



DEPARTMENT OF HISTORY

College of Liberal Arts
& Social Science

GRADUATE HANDBOOK

2020 - 2021



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Welcome to the UNT Department of History

On behalf of the faculty and staff of the UNT Department of History, I am excited to welcome you to the University of North Texas, one of the fastest-growing “RI” research universities in the United States. The Department of History is the home of talented and rigorous scholars, teachers, and writers in nearly every field of historical study. We are thrilled that you have joined our friendly and accomplished community and are eager to help you pursue your graduate degree in history.

This handbook is intended to provide a comprehensive guide to graduate study in the UNT Department of History by consolidating answers to the questions most frequently asked by our graduate students, as well as by clarifying specific expectations of our graduate curriculum. Please refer to this handbook regularly as you progress through your graduate studies. It is designed to serve you by providing precise and succinct information about department procedures and policies so that you can focus your efforts on reading, researching, and writing—and not on administrative minutiae.

That said, this handbook cannot possibly cover every situation. Even if it could, it would still be no substitute for in-person mentorship and advocacy. Whenever you have a question or you need input on making an important decision about your academic course of study, please talk to your major professor, our associate director of graduate studies (Dr. Kerry Goldmann), or our graduate studies program coordinator (Jennifer Landeros). As the director of graduate studies, I am also available to discuss academic and non-academic issues. We are all eager to help you.

In addition to the departmental procedures outlined in this handbook, there are many university policies administered by UNT’s Toulouse Graduate School. Although this handbook references the university-level policies that are relevant to students in our department’s graduate programs, you may also wish to consult the graduate school’s policies directly. The UNT graduate catalog is available at

<http://catalog.unt.edu/index.php?catoid=21>, and the Toulouse Graduate School webpage is located at <http://tgs.unt.edu>.

Graduate study in history is a demanding intellectual pursuit. You have earned our respect by taking on this challenge, and we appreciate your commitment and your hard work. Our faculty and staff will strive to provide you with the best possible support during your career at UNT and beyond.



Dr. Michael D. Wise
Associate Professor and Director of Graduate Studies
Department of History
University of North Texas

First Steps

Prior to your arrival, you should contact your initial faculty mentor 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, Dr. Kerry Goldmann. There are some classes that are better to schedule earlier in your program; for instance, if you are a Ph.D. student, we recommend that you take Historiography (HIST 6000), and a master's student are recommended to take Historical Bibliography (HIST 5940), as both are only offered during the fall semester. 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).

Administrative Basics

The staff and faculty of the UNT Department of History perform most of the department's administrative tasks. The department chairperson, Dr. Jennifer Jensen Wallach, 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. Clark Pomerleau, assists the chairperson with their tasks. Three primary staff members also provide administrative support in the main office (Wooten Hall 225): Jami McQueen works as the Assistant to the Chair; Dr. Megan Bryan serves as the Undergraduate Program Assistant; and Jennifer Landeros serves as the Graduate Program Assistant. In addition, Coleton Caldwell 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, and the associate director of graduate studies, Dr. Kerry Goldmann. 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/MS) or four (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 associate director of graduate studies (Dr. Goldman), the director of graduate studies (Dr. Wise) and the graduate program assistant (Jennifer Landeros) are 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.

Transfer Credits

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 2020-2021 Graduate Catalog at <http://catalog.unt.edu/index.php>

Master’s Degree Requirements

The Department of History offers the Master of Arts (MA) and Master of Science (MS) degrees (Thesis or Non-Thesis option for both degrees).

- 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) credit hours of thesis, and three (3) credit 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) credit hours of historical bibliography (HIST 5940). When 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 Director of Graduate Studies'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) credit hours from the minor field will replace six (6) credit 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/MS 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 requires fulfillment of the foreign language requirement as stipulated in the graduate catalog. The Master of Science (MS) degree does not include the foreign-language requirement. Students in the MA program should complete the language requirement as soon as possible after initial enrollment to use foreign-language skills in their course work and/or thesis research. MA students must fulfill the language requirement before they sit for their thesis defense or oral exams.

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.

Ph.D. Degree Requirements

- 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 (2) 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.

Residency Requirement (Ph.D. Students Only)

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.

Filing a Degree Plan

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 fill out their degree plan by answering questions left blank on their pre-filled degree plan form. Students must contact their major professor before completing their degree plan to discuss mapping out the road to completing their degree. Once complete students will submit their degree plan to the Graduate Studies Assistant via email at historygradprogram@unt.edu. It is highly recommended students copy their major professor when email submitting their degree plan to the department. 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/MS Degree Plans

A MA or MS 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).

