clean up after yourself. This means cleaning up any spills or crumbs in the microwave & fridge, on the countertop & tables, and on the floors & furniture. Please note that food cleanup in the lounge is your responsibility and not the responsibility of the History Department Staff.
- Please dispose of any old/forgotten items in the fridge. The fridge is not for long-term food storage. Eat your food in a timely manner, and keep the fridge tidy.
- Please ensure all trash is picked up and thrown away. A trash can is available in the room.
- Please push in all chairs when you leave. This helps limit tripping hazards.

- Please be respectful of the surrounding classrooms. Do not get too loud, and if a nearby professor asks you to quiet down, please do so.
- The door to the lounge will always remain open. The department will open the lounge at 8:00 am and close it at 5:00 pm. Please note that personal belongings left unattended are left at your own risk.
- Please let Cairan know if a light goes out, an outlet stops working, or the trash can is full. He will put in a request to have it fixed. Contact him at [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu).

If these expectations are not met, adjustments will be made to the usage of WH 211.

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## HIST Graduate Studies Team Contact Information

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The Graduate Studies Team is here to support all of our graduate students. Please view our roles below so you know who to contact for what issues and how to contact them. For more general program information, please email us at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu).

### Director of Graduate Studies

Michael Wise, Ph.D.

Wooten Hall Room 259

E-mail: [michael.wise@unt.edu](mailto:michael.wise@unt.edu)

Contact for: graduate student concerns, including academic conduct concerns, departmental funding opportunities, and curriculum-related questions.

### Associate Director of Graduate Studies, TA/TF Program Director

Courtney Welch, Ph.D.

Wooten Hall Room 231A

E-mail: [courtney.welch@unt.edu](mailto:courtney.welch@unt.edu)

Contact for: questions and concerns related to Teaching Fellow/Assistant activities, training, responsibilities, and academic conduct concerns.

### Associate Director of Graduate Studies, Graduate Student Advisor

Kerry Goldmann, Ph.D.

Wooten Hall Room 241A

E-mail: [kerry.goldmann@unt.edu](mailto:kerry.goldmann@unt.edu)

Contact for: academic advising and discussing graduate student issues, including professional development, post-grad life, and academic scheduling concerns.

### Graduate Program Specialist

Cairan Bergstrom, M.A.

Wooten Hall Room 227

Phone: (940) 369-8932

E-mail: [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu)

Contact for: questions about degree progress, course enrollment, application materials, documentation, as well as facilities and office spaces.