Note: *Teaching of College History does not count towards degree requirements, and should not be listed on the degree plan.*

Students will receive their pre-filled degree plan from Graduate Studies Assistant via email at the time they have completed eighteen (18) graduate-level History courses. 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.

Under the “Foreign Language Requirement” portion, if students are in process of completing an MA 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.

Minor Field

If the student decides to minor in a non-history field, they can list six (6) credit 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

A Ph.D. degree plan must have 30 hours of coursework classes listed, which must include the first three items below. Students may take more than 30 hours of courses, but should only list 30 on the degree plan. The plan should also have a minimum of twelve (12) dissertation hours, bringing the total hours on the form to 42 (as required per the degree). Students are able to select courses, instructors, credit hours, semester, and grade by using a scroll down option.

Ph.D. degree plan must have the following:

- Four (4) seminars (12 credit hours);
- Historiography (HIST 6000);
- At least one (1) class with each committee member (exceptions can be made by approval of DGS and/or Department Chair);
- 12 dissertation hours with major professor (maximum of nine (9) hours of dissertation per semester)

Note: *Teaching of College History does not count towards degree requirements, and should not be listed on the degree plan.*

Students will receive their pre-filled degree plan from Graduate Studies Assistant via email at the time they have completed eighteen (18) graduate-level History courses. 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 Studies Assistant via email at historygradprogram@unt.edu.*

Degree Plan Change Form

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. Copies made on green paper are kept on the office door in the form holder, but they can also be found here:

<http://history.unt.edu/departamental-forms>. Once form is completed by students it MUST be submitted to the Graduate Studies Assistant in Wooten Hall room 225C 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.

Foreign Language Requirement

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

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

For much of the twentieth century, MA students traditionally wrote and defended a master's thesis. As the landscapes of graduate education, academic employment, and publishing have changed in recent decades, however, many have argued that the practicality and usefulness of the thesis has decreased. Unlike a dissertation, which is normally adapted into a publishable book manuscript, or a seminar paper, which can be readily adapted into a publishable article manuscript, the thesis is too small for a book and too large for a journal. Moreover, as the PhD dissertation became the basic stock-in-trade for academic employment, the value of the thesis as an accrediting device greatly diminished. In short, graduate programs across the United States could no longer justify the added time it took most of their master's students to write a thesis, and nearly all history graduate programs—including the one at UNT—eliminated their thesis requirements.

Students in the master's program can select whether they wish to write and defend a thesis as part of their program of study, or if they would rather take two (2) additional graduate courses. 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 major disadvantage of writing and defending a thesis is that it often adds a year or more to the time it takes most students to earn their degree. The main advantage of writing a master's thesis is that it provides students who have a well-specified research project the opportunity to work on that project instead of taking two additional graduate courses. Writing a thesis can also provide valuable preparation for taking on larger, multi-chapter research projects such as a dissertation.

Time Limitations

In general, Master's students are expected to complete their degree in two (2) years, and Doctoral students are expected to complete their degree in five (5) years.

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

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>.

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>.

Choosing a Thesis/Dissertation Committee

When faculty members join a student's graduate committee it represents their formal commitment to supporting that student's academic and professional development at UNT and beyond. The student's major professor leads the student's graduate committee and also serves as the student's primary faculty advisor.

All graduate students are required to choose their major professor and form their graduate committee at the time they file their degree plan. At the doctoral level, the student's committee consists of their major professor and at least four other faculty members for a total of five. At the master's level, the committee consists of the student's major professor and at least two other faculty members for a total of three. 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. 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).

In most cases, the selection of a student's major professor is straightforward. All students who are admitted into the program are initially paired with a faculty mentor with expertise in the student's stated areas of research expertise. 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 than their

initial mentor. If you are having difficulty choosing a major professor, contact the Director of Graduate Studies for help.

After finding a major professor, students are ready to select their committee members. 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).

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.

Students at the master's level have a little more flexibility in choosing committee members since they do not need to declare fields for comprehensive exams. Master's committee members should be chosen in consultation with the student's major professor.

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. The Associate Director and the Director of Graduate Studies are available to discuss any and all concerns that students may have regarding their major professor or committee members.

Continuous Enrollment

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 2019–2020 Graduate catalog:

For master's student see

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

Ph.D. Comprehensive Exams

The basic goals of comprehensive exams are twofold: First, to provide Ph.D. students with an opportunity to demonstrate mastery of the major scholarly questions and conversations animating their specialized fields of study; and, second, to help transition doctoral students toward full-time work on their dissertation through the submission and approval of a dissertation prospectus.

Comprehensive exams are organized into two components: a set of written exams, and an in-person oral exam. Over the course of one week, students must pass four written exams (one in each of four exam fields). Then they must verbally support and defend their written answers 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.

The specific format of written exams can vary widely depending on the field of study and on the pedagogical strategies that individual faculty members deem most appropriate for a particular student's circumstances. However, in general, the expectation is that students will prepare for these exams by reviewing a "reading list" of between 30 and 60 major works (books and/or articles) in each of their exam fields. In order to ensure sufficient study time, these lists should be determined and discussed with committee members several months in advance. On each actual day of the written exam week, students will be given their exam questions—usually one or two for each field of study—and will be expected to respond in writing using specific examples drawn from their reading lists. In any given field of study, 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.

After passing written exams, students will then provide their major professor and committee members with a dissertation prospectus to read and review in advance of their oral exam. The oral exam itself typically lasts for two to three hours. During the first part of this exam, committee members have a chance to ask questions related to the student's written exam responses. These conversations usually generate new questions about the scholarship in a student's exam fields. After covering these fields of study sufficiently, the exam will shift toward the consideration of the student's dissertation prospectus. In order to pass the oral exam, students are expected to answer all questions in their exam fields as well as those regarding their dissertation prospectus in a thoughtful, confident, and convincing manner.

How to Schedule:

Ideally, doctoral students will take their comprehensive exam in the final semester of their coursework. However, students have one year after completing their coursework to then complete their Comprehensive Exam (both oral and written exam), or typically referred by department as "Comps." It is up to students to keep track of when their Comps should be completed by, but the Graduate Studies Assistant will ensure compliance. Graduate students will also be given ample notification of upcoming time limitations when auditing the student files (completed at the end of every semester).

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** be done with oral and written comps at least 2 business days prior to 1st class day of 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. Comps may be scheduled any time during the fall, spring, or summer semesters. When scheduling Comps exams students must contact the Graduate Studies Assistant via email (students must copy their major professor and committee members in the email) at historygradprogram@unt.edu, in order to verify they are eligible to be scheduled and to be scheduled on the department calendar.

Students eligible to be schedule for their Comps exams must have the following:

- 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 what they need to change. Students will need to turn in a degree plan change form (or a new degree plan if changes are too extensive) to the Graduate Studies Assistant **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.

Once students requesting to be scheduled for Comps are confirmed to be eligible, their names will be added to the Comps event departmental calendar during the time window that they choose.

Written Comps

When the time comes for the Written Comps exam days, students who are scheduled to take Comps will receive an email a week or two before with a list of the rules they need to be aware of.

Students will be in room with special computers and/or laptops that will not have internet access to them. Students will be able to select which committee member questions they would like to answer each day. Students will also be provided with a blank legal notepad and pens that they will be able to use each day (any notes written will be taken up at the end of the exam day and attached to exam answers). Students may start at 8 am (or whenever they show up if after 8 am), and must be finished by 4:45 pm each exam day.

Exam answers will be printed once student(s) notify the Exam Proctor they are finished with their set of questions for the day. Answer sheets will be sent to the appropriate committee member. Students will then be notified via email by the Graduate Studies Assistant if they pass or fail.

NOTE: Due to the evolving situation with COVID 19, during the 2020-2021 academic year we may be conducting written comps remotely.

Oral Comps

10-21 calendar days after the completion of the written portion of the Comps Exam, students must complete their Oral Comps, which is also combined with their dissertation proposal to their committee. The Oral Comp date must be scheduled on the calendar no later than when students start their written comps – either the student or major professor must communicate the scheduled time to the Graduate Studies Assistant either in person (WH 225C) or via email at historygradprogram@unt.edu, in order to be

scheduled on the departmental calendar. Unlike written comps, oral comps will take place on one day only, typically for a duration of 2 hours (unless longer is requested).

Note: *The 10-21 day rule can be waived if the student needs to take the oral comps sooner or later than that, with written approval of their entire committee, the department chair, and the graduate advisor. The major professor or student should initiate this process, as they are requesting the exception.*

The 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 before the oral comps take place. Please contact the Graduate Studies Assistant via email at historygradprogram@unt.edu for more information, if applicable.

Dissertation Prospectus

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.

What *is* a Dissertation or Thesis?

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.

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.

Defending your Dissertation or Thesis

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.

Registering for Thesis or Dissertation Hours

Master Thesis Hours (HIST 5950)

Once MA/MS students complete all coursework (27 credit hours), 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 (30 credit hours) 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.

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.*

Master's & Doctoral Defenses

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 of Science 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 Studies Assistant 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 scheduled to take place three forms will be provided to the Major Professor by the Graduate Studies Assistant. 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.

Oral Comprehensive Exam (Master's Non-Thesis Option)

For students requesting to be scheduled to complete their oral comprehensive exam must contact the Graduate Studies Assistant via email at historygradprogram@unt.edu (must copy major professor on email). Before the student(s) can be scheduled to take their exam, the Graduate Studies Assistant 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
- 2014 Fall UNT Non-Thesis Evaluation Rubric

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

Applying to Graduate

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, or by phone at 940-565-2383.

Formatting and Filing the Dissertation/Thesis

We strongly recommend that you familiarize yourself with the contents of the Graduate School's Thesis/Dissertation Manual (<https://tgs.unt.edu/thesis-manual>) 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.

Satisfactory Progress Policy for Ph.D. Students in History

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
- Achieving the milestones for Satisfactory Progress in a timely manner.

The Director of Graduate Studies will perform this evaluation with input 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 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 (<http://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 (8th) 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"> ● In consultation with faculty mentor and the ADGS, student should schedule nine (9) graduate hours including HIST 6000 Historiography. ● 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.
Second Semester	<ul style="list-style-type: none"> ● In consultation with faculty mentor and the ADGS, student should schedule nine (9) graduate hours including one (1) three-hour seminar. ● In addition, student 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.
Third Semester	<ul style="list-style-type: none"> ● In consultation with their major professor, student should schedule nine (9) graduate hours including two (2) three-hour seminars.
Fourth Semester	<ul style="list-style-type: none"> ● In consultation with their major professor, student should schedule one (1) three-hour seminar. ● Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours. ● Once eligible (completed 30 hours of coursework, met the language requirement), student must successfully defend their Comprehensive (Qualifying) Examination, which includes approval of dissertation topic within one calendar year.
Fifth Semester	<ul style="list-style-type: none"> ● In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours. ● Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.
Sixth Semester	<ul style="list-style-type: none"> ● In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours. ● Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours. ● Students should begin/continue work toward their dissertation. Students must take a minimum of twelve (12) dissertation hours prior to their dissertation defense.
Seventh Semester	<ul style="list-style-type: none"> ● In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours. ● Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.

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

Satisfactory Progress for Students who are ABD (after successful completion of Comprehensive Examination)

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 his or her major professor or the Director of Graduate Studies 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 Director of Graduate Studies. 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, two "W" grades, or two concurrent Incompletes, 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 Director of Graduate Studies will notify the student of his or her probationary status and will send copies of the notice to the student's major professor and the Toulouse School of Graduate Studies. Another copy will be placed in the student's permanent file.

After receipt of notice of probationary status, the student must schedule a meeting with the Director of Graduate Studies 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 his or her removal from the program and will send copies of the notice to the student's major professor, the department chair, and the 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.

Satisfactory Progress Policy for Master's Students in History

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
- Achieving the milestones for Satisfactory Progress in a timely manner.

The Director of Graduate Studies 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 (<http://teachingcommons.unt.edu/teaching-handbook>), and 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 masters 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 (3rd) 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/MS with Thesis:

Semester	What you should have completed
First Semester	<ul style="list-style-type: none"> • In consultation with faculty mentor and the DGS, students should schedule nine (9) graduate hours including HIST 5940: Historical Bibliography. • 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).
Second Semester	<ul style="list-style-type: none"> • In consultation with faculty mentor and the DGS, students should schedule nine (9) graduate hours.

	<ul style="list-style-type: none"> In addition, student MUST have in place a committee and submit a Degree Plan by the completion of eighteen (18) history graduate-level hours.
Third Semester	<ul style="list-style-type: none"> In consultation with major professor, students should schedule nine (9) graduate hours including two (2) three-hour seminars.
Fourth Semester	<ul style="list-style-type: none"> In consultation with major professor, students should schedule six (6) thesis hours. Students with a TA position or other university funding requiring full-time enrollment must schedule nine (9) graduate hours. In addition to coursework, students should successfully defend their MA/MS thesis.

MA/MS without Thesis:

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

General Statement of Departmental Philosophy and Appeals Procedure

- A. All of the preceding departmental policies are meant to facilitate the students' completion of the MA/MS or Ph.D. 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 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.

Funding Opportunities

Teaching Fellowships/Assistantships

The Department of History at the University of North Texas offers Teaching Assistantships and Teaching Fellowships to eligible students via competitive application. Teaching assistantships consist of aiding full-time faculty in the teaching of one or two courses. Teaching fellowships consist of the independent teaching of one or two survey courses. Appointments are for one semester at a time. Summer appointments are also available, pending funding. Applicants for teaching fellowships and teaching assistantships who are highly rated but for whom there is no teaching position available are designated alternates.

Students awarded a teaching assistantship/fellowship are eligible for the Tuition Benefit Program Award (TBP), which provides funding support for tuition and mandatory benefits.

For more information, see Toulouse Graduate School [Assistantships and Teaching Resources](#).

See also [Graduate Student Recruitment and Retention](#).

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 15th 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.

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>.

NOTE: Travel Funding has been temporarily suspended during the 2020-2021 academic year due to the situation with COVID-19.

Tuition Benefit Program

The Tuition Benefit Program (TBP) is a program developed by UNT that provides financial support every academic year, in the form of a tuition supplement for eligible graduate students as they pursue their studies.

For eligibility criteria and requirements please contact the History department Graduate Studies Assistant via email at historygradprogram@unt.edu.

Students may also visit the following link for more information regarding the Tuition Benefits Program, <https://tgs.unt.edu/new-current-students/tuition-benefit-program> Note: Eligibility criteria and requirements may change each academic year.

Writing Resources for Graduate Students

UNT graduate students have access to multiple writing resources on the UNT at Denton campus. UNT has established many different sources to help graduate students from writing the first graduate research paper to the final version of a student's dissertation.

For more information/access to UNT's writing resources please visit, <https://tgs.unt.edu/new-current-students/writing-resources>

Graduate Student Support Services

As graduate students, we understand additional support may be needed to reach goals set. UNT strives to provide services graduate students may need and be beneficial to them. Such support services include, but are not limited to, professional development workshops, writing support, statistical support, teaching resources, the UNT counseling center, UNT libraries, etc.

For more information on the different types of graduate student support services available please visit, <https://tgs.unt.edu/graduate-student-support-services>

Professional development workshops

Toulouse Graduate School schedules workshops designed to provide graduate student assistance/insight to their academic life, as well as skills for post-graduate work and life. For workshop videos please visit, <https://tgs.unt.edu/workshop-videos>

An example of a workshop that is available every month to graduate student is the [Eagle Thesis & Dissertation Boot Camp](#). This workshop is a three (3) day workshop geared towards students in process of writing their thesis or dissertation. The Boot Camp offers a supportive environment for focused writing time that is interruption-free and stress-free.

The Department of History will email students once the Eagle Thesis & Dissertation Book Camp is available for students to register with more information on how-to-register.

For more information on the Eagle Thesis & Dissertation Book Camp please visit,

UNT Libraries

UNT has a total of four (4) libraries: Willis Library, Media Library, Eagle Commons, and Discovery Park Library, each available for the use of UNT students. For more information regarding library services available to graduate students please visit <https://library.unt.edu/services/for-graduate-students/>. History Graduate Student also have access to the History Department library located in Wooten Hall room 267.

History Department Library

The Kingsbury-Thomason Departmental Library was created by UNT History alumni Troy M. Thomason ('48) in honor of his mentor and favorite professor, Dr. Joseph L. Kingsbury. Professor Kingsbury taught history at UNT from 1925 to 1949. Troy M. Thomason was a World War II veteran and an avid student of history, with a particular interest in Military History. Mr. Thomason donated his personal library and collection of videotapes as well as a sum of \$30,000 to create the Kingsbury-Thomason Library in honor of Professor Kingsbury.

The Kingsbury-Thomason Departmental Library holdings include contains extensive reference materials including numerous world and United States atlases, U.S. and world encyclopedias, and handbooks ranging from Latin America to Texas and the Civil War. There are also over 3,500 monographs grouped into sections including world, U.S., Texas, and Military History. The emphasis of the collection is U.S. and Military History. The collection also includes approximately four hundred videos on a multitude of topics and copies of dissertations and theses of former graduate students. These materials do not circulate: they are available for all students to use in the Library during regular working hours. The Library is also a valuable area in which students can interact with graduate students and professors, in order to receive assistance in their studies and guidance.

The library is also used to hold departmental functions, classes, lectures from visiting professors, and meetings of organizations such as Phi Alpha Theta.

Here is a catalog of available literature: [Main Library](#), [Texas Room](#), [History Help Center](#), [Room 230](#)

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.

Federation of North Texas Area Universities

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 Director of Graduate Studies, Dr. Michael Wise 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>.

Departmental Forms for Graduate Students

Course Load Exception Request 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.

Degree Plan Change Form

Faculty Evaluation for Travel Grant Applicants: *This form must be completed prior to applying online for the travel grant. Print it off and submit it to the Department Chair.*

Toulouse Grad Student Travel Grant Application: *Once the Faculty Evaluation for Travel Grant Applicants form has been completed and submitted to the Department Chair, you may apply online for a travel grant.*

Request for Grade of Incomplete